



Registration number: 2683016

Working in partnership with parents and carers and sharing information

## Brant Broughton Preschool information sheet for parents and carers

### Dear Parents, Carers and Children,

Lots of interesting information for your reference, ongoing information about preschool life. This will be sent out at the start of the term, a newsletter with information of fundraisers, reminders and 'dates for your diary' will be sent out weekly/fortnightly. This has updates for all parents/families at preschool.

**Intercom** We have an intercom system in place for Preschool and School, it's a fantastic safeguarding for all your children, and keeps all our 'little people' safe which I'm sure you will admit safety comes first. Please could you pull the bar across to open, then press **PRESCHOOL (give it a good push, and when you leave a green button needs pressing near school front door, hit it hard) and give the gate a good pull to close when you are leaving thank you)** Gate opens at 8.40am and close at 9.10am for school, opens at 3.00pm in the afternoon, Preschool parents do not need to wait you can come forward to press the Preschool Intercom, please do not let anybody in the gate behind you. Please could we ask you to walk through the main gates and turn right walking all the way around the school to preschool, when leaving could you walk through the 3 main green gates on a one-way system following guidelines of social distancing, this is to protect you and other families and children round. Please could we ask you wear masks when entering the school.

**Mobile Phones** A sign has been placed on the 'parent's information board' and our noticeboard, could I please ask parents **not** to use mobile phones when entering preschool or outside around the children, this is to protect and safeguard our children and also you are ready to greet your child with a 'hello and a smile'. To safeguard our children please do not take photographs of your own children while playing outside.

**Funded hours** The preschool is registered to receive Early Years funding for 3 to 4 year olds for 15 hours and 30 hours per week if your child is eligible. A child becomes eligible for funding from the **full** term following their 3<sup>rd</sup> birthday (September, January and April) children receive funding for 38 weeks per year, if any days are not funded you will be informed as some days at the **start of September** and **end academic year in July** is not funded, please see on our 'Parents Information board' and website if we have made changes to this. On our website you will find all our price lists for all children. Also we can offer 2-year-old funding; details are on the notice board, if you require a leaflet regarding 2-year-old funding please ask a member of staff **(If you want too up your funded days please let me know in advance)**

**Children are required to sign for a minimum of 12 hours or more if they are eligible for 2, 3 or 4-year-old funding. Unless you are attending another setting and these can be shared, please see the manager for details.**

**If your child is not eligible for funded hours a minimum of 2 sessions are required, this benefits the child and settling in is easier.**

**Opening hours** Our opening hours are Monday to Friday 8.45am to 3.15pm. If your child only attends during funded hours these will be your hours 9.00 to 3.00pm, 09.00 to 12.00pm and 12.00pm to 3.00pm, the government offer 15/30 hours funded childcare. If you pay for your child your child will start at 8.45am to 3.15pm, some children will have some funded and some paying, any hours between 8.45am to 9.00am and 3.00pm to 3.15pm will be charged at a rate,

**Breakfast club and after school club** We offer breakfast club and after school for all children, our breakfast club will be held at preschool from 7.45am to 8.45am, breakfast finishing at 8.20/8.25am. Our after school club will be also held at preschool from 3.15pm to 5.30pm, snack at 4.00pm. Children will need to be booked in by preschool staff in advance, this is not an adhoc service. We understand it's difficult to have set hours for breakfast and after preschool club, to avoid disappoint if we could ask you email before 3.30pm on Friday as emails cannot be answered after 5.00pm on a Friday and will be addressed from 7.00am on Monday morning. If you could email [brantbroughtonpreschool@googlemail.com](mailto:brantbroughtonpreschool@googlemail.com), all details are on our website [brantbroughtonpreschool.org.uk](http://brantbroughtonpreschool.org.uk)

**Toys** please could I ask all toys/backpacks to stay at home, we have lots of toys at preschool, and if a child would like to take a toy from preschool please could you look in the 'toy library' box (yellow) near the front door, and your child is welcome to take a

toy home, play with it and bring it back the next day/week, these items in the 'toy library box' are educational for your child's learning and development. These have been cleaned and quarantined following the government guidelines. If your child has a sleep in the day please place a dummy or comforter in your child's bag.

