

St Mary's Preschool

Welcome Pack



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www.stmaryspre-school.com

Registered Charity No:1026307

Welcome to St Mary's Preschool

Our aim is to provide a stimulating and nurturing environment for your child to thrive in. Our staff are a huge part of our preschool and their enthusiasm and genuine care for each child is what makes us so special. Our focus is always on your child and their individual needs. We understand how daunting it can be to leave your child, and so we strive to create an environment whereby you and your child feel safe and secure as part of our preschool family.

About us

St Mary's preschool is a registered charity, run by a committee of volunteers, including parents and friends of the preschool. Without the committee, St Mary's preschool would cease to exist and we therefore welcome the involvement of any new parents as well as support from all of you in essential fundraising events.

Aims and Objectives

WE AIM TO...

Provide high quality care and education through well planned play opportunities .

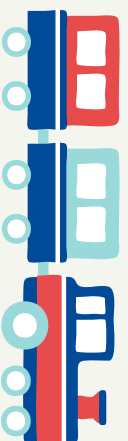
Provide a safe, secure and stimulating environment .

Provide a tailored curriculum leading to recognised learning outcomes .

Provide individual care and attention made possible by a high ratio of adults to children .

Provide children and parents with their own key person .

Allow each child to learn and develop at their own pace by providing well planned, varied and interesting opportunities for them to engage in .



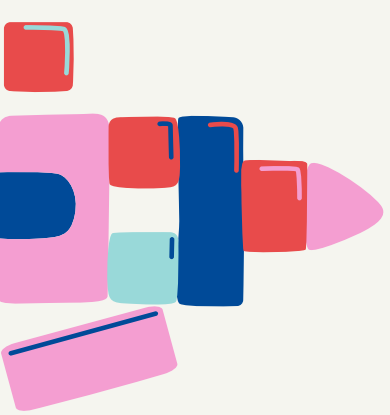
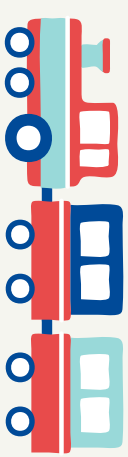
WE AIM TO...

Work within a framework that promotes equality and values diversity .

Work in partnership with parents so that they can contribute to their child's education and development .

Allow each child to have fun whilst developing friendships with other children and adults safely .

Encourage children to make their own choices and be independent at every opportunity.



Opening and session times

Mondays to Fridays - term time.

9am - 3pm (Full Day)

9am - 12pm (Morning Session)

12pm - 3pm (Afternoon Session)

Please note we are term time only and follow Cherry Tree Primary School holidays. These can be found on our website.

We require a notice period of a month for any changes to sessions or termination of contract.

Children's Development and Learning

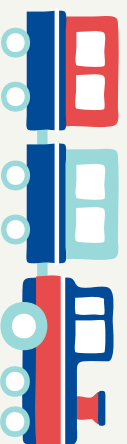
The provision within preschool for development and learning is guided by the Early Years Foundation Stage (EYFS). Staff follow the lead of each individual child, to plan according to their interests and next steps based on the Early Years Framework.

There are 7 areas of learning and development

Personal, Social and Emotional (PSE)
Communication and Language (C&L)
Physical Development (PD)
Literacy (L)
Mathematics (M)
Understanding the World (UW)
Expressive Arts and Design (EAD)

St Mary's Preschool believes that all areas of learning are equally important and depend on each other to support a rounded approach to child development. This is delivered through carefully planned, purposeful play with a balance of child initiated and adult lead activities.

Our preschool is equipped both indoors and outdoors with age specific resources to enhance the children's learning in every area. Children are encouraged to choose what they would like to play with based on their own interests and staff will take the time to get to know your child in order to plan accordingly.



Our Team

We are very lucky to have an experienced, well qualified, enthusiastic and committed staff team. Our staff are dedicated to continuous professional development and ongoing training.

