

## **Welcome**

We welcome you and your family to our pre-school. Please find below some additional information about the pre-school and what we do to enable us to work together to support you and your child.

### Website

Please take a look at our website [www.littlesunbeampreschool.org.uk](http://www.littlesunbeampreschool.org.uk) . It contains lots of information about the pre-school including the curriculum, continuous provision, pre-school policies, privacy notice, staff, our committee and our latest newsletter

In attempt to reduce paper usage and costs we no longer provide an information pack for parents in hardcopy. However if you do not have internet access or would prefer a paper copy of this information please let us know.

### Signing In

If it is 9am or later please come up and sign your child in on the register clipboard (located in Room 5). Please check your child's peg on the table in Room 5 as there are often notices or art works to go home and we have limited space.

### Coats

Please ensure your child has an appropriate coat for the day's weather. We aim to go out on most days, even when it is wet. Please ensure this is named and placed on your child's peg on our coat rack in Room 5

### Sun Cream/ Sun Hats

When appropriate please ensure your child is provided with a sun hat, please place these on your child's peg. We provide a 50 factor sun cream which with your permission we will apply to your child. If you wish to provide your own cream/lotion please hand this to a member of staff. Please ensure all items are clearly labelled with your child's name.

### Shoes

We ask that your child wears appropriate footwear for indoor and outdoor play. This really means closed in toed shoes (no sandals or crocs please). The children love playing outside on bikes, trikes and cars. Bare toes can easily be hurt when playing on the outside concreted area.

### Bags

If your child has a bag for nappy changes/change of clothes please place this in one of the crates under the signing in table. Please ensure the bag is named. We ask that this does not include any nappy creams/sun creams/medication etc. If you have any of these which you wish your child to use please speak to a member of staff.

### Incoming Incidents / Accidents

If your child has a minor bump or scrape at preschool while playing we will inform you by means of an accident form. You may find a 'See a member of staff' card on your child's peg at the end of session. Please talk to a staff member who will discuss the incident with you and

ask you to sign the accident book; you will be given a copy of this slip to take away. It will show the date, time, location and nature of the accident and any action we took.

Additionally if your child has an accident out of preschool which leaves a visible sign could you please let us know when signing your child in in the morning. We will fill in an 'incoming incident' slip with you. This helps us to be sure that your child has not injured themselves during the session.

### Lunch boxes

If your child is staying for lunch please place these on our lunch trolley when you arrive.

Children's lunch boxes must not contain the following:

- Nuts or nut products
- Sweets
- Fizzy drinks
- Cans or glass bottles

A frozen freezer block is highly recommended as we do not have refrigeration facilities for lunch box storage.

### Drinks

If your child wishes they can bring their own drinks bottle and leave it on our snack area. Please ensure this is marked clearly with their name. Alternatively a jug of water and beakers are always available for the children to serve themselves.

### Library Books/Puzzles

Each week your child will be sent home with a book or puzzle to share at home. Please bring these back promptly each week to ensure they can be exchanged

### Bobby and Amber Bear

Bobby and Amber are our travelling bears they go home with children on rotation. Please complete their diary so we can share with all the children what they did on their visit with you and your child.

### Door

The main playroom door has a top switch lock which we use to ensure the safety of your child. We ask that you do not operate this switch but ask a member of staff to let you out. In this way we can be sure the room is secure at all times.

### Lateness or absences

If you are running late or your child is ill and will not be attending pre-school that day could you please ring the pre-school phone 07522 541266 from approx. 8.45am to let us know.

### Sickness/diarrhoea

If your child has had vomiting/diarrhoea or a temperature they need to stay away from preschool until 48 hours after the symptoms have ceased.

### Home achievements

We like to celebrate your child's home learning achievements, please complete a Fantastic Flag if your child has learnt a new skill; i.e. putting on their own shoes, counting to 5 etc. We will then celebrate this at circle time with your child. Flags are available from the basket in Room 5.

### Fruit

At Little Sunbeams Pre-school we are always looking at ways to promote our children's awareness of healthy eating. Therefore we would be grateful for your co-operation in this by asking you to provide one item of fruit per week towards the children's snack time, if you are able to do so. By one item we mean, one apple or orange, for example, we do not expect you to provide a whole bag. Alternatively if you wish to make a monetary donation towards our snack shopping please use the money box provided.

### Comfort items

If your child has a special comfort item; muslin, dummy or toy which will aid their transition into setting please let us know. We will endeavour to ensure your child has this in reach when needed but is kept safe at all other times

### Toys

Once your child has settled we would advise against them bringing in small toys or objects from home into setting. If your child has something special they wish to share in a one off circle time please place this in our treasure box in Room 5. However in general we ask that other toys from home are not brought in as they can easily be lost or broken.