

Welcome to Peter Pan Pre-School

Parents General Information

Staff:

Amanda Holmes is the manager, administrator and safeguarding officer, Vanessa Van Der Merwe is the deputy manager and SENCO, room leader is Abigail Langham. Pre-school assistants are Kim Wilson, Pauline Weedon (ENCO), Beccy Liversedge and Jaymee Lee Van Der Merwe.

Contact Details:

Our telephone number is 01354 693432

Our address is: King Edward Centre. Railway Lane, Chatteris, Cambridgeshire, PE16 6NF

It is very important that you keep your details up to date in case we need to contact you in an emergency. Please inform staff of any changes to mobile telephone numbers, emergency contacts and home addresses as soon as possible, thank you.

Policy Documents/Committee:

Copies of all policies that regulate Peter Pan are available to read in the green folder in the waiting area. Copies are available on request. Peter Pan is committee run, if you feel you can contribute in any way; please speak to a member of staff who will pass on your details to the committee.

Curriculum:

We follow the curriculum as set out by the Government through the Early Years Foundation Stage. Staff use Tapestry which is an online learning journal.

Fees:

Your child is entitled to 15 hours of government funding the term after they are 3, or before if they qualify for the funded 2's scheme. We also have in place the 30 hours funding which can be assessed if both parents are working. Before this free entitlement and for any extra sessions, fees are raised. These fees are payable half termly and are due even if your child has not attended each session booked. We also take children from aged 2, funded or unfunded. Additional costs may apply for extended activities or materials.

Keyworkers:

All the children are assigned a keyworker who monitors their developmental progress in relation to the Early Years Foundation Stage. Reports are sent home, and parent meetings are arranged at the end of each term, but you can speak to your child's keyworker at any time. You can also communicate through the book in your child's book bag. We will add term dates and notes to this link book. Staff all use Tapestry to upload observations of their key children for parents to see and comment. Tapestry is also used to track the children's development and progress throughout their time at Peter Pan. Staff are available at the beginning and end of each session for informal discussions. Should you wish to talk in private that can be arranged.

Prior Injury Sheets:

These sheets are now required for parents/carers to record any marks or injury that their child has suffered outside of pre-school. Please ask staff for a form.

Accident Book:

Staff record any accidents that occur in preschool. It includes bumps, bruises and serious injury. Please encourage your child to inform an adult if they have any accident, big or small. In turn, pre-school will ask you to sign and confirm that you have been made aware of any accidents that occur.

Incident Book:

This book records any incident that may cause upset, harm or injury to any child through the actions of another. Reports are written for both sets of parents/carers, who are asked to sign confirming that they have been informed of the incident and any subsequent action taken by staff.

Collection Book:

If you are not collecting your child from Preschool, can you please inform a member of staff. If that person is unknown to staff, identification and a password will be required before staff will allow your child to leave. If somebody unknown to staff is dropping off your child, could they please make themselves known to us. Thank you for your help in this matter, Peter Pan takes security and child protection very seriously.

Changing Book:

This book records any changes of clothes/pull-up/nappies made by staff. You will be advised of any changes

via the link book in your child's bag. Please send your child with changes as required. Spare pull-ups, wipes, nappies and nappy sacks are not provided by staff. We do keep spare clothes, and if your child borrows some could you please return them as soon as possible, thank you.

Medication:

Should your child require medication, please fill in a medicines administration form available from staff. Please ensure that all medicines are clearly labelled by a pharmacist, with doses as appropriate. Please leave them in their original containers. We are unable to administer Calpol or Nurofen (or any similar products) under the current guidelines.

Illness:

Please inform pre-school if your child is ill by telephoning 01354 693432 before 10:30am or 1:00pm if your child is attending the afternoon session. We will contact you for this information if you have not contacted us by these times. This complies with our duty of care under child protection guidelines. This allows us to inform other parents of infectious diseases such as chickenpox, vomiting, impetigo etc. A copy of the exclusion and infection times is available. If you have not received a copy, please ask a member of staff.

Snack Rota:

We operate a rota system for the provision of snack items for the children. We ask for each family to contribute approximately twice a month. Pre-school offers milk and water to drink at snack times. Children are provided with a water bottle which they should bring to every session with water in. NO JUICE OR FIZZY PLEASE.

Complaints:

Should you wish to make a complaint, in the first instance please speak to a member of staff who will try to deal with the complaint. Should this not settle the matter you may formally note the complaint in the complaints log in the green folder in the waiting room. If you prefer, you may write to the chair of the committee, name and contact information available on request.

All About Me Book:

Each child will have access to an 'All About Me' book. This comprises of photos of your child's

family/friends/special events etc. Once you have been allocated your Tapestry account, please can parents send photos via this app.