



Welcome Booklet

INTRODUCTION

Welcome

Welcome to The Hermitage Preschool! This welcome booklet has been written to give you all the information you need to know about starting your child at The Hermitage. Please take the time to read it as it will answer questions you may have and will highlight things you need to know. Please retain this booklet once you have read it as you may wish to refer to parts of it during your child's time with us at The Hermitage.

Our Mission

As a **registered charity**, we aim to provide the highest quality education and care for all our children by providing a safe and stimulating environment in which children can develop their skills and learn at their own pace. We offer a warm welcome to each individual and family. We actively encourage parents/grandparents/carers to participate with their child's learning.

ABOUT US

Contact Details

The Hermitage Preschool
Wilford Rd
Ruddington
Nottingham
NG11 6EL

Contact Tel No- 07598231637

Email.thehermitagepreschool@hotmail.co.uk

Registered Charity number – 1034672



Tracey Philo
Manager
Level 3



Deputy supervisor
Level 3



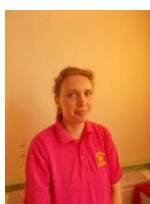
SENDco Lead and 3rd in charge



Tanya Hogg
Assistant



Rebecca Lane
Level 3 Practitioner



Josephine Howard
Level 3 Practitioner



Jade Callender
Level 3 Practitioner

The Team is qualified and experienced in working with young children and are a well-established team. All our staff are trained in First Aid, Health, and Safety, Safeguarding and Food Preparation and allergy awareness and some have undergone a Makaton sign language course which we use in sessions. We also have dedicated SEND and Safeguarding Children representatives. We provide continuous support for our staff to undergo related training or study when the opportunities arise.

The welfare and safety of the children in our care is paramount and we have an active Safeguarding Children Policy. All staff and committee members have enhanced DBS checks and enrol on the update service which is checked annually.

KEY WORKERS AND GROUPS

Every child is allocated a Key Worker and a coloured group, details of which will be supplied at your induction meeting.

Your Key Worker is your main contact for discussing your child's progress and informing us of anything we should be aware of regarding your child. The Key Worker will form a relationship with your child becoming the person that your child naturally goes to for help and reassurance. You will also be allocated a back-up Key Worker if your Key Worker is absent.

The Key Worker is responsible for maintaining your child's Tapestry journal which details their progress according to the EYFS and our curriculum. During parents' week you will meet with your child's Key Worker to discuss your child's progress and development.

If you have any concerns, you are welcome to discuss these at any time with your child's Key Worker or the Manager Tracey.

The Committee

The Hermitage Preschool is managed by a group of **volunteer parents** who have an interest in keeping the Preschool open and want to be involved in some way in the running of the Preschool. The committee hosts fundraising events throughout the year which help us buy new toys and equipment for the Preschool. If you would like further information about the committee speak to a member of staff who will pass your details to the current Chairperson.

FEES

You will be responsible for paying your child's fees unless your child is entitled to funding.

BREAKFAST AND LUNCH CLUBS ARE CHARGEABLE AND CAN NOT BE USED IN FUNDED HOURS.

fees are: -

	Breakfast Club 8-9am	Morning Session 9am -12pm	Lunch Club 12-1pm	Afternoon Session 1-4pm
Fee	£7	£21	£7	£21

You will receive a fees statement at the beginning of each half term, and the fees are due within 14 days.

If you are going to have difficulties in paying the fees within 14 days, please speak to the Administrator. If fees remain unpaid a late payment fee of £15.00 will be added to your next statement.

Payment can be made by the following methods:

- 1) Bank transfer – **This is our preferred method of payment.**
Sort code 20-52-69
Account no. 03047660
Please use your child's initial and surname as identification for the transfer.
- 2) Cheque – if you are paying by cheque, please put in an envelope with your child's name on it and hand directly to the Administrator or Supervisor.
- 3) Cash –if you wish to pay by cash, please speak to Tracey to arrange a time for your fees to be paid. You will receive a receipt for the correct amount at the point of payment.
- 4) Childcare vouchers - we are happy to accept certain childcare vouchers as payment for fees. We accept the following vouchers, however if yours is not listed please ask:
 - a. Busy Bees
 - b. Computershare
 - c. Edenred
 - d. Fideliti
 - e. Sodexo
 - f. Care4

FUNDING

Nottinghamshire County Council provides funding for eligible children aged 2, 3 and 4.

