



Yateley Community Pre-School

Registered Charity No. 298231

ABC of Useful Information

A is for Arrivals

There are numerous drop off times within the pre-school day of 8.45am – 3.30pm, please confirm your time with a member of staff. Younger children would normally be 8.45am or in the afternoon 12.30pm.

and Allergies

During some sessions we may offer the children an alternative to fruit, though usually as an extra. For example, when celebrating a festival such as Chinese New Year we will offer noodles and prawn crackers. We will inform you via our half termly newsletter of any foods going to be offered. It is therefore important that you let us know if your child suffers from any allergies to foods, the same applies for allergic reactions to animals, flowers and plasters etc....

and Accidents

Although we try to avoid them from time to time children may have an accident within the pre-school. They are dealt with immediately and the accident book filled out for parents/carers to sign at pick up time. A copy of the report will be given to you or the carer. If in the event of serious injury you will be informed immediately, if we are unable to contact the main carer, the emergency contact will be called.

B is for Broadmoor Escape Warning

If the Broadmoor escape siren sounds during the course of a session, no child will be released from the premises unless collected by the known parent/carer. If you are new to the area and don't know what Broadmoor is, please let us know, we will be happy to explain.

and Scholastic Book Catalogues

From time to time we will be sending out catalogues from Scholastic, they contain reasonably priced books and we receive a percentage to spend on books for pre-school. Also each half term they leave a selection of books that can be purchased that week, these are on the desk just inside the door. If interested please place your order on the list and money in envelope provided. If we have 10 orders we are allowed to choose a free book, this can be either used at story time or in one of our raffles.

C is for Committee

We are a Community group so are operated by a committee. All parents are invited to our Annual General Meeting and all have the opportunity to be involved on the committee. Please speak to a member of staff or our groups chair should you wish to be involved on the committee. Come on, have a say in how your child's pre-school is run.

and Complaints

We hope we will not have too many of these! If you do have a complaint please let our Manager, Supervisor or Chairperson know. We have a complaints procedure and this will be followed in all cases. All complaints will be dealt with and discussed with yourself / parties involved. If you have a worry or concern please let us know as soon as possible so we can try and rectify it.

and Constitution

We follow the Pre-School Learning Alliances constitution.

and Comforters

If your child has a teddy, doll or blanket that they use as a comforter, they may bring them in, to help them settle. However please do not bring toys in unless they are to do with our topic or for show and tell as they may get lost or broken which is upsetting for the children

Children's development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

Children need a combination of a well planned and resourced curriculum as well as opportunities for child initiated learning and continuous provision to take their learning forward and to provide opportunities for all children to succeed in an atmosphere of care and feeling valued. Staff will use observations of the children to devise individual learning plans for each child, these will be used to inform planning.

See our website for Curriculum information and links from our website for new Early Years Foundation Stage information. Or ask a member of staff for a copy.

D is for Drink

We provide milk or water at snack time. Children also have access to drinking water throughout a session. Please advise us if your child does not drink milk or is allergic to it.

E is for Extra Sessions

Once your child has settled into pre-school you may feel that you would like to increase the number of sessions that your child has. Please let our bookings officer know via a letter if you require more sessions. We will make every effort to accommodate your request although no guarantee can be given.

And email Our Manager can be contacted on janet@yateleycpreschool.co.uk

F is for Fire

In the event of a fire occurring during the course of a session and the children need to be evacuated, our assembly point is situated on the far side of the school playground. We practise fire drills at least once each half term, to ensure that the children are familiar with the procedure to be followed in an emergency, changing the day each time to familiarise different children. In the event of having to leave the Pre-school building our assembly point is the far side of the school's playground.

and Festivals

At Yateley Community we like to celebrate festivals throughout the year, eg..Chinese New Year, Easter, Divali and Christmas. If you wish your child to be excluded from these celebrations please put it in writing, as part of a child's learning and development is to show an awareness of, and show interest and enjoyment in, cultural and religious differences. (Personal, Social and Emotional and Understanding of the World). We would welcome any knowledge or artefacts that you are willing to lend. Also if there is a festival that we do not celebrate that you would like us to, please let us know.

