

Little Foxes



Parent Handbook

2023-2024

Home - Preschool Agreement

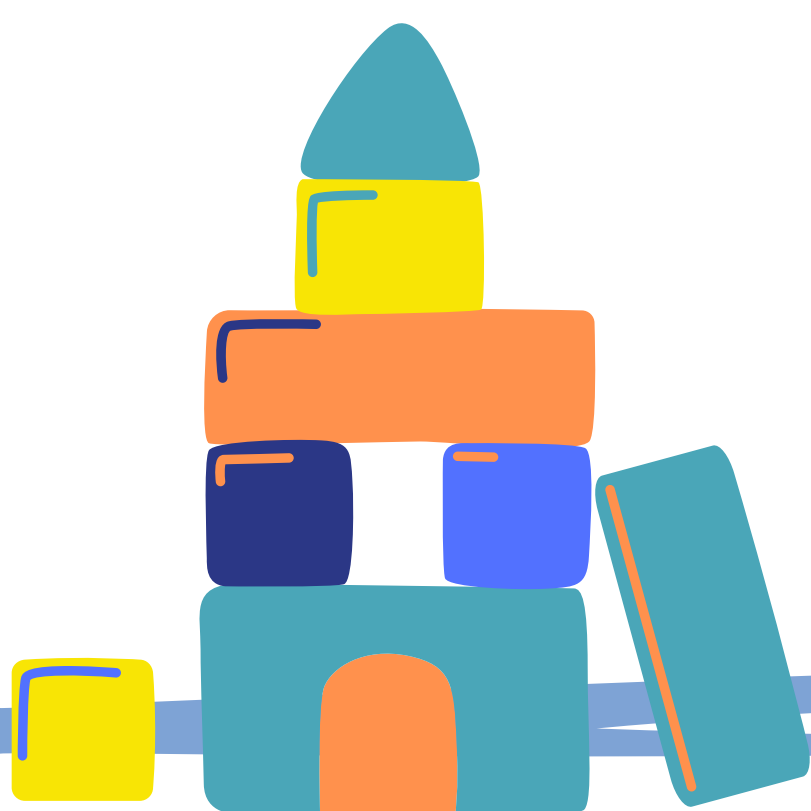
While at our Preschool we want all our children to be happy, stimulated, confident and able to reach their full potential.

We will ensure:

- That your child is in a safe, happy and stimulating environment at all times
- Discuss your children's day with you while at setting.
- Keep you informed about what is happening at the playgroup.
- Inform you through Family about your child's day and activities they have taken part in.
- Be available to answer any questions you may have.
- Provide your child with a key person who will be supporting your child, along with the other adults while at the setting.

We ask that you:

- Send your child to Little Foxes for their allocated sessions. Inconsistency in attendance can leave to withdrawal of funding or your place at Preschool.
 - Ensure that your child arrives and is collected on time.
 - Let us know in advance if your child cannot attend Preschool or if you are planning on taking your child on holiday.
 - Inform us of any illness, injuries or vaccinations your child may have had.
 - Tell us any worries or concerns. This can be via Family or in person.
 - Name your child's belongings.
 - Pay your fees on time (where applicable). We send out invoices monthly, in advance.
 - Notify us immediately of any changes in home life circumstances, address or telephone numbers.
 - Give us a months notice for any reduction in hours or withdrawal from Preschool. You may be charged for any existing plan if you give less notice.
- Thank you.



Welcome to Little Foxes

Thank you for choosing Little Foxes for your child. We are very excited to meet your children and for them to join our Foxes family!

We are now part of the John Moore Primary School, having previously been a community run playgroup, joining them as one big family.

As we are situated on the school site we have access to the playing fields, playground, forest school area and school hall, as well as being invited to take part or watch performances at John Moore. This provides an excellent transition into 'big school' whether your children join John Moore Primary or another local school.

We learn through play and each child is treated individually. We plan based on the interests of our children and follow the Early Years Foundation Stage Curriculum. We promote independence in a secure environment, where learning through play is encouraged with a balance of child-initiated and adult led activities.

We aim to create a challenging and happy learning environment for all children regardless of their ethnicity, culture, religion, home language, family background, gender or ability.



Important information

Contact Information

Little Foxes Phone: 01684 291661 (press ext 1 for Foxes)

Email address for Admin/Finance/Admission Enquires:

admin@littlefoxesplaygroup.com

Email address for Mrs Williams:

bwilliams@johnmoore.gloucs.sch.uk

Website: www.johnmooreprimary.org

Please call us to advise us if your child will not be attending or send a message to Mrs Williams and your child's keyperson on Famly.

Please note that we only release a child to people on the permission- to - collect list provided within our admissions forms. We are not allowed to let children be collected by anyone under the age of 16.

Opening Times

We offer 3 session times

Morning Session 8.50am 11.50pm

Afternoon Session 12.20pm-2.50pm

All Day Session 8.50am-2.50pm

Famly

We use Famly as a main method of contact and to share information with you. You will be given a login when your child starts with us. There is opportunity to have multiple contacts for each child if both mum and dad, or grandparents want to see what your child is getting up to each week. Please familiarise yourself with the platform, you can get it on desktop and an app on your phone, before starting.

