



Dear Parents/Carers

Welcome to Flamstead Preschool

This booklet is aimed at making your child's introduction to preschool as happy as possible and to provide you with information you will need to work in partnership with us. We hope you find this information useful.

A central theme of the Early Years Foundation Stage (EYFS) Curriculum is learning through play. In setting, we believe that play is an essential part of children's learning. We therefore endeavour to ensure all activities within setting are linked to play experiences.

STAFF & KEYWORKERS

Below is a list of the staff working in the preschool.

Sarah McCarthy – Lead Practitioner & SENCo,
Level 5

Karen Cooley – Deputy & Level 4

Anna Hickson – Level 2 (WT Level 3)

Hannah McCarthy – Level 2 (WT Level 3)

Hannah Barratt – Level 2

Kelly Butler – Level 2



Each child is allocated a 'key worker' when they start at the preschool. A key worker is in place for you and your child, so you both have someone familiar to talk to, this can make the settling in process much smoother. A key worker is also responsible for updating your child's learning journal, which tracks your child's progress and development whilst at preschool.

COMMITTEE

Our preschool is a registered charity and a non-profit making organisation. The committee is largely made up of parents who have had/currently have children at the preschool. Committee members are elected at the AGM, but anyone wishing to join the committee at another time will be VERY welcome and should speak to any committee member for more information.

Chair – Sushmita Dutta
Treasurer – Rebecca Gisborne
Secretary – Jennifer Evans
Trustee – Emilie Griffin
Vice-Chair – Nigel Tully MBE
Administrator – Anna Franklin



SETTLING IN

We understand that each child is different and will settle in his or her own way. You are welcome to stay as long as you feel you need to on your child's first session. You may want to come along and stay for a few more sessions. It is your decision; you know your child best.

We have an open-door policy and we are happy to talk to you at any time if you wish to ask any questions or have any worries about your child. Please keep us informed of any important details/information and family circumstances.

WHAT TO BRING?

Please send your child to preschool with a change of clothes, in a named bag. This should be placed on their name peg upon arrival. If your child is not toilet trained, please provide nappies and wipes.

We like to be outside as much as possible so please ensure your child is 'dressed for the weather'. Coats, hats, scarves and gloves in winter, wellies whenever it is wet and a sun hat and sun cream in warmer weather.

Please could you also provide your child with a pair of indoor shoes.



It would be most helpful if you could clearly mark your children's belongings with their name. Thank you.

SELF REGISTRATION

Before your child enters the main setting there is a table with your child's name on. Encourage them to find their name and place it in one of the pockets on the wall. This is an important part of your child's preschool routine as it gives your child a sense of belonging. Eventually they will begin to recognise the shape of their name, which is the beginning of their journey towards recognising and writing their name.

SNACK TIME

We run a rolling snack session from 10am each morning session. We would be most grateful if you would contribute a snack to the snack table at the start of the day. Healthy items only please. During snack time children are also offered cereal, toast and milk.

FORMULA FOR BABIES

We are unable to store formula. For babies who are on formula, formula must be provided by parents in the form of either ready-made formula, or bottles of pre sterilised water with a separate ready measured pot of formula powder. We will feed formula in accordance with feeding schedule as you require.



LUNCH CLUB

Our lunch club runs from 12pm-1pm (there is an extra charge for this). We ask that you provide a packed lunch for your child to eat. We operate a strict no nut policy.

SHOW & TELL

‘Show and Tell’ encourages children to bring items, they have selected, into setting and describe them to the other children. ‘Show and Tell’ is an important part of the early years curriculum. It encourages language and social skills as well as building self-esteem and confidence. Our ‘Show and Tell’ box is in the foyer under the self-register table.

A TYPICAL DAY

9am – 9:20am: Arrival, register and settling

9am – 12pm: Morning session - themed play, teacher led activity, garden play

From 10am: 'Rolling' snack time

12pm – 1pm: Lunch club

1pm – 3pm: Afternoon session - themed play, teacher led activity, garden play

3pm – 5pm: Afterschool Club (Mon, Thu, Fri only)



Flamstead Preschool

Grow. Explore. Discover. Imagine.

Try to leave your child in a happy and positive manner, if you are hesitant the child will sense this and be reluctant to stay. If they are upset when you leave, feel free to ring the preschool (07542 109058) to find out how your child has settled.

END OF THE SESSION

If a different person will be collecting your child from preschool, please, either inform a member of staff or email us at info@flamsteadpreschool.co.uk

Ensure you tell whoever is collecting your child the password you gave to us when you registered your child.

PRESCHOOL NEWS & SOCIAL MEDIA

A newsletter is produced, and emailed to you, once a month in term time to keep you up to date with preschool life. It will include the topic of the week, the week in photographs, preschool news and dates for your diary. Please ensure that you provide the preschool with your email address. If you would like our newsletter sent to another address (partner, grandparent or nanny) please do let us know.

We also have a Facebook page (simply search Flamstead Preschool within Facebook). This is a public page and we post activities that have happened at the preschool (for example the paramedic visit and the scarecrow festival) and to



advertise our fundraising events. Within your registration pack you will find a section where you authorise (or not) use of your child's photographs on social media.