and Fruit

Please provide your child with a piece of fruit or bread sticks to share with their friends at snack time. A bowl is placed by the entrance at the beginning of a session. Examples are apple, carrot, raisins, cucumber, banana etc... we have quite a range being brought in including pineapple, mango and melon, this gives the children a chance to try fruits or vegetables, that perhaps they have not seen before.

and Fundraising

we have to organise regular fundraising events to help pay our rent and our overheads. If anyone has any fundraising ideas that they would like to share with us, or can offer time and help in organising these events, then do please let us know. The staff hold a sponsored event each year specifically to fundraise for a particular item for pre-school. In the past we have purchased new musical instruments, a large caterpillar tunnel for the garden as well as

new bicycles and trikes. The committee arrange two raffles each year, one at Christmas and one in the Spring term. We hold quiz nights and a big Summer fete.

and Family Learning

Family Learning is where we can learn alongside each other, involving parents within pre-school and sharing ideas. A way of parents learning how their children learn. Parents can take up learning opportunities to benefit their own learning, including literacy and numeracy, parenting courses or other courses that interest them. Family learning can also include learning with siblings, grandparents, step family and close family friends. Online references www.pre-school.org.uk and Family.learning@pre-school.org.uk Pre-school online newsletter entitled 'Families'.

G is for Going Home

Pre-school ends at 11.45am, 12.30pm, 3pm and 3.30pm, a prompt pick up is appreciated. We will only let children leave with a known parent / carer, unless previous arrangements have been made. We have a collection book where we make note of any change in collection routine eg.. nanny picking up or a friend etc... If your child is going home with another child from pre-school, please let us know. If a child is left for 10 minutes beyond the end of session time, without prior knowledge that your car has broken down, you are stuck in traffic etc... every effort will be sought to contact the parents, carers or emergency contact. Failure to get a response will result in guidance being sought from Social Services. At no time will your child be taken to our homes, or left with only one member of staff. If we have a problem staffing out of hours, then your child will be taken to the Primary School by two members of staff and the Manager,/Supervisor / Deputy, will wait in the school where there will be other adults.

H is for Holidays

Our terms are very similar to Hampshire Schools, give or take a day or two. Holiday dates will be included in our newsletters. We have some Beanie Elephants that like to travel with the children on their holidays. All we ask is that you take a picture of the elephant with your pre-school child for our photo album. The elephants have travelled all over England, Scotland, Australia and many more destinations.

and Head Lice

Unfortunately children and head lice go hand in hand, please check your child's hair regularly. Children must be treated if you see any signs of eggs or lice. Treatments change constantly as the head lice become immune, please check with your local chemist, what is best to use. Plenty of conditioner and tee tree oil helps and regular combing with a nit comb. We have heard that a Nitty Gritty comb works well.

and Helping Out

Would you like to help out during a session? Are you clever with a sewing needle? Do you enjoy singing or playing an instrument, can you use a computer? We would love you to come in and play with us or help us in any way that you can, maybe you would like to make a new fairy costume? Let us know!

I is for Illness

From time to time your child may appear unwell and on occasions it can be difficult to know whether to send him / her to pre-school. Our general advice would be, if in doubt, it is better to err on side of caution. As far as being sick in the night before a session, we do ask that you wait a full **48 hours** from the last bout of sickness or diarrhoea to make sure that they are completely recovered. Many children appear to bounce back very quickly and express a desire to return to pre-school, but in practise, they are not always ready to cope with a full session and may still also be carrying the bug which could be passed onto the other children and/or staff. Should a child become unwell during a session we will contact the parent, carer or emergency contact. Children with infectious conjunctivitis should be kept at home until the condition has been treated and cleared up completely as this is very unpleasant and very contagious. **If your child needs to have Calpol or similar medicine then they should not be at school.**

and Interest Table

We have an interest table, it is hoped that the children will study, feel and explore a variety of pictures and objects for example we may have an autumn tray with a collection of conkers, acorns, leaves etc... or a feely tray with unusual objects or books fiction and non fiction for the children to share. Please feel free to bring items in for our displays.

J is for Jackets

Please provide your child with a suitable named jacket, so that we can take them outside, even in the colder weather, should we wish. Please also make sure that your child has suitable footwear, flip flops and crocs etc are not suitable for some of our physical activities. Your child will not be allowed on the climbing frame with Wellington's or flip flops, for their own safety.

