



High quality education & childcare for each individual child

Parent Carer Information

New Starters



Welcome

Dear Parent/Carer

I am delighted to welcome you and your child to the Watoto Pre-School family, we are repeatedly described as “home from home”.

Watoto is a very special place where we truly value working in partnership with parents and carers to provide the best possible foundations for children’s development and learning. From the moment you enter our pre-school on your very first visit, I am sure you will notice how happy and confident the children are. They are cared for exceptionally well by a dedicated staff team and enabled in their learning to shine as individuals and reach their full potential.

I am very proud to be the Manager of this wonderful Watoto Pre-School and hope that you and your child are looking forward to the exciting times ahead.

I look forward to a happy and successful home/pre-school partnership.

Yours sincerely

A handwritten signature in black ink, appearing to be 'SB', with a horizontal line extending to the right.

Sharon Brown
Manager



Before Starting Pre-School

We offer a range of pre- Pre-School visits to help you get to know us and give your child a happy and confident start to Pre-School.

These can include:

- Welcome Meeting
- Stay and Play
- Home Visit
- Shorter first session

Due to COVID home visits are currently suspended

Settling in what to do to help

Most children settle at Pre-School very quickly. We will monitor and agree with you how we manage your child's settling in period.

Some children do find separation difficult at first, but members of staff are always on hand to reassure them and help to develop the feeling of security.

Try not to feel anxious if your child does not settle straight away. If this happens to your child you may be left worrying at home, you are always welcome to give us a ring to put your mind at rest.

Session times

7.30am – 9am	Breakfast Club
9am – 12 noon	AM Activities
12 noon – 1pm	Lunch Club
1pm – 4pm	PM Activities
4pm – 6pm	Tea Time Club

Key Workers..

...All families are allocated a key person on arrival at the Pre-School. They will help support you and your child into the Pre-School environment and answer any questions you may have. The key person will be your main point of contact for any matters concerning your child's well-being, development, health and behaviour.

They will make observations of your child's learning and development, sharing their progress with you and planning how to support your child in reaching their full potential.

Observations made at Watoto Pre-School are recorded using IConnect, which is an online 'learning journal', and information is shared on a regular basis with parent carers via the preschool ParentZone app. This information informs parent carers of the activities the children have experienced throughout the pre-school day and information on how to extend their learning at home.

Parent Zone App.

ParentZone is an interactive app that allows parents a safe network to access information about their child's day and their wow moments at a time that suits them. Our staff upload videos and photos and parents can then log on and view their child's activity. At the same time, parents can contribute to their child's learning journey and make notes for their key person, helping to build relationships between families and the Pre-School. We've had great feedback from our parents carers who've said they love to be able to get a full insight into their child's day at the touch of a button.

To download the ParentZone app head to your app store and search for 'ParentZone'. We will send you an email or SMS so you can set up your own login and password detail.



Any queries please email us: admin@watotopreschool.co.uk

Additional ways we will communicate with you .



Please go to our website www.watotopreschool.org.uk ... for more information about our preschool including our promise to parent carers, events, policies and procedures, job vacancies etc.



WhatsApp is used by each room to send reminders and updates and requests to parent carers. Parent also use it to share ideas and ask questions



Our Facebook page is used to:

- Communicate with families by sharing the activities and fun happening in Pre-School.
- Tips and advice on Early Childhood education
- Showcase the Pre-School to potential parent carers.



We will email all important documents, formal announcements and updates

The Early Years

Foundation Stage

How will my child be developing and learning in pre-school?

The Early Years Foundation Stage (EYFS) has a special curriculum specifically designed for young children. It supports your child's learning and healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should aim to develop the 3 Prime Areas first. These are:

- Communication and language
- Physical development
- Personal, social and emotional development

These prime areas are those most essential for your child's healthy development and future learning.

As children progress, the prime areas will help them to develop skills in 4 Specific Areas. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the tasks are suited to your child's unique needs.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Further details about the Early Years Foundation Stage Curriculum can be found at www.foundationyears.org.uk.

If you have any questions, please to talk to the Pre-School team!



Parent Carers will drop off their children at the main entrance. A staff member will welcome children and support them to take off their coats, find their photo over their coat pegs and self-register by taking their photo from the basket and placing it on the board to tell us they are here. Children then wash their hand, then go on to choose where they want to play.

Life in Pre-School is busy, productive, and fun! children's interests are nurtured and valued by the adult, so they get the best out of the activities provided, gaining the motivation and enthusiasm to want to learn and continue learning

Throughout the session children take part in activities of their own choosing and activities that are set up by adults, this will encourage your child's natural curiosity through play, helping them to be more observant, think about things and try to figure them out for themselves, use their imagination, gain a sense of discovery and much more.

We also have a free-flow environment which allows children a choice, to play both indoors and outdoors.

