Information & Welcome Pack
Perranporth Pre-School

Perranporth Pre-School provides quality childcare for two to five year olds during the school term and is located in St. Piran’s Children’s Centre. We moved into these premises in October 2009 from Perranporth Community School where we were based since 2003 and therefore we have strong links with the reception class to provide an easy transition into school. Previous to this we were located in a community hall in the village. We are registered for 33 children and have 52 children on roll. The Pre-School is a community owned registered charity, run by a committee of parents and Pre-School staff.

Mission statement: At Perranporth Pre-school we value our children and their families. We aim to provide a welcome, stimulating and safe environment, which will enable children to develop at their own pace, to reach their full potential.

Aims: The aim of this pre-school is to enhance the education and personal development of each individual child who attends, meeting their individual needs, so they develop at their own pace. Our primary age group is 2rs-5yrs (under compulsory school age), however, we aim to provide a service which meets with community needs, and this will be researched regularly and extending the services offered if needed.

Staffing

The staff have a wide range of qualifications and experience in childcare. All staff have CRB (Criminal Records Bureau) checks and are approved by Ofsted. All staff attend regular meetings, training days and adhere to Pre-School policies.

Our Pre-School Staff are:
Tracey Williams - Pre-School Leader—DPP, HND in childhood Studies BSC (Hons) in Combined Social Science, PGCE. Currently studying EYP
Keri Shaw— Depute Pre-school Leader—Level 3 NVQ
Sherry Dodson—Deputy Pre-school Leader—NNEB Level 3 Play work Currently studying Honours Degree in Teaching and Learning
Sue Rand — Level 3 NVQ
Tracy Brown—Level 3 NVQ
Cassie Barnes-- Level 3 DCE level 3 Playwork
Kath Haley– Level 2 childcare qualifications
Izabel Parks—currently studying DCE level 3
Claire Lumley—Adult apprentice currently on Level 3 NVQ
Early Years Foundation Stage
Perranporth Pre-School follow the EYFS (Early Years Foundation Stage) which is broken down into four principles which are:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

Each of the principles have four commitments which describe how the principles can be put into practice. This is to ensure that settings provide good quality provision and care. Ofsted inspect the Pre-School on a regular basis to make sure that these standards are being met. In our last Ofsted inspection in July 2009 we received a Good and are working towards becoming an Outstanding setting.

There are six Areas of Learning and Development which are:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Each session targets the six areas of your child’s development. Children have a folder and their specific Key Worker records their development regularly. An informal meeting is also arranged between parents and staff to view these folders and discuss their child’s progress.

Our staff are friendly and approachable and your child’s Key Worker will be able to discuss any interests or concerns you may have about your child’s educational, physical and personal development.

Key Worker System
Key Workers can help their children become more settled in a setting through building a positive relationship with them and their families enabling them to feel safe and secure. They will keep specific information about each child, and build a learning journey which you as the parents can read and add to when ever you would like to. These can be found in your child’s try.

Every Child Matters
Perranporth Pre-School also ensure the standards set by the Children Act 2004 which underpins the Every Child Matters agenda are met. The aim of the Every Child Matters programme is to give all children from birth to 19 the support they need to:

- Be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.
Daily Routine

Registration
A member of staff will open the door, welcoming everybody in. We have folders on a table in the reception which we ask you sign your child in within, giving times of drop off and collection, and the name of who will be collecting your child with contact details.
Your child is encouraged to find their own name-tag and stick it on the board before hanging up coats and bags on the pegs provided.
Your child can then join their friends within the pre-school area.

Collection
When you collect your child please check they are wearing their correct coats, hats etc and have their belongings with them. Please sign the book on your way in to say you have collected your child and check for any artwork or letters that may be for you. When the group is very busy the children’s bags and coats will be put into the reception for you to collect.

Late Collection
In the event of late collection a penalty charge may be incurred and could result in the loss of your child’s place. Pre-School is responsible for children during sessions only. We cannot accept responsibility for children outside of the designated hours of care. If your child is attending Sky larks, please let staff know, as their transport and safety reaching there is important to us.