K is for Key person

Every child who comes to Yateley Community is allocated a key person. Briefly this means that when your child starts, you will be given the name of a member of staff that will help settle your child into the group and has the responsibility of ensuring that your child's needs are met when the sessions are planned. The key person is also responsible for maintaining the group's record system about your child. You will be given the name of your key person at the welcome afternoon and they will introduce themselves to you when your child starts. Due to Yateley Community having all part time staff apart from the Manager, it may mean that your key person does not see your child every session that they are in, so you may be given two. But be rest assured that all staff take a keen interest in all the children and we work together to produce a tailored curriculum for your child and help to maintain their learning and development journey.

L is for Learning

A tremendous amount of learning goes on every day at Yateley Community, but it is always presented in a fun way, which is enjoyable for both children and staff. Please exchange with us activities you do with your children at home, share successful ideas with us, and we will with you too.

and Letter Bag

Each week we send home our 'letter / sound bag'. This links in with our letter of the week, which is discussed each day at registration. All we ask is that with your child, you find pictures and or objects that start with the letter / sound that is tied to the bag. They return it to pre-school and show the children the contents, we look at all the items and find out if they can think of the correct name for the object that links in with the letter of the week. The children enjoy showing the other children what they have found. We do apologise in advance if you get the onerous task of having the letter l, q, x and z, somebody has to have them!! We have introduced a colour bag too.

and Library Books

We are setting up a library so that children can borrow books to take home and share with you. Sharing books is very important, it helps language development, allows a child pre-reading skills, an awareness of how to handle and care for books, increase their knowledge as well as being a very special social time. A love of books fostered at this age will hopefully last a lifetime. Pre school also keep a wide range of books that parents can borrow from information on the Early Years Foundation Stage to Special Needs. You will be given a zipper wallet when your child starts that they can use to carry their books back and forth to help keep them in a good condition. A box of books will be in the lobby for you to choose from with your child at the beginning or end of the session. We ask that you write in our booklet the name of your child, the book borrowed and date in and out. Please encourage your child to take care of the borrowed book. Thank you.

M is for Management

The manager and Supervisor have the overall responsibility with all staff having input in how the educational side of pre-school is run. The committee have overall responsibility in running pre-school, bookings, finances etc.... Please note that the staff are not allowed to be involved with the monitory side of pre-school and any decisions made.

and Medication

We are prepared to administer asthma inhalers and epi-pens if required to do so. You will be asked to fill in a form stating dose to be administered and giving staff permission, if we do have to administer during a session we will write details in our medication book for parent / carer to sign on collection. With epi-pens, staff need training each time a new child starts, so please give us as much warning as possible, as your child cannot be left until sufficient staff have trained. We also have to inform our insurance company.

and Money

Invoices are sent out at the beginning of each half term, fees should be paid in advance, not arrears. We are flexible as to how much you pay at a time ie.. full amount, fortnightly, weekly or if more convenient at the beginning of each session. Cheques should be made payable to Yateley Community Pre-school and placed in an envelope which can be found just inside the main door, please place the envelope in the white box on the wall, alternatively bank details are on the invoice for you to pay on line. We also accept some vouchers from employers. The admin person will empty the box daily. Fees should not be allowed to fall into arrears. If you do find yourself at some point experiencing problems, then please speak to the manager or Supervisor as soon as possible. She will speak with the chair and/or treasurer who will be able to sort out a payment plan. If your fees are two weeks in arrears Yateley Community Pre-school reserves the right to offer your place to another child. **YOU ARE REQUIRED TO PAY FOR THE PLACES YOUR CHILD HAS BEEN ALLOCATED NOT JUST THE SESSIONS YOUR CHILD ATTENDS.** If for some reason your child will be absent for a prolonged period of time, please let us now as soon as possible and we will see what we can arrange concerning their fees. You are required to give four weeks notice to withdraw a child, you will still be liable for the fees if your child does not attend during this period. We are very understanding when you are moving house, aware that dates fall through, we will endeavour to be as helpful as we can.

and Music and Movement

At some point during the week we are allowed to use the school hall for music and movement. For those that do not get to use the hall we endeavour to give all children the opportunity to take part in music and movement by moving tables etc... to one side to provide a large area in the pre-school building.

