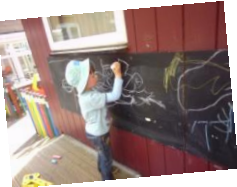


Welcome Pack

Contents:

- Welcome
- Important Information:
 - Where and When
 - What we do
 - Key Things
- Examples of Daily Timetable
 - Forms:
 - Registration Form
 - Booking Form
 - Permissions
 - Tapestry Sign Up
 - 2 and 3/4 Year old Funding Form
- What to Expect When: *How Can I Help my child with their learning?*



Dear Parents,
We would like to welcome you to Caterpillar Pre-school.

We are open 9am to 3pm Monday to Friday during term times and welcome children from when they turn 2 years and 9 months old. We are based in the Pod at the back of our wonderful, small village school, which has a well-resourced learning environment set up to provide exciting learning opportunities for your 2, 3 and 4-year olds.

We are a happy, caring and friendly school that can give your children an individual and unique start to their school experience. It also offers those who choose to move up to Cheselbourne Village School a seamless transition through providing familiarisation of the school from their time spent at Caterpillar Preschool.

We look forward to getting to know you and your children and hope you have a fun and happy time at Caterpillars.

From your Preschool team,

Fiona McIntyre,
Teaching
Assistant/
Preschool Leader

Claire Bagwell,
Teaching Assistant/
Preschool
Assistant

**Jacque
Mowlam,**
Teacher
responsible



Important Information

Where and When...

Pre-School sessions run every term time week day, Monday to Friday:

Morning: 9am - 12pm (3 hours)

Lunchtime: 12pm - 1pm (1 hour)

Afternoon: 1pm - 3pm (2 hours)

You can book whatever variation of sessions suits you via the booking form.

Fees are £5 per hour.

You can apply for Government funding *and* tax-free childcare. This funding can be used to pay for pre-school and wrap around care, and can be used in multiple settings.

To access and find out whether you are eligible for this funding you need to sign up via the County Council website:

<https://www.dorsetcouncil.gov.uk/children-families/childcare/childcare-funding/childcare-funding-options.aspx>

We will send this link out to you electronically if you provide your email on the registration form.

You will also need to fill in the 2 or 3/4 year old funding form from Dorset County Council (at the back of this pack) as soon as you have registered through the government website. Please return this form with your eligibility code to the school office as soon as possible please.



Drop Off and Pick Up...



...is by the gate to the right hand side of the school, which remains locked during sessions. A member of staff will meet you there and direct the children to the pre-school building where they will be met and settled by another member of staff. Please pass any messages to the member of staff at the gate. If your child is a bit unsure about coming round on their own, then please do accompany them round to help settle them.



Lunch Times...



...run from 12 - 1pm. The children will eat in the school conservatory area or in the village hall once they are older (as part of their transition to Reception) before then going out for play in the pre-school playground. During this time, children will be fully supervised by pre-school staff.



Heathy Lunches:

Children need to bring a lunchbox with them for their lunch. As a school we advocate healthy lunches so please consider this when packing a lunch.



Water in plastic cups is always available for the children.



Snacks

Children will receive a fruit snack during the morning session. Fruit is provided by the school through the school fruit and veg healthy eating scheme. Children can have a glass of milk along with their snack if you would like. The cost for this is 30p a day and can be order via the school office.



Food Allergies and Safety:

Please ensure any food allergies are mentioned on the registration form. If your child has an allergy that may be affected by food that other children may have in their lunchbox (such as nuts) please let us know so we can inform other parents not to pack those items.



To reduce the risk of choking please cut small items like tomatoes and grapes in half.





Toileting...



... our setting is designed to support children grow and develop through the early years of their life and part of that learning involves becoming familiar and confident with using the toilet. If your child does wear nappies we encourage that they have begun potty training at home before or when they start with us so we can work together to support potty training. If you have any concerns or queries regarding this, please don't hesitate to speak to a member of the pre-school.



Please also make sure that your child comes with plenty of spare clothes and nappies, wipes and any creams (if needed).



Sickness and Absence...



...if your young child is poorly, even with a bad cold the best place for them is at home. If your child becomes unwell during the day we will contact you to collect them early. Please make sure you have provided two emergency contacts on the registration form. If your child has had any sickness or diarrhea then our school policy dictates that they must be kept at home until at least 48 hours after the last time they had symptoms, thank you for your understanding with this. If your child is unwell and therefore not able to come into pre-school, please call the school office to let us know.



Medication and Sun Cream...

... if a child requires medication for a non-contagious illness or infection while in pre-school please speak to Mrs White in the school office who will get you to fill in a form giving permission for medication to be administered by school staff. During the hot, sunny months of summer please make sure your child comes to school with sun cream on. If your child is in school all day we will reapply sun cream for them at lunchtime. Please send in sun cream in their spare clothes bag and sign on the permissions form to say you are happy for us to do this.





What we do...

Learning...



... toys are fun, but toys are also tools that help **children learn** about themselves and the world around them. As **children play**, they **learn** to solve problems, to get along with others and to develop the fine and gross motor skills needed to manipulate their hands to write and bodies to move.



