



# Parent's Handbook



A guide to Preschool & the EYFS

## About Us

Welcome to Mayfield Village Pre-School, situated in the heart of our beautiful village. Our committee run, community pre-school is open to children from the age of 2 years until they go to school.

We are a caring and compassionate team of highly qualified practitioners who believe in the unique child, and a 'hands on' approach to learning through play - following the Early Years Foundation Stage Framework.

## Parent Partnership

Our Pre-school strives to offer a family ethos and quality early years education whilst providing a happy and safe environment for children in which to flourish in early year's education. We believe that education is a three-way partnership between the child, parent and teacher. It is important that you feel involved in the education of your child. We understand that starting pre-school can be an anxious time for parents, as well as children. We hope that this booklet provides a helpful introduction to Mayfield Pre-School.

## The Committee

The committee are responsible for the management of the preschool and its financial activities along with the Pre-School manager. The committee is elected at the Annual General Meeting during the autumn term – come along and consider joining! The Pre-School depends on fundraising events, as we are a registered charity. Different events are organised throughout the year, to provide money to fund activities and trips to enhance children's early learning. You will receive regular newsletters and updates for forthcoming events. Mayfield Pre-School is a member of the Pre-School Learning Alliance, OFSTED approved and a registered Charity (Registered Charity No. 1044859).

## Our Pre School

**The Structure:** Children may attend pre-school from the school term after they turn 2 years old, and if the parents and Manager consider they are ready. The children generally start by attending one or two sessions per week. We generally suggest that these are Tuesday and Thursday morning sessions initially since these are a shorter and aimed at our younger children. Each child will gradually build up the number of sessions in readiness for the transition to Primary School.

### The Pre-School Day:

Morning Session: 9.00am – 11.30am

Afternoon Session: 12.30 – 3.00pm

Lunch club: from 12 – 12.30pm

11.30-12 (extra)

This is available once a child has settled (packed lunch provided by parent, no nut products, fizzy drinks or sweets please). Whole day attendance is also available – to be discussed how we can best accommodate you and your child's needs. The manager may extend Sessions on a termly basis after consultation and agreement.

It is very important to notify Pre-School as soon as possible if your child will not be attending Pre-School for whatever reason. If you are not personally collecting your child the staff must be made aware in advance via the Pre-School collection book (or by telephone in emergencies only). The person who is collecting if they are not known to Pre-School staff will require ID and an agreed password.

Your child will not be handed over to an adult without prior notification.

### Staff and Key People

We have a good mix of full and part time staff, all with a number of years experience of working with children. Each member of staff will be a 'key person' to different children, regularly observing and reporting on the progress of your child. We want children to feel safe, stimulated and happy in our setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with preschool. In giving your child a key person, they have someone they can relate to, who knows them and you well, and can help meet your child's individual needs. To find out more about our staff, check on our website or 'Welcome Board' in preschool.

### Policy and Procedure

Our policies and procedures will give in more detail, the responsibilities and processes we follow at Mayfield Preschool. These are available to view on our website, or on request from the Preschool.

## The Early Years Foundation Stage Framework

The Early Years Foundation Stage is how the government and all professionals describe the time of a child's life between the ages 0-5. All preschools, nurseries, child-minder's and reception classes registered to the EYFS must follow the legal framework. The EYFS framework is a document which sets out legal welfare requirements, the 7 areas of learning and development, assessments and expected levels by the time your child turns 5. For more information on this you can access our EYFS Parent's Guide on our website.

## Your Child's Learning and Feeding Back:

Your child will regularly be observed, planned for and guided in their learning through play. You will be the first point of contact in us learning more about what your child likes/dislikes and can do – receiving a 'superstar story' to fill in when your child starts Preschool. At Mayfield Preschool we use an online Learning Journey called Tapestry. Staff members will input observations, photos and videos of your child at play and you will be able to access these to find out more about your child's achievement's and learning. You can also feedback! During the Autumn and Summer Terms we will hold 'Parent Consultation' sessions, so that we may meet with you to discuss your child's progress. The manager is also available to talk to as and when you feel the need.

As well as these meetings, we feel it crucial that we keep you informed on your child's learning regularly and so send home a 'Weekly Update' as well as a termly newsletter.

