



# Welcome to Moorside Pre-School

*Welcome to Pre-School. We hope your child will enjoy their time with us. This booklet provides you with some basic information which will help you when your child starts. Please keep this as it is useful to refer back to.*

# Settling In

Before starting with us your child's key person and another of our teachers will come for a home visit. This provides your child with some familiar faces when they arrive, allows us to check we have all of the registration information we needs and gives us both the chance to have an informal chat about your child's experiences and feelings about starting Pre-School. We will also share a pack including a book of photos of the setting and your child's first library book. By doing this at home your child is in an environment where they are relaxed and it helps them feel comfortable and confident with us.

You should have been contacted with information on your child's settling in sessions. If you child is confident and happy for you to leave you are welcome to- we will always contact you if we feel that they are upset and we are unable to settle them. If you feels that they may need some more reassurance from you being there you are welcome to stay for as long as you feel is beneficial for your child.

We understand that starting Pre-School is a big step, the best thing you can do is show your child that you are excited and happy for them to be here and that you are confident that they are safe to stay. Separating from you is naturally the most difficult moment for your child (and you!) and it is normal for them to miss you. More often than not children who are upset when you leave settle very quickly, particularly if you reassure them in terms they understand e.g. "I'm going to go now and I will be back soon. You can play now, if you need any help the grown-ups here will help." You should then follow through with this and leave, rather than prolonging the moment of separation.

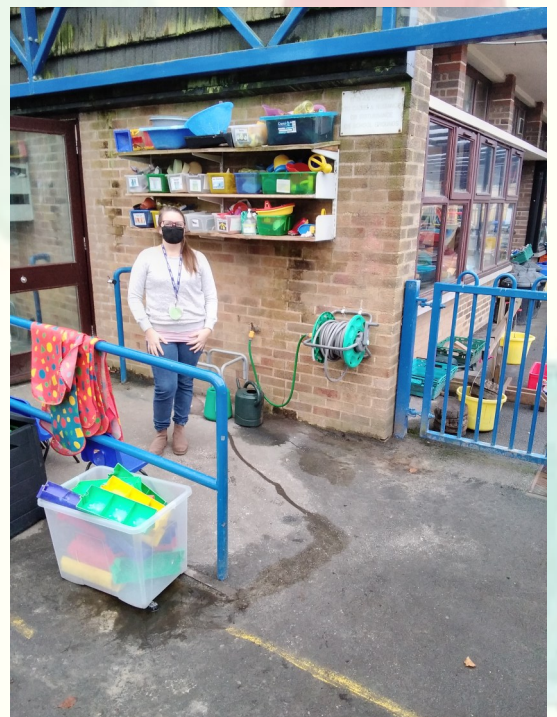
We never allow any of the children with us to remain upset if they are unable to settle. Although we do not recommend you/us telling them you will come back if they are upset, we would contact you if we needed you to come back. We are also more than happy to give you a call or text to let you know your child has settled if they were upset when you left.





# Dropping off and Collecting

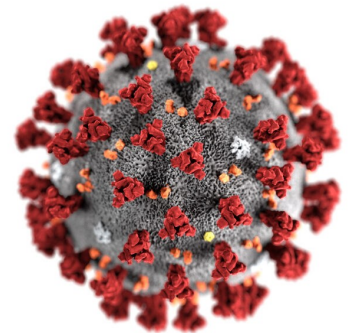
- ★ Which gates to use- Please enter and leave through the gate with the intercom which is the next entrance after the carpark. At main school opening and closing times it will be open (usually along with other gates which you can use if more convenient) but at other times please press the button to call through to us to let you through.
- ★ You then need to cross the playground, turn right and follow the ramp down to the lower playground. You will then need to go through another gate with a child proof handle and then carry on until you reach the bottom right hand corner of the building.
- ★ If you are arriving or collecting at the main AM session start time (8:45) or at the end of the day (3:00 - 3:30) please go past the main door to Pre-School and down the steps in our garden and wait for us to greet you one by one and guide your child into Pre-School. Please do not cross the line at the bottom of the ramp. We are currently unable to allow parents to enter the building. If you need to speak to us in private please hold back at the end of the queue so we can come to you once the other parents have left. We understand that you may have younger siblings in a push chair- if this is the case please wait at the main pre-school door and we will bring your child to you.
- ★ At all other times, please wait at the Pre-School main entrance.
- ★ You are welcome to collect up to the end of your child's session, however we ask that if you would like a detailed discussion about your child's day, please arrive 10 minutes early. Alternatively you are always welcome to arrange a phone call or meeting at another time with your child's key person.