Through play children become absorbed in what they are doing, which in turn helps them develop the ability to concentrate. They learn to develop language skills while communicating through imaginary role-play.



Play for children is often a full body activity involving running, dancing, climbing, rolling- these all foster muscle development and help fine tune motor skills. These large motor skills in turn lead to a far better control over fine motor skills such as drawing and writing.



Children share information and knowledge through their play- therefore passing on new skills to their peers. All of this will help you make your child able to realise their learning potential at school and lead to a lifelong journey of always being curious about the world around them.



Key Workers...

...each child will be assigned a Key Worker, a named member of staff who has the central role in overseeing the planning of individual learning needs, based upon your child's own interests. They will keep records and updates of your child's progress along the way and have termly Key Worker/Parent meetings to keep you updated. We will not allocate a Key Worker to your child until they are fully settled in at Caterpillars.



What to Expect When...

At the back of this pack are copies of the 'How can you help me with my learning?' documents for children aged 22-36 months and 30-50 months. This should help give you an idea about what sort things are expected at what age and ways in which you can help them with their learning.





Tapestry: Learning Journal...

...as part of recording the learning journey of your child we keep an online learning journal called Tapestry. This allows staff to upload observations of all the exciting learning that takes places at Caterpillars, as it happens. It is also a resource for parents to do the same thing and contribute to, sharing all the adventures of your child outside of school too. More information about how we run this, along with a sign up letter, can be found at the back of this pack too.

All About Me...

...as part of our getting to know the children we will request that you fill in an 'All About Me' form when your child starts with us. This will help us find out more about what your child such as their likes, dislikes, families and interests. This information will support us in settling your child into pre-school and then plan learning that relates to them.

(We can also provide you with a paper copy of this document should you need it.)

Please bring spare clothes to every session in case of an accident, which do often happen at this age, either with a paint pot or not quite getting to the loo on time.





Key things...



Policies...



...we strictly abide by important policies set out by Dorset County Council and Ofsted, to ensure that we run our setting safely and so your child gets the best experience of Early Years Education as possible.



To view these policies please see our school website-

www.cheselbourne.dorset.sch.uk or ask in school.



Newsletters...



...we will send a Caterpillar Newsletter- '*Caterpillar Chatter*' home at the beginning of each term which will tell about what we have planned for the following term and update you on any news etc.



Wrap Around Care...

We also offer childcare before and after school in our:

Breakfast Club - 7:45 - 9am (£6)

After-School Play Club - 3 - 4:15pm (£6)



During both these sessions children from both school and pre-school will be supervised by trained members of staff whilst children have the chance to play, do a range of craft activities and have breakfast (am) or an after school snack (pm). Booking forms for this can be found at the back of this pack or from the school office.



Forms...

...in the following section you will find all the forms you need to fill in upon registering your child for pre-school. If you have any questions, then please don't hesitate to speak to a member of the team.



- Registration Form
- Booking Form
- Permissions
- 2 and 3/4 Year Old Funding Form from Dorset County Council
- Tapestry Sign Up





Caterpillar

Daily Time Table

Time:	Activity:
9am	Meet and Greet
9 – 9.20am	Welcome and Free Play
9.20am	Register
9.30 -10.15am	Key Worker activity time/ 'Learn through Play' time
10.15am	Morning Snack Time
10.30am	Play time
10.45am	Key Worker activity time/ 'Learn through Play' time
11.30am	Tidy Up / Circle Time / Lunch Prep
12 – 1pm	Lunch Hour
1 – 1.30pm	Quiet Time
1.30 – 2.30pm	'Learn through Play' time
2.30pm	Tidy Up / Singing / Story Time
3pm	Pick Up (from side gate)

Above is an example of our pre-school timetable. This may change depending on our theme or if we have any additional activities or visitors.





Forms:



- Registration Form

- Booking Form

- Permissions

- Tapestry Sign Up

- 2 and 3/4 Year old Funding Form





Registration Form

Child's Full Name:	Child's Date of Birth:
Parents' Full Names:	
Home Address:	
Home Telephone Number:	Mobile Telephone Numbers:
e-mail address:	
Name, address and contact details of an emergency contact (e.g. friend/neighbour/relative):	
Relationship to child:	
Name, address and contact details of an emergency contact (e.g. friend/neighbour/relative):	
Relationship to child:	
Does your child have any allergies?	Does your child have any medical conditions you feel we should know about?
Doctor's name, address and telephone number:	
Does your child attend any other pre-school setting? Yes / No If yes, please state which one:	
Any further information you feel we should know:	
<i>Once your child is registered we will ask you to fill in 'An About Me' for your child so we can find out all the important things about your child and what is important to them. 😊</i>	



Caterpillar Pre-School Booking form

Child's Name: _____ DOB: _____

Have you completed a Caterpillar registration form? *Yes/No*

	Monday	Tuesday	Wednesday	Thursday	Friday
AM 9am - 12pm (3 hours £15)					
Lunch 12-1pm (1 hour- £5)					
<i>If you use all your allocated funding for am/pm sessions, then lunch will be an additional cost.</i>					
PM 1pm - 3pm (2 hours - £10)					

Pre-School Wrap-Around Care Booking form

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club 7:45 – 12am (£6)					
After-School Club 3pm – 4:15pm (£6)					



Cheselbourne Village School

Parental Consent / Authorisation Form








This form will be held on file for the duration of your child's time at Cheselbourne Village School.