## Special Needs/ Inclusion At Mayfield Pre-School

We encourage inclusion of children regardless of colour, religion, culture or special needs. Each individual is special and our system of observation allows each child to develop to their own potential with their own specific timetable. We are here to work with you and your child.

## New Starters

Your child will visit the Pre-School for an arranged short session before starting. This time will be spent with you in the setting getting to know the managers and staff and the other new starters. This is a great opportunity for the children to explore the setting, the parents to meet the staff and other parents and be able to buy uniform and find out more about the Pre school day and routines. If you have any queries or worries after that visit, do feel that you can drop in or telephone. We understand that starting pre-school is as big a step for parents as it is for the children

## What Will Your Child Need?

Whilst at Preschool, your child will have access to a range of indoor and outdoor activities regardless of weather. For this they may, at times, require additional clothing! We encourage all children to wear Pre-School uniform. The uniform is available to purchase or order from our website, [www.mayfieldpreschool.com](http://www.mayfieldpreschool.com) and as well as this we ask that you supply:

- A pair of plimsolls/slippers for indoors
- A full change of clothes in a drawstring bag
- A coat for outdoor play (weather appropriate)
- A hat (winter/summer as appropriate)

Easily accessible trousers, such as jogging trousers or leggings will help your child with toileting needs. We ask that during the summer months you apply an 'all day protection' sun cream to your child before they come in to preschool.

If your child is not yet potty trained, or still in the process of training, we ask that you send a good supply of:

- Nappies/pull ups
- Wipes
- Nappy bags
- Spare pants/knickers

Accidents are expected so please do not worry, and be sure to talk with us about toilet training so that we can work together in order to best support your child at preschool. Remember however confident your child is in this process at home, it may take them a little longer in a preschool environment.

Can we please ask that ALL clothing, bags and shoes are clearly labelled with your child's name. Many children also have comforters as a way to make themselves feel safe and secure in their environments. We understand that they may want to bring these but ask that they are put in your child's bag at the gate, and named too – we would be as upset as them if a beloved toy went missing!

## Fees and Funding

For further information on our up to date guide for fees and funding please ask a member of staff or look on our website. Guidance is available in the 'home' tab as well as in our 'Fees' policy in the 'policies' tab.

## Easy Funding

Our preschool is run as a charity and so we rely largely on funding raised by our committee. One very simple way to help us raise money for resources to benefit your children, is to sign up to 'Easy Funding' and nominate us as your chosen charity. This is completely free to do and means that every time you shop online, large retailers will contribute a percentage of the equivalent of your spend....all you have to do is enter the retailers website through the Easy Funding site!

Links to this can be found on our website or you can sign up at,  
[www.easyfunding.org.uk](http://www.easyfunding.org.uk)

## Superstars!

Occasionally your child may come home with a 'superstar'. At preschool we commend children for their personal achievements, alongside our 'golden rules'. Their superstar will be dated and have written a little bit about what made them 'super' that day. A copy of this will be displayed at preschool.

## Your Child's Key Person Is:



At Mayfield Preschool we are keen to learn what your child is particularly interested in and any family news you feel would be important to share with us. This information will help us to plan interesting and stimulating experiences for your child to enjoy, continuously supporting their learning and development.

Name of Child:

Toys	Games I play	Stories/Rhymes	Other Activities
At the moment I'm interested in...		Programmes I like to watch...	
My favourite thing(s) at Preschool is...		Places I like to visit...	
Things I don't like to do...		Family News...	



Name:

DOB:

Date:

## Parent's Voice

We send these forms home termly - here you have the opportunity to feedback to us about your child and about preschool. Feel free to ask questions, say what you are pleased about or what we can do better, as well as milestones you feel your child is reaching!

**PSED** - Personal, Social & Emotional Development, **PD** - Physical Development, **CL** - Communication & Language, **Li** - Literacy, **MA** - Mathematics, **UW** - Understanding the World, **EAD** - Expressive Arts and Design

This form can be filled in by the parent/carer, or to make notes from conversations had with parents.





We look forward to working in partnership  
with you, and your child, during their time at  
Mayfield Preschool.

