



Claydon Pre-school

Child's Name/DOB

11 October 2021

Dear Parent

Welcome Pack

I would firstly like to welcome you and your child to Claydon Pre-school.

Your home visit will be on \$ at \$ am/pm. This will last approximately 20 minutes.

Your child's Stay and Play session date is: \$ at 9.30-10.30 am. A parent/carer must stay with the child for this session. The aim of this session is to:

- Give your child some time to become familiar with the setting
- Introduce some key members of the Pre-school team
- Meet your child's keyperson, if they are available, and notify them of any health issues or allergies your child may have
- Outline the structure of the Pre-school and talk about a typical session
- Discuss your child's development
- Allow time for us to answer any questions you may have

Your child's first session is on \$ starting at 9.15 am/1.15 pm.

The sessions allocated to \$ are \$, all year round/term time, and your child's keyperson will be \$.

Please see the enclosed Child Detail form, containing all the contact information we have on file for you and your child's allocated sessions. Please check this form for any errors, amend where applicable and return. We are almost fully subscribed for September so if you need to make any changes to your sessions, please let us know as soon as possible.

Please return the following items by Wednesday 22nd July.

The completed forms from this Welcome Pack

Your child's birth certificate or passport for us to copy

Email a photo of your child for their Pre-school paperwork (send to admin@claydonpreschool.co.uk)

We look forward to welcoming you and your child to the setting. In the meantime, if you have any questions, please do not hesitate to contact us.

Many thanks

Jo Bean
Manager



Claydon Pre-school

Child's Name/DOB

Information

Our Manager is Jo Bean, and our Assistant Manager is Emma Harman. We currently have eight Early Years Educators, including Amy Kading who is our appointed SENCo, along with Jo Bean. Our Administrator is Lisa Read, and our Financial Administrator is Nadine Harrison.

Our sessions start at 8am, 8.30am, 9am, 12.30pm and 1pm and may finish at 12pm, 3pm, 4pm, 4.30pm, 5pm or 5.30pm, Monday-Friday. The maximum occupancy at any given time is 26 children. Children attending between 8am and 8.30am will be offered a healthy breakfast (for example cereal and toast). A healthy snack is provided mid-morning and mid-afternoon. For children attending during the lunch time period 12pm and 12.30pm you are required to supply a healthy packed lunch with a drink. After 5.00pm children will be provided with a snack tea, or we can reheat a meal for them if you provide us with one. We promote healthy eating at lunch times, in line with Claydon Primary School, and encourage parents not to send in sweets and chocolate in lunch bags. This approach will help to prepare the children for when they move on to Reception. Except for packed lunches, we have a no juice policy in place at Pre-school and water is always available to the children. Please inform us if your child has any allergies – milk and sometimes cheese is supplied at snack time. We request a contribution towards snack and consumables of 30p per session or 50p where sessions exceed 3 hours in length. The snack/consumable contribution will be included on each child's invoice.

Whilst our preferred method of communication with parents/carers is by email, correspondence and any craft your child has done is also provided from time to time via your child's tray. Please check your child's tray at each session. You can also 'like' us on Facebook for reminders of upcoming events.

Please notify the Pre-school **via telephone** if your child will not be attending Pre-school for any reason.

We encourage children to wear the Claydon Pre-school t-shirts that are available at £5.00. We also offer sweatshirts or cardigans at £13.50 each. Comfortable play clothes appropriate for the season are advisable. Aprons are provided for painting, gluing and water activities, but accidents still happen so please avoid sending your child in their best clothes. Please do not send your child in any clothing that you do not want to get muddy or covered in paint!! Please ensure all items of clothing (including coats, hats, etc) and footwear are labelled with your child's name.

We discourage children from bringing their own toys or comfort objects in from home. If such things are brought in, please be aware that we cannot guarantee they will not get broken or lost.

Our Pre-school accepts children wearing nappies. We would still like you to continue encouraging your child's toilet training. Younger children new to Pre-school will be asked if they need to use the toilet and if required, taken to the toilet by a member of staff. As a parent/carer you may at some time help at the Pre-school, if you do we must stress that you may only take your own child to the toilet and no other even if they are a friend or related.

We have a Safeguarding Children policy. As part of this policy the Pre-school must be informed if anyone different will be collecting your child. We will not let them leave the building if we do not know the person or the person has not got the correct password. The door is locked once children have arrived and re-opened to depart. Safeguarding children is just one of the policies held at the Pre-school, a complete set of policies is available if you would like to read them. They are also available on our website.

We are more than happy for you to come in and spend some time with your child. This is an excellent chance to see how your child is getting along at Pre-school. Please speak to your child's keyperson to arrange a time to come in. We also have regular Stay and Play sessions.

Throughout the year various events are planned, some are fundraising, and some are just for fun.



Claydon Pre-school

Child's Name/DOB

We have a suggestion box in the setting where parents can post notes - maybe activities you would like to see, any concerns etc.