Two-year olds: -

There is funding available for 2-year-olds whose families are in receipt of benefits such as income support, housing, jobseekers' allowance, attendance allowance, child tax credit, working tax credit, pension credit. You need to apply for this via Nottinghamshire County council. As of 2024 there is now 2 year funding available for working parents, 15 hours.

Three- and four-year olds

All children from the full term after their third birthday become eligible for 15 hours of free childcare. For families where both parents work, an additional 15 hours (totalling 30 hours) may be available. To check your eligibility for the 30-hour funding or for more information please go to:

<https://www.childcare-support.tax.service.gov.uk/par/app/applynow>

THINGS YOU MAY WANT TO THINK ABOUT

Labels

Please label all your children's belongings especially water bottles, coats, gloves, hats, and bags which your child may take off and leave lying around.

Suitable Clothing

We do not have a uniform policy so children can wear what they want. However, your child will be doing activities such as painting, so sending them in expensive/designer clothing is not a good idea. Aprons are provided for activities such as these, but children often join in before putting an apron on. We make every effort to purchase consumables that are water based and wash out easily, but accidents do happen so please dress your child in suitable clothing.

Uniforms

If you wish, you may purchase Hermitage polo shirts and/or sweatshirts for your child to wear. Each item has the Hermitage Logo and is offered to you at a reasonable price. Ask Tracey for more info.

Dummies

If your child has a dummy, please make staff aware so that they can support you. Children may have a dummy for comfort only or you may be weaning them off it. Dummies can be left in your child's bag or kept with the child attached to a dummy strap to prevent loss and sharing. Please put your child's name on their dummy.

Bags

Please provide a bag for your child that contains at least one set of change of clothes, including underwear. If your child is toilet or potty training, you may need to provide more sets of spares. Please label the bag so we know whose it is. If your child is in nappies, please ensure there are two nappies and wipes in the bag at the beginning of each session. As the premises are used by other organisation, we ask you to take your child bag home with you at the end of each session.

Water Bottles

Please provide your child with a drinks bottle, labelled with their name. We ask for health and hygiene reasons that it is filled with water only. Children will have access to their drink bottle throughout the session and will also be provided with milk and water in open cups at snack time. On arriving at the Hermitage please place your child's drink bottle in the basket in the foyer.

YOUR CHILD'S FIRST DAY

Arriving

On the first day we ask you to bring your child at 9.30am (unless told another time) for a morning session or 1.30pm for an afternoon session. You will be shown to your child's peg where you can hang up their bag and coat and to their tray for any smaller or personal items. You and your child will then be led into the main room for your child to join in with the activities.

Settling in

After a few minutes, you will be able to leave your child with us. This may seem daunting to you and/or your child and children react differently to this. Some children happily wave goodbye, others will not acknowledge their parent/carer leaving, others cry. In our experience, the children that do cry only cry for a short time and they are never left alone to cry. Our staff are experts at dealing with this situation and will provide comfort and distraction for the child. The Key Worker will stay with the child until they are happy that the child is settled.

If you or your child is nervous about being separated, you are welcome to phone the preschool on 07598 231637 for an update. We will always contact you if there is a problem or your child becomes inconsolable and will not settle. Check your Tapestry account for photo updates.

Please do not stand outside and look through the window as this can upset some of the children.

Collection

Please collect your child at the agreed time. Your child's Key Worker will inform you of how their session has gone. Please check your child's tray for any correspondence or artwork.

Late Collections

If you are going to be late, please phone the preschool as soon as possible. We reserve the right to add a late payment fee to your next invoice if you are more than 10 minutes late collecting your child. Our late payment fee is £15.00 per 15 minutes late.

FROM THEN ON

Settling In

Every child settles into preschool life at different times. Most settle quickly and will wave you off within a few sessions. For the first few sessions it is not unusual for your child to want you to stay with them and they may cry when you are leaving. Most of the time, crying stops within minutes of you leaving. If your child does not settle, we will contact you.