Lynn Smith - **Supervisor**
Trained in First Aid, NVQ LEVEL 3

Lizzie Moseley - **Deputy**
Trained in First Aid, NVQ Level 3

Beverly Bracegirdle - **Preschool Assistant**
NNEB

Sally Hayes - **Preschool Assistant**
Qualified Teacher Status

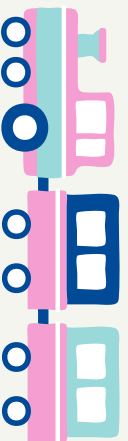
Paula Swettenham - **Special Educational Needs and Disabilities Co-ordinator (SENDCo)**
Trained in First Aid, Qualified Teacher Status

Michelle Horner - **Reserve Preschool Assistant**
CACHE level 3

Karen Knop - **Reserve Preschool Assistant**
NVQ Level 3

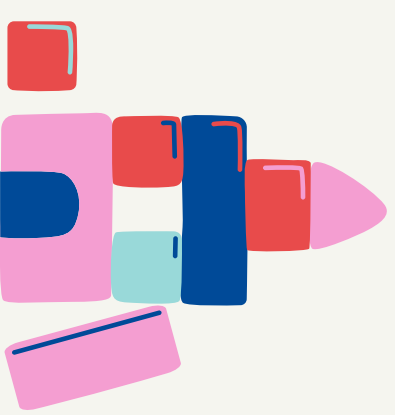
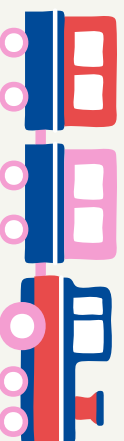
The Key Person

Each child deserves to have a special relationship with someone within preschool and the key person approach effectively enables this. It provides you and your child with a sense of security, allowing each child to explore and play freely but feel safe within the environment. The key person approach provides your child with a dedicated staff member who fully understands the learning, development and care needs of your child. This gives you the confidence to leave your child at preschool knowing they will be cared for in a way that is tailored to the information that you provide. To ensure consistent continuity of care for all children, each child is given a secondary key person to cover any absences of your first key person.



Records of Achievements

Your keyperson keeps a record of achievement for each child - documenting their learning journey through observations, discussions and physical evidence. This is documented via the TAPESTRY online learning journal (for which you will be given a password and instructions), and we encourage you to add to it with comments about that which your child has achieved and enjoyed at home. The more rounded a knowledge we have of your child, the more we can tailor our care to their individual requirements. Your child's learning journey will be expanded upon throughout their time at preschool and you are invited to look at it, add to it, and discuss it with the staff whenever you wish.



Communications

Preschool sends regular update texts to parents via our parent app. Please ask for details to download the app. If you use social media, please join our Facebook group where we share regular updates and reminders. We do ask that, if you have any concerns or comments about any aspects of preschool, that you speak to staff or a member of the committee and do not share these on social media. We will endeavour to respond to any concerns in a timely manner.

Towards the beginning of each term your child's key worker will share with you the next steps for your child for the coming term. However, we encourage you to speak to your child's key worker at any time.

Settling in at Preschool

We ask that children join us for a minimum of 2 sessions if aged 3 and above. For children under the age of 3, we ask that they join us for a minimum of 3 sessions per week in order to enable them to settle happily and support their progress.

In settling your child at preschool, our aim is to ensure that they feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, and to share their new learning experiences with their parents after the preschool session. Children are invited and encouraged to visit the preschool with their parent/carer before their admission date. We understand that every child settles in differently, therefore we are flexible about settling in sessions and a plan can be discussed with the preschool supervisor. Our aim is to work alongside parents and carers to accommodate a child's individual needs, providing that this does not disrupt the pattern of continuity in the setting that provides stability for all the children.

Parental Involvement

We know that parents are the first and most important educators of their children and that by working together we can achieve the best results. There are many ways in which parents take part in making preschool a welcoming and stimulating place for children and their parents, such as:

Exchanging knowledge about their children's needs, activities, interests and progress with the staff.

Sharing their own special interests with the children.

Being part of the committee and attending events/activities organised by them to help raise funds and maintain the community feel of the preschool.

Joining in community activities in which preschool takes part, such as Dickensian Day, the Santa Float and visits to Keate House.

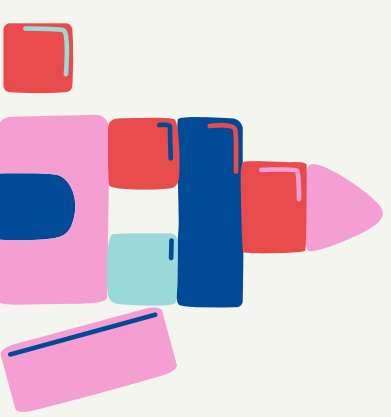
Building a support network and friendships with other parents in the setting.

