

# Whitechapel Pre-school Playgroup

Whitechapel Village Hall, Church Lane, Whitechapel, Preston PR3 2EP

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[www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk)

Registered charity number 1080554



Where children  
learn through play

Information for parents



## **ARRIVALS AND DEPARTURES**

Please sign your child into pre-school on arrival. Please indicate on the signing in form whether they are having school lunch or packed lunch and who is collecting your child at the end of the day if different to who dropped off.

Please help your child to take off their coat and hang it on the rack. Your child will then be encouraged to find their name to add to the registration board. Please say goodbye to your child at the screens and a member of staff will then take your child into pre-school.

When leaving pre-school please check your child's drawer for any work they may have done, newsletters or invoices. Please always sign your child out.

Please exercise caution when driving on/off the car park. Parents are responsible for the safety of their children at arrival/departure times and children must not wander in the car park unattended. Please can pre-school parents park in the bottom car park.

## **SESSION TIMES**

Monday 9 am - 3.30 pm

Tuesday 8 am -5.30 pm

Wednesday 8 am - 5.30 pm

Thursday 9 am - 3.30 pm

Term time only

Morning sessions run from 9 am-12 noon or 9 am-1.30 pm if you would like your child to stay for lunch. Afternoon sessions run from 12noon-3.30 pm and full day sessions are 9 am-3.30 pm. Breakfast club runs from 8am-9am (Tuesday & Wednesday) and afterschool club runs from 3.30pm-5.30pm (Tuesday & Wednesday)

## **FEES**

You will be invoiced for your pre-school fees at the start of each half term. At the present time the charge is £4.60 per hour for 2 year olds and £4.20 per hour for 3 and 4 year olds. If payment for your child's fees is not received by the due date a reminder letter will be issued advising that you have 7 days to pay or your child's place at pre-school will be cancelled. Should payment still not be made the matter will be referred to a debt agency. If you are experiencing any difficulties please speak to a member of staff. Please note that no refunds can be given if your child does not settle or if they are absent e.g. through illness or on holiday. All cheques should be made payable to Whitechapel Pre-school Playgroup.

FEYE 2/3/4 year funding is paid to Whitechapel Pre-school for a whole term. This money is non-transferable or refundable after headcount week. Any other fees paid half-termly are also non-refundable if parents/carers choose to move their child.

## **SESSION BOOKINGS**

To hold a place at pre-school for your child to start at a later date will require a £50 deposit. This payment will be deducted from your first invoice. To change your child's session times we will need half a terms notice and to reduce/cancel your child's session times will require a full terms notice.

## **SNACKS**

Your child will be provided with a snack mid-morning. These are rotated on a six weekly basis and also include lots of fruit and vegetables and milk or water to drink. These snacks may contain the following allergens:  
Cereals containing gluten; crustaceans; egg and fish; peanuts; soybeans; milk; nuts; mustard; sesame seeds; celery; sulphur dioxide; lupin and molluscs and their products thereof.

## **LUNCHES**

School lunches are available to order at the cost of £2.30 per lunch. You will be invoiced half termly for lunch fees and all cheques should be made payable to Lancashire County Council. If your child is absent and misses a lunch that has been paid for you will receive a credit for the following term. You may send your child with a packed lunch if you prefer. Please can we ask that all packed lunches are healthy with plenty of fruit and vegetables. One small treat is permitted, however we will encourage your child to eat all the healthy items first.

## **CHANGE OF CLOTHING**

At pre-school the children take part in messy play. This could be anything from playing with paint and water to digging in the soil outside. We would advise all parents to bring a change of clothes for their child in a bag (please name all items). We also go outside in all weather so again please bring wellington boots, sun cream and sunhats. Please could you also provide a named water bottle for your child to use at pre-school.

## **SCHOOL UNIFORM**

You can send your child to pre-school in whatever they feel comfortable in. We do have a pre-school jumper and polo shirt if you would like your child to wear that. Also we have just introduced a named pre-school bag that can be ordered as well. The uniform and bag can be purchased from Mary Frances, Derby Road, Longridge. We would say however that children should wear sturdy shoes for pre-school for health and safety reasons, and open toed sandals and 'cros' should not be worn.