Please may we ask you respect our policy and not allow any images taken in setting, by parents, to be uploaded to the internet. Thank you.

Please add info@flamsteadpreschool.co.uk to your address book to prevent important preschool emails going to your junk box.

MEDICAL

All our staff are trained in paediatric first aid. This training is refreshed every three years.

In order for us to give the best possible care for the children that attend Flamstead Preschool when a child starts with us, we ask for details of all medications that they may be taking and that may be necessary for us to administer.

Wherever possible we would ask the parents or carers to administer the medication, but if that is not possible, we will ensure that staff are not removed from their normal duties for any undue length of time. We need written permissions to administer long-term medications.



Preschool staff are not allowed to administer any general medications (Calpol or creams).

AGM & PARENTS' EVENING

The AGM and parents' evening occur on the same evening within the summer term. Please refer to the newsletter for further information nearer the time.

FUNDRAISING

As a registered charity we rely on fundraising to improve our facilities and resources. We aim to organise at least two fundraising events per year. Your support at these events is imperative, so do please come along with your family and friends to support us, or better still get involved!

ALLOTMENT

We are lucky to have our very own allotment in Flamstead. We can often be found wandering over there to pick our home-grown fruit or vegetables, watering the plants or just digging around! You are very welcome, at any time, to visit our allotment to have a look or even a dig! You will know which one is ours; look for the picket fence and dangling CDs!

PRESCHOOL TIMES

We are open term time only.

Mondays – Fridays 9am – 3pm. Sessions are as follows:



<p>8am – 9am: Breakfast Club</p> <p>9am – 12pm: Morning session</p> <p>12pm – 1pm: Lunch club</p> <p>1pm – 3pm: Afternoon session</p> <p>3pm – 5pm: Afterschool Club (Mon, Thu Fri only)</p>

FEES

<p>Breakfast Club - £5</p> <p>Morning session - £20</p> <p>Lunch club - £5</p> <p>Afternoon session - £15</p> <p>Full day - £35 (£40 with Breakfast Club)</p> <p>Afterschool Club - £12.50</p>
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Fees are to be paid monthly. You will receive your invoice via email at the beginning of the month, for payment by the 16th. If payment of not received by the due date then we will pause your sessions until the bill is paid. Your first bill will include our Registration Fee of £30.

We understand that sometimes the fees add up to a large sum. We would be happy to discuss payment options with you. Please email info@flamsteadpreschool.co.uk, if this is an issue.

If your child is absent from preschool, for whatever, reason, fees will still need to be paid in full. In the event of exceptional circumstances (i.e.



a long illness) the parent/carer should speak to the preschool committee chair, Sushmita Dutta.

SWAPPING SESSIONS

If you require your child to attend preschool on a different day, 24 hours' notice is required. Please email our administrator Anna Franklin on info@flamsteadpreschool.co.uk This is so we can confirm space within setting and ensure we are adhering to the strict adult: child ratio set by Ofsted. There is no charge for swapping a session.

CHILDCARE VOUCHERS

We accept all types of childcare vouchers as a method of payment. Childcare vouchers are an employee benefit for all eligible working parents. Contact your workplace HR department for further information.

POLICIES & PROCEDURES

A full copy of our Policies & Procedures is kept at the preschool and you are welcome to read it at any time. Alternatively, you can download them from our website.



EXTRA SESSIONS

If you require an extra session for your child (in addition to their regular sessions), 24 hours' notice is required. Please email Anna at info@flamsteadpreschool.co.uk This is so we can confirm space within setting and ensure we are adhering to the strict adult: child ratio set by Ofsted. Fees for the extra session will appear on your next invoice.

DROP IN SESSIONS

A huge perk for our preschool parent is that we are able to offer drop-in sessions. If you require last minute childcare, Flamstead Preschool could more than likely save the day. This is subject, of course, to space within setting and ratios being adhered to. Drop-in sessions are charged at £5 per hour (to be paid in cash) and managed within setting. Drop-in sessions will not appear on your invoice. If the preschool need to provide a lunch for your child, parents are responsible for reimbursement based on receipt.

FUNDING

Children are entitled to 15 hours free childcare, starting at the beginning of the term AFTER the child turns 3. We also offer funded places for



two-year-olds and the 30 hour funded places, dependant on eligibility. Please our policies are designed to make sure we maintain the best possible experience for all children and families here at Flamstead Preschool. They are reviewed on a regular basis and we welcome any feedback you may have.

SAFEGUARDING

Children have a right to be kept safe from harm. We will work with children, parents and the community to ensure the rights and safety of children at Flamstead Preschool and to give them the very best start in life regardless of race, language, religion, culture or home background. We will ensure the safety and re of all the children our preschool in line with procedures set down by the Hertfordshire Safeguarding Children Board.

INFORMATION WE HOLD ABOUT YOU AND YOUR CHILD

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]



2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

We hope your child loves their time with us. If you have any queries, comments or feedback, please do not hesitate to speak to a staff or committee member or contact us...



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E: info@flamsteadpreschool.co.uk

T: (registration & admin) 07824 998072

T: (internal) 07542 109058

Flamstead Village Hall

Church Road

Flamstead

St Albans
Hertfordshire
AL3 8BN