

**TWO MILE ASH PRE-SCHOOL  
WELCOME PACK**



The Community Centre  
The High Street  
Two Mile Ash  
Milton Keynes  
MK8 8LH

Tel 01908 968660/ (07746385719 emergency only and off site sessions)

Email Address: [tmapreschool@gmail.com](mailto:tmapreschool@gmail.com)

Web site: [www.tma.preschool.org](http://www.tma.preschool.org)

**Registered Charity Number: 1030414**

**Session Times and Prices**

Sessions	From	To	Days	Fees
Morning	09:00am	12:00	Monday - Friday	£12.50
Afternoon	12:15pm	3:15pm	Monday – Friday	£12.50
All Day	09:00am	3:15pm	Monday - Friday	£24.00

Welcome to Two Mile Ash Pre-School. I hope this information is useful to you during your time with us. The Pre-School team are looking forward to working with you to support your child here at Pre-School.

## **The Pre-School teaching team:**

**Lisa White**- Manager,  
Safeguarding officer



**Maxine Seward**- Administrator

**Claire Bowles**- Early Years practitioner  
& Fire, health and safety officer



**Liz Bannan**- Early Years practitioner

**Sharon Sullivan**- Early Years practitioner,  
Special Educational support (SENCO)  
Deputy Safeguarding officer



**Zarqa Masood**- Early Years practitioner

**Sue Smith**- Early Years practitioner



**Diane Wilson** – Early Years practitioner

All the core staff are qualified level 3 or above with a vast of experience with working with children.

All the staff attend regular training and courses, including safeguarding training, first aid and in house training to support your child's development and learning.

From when your child joins this Pre-School you and your child will be assigned a key person. This member of staff will develop a good bond with your child and yourself over the time you attend this setting.

## The Early Years Foundation Stage curriculum

The Early Years Foundation Stage (EYFS) is a framework that sets the standards that all early years providers, we strive to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children are ready for school and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

**There are seven areas of learning,**

The three prime areas:

Communication and language, Physical, Personal, social and emotional development.

The specific areas of learning are:

Literacy, Mathematics, Understanding the world and expressive arts, Communication and Language

Every week we plan using all the areas and from this gain where your child is developmentally, from observing them and spending quality time with them. This planning is always out to view if you would like to see what we are doing at Pre-School. During your child's session they will experience lots of different play experiences e.g the mud kitchen, messy play (painting, gluing, sand etc) so please send your child in appropriate clothes, they will get messy!! Also please provide a named set of spare clothes in case your child needs to be changed during a session.

We will monitor your child's level of involvement and wellbeing using the Leuven scale.

This scale is used by assessing the levels of well-being and involvement from observation, as educators we observe children as a group or individually for a period of approximately two minutes then give a score for wellbeing and involvement. The initial observation is the starting point for further planning within the play that is offered, concentrating on your child and ensuring that your child is offered the best environment for them to learn in. Your key person will have regular discussions with you to keep you up to date with the progress your child is making within pre-school.



### INFORMATION

#### Parent/Career Support

All children benefit from the support of their parent/s and we therefore ask you to attend at least one session at Pre-School. This will also give you the opportunity to see the great things that the children do at Pre-School and appreciate all the hard work done by our staff. Please let the Pre-School Manager know which date will suit you and we will put it in the diary. We look forward to meeting and seeing you then.

#### Uniform

We wish your child to be able to fully partake in all of our activities and would therefore ask that they are **dressed appropriately for Pre-School in the 'uniform'**.

For £25 we will supply your child with a Book Bag, a Draw string bag, a Sweat Shirt and a T-Shirt. All items can be purchased separately. Bags are £5 each, Sweat Shirts are £10.00 and T-shirts £6. If you do not wish to dress your child in our uniform then please dress your child in old clothes which you do not mind getting paint and glue on.

Please **do not put your child in flip-flops or open toed shoes** as they will not be able to use the climbing equipment when we have it out.

If it is raining and your child comes to Pre-School in wellington boots, please bring a pair of trainers or pumps for them to change in to once they are here as, once again, they cannot use the climbing equipment if they are wearing wellington boots.

This is for your own child's safety and comfort and means your child will not have to be told that they cannot do a certain activity.