Any issues please let us know and we will do our best to help!



Fees and Funding

Fees

Fees are invoiced monthly in advance. Please ensure you pay before the deadline to keep your place at Preschool. Our current Fees are £5.50 per hour.

In Wren class, we have an additional snack fee of 50p per session, regardless of funding. You are more than welcome to provide your own healthy snack but if you would like us to provide one, let us know. If you opt in, this will be charged for a whole term via Parent Pay.

Funding Information

Every child age 3-4, is entitled to 15 hours of funded sessions per week. If your child is attending for more than the funding hours, fees will be payable in advance at the cost of £5.50 per hour. You will be invoiced and non payment will result in a reduction of your child's hours or a loss of your place at preschool. The funded hours start the term after your child turns 3.

We do accept 2 year old funding, please provide us the confirmation email of your application so we can apply for funding from you.

Working parents are entitled up to 30 hours free early years provision. Parents/Carers must apply every 3 months for the additional free hours through the government's online Childcare Service. Eligibility for the additional hours is determined by HMRC through the online application. If you miss the funding deadline you will be expected to pay the difference in hours.

Deadlines for 30 hour funding

Autumn Term - 31st August
Spring Term - 31st December
Summer Term - 31st March

Additional Hours

Additional hours will be charged at £5.50 per hour. Fees are calculated monthly and are payable in advance. We will charge a late fee of £2.50 for every 15 minutes you are late to collection. Failure to pay on time, without discussion with Admin staff, will result in a late fee of £10.

One Off Sessions

Where availability applies, we are able to offer one off Sessions on occasion. We ask that you ask for this by the Wednesday evening at the latest where possible. Fees will be charged for these sessions regardless of whether you have additional funding available.



Settling In

We offer a warm, caring environment to help both children and families to feel welcome to our Preschool. We do our best to ensure your child's transition is as smooth as possible.

This year we will be offering Home Visits to our Wren children in the first week back in September. We will then have a staggered start, in the room for our children, from oldest to youngest. We appreciate many children may have attended other settings previously, but we assure you, this will help build strong relationships between your children and our staff and friends at Preschool.

We will work with you with the well-being with your child at the front of our minds, and we understand all children are different. If you think your child may need a slower start (mornings instead of full days for example) please speak to the member of staff on your home visits and we can accommodate this. If we feel that your child might be struggling with the settling in process we will discuss with you how we can work together to manage that transition period.

If your child has a comforter or teddy that might help them feel more secure, please send these in.



Role of the Key Person

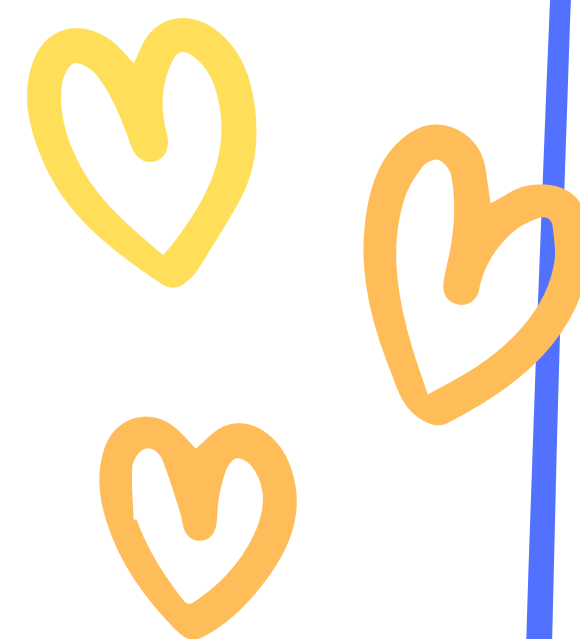
Every child will be allocated a Key Person, over time these staff members will build their relations with your child and family, forming an understanding of your child's individual needs and achievements.

The Key person is your first point of contact for your child and we use Family to pass on any information about your child while they are with us at Foxes.

Our Key Workers in Sparrows will be assigned in the first couple of weeks of your child's time with us at Little Foxes. We like to see which children and adults naturally form bonds with one another so strong relationships can grow.

In Wren's it may be before September so that we can organise Home Visits.

Throughout the year, your child's Key Person will be writing some observations (or Wow! moments) on Family, have parents meetings with you and write a short transition report at the end of the year.



Arrival and Collection

Your child's safety is always number one priority while they are at preschool. We have put a number of safety procedures in place for picking up and collecting your child.

When bringing or collecting your child from Preschool we ask you do not park illegally on the School area and please be considerate of our school's neighbours. It can get very busy especially in the morning. Walk, hop or skip where possible but if you need to drive, parking near the corner shop is advised. While we have been advised that parking in the community centre carpark is allowed, they sometimes have to closed this due to events.