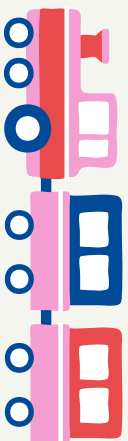
Clothing and Possessions

We do encourage messy play as well as play outdoors. Please dress children appropriately and provide a spare set of clothes as well as wellies and weather appropriate clothing such as waterproofs and sun hats in the Summer. In the warmer weather, please apply long lasting sun-cream in the morning before preschool.

PLEASE LABEL all your clothing.

We have fantastic resources within preschool. Therefore, we ask that children do not bring their own toys from home as they often get misplaced or broken and children can become upset when others want to play with their own things.



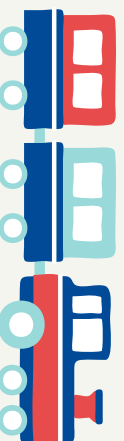


Policies and Procedures

Our policies and procedures are all available for you to view on our website and parent app. If you are unable to access them in this way, hard copies are kept in the grey lockable cabinet in preschool. You are invited to look through these and familiarise yourself with the information whenever you wish. We will always have an open-door policy at preschool and welcome feedback at all times.

Privacy Notice

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.



Illness

If your child is ill and unable to attend preschool, please telephone us and leave a message before the start of the preschool day when possible.

If your child develops symptoms of COVID 19 they MUST NOT attend preschool and must arrange a COVID test via the national testing scheme. If a member of your household displays coronavirus symptoms then their child should self-isolate with their family. If a negative result is received, they will be able to return to preschool. If a family member tests positive for COVID-19 then the child should isolate with their family and will be unable to attend preschool for 14 days. Full details of our Coronavirus policy can be found on our website.

The Warrington Guidelines for Infection Control and Communicable Disease advise us to exclude pupils who have symptoms of diarrhoea and or sickness from preschool until they are symptom free for 48 hours. We have a list of exclusion periods as set by Public Health England in preschool. If you are unsure, please speak to a member of staff who can advise.

Medicine Policy

Full details of our medicine policy and exclusion periods can be found in our Policy and Procedures file on our website. A brief overview of our procedure is listed below.

Children taking prescribed medication must be well enough to attend preschool.

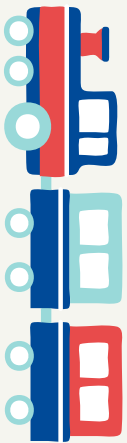
Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.

Children's Paracetamol (unprescribed) is administered only for children with verbal consent of the parents in the case of a high temperature while the parent is on route to collect their child.

Parents must give prior written permission for the administration of medication. The staff receiving the medication will ask the parent to sign a consent form.

The administration of medicine is recorded accurately in our medication book each time it is given and signed by the key person/manager.

Parents are asked to sign the record book to acknowledge the administration of any medicines.

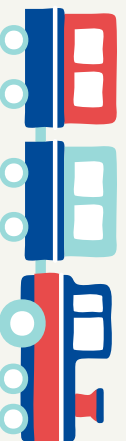


Arrangements for Dropping off and Picking up Your Child

When you sign your child in at the start of the session, you must also record who will be collecting them. If someone other than yourself is collecting your child from preschool the supervisor MUST be told, otherwise we cannot allow your child to leave the premises. If the person collecting the child is unknown to staff, they will be asked to confirm their identity using a code word which has previously been agreed with the parent. If for any reason you are late for collecting your child or you will be sending someone else then you MUST telephone the preschool so that your child can be cared for until you or the person collecting your child arrives.

Lunch and Snack - PLEASE NOTE WE ARE A NUT FREE PRESCHOOL.

Please provide your child with a packed lunch if they are attending for a full day or afternoon session. The children will sit together with the staff to have their lunch and we use this opportunity to learn about washing hands, healthy eating, table manners etc. We want to encourage positive habits from the outset and so request that you make your child's lunch healthy and varied. Every morning, the children will also share a nutritious and varied snack prepared by preschool and a drink of milk or water. We ask for a contribution to the daily snack of £1.50 per week per child.



Parking

We fully appreciate that parking in the area around preschool at pick up and drop off can be a challenge. Cherry Tree Primary School works closely with the local PCSOs to try to tackle the parking issues and ensure that children arrive at preschool safely. We would be grateful for your help in tackling these issues by asking you to be considerate when parking at drop off and pick up. Please do not park on the zig zags or yellow lines at any time and please avoid double parking or obstructing driveways.

**We are delighted
to welcome you
to our St Mary's
preschool family.**