The Pre-school has a Committee, including taking control of the following roles: Chairperson, Treasurer, Secretary and Fundraising Organiser. These are all voluntary and without them the Pre-school would not continue. As children move on parents often leave the committee so we are always looking for potential new committee members. There is a self-nomination form at the end of this pack for you to complete if you would like to get involved with the Pre-school Committee, and further details can be found on our website.

As we are a charity run Pre-school we have to comply with the Charities Commission and the Pre-school Learning Alliance which states that at least 60% of our committee must be made up of parents or carers who have children currently attending the Pre-school.

If we do not meet this criteria, we will not be able to continue running the Pre-school.

Please contact our Chairperson, if you are interested in finding out more.

Useful Contacts

Administrator	Lisa Read	01473 831648 admin@claydonpreschool.co.uk
Chairperson	TBC	chair@claydonpreschool.co.uk
Treasurer	TBC	treasurer@claydonpreschool.co.uk
Manager	Jo Bean	01473 831648 manager@claydonpreschool.co.uk

Place Acceptance Slip:

I accept the place offered at Claydon Pre-school

My child will be attending the Pre-school term-time / year-round (please tick as appropriate).

Signed (person with parental responsibility):

Name (print):

Date:

My email address is

This must be provided for correspondence and invoicing. Please note that most of our letters and information are now sent by email only.

If your child goes to another setting/child minder, please provide their contact details below and how many hours they attend there each week:



Parents Work Details Form

Parent/carer 1

Parent/carers name	
Parent/carers occupation	
Parent/carers works address	
Parent/carers works contact details	

Parent/carer 2

Parent/carers name	
Parent/carers occupation	
Parent/carers works address	
Parent/carers works contact details	

Please list below the name, relationship (eg Grandparent) and contact numbers of the person/s to contact if parent/guardian not available. The person/s will also be authorised to collect your child if needed, provided they are aware of the password that has been given. By providing the details below you are authorising us to speak to them regarding your child and any issues which may have occurred.

Name	Relationship	Home Number	Mobile Number
1.			
2.			
3.			

Password

I confirm that I will always inform a member of staff if somebody different will be collecting my child from Pre-school and ensure that the person collecting gives the following password to be allowed to take my child home:

Pre-school Secure Password

I understand that without this password the Pre-school will not allow my child to leave the building



Claydon Pre-school

Child's Name/DOB

Parental Consent Form:

- 1) I hereby authorise the staff at Claydon Pre-school to share information regarding my child with Claydon Primary School, or other Pre-school or Primary Education establishment as and when required.
Yes / No
- 2) Photographs are taken of the children in Pre-school. Such photographs would only be taken within the Pre-school setting or at a fundraising event. We also take photographs to be included in your child's online Learning Journal. These photos are taken using a digital camera or Pre-school iPad. Please note that occasionally your child may be captured on another child's picture. I hereby give my permission for photographs to be taken of my child at Pre-school.
Yes / No
- 3) We may take children out of the Pre-school setting. Such times are detailed below and we require your consent. Please note that we will always inform you in advance that your child will be taken out of the building with the exception of fire drill/emergency fire evacuation or to use the outside play area.
- a) I hereby give my permission for my child to be taken out of Pre-school for routine fire drill and emergency fire evacuation.
Yes / No
- b) I hereby give my permission for my child to be taken out of Pre-school to participate in local visits, eg Post Office. Note: Local visits will always be made on foot in small groups of older children with adequate supervision. Parents wishing to accompany their child on such visits are most welcome.
Yes / No
- 4) I confirm that I have read and understood Claydon Pre-school's Terms & Conditions (available on the Claydon Pre-school website)
Yes / No
- 5) Please be aware that the Claydon Pre-school policies are available on our website, but we recommend you read our Policies on (1.2) Safeguarding Children, Young People and Vulnerable Adults and (10.2) Admissions, in line with this welcome pack. I confirm I have read and understood the policies stated above.
Yes / No
- 6) I give permission for Claydon Pre-school to retain my information as stated in the Privacy Notice (available on the Claydon Pre-school website).
- 7) I give permission for Claydon Pre-school to display the following information about my child. I understand that any information will remain in the Pre-school. Please select all applicable.
- My child's full name
 - My child's date of birth
 - My child's photo
 - Allergy/health information
- 8) I understand that it is my responsibility to apply sun screen, when applicable, to my child before the beginning of each session. If a child attends all day, I will ensure that all-day sun cream is applied before they attend.
Yes / No
- 9) I hereby give my permission for my child to use the internet on the Pre-school computer. I understand that only appropriate web sites will be viewed, and that the computer is monitored by a member of staff at all times.
Yes / No

Signature of parent/carer:

Print Name:

Date:



Individual Health Plan

Child's Details

Full Name:

Date of Birth:

Address:

Details of Allergies:

(Please include anything relevant or if there are certain things which can be eaten)

Medical Conditions/Diagnosis:

Medical Needs and Symptoms:

In Receipt of DLA: Yes / No

Vaccinations Up To Date: Yes / No

Daily Care Requirements:

Medication Details (inc expiry date/disposal):

Storage of Medication:

Procedure for Administering Medication:

Other Information:

Other Agencies or People Involved (ie Social Worker, Speech and Language, etc)

1 Name:

Job Title:

Contact Number(s):

2 Name:

Job Title:

Contact Number(s):

General Practitioner's Details:

Name:

Contact Number:

Address:

Clinic or Hospital Details (if applicable)

Name:

Contact Number:

Address:

I give Claydon Pre-school permission to contact these people if necessary. Yes / No



Claydon Pre-school

Child's Name/DOB

Emergency Treatment

In the event of a situation where medication or any medical treatment is required involving my child, I authorise a member of staff from Claydon Pre-school to administer as required the following: *(This will ensure that your child receives the treatment necessary without delay.)*

- Consent for emergency medication or treatment as required Yes / No
- Apply plasters as required Yes / No
- Administer paracetamol suspension (such as Calpol) if required. Yes / No
- Please note we will always contact you before doing this. Yes / No

In all the above situations we will also inform you of any actions that have taken place.

To be completed with child's keyperson (if applicable):

Names of staff trained to carry out health plan procedures and administer medication:

Date Risk Assessment Completed:

Risk Assessment Details:

Describe what constitutes an emergency for the child, what procedures will be taken if this occurs and the name of staff responsible for an emergency situation with the child:

Declaration:

I have read the information in this plan and have found it to be accurate. I agree for the recorded procedures to be carried out.

Name of Parent: Signature: Date:

Name of Keyperson: Signature: Date:

Name of Manager: Signature: Date:

For children requiring lifesaving or invasive medication and/or care, for example, rectal diazepam, adrenaline injectors, Epipens, Anapens, JextPens, maintaining breathing apparatus, changing colostomy or feeding tubes, you must receive approval from the child's GP/Consultant, as follows:

I have read the information in this Individual Health Plan and have found it to be accurate.

Name of GP/Consultant: Date:

Signature:

To be reviewed at least every six months, or as and when needed.



Tapestry – An Online Learning Journal Permission Slip

Please read the guidance regarding Tapestry which is available on our Website. This explains about Tapestry and how we use it in the setting.

- I do / do not give permission for an online Tapestry Learning Journey to be created and maintained for my child.
- I do / do not give permission for my child's photo to appear in any group photos used in Learning Journeys.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey.

The email address I wish to use for my Tapestry account is:

Please use _____ (first and surname) as my username.

Parent/Carer signature:

Date:

Pre-school Uniform Order Form

Item	Quantity				Total cost
	Size 1-2y	Size 2-3y	Size 3-4y	Size 5-6y	
T-shirt £5.00					£
Sweatshirt £13.50					£
Cardigan £13.50					£
			Grand total		£

I would like to order the Pre-school Uniform as detailed above and I confirm I have paid the total amount to the account Barclays bank a/c 70592862, sort code 20-44-51 using my child's name and 'UNI' as reference.



Claydon Pre-school

Child's Name/DOB

All About Me!


My photo:

I like to be called:

In my house lives:



What I can do:



Things that are important to me:



What I need help with:




Things that are important for me:



Claydon Pre-school

Child's Name/DOB

I enjoy:

I do / do not drink milk 

I communicate by:

My comfort objects are: 

My health issues are:

I take this medication:

I am allergic to:

When I get upset it is best to:



Claydon Pre-school

Child's Name/DOB



Self-Nomination and Declaration Form for Election as a Trustee

Nominee details

Name: _____

Address: _____

Telephone: _____ Email: _____

1. I wish to be elected as a trustee
2. I would also be interested in nominating myself for one of the following roles:
 Chair Treasurer Secretary (you may tick more than one)

If you would like to include a brief statement about yourself and why you would like to be elected as a trustee, please do so below:

I declare that I am eligible to be a trustee of Claydon Pre-school and that:

- I am a member of the charity.
- I am 18 years or over / I am 16 years or over (for charitable companies and CIOs).
- I am capable of managing my own affairs.
- I am prepared to act in the best interests of the charity.
- I do not have an unspent conviction involving dishonesty or deception.
- I am not an undischarged bankrupt.
- I have not been removed from being a trustee because of misconduct.
- I am not disqualified from being a company director.
- I am not included on a barred list of individuals who are unsuitable to work with children and I understand I will need to submit to Ofsted checks, including an enhanced criminal records disclosure, to determine my suitability.

Signature: _____ Date: _____

Please return this form to the Administrator at the Pre-school

Full details regarding the Committee are available on the Claydon Pre-school website.