We have a soft opening in the morning from 8.40am. Please do not buzz to be let in earlier than that, a member of staff will open the gate and greet you at the correct time. Please line up on the left hand side by the Little Foxes gate. We politely ask that you do not smoke or vape while in the queue. Thank you.



Our morning session finishes at 11.50pm. The gate will be opened and you can walk up to the Wren or Sparrow room to collect your child.

Our afternoon session begins at 12.20pm and finishes at 14.50pm. Again we will open the gate for you to drop and collect your child from the room.

We ask that you are prompt on collection, especially in the afternoon as our setting is used for John Moore's After School Club and it is distressing for children when their parent or carer is late, especially when their friends have all left!

Please make sure the wooden and green gate are closed behind you when you leave the site

If you need to collect/drop off your child at a different time, please get in touch with us beforehand to let us know. We will only allow your child to be released to those who have permission-to-collect list and we do not allow anyone under the age of 16 to pick up children.



Clothing at Preschool



Please do:

- Label everything that comes into preschool!
- Send them in with comfortable trousers and leggings.
- Please consider simple clothing which they can handle themselves to become more independent when changing and going to the toilet. Buckles, laces, clasps and belts can make this a bit tricky.
- Send your children in with weather appropriate clothing. In winter we spend a lot of time outdoors so a coat with hood, hats, gloves and suitable shoes are essential.
- In summer, cool clothing, sun cream and a named hat are needed.

Please don't:

- Send your children in wearing anything you don't want to get messy. We use paint, chalk, coloured water, foam, mud and anything else you can think of!
- Send your children in with sandals or flip flops. These can be unsafe when running around or climbing!



What you need to bring to Preschool

What we need to keep at Preschool:

- A pair of named wellies
- A waterproof all in one
- A named water bottle.

Every day your child will need to bring:

- A named bag containing plenty of spare clothes including socks/tights
- Appropriate coat for the weather
- Sun cream and named sun hat in the summer

Lunchtime

If your child is staying for lunch please provide a healthy packed lunch. Please do not send in any nut based products or chocolate/sweets.

There is a wealth of fun lunch ideas online for ideas!

(<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>)

Wren Snack

- If your child is in Wren Class, please provide a healthy snack (fruit, cheese, crackers, vegetables and humous for examples) unless you would like us to provide this for you for an additional fee. We will provide milk at each snack time and a serving of fresh fruit or vegetables. Sometimes we might have additional snacks based on topics the children are interested in, for example, fruit salad and yogurt, porridge, or tasters of different cuisines! Please let us know of any allergies or intolerances!



Toilet Training

- if your child is still in nappies, please provide nappies, wipes and nappy bags for the whole day. We are able to keep a small supply in setting but space is limited.
- We will work with you with toilet training but please send plenty of additional clothing during this time.



Child Illness

If a child feels unwell during preschool, staff will offer the child appropriate care and a phone call will be made to the parent/carer to be collected and taken home. Please keep us informed of any changes to your collection contacts in case of emergency.

The following exclusion periods apply and must be adhered to for the following illnesses:

- Chicken Pox - for at least 5 days from onset of rash and when all the spots are scabbed over
- Sickness/Diarrhoea - 48 hours after the last episode of symptoms
- Conjunctivitis - children can return after applying antibiotics
- Slapped Cheek - until feeling well
- Impetigo - Until Lesions crusted/healed or 48 hours after starting antibiotics
- Head Lice - no exclusions but please treat your child and use a detection comb hair every couple of days
- Measles - 5 days from onset of rash
- Mumps - 5 days from onset of swollen glands
- Rubella - 6 days from onset of rash
- Scabies - Until 1st treatment completed
- Scarlet fever - 24 hours after starting antibiotics
- Covid-19 - Follow guidance from government and NHS

If your child has any of these illnesses please let us know as soon as possible.

We are unable to give your child any medication while they attend our setting. If your child needs antibiotics/etc during the day you will have to arrange to administer this.

Long Term Illnesses:

If your child requires long term medication to be kept at the setting (such as asthma inhalers or epipens) we will ask you to fill out a form for those to be kept with us.

We will check the dates on our medications but it remains your responsibility to ensure that these are in date.

Other Information

Sun Safety

We ask that you send children into preschool with a named sun hat. A longer lasting sun cream should be applied by parents/carers before your child arrives.

Staff are permitted to apply suncream throughout the day but please provide a named bottle and complete the permission form.

Bad Weather

In event of bad weather we will let you know as soon as possible through Family if there is a closure in the setting.

Accidents and Incidents

Accidents do happen sometimes even though we put measures in place to prevent them. All accidents and incidents are recorded on Family and we keep you informed.

PE and Outdoor Learning

Our Sparrow children have set sessions each week when they have PE and Outdoor Learning. Wren children begin their sessions in the Summer Term.

For Outdoor Learning (The forest area,) we ask that children have long sleeve tops and trousers and in PE the girls need their hair tied up. Thank you.