

Arrival, Departure and General Procedures



Arrival and Departure

Please keep the front gate closed, even when popping in, as a child or toddler could be leaving and may run into the road – the pre-school does not accept responsibility for children until they have been signed into the register when arriving into the pre-school building. Please keep your children safe at all times.

The front door will be opened from shortly before 09:15 a.m. Please wait in the lobby until a member of staff comes out to meet you. Should you find the door shut at normal session start or end times please wait, a member of staff will open up when ready. Your child will be individually taken from or handed over to you.

Should you require assistance during session please ring the door bell and wait for a member of staff to come out.

If you would like anyone else to pick up your child, it is important that you let Dian know in advance and document it in the dedicated log. A password system operates when an unknown person picks your child up, this is to be decided between carer and Dian. We will only hand your child over to an authorised person on giving the correct password.

If your child is routinely picked up by a child minder or other carer, the preschool will provide a book to be written in by preschool and parent to enable effective communication between both parties. This book will travel with the child.

Parent helper

A parent may wish to help at preschool because they can offer the children a learning opportunity, this may be the parents job or a skill to share with the children, music, art or clay modelling. Speak to Dian to get involved. It is important if a parent does complement the staff that confidentiality is maintained within the preschool.

On occasion it may be necessary for a parent helper to assist the preschool staff, due to staff illness or training. This will be someone who has been CRB checked and therefore approved by OFSTED. If you become available to the preschool you will need to read all policies and procedures and will be given specific information regarding routine and responsibilities by staff. Please let Dian know if you wish to be available to us in the case of an emergency.

Newsletter

We produce a newsletter approximately once a half term during term time. Every child attending Pre-School will be given a copy. It holds important information on Pre-School activities along with term dates and any changes to normal procedures. Please read it as it is the primary means of communication with parents. Newsletters, policies and other useful information are also posted on our web site: www.culmstockpreschool.co.uk.

Culmstock Pre-school

Drinks and Snacks

The children have milk or water to drink and a healthy snack such as fruit or bread. Water is available through out the session if a child is thirsty. It is important to inform us of any dietary requirements e.g. vegetarian, or any allergies that your child has. Please refer to our 'Health and Safety Policy' and 'Administration of Medicine Policy' for further details.

New foods are regularly introduced to the children this amplifies their learning experiences. A rota is in place to enable parents to contribute to snacks should they wish. The snacks must be healthy and will try to complement the theme at preschool. Parental contribution aids the staff and encourages variation in snack the children experience.

Towels

The children are allocated individual towels each session with which to dry their hands. We ask parents to take towels home for laundering on a rota basis. You will probably be asked to take a turn about once every three weeks but this depends how many children are on the register. Please keep the towels in sets of 10.

Parking

Neither the Pre-School or the Methodist Church have parking available. The Culm Valley Inn very kindly allows us to use their car park for delivery and collection of the children from Pre-School. If you are staying for any lengthy of time, they ask that you park at the far end of the car park, keeping the front end free for their customers. Occasionally their car park will be full, at such times we request that you use the Village Hall car park and do not part the car outside the Pre-School. Please honour this request at all times or we may loose it.