# Specific Covid-19 Procedures

*As guidance is updated regularly this is subject to change.*

- ★ *If your child has any covid-19 symptoms we ask that you keep them at home for 3 days. If you are able to test them and the result is negative, they may return sooner.*
- ★ *If you have tested positive for covid, we ask that you do not drop off or collect until you have isolated.*
- ★ *Staff are expected to test if have any covid symptoms . If a number of staff are isolating with covid at once we may have to limit attendance to key worker or vulnerable groups in order to maintain legal ratios.*



# Keeping In Touch

- ★ We share most general information and news via WhatsApp and photographs via our online learning journey system Development Map. You will be able to access it from home- a login email will be sent to you. As we are in regular contact via WhatsApp. **Please store our mobile number on your phone to ensure you get any messages through-** we usually send them via broadcasts so your number is not shared with others. You will **not** receive them without storing our number 07572399254
- ★ Please ensure you have an accessible email account as we send most forms electronically.
- ★ Invoices are sent via email
- ★ Please let us know if your child won't be attending their usual session and let us know why. If your child does not arrive when we are expecting them we will get in touch to confirm if they will be attending.





# Clothing

- ★ Your child will get messy when they are with us-they will play with paint, glue, mud, sand and a variety of other messy materials! It is therefore important that you send them in clothes which aren't special and which can be washed easily.
- ★ Please if possible provide them with a pair of named wellies that can be left at Pre-School for rainy days/ walks in the mud etc.
- ★ Please if possible provide a named waterproof all in one or set of waterproof dungarees for outdoor play. It would be useful if these can stay at Pre-School but we understand if your child only attends part time you may need to take it elsewhere. We recommend the ones stocked each September from Lidl- the dungarees are around £5.99 and the jacket £7.99.
- ★ If your child has younger siblings Wet Wednesdays <https://wetwednesdays.co.uk/> have been recommended to us by farming families whose children have got understandably lots of wear out of them on their farms and then been able to pass them down- although they are more expensive they are usually good quality so will last.



If your child is in receipt of pupil premium we can use this additional funding to provide waterproofs and wellies for them- we will ask you if you're happy for us to use it for this.

- ★ Please provide them with a spare set of clothes that can be left at Pre-School on their peg so we can change them should they have a toilet accident or get wet playing in the water etc. These need to be stored in a drawstring PE bag which you can provide or purchase from Pre-School for £1.60. As we have limited cloakroom space we are unable to allow backpacks as they take up a lot of room on the pegs.



# Clothing

- ★ We encourage children to become independent in self-care skills so please dress your child in easy to take on/ off clothing. Please avoid- belts, braces, shoes with laces etc. We encourage the children to do as much as possible for themselves so trousers with elasticated waists, shoes with velcro etc. are much easier for them to manage independently when going to the toilet, putting on wellies etc.
- ★ Please provide your child with clothes appropriate to the weather- on the majority of days they will need a coat as our weather is so changeable. If we are lucky enough to have some hot/sunny weather you will need to ensure you have applied sun block before they come to Pre-School and if they are staying all day please leave a named bottle of sun block at Pre-School so we can reapply it in the afternoon. They will also need a named sunhat.
- ★ We provide a named draw string bag for you to use for your child's belongings, and a book bag for their library book and taking any pictures home in. Please avoid backpacks as we do not have space for them in our cloakroom.
- ★ Please name all of your child's belongings. We often end up with more than one of the same coat so it would be very helpful if they were named to avoid confusion.

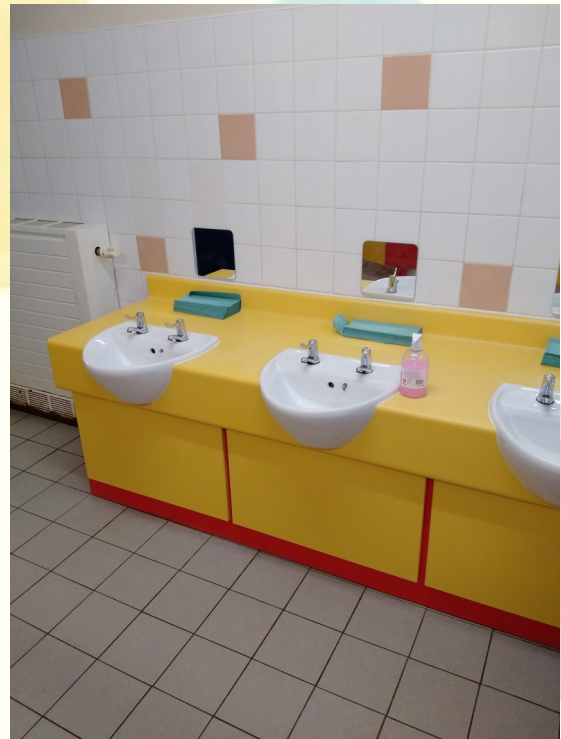




# Toilet Training

We support each child at whatever stage of development they are at and toilet training is no different. If your child is not yet toilet trained or is not yet reliable please let us know so we can discuss how we can best support them. We have facilities to change children who have accidents or who are still in nappies/pull ups.

