

## TRULL SAPLINGS PRESCHOOL

### WELCOME

We are delighted to welcome you and your child to Trull Saplings Preschool. We are a community based Preschool for children aged 2½ years to statutory school age. At Trull Saplings Preschool we are passionate about providing high quality care and education that enables children to fulfil their potential. Working in partnerships with parents and carers, we will nurture children's individual interests within a safe, secure and happy environment.

#### The Team

| <b>Name</b>    | <b>Job Title</b>                        | <b>Qualifications and Experience</b>   |
|----------------|---|--|
| Jo Pollard     | Supervisor<br>Designated Safeguard Lead | Certificate in Preschool Practice<br>Diploma in Preschool Practice<br>Paediatric First Aid Trained<br>Safeguarding       |
| Karen Walkman  | Deputy Supervisor<br>SENCO/Key Person   | Certificate in Preschool Practice<br>Diploma in Preschool Practice   |
| Ruth Hartley   | SENCO/Key Person                        | Level 3 Diploma for the Children and Young People's Workforce<br>Paediatric First Aid Trained                            |
| Leanne Langham | Key Person<br>Deputy Safeguard Lead     | BA (Hons) Educational Perspectives<br>NVQ 3 Early Years Care & Education<br>Paediatric First Aid Trained<br>Safeguarding |
| Shannon Hoben  | Key Person                              | Level 3 children's learning care & development   |
| Shelly Cooper  | Relief Assistant                        | Paediatric First Aid Trained   |
| Laura Collins  | Relief Assistant                        |  |
| Katy Morey     | Business Manager                        | GNVQ Advanced Business<br>Paediatric First Aid Trained   |
| Kate Walker    | Key Person (on maternity leave)         | BTEC L3 in Early Years<br>Paediatric First Aid Trained   |

#### Sessions & Funding

All 3 to 4 year olds in England are entitled to 570 hours of free early education or childcare per year. This is usually taken as 15 hours each week for 38 weeks of the year (term time only). We also accept 30 hours funding where applicable. 2 year old funding is also available dependant on eligibility.

Our fees for unfunded children or children claiming over and above the allocated hours are £4.90 per hour for 2 – 3 year olds and £4.40 per hour for 3 years and over. Invoices will be sent out at the beginning of each half term and payment will usually be required within 2 weeks of issue. If you would like to set up a payment plan, please speak to or email the Preschool Supervisor or Preschool Business Manager.

Preschool charge a resource fee of 50p a morning session or £1.00 for a full day session for all children attending the setting. This covers the cost of craft materials, stationary, and anything that your child may bring home.



Welcome Pack 2018-2019

We also accept the following Childcare Vouchers: Care4, Edenred, FairCare, Computershare, Fideliti and KiddiVouchers.

Please complete the enclosed child registration form, Somerset County funding registration form and supply a copy of your child's birth certificate.

The Preschool sessions are as follows:

|           |                 |    |                 |
|-----------|-----------------|----|-----------------|
| Monday    | 9.00am – 1.00pm | OR | 9.00am – 3.00pm |
| Tuesday   | 9.00am – 1.00pm | OR | 9.00am – 3.00pm |
| Wednesday | 9.00am – 1.00pm |    |                 |
| Thursday  | 9.00am – 1.00pm | OR | 9.00am – 3.00pm |
| Friday    | 9.00am – 1.00pm | OR | 9.00am – 3.00pm |

### **Key Persons and your child**

Our setting uses a Key Person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's Key Person will be the person who works with you to make sure that the care and education we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from the setting's activities.

### **Dropping off and Picking up**

The doors open at 9am. The children are encouraged to hang their coat and bag on their name peg and put named lunchboxes onto our lunchbox trolley, along with their water bottle and snack pot.

We ask parents to take their child to their colour table where they can meet their Key Person and place their home link books in the middle of the table. Preschool operate a self registration system; this may be presented to the children in a variety of ways throughout the year but will essentially require your child to find their name card and place it on the designated registration area, as specified by the staff. This is a great opportunity for your child to exercise their name recognition skills.