For more information on the Pre-School's approach visit our website www.watotopreschool.org.uk

Daily Routine

At the end of the session parent carers will pick up their child at the main entrance. This is to ensure that staff can monitor the door and ensure all children leave safely. If you would like to chat to your child's key worker, please wait to one side until most children have left so that staff can monitor and check that all children are leaving with the correct adult.

Your child's key worker needs to know who is collecting your child - please let them know in advance if this will be somebody different. Children must be collected by someone over 18 years of age, who is known to staff. If somebody different is collecting your child, we will ask them for the password which you chose when your child started in Pre-School.

COVID-19

Watoto Pre-School will continue to restrict access to the preschool, to appointments only, requesting face covering and social distancing when attending Pre-School. We will continue the arrangement of drop off and pickups at the preschool main entrance. This is to help keep everyone safe, our staff, children, and parent carers alike.

We will continue to monitor the situation

Your continued patients, understanding and respect of our staff team in these challenging times is very much appreciated

Thank you



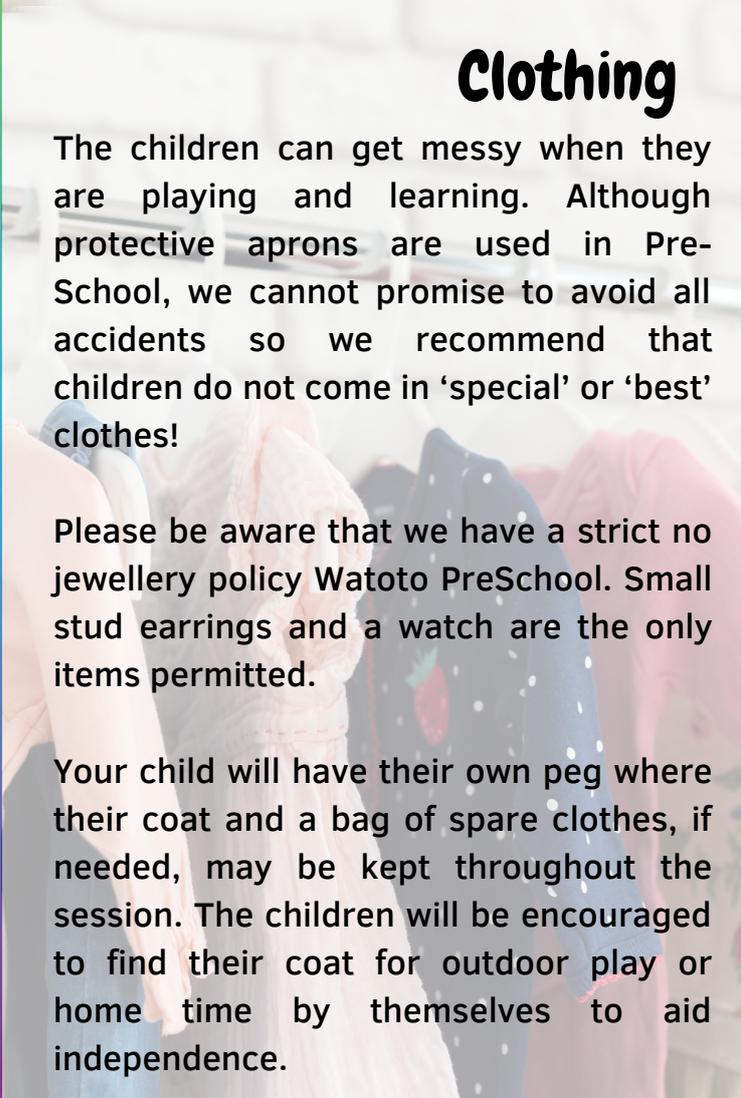


Lunch & Snacks

During the session the children can choose when they would like a piece of fruit or vegetables are provided every day. This is a social experience with children sitting together at the table and talking to one another. Free milk and water are also available throughout the session.

We do provide a healthy lunches, at a cost. Children can bring their own lunch, however, we do discourage the use of plastic lunch boxes and promote the use of paper bags.

WE DO NOT HAVE THE FACILITY TO REHEAT FOOD,



Clothing

The children can get messy when they are playing and learning. Although protective aprons are used in Pre-School, we cannot promise to avoid all accidents so we recommend that children do not come in 'special' or 'best' clothes!

Please be aware that we have a strict no jewellery policy Watoto PreSchool. Small stud earrings and a watch are the only items permitted.

Your child will have their own peg where their coat and a bag of spare clothes, if needed, may be kept throughout the session. The children will be encouraged to find their coat for outdoor play or home time by themselves to aid independence.

Allergies

IF YOUR CHILD HAS AN ALLERGY TO ANY FOOD, STAFF MUST BE INFORMED.

Many members of staff are Epi-Pen trained although training has to be carried out for each individual child..

