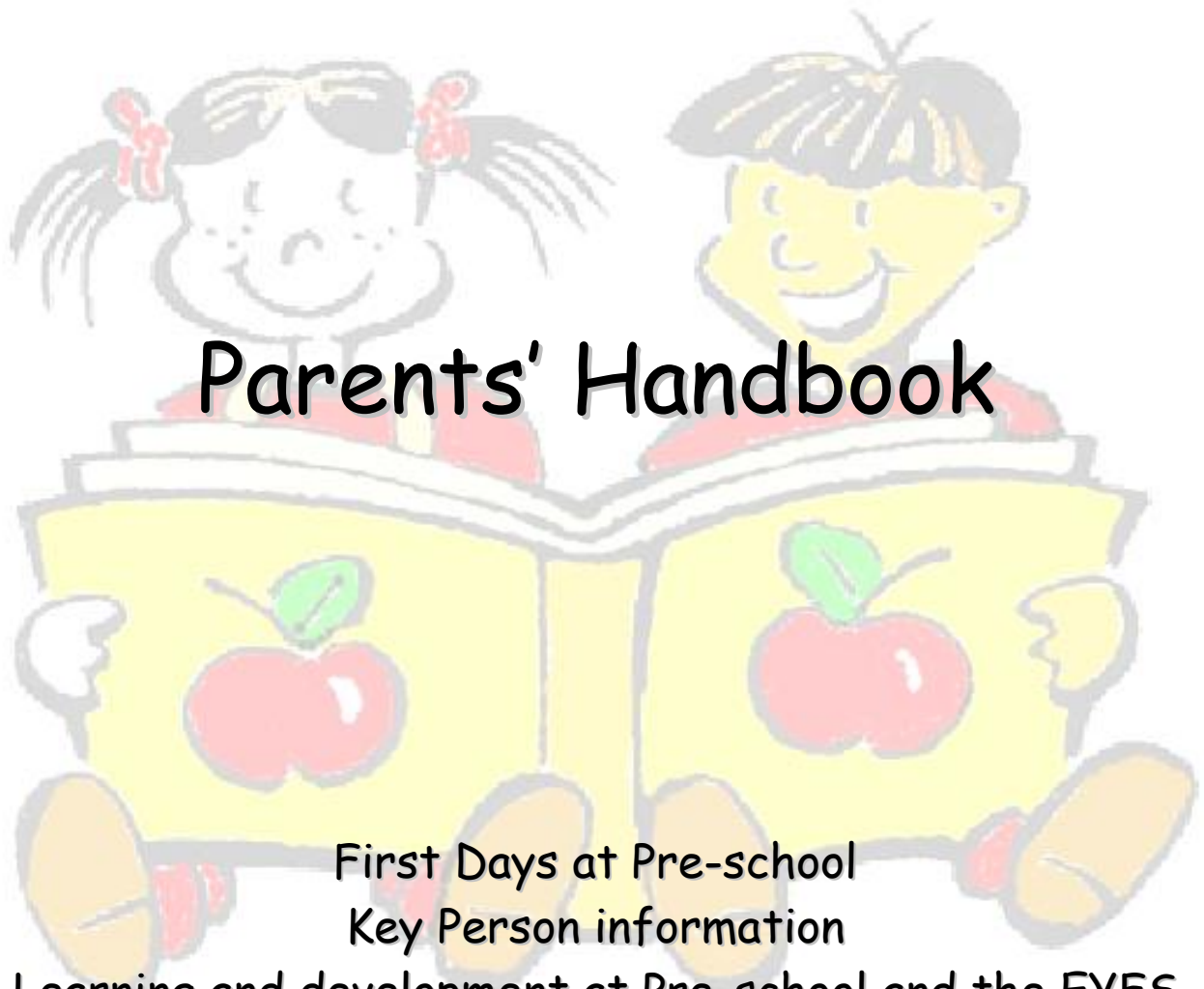


# Kingsbury Episcopi Pre-School



## Parents' Handbook

First Days at Pre-school  
Key Person information  
Learning and development at Pre-school and the EYFS  
Parental Involvement in preschool  
School Year Calendar  
Policies: Behaviour management, Complaints procedure,  
Child protection.

