



From your Manager

All about me

I have worked in a variety of childcare settings, from nannying in the family home to working in a busy city day nursery. I have also worked in international childcare settings.

Throughout my 15 years experience I have gained most, if not all of my knowledge and understanding of what is good and important from working with the children and their families. They have helped shape me as a mother and a practitioner and together with my level 5 diploma in childcare and BA (Hons) in Photography, I strive to inspire, nurture and create a safe and exciting environment for the children to learn and grow.

My role as manager

The role of the manager is the education and welfare of your child while at the pre-school. It is my role to plan the curriculum for the children and make sure it is carried out in a safe environment, and to liaise with both parents and the management committee on anything that affects the running of the pre-school.

Aim of the Pre-school

Our aim is to allow the children to have as many experiences as possible in order that they become confident and independent learners.

Everything we aim for is achieved through play and fun activities and not through formal learning i.e. there is no point in forcing a child to write their name when perhaps they have not got the strength to hold a pencil correctly. We are able to give them the opportunity to strengthen their hands through play i.e. playing with play dough.

It is up to us to provide the right resources for the children to develop in all seven areas..

These areas are 1) Personal, Social and Emotional Development, 2)Physical Development, 3)Communication and Language, 4)Literacy, 5)Mathematics, 6)Understanding the World, 7)Expressive Arts and Design

Moulton Pre-School has strong links with Moulton School, and they have advised us on what sorts of things they would like the children to be able to do,

1. Take turns and sharing.
2. To join in with rhyming and rhythmic activities.
3. Linking some sounds to a letter.
4. Enjoying books.
5. Enjoy mark making i.e. drawing, painting.
6. Practising counting.
7. Sorting and matching.
8. Dress and undress. (As you can appreciate useful when they start P.E lessons at primary school.)

If some of the above are not in place which is dependant on stage of development then as long as the child is happy and confident then the rest fall into place easier.

Communication

Every child has a Learning Journey, which is a record filled in by their keyperson from observations carried out during their time at pre-school. We aim to share these with you once a term on an informal basis. Although if you have any concerns, we do operate an open door policy, so please come and speak to a member of staff.

The best time to do this is at the end of a session. But if the concern is detrimental to the session, please see me at the start. If something worries your child please tell us. No concern is too small.

Book bags

You can purchase a book bag from preschool, this can be used to take home a book which they have chosen from the box in the entrance hall, and then you can share this at home and develop a love of books. You will also find letters and other correspondences placed inside along with any art/craft work your child has produced. So please keep looking in your child's bag.

Structure of the pre-school day and why.

We try and keep the routine of the day the same, as children feel more secure with knowing what is going to happen.

We usually start with self registration, and children going straight to free play, This is also a time when staff might want them to come and do a particular activity.

During free play the snack table will be open between 10.00 – 11.00. The children choose when they come to snack providing there is a space. There is space for up to 3-5 children at a time. The children find their name and put it in a spare place and then go and wash their hands then come back to the table. While at snack the children are encouraged to talk to their friends. They are discouraged from just having a quick drink, eat and getting away. The snack is usually something like breadsticks/cheese and fruit, water or milk to drink.

Once snack time is finished and cleaned away, the children help tidy up and then we may do several things like outside play, musical instruments, board games, sound lotto while the room is reset for the afternoon and the lunch room is set up. At 12.15 some children go home and the remainder stay for lunch. Once lunch is finished the children will have another play session and at the end they will tidy up and then the children will find a chair with their book bags on before singing the going home song.

Parent helpers role and why

You are a valued asset to the group, as you are the primary educators of your child; it is a good way to become involved in their education. Many parents can also bring different skills to the group i.e. playing musical instruments, if you have any skills that you wish to share with the children while being a parent helper, don't be afraid to say so, even if you feel you don't have any special skills, and feel you wish to do a activity with the child please ask, it could be anything from reading a particular story to running a craft activity.