Please be prepared that your child may have more toilet accidents at Pre-School compared to home. They are in an unfamiliar environment and often become very absorbed in what they are doing so that by the time they realise they need to go it may be too late! Please don't get cross with them and accept that it is a phase which they will eventually outgrow.





# Snacks and

## Snack/Drinks

- ★ We provide a morning snack of fruit or a healthy carb item. It is optional for children to have snack as it is expected that they will have had breakfast either with us if start at 8am or at home. We do ensure all children are aware of the option to join us for snack.



- ★ We offer a drink of milk (or dairy alternative) free of charge under the nursery milk scheme.



- ★ We will ensure we cater for dietary requirements in the snack we provide and ask you to share this information and make sure we are up to date with any information on diet/ allergies.

- ★ We ask that you provide your child with a named water bottle that they can access during the session. (You will have to keep rewriting their name with a permanent marker as they tend to wash off). Please take their bottle home each day. Please ensure you only put water in this bottle and not juice/cordial etc. If children are thirsty they will drink water!

## Lunchtime arrangements

- ★ If your child stays for lunch, please provide a packed lunch. We ask that you provide your child with a healthy food that does not include lots of crisps, biscuits etc. PLEASE NO SWEETS Children often cope better with lots of small portions in their packed lunch rather than adult sized sandwiches. We are unable to reheat food. Please name their lunch bag. We provide a guide to what to bring in packed lunches at your home visit.
- ★ Packed lunches are stored on pegs until lunch time please put an ice pack in your child's lunch bag.



# Payment Arrangements

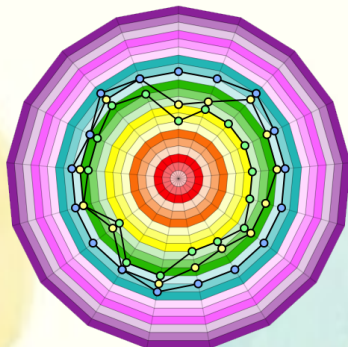
- ★ All children will receive up to 15 hours government funded hours in the term after they turn 3. These are known as Universal Hours. In addition some families are eligible for up to 15 extended hours or 15 hours from when they turn 2 (which covers them until universal hours start). This funding will be claimed by the setting but in order to claim it we will need to complete a parental agreement form. You will need to provide certain information to allow us to complete the form.
- ★ This information will also allow us to claim additional Early Years Pupil Premium (EYPP) funding for any parent who receives certain benefits or has a certain level of income. This is additional government funding which the setting receives and is used to improve the provision offered to any children identified as being eligible to receive it and help them to get ready for school. This can be used to pay for additional staffing, staff training and new resources. We also offer children in receipt of EYPP the option of different session times to ensure their hour's best prepare them for starting school. If this applies to your child we will contact you regarding this.
- ★ Once your child starts their normal attendance pattern you will be invoiced monthly in advance for any sessions outside of your funded hours and/or the consumable charge. You will receive your invoice via email. We ask that invoices are settled within 2 weeks of receiving them preferably by BACS transfer or the government tax free childcare scheme as we are charged to deposit cheques and cash which as a small charity limits our income to spend on resources for the children. You will have received a copy of our fees policy in your welcome pack by email. Please see this for further information on our charging policy.
- ★ In the case of non-payment of fees there is a fees policy which you should have already received which details the procedures followed. If at any point you experience financial difficulties and are struggling to meet the fees then please speak to us as we can be flexible under special circumstances.