If your circumstances change and you wish to make changes to any information on this form, please contact the school office for a new form to complete. Responsibility to inform the school of any changes remains with the parent / carer.

Please visit our school website regularly to view all updated policies.

Please tick the boxes against each item and sign the form at the bottom.

Child's name: **Date of birth:**

<input type="checkbox"/>		I agree to members of staff providing emergency first aid treatment to my child in case of accident or injury. <i>In an emergency we will always endeavour to contact you as soon as possible.</i>								
<input type="checkbox"/>		I give permission for my child to be transported by coach, mini-bus or car for school activities within Dorset. You will continue to be notified of individual trips / activities, including details of transportation, supervision, day, time and any additional information.								
<input type="checkbox"/>		I give permission for my child to walk to places in our local areas including the local church and play park as part of our learning and some services and celebrations.								
<input type="checkbox"/>		I give permission for my child to be photographed. Photographs may be used on the school website, in school documents and in the local press. We never publish full names with any photographs. Please indicate below: <table border="1" data-bbox="391 1052 997 1188"> <tr> <td>School Website</td> <td>Yes / No</td> </tr> <tr> <td>Local Press</td> <td>Yes / No</td> </tr> <tr> <td>Twitter – school account</td> <td>Yes / No</td> </tr> <tr> <td>Facebook – school account</td> <td>Yes / No</td> </tr> </table>	School Website	Yes / No	Local Press	Yes / No	Twitter – school account	Yes / No	Facebook – school account	Yes / No
School Website	Yes / No									
Local Press	Yes / No									
Twitter – school account	Yes / No									
Facebook – school account	Yes / No									
<input type="checkbox"/>		I give permission for my child to have access to the Internet. I have read our school e-safety rules and understand that the school network is filtered and that access to the internet is supervised within a classroom setting. I understand that the school takes reasonable precautions to ensure that children do not access inappropriate materials.								
<input type="checkbox"/>		I give permission for my child to taste different foods as part of whole school and class based learning. These could include food that has been cooked in school, or raw or cooked local and world produce. Do not tick this box if your child has food allergies / intolerances. <i>It is the responsibility of the parent to ensure that the school is updated of any changes to food allergies / intolerances.</i>								
<input type="checkbox"/>		I give permission for staff to apply sun cream to my child in hot, sunny weather. I understand I need to provide sun cream suitable for my child.								

Where possible I would like to receive school correspondence by email and my current email address is: _____

Name (must be an adult with parental responsibility) Signed:

Date:



Cheselbourne Village School
Cheselbourne
Dorchester
Dorset
DT2 7NT

www.cheselbourne.dorset.sch.uk

E-mail:

office@cheselbourne.dorset.sch.uk

Telephone and Fax: 01258 837306

Dear Parents,

Tapestry: Online Learning Journal

At Caterpillar Preschool, we will be using Tapestry, an online Learning Journal; the same as children in Reception and Year One use. This resource is used to track your child's learning both at school and at home. Children will each have their own private account to record their learning whilst at Caterpillars.

Parents will have their own account allowing them to access their own child's Learning Journey at any time. This is particularly powerful for parents to see what learning is going on within preschool. Parents can receive emails alerting you to a new observation; you can then also reply with a comment or post an observation yourself. Tapestry can be accessed on any internet linked computer, iPad or smart phone. These accounts can then be moved over to a school account once they move up to start school.

Cheselbourne Village School believes that the safety of each child is paramount so rigorous checks into this system have been made. Each child's profile will only be made accessible to the direct family of each child and following the signing of a Home School Agreement. It will be controlled and monitored by the class teacher, teaching assistant and the Headteacher. Occasionally, your child's image may appear in photographs of other children as we value and praise collaborative learning. However, it is very important that parents agree that they won't post pictures onto Social Networking sites (e.g. Facebook) for this reason.

Once we have received your signed permission, we will set up an account and enable access to your child's Learning Journey. You will receive an email on which will be your username and password. Please would all Caterpillar parents read and complete the attached permission form and then return this to school as soon as possible. (We require postal addresses for this as your post code is used during the account creation process.)

If you have any questions or require more information, please don't hesitate to speak to a member of the preschool team.

Please complete the form below to sign up to Tapestry.

Tapestry Permission Form

Name of child _____

- I agree to my child having a Tapestry Online Learning Journey.
- I agree not to post any content from my child's Learning Journey on any social networking site, e.g. Facebook.
- I give permission for my child's image to appear in photographs/videos in other children's online Learning Journeys.

Parent's name _____

Email address _____

Child's Postal Address (including postcode)

Additional users:

Name _____ Relationship to child _____

Email address _____

Additional users:

Name _____ Relationship to child _____

Email address _____

Additional users:

Name _____ Relationship to child _____

Email address _____