There are several ways you can help from preparing snack to washing the tea towels. Please speak to the manager for more information.

I hope you and your child have a memorable time at pre-school and take away many happy experiences. If you ever have any questions or need any information please asked.

Amy Edge-Bovair
Manager
Moulton Pre-School



Charity No. 1032436

MOULTON PRE-SCHOOL MEDICAL/EMERGENCY INFORMATION

Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment

Please complete the form below to assist us in the unlikely event that there is a medical emergency. It is also helpful for us to be aware of any on going medical conditions that your child has.

Child's Full Name

Parent/carer full name

Relationship to child.....

Daytime Telephone..... Mobile

Work address

.....

Work Telephone

Contact details 2

Parent/carer full name

Relationship to child.....

Daytime

Mobile

Work address

.....

Work Telephone.....

Emergency contact details if parents are not available *Emergency contacts must be local.*

Contact - 1 - Name.....

Relationship to child.....

Address

Daytime/work telephone

Mobile

Contact - 2 - Name.....

Relationship to child.....

Address

Daytime/work telephone

Mobile

Persons other than parent(s) authorised to collect the child,

Must be over 18 years of age.

Person 1 – Name

Relationship to child.....

Address.....

Daytime/work telephone.....

Home telephone..... Mobile.....

Person 2 – Name

Relationship to child.....

Address.....

Daytime/work telephone.....

Home telephone..... Mobile.....

Person 3 – Name

Relationship to child.....

Address.....

Daytime/work telephone.....

Home telephone..... Mobile.....

Password for the collection of child by authorised persons.....

Which infectious disease has your child had?
(Please tick appropriate boxes)

Measles		German Measles	
Mumps		Chicken Pox	

Has your child been immunised against:
(Please tick as appropriate)

Diphtheria		Tetanus	
Whooping Cough		Polio	
MMR		Meningitis C	

Are there any allergies, medical conditions or dietary needs, we should be aware of?

If yes, please give brief details

.....

If their allergy is food related do they know what it looks like? Yes/No (delete)

Can we put a plaster on your child? Yes/No (delete)

Doctor's Name:.....

Surgery Address.....

.....

Telephone number:.....

Health Visitor's Name.....

GP Practice/Hospital's address attached to

Telephone Number

Does your child attend any other form of education or day care, e.g. Nursery, Pre-school childminder etc?

Yes/No If yes please give details:-

Setting Name:-

Days attended.....

Does your child have help from / contact with: - If so, please give contact details

Community Paediatrician Consultant / CMO		CHAMP/CDC Clinical Psychologist	
Paediatrician		Educational Psychologist	
GP		Health Visitor	
Advisory Teacher Pre-School Special Needs		Advisory Teacher Sensory Impairment	
Speech Therapist		Social Worker	
Physiotherapist		Portage Home Visitor	
Occupational Therapist		Family Centre	
Opportunity Group			

Because

.....

.....

Signed **Date**.....

Advice from other professionals

In order to develop inclusive practice within our pre-school, it may be necessary to seek advice from other professionals from time to time on how to adapt our practice to meet individual needs. Please sign to acknowledge your agreement with this.

I agree/do not agree to other professionals being approached for advice on my child's needs.

Child's Full Name

Signed **Date**.....

Parental Permission
Emergency Treatment/Advice

In order for staff to ensure that your child receives the best and most appropriate care, attention and treatment should there be an emergency in the pre-school or while out on an authorised outing, you need to complete, sign and date the declaration below.

Full name of child

Date of birth

Name of parents/guardians 1.

2.....

Declaration for Emergencies

I agree to the pre-school leader/deputy taking the necessary steps to ensure that my child, named above, receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing, I understand that the leader./deputy will make every effort to inform me of any emergency or accident as soon as possible after the event, but that they may have to accompany my child to hospital in my absence in the case of a serious accident, I give permission for the leader/deputy to authorise hospital staff to administer essential treatment until my arrival.

Signed by parent/guardian 1.Date.....

