



Charity No. 1032436



## **From your Play Leader**

### **All about me**

My name is Pauline and I am married with two children, a daughter aged 20 years and a son aged 17 years.

I have been in paid childcare for the past 10 years and before that like many mothers I was on my son's pre-school committee and then a parent helper in their primary school.

I am still involved with fund raising at my son's school. I am also a Brownie Leader. My husband and I are fully committed to supporting the children in their activities and are often involved in their scouting, guiding or swimming activities.

### **Qualifications**

I started by working for my IPP (Introduction to Pre-School Practice) and attending several workshops i.e. Music.

I have completed my DPP (Diploma in pre-school Practice) making me a fully qualified pre-school leader. Beside these qualifications there is a requirement to also have First Aid, Food Hygiene, and Child Protection, which have to be renewed every 3 years. I have also attended the Special Education Needs Coordinator (SENCO) training.

Ofsted are encouraging all staff to be qualified in order for us to deliver a professional caring education for children at a time when they are most impressionable.

### **My role as leader**

The role of the leader 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 six areas. These areas are 1) Communication, Language and Literacy. 2) Problem Solving, Reasoning, Numeracy, 3) Creative Development, 4) Physical Development, 5) Knowledge and Understanding of the world, 6) Personal, Social and Emotional

Development.

Moulton Pre-School has very 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 file, 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.**

### **News letters and Notice Board.**

After each committee meeting the management committee produce a newsletter for parents, this usually is a good way of finding out about upcoming events and fundraising ideas as well as issues concerning the running of the pre-school.

Also information will often appear on the doors of pre-school usually about the activities done during the day's session, as well as the planned topics for that term. Every term we try and have a different topic, for each topic notices will be put on the door as to what type of activities we will be doing. Any resources that you think will be useful for the topic which could be lent or donated to the pre-school are greatly appreciated.

### **Book bags**

Each child is given a book bag when they start pre-school, this is to take home a book which they have chosen from the red 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 child going straight to free play, where they do what they want to do (within reason) I say this as some children need help in deciding what to do, while others sometimes need a bit of redirecting, as they may

have become a little bit boisterous at what they are doing. 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 10.45 - 11.15. The children come whenever they like providing there is a space. There is space for up to 6 children at a time. The children find their place mat 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 and then finish with a bit of singing.

The children will then 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 children please ask, it could be anything from reading a particular story to running a craft activity.

Your helper letter is very detailed as to what to do, although some of the timings don't always go to plan. First thing in the morning is one of the important times, as setting up is very involved and it doesn't come across as being very professional if there are still things to do when the children come in.

During the free play join in with the children, look to see where they might need supporting and that the adults are spaced around the room. Talking to the children is one of the best things you can do by asking them open ended questions i.e. What did you do at the weekend? And by giving them ideas on how to solve their problems.

Can I asked one thing, that you don't do the children's jobs for them, but encourage them to do as much as possible, i.e. if they drop their apron on the floor, please don't pick it up, asked them to pick it up. I know it is easier and quicker to do it your self as I am still doing it for my 20 year old daughter, but as said before part of our aim is to allow the children to become confident and independent learners.

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

Pauline Paines  
Play Leader  
Moulton Pre-School

## MOULTON PRE-SCHOOL PARENT HELPER DUTIES

Before anything else, we would like to take this opportunity to thank you for your help today. Your support is crucial to the smooth running of the session! Please take every opportunity to engage in conversation with the children and discuss what they are doing.

**9.00am** It would be appreciated if you can arrive now and help assist with setting up the room, you will be guided by the staff.

**9.30am – 10.20am.** Enjoy yourself and play with the children. As a general rule, we aim to have adults spaced around the room, so please focus on carpet toys and the messy play area (e.g. sand and water on the plastic sheet)

**10.20am.** Please start to prepare the snack. Please have snack ready for 10.45am when a member of staff will open the snack table ready for an ongoing snack until 11.15.  
*PLEASE REMEMBER TO TIE LONG HAIR BACK AND WASH HANDS FIRST. PLEASE WEAR THE PLASTIC GLOVES AND PLASTIC APRONS THAT ARE PROVIDED. PLEASE USE THE PLASTIC CHOPPING BOARD.*

All the equipment you will need is either in our tall cupboard next to the fridge or the eye level cupboard next to it.

**Biscuits /crackers etc**– Place enough on a plate to allow for 1 each.

**Drinks** – Prepare 2 jugs each of water and milk.

**Fruit** – Wash and prepare the fruit and place on large plates with serving spoons.

**Cup and plates** – We need 1 cup and plate for each child.

**Adult drinks** – Tea and coffee are available. A list of the staff drinks are on the inside of the cupboard door, if they want anything different they will inform you. Remember to get one for yourself. Please leave these at the back of the hatch for safety reasons. All hot drinks to be served in the flask cups.

Please place a large bowl on the table by the door (this is for used cups and plates) and all the above along with the carton of milk on the serving hatch by 10.45.

Once snack is prepared please leave the member of staff to run snack and come back into the hall to continue to play with the children. If you are having a drink please join the children at the snack table, and please can we ask that no more than 2 adults at a time are at the table.

**After snack** – Please attend to the washing and drying up and tidying of the kitchen, including packing cups, jugs etc. back into the plastic box in the tall cupboard etc. The paintbrushes, paint pot lids, and glue pots can be washed up after 11.30am.