We do not allow children to share food from their lunchboxes, but to protect those children with allergies, please do not pack any nuts or nut products (including peanut butter) or kiwi fruit in your child's lunch.

We may also have other restrictions from time to time, depending on the allergies of the children at the time.

Clothing for All Weathers

In Pre-School we spend a lot of time learning outdoors, even when it is cold and a little drizzly. Your child should be equipped with suitable clothing for the changing weather; a hooded coat, scarf, mittens and hat on cold days and a sun hat and sun cream on hot days (we recommend applying a long lasting sun screen before Pre-School).

We may sometimes request that your child bring wellies to Pre-School to avoid getting muddy on wet days!

ALL CLOTHING SHOULD BE CLEARLY LABELLED WITH YOUR CHILD'S NAME



Messy Play

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Going to the toilet

Parents to bring nappies Wipes (will be charged if none is provided)

When you feel your child is ready to be potty trained we will work in partnership with you to ensure a smooth transition.

We do understand that all children develop at different rates and please be assured that we are always available to offer support and guidance.

Please do not worry.

Safeguarding & Child Protections

Watoto Preschool has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Please see our Policies File located in the office. Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

What is Child Protection?

Child protection is the process of protecting children and young people who have been identified as suffering, or likely to suffer harm as a result of abuse.

There are four types of abuse: Physical, Sexual, Emotional and Neglect Safeguarding is the action that people take to keep all children safe, for example:

- Protect children from harm
- Ensure that they are safe and well looked after
- Take action so that all children are able to grow up in a safe environment.

ALL CHILDREN HAVE A RIGHT TO BE PROTECTED FROM HARM

The Preschool have a senior member of staff who is responsible for child protection. This person has the title of Designated Safeguarding Lead.

The Preschool has a Child Protection Policy. This document sets out the process for dealing with child protection concerns. If you would like to read this policy you will find it in the Preschools office. This policy will also set out the process for reporting allegations about members of staff, including volunteers. Statement of Intent We intend to create in our Preschool an environment in which children are safe from abuse, and in which any suspicion of abuse is promptly and appropriately responded to.

All adults in Preschool, including volunteers, must have regular training to ensure that they are aware of the signs of abuse and know what to do about any concerns. They have a duty to report these to the Designated Safeguarding Lead. The Preschool has a legal duty to talk to other agencies such as Children's Social Care and the Police if they think a child may be at risk of harm.

THE WELFARE OF YOUR CHILD IS OF PARAMOUNT IMPORTANCE

What do you need to know?

If anyone in Preschool is worried about the welfare of your child this will be discussed with you unless they think that this conversation could put your child at a greater risk of harm. The Preschool must also share all relevant information with Children's Social Care if they are concerned about your child. The social worker may consult with other agencies before deciding what should happen next. They will also speak to you about the concern and keep you informed about what is happening. If there is an allegation about an adult who works here, the Preschool will hold discussions with the Police and Children's Social Care. If your child is involved, you will be kept informed of any discussions and decisions as appropriate.

FAMILIES HAVE A RIGHT TO EXPECT US TO PROVIDE A SAFE AND SECURE ENVIRONMENT FOR YOUR CHILD(REN).

What to do if ...



...my child is late for Pre-School?

If on the rare occasion that you may be late, please ensure you contact the preschool to let us know via phone or parent zone app.

....my child was sick/had diarrhoea in the night?

Sickness and diarrhoea are extremely infectious. The 48 hour rule applies. The advice of the Health Protection Agency is that your child should be kept away from school for at least 48 hours after the last bout of vomiting or diarrhoea. Remind your child about the importance of hand washing and show him/her how to do it properly.

...my child is not well enough to come to pre-school?

Please ring the Pre-school office on 0330 016 5668 if your child is ill or inform your child's key worker directly.

..I've been unavoidably delayed and may be late picking my child up from pre-school?

If you are running late please try to inform the pre-school office on 0330 016 5668 so that we can reassure your child. Don't panic! If you have not arrived by the end of the pre-school day your child will be supervised by a staff member until you arrive..(NB there will be pick up late charge)

...i have a particular concern about my child?

Il the Pre-School staff are very approachable and want the best for your child. Try to see your child's key worker or the senior staff member at the END of the session after they have dismissed the children. Alternatively an appointment can be made with your child's key worker or a senior staff member, at an agreeable time, if you would like a more in depth chat. the PreSchool Manager is also available should you wish to talk to her about any concerns.

...i need to take my child out of preschool?

...Speak to the pre-school office who will advise you and if appropriate, will provide you with a leave of absence form.

Further information

Visit the preschool website
www.watotopreschool.org.uk

Or
check out our Facebook and Instagram pages
(like and share)



Contact Us



0330 016 5668



info@watotopreschool.org.uk



facebook messenger

Thank You!

For choicing Watoto PreSchool