Our session finishes at 1pm (3pm on Mondays, Tuesdays, Thursdays and Fridays for those children who are staying all day), therefore we would be grateful if parents/carers are on time to collect their child.

If someone other than yourself or a known person is collecting your child, you will need to make us aware. We will write their name down in our book and supply you with a password. This person will have to provide us with appropriate ID and the password before we will allow them to collect your child.



### **What to bring to Preschool**

- Bag/rucksack
- Packed lunch in a named box/bag with a drink
- Snack pot & water bottle
- Home-link book
- Coat (warm winter coat/light raincoat for Summer)
- Spare set of clothes
- Jumper/cardigan
- Nappies and wipes if required
- Woolly hat & gloves
- Wellington Boots and waterproofs
- Sun Hat

All items that are brought into the Preschool must be **clearly labelled**. We cannot be responsible for items that are lost or damaged.

We will provide protective clothing for messy play.

### **Lunch Boxes**

Please ensure your child's lunch box and drinks bottle are **clearly named** on the outside.

For health and safety reasons it is essential that you cut small items (such as grapes and tomatoes) in half lengthways to prevent choking.

We have a **NO NUT POLICY** please can you avoid nuts or any nut related products such as Peanut Butter, Nutella etc.

### **Snack**

Preschool will provide your child with milk and water at snack time to accompany the snacks that parents provide.

Preschool promote a healthy eating diet, as specified in the Statutory EYFS Guidance. Please only supply a small snack pot for each session. If your child attends a whole day session, they will require two snacks, one for the morning and one for the afternoon.

### **What to include:**

| <b>Acceptable</b>          | <b>Unacceptable</b>                    |
|----------------------------|--|
| Breadsticks                | Chocolate coated biscuits              |
| Plain biscuits             | Chocolate bars                         |
| Fruit/veg                  | Sweets                                 |
| Raisins                    | Chocolate                              |
| Crackers                   | Cake                                   |
| Cheese                     | Sweet or chocolate covered cereal bars |
| Plain/Fruit based Yoghurts | <b>Anything including nuts</b>         |

If you include any items from our unacceptable foods column for your child to eat, your child will be provided with an alternative healthy snack and the unacceptable item returned home. Preschool will inform you if this has been the case. If your child repeatedly brings in an unhealthy snack we will have to charge you for the replacement snack being given in its place. It is unfair on all of the children if these guidelines are not adhered to, we aim to promote **healthy eating** to ensure the best start for your child. If your child has any particular special dietary requirements that conflict with the above advice, please speak with your child's Key Person to arrange a suitable eating plan.

Further advice on good nutrition in the early years can be found at:  
<http://www.childrensfoodtrust.org.uk/>

These will be offered mid-morning and in the afternoon after lunch on full day sessions. Your child's water bottle is always available for your child to access, throughout their sessions at Preschool.

### **Inhalers/Medication**

If your child needs to use an inhaler or prescribed medication during Preschool session you must complete and sign our medication record book. In this book we will record your child's name, the name of the doctor prescribing the medication, name of the medication, expiry date, dosage and times when it has to be administered.

For health and safety reasons, it is essential that you do not leave any medication in your child's bag. Please ensure that you give medication to your child's Key Person so that we can store it in a named box in a locked cupboard, out of reach of the children.

**Please note that we will only administer medication with your child's name and dosage as prescribed by a doctor, dentist, nurse or pharmacist.**

### **Absences**

Your child should only attend Preschool if they are well enough to do so. Please ring Preschool on **01823 334774** or email [info@trullpreschool.co.uk](mailto:info@trullpreschool.co.uk) if your child will not be attending. If your child has suffered with **vomiting or diarrhoea**, please **keep them away** from Preschool until it has been **48 hours** since their last bout.

### **Notice Periods**

If for any reason you wish to remove your child from our Preschool setting (apart from leaving to go up to School) or would like to reduce their hours we require 4 weeks' notice. Please provide this to the Preschool Business Manager in writing including the date you wish your contract with the Preschool to terminate or from the date you wish your child's hours to be reduced.