**Uniform** –at preschool we have a uniform of pale blue polo shirt and a navy sweatshirt to be worn every day, children can wear leggings/jeans/ dresses/ trousers/skirts or navy cardigans whichever they feel comfortable. When we go on walks, trips around the village it's important for all children and staff to wear uniform, this is **compulsory**, it prevents children's own clothes getting dirty and helps with transition when they start reception class of wearing uniform, all details of prices on our website and 'parents' information board.

**Parking** outside the school – please could I remind parents to park safely and not on the corner of Mill Lane or on the yellow zig zags lines, cars parked in these areas are causing issues with vehicles turning, children and parents crossing, buses leaving and entering the road. Park and stride is available at the jubilee village hall.

**Please can we ask if you are arriving for breakfast club can you wait in the car until preschool is open at 7.45am, this is to protect children near the roads.**

**Library book** as a preschool we promote communication and reading at home giving children the opportunity to borrow a book every day, when your child has read and enjoyed the book please return it in their book bag, and we will change it with them, if your child wishes to keep the book we will mark in your child's communication book, children can change it more often if they wish too, we will ask them every day if they would like to change it or keep it.

**Water bottles and lunch boxes** Please could all children provide a water bottle to be **left** at preschool, this gives us chance to fill them up before your child arrives, we only give water or milk at preschool.

Some children have allergies to **juice and nuts** please could these not be brought into preschool. Please could all packed lunches have an ice pack in them, we cannot put lunch boxes/bags in our fridge because it's too small. If your child has large grapes can they be cut in 4 long ways, small grapes long ways in half, baby tomatoes to be cut in half this is too prevent choking. Could all sandwiches to be placed in sealed bags or lidded boxes to prevent food falling out in the lunch box.

**Checklist for children attending preschool** – Could a **drawstring bag only** (no big bags or rucksacks) be left on your child's peg all the time with change of clothes (trousers, pants, socks, t-shirt), hat and gloves. Movement and wiggle clothes – shorts and t-shirt to be in a **separate drawstring bag**, this will encourage your child to be independent and fetch their own PE bags when they are at school. Indoor shoes (crocs, slippers, pumps) wellies and winter snow suit/waterproof to be left at preschool. On warmer days' children require different clothes and items please could you put in shorts, sun hats, t-shirts, sun cream etc (applying sun cream before your child comes to preschool) and a water bottle.

**Fundraiser** As you know we fundraise through the year, being a small charity preschool, we rely on raising money for our wonderful preschool, please support any fundraisers we have to keep the preschool here in Brant Broughton for many years to come.

**Late Pickups and drop off** Could I remind parents about drop off times and pickup times at morning, lunch and home time, morning session finishes at 12.00 and lunch starts shortly after. If children are coming in at 12.00pm for the afternoon session if you do arrive early could you supervise your child and any siblings until the session starts keeping your child with you outside, children can join in with the afternoon routine at 12.00pm, this also applies to morning sessions as well keeping children and siblings with you at all times until the relevant session starts. If you could wait for a member of staff to greet you if you arrive before 8.45am. Any parents who are late at lunchtime will be given a late charge. Any children after 3.15pm will be automatically be charged the after preschool session rate.

