



Beauchief Pre-School, Hutcliffe Wood Road, Sheffield, S8 0EY  
info@beauchiefpreschool.co.uk

Welcome to Beauchief Pre-school! We hope that you and your little one(s) are very happy here. Here is some information to help you prepare.

### **On the first day**

On your child's first day, their settling in session will usually last two hours, from 9 -11am. You may wish to stay with them for all or part of this. Every child responds differently, so please discuss this in advance to ensure that we plan a first day that suits your child.

### **What happens on arrival?**

As you come into Pre-School your child's name plate will be on the table, please encourage and help them to find their own name and then hang it onto the name tree. Around the corner is the cloakroom where each child will have a named peg, please leave their coat, wellies, and bag here.

If you are early, please go and wait in the parent's room until everything is set up and ready. There are books and toys here. When it is start time someone will come in and call all the children to play in the big hall.



### **Water bottles**

Water bottles are put on the small table by the door so that children can access them anytime they want to, this is especially important during the summer. Please put their name on them so they don't get mixed up! If you forget their bottle, don't worry they can always have a cup of water instead – just let someone know. Please bring water, not juice.

### **What to put in their bag**

Helpful things to put in their bags are:

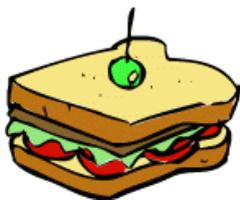
- Waterproofs and warm coat
- Nappies/pull ups and wet wipes (if required)
- A spare set, or sets, of clothes (especially if they are in early stages of potty training)
- Gloves and hat in winter, sun hat and sun cream in summer
- Wellies in a plastic bag (they don't have to be in the rucksack if they don't fit!)



We wear indoor shoes in the hall. Please put their name on everything! If your child brings something into Pre-school like a favourite teddy, please make sure it is named.

We play outdoors for a good part of the session every day unless the weather is really bad – in which case we do a similar physical activity in the hall.

## Lunch boxes



Children who stay for the afternoon session have a packed lunch. Everyone sits around the table together and it is a very sociable occasion. If your child is staying for lunch you will need to provide a lunch box for them, remember to put their name on it! We recommend a healthy packed lunch including, for example sandwiches, wraps, pasta, fruit, vegetable sticks, dips, cheese, yoghurts. Treats should be kept to a minimum please.

If you send your child with a yoghurt please include a spoon, and put their name on the yoghurt so it can be kept in the fridge.

**Please do not send any nuts or anything with nuts in it (such as peanut butter or cake with nuts in) as some children have severe allergies to these.**

## Dummies/Pacifiers

These are not encouraged at Pre-school and we would much prefer them to be left at home.

## Collecting in the afternoon

If you are collecting a child from an afternoon session, the doors by the steps will be used rather than the main door. This is so that the after school club can be set up.

## If your child is being collected by someone else

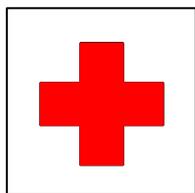
If someone else is collecting your child instead of you, for safeguarding reasons you will need to make sure that you provide their details to the Pre-school staff and sign the folder when you drop them off. For more information about this please talk to a member of staff.



## Lost Property

Every so often things end up in the wrong bag or left behind, if you have lost something it may be in the lost property bag and if you end up with something that isn't yours, just bring it back please! Putting names on things always makes it easier.

## Medication



If your child requires medication to be administered during Pre-school sessions it needs to be clearly labelled and then discussed with Sarah who is the duty first aider. If your child has an asthma inhaler or epi pen or similar preventative medicine that needs to be administered in cases of emergency, please make sure they always have them when they come to play.

If your child is on regular medication that is administered outside of Pre-school times, please let Sarah know as this may be relevant in case of emergency.

## What do I do if my child is ill?

If your child is ill please phone **07974473027** and let someone know they won't be coming in.

**Raised temperature.** If your child has a raised temperature, they shouldn't attend Pre-school. They can return 24 hours after they start to feel better.



**Rash.** Skin rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions should stay home. **Vomiting and diarrhoea.** Children with diarrhoea and/or vomiting should definitely be kept off Pre-school until at least 48 hours after their symptoms have gone. **Chickenpox.** If your child has chickenpox, keep them off Pre-school until **all** their spots have crusted over. For more information see the NHS website: Your child at school section.

### Key Person

Every child has a Key Person, this is a member of staff that they relate well too. This person will then complete their progress files and they will be your point of contact to discuss your child's progress, expectations and anything else that you need to. You are welcome to discuss your child's progress with your Key Person at any time, and can make appointments to go through their progress file in more detail.

### Fruit days

A fruit day is one day a week where everyone is asked to bring in a piece of fruit, which are cut up and shared out between the children. Apple, banana, grapes, kiwi, orange, strawberries, anything that your little one likes at the moment! There is a list of fruit days, rotating on a weekly basis, up on the notice board.



### The Pre-School car park



Please be careful using the car park as there is a corner where it can be very hard to see people, especially little people! Please can parents/carers hold their children's hands and be careful. Please take extra care when driving, especially when reversing.

The railings outside the main entrance can be slippery and dangerous, please do not let children climb on them.

### Keeping up to date

If your contact details change please let us know, so we can always contact you when needed.

There are termly newsletters to keep you up to date, and there will be other letters and permission slips as things are happening, so if you have been away from Pre-school then please remember to check you haven't missed anything.

We have a website and a Facebook page where we share information, upcoming events and pictures of activities. Please share us with your friends!



### Getting involved / Parents Forum

There are a couple of ways to get involved with the running of Beauchief Pre-school. If you would like to come and help during a session, or you can run something that would appeal to the children, please discuss it with Sarah or Helen. Making, DIY, IT skills and fundraising ideas are very welcome.

The Parents Forum meets at regular intervals and everyone is welcome to come along and get involved. The Forum has several elected positions that are held by parents, who oversee the management of Pre-school. New members are always welcome to our informal, friendly meetings and there is always a lot to be done, especially in the lead up to the Christmas and Summer Fairs. This is a great way to meet other parents and to have a say in the running of Pre-school.

**For more information**

For a lot more information on our curriculum, staff, policies and procedures and reporting, please see our Prospectus which is available on our website **[www.beauchiefpreschool.co.uk](http://www.beauchiefpreschool.co.uk)** and also in print upon request.

We hope this helps! If you have any other questions, please ask someone, we would all like you and your little one to feel welcome and happy here.

The Parents Forum