Email: [kingsburyepiscopipreschool@gmail.com](mailto:kingsburyepiscopipreschool@gmail.com)

Website: [www.kingsburyepiscopipreschool.co.uk](http://www.kingsburyepiscopipreschool.co.uk)

Tel: 01460 241004



# First Days at Pre-school



## **Settling In**

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school. We recognise that parents may feel anxious about how their child will get on as they take this first step towards learning and development in a group setting.

Some children like their parent to stay for a while to settle during the first few sessions, for other children the best approach is to leave promptly after dropping off at pre-school. Other children settle best when parents leave promptly at drop off time having explained that they will be back later after the child has had fun, explored, played etc.

Please feel free to ring pre-school after dropping off to see how they have settled, often the most tearful child settles once they find something interesting, and we would always contact families if their child is really upset.

If it will help your child feel happy and secure, please let them bring a comfort toy or blanket if they wish or bring a toy that your child would like to 'show and tell' as this is a good way to express feelings and communicate with others confidently.

After the first six to eight weeks, we complete a 'Settling in report' to share with parents about how their child has settled and their current level of learning, development and interest as a starting point for their learning journey at preschool.

## **Clothing**

Please ensure child wears easy pull up trousers or skirts with no tricky buttons or belts this will be less stressful for your child when they use the toilet. The pre-school encourages children to gain the skills which help them to be independent and look after themselves. These include dealing with their own toiletry needs and taking off - and putting on - outdoor clothes. Clothing which is easy for them to manage will help them to do this.

We suggest that each child bring a bag containing a spare set of cloths be left on peg rack (there is no need to take this home daily), any nappies, pull ups and baby wipes that may be required during a session should also be included in this bag and restocked regularly.

The pre-school provides protective clothing for the children when they play with messy activities; however, accidents do happen so spare clothes can be handy.

Please ensure that all outdoor clothing and anything removable, i.e., cardigans and jumpers are clearly labelled. *If in doubt label it!*

## **Information**

All children have a named drawer where all their pictures, newsletters etc will be placed for collection.

Newsletters and information about preschool are sent out to families via email, to reduce paper usage and to ensure timely delivery of information to share with families. Please ensure we have an up to date email address, or email us

[kingsburyepiscopipreschool@gmail.com](mailto:kingsburyepiscopipreschool@gmail.com) so that you can be added to our mailing list.

## **Break & Lunch Club**

Each week, on the first day your child attends Pre-school please bring fruit to share with the group the quantity should relate to number of sessions attended. Children are encouraged to drink milk or water at snack time, which is supplied by Pre-school, however if your child has specific dietary needs including allergies or food intolerances please let us know.

Please clearly label lunch boxes and drink containers, attendance of the lunch club can be decided on the day - there is no need to book, just tick the register on the day and your child can stay for lunch!

## **Collection of Children Book**

Please complete this book if a different adult to the person who dropped off in the morning is going to collect your child at the end of the session, this assists us in keeping the children safe. Please ensure we have details of any adults eligible to collect your child on their registration forms, this can be added to during your child's time at preschool so that information is relevant.

## **Worries or Concerns**

If your child has recently been ill or had an accident, please inform the Pre-school Supervisor or a member of staff. Children should not attend pre-school within 48hrs of a bout of sickness or diarrhoea.

If you have any worries, however trivial they may seem, please approach any member of staff and they will be very happy to help you.

Whilst your child is at Pre-school, should you experience any problems please feel free to approach any member of the staff or committee. We want to ensure that your child will be happy, settled and enjoy their time at Kingsbury Episcopi Pre-school. We also hope to support you in your important role as parent, carer and educator for your children during this crucial period of learning and development.



# Kingsbury Episcopi Pre-School

## Key Person

### What is a Key person?

A key person has special responsibility for a group of children giving them the reassurance to feel safe and cared for and building relationships with their parents.

The key person observes children during play and activities to help them get to know a child better, plan appropriate play and learning experiences based on the children's interests and needs. The key person assesses the progress the child is making and forms a learning plan to support the child's development.

Information about your child's interests, activities, needs and achievements outside the pre-school supports the key person's assessment of your child's stage of development and recognises your important role in their development.

The pre-school holds a 'parents meeting week' in the autumn and summer term when parents are invited into pre-school to meet with the key person, review the children's folders and discuss their progress, we value the information parents provide about their children and enjoy working with parents. The pre-school holds information events for parents, i.e., to discuss the transition to school and how parents can support their children during this important time.