If they have still not settled within a few weeks and there is no sign of improvement, we will discuss options with you. Whilst it is hard to leave your crying child with us, sometimes it is the right thing to do.

Arrivals

A member of staff is available in the foyer at arrival time to greet you and your child and it is also an opportunity to speak to them if you need to. After hanging your child's belongings on their peg, you take your child to the main room where your child will find their name card and post it into the tray for their colour group. Please ensure that a staff member has welcomed your child, and they are in the playroom before leaving.

Free Play

We plan all activities for children ensuring they have new and exciting things to play with as well as favourites such as the water and sand trays and the popular home corner. The staff play with the children encouraging them to try different things, explore in different ways and generally communicating with them. Children are not forced to do anything they do not want to. At the end of free play children are encouraged to help with tidying up.

Outside Play

The only time we do not go outside is if it is far too cold. Staff join in children's games such as Hide and Seek, Bear Hunt and What is the Time Mr Wolf or children play with the toys available. Outside play gives the children fresh air as well as physical play. Please ensure your child brings appropriate clothing for outdoor play and do not forget in summer to apply sun cream before they arrive, put a labelled bottle in their back and bring a sun hat.

Snack Time

The snack bar is open from 10-11am for the morning session and 2-3pm for the afternoon session. Children have snack in small groups and are encouraged to try new foods, help with the preparation, and pour their own milk or water. When the children have finished their food, they are marked down on a register and go back to play.

Snack varies each day from a variety of seasonal fruit, breadsticks and rice cakes are available and we explore foods of the world. As with any group of children there is sometimes a food that a child does not like, with this in mind we offer more than one item each day. **If however, there are any snack foods that your child is allergic or intolerant to, please inform us on their registration form or their first day.**

Story Time

Children have access to books during free play and staff happily read to children in the 'book corner'. Each day there is also story time, where the children sit together and have a story read to them by a member of staff. Most stories require participation by the children whether it is shouting out what is hiding under the flap or holding a piece of food for the hungry caterpillar to eat. Story time is always popular.

Toileting/Nappies

Children do not need to be toilet trained to attend preschool. We will change your child's nappy at least once during the session, morning, and afternoon or more if required. Please ensure there are wipes and two nappies in your child's bag and if your child needs nappy rash cream to be applied, please include it in the bag and inform staff. When you begin to potty/toilet train your child, please let us know so we can support your child's progress.

We encourage the children to tell us when they need to go to the toilet, and we will accompany them, as necessary. We have girls, boys and disabled toilets which have small steps and child seats so children can use them easily. There are potties in all toilets too.

Home Time

After a hard session playing, it's time to wave goodbye to Preschool for another day. You may hear the children singing 'I Hear Footsteps' before we open the doors for you to collect your child.

I hear footsteps, I hear footsteps
Hark don't you, hark don't you
Could it be the mummies?
Could it be the daddies?
Shall we see, shall we see

Whilst you are waiting it is another opportunity to look at the notice board. Please take home your child's paintings, collage work and anything else they have made together with any letters and notices from us – you will find them all in your child's tray.

Breakfast Club

Breakfast Club runs from 8am to 9am at a cost of £7. Funded hours can be used for this session if agreed with Tracey.

Parents can drop off their child anytime between 8am and 9am but will be charged for the full hour. Please note breakfast is served until 8.40am. Children who arrive after 8.40am will not receive breakfast. Breakfast consists of a selection of cereals and toast.

At the end of Breakfast Club, the children will be sat on the carpet ready to welcome their friends for the morning session.

Lunch Club

Lunch Club runs from 12pm to 1pm at a cost of £7. Funded hours cannot be used for this session unless agreed by Tracey.

Those attending Lunch Club will be taken for hand washing before being sat to eat their packed lunch, provided by you. After they have finished their lunch, they will be encouraged to brush their teeth. Please provide a toothbrush to leave in their tray.

Please provide your child with a healthy packed lunch in a clearly labelled bag/box. **Grapes must be cut into 4 please.**

We do not allow the following.

