

7. ADMIN

7.1 Daily Record Book

We have a Daily Record Book which is used to record a variety of information, for example:

- If someone other than usual parent or carer is collecting your child
- If a child is required to leave early
- Your holiday dates
- Reports of absence due to illness

7.2 Pigeon Pockets, Noticeboards and Emails



Pigeon pockets with children's names are located within the Pre-School office. Party invitations and some Pre-School and Committee correspondence are posted in here, so please check them frequently. They are in alphabetical order based on surnames. The majority of communication is sent via email, please let us know if you do not have email access.

If you have correspondence for staff or committee members please pass them to the person on the door and they will put them in the relevant place.

The notice board outside the Pre-School has copies of the Holiday form and a 'comments book'. Please feel free to write any comments or thoughts you have that you would like to share with the staff.

A calendar of events and term dates are also displayed near the entrance to the Pre-School.

Indoors we also have a staff notice board which indicates which members of staff are in the Pre-School on a particular day alongside a committee photo board.

7.3 Sickness



If your child is unwell please let the Pre-School know by 9.15am/12.30pm. You can telephone from 8.30 am. Please do not email that information to us as we do not constantly monitor this.

Please advise staff as soon as possible if a child is suffering from any infectious disease such as chicken pox.

Please allow a 48-hour period after any sickness and/or diarrhoea before your child returns to Pre-School.

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7.4 Holidays in Term Time

Holidays in term time or other 'time off' should be notified to the Pre-School Manager in advance. There are Holiday forms in a pocket attached to the notice board outside the Pre-School which can be completed and handed in to the Pre-School Manager.

7.5 Changes in Details

Please notify Operations Manager of any changes in details (e.g. new telephone number, new address etc) in writing or by email to seergreenpreschool@gmail.com

7.6 Dietary Requirements and Allergies

IMPORTANT: Please notify staff of any dietary requirement or allergy with regards to your child.



You are required to fill out a form before your child starts at Pre-School which asks about any allergies or dietary requirements.

We are also very happy to meet with you at any time in advance of your child starting Pre-School to discuss any areas of concern. Please telephone Kirsten Pole on 01494 730060 to arrange this.

7.7 Photographs



During your child's time at Pre-School they are likely to be photographed by staff, our photographer, and other parents (for example in the Nativity play). We also take photographs for record keeping purposes on Tapestry and for our display boards. It is possible that your child's image may appear in other children's photographs and be published on another child's Tapestry account. You will be asked to sign a GDPR consent form enabling us to take photographs of your child whilst at Pre-School.

If you are unhappy with this arrangement, then please speak to the Pre-School Manager.

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7.8 Complaints and Praise



We trust that your child will have a happy stay at Seer Green Pre-School. Letters of thanks should be addressed to the Pre-School Manager or Chairperson.

Should you have any concerns at all, please speak to your child's key person or the Pre-School Manager /Deputy. However, if at any time during your child's stay you wish to file a complaint, we would ask you to follow the simple procedure outlined in the Appendix.

7.9 Deferral to Primary School

Should you wish to defer a primary school place for your child to a later term in the school year or to defer a full year, a case by case review will take place to evaluate if we have the resource to offer an extended place at Pre-School. Please refer to our deferrals procedure for detailed information.

We ask that if you are considering deferring your child that you discuss this with us as soon as possible.

7.10 Leaving early

Should your child not be able to continue with us until they begin Primary School we require one term's notice to be provided in writing to ensure your deposit is returned admissions@seergreenpreschool.gmail

For further details please refer to our Fees and Funding Policy.