The start of the session can be a tense and difficult time for child and parent alike, the key person can make this transition time easier. Sharing information about any events that may have happened the night before for the previous day can be vital for the key person to understand how to meet your child's needs. Please rest assured that all staff members work closely together to support your child, in the absence of your child's key person another member of staff will be available to support you and your child.

Children start to learn about the world around them from the moment they are born. The care and education offered by Kingsbury Episcopi Pre-school helps children to do this by providing all of the children with interesting activities that are right for their age and stage of development.



# The Early Years Foundation Stage (EYFS) - learning and development at Kingsbury Episcopi Preschool

There are seven areas of learning and development that shape the educational programmes in early years settings. All areas of learning and development are important and interconnected to support a rounded approach to child development. Three prime areas are particularly crucial for igniting enthusiasm for learning and building capacity to learn and form relationships.

Each area of learning is broken down into aspects detailed below:

## **Prime areas**

### **Personal, social and emotional development**

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

### **Physical development**

- Moving and handling
- Health and self-care

### **Communication and language**

- Listening and attention
- Understanding
- Speaking

## **Specific areas**

### **Literacy**

- Reading
- Writing

### **Mathematics**

- Numbers
- Shape, space and measure

### **Understanding the world**

- People and communities
- The world
- Technology

### **Expressive arts and design**

- Exploring and using media and materials
- Being imaginative

Your child's key worker will observe, support and work with your child during their time at pre-school to record their achievements and levels of development in all areas of learning.

For each aspect of learning there are "development matters", which describe the stages and identify the developing knowledge, skills, understanding and attitudes that children will need if they are to achieve the early learning goals by the end of the EYFS.

Kingsbury Episcopi Pre-school uses the early learning goals and their development matters to assess and record each child's progress and learning. The key person uses their own observations of the child and observations from other staff to record the child's progress in terms of knowledge, skills, understanding and attitudes needed in their journey towards the early learning goals at the end of the reception year at school.

Using these observations, we can identify where the child may need to develop, and the most effective practice to support them in getting there. We use their interests to engage them in play and introduce areas for learning i.e., vehicles - quantity, size, colour, travel, purpose, stories with vehicles, imagining a journey and making models of vehicles! The potential for learning through play is endless.



## How parents can take part in preschool

Kingsbury Episcopi Pre-school recognises parents as the first and most important educators of their children. All the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- Helping at sessions of the pre-school;
- Sharing their own special interests with the children;
- Helping to provide, make and look after the equipment and materials used in the children's play activities;
- Being part of the management of the pre-school;
- Taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- Joining in community activities in which the pre-school takes part; and
- Building friendships with other parents in the pre-school.

The pre-school does not have a regular parents' rota; however, this does not mean that we do not actively encourage parent participation. If you would like to join in at a session or sessions of the pre-school, please discuss this with the staff. Helping at the session enables you to see what the day-to-day life of the pre-school is like and to join in helping the children to get the best out of their activities.

### **Management committee**

The pre-school is managed by a committee of parents of the children, who attend the setting, the continued involvement of parents is crucial to its continued success. All parents are welcomed to any committee meeting and especially the *Annual General Meeting* where new members are elected and plans for the year are discussed. Having special skills to join the committee can be useful, giving us some of your precious time is just as important along with knowing that you are interested in supporting our work.

Here are some comments from committee members about their experiences on the committee;

*What do you enjoy about being involved on the committee?*

- Friendship
- Control over what happens and understanding more about what committee members and the staff do for the setting.

- Knowing what's going on, what's involved and happening.
- It is very sociable, and we get together and go out
- It's like having an extra group of friends with children as the common ground.
- The kids like me being involved and ask me about the meetings.
- It is good fun to go along and help at events.
- It doesn't take a lot of time.

*What benefits have you personally gained?*

- Confidence
- Confidence to talk to people and deal with situations.
- Organising and having something to do that provides me with some intellectual stimulation.
- Broadened by horizons
- Friendship

*How were you encouraged to become involved in the committee?*

- Persuaded!
- It was explained to me what you'd have to do on the committee.
- Felt I'd better go along
- My son had been attending the setting for a while, and so when the AGM came up I felt I needed to get involved and guilty that I wasn't.
- I was surprised that it was self run, and realised that without the parent's running it, it wouldn't be here.
- I was reassured that the committee were other parents I knew and that we are all in the same boat.