

CHAPEL LANE PRESCHOOL



PARENT INFORMATION PACK

WELCOME



The following information is included in this pack we hope you will find it useful...

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Staff & Responsibilities



We are proud of the high ratio of adults to children in our group. This ensures
Individual attention to the needs and development of each child.

Libby Fothergill (Manager) Libby has a BA (Hons) in Primary Education (QTS)
and is our lead safeguarding practitioner.

Tracey Brind (Deputy) Tracey has a NVQ level 2 and level 3 Diploma

Elliott Rathbone (Teacher) Elliott has a Postgraduate Certificate in
Educational Practice and is a Qualified Teacher

Tracy Meakin (EY Practitioner) Tracy has a CACHE Level 3 Diploma

Deborah Corby (EY Practitioner) Deborah has a CACHE Level 3 NVQ

Karen Hancock (EY Practitioner) Karen has a Nursery Nurse Diploma and an
advanced Diploma in Childcare and Education

Katie Harber-Hollingshead Katie provides Business Support

SAFEGUARDING

At Chapel Lane Preschool we are committed to safeguarding. Our leading safeguarding practitioner is Libby Fothergill.

Everyone has a responsibility for protecting children and young people. If you have any concerns about a child, parent or member of staff please speak to Libby do not keep the information to yourself.

Please read our policies on Safeguarding, Prevent & Child Protection.



Special Educational Needs

At Chapel Lane we welcome all children and are committed to working with parents to provide the best for their child's individual needs. We are experienced in working with other professionals and operate in accordance with the government Special Educational Needs and Disability code of practice 2015. Please read our policy on Special Educational Needs and talk to Libby (SENCO) if you require any further information.



Communication

Our regular newsletters are e-mailed to all parents who have e-mail addresses to and put them onto our website to keep down costs. If you require a hard copy please ask. We always have a whiteboard outside or in the foyer so please keep an eye out for daily messages! If you need to contact us either use the preschool e-mail chapellanepreschool@hotmail.com or call on 01189886023.

What will my child be doing during a preschool session?



Learning through play

Play helps children to learn and develop through doing and talking which is the means by which young children learn to think. Chapel Lane uses the practice guidance from the Early Years Foundation Stage to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and in others an adult takes the lead in guiding them.

A typical session may include...

- **Free play**
- **Small group time – focus on early phonics, rhymes, stories, maths and social skills**
- **Outdoor Play**
- **Adult directed activity - planned with a specific curriculum focus**
- **Whole group action songs and stories**
- **Snack time**
- **Library time**

Assessment

Every child has a learning journey which documents their learning and progress. At Chapel Lane we use an online system called 'Tapestry'. We assess how children are learning and developing by making regular observations using 'Tapestry'. We use information that we gain from these observations to document their progress and consider how best to move them onto their next steps in learning. One huge advantage of using 'Tapestry' is that parents can log in from home to view their child's learning journey and to add their own observations and comments.

We make termly assessment summaries of children's achievement based on our ongoing development records. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves onto a different setting or when they go to school.



SESSION TIMES

Morning Session: 8:45 – 11:45

Early Drop Off: 8.45 – 9.15

Afternoon Session 12:15 – 3:15

Whole day sessions – 8:45 – 3:15 or 9:15 – 3:15

3 and 4 year olds are entitled to 15 hours of funded sessions per week

Non- funded sessions charged at £15.00 per 3-hour session

Early drop is charged at £3, per session

Please see website for further details on funding and fees.

We also offer 30hr funding



Medication and Sickness



- If your child is **absent from preschool**, please call ASAP to inform us.
- If they have **sickness/diarrhoea**, they must not return until **48 hours** after the last bout.
- If your child is prescribed an **antibiotic** they need to have taken it for **24 hours** before returning.
- If your child needs medicine to be administered during a session you will be asked to complete a **permission form** when you arrive at the beginning of the session.
- If your child is **poorly** during a session, we will contact you ASAP to collect them.
- It is crucial that you inform us if your **emergency contact number** changes.
- If your child is given pain relief (Calpol) any less than four hours **before preschool**, please inform a member of staff on arrival.



What to wear?



It is advisable to send children dressed in old clothes which are easily washable. We have jumpers and t-shirts for sale with the Chapel Lane printed logo on. We actively promote children to wear them as it gives them a sense of belonging and develops good habits for later school life. If you wish to purchase any uniform, please speak to a member of staff.



Spare Clothes



Please provide your child with a bag containing named spare underwear, bottoms and a top. We use aprons for messy play but children often get wet and accidents do happen!

