

## Information For All Parents September 2024

This guidance is for parents so you understand what our early education/childcare is like at St. Michaels. In this guidance, there is important information regarding health and safety, snacks/meals, early education and childcare play and learning to enable us to keep your child safe.

**To all Parents of children attending the Family Centre - IT IS CRUCIAL THAT YOU READ THIS AND ARE ABLE TO ACT ON ALL THE REQUIREMENTS BEFORE BRINGING YOUR CHILD TO the Family Centre**

For children starting the Family Centre in September 2024 they will be starting from the week commencing **4<sup>th</sup> September 2024** for all children this will be a phased start to allow us to settle in small groups of children at a time.

### Key questions and answers:

#### What do I need to bring?

Please only bring essentials each day in a small bag as we have limited storage space – nappies, wipes and spare clothes are required if your child is in nappies.



Each child will have a labelled coat peg so that coats can be hung up – staff will show you where to find these.

#### How will the children arrive/leave family centre?

**We have reviewed our drop off and collection process to enable us to keep all children safe and prevent too much congestion in the corridor/rooms therefore we ask that you follow the process below:**

- Please park considerably to avoid overcrowding. Please park further up the road and walk to the family centre if possible. **DO NOT park or use the school CAR park for turning purposes.**
- Please arrive at the main door at booked/allocated time (ring the bell to allow staff to let in if no-one in the office) you will be directed to the relevant room
- Parents that arrive early will be expected to wait in the outside area before being let in
- Could All Parents please to say goodbye to children at the door to the child's room and not enter the room unless it is the essential – if you need to have a discussion with your child's keyworker could you please keep this as short as possible to maintain the safety of all children.

#### **Parents to leave via the following designated doors:**

- Children attending in the Tiny Owls – please use the front entrance
- Children in the Barn Owls – please use the front entrance
- Children in the Snowy Owls please use the exit door near the Wise Owls
- Children in the Wise Owls please use the exit door near the Wise Owls
- **Please note that the exit door near the Wise Owls will have the gate padlocked between drop off and pick up time's i.e 9-15 to 3pm and then 3.30-4.30pm**
- We ask that Parents please do not gather or wait in the corridor as it makes it tricky for others dropping off children – plus could all buggies/bikes or other such items please be left in the main entrance while you are dropping off as again this causes congestion in the corridor and presents a health and safety hazard – these should be taken home and not left in the Centre.
- At the end of the session/ day we will let you in at your collection time to enable parents and children to leave safely. Again, we ask that you move on quickly to avoid overcrowding when collecting your child and exit using the same doors as when dropping off i.e.

- Children attending in the Tiny Owls – please use the front entrance
- Children in the Barn Owls – please use the front entrance
- Children in the Snowy Owls please use the exit door near the Wise Owls
- Children in the Wise Owls please use the exit door near the Wise Owls

### **What will the routine be whilst in the Family Centre?**

We follow the Early Years Foundation Stage and as such the children's learning will be play based building on their interest and skills. We use an ONLINE learning journey called Tapestry and it is important that you check your account regularly as this have all of the observations, photographs and other information about your child's time in our setting. Note we also use this medium as a form of communication for important information.

The children in each room has a routine and whenever practicable, they will have both indoor and outdoor play.

Our daily routine is normally:

- ☺ Meet and greet
- ☺ Free play indoors/out (dependant on specified time)
- ☺ Circle time
- ☺ Snack time
- ☺ Free play indoor/Outdoor play
- ☺ Song/story time
- ☺ Home time



### **How do we plan our out-side play-time?**

All children have designated time for outside play. Children will normally have outside time with their peers and the children within their room. We have a number of safe activities for children to choose from outside with each room planning age and stage appropriate activities to meet the needs of the children.

### **What happens about snack/lunch time?**

We provide a healthy snack during the morning/afternoon session this is always a selection of fruit alongside items like toast/crumpets/pitta bread or something the children have baked. Children are able to chose what they would like and given the choice of milk or water to drink (note that diet needs are maintained)



**Parents are expected to provide a healthy packed lunch, Barn and Snowy Owls please help your child to put there lunch box on the lunch box trolley in the corridor as this will help them to be able to collect it lunch time. Remember to add a cool pack in hot weather as we are not able to store lunch boxes in the fridge.**

**Note we are a NUT FREE Centre as we have children attending that have serve allergies to NUTS therefore children will not be able to eat anything that contains NUTS**

**All children will use separate drinking cups each day which will go through the dishwasher daily. For our younger children you can provide a suitable water bottle if preferred (ask a staff member for advice). All children wash hands before and after food snack or lunch.**



### **Will my child be able to eat lunch with their friends?**

The Tiny Owls have lunch together in the Tiny Owl Room

For the Barn and Snowy Owls: Lunches will be eaten in Wise Owl room whereby they sit in social groups with others from their room. After the children have eaten, they will be supported to tidy away their lunch box before going back to their normal room to wash hands and return to play – please ensure that you provide items that are easy to open to help the children to develop self-help and independence skills.

### **What happens if my child becomes upset?**

You will be offered settling in session before your child starts and your child's keyworker will be responsible for the child's physical well-being and on hand to give comfort and cuddles as needed. It is important that you talk to your child about attending the family centre, re-enforcing that they will have fun, make new friends with staff that will care and look after them. We suggest prior to starting you share different stories about starting nursery – for example:

**Topsy and Tim start nursery**

**Spot loves Nursey**

**Hooray It our First Day**

**Alfie at Nursery**

Be prepared that you child may cry when you drop them off this is normal it is important that you tell your child you are going and then leave – we will always contact you if they do not settle – you can always telephone to check that they have stopped crying and are playing.

### **What happens if a child becomes unwell?**

**Note: All staff are Paediatric first aid trained**

**Please ensure that we have up-to date contact details so that in the event of us needing to contact you we are able to.**



**Please ensure that you update any medical information about your child for example allergies or know medical conditions that may require attention/medication.**

**If your child is unwell please keep them at home until they are well enough to be with us.**

If your child becomes unwell while they are with us – we will contact you and ask that you collect them and seek medical advice as needed.

Note that medication will only be given to children if it has been prescribed by your GP and they must have been taking this for 24hours before attending the setting.

For cases/bouts of D&V the child should be kept off for 48hours from the last bout of D&V.

### **Behaviour expectations of children**

It is vitally important that children do not put other children or staff at risk therefore we will spend time supporting children to learn and follow our expected behaviour to include being kind and considerate to others.

**Please try to avoid:**

**Bringing items/toys into centre from home (any will need to be put up safely for the child to only access if essential).**

**We have a wide selection of resources and equipment for the children to use for play and learning.**