### **The Committee**

The Preschool is unlike any other business that most people work in, as there is an elected committee which can change every year. They are responsible for the overall management and control of the Preschool and are also the charity trustees of the Preschool. We are lucky at Trull, however, that we have a Supervisor and a Business Manager who manage most of the day to day running and decisions which allow the Committee to focus more on raising funds and publicity.



### **Why should I care about the committee?**

Our setting is 'committee run' by the parents. Every year we hold our AGM in October when a new committee is elected. We need a minimum of 5 committee members to be elected and the maximum number is 12. The Committee must consist of a Chair, a Treasurer and a Secretary. If we do not have enough parents involved as Committee Members, then the Preschool would not be allowed to carry on under its Constitution and would close.

The overriding duty of committee members is to act only in the interests of the group. In order to do this they need to:

- Find out all they can about the group and the way it runs
- Attend meetings regularly to share the thinking and decision making (about once every half term in the evenings)
- Be prepared to work with the other committee members to achieve the best possible support for the group they represent

If you would like more information about being a committee member, please speak to our Chair, Jane Gibson or Preschool Supervisor, Jo Pollard. Although it is a serious committee, it is also a nice social opportunity and many friendships have been formed over the year. Please note you will be required to undertake an enhanced DBS check for this volunteer role.

Our current Committee members are:

|                   |                 |
|-------------------|-----------------|
| Chair:            | Jane Gibson     |
| Vice Chair:       | Claire Gibbons  |
| Treasurer:        | Mike Cahill     |
| Secretary:        | Alexa Payne     |
| Supervisor:       | Jo Pollard      |
| Business Manager: | Katy Morey      |
| Members:          | Liz Hammond     |
|                   | Emily McElwaine |
|                   | Becca Saunders  |
|                   | Alison Wiggans  |
|                   | Hannah O'Shea   |

### **Fundraising**

The committee is also responsible for fundraising. This enables us to purchase new toys and equipment for the children's benefit. This year we are looking at having a separate Fundraising Committee (although at least one member of this committee must be on the Preschool Committee). These meetings will take on more of a social aspect and will be held either at The Winchester Arms or in members houses. Fundraising events take place throughout the year in the form of the Easter raffle, Christmas Fayre and a few smaller events such as Design a Tea Towel/Bag/Mug/Card. If you would like to get involved with the fundraising committee or have any ideas for fundraising activities and events, please speak to our Chair, Jane Gibson or Preschool Supervisor, Jo Pollard.

### **Trull Church**

We are very lucky that our facilities at Preschool were designed with us specifically in mind when Trull Church Community Centre was built in 2014. Jennie Rusinek is the Centre Manager and runs Coffee Mornings for Preschool parents throughout the year.



**Website/Facebook**

Please take a look at our website **www.trullpreschool.co.uk** where you will find information regarding the Preschool, vacancies, upcoming events and contact details for the Preschool as well as much more.

We also have a Facebook page **www.facebook.com/Trullsaplingspreschool**, this is a great place to keep up to date with what is going on within the Preschool. We also have a closed group which you can join whilst you are involved with the Preschool.

**Useful contact details**

|  |                                |
|--|--------------------------------|
| Telephone number for Preschool Setting:          | <b>01823 334774</b>            |
| Email address for Preschool Setting:             | info@trullpreschool.co.uk      |
| Email address for Committee:                     | committee@trullpreschool.co.uk |
| Email address for the Business Manager:          | katymorey@trullpreschool.co.uk |
| Telephone number for Preschool Business Manager: | 07812071698                    |

We look forward to getting to know you and your child and welcoming you into our Preschool community.

Please complete the attached slip and return to the Preschool Supervisor to acknowledge your receipt of this welcome pack.

If you require any further information please do not hesitate to ask.

***Trull Saplings Preschool***

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**Return to Trull Saplings Preschool Supervisor**

I confirm I have received and read the Trull Saplings Preschool welcome pack.

Name of Parent/Guardian .....

Name of child.....

Date.....