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# Key Person

- ★ Before starting with us your child will be allocated a key person who will be responsible for liaising with you and maintaining records on your child.
- ★ We share information by the following methods:
- ★ Daily conversation with whoever is collecting your child, contact you by phone if we need to speak to you personally if you do not pick up that day.
- ★ Termly focus sheets for you to share what your child has been doing at home.
- ★ A short termly meeting with your key person to share the outcome of your child's focus week.
- ★ Observations of your child are shared via Development Map- our online learning journey system.
- ★ Your child's key person will be your first point of contact if you have any concerns or issues you need to discuss, you can speak to them informally or arrange a meeting. We are always happy to increase the information we share with you on an individual basis where it would be helpful e.g. a bathroom diary if they are struggling to use the toilet. For children who we feel may need some additional support we may also ask if you will support us in developing individual plans with steps to support their development.
- ★ Alice is has an 'open door' policy so feel free to talk to her any time either informally or arrange a meeting. If you send her an email she will try to get back to you as quickly as possible.



watch  
me  
grow

# Teachers at Pre-School



*Mrs Baillie-Bennett is the Pre-School manager. She is responsible for the day to day running of the setting and is a trustee on the management committee. She is one of the designated safeguarding leads. She usually works full time hours over 4 days a week, with Wednesdays off. Although she is office based, she leads out phonics provision. She is a qualified teacher, specialising in the foundation stage and Key Stage 1.*

*Mrs Barker-Smith is one of our early years practitioners. She is an experienced Level 3 practitioner and has key person responsibilities. She also leads our Makaton signing provision. She works full time.*



*Mrs Askew is our special educational needs coordinator (SENCO) and is a designated safeguarding lead. She also has key person responsibilities. She is an experienced Level 3 qualified practitioner. She works every day apart from Tuesdays.*



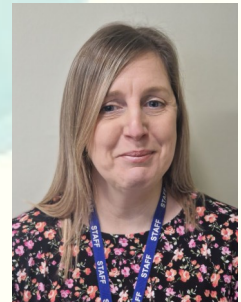


# Teachers at Pre-School

*Miss Ferguson is a recently qualified Level 3 Early Years Practitioner who provides cover for us. Although she is relatively new to specialising in early education she has previous experience in supporting older children in primary classes.*



*Mrs Moser is our deputy manager. She is an experienced level 3 practitioner, and one of our designated safeguarding leads. She is a key person and works full time.*



*Miss Balmaceda is an early years teacher with a wealth of experience working in 1 international schools. She also works in the older classes at Moorside, which further supports our partnership with school. She works Monday to Wednesday.*



*All of the staff who work with children at Pre-School have up to date paediatric first aid training. All staff hold at least Level 1 safeguarding training and the designated safeguarding leads hold Level 2 certificates.*

# Pre-School Management Committee

*Moorside Pre-School is a registered charity. We are a not for profit organisation meaning all of the money we receive from fees, funding and fundraising is reinvested into Pre-School once running costs are covered.*

*We are part of the Early Years Alliance and follow their model constitution. This legally requires us to have a management committee which is made up of no less than 60% current parents or grandparents.*

*The committee meets for approximately 1 hour every half term to discuss policies, finance and any other issues arising at the setting.*

*Along with parent members it is made up of Roger Shone (Chair and head of Moorside Primary School), Paul Carson (Pre-School business manager), Christina Worswick (School business manager) and Alice Baillie-Bennett (Pre-School manager)*

*To join the committee you must register with Ofsted and complete a DBS check which will provide instructions for completing.*

*As we are an unincorporated charity you will be a trustee and your details will be submitted to the charity commission.*

*As a committee run charity it is part of ethos to welcome input and support from the families of the children attending, so even if you feel that you could not offer you time to join the committee you are welcome to support us in other ways or raise issues you feel it would be useful for the committee to discuss.*

*If you would like any further information or to start the process of joining, please speak to Alice.*



**early years alliance**



## Children who are new to speaking English

Many children who attend Moorside Pre-School are multi or bilingual, or may be at the early stages of learning English when they begin with us. We recognise that Britain is in the minority throughout the world in it being the norm to only speak one language and celebrate the benefits and opportunities children have in speaking more than one language.

Several of the staff at Pre-School have training to identify the stage of learning English the children are at, which enables us to recognise and plan for their next steps.

Please continue to use your home language with your child- having multiple opportunities to be surrounded by good examples of languages is beneficial for your child's language and literacy development in all languages.

We can provide a sheet for you to complete with some key phrases in your home language, such as toilet, snack, outside etc. In your child's early days with us it might be reassuring for them to hear a few words they recognise throughout their routine.



## children who require additional support with learning and development

*Moorside Pre-School welcomes all children and we recognise that every child develops at their own rate and takes a unique path, with some children requiring additional support to make progress. We have a designated special educational needs coordinator, Laura Askew, who works with parents, the children's key worker and outside agencies to put steps in place for children who need support above our ordinary provision.*

*If you have any concerns about any aspect of your child's development or they currently receive support then please let us know e.g. you have a concern about their speech, physical development, hearing or social and emotional development or they currently see a physiotherapist, paediatrician or receive speech therapy. We can advise you of where to access support and are able to make referrals to speech therapy and the local inclusion service. You can also go directly to you GP or health visitor.*

*We believe in fostering open and honest relationships with families and if we have any concerns about your child's development we will share this with you and discuss and strategies we would like to put in place for them. Any advice from outside agencies we seek will be in partnership with you.*





# Nut free setting

We are a nut free setting as have children with allergies to them attending. Please do not bring any nuts or food containing them in their snack, packed lunch or any treats for



# Toys from Home

We will not be able to allow any toys from home to come into Pre-School although if your child has a comforter and they are struggling without it we may be able to allow them to bring it as an exception.