N is for Newsletters

Staff newsletters can be found on our website www.yateleycpreschool.co.uk at the beginning of each half term, if you need a printed copy please let us know. The purpose of the newsletter is to keep you up to date with topics we have covered and what the children will be exploring over the next half term. The newsletter may have requests for help, items we are collecting, plus dates of the terms and coming events. From time to time you will receive letters from the committee and fundraising team.

O is for Ofsted

As a requirement of being a registered pre school we are subject to inspections by Ofsted. Our last inspection report can be found on the parents notice board or online at www.ofsted.gov.uk Ofsted carry out checks on the educational provision on offer within pre-school as well as the statutory welfare Standards.

P is for Policies

All our policies and procedures must be read before your child starts pre-school, these again can be found on our website or a copy will be given to you at the welcome afternoon or emailed if you prefer.

and Paintings / work appreciation

Children get a great deal of enjoyment and achievement out of the work they produce at pre-school. As children are encouraged to create their own masterpieces can we stress the importance of welcoming these works of art and letting the family admire them before filing them under the bed, on top of a wardrobe or in the loft! They may not seem that important to you (and you may get a bit of wet paint or glue on the car) but at the end of the day your

child's self esteem will get a boost from you showing an interest in their work. If you are worried about wet paint etc... bring a carrier bag at home time to put all your child's art work in, or ask at the door if you have forgotten one.

and Parking / Pathway

Parking is always a problem. Please **DO NOT** use the school car park as it is very cramped and we are concerned about children being knocked down. The school have requested that the car park is not used. When parking in the surrounding roads, please remember that you are parking outside some bodies house, do not park across driveways. Please keep children in your sight and do not let them on the grass as the school have plants coming through at certain times of the year. Remember that the school children are having lessons, so please walk around as quietly as possible. Please also remember to shut the school gates.

Q is for Questions or queries

Please feel free to ask us anything, if we do not have the answer we will endeavour to find one as soon as possible!

R is for Records

At Yateley Community pre-school we keep records on your child's progress within the Early Years Foundation Stage. When your child first starts with us, and has settled in your key person will send home a settling in letter. This will be followed by their learning and development journey each term (not half term). Just before your child moves on to school you will receive a summary of your child's development in the form of a transfer to school form. In between these contacts you are most welcome to come in and speak to your child's key person. If you wish to see your child's records, please make an appointment with your key person. Observations on your child are made and these along with your child's interest are used to form their next steps. All records are kept in the strictest confidence.

and Relationships

First and foremost please talk with us. We want you to feel completely happy about leaving your child with us and we want to get to know you and your child and to build up a partnership. We are always happy to share your child's achievements at pre-school and would like you to share their achievements at home with us. Parents are welcome to stay during a session or if you have an interest or could talk about a theme we are covering, we would love you to visit (eg.. are you a nurse, artist, musician, fire fighter, farmer etc...?)

S is for Security

All doors are locked throughout a pre-school session except when we are outside in the garden, when the main door is open. Visitors are asked to sign in on arrival. The garden gate has two bolts on the inside and one on outer side, for extra security. The main door has a chain, and internal door a number lock system, two hands are needed to open this door, making it particularly hard for a child to attempt. The main building is alarmed at night and we have CCTV cameras. We do ask that if you arrive to pick up your child and the gates are closed please do not open them until a member of staff is present, this is for all the children's safety.

and Safe Guarding Children

'Every child has the right to be protected and it is everyone's responsibility to protect children, Childminders, pre-schools, day-nurseries, play/care schemes, out of school care/play providers, have a duty to report to Children's Services any significant concerns regarding children in their care. The safety of children may include a duty to share confidential information with others involved in protecting children' – Hampshire County Council's Social Services statement. We will comply with this statement. Our Safe Guarding Children policy follows Government guidelines.

and Show and Tell

If a child has an item or picture linked into our topic or their interests, please bring it in, at registration the child may show the other children and talk about what they have brought in. Your child may have some special news, a new baby in the family, your child has been a bridesmaid or page boy etc... please do let us know. It is a great way of building up self

esteem and confidence as well as sharing their home life with the group. However please try and deter your child bringing in toys from home except a comforter if needed, as we have no end of problems with toys becoming lost or broken which is upsetting. We have a plentiful supply of activities and toys for your children and if they want something that is not out we can soon rectify that.

