

# Smallworld

## Smallworld Pre-school Information for new Parents.

Dear Parents,

A big hello and welcome to Smallworld from ALL our childcare practitioners. All our staff have a required Level 3 childcare qualification, a First aid and Food Hygiene certificate and have attended a range of other 'short' childcare courses. On occasions we do have students who come in to assist during the week to gain experience for their college course. These students have all completed a 'DBS' (Police check) and are never left unsupervised. If you have any questions or concerns during your child's time at Smallworld then please speak to a member of our staff.

The information below is to help you and your child settle into the pre-school routine.

- All parents will receive a Parent pack. This pack contains information that you will need to complete and return to Pre-school. Our policy document is available on request for you to read. The following forms must be completed and returned: - Registration form, and "All about me" booklet. Please provide a copy of your child's 2 year old Progress Check if this has been completed by your Health Visitor or another Child Care Provider.
- All parents will be asked to pay a one off £5.00 off enrolment fee.
- Children's pockets are situated at the entrance of our building. The pocket will have your child's name on and will store you child's work letters invoices etc. please take the time to empty this pocket on a daily basis.
- The Parents notice board is located in the entrance to the building as well as a glass notice board on entry to Smallworld, these places will have all relevant information you may require please take the time to read this on a regular basis. Children's work will be displayed on the various boards that we have around the room. All parents are invited to come in and look at the children's work.
- We do ask that parents do not allow their children to bring in toys from home, as children may get upset if their toys gets broken or mixed up with our toys during a session.
- A light and healthy snack is offered, milk or water will be offered to your child. Drinking water is available for all children at any time during a session. We ask parents **NOT** to include in their child's lunch box the following items: Any foods that contain Nuts, Bars of chocolate, Bags of sweets and Fizzy drinks.
- Please ensure that all your child's belongings are clearly marked with their name.
- The preschool has a dated rota that parents can sign if they would like to come in and help out on a particular session or sessions.
- Your child will be allocated a key person who works with you to make sure that what we provide is right for your child's particular needs and interests. They will help to settle your child in and throughout your child's time at Smallworld, she will help your child to benefit from the settings activities.

