

Getting you and your child off to the right start!



PARENTS' & CARERS' RESOURCES PACK 2017



Welcome to the Little Limehouse Pre-School Family!

Thank you for choosing our wonderful Pre-School family. We work to help you raise confident and happy children while supporting 2-5 year olds in preparing for a good start in life.

Why Us?

Limehouse Project is a charity with three decades' experience of helping children, young people and whole families thrive. We are passionate about giving children a good start in life.

Our welcoming indoors and outdoors environment enables children to learn through play, gain social skills and thrive. Every child is unique. That's why we also provide a range of stimulating activities enabling children to explore their physical, and creative talents.

From outdoors play and gardening time, cooking time to imaginary play, each activity is creatively designed to help each children flourish in their personal development while taking first steps towards reaching their potential before entering school. For parents, our service offers peace of mind.

Hours:

We are open for 38 term-time week of the year:

- Full-day: 9.00 am to 3.00 pm
- Morning Session: 9.00 am to 12.00 pm
- Afternoon Session: 12.00 pm to 3.00 pm

Supporting Happy Children

We pride ourselves on offering a high standard of service supported by experienced staff to ensure a happy, stimulating and secure environment for all children in our care. We follow government and Early Years Foundation Stage (EYFS) guidelines in providing individualised care and education for each child coming through our doors. We also recognise the importance of working in partnership with parents and carers to meet the needs of children through regular feedback and consultation throughout their stay with our services.

Visiting our Service

We invite you to join one of our introductory visits on Friday's from 12:00–3.00pm before your child starts so that you and your child can be introduced and familiarise yourselves with our Pre-School together.

There is no charge for the introductory visits and parents/Carers are normally asked to stay with their children during the visits. Children on our waiting lists are also encouraged to come along to our stay and play sessions at some point in the term before they join us.

Food and Drink

We provide two healthy snacks per day for children joining our group. Children who are with us for full-day care are required to bring a healthy packed lunch. For more information please refer to our policies and information on Healthy Eating.

Children who attend morning or full-day session will be provided with snacks provided at 10-10.30 am and full-time children's packed lunches are served between 11.30-12.00 pm. Children who attend afternoon session will receive an afternoon snack served between 2.00-2.30pm.

Fresh drinking water is available for children throughout the day. Limehouse Pre-School also provides children with pasteurized whole milk during snack times. Parents and carers are asked to provide milk alternatives where required for their children's dietary needs and make staff aware of these special dietary requirements on their registration forms and upon joining our Pre-school family!

Parents and carers are also welcome to join us when we celebrate children's birthdays. Birthday cakes are also welcome but their ingredients must be clearly labelled so are better purchased from a store. Given a prevalence of nut allergies amongst children, we also ask that any cakes are **nut-free**. For more information, please refer to our Healthy Eating policy.



Your child's
safety is our No.1
priority...

PARENTAL RESPONSIBILITY

Please take a few minutes to read through this section and let us know what your parenting arrangements are so that we can respect your arrangements and ensure your child's safety.

WHAT IS PARENTAL RESPONSIBILITY?

Parental responsibility is a term used by UK government's 'Children Act 2004 and 2014' to define the rights and responsibilities a person has in relation to a child. If a person has parental responsibility they have the right to take decisions concerning the care and welfare of a child.

WHO USUALLY HAS IT?

If parents are married when their child is born, or if they have jointly adopted a child, BOTH have a parental responsibility and BOTH keep this parental responsibility should they later be divorced.

If parents are not married at the time of the birth of a child, the mother has full parental responsibility. However, an unmarried father can acquire parental responsibility by:

1. Being registered as the father on the child's birth certificate with the consent of the mother where children are born after 1st December 2003;
2. Entering in to a 'parental responsibility agreement' with the mother;
3. Applying to the court for a Parental Responsibility Order.

If any of the above is completed, the father also has parental responsibility for a child.

HOW IS IT USED?

Where both parents have parental responsibility they are equally able to make decisions - one parent cannot overrule the other without a court order. There is no limit to the number of people who can have parental responsibility.

SAME-SEX PARENTS: Civil and Non-Civil Partners

Same-sex partners will both have parental responsibility if they were civil partners at the time of donor insemination or fertility treatment.

