

Happy Hours Pre-School
Guidelines for Parents/Carers

These guidelines are written to help parents/carers have a greater awareness of their child's pre-school.

Sessions

We are able to offer sessions of 2 ½ hours, 3 hours, 3 ½ hours and continuous care from 8:30 a.m. to 2.30 p.m. Monday to Friday, term time only.

You are asked to co-operate by not arriving too early, so that the staff will have time to get the room ready before the children arrive. Should you arrive a little early, you must stay with your child until the session begins, as we are not insured before that time.

We ask you to be on time when collecting your child and to wait outside the hall until we open the door.

Out of consideration for other users of the community centre, we ask parents/carers to supervise their children and encourage them to wait quietly whilst in the community centre foyer.

Fees

The charge is per session and payment should be made on the FIRST DAY OF THE WEEK. Notice of absence for holidays must be given and paid for in advance if the place in pre-school is to be held open. **In the event that fees are unpaid for a period of two weeks, the child's name will be removed from the register and placed at the top of the waiting list until the matter is resolved.**

FULL FEES MUST BE PAID FOR ALL HOLIDAYS AND SICKNESS.

Please note that we reserve the right to charge for repeated late collection of a child. At present this fee is £10 per 15 minutes or part thereof.

Funded Children

Early Years Free Entitlement is available for children from the start of term after they are three years old. A parent declaration form must be completed (including evidence of the child's date of birth) and a child attending pre-school on the *headcount day* to enable us to claim funding. (*Headcount day* is usually two weeks into the beginning of term). Children starting after this date will be expected to pay fees until the following term. Children that attend more than their funded hours will be expected to pay the additional fees.

2yr old Funding may be available for your child, please speak to a member of staff in preschool.

Please note it is a requirement of West Sussex Funding that you make every effort to bring your child into preschool for those hours that you are claiming. They (West Sussex) can complete random audits on settings at any given time.

30 hours funding

This is being offered in preschool with a limit of 10 children per session. We are open for 30 hours per week. Certain criteria are required to receive this extra funding, please discuss this with a staff member.

Attendance

Following the new directive given by the DfE we need to have 2 emergency contact numbers for your child. We ask that you make contact on the morning of your child's absence confirming the reason that they are not attending. If we have not heard from you, we will make contact using the numbers given.

Change of Circumstances

Please let the supervisor know if there is a sudden change in home circumstances, a change of address, home or mobile telephone numbers etc that may affect the way we can contact you (particularly in an emergency).

- It is also important that you inform us (at the beginning of the session if possible) if someone else will be collecting your child from pre-school, if we are not made aware of this change, we will not allow your child to leave with this person, anyone collecting your child will need to know the password given on our paperwork.

Food and Drinks

To help all children learn about sharing and healthy eating, please encourage your child to bring in one or more pieces of fruit each week for the fruit bowl (any fresh fruit is fine). All fruit will be washed, cut up and shared at snack time. Water is available throughout the session. Milk and water are both offered to the children at snack time. Biscuits, breadsticks and other food items may be offered on some occasions to supplement the fruit bowl, provide variety, as a learning activity or a birthday treat. It is very important that you inform us if your child has any food allergies or intolerances or develops a reaction at a later date.

Lunch Club

For a small charge we have a lunch club each day of the week, although this may be included in your 15 hours funding if received. Places are limited and need to be booked in advance. Lunch club enables children to extend their session or to stay all day. Children will need to bring their own packed lunch from home. A leaflet offering suggestions for preparing a healthy lunchbox is available – please ask a member of staff. Please label your child's lunch bag and drinks bottle. Please see government guidelines on cutting fruit in order to prevent choking. We are a NUT FREE setting this includes many items of food, please check before putting into your child's lunch box, staff will also check and remove items if necessary.

Illness

We ask all parents/carers to telephone, email or text the pre-school on the first day of their child's illness.

If your child has an infection or has an illness that is contagious, please let us know so that we can notify other parents to be able to monitor their children, we can also advise you on isolation periods as given by the Public Health Agency.

Please do not bring your child to pre-school if he/she has suffered vomiting or diarrhoea until they have been clear of symptoms for 48 hours.

Medication (both supplied prescription and non-prescription) will be administered to a child where written permission has been obtained. Please see our "Administering Medicines Policy." Children that have Asthma will be given their inhalers when required.

Please see our notice board for all notifiable communicable diseases in line with current Health Protection Guidelines.

Hygiene

To prevent the spread of infection, good hygiene procedures, hand washing, etc are followed. Individual towels and wipes are provided and disposed of appropriately.

Clothing

Children should be dressed in play clothes as accidents do happen with paint and glue, although we have waterproof aprons for the children to wear. Please ensure that your child wears clothes that they can undo

themselves for the toilet. It would be helpful if clothing that may be removed e.g., jackets, hats, sweaters etc. are named or initialled.

As we have free access to the outdoor play area or occasionally go for a short walk, it is important that your child wears/brings suitable clothing for the type of weather that day.

If your child is being potty trained, can we please ask that you do not put bodysuits on them at that time, as it makes it difficult to get to the potty/toilet quickly when having to undo poppers.

With regards to wearing pull-ups, if at all possible, could we ask that you put your child in these **ONLY** at the time of potty training, this will help the staff when changing them. (Nappies when needed, Pull-ups when potty training)

Footwear

As we use physical apparatus indoors/outdoors every day, please ensure that your child wears or brings appropriate shoes for these activities (**trainers or plimsolls are ideal**).

Personal Hygiene

We would prefer most children to be clean and dry when attending pre-school. For children that have not yet reached this stage we ask that parents work with staff to assist with the child's developing independence in this area. Nappies, pull-ups and wipes must be supplied by the parents each day in a bag with the child's name clearly written on it.