2.Date.....

If you do not agree with any or all of the above declaration, please do not sign it but make your views know in the space below. The pre-school leader will then discuss this with you and do their best to accommodate your particular wishes.

I do not agree with the declaration and would prefer the following procedure to be followed for my child (named above) in the event of an emergency.

.....
.....
.....

Signed by parent/guardian 1..... Date

2..... Date.....

With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, the position will be clarified by reference to the pre-schools insurance company.

MOULTON PRE-SCHOOL VOLUNTEER MEDICAL INFORMATION

Please complete the form below to assist us in the unlikely event that there is a medical emergency while you are helping in the session. It is also helpful for us to be aware of any on going medical conditions that you may have.

Full Name

.....

Name and relation of person to contact in an emergency

.....

Emergency Contact Telephone numbers

Day..... Mobile

Are there any allergies, medical conditions or dietary needs, we should be aware of?

If yes, please give brief details

.....

.....

Are you taking regularly medication? Yes/no

If yes, please give brief details.....

.....

Doctor's Name.....

Surgery Address.....:

Telephone number.....

Signature Date

Parental Consents
Guided Visits Around Moulton

I give my permission for to be taken on any guided visits around Moulton Village, to Moulton School and onto the playing field.

Child's Name

Parents/Carer signature..... **Date**

Moulton Pre-School Photography

On occasions we have the press in to take photographs for different reasons i.e. new equipment, advertising the pre-school.

We also take photographs of the children at play, which are used in thank you cards, and photo albums to show Ofsted, and potential parents the activities we participate in.

Child's name

- ❖ I do not want my child's photo to be taken.
- ❖ I am happy for my child's photo to be taken but wish their name to be omitted.
- ❖ I am happy for my child's photo to be taken and for their name to be printed.

Would you please indicate your preference by deleting the appropriate section and signing below.

Parents Parents/Carer signature..... **Date**

Observations

As part of the planning process we will be carrying out observations on your child in order for us to plan appropriate activities for the next steps in their development and learning.

I hereby give / do not give permission for the pre-school to observe my child in order to aid planning in regard to the next steps in their development and learning.

Child's name

Parents/Carer Signature: **Date**

Written Records

With Reception Year still being part of the Foundation Stage, it is good practise to pass your child's records on to their next school, but before we can do this we need your permission.

- ❖ I consent to my child's records being made available to their next school who will return them back to me on the first parents evening.
- ❖ I do not consent to my child's records being made available to their next primary school. Please cross out the sentence that does not apply to you.

Child's next school..... Date due to start

Child's Name

Parents/Carer Signature: **Date**

Website Publication

Moulton Pre-school have a website and on occasion publish photos of the latest activities, please sign below to give/decline your permission to this, please note no names will be used on the website.

- ❖ I consent to my child's photo being used on the website.
- ❖ I do not consent to my child's photo being used on the website.

Please cross out the sentence that does not apply to you.

Child's Name

Parents/Carer Signature: Date

Collection After Pre-School

We would like advance notice of who is picking up your child, so it can be written in the diary.

But if on a regular basis someone else will be picking up your child after school, i.e grandparent or friend would you please give their details below.

We will assume that if you have given their details that you are happy for us to release your child into their care.

Name of child.....

Person 1 Name Relationship.....

Telephone number.....

Address.....

.....Postcode.....

Please tick which day/s they would collect

Mon..... Wed..... Fri.....

Person 2 Name Relationship.....

Telephone number.....

Address.....

.....Postcode.....