and Settling In

A child who is tense and unhappy will not be able to play or learn properly, so it is important that parents and pre-school staff work together to help the child feel confident and secure in the group. This may take longer for some children than for others and parents should not feel worried if their child takes a while to settle. Although we encourage children to join in with activities, they are never forced. This may mean occasionally that your child does not bring any work home, please do not feel disappointed, in time they will join in.

and Special Needs

Does your child have any special needs? Are you concerned about anything? Is your child attending speech therapy? Please let us know. It is very important that you keep us informed of any matters relating to your child, it is not our intention to pry but for your child's welfare and well being we need to be kept in touch with any relevant information. The group has a Special Educational Needs Officer (SENCO) who is on hand to discuss any concerns you have.

and Sun cream and hats

Please make sure they have cream on before they arrive in hot weather and that they have a named hat. We do have a few spare caps. If you want us to apply sun cream we need a letter from you and some cream in a named bag needs handing to a member of staff.

T is for Theme

We have a 'loose' theme each few weeks, usually coming from children's interests. The emphasis is on providing a rounded curriculum that links into the Early Years Foundation Stage as well as being stimulating and fun. You will be informed about our topics in the staff newsletter each half term.

and Telephone Numbers

Pre-school phone number is 01252 861565 or 07896247220 If we go out on an outing the mobile phone will be taken in case of emergencies. Sometimes the phone is hard to hear, or we are over at the school hall for music and movement, however there is an answer service, please leave a message and we will get back to you as soon as possible. Please let us know if your child is unwell and unable to attend pre-school, especially if they have chicken pox or similar so that we can warn parents to be on the look out for symptoms. If you have a query for the bookings officer or chair person, please leave a message on the phone or hand written and we will pass it on. Please keep us informed of any changes of your phone numbers including mobiles for emergencies.

and tea towels

Every other year we sell a tea towel of the children's handprints, this has proved successful as a fundraiser, good pressies for the grandparents! Plus we ask for volunteers to wash the tea towels we use daily. Sometimes parents want to help out with pre-school but cannot spare time to go on the committee, so they wash tea towels and toys for us.

U is for Underwear

We do have a supply of spare changes of clothes in case of an accident, please make sure these are returned as soon as possible in case they are needed again. Please make sure your child comes to pre-school dressed in clothes that they are able to manage, this means no dungarees, belts, popper vests etc... as children have a habit of leaving going to the toilet to the last minute and then we are left fumbling with difficult fastenings in a hurry.

V is for Visitors

We try to have a variety of visitors for the children to meet, especially if we are covering the theme 'people who help us'. If you are able to offer your services or know a member of the police or fire-fighter etc... please let us know.

W is for What to Wear

Please remember that your child is coming to experience a wide range of activities and it is therefore important that you do not send them in their best clothes – practical items which are comfortable and that can be easily washed are most suitable. We do sell T-shirts at £5 and Sweatshirts at £10 should you wish to purchase. Please make sure that jumpers and T-shirts are clearly named, as well as coats and summer hats / caps. Children do wear aprons for messy activities and every effort is made to keep children's clothes free of glue and paint, but it is likely at some point or other your child is going to come home with paint or glue on them. If or when this does happen, the best way to remove it is to soak them (the clothes!!) in cold water before washing, an application of neat washing up liquid on the stain may also help. We cannot be liable for clothes that have been stained at pre-school. We offer free flow which means the door is open to outside for most of the session, children have access to mud, wood, bark, water etc.. so could get very messy, please make it easier for us by putting them in old clothes that don't matter if they get dirty.

X is for boxes

We have a selection of recycled materials for the children to use and are always happy to add to this. Useful items such as kitchen rolls, wrapping paper tubes, cereal boxes etc.. as well as buttons, ribbons, sparkly bits, wool and scraps of material..... However we DO NOT collect medicine boxes, washing powder boxes and polystyrene.

Y is for Your Child's Happiness and Well Being

Please tell us if your child is going through any emotional worries at home (this could be something such as dad going away on business) which may be effecting their behaviour. Anything you tell us will be in strictest confidence.

and Yellow Moon

We send out Yellow Moon catalogues from time to time, they contain craft materials for card making and children's fun. Pre-school receive 25% commission.

Z is for Zero

When counting we include zero.

We hope that this has answered many of your questions and will be a useful source of reference for you.