Start/Return Date:

September 2022 - July 2023

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| --- | --- | --- | --- |
| Attendance Days | 9am – 12pm |  | 12pm – 3pm |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

**IMPORTANT NOTCE**

Please note due a child’s allergy to nuts, we ask all parents not to include any nuts or products that contain nuts as an added ingredient. Thank you.

**Things that I need at playgroup:**

* *A spare set of clothes in case we get messy or wet. Please put your child’s name in their clothes.*
* *Sun hat, warm hat, sun cream, gloves, scarf, wellingtons, wet weather coat etc. (weather dependant).*
* *Children to have sun cream applied before the start of their session. We will reapply after lunch, please provide sun cream, in a named container to be kept in the children’s drawers*
* *A small bag to keep clothes and personal effects in, preferably a drawstring bag if you have one.*
* *A named bottle with water in so your child has access to water all day (non-spill bottle and* ***no juice*** *please, except at lunch time) to be left on the lunch trolley. A separate named bottle for lunch in their lunch bag.*
* *If your child is attending during lunch time, please supply a packed lunch with an* ***ice/cool pack****. This is to ensure children are not at risk from food borne illness or poisoning. If possible, we ask that you do not supply* ***bars of chocolate or bags of sweets****, in line with OFSTED’s advice on health eating and good dental hygiene, (including our policies and procedures) we take a healthy eating, health child approach. We promote healthy eating at St. John’s and are aware of the risk of tooth decay amongst the young. If you do pack treats, we ask that is a small chocolate biscuit bar or cake. Please cut any grapes in half to prevent choking hazard.*
* *We do try to very hard to persuade the children to eat their lunch but it is not always possible. If a child completely refuses to eat, we have to respect their wishes. However, if they refuse to eat, we will always inform you. Uneaten food is placed back into a child’s lunch bag so you can see how much they have consumed.*
* *If it is a child’s birthday, we do supply a small cake as a birthday treat. If you have any objections please inform a member of staff. Snacks consist mainly of fruit, breadsticks, toast, crumpets or fromage frais etc., and a drink of water or milk. Water is available throughout the day.*
* *A ‘Food Allergen’ list can be found on the parent’s notice board and kitchen door alongside a daily check list.*
* *Where applicable please supply your child with pull ups, nappies, wet wipes.*
* *We are happy for your child to bring in a cuddly toy or comforter if they need one (please put your child’s name on a tag on the toy/comforter).*
* *We would prefer children not to bring in small toys as they often get broken or lost, as you will appreciate this may cause distress to your child.*
* *If your child has brought something in and it appears lost, we will wait until all the children have vacated the building before coming in to look for it. This is because one member of staff tends the gate, whilst another takes the register out and goes in and out to collect your children for you. The other member off staff looks after the children still in the building. If parents/carers are coming in and out to look for lost property the member of staff in the building cannot give undivided attention to those children not yet collected, many thanks for bearing with us.*
* *Please let us know at the beginning of your child’s session if someone else is collecting your child and give a full description of the person to be collecting. Also please add their full name and relationship to your child on the parents register and show us a picture of them if possible.*
* *We used to ask parents/carers to sign children in and out, this is on hold until we feel it is safe to do so due to the guidance and issues surrounding Covid.*
* *We open at 9.00 am and ask parents wait on the playground until this time, we will come out to you. If you know your child will be late or not in please let us know as soon as possible.*
* *If you are collecting your child at lunch time please could you arrive at 11.55 am to ensure a smooth transition between the changeover of children leaving and that of those arriving. If you are dropping off your child at 12 o’clock we are not always able let you in if you are early as we can only hold 14 children in the setting at a time due to statutory legislation. We are unable to open early, however in the case of an emergency as long as there are two members of staff in the building, we would be happy to help out.*
* *Please note “what to do if my child is ill” on the Holiday Date and Playgroup Absence Form enclosed in this pack.*
* *If you wish to see a full copy of our policies and procedures please ask a member of our team.*

**Important Notice, Upon Arrival at Preschool:**

**Existing parents, carers and family members:** We will continue to collect your child on the playground and bring them into preschool. This has worked well for the children and we have found they settle in much quicker. If you feel your child is going to struggle please bring them down to the entrance.

**New** **parents, carers and family members:** We are aware that some children will be settle quickly and others not so quickly. Wherever possible we ask new parents in the first few weeks to arrive at preschool around 9.10 am. We have a high volume of new children to settle in and it can be daunting for a new child to arrive with up to 14 other children and their parents on the playground. We will take all new children and parents/carers into the setting to help to find your child’s peg. We will escort you in no more than two parents/carers at a time. We then will ask that you leave your child with us in order to let the next set of parents in. If your child becomes distressed and is not coping, we will ring you to either collect or work with your wishes. If you wish you can remain close by for a while. We are still asking parents to wear a mask inside and outside for the time being.

**Key Person:**

* *Your child will have a key person allocated to them, the key person will be your point of contact regarding their learning and development. However, at St. John’s we are a small setting and know the children well, you can approach any member of the team if you have anything you want to discuss. For existing children your child’s key person will remain the same unless otherwise stated. If your child’s key person is not available please to Hazel Hilton should you need advice or to chat.*
* *Under the new government statutory framework, we are no longer required to keep learning journey or written observations.*
* *Children in a dual placement will be given a ‘Setting to Setting Communication Diary’.*

**Additional Information**

**When your child starts their journey with us at Sandbach Heath (St. John’s) Preschool you are agreeing to follow and abide by our policies and procedures. These policies include, SEND, Child Protection and Safeguarding, Data Protection, Whistleblowing, Parent User Agreement and Acceptable Use and Parental Behaviour Policy. All our polices and procedures are available online, if you wish a paper copy, we can supply you with one. Failure to abide by our policies and procedures may lead to your child loosing their place with us**

**Warm regards from the team at St. Johns**