**Clearing up** – This generally starts at around 11.30am. Staff then take the children for a carpet session (singing, music). This is when the smaller items can be quietly packed away. (Please do not move tables or larger items around the children).

**11.50am.** – Please help a member of staff to make a circle of chairs near the door, and place the children's book bags on with their name facing outwards, then sort the children's work into piles, ready for taking home.

**12.00 noon** –The full clearing away starts. We would appreciate it, if you could stay for a while to help clear some things away.

## ADDITIONAL NOTES

***These are the official guidelines that we have to follow within our role as a professional, safe and secure pre-school. Your support is valued immensely in helping to maintain these standards.***

- 1 *For health and safety reasons, no children are allowed in the kitchen or toy cupboard at any time.*
- 2 *Please remember that pre-school is a professional environment and as such, confidentiality within the setting must be maintained at all times.*
- 3 *Pre-school is a learning environment. In the interests of the older children, please could you make alternative arrangements for younger brothers and sisters on the day that you are helper?*
- 4 ***Behaviour management*** of the children is an issue for all adults in the setting on the day. Please refer to the Behaviour Management - Policy and Practise and Behaviour Management Strategies. ***Please always remember it is the behaviour that is not liked and not the child.*** If you need support always find a member of staff.
- 5 *Please refer to a member of staff immediately, should the need arise.*
- 6 *Only pre-school staff are permitted to accompany children to the toilets during the session.*
- 7 *For your safety, please make yourself aware of the Fire Drill Procedure, There is a copy of this on the inside of the tall cupboard door.*

***MANY THANKS ONCE AGAIN AND PLEASE DO NOT HESITATE TO REFER TO A MEMBER OF STAFF IF NECESSARY.***



## MOULTON PRE-SCHOOL MEDICAL 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 the setting to share this committed.***

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 .....

Contact Telephone numbers for Parents/carer, if you work during your child's session please include a work contact number.

**Name** .....

Day:..... Mobile .....

Evening..... Work.....

**Name** .....

Day: ..... Mobile .....

Evening..... Work .....

Please list below two other names, with telephone numbers, and relationship to your child whom we can contact in the event of an emergency if we are unable to contact either parent:

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

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)

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 .....

.....

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 nursery, 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**

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 provision 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 ADULT 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.

Parents Name .....

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

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**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/Carer Signature:** ..... **Date** .....

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**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 .....

**Parent/Carer Signature:** ..... **Date** .....

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**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 .....

**Parent/Carer Signature:-** .....**Date:-** .....

**Website Publication**

Moulton Preschool has 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.

**Parent/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.....

Name ..... Relationship.....

Telephone Number .....

Please tick which day/s they would collect

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

Name ..... Relationship.....

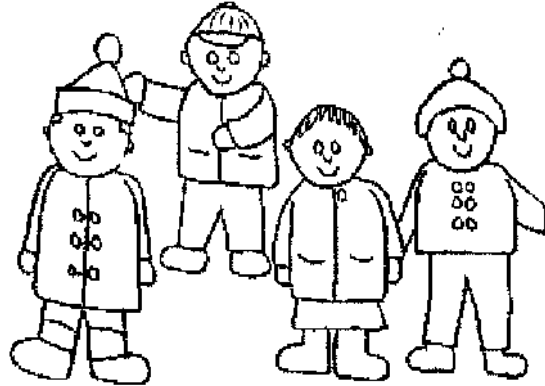
Telephone Number .....

Please tick which day/s they would collect

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

**Parent/Carer Signature:** ..... **Date** .....

# All About Me



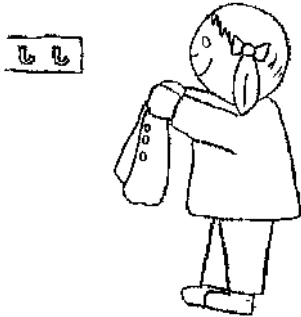
My name is.....

I am known as .....

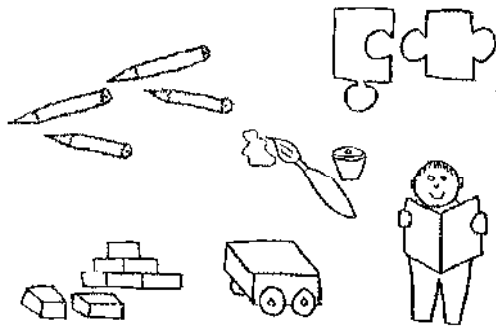
I was born on .....



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

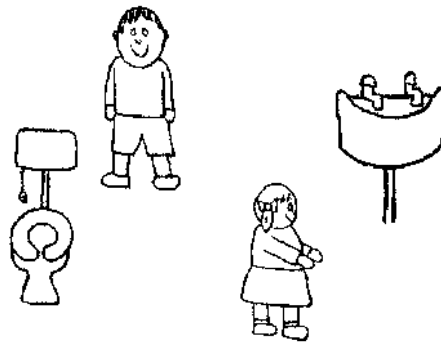


There will be a peg with your name on it, ready to hang your coat on.



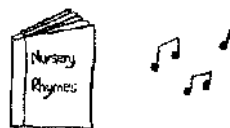
While you are at pre-school there will be lots for you to do, like, painting, jigsaws, playing outside and lots more.

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.

