



Dear new parent/carer,

We must see either your child's birth certificate or passport and a member of staff will log their unique number for our records before your child can start at our preschool.

We do not start children mid-way through a term with only a couple of weeks left in the half term, unless there exceptional circumstances present.

Children will be offered a place at the beginning of the next half-term.

We take our children out for walks in the local area; this is part of our curriculum. We do not have the capacity for staff to stay back at preschool with children; therefore, we expect that all children will be accompanying us on our adventures into the local area.

All outings are risk assessed on the before we go out. All children will be secured into a 'Walk-o-Dile' and are staffed correctly in line with the Statutory Guidance. We do not plan ahead for a walk; we go out for a walk weather permitting and taking the lead from the children.

Please note that you are agreeing to this when you sign your child's registration form. If you do not wish your child to attend walks with us then we will be unable to offer your child a place at our preschool. For further information concerning our walks, please refer to the bottom of this page where the section marked as 'Walks' is highlighted. There is more information on walks/outings on the bottom of this page.

### **Free Early Educational Entitlement**

**Section 4** of the FEEE Parental Document needs to be filled in with black or blue ink. The form is pre-populated with the days and times that we have discussed and agreed upon prior to starting with us. If we make an error on your form or you have changed your mind, please fill in the correct information and return the form to us informing us of the changes you have made. All sections of this form must be filled in. We cannot process the form unless it is filled in fully.

We ask for a voluntary donation of £0.30 per session towards snack, if you want to opt out of this service then we ask that you provide a piece of fruit each day for your child. We offer all children fruit each day, this cannot be replaced by a biscuit, health snack bar, crisps, sweets or chocolate etc. This is to ensure snack time is fair to all children. If you choose to opt out then you must inform Hazel Hilton that you wish to do so.

All children must have water in their daily bottles; we prefer no juice at all. However, if you choose to supply juice this will only be given to your child with their lunch.

**If the following items are given in a lunch-box we will have to return them to you uneaten as they pose a high risk of choking or an allergic reaction:**

- Any kind of nuts, especially peanuts
- peanut butter
- popcorn
- hot dogs
- boiled hard sweets
- chewy sweets, such as Maoam, Haribo, Skittles, Gummy Bears
- marshmallows
- chewing gum etc.
- Fizzy drinks will be returned unopened.
- **Small, round foods:** such as grapes, cherry tomatoes, and berries should be cut in half or quarters.

### **Parental Access**

On the registration document, if one parent is not allowed contact with a child then we will need to see the relevant legal documentation that states this to be the case. Please bring in with you a copy of your child's birth certificate or passport before starting with us at preschool.

### **Walks**

We do take the children for impromptu walks. This is embedded into our curriculum as a framework for learning, this connects children's experiences to the curriculum and foster a ssense of place and community. All walks are risk assessed, the children are strapped into a safety harness, ('Walk-o-Dile'). One member of staff is at the front, one in the middle and one at the rear of the group. We visit the local shop on Heath Road, the Co-Op on the Hill, to look at the farm animals and the cars/trucks going under the motorway bridge on Reynold's Lane (rural lane). We also visit on occasions, St. John' Primary School reception class, little eagles 'Stay and Play', and their wooded area. We do not have the facility for staff to remain at preschool with a child. We always have to have two members of staff present with any child to go on a walk or we are not allowed to have a member of staff remain in the building with a child, this is a statutory requirement from OFSTED. As we only have three members of staff all children will need to be able to accompany us on walks when attending our preschool.

Yours sincerely

Hazel J. Hilton

(manager)