Head Lice & Conjunctivitis

In any situation where there are large groups of children interacting closely with one another there may be cases of these conditions. Please treat these at home immediately before returning to setting. For further information, please ask a member of staff.

Jewellery

Jewellery should not be worn at pre-school. We are unable to accept liability for accidents or loss, if items of jewellery are worn.

Water Bottles

We would ask that your child brings a named bottle containing **ONLY** water into setting, we will then refill when needed to help reduce our need for plastic cups.

Emergency

We have regular fire drills, and in the event of a real emergency when we are unable to re-enter the building, the children will be taken to **Broadfield Library, Broadfield Barton**.

Parents will be contacted to collect their children from there.

How else you can help.

Parents are always welcome to come and visit and help out in pre-school. If you wish to come in and spend time with us, please speak to a member of staff. You will be able to join in the activities with your child and see who and what they like to play with. Input from parents/carers is extremely important to us and we ask that they become actively involved by joining the committee and helping with some of the decision making; it is fun and a good way to make friends.

We hope these guidelines have been of help. Further information can be found in the Pre-school Prospectus or Policies.

HAPPY HOURS PRE-SCHOOL INFORMATION FORM



Child's Name.....Date of Birth..... Male/Female.....

Name(s) of Parent(s)/Carer with whom the child lives.

(1)

Does this parent/carer have parental responsibility? Yes/No (delete)

(2)

Does this parent/carer have parental responsibility? Yes/No (delete)

Address.....

.....

First Contact Number

Second Contact Number

Email Address.....

Name of parent with whom the child does not live with

Address of this parent

.....

Telephone.....Mobile.....

Does this parent have parental responsibility? Yes/No (delete)

Does this parent have legal access to the child? Yes/No delete)

Persons authorised to collect the child (must be over 16yrs of age)

(1) Name.....Tel.....

Relationship to child.....

(2) Name.....Tel.....

Relationship to child.....

Password to be used if another person is collecting your child

Health Visitor.....

Family Doctor.....

Address.....

Telephone.....

Family Dentist

Telephone.....

Has your child any special needs/allergies/medical conditions we should be aware of?

.....

Are we able to apply BandAid/Plasters to your child?.....

Dietary needs? Vegetarian/Halal)

Are your child's immunisations currently up to date?.....

Has your child been referred to other Health Professionals? IE SAL, CDC, Portage

If so, please give the details

Has your family/child had access to Early Help or been allocated a Social Worker?

Currently or in the Past?

.....

How would you describe your child's ethnicity or cultural background?

.....

What is the main religion in your family?

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?.....

.....

Language(s) spoken at home.....

Childs spoken language

Happy Hours Preschool Consent Form

Name of Child:Date Completed:

Outings Consent	
I give permission for my child to be taken out for supervised walks and play sessions in and around Preschool. These may be the Local Library, Sensory Room at Broadfield Family Centre, parks and other local nature areas. All outings will be in accordance with our Health & Safety policies.	
Signed (Relationship to Child)	

Photography and Observation Records	
I understand that in line with Ofsted requirements, my child will be observed and monitored as part of their developmental planning. This will include the taking of photos and occasional use of video. All records will be kept strictly confidential. I give permission for my child to be observed, photographed and /or videoed as part of their developmental monitoring. I also give permission for photos of my child to be used in external publications and other activities related to the running of the Pre-School.	
Signed (Relationship to Child)	

Personal Hygiene	
I give permission for my child to be cleaned and changed by a member of staff in the event of a child wetting and/or soiling their underwear, they will be changed and put into clean underwear and clothing. If you do not wish to give permission or your child refuses, you will be contacted immediately.	
Signed (Relationship to Child)	

Administering Medication Consent	
I understand that children who are unwell should be cared for at home until they are well enough to return to the setting. However Happy Hours Preschool will administer medication, where it would be detrimental to a child's health, if not given in the setting. I understand that I will need to complete a specific Administering Medication Form prior to the administering of any medication to my child at Preschool.	
Signed (Relationship to Child)	

Sun Cream Application Consent	
I give permission for Happy Hours Preschool staff to apply sun cream to my child if required during the summer months. I agree to provide a suitable sun cream, labelled with my child's name. I understand that children should attend preschool with sun cream already applied so the need for re-application is minimal. Preschool will not provide sun creams, due to the possibilities of allergies, under any circumstances.	
Signed (Relationship to Child)	

Medical Emergency Consent	
In the very rare instance of an emergency, when parents or the emergency contact person cannot be contacted, it could be necessary to obtain urgent treatment for a child from a doctor or casualty department of a hospital. As delay in such circumstances could be dangerous, we would ask that you give your consent below in such an emergency.	
Signed (Relationship to Child)	

Committee Membership	
We are a committee run preschool and therefore need parents/carers to be involved. The function of a committee is to ensure that the pre-school complies with legislation and is properly managed. We would like you to help us with decisions that need to be made, planning trips. Fundraising, parties and employing additional staff as and when required. Please therefore sign below if you would be interested in joining our committee or would like to find out more. Our meetings are usually held once a term.	
Signed (Your name & Yours Childs name)	

Sharing Information	
Preschool works closely with all outside organisations that relates to children's education and development. These may be the local Children's and Family Centre, The Local Authority, Education/Schools/Nurseries. Even on the odd occasion we may have requests from Her Majesty's Chief Inspector of Education, Children's Services & Skills and Ofsted. At times we may need to contact these organisations and share information held about your child with them. (Please see our Privacy Notice) Please give your consent below.	
Signed (Your name & Yours Childs name)	

Please note the Happy Hours Privacy Notice & WSCC Privacy Notice covering all aspects of the new GDPR regulation (May 2018) when completing these forms.