Where same-sex partners are not civil partners, the secondary parent can obtain parental responsibility by either a) Applying for parental responsibility if a parental agreement was made OR b) becoming a civil parent of the primary parent and making a parental responsibility agreement or jointly registering the birth.

For more information see www.gov.uk/parental-rights-responsibilities.

LITTLE LIMEHOUSE'S POLICIES IN A NUTSHELL

SAFEGUARDING AND CHILD PROTECTION: *Little Limehouse's* Safeguarding Children and Child Protection policy is monitored by our Designated Safeguarding Lead Officer (DSL). All staff are all trained in Safeguarding and undergo Disclosure and Barring Service (DBS)-checks. Confidentiality is paramount in the disclosure of any safeguarding or child protection issues and information is disseminated on a need-to-know basis only.

EQUALITIES AND DIVERSITY: The Pre-School operates within the guidelines of our Equalities and Diversity policy monitored and evaluated by our Equal Opportunities Lead (EOL) staff member and is in keeping with the UK government's *Equalities and Diversity* legislation.

SPECIAL EDUCATIONAL NEEDS & DISABILITIES: The *Little Limehouse Pre-School's Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years (2015)* and our clear and extensive policy outlining how the needs of a special needs child must be met. This policy is reviewed and updated when required and on an annual basis. The Pre-School can also obtain support where required from the Local Authority Early Years Inclusion Team for the provision of additional support to our internal staff.

BEHAVIOUR MANAGEMENT: The Pre-School has a positive approach to behaviour management and aims to problem solve and teach positive behaviour throughout. Physical punishment, harsh words or verbal abuse are not permitted at any time.

KEY PERSONS ALLOCATION: The Pre-School assigns a Key Person to each child who's role is to monitor and observe their progress in all areas of learning and development, implement plans according to each child's interests and note their learning and personal development with parents.

ILLNESS: Staff working with children are not legally obliged to administer medication.

Children who are mildly ill such as those who have a cold will be allowed to attend *Little Limehouse Pre-School* on any given day but, in the interest of all children attending, any showing signs of a serious illness will not be permitted to stay. Where symptoms develop during the day, parents/carers will be notified and asked to come and pick their child up. If the child is irritable, continuously crying or requires more attention than can be provided or if the health and safety of other children attending is affected, we will, regretfully, ask you to come and collect your child.

Should your child require Calpol or Nurofen every 4 hours, they will not, for instance, be deemed to be well enough to be at Pre-School and will be sent home.

MEDICATION: You will be required to sign a medication form before any medication is administered and the *Little Limehouse Pre-School* team can only administer limited medications prescribed by a doctor or other permitted medical professionals. Calpol and any other non-prescribed medication will not be administered unless permission is given beforehand. For further information, please refer to our *Administering Medicines Policy and Managing Children Who Are Sick, Infectious or Have Allergies* policies.

ACCIDENTS & INCIDENTS: All accidents or incidents are recorded in *Little Limehouse's* Accident & Incident register while parents /carers will be notified and asked to sign the accident/incident register to confirm their awareness of any such incidents.

CONFIDENTIALITY: All information given to staff will be treated as confidential and information relating to your child securely stored in keeping with Data Protection Act 1998 regulations.

TOYS: While we ask that no toys or other items are brought from home as we cannot be responsible for such items, comforters such as a teddy bear, may be allowed during the settling in period. Our own toys and equipment are bought from a wide range of suppliers and regularly cleaned, maintained and risk assessed.

CLOTHING: If your child is potty-training we advise that you supply spare underwear and clothing and that your child arrive at Pre-School in underwear or in trainer pants. We also advise that you do not dress your child in vests that fasten underneath or dungarees, as these make it difficult for a child to be undressed quickly.

We also recommend that all parents to supply an emergency change of clothes in the event of any spills or accidents. All clothing must be clearly labelled with your child's name written with a permanent marker. The Pre-School cannot be held responsible for the loss or damage of items.

NAPPIES: We ask that parents provide sufficient daily nappies and wipes and replenish them as and when required. The Pre-School will accept only 'pull ups' for children as these help supporting children's independence. Our staff will inform you if and when more nappies are needed. Should a parent neglect to bring in nappies for a child a staff member may contact you.

Please ask a member of staff for a copy of our full policy pack.

All our policies are designed to ensure we offer the best possible experience,