Illness
If your child falls ill during a session, we will contact you using the telephone numbers listed on your child’s registration form. In the event of an emergency we will contact the emergency services as well as parents/guardians. It is your responsibility to keep us updated with changes of address and telephone numbers and to be contactable during sessions.
If your child is poorly, please phone that morning. We do ask that you keep your child at home if they have any infectious illness and wait at least 24 hours after a tummy bug before bringing them back to pre-school. Please remember to regularly check your child for head lice. Medication needs to be labelled with the child’s name, and accompanied with Doctors prescription. You will be requested to complete a form.
In the event of an emergency please notify pre-school on 01872 573205. Wherever possible please to let us know if your child will not be attending a session you have booked or we will unfortunately need to charge.
Lunch and Snack

Snack
It is important for children to learn about healthy eating and we share a healthy snack everyday. This is a relaxed and social time and staff will sit with the children and chat. Children will be encouraged to try new foods and talk about their likes and dislikes.

Lunch
We ask that you provide a packed lunch for all children attending the afternoon session. Lunch boxes must contain an ice pack in the summer and be clearly labelled. Lunch boxes can be placed on the trolley.

Lunch Ideas are over leaf.
**Packed Lunch Ideas**

These are just a few ideas of lunches you could try. Mix and match ingredients to suit your child's tastes to provide a filling, healthy lunch that keeps them happy!

<table>
<thead>
<tr>
<th>Slices of pizza (can add extra veggies when cooking)</th>
<th>Chicken and sweetcorn (with a little mayonnaise) sandwich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chopped tomatoes and peppers</td>
<td>Individual cheese portion</td>
</tr>
<tr>
<td>Fruit</td>
<td>Fruit loaf</td>
</tr>
<tr>
<td>Yogurt drink</td>
<td>Dried fruit</td>
</tr>
</tbody>
</table>

| Ham and tomato sandwiches                           | Pasta salad with tuna and sweet corn or peas             |
| Pot of fruit yogurt                                 | Mini rice cakes                                         |
| Fruit teacake                                       | Yogurt                                                  |
| Satsuma                                             | Dried fruit                                              |

| Mini bagels with soft cheese and ham                | Rice salad with chopped hot dog sausages, peppers and cucumber |
| Tub of coleslaw and chopped apricots                | Yogurt                                                  |
| Grapes                                             | Malt loaf                                               |
| Fromage frais                                       | Fruit smoothie                                          |

| Cheese dip and breadsticks                          | Pitta pocket with chopped cheese and tomato            |
| Sticks of pepper and carrot                         | Wholemeal biscuit with fruit in yogurt                  |
| Current teacake /hot cross bun /malt loaf          | Apple                                                  |
| Fruit                                               |                                                        |

| Rice cakes and hummus                               | Tortilla wrap with chicken and coleslaw                 |
| Cherry tomatoes and cucumber                         | Carrot sticks and raisins                               |
| Small tub of rice pudding                           | Muffin                                                  |
| Dried fruit                                         | Yogurt stick                                            |

| Pitta with smoked mackerel and cream cheese         | Tortilla wrap with hummus and thinly sliced peppers    |
| Bean salad (baked beans with little sauce and sweet corn) | Fruit scone                                           |
| Banana                                              |                                                        |
| Yogurt                                              |                                                        |

**DRINKS IDEAS:**

- Water,
- Diluted fruit juice,
- Very dilute sugar free squash,
- Yogurt drink,
- Fruit smoothies
**Other Information**

**Belongings and Clothing**
Bags should contain sunhats and cream for the summer months and waterproofs for the colder months, nappies (if required) and a spare change of clothes. All items should be clearly labelled with your child’s name, including their lunch boxes please. Your child will be using paint, glue, clay, play dough and water during the day so please send them in appropriate clothing. We try to encourage outdoor play even in wet weather and we have wet weather clothing available. Suitable footwear is essential for both indoor and outdoor play (this does not include flip flops, open-toed sandals, furry boots or high heeled shoes).

**Settling In**
A member of staff will be on hand should your child need a little extra reassurance as you leave. If your child has trouble settling please have a chat with us and we will do our best to ease them through this tricky period. You are more than welcome to phone in and check that your child has settled after you leave and we will of course contact you should they become distressed.

**Sleep**
Pre-school can be very tiring for children so to ensure they get the most out of their time with us it is essential they are well rested. This will help their growth and development. The recommended amount of sleep for a pre-school aged child is 10.5 to 12 hours per night. For more information visit www.sleepcouncil.com

**Notice Boards and Letters**
We will keep you informed of any events, trips or changes to activities by newsletters, letters and posters. Please keep an eye out for times and places of meetings and events.

