

5. THE PRE-SCHOOL DAY

5.1 Pre-School Sessions



The timing of our sessions are

- Morning 8.50am to 11.50am
- Afternoon 12.10pm to 3.10pm (with a packed lunch)

All children attend four core sessions which must consist of two mornings and two afternoons spread between Monday and Thursday. If there is availability you may sign your child up for more sessions.

The older year group also attend a Friday for a full day 08.50am to 3.10pm (with a packed lunch. There is an option to stay within your funded hours, please just ask).

Ad-hoc additional sessions: If we have space these can be signed up to either in advance by emailing the Operations Manager or by signing up on the sheet on the Pre-School noticeboard. Please note as these are ad-hoc funded hours can not be used to pay.

Friday session only: If there is space available the Friday session will be offered out to children who do not attend the standard Monday-Thursday sessions at Pre-School. Please note that if your child only attends the Friday session we sadly do not have space to accommodate them for events such as sports day, the nativity play or Christmas party due to capacity. Start dates will be staggered with the first child to sign up beginning first.

5. THE PRE-SCHOOL DAY continued

5.2 Drop Off



After your child has settled in, a normal drop-off is as follows: Doors open at 8.50am or 12.10pm and will remain open for 10 minutes, You are welcome to drop your child off at or after these times. A member of staff will welcome you and also prevent any escapes! This member of staff also has the Daily Record Book where you can authorise another person to pick up your child (see 5.4 Arrangements for collection of children for more details).

Please tell this member of staff any other matters we might need to know which may affect your child and their usual routine, or please wait until the door is closed when we can give you our full attention. The types of things that we would be grateful if you could tell us include: home changes, change of carer, bereavement, recent bumps, scrapes or tiredness. Please be aware that we are required to record any injuries which occur outside the Pre-School. This will be done as your child arrives and you will be asked to sign, confirming the details.

You can come into the Nicholls Room with your child and help them hang their coat on their peg. There is a hook with your child's name and a picture beginning with the first letter of their name on a peg. This is for their coats and bags. The older year group are encouraged to find their own pegs and hang their coats up independently.

You then go into the John Orme room together. Encourage your child to find their own name on the table and they can post it into the box. Kiss your child goodbye and leave through the Nicholls Room unless your child requires more time.

5.3 Pick Up



For pick up please wait outside of Pre-School until a member of staff opens the door at 11.50am or 3.10pm. Please collect your child's personal possessions (e.g. coats) from the Nicholls Room and then proceed into the John Orme Room. A member of staff will call out your child's name when they can see you and your child will come to you. Once you are reunited with your child you will then leave the Pre-School through the main Jubilee Hall entrance.

If you have to drive to the Pre-School (although we do promote a healthy walk when possible), don't worry if you are a little late. We would prefer this to anyone driving fast in the village to get to the Pre-School on time. (If you are going to be very late please see 5.4 Arrangements for collection of children).

5.4 Arrangements for collection of children



Parents/carers must inform staff verbally if their child is being collected by someone other than themselves and this will be recorded in the Daily Record Book.

If the person collecting the child is not known to the Pre-School staff, it may be appropriate to use a 'password', given to the staff in advance either verbally or in writing, and used by the person when they arrive to collect the child. We would advise you to change the password for each new occasion.



If parents/carers have a regular arrangement with someone to collect the child e.g. a child-minder, a form giving permission for this type of arrangement is available.

Parents/carers can ring the Pre-School to inform us of an unexpected change in the arrangements for the collection of their child. Staff will note this in the Daily Book. A note from parent/carer is acceptable but a telephone call is preferred. (Tel:01494 730060).



A verbal message from a friend is not acceptable and staff will be obliged to follow this up with a phone call to the parent.

If a parent does not turn up to collect a child the staff will try:

1. Home telephone/mobile number of parent or carer
2. Business numbers of parents
3. Emergency numbers given by parents

The child will be cared for by two members of Pre-School staff for an hour after the end of the session

Should the parent/carer not contact the Pre-School or arrive by then, the procedures taken are available to read in the Pre-School.