## **MEDICATION**

Medication will only be administered by trained staff and on signed authorisation from the parent. We can only administer medication that has been prescribed by a doctor or other health professional. Any medication that is to be administered at pre-school should be handed to a member of staff immediately so that it can be stored safely out of the reach of children.

## **ACCIDENTS**

Unfortunately we are aware that despite our best efforts accidents do happen. Should your child have an accident at pre-school it will be dealt with by a member of staff. There is always a member of staff working that holds a valid first aid certificate. The accident will be recorded in the accident book you will be asked to sign the book on collection of your child.

In the event of an emergency or accident that requires hospital treatment a member of staff will accompany your child to hospital and the emergency contact will be notified.

## **BIRTHDAYS/CELEBRATIONS**

Please provide a treat e.g. cakes or boxes of raisins on the session nearest to your child's birthday/celebration to make it a special occasion. A birthday cake with candles will be lit and everyone will sing 'happy birthday' at circle time. Please let your keyperson know of any other particular celebrations and how we can share them at pre-school.

## **NEWSLETTERS**

Pre-school produces weekly newsletters to keep you informed about what has been and will be happening at the group. They appear on the pre-school website [www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk) under the weekly newsletter heading. You will also find a copy of the weekly newsletter on the office door. Should you require any further information or have any concerns or issues please do not hesitate in contacting a member of staff.

## **HOLIDAYS**

Pre-school follows the term dates of Whitechapel Primary School. The latest holiday list is attached at the back of this booklet.

## ABSENCES

If your child is ill, they should not be at pre-school, even if they want to come. Please telephone pre-school in the morning to inform us your child will be absent. Below is a list of common illnesses and how long your child should remain absent from pre-school.

<b>Disease</b>	<b>Period your child must stay away from Playgroup</b>
Chicken Pox	6 days from onset of rash
German Measles (Rubella)	4 days from onset of rash
Infective Jaundice	7 days from onset
Measles	7 days from onset of rash
Mumps	7 days minimum until swelling has subsided
Conjunctivitis	48 hours after first administration of antibiotic drops
Whooping Cough	21 days from onset of paroxysmal cough
Scabies	Until adequate treatment instituted
Gastrointestinal Infections (sickness, diarrhoea)	48 hours after symptoms settle
Impetigo	48 hours after antibiotic treatment has started or after the sores have stopped blistering or crusting

If your child is taking a course of antibiotics they should not come to the pre-school within the first 48 hours of taking them.

## KEYPERSON SYSTEM

Your child's keyperson will be \_\_\_\_\_

They will get to know your child through the 'all about me' book, informal chats and the settling in period. This will help build a positive relationship and help your child settle. The keyperson will observe your child throughout their sessions in order to plan the most effective provision for them. Your child's keyperson is there to inform you of your child's progress and any concerns. They are also there for you to speak to with any comments, queries or problems. As most staff work on a part time basis your child's keyperson may not always be present, therefore we provide a co-keyperson for your child who will pass information to the keyperson or deal with the issue immediately.

Your child's co-keyperson will be \_\_\_\_\_

## **COMMITTEE**

Whitechapel Pre-school is a charity organisation and is run jointly between staff and committee members. The committee members are made up from the parents of children attending the group, friends of the pre-school and also the reception teacher at Whitechapel Primary School. The main role of the committee is fundraising and social activities. We would encourage all parents to attend committee meetings as it is a great way to see how pre-school operates and you also get to meet up with other parents from the setting.

Chairman - Rachael Mackenzie

Treasurer - Laura Pickup

Secretary - Lizzie Butler-Billington

## **POLICIES**

All our policies can be found on our webpage [www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk) under policies. You may find these particularly useful:

- 1.1 Children's Rights
- 1.2 Child Protection
- 1.5 Information Sharing
- 1.6 Uncollected Child
- 1.10 Making a Complaint
- 1.12 Supporting children with SEND
- 1.15 Administering Medicines
- 2.8 Whistleblowing
- 4.1 Admissions

Revised 9<sup>th</sup> July 2019