**Pre-School Policies**
Perranporth Pre-School has very clear policies on all aspects of the level of care your child receives when he or she is in our setting. It is very important that you familiarise yourself with these policies when your child joins our group. Please ask a member of staff to obtain copies of the policies and do not hesitate to ask any questions regarding these.

**Students**
We will be offering placements to a student who is studying for a childcare qualification. This is a vital part of the groups ethos, and will include apprentices at different levels. These members of our team will be supervised at all times and have current up to date CRB’s in place.
Hours and Fees

The setting opens at present five days a week during school term times between 9am and 3pm. We have two sessions per day which are from 9am until 12pm and from 12pm until 3pm. Children may stay all day if parents wish.

Children qualify for 15 hours of government funding per week during term time from the term after their third birthday. We take children from the age of 2 until they start school. This funding is for 15 free pre-school hours a week for 33 weeks of the year. These are our sessions and prices:

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>9am-12pm</td>
<td>£9</td>
</tr>
<tr>
<td>Afternoon *</td>
<td>12pm-3pm</td>
<td>£9</td>
</tr>
</tbody>
</table>

*For all children attending the afternoon sessions we ask that they are provided with a packed lunch to join in with lunch time.

Fees

Invoices are sent out at the end of each term. If fees are not paid your child may lose their paid place until the balance has been paid. If there are unavoidable issues preventing you for meeting these fee’s please contact us, so we can assist you with this.

If you would find it easier to pay your fees on a more regular basis please speak to Tracey or a member of the committee and we can arrange a payment plan.
Settling In Tips

If as a parent you feel you wish to stay with your child on the first week this is perfectly acceptable. It needs to feel comfortable for you both.

If staying with your child has not assisted the settlement process, it may be better to leave your child with their key worker, even if they are upset, as we will call you if they do not settle, however, they usually do really quickly. You can wait in the reception to be assured at a not too much later time they are fine.

You can bring into the setting a comforter with your child. This may be a toy, blanket, dummy or sucy. This is a really good way of assisting the child’s settlement.

If your child is really missing you, please let us have a photograph of you and your family to put in his/her draw. They can access this for comfort and reassurance.

Always try to leave your child knowing you will be back and when, and that you love them. We always reiterate this with them should they become unsettled during their time with us.

Please try to be on time to collect your children during their settlement period, as being the last child to be collected can have a very negative effect on the child’s settlement process.

We ensure the appropriate staffing ratios as laid down by Ofsted will be adhered to at all times. These are:

- 1 member of staff to 3 babies under 1 yrs old.
- 1 member of staff to 4 children aged between 1yrs and 3 yrs
- 1 member of staff to 8 children aged 3 years and above
Perranporth Pre-School is managed by a volunteer committee of parents, families, staff and community members. The pre-school cannot run without a committee and would close permanently so if you would like to join please speak to a member of staff or committee members. All parents and families can become a member of the committee and the more help we have the easier it is to maintain the high standards we have achieved through having a variety of people with a range of knowledge, skills and interests. Members help with fundraising, assisting the staff and help to oversee the general running of the setting and meet on a regular basis to discuss these matters.

The current members of the committee are:
Lucy Mather - Chairperson
Kimberly Gosling - Vice Chairperson
Samantha Harris - Treasurer
Amelia Wilson - Vice Treasurer
Jenny Salmon - Secretary
Gail Brown - General Member
Sue Rand - General Member
Sherry Dodson - General Member

If you would like to join our committee please let us know, as we are always looking for new members, as this allows for more skills to be brought into the area. In addition, if you would like to help within the pre-school, or
Parental/carer permission needs to be given for:

Urgent Medication to relieve a fever when and if required Yes No

Sun cream, however, this should be applied before the child’s attendance yes no

A plaster when a child has a cut or graze to prevent dirt getting into open wound yes no

Photographs for the purpose of the pre-school only, which do not go out of room yes no

For observations and assessments to be carried out to monitor your child’s development yes no

For your child to go onto Perranporth School grounds for play times yes no

For your child to go to outings with the appropriate staffing levels yes no

For your child to be involved in activities linked to different cultures and religions as a part of our educational curriculum yes no

For your child to be cuddled appropriately when they are upset or hurt, for reassurance yes no

Signature of the parent / carer ..........................

Date of signatures..........................................

Signature of manager/ deputy manager .....................