- . **Nuts (to safeguard those with allergies)**
- . **Fizzy drinks**
- . **Sweets and chocolate bars**
- . **Cakes and biscuits are allowed – but only 1 of these per day.**

We will provide the children with a drink of water or milk and so there is no need to include a drink.

IMPORTANT INFORMATION

If you wish for someone else to collect your child, please let us know and provide password.

In line with our Safeguarding Children Policy, we will not under any circumstance hand over your child to someone we do not know, even if your child does, or hand them over to someone who you have not expressly given us permission to do so. If you are not collecting your child for any reason, we must be told by you who will be collecting your child. If the person is not known to us, then a password system is used. If you have a childminder or grandparent collecting your child on a regular basis, please let us know which days they will collect your child on.

Fire and Evacuation

In the event of a fire or an incident that results in us needing to evacuate the building during a session, staff will follow our Evacuation and Fire Procedure. This includes ensuring all children and visitors have left the building and taking the children and visitors to our assembly point at the front of St. Peter's Church. If we are unable to return to the building within a reasonable amount of time you will be contacted to collect your child as soon as possible from the front of St. Peter's Church using the entrance on Church Street.

Illness

If your child is ill and will not be attending preschool, please send a message to us via another parent, or telephone us between 7.45am and 9am to let us know. We ask all parents to be considerate of other children and not send their children to preschool if they have a contagious illness (e.g. chicken pox, conjunctivitis, impetigo) or sickness and diarrhoea. Children must not return to preschool until they have been clear of all symptoms for at least 48 hours.

Head lice can be a problem in preschools, nurseries, and schools as they are easily transferred between children. We do hope that you will treat this problem appropriately and inform a member

of staff if necessary, so that others can be more vigilant in checking their own child's hair and thus help to prevent this problem occurring.

If your child requires medication during the session, we require a completed medical consent form before it can be administered. This includes inhalers, epi-pens, antibiotics etc. Forms can be obtained from a member of staff.

Notice Board

This is our main way of communicating information to you. It will tell you what activities are available for your child that week and what the snack is for that day. It also lists the contact details for committee members and the date of their next meeting.

Website / Facebook

The Hermitage Preschool has a Facebook page. Search The Hermitage preschool.

Please like us on Facebook as this is updated regularly with news and events and what the children are up to at Preschool. Any emergency communication, such as closure due to the weather, will also be displayed on Facebook and emailed to you. (Please note photographs of children's face and names are not displayed on our Facebook page unless consented by parents).

You can also email us about any aspect of the preschool at thehermitagepreschool@hotmail.co.uk.

Lost Property

Hopefully, all your child's belongings are labelled so we can return them to you if they have been left behind. For those items that are not labelled, we have a lost property box and the box is emptied at the end of each term, so please look through it if your child has lost something. If we find something that we know belongs to your child, we will pop it into their tray for safe keeping. Please check your child's tray every time you or your child's carer arrives at the Preschool.

Behaviour Policy

We aim to provide a safe, secure, and happy environment in which your child can learn and develop, and our staff and committee members can work. We, therefore, will not tolerate threatening, violent or abuse behaviour towards any member of staff or committee, be this on the premises or not. We reserve the right to withdraw a child's place immediately if we deem parents or carers behaviour to be threatening or abusive and we will prosecute any member of the public who uses violent behaviour.

Records and Parents Week

For each child, we keep Tapestry online journals to record their achievements. These are updated on a regular basis by your child's Key Worker. We regularly hold a 'Parents' week' where you can talk to your child's Key Worker in detail and discuss their development together. At the end of your child's time with us, you can download their file to keep as a memento of their time with us.

We use Tapestry to track your child's development. This gives you the opportunity to see what they have been doing in real time and provide observations from home to help us gather even more information on what they can do.

Questionnaire

We are always looking at ways we can improve the Preschool and want to hear what you think of us. Once a year, we will ask you to complete a questionnaire which asks a range of questions to do with your perception of us, how you felt your child settled in and any things you think we could do better.

