

Bishops Tawton Pre-school procedures

Allocated Pre-School Sessions.

When your child joins Pre-school we allocate your child a session according to spaces we have available. Due to staff /child ratio, pre-school sessions allocated to each child needs to be adhered to; there is no facility to change pre-school sessions at short notice.

Please complete a request form if you wish to change sessions permanently or to request additional hours, this will be granted if there is space available. You will be notified by a member of the Pre-School Admin team regarding your request.

Drop off and Pick up.

Please drop off and pick up your child at the correct times, this encourages a good routine for when your child starts school.

The gate will be locked until **8.30am**. This is to allow staff to prepare for the day ahead and to ensure that the ratios are fully covered.

Drop Off: 8.30-9am (flexible due to school times)

pick/up/drop off: 11.30 am fixed (the door will be opened for you at this time)

pickup/drop off: 12.30 pm fixed (the door will be opened for you at this time)

Pick Up: 3.00 - 3.30pm (flexible due to school times)

The door will not be opened before these times due to staffing ratios and the safety of the children.

In exceptional circumstances please contact pre-school if you cannot collect your child on time.

Items from home.

We ask all children to bring in named wellies, a named water bottle, a named bag containing spare clothes, and if applicable nappies and wipes. Please can you ensure your child has suitable spare clothing with them each day, in case of accidents or wet/messy play.

We understand that children sometimes need a special toy or comforter, but we encourage parents to try to keep these to a minimum for several reasons. We cannot take responsibility for lost or broken toys; this also causes distress to the child. Furthermore, our aim is to prepare the children for school so keeping any necessary items in their bag rather than on their person will be helpful in this transition. Please speak to a member of staff if needed.

Illness.

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school staff as to the nature of the infection so that the pre-school can alert other parents. Parents are asked not to bring any child (including siblings and minded children) into the pre-school if they have been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

Parents will be contacted and asked to collect their child immediately if they are unwell at pre-school. In case of contagious diseases such as chickenpox, guidance is taken from Public Health England recommendations. A copy of which is available.

If a child is absent due to sickness or holiday any non-funded hours will be charged at 50% of the hourly rate. In the case of long term sickness - 7 days + their place will be kept open.

School Dinners.

Meals cost £2.20, if your child requires a school dinner you can book using our on-line dinner system, a password will be sent to you. You might be eligible for a free school meal; you can check your eligibility on www.oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Home/Site