



Abacus pre-school @ Meadowbrook Primary Three Brooks Lane
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September 2020

As we welcome many new parents this term, we would like to re-cap on some of our procedures to help both parents and children become familiar with our routine.

All the staff would like to welcome you and your family to Abacus Pre-school and hope that your child enjoys their stay with us.

Update COVID -19

We understand after the last 6 months and throughout this pandemic, our children and families may feel a little unsettled, please do not hesitate to contact us where we will be happy to assist with any queries for you!

We have in place an enhanced procedures, cleaning and hand washing procedures, please see documentation to enable us to work together to minimise risk and manage social distancing, the expectation of all setting users and staff.

Please read, complete and return the documents requested prior to your child's start date 01/09/2020. Failure to do so will impact your child's start date.

Please return via email to abacusmbk@gmail.com

However, as our priority will be to help settle all the children in our care, we request that parents do not stay during a session for the first term. This can be very disturbing and confusing for the children when staff are endeavouring to establish new routines. Please speak with a manager regarding any concerns.

A manager will be at the entrance upon your daily arrival if you wish to advise anything that may affect your child's time with us. As the children's arrival is a significantly busy and important part of the day, all communication regarding fees, sessions, change of address, holidays, change of collection for your child etc must be made in writing or may be overlooked. To prevent information going astray, PLEASE HAND ALL FEES OR WRITTEN CORRESPONDANCE TO A MANAGER.

All staff will be required to assist with the settling in of the children and may not be able to take your child to the toilet upon their **immediate** arrival at pre-school. Access to the children's toilet is for DBS checked staff only.

Settling in period

If your child becomes distressed whilst in our care, please be assured that every effort will be made to comfort them until you return. We want your child to be happy and safe during their time in pre-school and welcome parental support. We recommend you leave your child in our care as soon as possible after arrival and a member of staff will contact you if your child remains unsettled. As you can appreciate too many adults present in the pre-school room is unsettling for the children and can add to the distress of some and make it almost impossible for the staff to settle the children. We therefore request you do not enter the pre-school room during the current COVID pandemic unless requested by a staff member, in this even you will be asked to wear a face covering and sanitise and ensure social distancing. Parents and carers are required to leave promptly to minimise disruption to the group. Please do not ring the office number to enquire if your child has settled as staff must prioritise their time with all the children in their care. Your child will receive a 'Communication Book' upon request to enable you to query/comment or advise of any changes. Please ensure these are handed to a member of staff to ensure they are acknowledged. Staff will endeavour to respond as soon as possible.

Toilet Training

If your child is not toilet trained, please let a member of staff know. You will need to provide spare pull-ups (not Nappies), wipes and nappy sacks in a named carrier bag which we will keep in the toilets.

You **MUST** ask to sign a 'toilet disclaimer' which permits one member of staff to change your child. Failure to sign this policy will mean you will be called in to change your child. Soiled pull-ups will be sent home as we cannot dispose of them on site. Your child **MUST** arrive in pre-school in a DRY clean pull-up or you will be called in. We are not a nursery with a higher ratio of staff, so although we try to support the parents by changing the child, it can be detrimental to the rest of the group. As all staff are required to engage in planned activities you may be called in to change your child if the staff ratio is deemed to be unsafe for the majority. Our fees reflect we are not a nursery and therefore cannot guarantee you will not be called to change your child whilst they are in our care.

Payments

Please note: - all invoices are issued around the 20th of each month to give you prior notice of amount required but are not due in full until the **1st day of every month**.

If you do not pay any fees as you are claiming the Nursery Education Grant and attend no more than the 15 hours, you will not be invoiced to reduce

our use of paper. You are aware of the number of hours we claim on your behalf when you sign the Nursery Education Grant form.

If you do not have access to the internet please pay by CASH and give your payment to a manager in an envelope marked with your child's name. Please note we do not accept cheques. ALL payments received after the 1st will be deemed as LATE and will be invoiced an additional administration fee of £30 unless you have spoken to a member of staff. Do not send any mail to our registered company office in Kingswood as this may not be forwarded.

Our preferred method of payment is BACs paid direct into our bank account (please use your child's name as a reference or we will be unable to trace the payment!)

Sort code 30 16 11 Account no 00250202
Bank name : Learning Through Play Ltd

We are currently registered for additional payment schemes that your employer may use, but we can also register for any alternative schemes very easily if you provide us with the registration information.

Your child is entitled to receive the Nursery Education Grant the term **after** they are 3 years old for 38 week per year (South Glos only recognises a 13 week term not the school 7 week term) but please check with a member of staff if unsure. Please complete and return an EY4 form together with a copy of your child's birth certificate or passport, to enable us to claim this on your behalf, which will be either issued to you on your first day or with your invoice. Failure to return these documents will mean we are unable to claim and you will be liable for full payment. Again these can be forwarded to the address on your invoice or given to a manager.

Session change or requests

If you require any additional sessions or change of session please put your request into writing or email us. We will do our best to accommodate your preferences.