TIME TO LEAVE

Notice and Deposit Return

Leaving at the end of academic year

At the end of an academic year, you will be given a form to complete which will ask your intentions for the following year. If your child will be moving on at the end of the year you must state so on this form and that will act as your notice. Once you have given notice, the deposit you paid will be refunded to you subject to you giving the correct amount of notice and that there are no outstanding fees. The deposit cheque is normally returned during the children's last week at The Hermitage.

Leaving Part way through a year

If you wish to leave part way through a term, we require four weeks written notice that your child will be leaving Preschool. Your letter should confirm the date of your child's last session. You will be responsible for fees up to and including that date, however, if we are receiving funding for your child, the funding will continue for the remainder of the term. Once you have given notice, the deposit you paid will be refunded to you subject to you giving the correct amount of notice and that there are no outstanding fees. The deposit cheque is normally returned through the post.

Rules and Regulations for New Parents/Carers

Copy to be retained by parents

Please read through the following information and please sign and return to Preschool.

- Breakfast Club begins at 8am and finishes at 9am. Children who arrive after 8.40am will not receive breakfast.
- The morning session begins at 9am and finishes at 12 noon.
- Lunch Club begins at 12pm and finishes at 1pm. Please provide a healthy packed lunch.
- The afternoon session begins at 1pm and finishes at 4pm.
- Please ensure you collect your child promptly at the end of their session. We reserve the right to add a late collection fee to your bill if you are more than 10 minutes late.
- Please label all items your child brings into preschool such as coats, bags, gloves, sun hats, dummies etc. Staff are not responsible for any losses.
- Please keep staff informed of any changes to your contact details and anything you feel we may need to know about your child.
- Do not allow your child to attend if they are ill. This includes severe coughs and colds as well as anything contagious. If your child has had sickness or diarrhoea, you will need to keep them off Preschool for the next 48hrs. children who have needed Calpol can not attend.
- Fees are payable within 14 days of the start of the current half term. Please note there will be no deductions for sickness or holiday, and there is a late payment fee.
- Please encourage your child not to bring toys / personal possessions into Preschool as breakages/ losses often cause upset.
- Please ensure your child wears adequate clothing as outdoor play can be muddy and cold and indoor play can be messy.
- Please spare 5 minutes each week to read the notice board – there are important announcements on it.
- Please check your child's tray at least once a week.

Signed Parent/Carer

Date

Parental Consent Form

Copy to be retained by parents

Child's Name:

Child's Name:

I consent:

To my child going on short trips – library/nature walk etc during Preschool sessions. Yes/No

To my child having their photograph taken in the Preschool setting:

- to record achievements and monitor planning. Yes/No
- for internal use such as displays and newsletters. Yes/No
- for use in promotional material. Your child's name will NOT be published Yes/No
- for use in the media. Your child's name will NOT be published Yes/No
- for use on our website. Your child's name will NOT be published. Yes/No

If parent/guardian/person with parental responsibility cannot be contacted, I give my permission for my child to receive urgent treatment by a doctor/dentist or specialist for an acute condition or for the attention of pain. Yes/No

Is there anything you would not like your child to be involved in?

Signed:

Date:

Parent/Carer's Name:

easyfundraising

.org.uk

RAISE FUNDS WHEN YOU SHOP ONLINE

easy fundraising is a fantastic website where you can raise funds for **The Hermitage Preschool** – just by shopping online!

If you already shop with stores such as **NEXT, Amazon, John Lewis, M&S, HMV, DELL, Dixons, Expedia** or **Debenhams**, simply use the links provided on the easy fundraising site when you shop and at no extra cost to you, we'll receive a free donation of up to **15%** from every online purchase you make.

Over **500+** well known retailers are featured so if you already shop online, why not use easy fundraising and raise funds for us at the same time. It's completely FREE.

HYPERLINK

"<http://www.easyfundraising.org.uk/causes/hermitagepreschool>
!" \t "_blank"

<http://www.easyfundraising.org.uk/causes/hermitagepreschool>

amazon.co.uk

B&Q

PLAY.COM

vodafone™

WOOLWORTHS

TOYS 'R US

NORWICH UNION

Expedia.co.uk

GAME

DELL

Littlewoods

DEBENHAMS

.com®

NEXT

OHMV

ebay.co.uk

John Lewis

WHSmith

MORE TH>N®

COMET