



Milford Pre-School

Registration Pack for Parents

Welcome to Milford Pre-School and thank you for choosing to register your child with us. We hope that you and your child will enjoy your time with us and make many new friends. All of our staff members understand how important your child is and aim to deliver the highest quality of care and education to help them achieve their best. We hope your child will learn through play and gain valuable experiences in order to help prepare them for their future.



Please read the following information that explains the Pre-School terms and conditions.

Registration and Settling in sessions

Once we have confirmed there is a place available for your child and a start date has been agreed, we will arrange a settling in session; this is free of charge.

If we are unable to offer your child a place on your preferred start date, we will add their details to our waiting list.

Key Person System

At Milford Pre-School we run a key person system. A key person or 'special person' is a member of staff who has special responsibility for a small group of children and their families. Your child's key person will ensure that the individual needs of your child are being met. Your child will work with all of the Pre-School staff but your child's key person will have a special role as detailed below:

- Helping to settle your child into Pre-School.
- Talking with parents to learn about the particular needs of your child and their family. This will include medical or dietary requirements, early language, interests, routines and any other special needs that your child or family may have.
- Liaising with parents/carers on a regular basis to ensure that important information is exchanged, especially during the settling in period.
- Encouraging your child to join in with activities at a level that is appropriate for them.
- Making observations of the children within their key group in order to keep positive, written records of achievement. These records will include contributions from home, they are shared with the parents and are used to plan the child's developmental progress.
- A key person will aim to be available at the beginning and end of sessions and on specified dates to discuss individual children.
- We aim to match each child to a key person who is working during the sessions that your child attends Pre-School.

Members of staff are always available if you need to speak with them regarding your child.

If you have any questions or queries concerning the key person system then please speak to the Pre-School Teacher.

Clothing/Belongings

Please ensure all of your child's clothes, shoes and belongings are clearly labelled with their name.

Please do not send your child to Pre-School in their best clothes as some of activities do involve getting messy.

Please could you provide your child with the following (all items to be **labelled with your child's name** please):

- Wellies that can stay at Pre-School
- A bag containing a spare change of clothes
- Nappies (if needed) and wetwipes
- A spare bag (can be plastic) for wet/dirty clothes

Weather appropriate clothing:

- A sun hat
- A waterproof coat during wet weather
- Sun cream will be provided by the pre-school (for a small voluntary contribution) and applied to all children as necessary by pre-school staff, if your child has allergies please discuss providing a suitable suncream from home.

Valuables/Toys

Please do not allow your child to bring money or other valuables into the Pre-School.

Comfort toys or blankets are allowed but where possible, should stay in your child's bag unless necessary.

Snacks and Lunchboxes

Mid-morning and afternoon snacks are provided by the Pre-School on a daily basis. The children can choose from a variety of fruits and vegetables. They are also provided with both milk and drinking water.

Cakes are occasionally made by the children and given as part of their snack.

A voluntary snack contribution of 20p per morning or afternoon session will be added to all invoices, as government funding is not expected to cover this.

Individual water bottles are provided and kept on the premises for the children to help themselves to at any time of the day.

Hot meals are available at cost of £2.64 per day. These can be booked and paid for via Arbor, our school app.

Special dietary/cultural requirements can be catered for but parents are required to provide us with full information of their child's needs, particularly if they relate to a medical condition/allergy.

Whilst we understand and appreciate that some children can be 'fussy' eaters, it is important that lunchbox contents are healthy and well balanced; information leaflets are available on the Pre-School page of our website. Due to allergy concerns, nuts and nut products (eg, peanut butter and chocolate spread) should never be sent to Pre-School.

Allergies

If your child has an allergy or has previously suffered from an allergic reaction, please ensure that this is declared on your child's registration forms. It is vital that all staff are made aware.

If your child develops an allergy during their time at the Pre-School, please ensure that information is kept up to date and accurate.

Collecting children at the end of the session

Please provide a photo of all adults who will collect your child from Pre-School (including yourself). This should give the adult's name and their relationship to the child (eg Dad). All photos should be emailed to office@milford-inf.somerset.sch.uk before your child starts with us. If your child will be collected by someone that does not regularly collect (but a named photo has already been provided), please notify staff at the beginning of the session. Under no circumstance, will a child be allowed to leave the Pre-School with anyone unknown to staff without prior agreement.

If parents/carers are late in picking their children up following the end of their contracted session, then an additional late fee will be invoiced.

Medication

We are only able to administer prescribed medicines to the children providing parents/carers have completed a medical consent form and the medicine is in its original container and has a pharmacy label with the child's name, the date and dosage.

Absences

Please telephone Milford Infants' School office (01935 475426) or email absence@milford-inf.somerset.sch.uk with the reason for your child's absence if they are going to be away.

We are unable to refund fees for sessions not taken due to illness or holidays.

If your child is suffering from sickness/diarrhoea, they must be kept at home for at least 48 hours following the last incident. If your child has a rash or discharge from their eyes/ears/nose, we would advise they stay at home for a minimum of 24 hours or until they are seen by a Doctor to confirm they are not contagious.

If your child has a high temperature, they must be free from the temperature, without intervention, eg Calpol, for 24 hours.

Emergencies

Please ensure that your contact information is kept up to date so that we can contact you in case of emergencies.

Holidays

The Pre-School is open during term-time only. Dates are available on the school website.

If the Pre-School is open but it is parental choice not to access the setting, then charges will remain the same or entitlement hours claimed as normal, such as children being absent due to holidays or illness.

Parking

There is no on-site parking available at the Pre-School for parents. Please park with consideration for local residents.

Safeguarding

Please refer to the school's website for our Safeguarding policy.

Milford Infants' School and Pre-School
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