To maintain the safety of all children, ensure your child has entered the Pre-School room prior to your departure and not left in the outside play area. This is not used till 9.15am after a full register of attendance has been taken and a member of staff is able to supervise. To ensure we adhere to the correct staff ratio that maintains the safety of all children. We request your child is collected **promptly** at the end of each session. **Late collection will incur a charge of £30.00.**

Late arrival and absence

Please ensure you follow the procedure to contact us by text or phone call if your child is NOT attending their session, staff work hard to plan and prepare exciting activities for the children to access and prior notice is greatly appreciated, thank you. Please also be aware that if your child arrives late to their session without prior notice given to staff we may be unable to accept them into the session, thank you!

Please ensure we are advised of any periods of absence re holidays, family events etc.

Key workers

Abacus pre-school has a key person system. This means that each member of staff has a group of children for whom she is particularly responsible. Your child's key worker will be the person who works with you to make sure that what the pre-school provides is right for your child's particular needs and interests and takes responsibility for observing your child and monitoring their development. All observations are held in strict confidence and the parent/carer is able to access the information by making an appointment. You will be advised of your child's keyworker in writing during the first term. The Managers will be overseeing your child's development until this has been confirmed. Keyworker letters are available to view in the documents area of Tapestry!

Staffing

We welcome Ashleigh who has joined us from our setting in Baileys Court, Ashleigh supported us throughout our July opening and is familiar with many of our children who will be acting Deputy and Georgia who is joining the Meadowbrook team to develop her leadership skills into management.

Please note that all staff interact and observe the children regardless of key-worker groups.

Inside Play

Your child may be asked to change into different shoes whilst playing inside – slippers or clean footwear – to ensure the play room is always hygienic for the children to lie on to play. Wellies can be brought in to keep for messy play if you prefer and a pair of named slippers or daps is also suitable to wear inside. Please ensure items are named as many of the children have similar interests, thank you. Remember to label your child's **lunch box** and **drink**, as well as **coats** and **bags**. **We do not take any responsibility for any lost items. Thank you**

Ear rings

Please note due to health and safety children should not wear ear rings or any other jewellery to pre - school, due to the risk of injury or damage to your child. Please remove any jewellery from them prior to arrival. We do not accept any

liability for damage or loss to any jewellery or in the event of injury caused by jewellery to your child.

Healthy Eating

Children staying for either a morning or full-day care will need to bring a NAMED packed lunch. Please support us with our healthy eating and do not include any chocolate bars/sweets as it is very difficult to manage in a whole group situation. Although we try to encourage all children to eat the lunch you provide, we cannot enforce it, therefore all packaging/leftover food will be returned to your child's box to enable you to monitor their diet. Please be aware we are a **NO NUT PRE-SCHOOL!** Please could you avoid putting egg or nuts in your child's lunch box as we have some allergy's.

We appreciate your continued support in providing fruit, salad, vegetables and cereal to share at snack-time. We request that you bring one/two pieces of fruit etc each week to share with the group as we believe the children will benefit from learning that fruit and vegetables can be an enjoyable healthy alternative to sugary biscuits at snack time. The children have all benefited from helping to prepare a variety of fruit and vegetables, and enjoy using the juicer to make delicious fruit drinks and milk shakes. This valuable learning experience is only possible with your support! A fruit bowl is readily available at the entrance for your kind donations.

Please ensure we are aware of any allergies. Drinking water will be easily accessible throughout the day, and milk will also be provided.

We are looking forward to further developing our partnership with the children and families of Meadowbrook Primary school over the coming terms. We are currently developing sessions for the children in Years 2 and 6 to share a session with the children, playing, storytelling, craft making, a lovely opportunity for all!

Important Information - please complete asap

All About Me- Tapestry

You will have all now been sent a link to activate your child's Tapestry account, as discussed this is a wonderful reflection and keepsake of you child's time with Abacus and of their learning and development achievements !

There is a section for you to access which **MUST** be completed prior to your child starting with us called **All about me**, as we have been unable to provide our usual Stay and Play sessions, this will help staff to become familiar with and best support your child, please ensure this is completed again prior to your child' start date. Many thanks to all of you who have already completed this and aded some lovely photographs etc for us to share with the children!

Finally, please note an updated contact sheet is available on Tapestry to ensure we have the most up to date information for you and your child! Please complete and add to your child's Tapestry account by 1st September to enable us to update our records.

As you can appreciate many of you completed your registration forms some time ago and it is important we have up to date contact information for you. We would also like to text reminders to **one** contact for your child. Our email address is abacusmbk@gmail.com, [Mobile number 07712398015](tel:07712398015)

Virtual tours and Our Day - available on our website and Tapestry

Please take a moment to share these with your children prior to returning to pre school, it will help children to become a little more familiar with our routines and setting, thank you

We are very much looking forward to a wonderful year together!

Thank you

Amanda, Ashleigh, Charlotte , Charlotte R and Georgia. Team Meadowbrook