



Welcome to Heart Preschool. We are delighted to offer high quality Care and Education for children from the age of 2 to 11 years old. We look forward to our time together, with you and your child.

Starting at Heart Preschool

Home visits

At the start of each official intake (September, January and April) we will do our utmost to do home visits. This enables Preschool staff to visit each new child in their home environment. A home visit close to the time your child starts can help firm up that bond of trust between the children, parents/carers and the staff. Your child will be able to meet us in the home environment where they feel safe and secure. At the home visit the staff will ask you to fill in an information booklet about your child, this will help them prepare learning activities for each child and help with transition in to Preschool. They will also remind parents of Preschool procedures.

Settling in Period

To encourage smoother transition into the Preschool, for the first week of entry, new entrants will come to school on a part time basis. The following week, they start their normal week. During the first week, parents or carers are asked to stay to help with their transition. All children settle differently, and we

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are happy to negotiate individual settling in plans as necessary.
All children will be given a keyworker after the settling in period.

We offer morning or afternoon sessions for a minimum of two sessions this could be over a course of one full day if required. If your child is eligible for the 15 hours funded hours at 2, 3 and 4 years old, you can use these funded ours in the same way either over 5 mornings or afternoons or over two full days of your choice. Please bear in mind our session times and opening hours.

Opening times:

Monday to Wednesday

9.15 to 5.30pm

Thursday to Friday

9.15 to 4pm

Morning session: 9.15-12.15pm

Afternoon session: 12.45-3.45pm

Afterschool session 3.45-5.30pm

Parent/ Carers notices:

We will have 'Stay and Play' sessions each term. This is a great opportunity to see the learning opportunities provided for the children and to play and learn alongside your child.

Currently our carpark can get quite congested, so we encourage you to park your vehicles at the free car park at the back of Rise Park shops and walk two minutes to get to Heart Preschool to avoid any obstructions and promote safety.

Absences

At this age, if your child is feeling unwell, or has suffered from sickness or diarrhoea, our policy is they must be kept off for the

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next 48 hours. Please contact Heart Preschool via our contact number below as soon as you are aware that your child will not be attending.

Lunches and snacks

If your child is staying all day you will need to provide a healthy packed lunch. Please bring it in a clearly named box. We are a healthy Preschool, therefore no sweets, chocolates and fizzy drinks. Please remember we have a no nut policy. If you could put an ice pack in your child's lunch box that would be great as we can not refrigerate all lunch boxes due to limited refrigeration space.

Each day, free fruit and milk are provided for the children attending Heart Preschool. If your child turns 5 years old there will be a charge for milk. If your child has specific milk you are welcome to bring in your own milk (clearly labelled) and a staff member will store it in our fridge for snack time. Water will be offered as an alternative if your child does not or can not have dairy products.

Drop off and Collection

The Preschool opens its main doors at 9.15am via the foyer. All children will self-register, with the help of parent/carer, put their coat and bag in their peg, use the bathroom and then settle straight into an activity of their choice. Please bring and collect your child promptly. Children must be collected from the Preschool by a 'named adult' that was put on the registration form at the start. Please let us know if someone different is collecting your child. Please wait in the foyer for a member of staff to dismiss your child safely. If you need to talk to a member of staff please wait until every child has been passed over safely to their parent or carer. Sometimes there maybe

other activities going off in the other church hall so we want to ensure all children are collected safely.

Money

If you are paying privately please pay by setting up a direct debit to Heart Preschool C.I.C sort code: 23-69-72 Account number: 03503848 to ensure you do not incur any late payment charges.

We do not accept cheques at this moment in time. We are a community Interest company not a private nursery, so we appreciate any donations from parents and the local community to help us be sustainable. If you do or do not get your childcare paid for you are very welcome to donate into the same account. Your support would be so grateful.

Money for trips, fundraising events, and after school provision can be handed to the manager or deputy, please do not leave it in book bags. All money should be handed in, in a sealed envelope with the child's name and the reason written on the front.

If you shop online you can purchase your items via easyfundraising, just select Heart Preschool C.I.C and the retailers will contribute to our cause at no extra cost to yourselves. The link below will direct you straight to our page.

<https://www.easyfundraising.org.uk/causes/heartpreschool/>

It takes no longer than two minutes to sign up.

What does my child need to bring?

Please bring a set of spare clothes for your child especially if they are toilet training. We do a lot of messy play and outdoor play so sometimes a change of clothes might be needed. This can be kept on their individual peg.

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If your child is in nappies or pull ups, please bring enough for each day they are attending with wipes.

Sun cream clearly labelled with their name on please to always be kept in their bag.

Could you please bring some wellington boots to be kept at Preschool for outdoor play?

Uniform

This is optional!!! If you would like to purchase our beautiful uniform clothing this is a nice way for a child to feel a sense of belonging and to enable your child to be comfortable in the right appropriate clothes and there are no worries about getting your children's own clothes dirty.

We have teamed up with My Clothing which you can order online and get delivered straight to your door. Please go to www.myclothing.com and then type in Heart Preschool in their search box and you will see a full list of items and priceshey and don't forget to go through easyfundraising to help support us!

Information sharing

You can speak to staff on a daily basis about your child. If it may take a few minutes, please wait till collection time to help staff settle children in at the beginning of the day.

We have a notice board in the foyer for parents to check daily for important information.

We will give out termly newsletters and letters each week about Preschool information.

Points to remember

- Heart Preschool is a no smoking zone. This includes e-cigarettes and drug use is forbidden.
- If you are claiming a funded place, please show your child's birth certificate or passport before they officially start.
- If you are paying for your child's place, please pay a month childcare fee's in hand.
- If you are also paying for a place a £20 registration fee must be paid before your child starts.
- **No mobile phones are allowed in the Preschool.**
- Late payment fees will apply if you are more than 5 minutes late.
- **If you have children between 5 and 11 years old who attend Rise Park Primary or Glade Hill Primary we have an after school pick up service. Please ask for more details.**

**WE ARE LOOKING FORWARD AND EXCITED TO WORKING WITH
ALL OUR CHILDREN AND FAMILIES!!!**