



## **Information for Parents**

### **Breakfast Club**

If you are attending our Breakfast Club session please press the buzzer on the gate upon your arrival between 8.00am and 9.00am and we will let you in.

Your child will then find their name tag and choose a peg to hang their belongings on. Please sign them in on the register. They will then wash their hands and be offered breakfast of their choosing.

### **Arrival at Rainbow**

The door will open at 9.00am for our morning session. Your child can then find their name tag and choose a peg on which to hang their belongings. Please sign your child in on the Register confirming any collection details. You can then settle your child into their chosen activity along with the support of their keyperson.

### **Departure from Rainbow**

The Rainbow door will open at the end of each session. Your child will be in the Quiet Room listening to a group story. They will be sent out to you as you enter the building. Please collect their belongings and sign them out on the Register. If you wish to speak to your child's keyperson, please do ask.

If, for any reason, you are unable to collect your child at late notice, please do let us know and provide full details of the person authorised to collect your child. We do operate a password system.

### **After School Club**

If your child is attending our After School session they will be provided with a snack at 4.00pm.

When picking your child up, please press the buzzer on the gate upon your arrival and you will then be able to collect your child's belongings and sign them out as you leave.

### **Funded Hours**

We accept the following:

- 2 year old funding for eligible children.
- 2 year old funding for working parents.
- 3/4 year old funding – every child is entitled to 15 hours of funded childcare from the term after their 3<sup>rd</sup> birthday.
- 30 hours funding for eligible children.

The government funding can be used for any of our Pre-school hours including Breakfast club and After School Club.

### **Early Years Foundation Stage (EYFS) – Parents Guide**

The Early Years Foundation Stage is the statutory framework that we adhere to at Rainbow. This provides the standards that we must meet for the learning, development and care for your children. Here is a link to the Parents Guide.

<https://foundationyears.org.uk/files/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf>

### **Invoices**

Invoices are generated as close to the start of the month as possible. If your child is sick or on holiday their sessions still need to be paid for.

### **Sufficiency Fee**

Rainbow Preschool charges a voluntary monthly sufficiency fee of £15.00 for funded children. This covers expenses in relation to snack, arts and craft materials, cooking, painting and playdough. We do try to keep our fees as low as possible and are grateful for this contribution to ensure that the Preschool remains viable.

### **Tapestry**

Tapestry is an online system which enables us to upload photographs of the children during their time at Rainbow. We will need your permission to add your child to the system.

We hope that seeing photographs will spark conversations with your child/children and enable you to have an insight into the various activities on offer at Rainbow each day. Photographs for the week will be uploaded at the end of each week.

### **Settling In**

We have a flexible settling in procedure as every child's needs are different. We will work closely with you to ensure that your child has the best start possible.

### **Safeguarding and other policies**

Safeguarding is a priority at Rainbow and all safeguarding information is available on the Notice Boards both inside and outside the front door.

Elizabeth Braywood is the Designated Safeguarding Lead. Sandie Simms and Angela Wood are the Deputy Safeguarding Leads.

Our Policies and Procedures are always available for you to look at in Rainbow.

Mobile phones are not permitted to be used within the Pre School.

### **Medication**

We administer prescribed medication during the session if required, however, the necessary documentation will need to be completed before we do so.

Please do not leave any medication in your child's bag.

## **Sun Cream**

We ask that you supply sun cream for your child. This should be clearly labelled with your child's name and placed in the yellow tray provided. We ask that you apply sun cream before your child comes to Rainbow and we will then reapply when required.

## **Food and Drink**

We encourage healthy eating at Rainbow Preschool.

Snack is available between 10.00am and 10.45am and 2.00pm and 2.30pm. The children are always encouraged to have a snack and a drink during each session but may choose not to.

During morning snack we offer a selection of fruit and vegetables for the children to try along with a drink of milk or water.

During afternoon snack we offer toast along with a drink of milk or water.

We encourage the children to pour their own drinks and wash their plates when they have finished.

We do ask that your child brings their own named water bottle each day which they can access freely throughout the session together with a piece of fruit/vegetable to be shared.

Children who stay for lunch will need to bring their own named packed lunch. We ask that children do not bring products which contain nuts.

## **Clothing**

Please dress your child in clothes that are comfortable and easy to pull up/down to help the children to become independent taking care of their own personal needs.

As we like to get involved in messy activities it is advisable not to wear best clothes to Pre School.

## **Potty Training**

Children do not need to be toilet trained to attend Pre School. Please provide nappies and wipes for your child's requirements. We are happy to work closely with parents during toilet training. Please provide several changes of clothes in case of accidents.

## **Initial Profile**

Prior to your child starting at Rainbow, we do ask you to fill out an Initial Profile, which gives you the opportunity to tell us all about your child. We love to know as much information as possible so we can help them to settle happily into Rainbow life.

## **Information sharing**

We are always happy to speak to you about your child's day at the end of a session, however we understand there is not always sufficient time. Please ask if you would like a longer chat and this can be arranged.

We also have parents evenings as an opportunity for you to discuss anything with your keyperson/manager. We are also contactable by phone and email.