**Book Bags** Please could parents please bring book bags every day your child attends, can you check your child's book bags at the end of each day to see all the exciting and fantastic work that your child has been doing, party invites, funding forms and snack fees envelopes. By bringing the book bag along to pre-school and taking it home at the end of each day, it will help to keep letters, correspondence and children's artwork neat, together and dry. **Please could no clothing or nappies be placed in book bags, all clothes need to be handed to a member of staff.**

**Communication book** as we are interested to see what your child has been doing at home please ensure that you bring along the 'home communication book', this is also where we can write a little bit about your child's week, this is **for you** to write something

they have been doing, (cousins over, gone to the seaside, holidays, visit to grandparents any things they have been up too, out for a walk etc, Or anything we may need to know about your child's routine/sleepless night etc, we love to hear all the stories and adventures they have had). Your key person will write in the book during the week for you and be using this to write messages, nappies and wipes needed, change of clothes, numbers or details you may have requested during the day, sleep times, nappy changes etc, we sometimes don't always get chance to tell you everything, so please take the time to read them as you may be missing important information regarding your child's development and learning, we may also ask a question or require information from you.

**Hot School Dinners/packed lunch Good Lookin Cookin** who provide the School hot/cold dinners will continue to offer pre-school children cold/hot dinners. The meals have been a great success with our children; the meals will still cost £2.30 each which includes a healthy lunch and pudding, a copy of the menu is available from the Good Lookin Cookin website and parent's information board/window for you to view. If you would like meals, please could you pay and order directly with 'Good Lookin Cookin' before 11am on Thursday for the following week, and reference your 'child's name and Brant broughton preschool with the tick box' paying by BACS payment direct.

Please keep looking at our website or face book page you will see new information over the term about events, change of lunch time menu, new term dates September 2021 to July 2022, fundraising and updates.

Snack is updated at the start of the week and these are the snacks your child will be eating, we sometimes put some yummy bits in as a little surprise for the children as a treat which they all enjoy, please see or preschool window. We will be putting items on our outdoor notice board, parent's information or window' for your information.

Invoices and Late payments Our invoices will be sent out from our Accounts department from [enquiries@brantbroughtonpreschool.org.uk](mailto:enquiries@brantbroughtonpreschool.org.uk) at the start of the term, this may vary at different times of the year due to new starters, if you have any queries about invoices please could you contact this email address. Any payments after the date on the invoice will receive a late payment charge of £15.00, thank you. Any children who start mid-term will be invoiced the following term.

Holiday and absences If your child is absent from preschool, whether it's an appointment, day off with family or sickness please could you ring preschool or email preschool to let us know **every day**, we must give explanations of why your child is absent from pre-school, if not informed it is classed as unauthorised. If we do not hear from you by **10.30am** we will give a courtesy call/email to see if everything is okay, and information is recorded of child's absences. As you know funding for 2/3/4 year olds is available for 15 and up to 30 hours, if your child is missing lots of sessions or late arriving this must be recorded on registers, audits take place with outside agencies every year and funding may be withdrawn, and fees may have to be paid, thank you **\*\*If your child is on holiday or sick fees must be paid because we cannot fill that place\*\***

Facebook Please keep looking at our Facebook page **brant broughton preschool** we keep it up to date with what's happening at preschool, topics, up and coming events, what the children have been learning, closure for bad weather etc. Our face book page is an **open page to the public** for everyone to see and only parents who have given consent children's photos will be shown for families to see.

On our website [brantbroughtonpreschool.org.uk](http://brantbroughtonpreschool.org.uk) has lots of information which may be of interest to parents, grandparents etc, they have 'downloadable forms', policies and procedures, fundraising events, newsletters and much more.

### Covid and guidelines

We are following the government guidelines of social distancing and safety of the children and staff at preschool, we receive information from DFE , EYCC, Ofsted and Early Years Alliance and we will share all updates on closures and procedures we need to put in place at preschool.

### Snow closures

In the event of closure due to snow we will inform you on our facebook page/Lincs Fm and email. We do not automatically close if school closes, please check our details, thank you.

### Key person

All children have a key person given at the start of your child's preschool journey, the secondary key person is Sally in the event your key person is not available. The key person writes in your child's communication book, sends reports and is part of your child's learning. All staff work with every child at preschool and we get to know all about each child and can answer questions about your child's day.

**contact and enquiries details:** [brantbroughtonpreschool@googlemail.com](mailto:brantbroughtonpreschool@googlemail.com)

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