SHOES – Your child will need a pair of indoor (clean) shoes to change into when they arrive at preschool for example slippers or plimsolls. Their outdoor shoes that they arrive in need to be sensible for playing outdoors. Please help us promote independence by providing shoes that they can fasten not laces!

PLEASE NAME EVERYTHING!



Children in nappies/pull up's



We do not provide nappies or wipes for children that are not toilet trained so please keep a supply in a bag on their peg. We work closely with parents to help with potty training so please let us know when you think your child is ready.

[Tapestry \(Online Learning Journey\)](#)

You will have completed a Tapestry Agreement in your registration pack and once your child starts you should receive an e-mail with a link for you to set up your own 'log on' information to access your child's learning journey. Please speak to Libby if you have any problems with this.

The Tapestry website is...

<https://tapestryjournal.com>

If you do not have access to e-mails/internet please let us know and we will find time for you to come into preschool to share your child's learning journey.

[Snack Time](#)

To help us in our aim to promote the children's independence our snack time allows the children to help themselves to snacks and pour their own drinks. We plan the menus with the aim of providing the children with healthy and nutritious food. A menu is displayed on the whiteboard in the entrance foyer. If your child has any dietary needs let us know and we will make sure that these are met.



[Library Books](#)

Your child will be provided with a book bag when they start. We encourage them to choose a book from our library to take home and share with you. They can change the book as often as they wish. Sharing a book for a few minutes each day will help encourage a love for books and establish a good reading habit.



Lunch Club

We have a few key rules for packed lunches in line with our food and drink policy they are:

- ★ **No chocolate biscuits/bars or sweets**
- ★ **No nuts**
- ★ **No fizzy drinks or fruit shoots**



Please ensure your child has a balance of foods and **NO MORE than one from the treat section**

<i>Sandwich fillings and types of bread</i>	
Ham Cheese Egg Salad Tuna Chicken	Pitta bread Bagels Chapattis Sandwich thins Muffins Crackers
Vegetables	Savouries
Carrots Cucumber Tomatoes Peppers Baby sweetcorn Celery	Mini sausages Cheese Cheese dunkers Sliced cooked meats Hard boiled eggs Cold pizza Pasta salads
Fruits	Treats
Apples Satsumas Bananas Strawberries Grapes (cut) Plums Kiwi	Yoghurt Custard pots Jelly School bars Small cake Cereal bars Tea cakes Crisps Yo yo fruit winder/paws

Key Person

In line with guidance from EYFS we use a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts, she/he will help your child to settle and throughout your child's time at Chapel Lane she/he will work closely with your child. Although your child will be allocated a key person all staff will make observations and will be available to assist with any queries or questions you may have.

Parents Help

We aim to build strong relationships with parents. If you are able to come in and help during a session, please speak to a member of staff. Or perhaps you have a skill, interest or a hobby that you would like to share with the children please let us know!



COMMITTEE

Chapel Lane Preschool, like all voluntary run settings, is run as a charity by a parent management committee, whose members are elected by the parents of the children who attend the setting. We are advised and assessed by Wokingham Local Education Authority and Ofsted to ensure we provide quality provision.

We always welcome new members on the committee so if you are interested please let a member of staff know!



Policies

The following policies are included in this pack:
Safeguarding Children and Child Protection Policy
Information Sharing Policy
Achieving Positive Behaviour

All of our policies (reviewed annually) are available for you to view on our website at www.chapellanepreschool.co.uk alternatively should you wish to read a hard copy we have a policy file available in preschool.

- Children's rights & entitlements
- Looked after children
- Confidentiality & client access to records
- Uncollected child
- Missing child
- Supervision of children on outings & visits
- Maintaining children's safety & security on premises
- Making a complaint
- Whistleblowing
- Social Networking
- Mobile Phones
- Visitors to the setting
- Prevent
- E-Safety
- Valuing diversity & promoting equality
- Supporting children with SEN
- Animals in the setting

- Administering Medicines
- Managing sick children or with allergies
- Nappy changing
- No-Smoking
- Food & Drink/Food Hygiene
- First Aid
- Employment & Staffing
- Induction of staff, volunteers & managers/Student Placements
- Disciplinary Procedure/Grievance Procedure
- Risk Assessment
- Health & Safety general standards
- Fire safety & emergency evacuation
- Recording & Reporting of accidents
- Admissions
- The role of the Key Person & Settling in
- Parental Involvement
- Working in partnership with other agencies
- Children's Records