Please tick which day/s they would collect

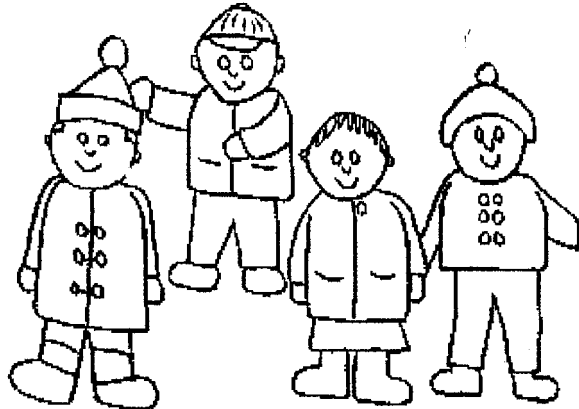
Mon..... Wed..... Fri.....

Parents/Carer Signature: Date



Charity No. 1032436

All About Me



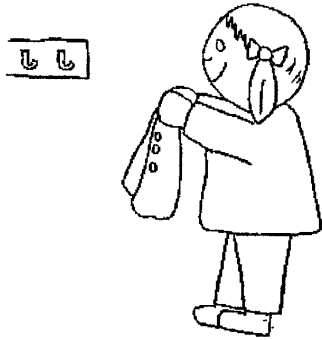
My name is.....

I am known as

I was born on

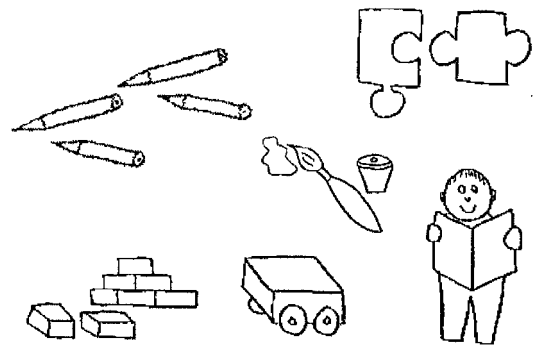


Please share this page with your child.
When you come to pre-school:-

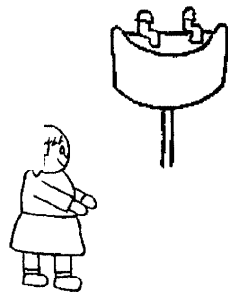
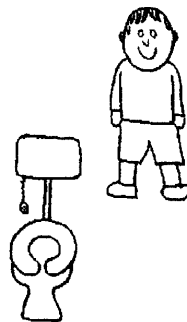


There will be a peg with your name on it, ready to hang your coat on.

While you are at pre-school there will be lots for you to do, like, painting, jigsaws, playing outside and lots more.

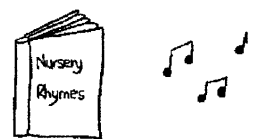


There are toilets for you to use and basins where you can wash your hands



You will be able to sit with your friends at the snack table and have a healthy snack, and a drink of water or milk

There will be a story and some songs to sing. And you will also be able to take a book home to read



What I would like you to know about me

Children's development is unique and special. In order to help us support your child in our pre-school please fill in the following information.

I live with.

.....

In my week I see.

.....

My relationships with extended family are.

.....

My pets are.

.....

My friends are (do they attend this pre-school).

.....

My favourite toy is.

.....

My favourite nursery rhyme/song is.

.....



My favourite game at home is: -

.....

My favourite book is.

.....

My favourite food is.

.....

The foods I don't like are.

.....

I am happy when.

.....

I am upset when.

.....

My comfort items are.

.....

My special words and what they mean are.

.....

I have been left before with.

.....

Do you go to any particular places together such as swimming, shopping, and place of worship, park, and library?



.....
I can manage the toilet:-On my own/or with a little help.

What help is needed.

.....
I/my parents/carers have these worries about pre-school.

.....
Is there any other information you think we should know about you to help you enjoy your time at pre-school?

.....
Please feel to draw a picture here



These are the things I like to do

Please tick/comment on these (it will help us to help your child to settle in)

Draw

Dance

Cut and stick

Play with playdough

Paint

Play with sand/water

Dress up

Look

at books

Pretend play

Build things with duplo etc

Play with friends

Play on my own

Singing and making music

Thank-you for taking the time to fill this in.