# Car Parking

Parking in the school carpark is for use by staff or parents/ carers or children with disabilities only. Please also show consideration for local residents and for the safety of pedestrians by not blocking pavements and driveways.

# Mobile Phones and social media

Please do not use mobile phones whilst in Pre-School.

Please do not share Pre-School photos which contain images of children other than your own on social media sites such as Facebook unless you have asked for permission from the relevant parents.

We do not post photographs of children on the Pre-School website or public Facebook page. We allow photographs to be shared with permission for each photo being obtained on the private Facebook group.

You must abide by the group rules if you join our private Facebook group for current parents found here <https://www.facebook.com/groups/208046370456513/>



# Accidents and injuries

*If your child has an accident/injury whilst at Pre-School we will do our best to let you know and ask you to sign an accident form when you collect them.*



# Medication and illness

*If your child has a long term medical condition e.g. asthma we will need to fill in a care plan which details what medication/treatment they will need. We will need up to date medication which has been prescribed by a doctor and which details dosage, method of treatment, expiry dates etc.*

*If your child has a short term medical condition and has been told by a doctor that they are ok to return to Pre-School but e.g. have a short course of antibiotics to complete then again we will need to take details and seek your written consent. We cannot administer medication which has not been prescribed by a medical professional.*

*We do not give children Calpol unless in case of emergency i.e you are unable to collect them quickly and we are unable to lower their temperature (see policies and permissions form). If your child is ill enough to need Calpol they should not be at Pre-School.*

*If your child is off because they are ill please either email or ring to let us know they will be off and why. If they have any infectious diseases please let us know what so we can inform other parents.*



*If your child has any kind of sickness or diarrhoea then they must stay away from Pre-School for 48 hours after the last bout of sickness or diarrhoea.*

*You should have already informed us of any allergies that your child may have. Please ensure you keep us updated if anything changes.*





# Safeguarding

- ★ If you have any concerns about the welfare of a child within Pre-School then please speak to one of the named Designated Safeguarding Leads (Alice Baillie-Bennett, Laura Askew or Becky Greenland) about your concerns. If you are unable to speak to them all of the staff at Pre-School are trained in responding to safeguarding concerns and will ensure the information is responded to appropriately.
- ★ If you have any concerns about any of the staff in Pre-School then please do the same.
- ★ If you have reported a concern to one of our Designated Lead Practitioners and feel that it has not been responded to appropriately you can go to Roger Shone, head of Moorside Primary and chair of our management committee in the first instance. If you still feel it has not been responded to and it is regarding a member of staff you can then contact the LADO (local designated officer) on 01772 536694. If it is regarding a child you can contact Lancashire Safeguarding Children Board on 0300 123 6720 or out of hours 0300 123 6722.
- ★ Safeguarding children is everyone's responsibility. If you feel any child is in immediate danger do not delay and call 999. If you have a less immediate serious concern about the safety or wellbeing of a child contact the designated safeguarding leads, Alice, Amanda or Laura A at Pre-School or in their absence call Lancashire Safeguarding Children Board on 0300 123 6720 or out of hours 0300 123 6722.
- ★ Our policy is to record concerns if they arise and then Alice (Becky/ Laura A in her absence) decide what to do next- this may be seeking extra support, monitoring internally, talking to you etc. It may also be decided that it needs taking further. In this case we are legally obliged to raise concerns with our local area safeguarding team if we feel a child is at risk and they advise us on how to respond. We can also contact the LADO if we have a concern about a member of staff.
- ★ Contact numbers are displayed on the board directly opposite the entrance to Pre-School and outside the entrance. Although we are your first point of contact they are for use by all.





# Complaints or concerns

*If at any point you have any concerns, complaints or questions then please speak to a member of staff or the Pre-School Manager. Most complaints can be sorted out at this stage but there is a set procedure should this not happen*

*CONTACT US BY PHONE 01524 66516 or 07572399254 or email  
[pre-cchool@moorside-pri.lancs.sch.uk](mailto:pre-cchool@moorside-pri.lancs.sch.uk)*

