

**Welcome to Heart Preschool**. We are delighted to offer high quality Care and Education for children from the age of 2 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 upmost 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. Due to the pandemic we are not going to do home visits this January. We will assess the situation after February half term and see if we can do them then even if its to have a play session in your garden or back yard!

**Settling in Period**

To encourage smoother transition into the Preschool, for the first two weeks new children will come to Preschool for start at 9.30am and leave at 12noon. We will start the day with outdoor learning. All children settle differently we will do our upmost to support your child. All children will be given a keyworker We recommend you start talking to your child about them coming to Heart Preschool to play with new friends and reassuringly tell them you will leave for a little while but will always come back. This will help them understand what’s going to happen.

If your child is eligible for the 15 hours funded hours at 2, 3 and 4 years old, you can use these funded hours over 3 full sessions. If you would like more sessions you are more than welcome to pay extra for the session(s). Please bear in mind our session times and opening hours.

Opening times:

Bubble 1 - Monday to Friday 9.05 to 2.05pm

Bubble 2 – Monday to Friday 9.15 to 2.15pm

**Parent/ Carers notices:**

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 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. If they are displaying symptoms of COVID then please keep your child at home and arrange for a free test. You and your child may need to self-isolate. Please ring us and keep us updated we will support you as much as we can.

**Lunches and snacks**

Please bring your child lunch in a clearly labelled lunchbox. 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 cannot refrigerate all lunch boxes due to limited refrigeration space. This will keep it fresh until 12noon.

Each day, free fruit and milk are provided for the children attending Heart Preschool. 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 at 9.15am for bubble 2 currently via the side garden green gate. And Bubble 1 will open at 9.05am via the main entrance. Please bring and collect your child promptly. Children must be collected from the Preschool by one ‘named adult’ that was put on the application form at the start. Please let us know if someone different is collecting your child. Please wait two metres apart along the path for a member of staff to dismiss your child safely. ***Do not congregate on the steps or in the porch area please*** *.* 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. Late charges will be invoiced to you if you are more than 5 minutes late picking your child up. This is £5 every 15 minutes.

**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.

All money will be currently transferred by bank transfer or cash in an envelope clearly labelled.

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 learning so sometimes a change of clothes might be needed. This can be kept on their individual peg.

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](http://www.myclothing.com) and then type in Heart Preschool in their search box and you will see a full list of items and prices ……hey and don’t forget to go through easyfundraising to help support us!

**Information sharing**

We have a notice board in the foyer for parents to check daily for important information. This will be accessible in due course however we do put al useful information on our famly app so please sign up asap!! Details of how to do this is in your pack

**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 or on their first day.
* If you are paying for your child’s place, please pay for the month before they start and 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.

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

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