#### **PLEASE MAKE SURE YOUR CHILD HAS THE APPROPRIATE CLOTHING. CHILDREN LOVE TO PLAY OUTSIDE EVEN IN THE RAIN AND SNOW**

Book bags and draw string bags should be brought into Pre-School every session. The book bag will contain a home link book for you to communicate to us if you are not able to bring or collect your child from pre-school. In this book bag you will also find information about future dates, times of activities. Information regarding any trips, outings, up and coming dates, newsletters or out of setting activities will be found on an email sent to you, if the information is urgent the management team or your key person will call you (if your child has not attended pre-school that day). Book bags should be checked daily and your child's artwork removed regularly. Draw string bags should contain a complete change of clothing for your child including foot wear so staff can change your child should they become wet or soil themselves. All Bags and clothing should be named so staff can identify which bag is for which child.

## **Snack Time - Food and Drink**

Whilst your child is at Pre-School they will be offered a healthy snack. If your child requires a different snack due to an allergy or medical intolerance then please feel free to bring in their required snack. This alternative snack will need to be in a marked container with their name on, please hand it to a member of staff.

We offer a choice of 3 snacks per session covering the main nutritious as recommended by the health authorities and supporting our HEY award. All food is vegetarian and we offer water or/and milk as a drink. You will find a picture on the snack table in the main hall and a list of snack provided on the information board.

Please refrain from allowing your child to bring in any food or drink. Some of our children have allergies any food or drink found in bags will be disposed of.

**On a Friday we offer an extended session for our Morning Children only From 9am till 2:30. As funding only covers 15 hours this afternoon session is optional and is at an additional cost of £11. This session time also includes time to sit with our children and have lunch (that you must provide) and is a great opportunity to get them school ready.**

## **Medication**

If your child requires medication whilst at Pre-School it should be prescribed medication in its original packaging showing the dosage and expire dates. Claire, our health and safety officer will issue a care plan to be completed before medicine can be administered.

## **Notification of Early Collection**

If you need to collect your child early from a session then please let your child's Key Person know when you drop your child off in the morning. Not informing staff of this could result in you having to wait till the end of the session before being able to take your child home. I am sure you can appreciate that having a child leave early can be very disrupting to all the other children. It also states in The Two Mile Ash Pre-School Policy that all Parents/Carers must inform us if they are not collect their child and by whom they will be collected.

## **Non Attendance**

If your child is unable to attend a session for whatever reason please do contact the Pre-School to let them know of non-attendance. Non funded children will still need to pay for missed sessions.

## **Open door policy**

We at Two Mile Ash Pre-School thrive on a good relationship with parents and carers. Please approach your key person or any member of staff with any queries you may have. We pride ourselves on being very friendly and approachable. We really hope you enjoy your time with us at this pre-school.

## **Authorised Collection Pass Words**

Within the Day Care records you will find an authorization form to complete. It is vitally important that all persons authorised to collect your child know what the Collection pass words are. We will not hand over any child without this information.

## **Notification of Other Members of Family or Friend Collecting your Child**

When your child starts the Two Mile Ash Pre-School we will ask you for a list of people authorised to collect your child from Pre-School. If you make an alteration then you must make sure that the Pre-School is kept up to date of all changes and please make sure that all new members are made aware of your pass words. It is also important that you tell us of people that do NOT have legal access to your child

## **Behaviour**

At Pre-School we constantly seek advice from teaching associations and educational bodies on strategies to operate a system on acceptable and unacceptable behaviour within our Pre-School and as such we would appreciate your support.

If unacceptable behaviour is identified within the Pre-School then the child will be made aware that this behaviour is not allowed. If the behaviour continues then we will make the parent/carer aware and if the level of behaviour continues then the child will not be allowed into the Pre-School until a solution is deemed suitable. This will be discussed by staff and parent/carer.

## **WHAT DO PARENTS DO IN PRE-SCHOOL?**

Statistics show that children do better when their parents take an active interest.

It is most important for your child that you play an active part in the Pre-School in any way you can. Mothers, Fathers, Grandparents and child minders are welcome to stay during the sessions to help. There are many jobs that always need doing and many children enjoy having a new adult to play and talk with. You may also be able to share a special skill or interest such as music, animals, arts and crafts with the children. Or you may be prepared to help with fund raising or one of the many other jobs which are vital to the smooth running of the Pre-School.

The Pre-School is a registered charity and as such has to be run by a committee of parent volunteers. Without these volunteers your children would have no Pre-School. The committee and staff work closely together and becoming a committee member is a wonderful way of getting involved.

It is very rewarding to play an active role in our children's education and my past experience of being involved has taught me about the school system, teacher's roles and also a great way to make new friends.

**If you are able to play a role on the committee, no matter how small to keep the Pre-School open please complete the form on page 7 and return to us. The committee meet once a month and each member need only take on as much work as all our busy lives allow**