

# ASHENGROUND COMMUNITY PRESCHOOL



Telephone: 07591 309509

E-mail: [ashengroundspreschool@gmail.com](mailto:ashengroundspreschool@gmail.com)

Website: [www.ashengroundpreschool.org](http://www.ashengroundpreschool.org)

Southdown Close  
Haywards Heath  
West Sussex  
RH16 4JR

## **Additional Information:**

### **Contacting the preschool:**

[ashengroundpreschool@gmail.com](mailto:ashengroundpreschool@gmail.com)

07591 309509

### **Pre-accident:**

If you believe/know that your child has been injured prior to attending the preschool, please notify a member of staff who will provide you with the pre-accident book for completion.

### **Your child's bag:**

Please provide your child with a set of spare clothes, sun hat, sunscreen, spare soft shoes for indoor play (no open toe shoes) and wellington boots in wet weather. All the items must be **clearly labelled** with your child's name. If your child is still in nappies, please provide nappies, nappy bags, wipes, and cream if needed and clearly labelled with your child's name.

### **Water bottle:**

We encourage you to provide a water bottle (filled with water only) for your child to use at the preschool. Water bottles can also be easily refilled to encourage your child to drink during hot weather. The water bottle should be clearly labelled with your child's name.

### **If someone else is collecting your child?**

If someone else other than you are collecting your child, please fill in our collection book prior to the collection. The person who is collecting your child will be then asked to provide a photographic form ID (e.g. passport or driving licence) and sign the collection book. Should the person be unable to provide any photographic ID we will contact you before releasing the child to them.

### **Holidays/absence:**

If you are going on holiday or your child will be absent from the preschool, please let us know prior to the holiday/absence. You can either email us or phone us on 07591 309509.

### **Sickness:**

If your child is absent from the preschool due to sickness please let us know. After any periods of diarrhoea or vomiting children are to be kept at home for at least 48 hours, this is to aid your child's recovery and protect the other children and adults accessing the setting, including staff members. If your child or anyone from your household displays any COVID-19 symptoms, please keep your child at home, follow the Government Guidelines and let us know either on 07591 309509 or email Mrs Sims at [ashengroundspreschool@gmail.com](mailto:ashengroundspreschool@gmail.com).

### **Late collection of your child:**

Let us know if you are running late to collect your child. Please be advised that late collection fees might apply.

### **Policies**

Preschool Policies are available to view on request. If you would like to view our Preschool Policies, please speak to one of us or visit our website [www.ashengroundpreschool.org](http://www.ashengroundpreschool.org)

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## **Your child's learning journal/key person:**

Your child will be allocated a key person. The key person will be observing your child and recording your child's progress into your child's learning journal, following the EYFS curriculum. The learning journal will include the 'All About Me' book, observations of your child, assessments, next steps, evaluation of the next steps, photographs, your child's work, and any other documentation provided. This might include your child's two-year-old progress check, health visitor's check etc. You will be able to view your child's learning journal by making an appointment or when we invite you in to discuss the contents. When your child leaves us to move on to primary school, the learning journal will be passed on to the primary school your child is due to attend.

## **Lunch club and the afternoon session:**

If your child is attending the lunch club or the afternoon session, please provide some lunch. This can be packed into a lunchbox. Contents of the lunchbox: (for example - sandwich, yogurt (with spoon), pasta, cheese, crisps, fruit, drink etc.)

### **Grapes and blueberries must be cut lengthwise twice into quarters.**

As we are a **NUT** free preschool, **Nutella** and other **NUT** containing products must not be included. **NO NUTS PLEASE!**

## **Morning sessions:**

During the morning session, snacks will be provided by the preschool. This will include water, milk, fruit, breadsticks etc. If the weather is nice, we might have a picnic on the grass outside the preschool. Please get in touch for more details about our **Breakfast Club** (£6 per session) 08.00-09.30 breakfast provided.

## **Term topics and themes:**

There will be a different topic for each half term. Children will be encouraged to bring something into the preschool to share during our 'circle time'. Please encourage your child to bring something in that is to do with the topic but remember to put your child's name on it and give it to one of the members of our staff to keep it safe.

## **Comfort toys:**

Some children like to bring their comfort toys into the preschool. We will do our best to keep them safe but we are not responsible for any losses or damage. Please put your child's name on them and encourage them to leave it in their bags or in the 'comfort toy' box.

## **Parent helpers:**

If you are interested in coming in for a session or more as a parent helper or to 'stay and play' or would like to join our Preschool Committee, please speak to a member of staff.

Please do not hesitate to contact us on preschool mobile number **07591 309509** or via email [ashengroundpreschool@gmail.com](mailto:ashengroundpreschool@gmail.com) if you have any questions.

We welcome good ideas, comments, and any input to improve our preschool to support the children in their learning so they learn while having fun.