



Welcome & Information Booklet

For Parents & Carers



**St Bernadette Pre-School,
Gladstone Road
Bristol
BS14 9LP**

Starting at Pre-school

At St Bernadette Pre-school, we are looking forward to welcoming you and your child into our community, where we aim to create a safe, nurturing and stimulating environment, providing the perfect setting in which your child can reach his/her full potential.

Here in St Bernadette Pre-school, we value the role that parents play in the education of their child, and firmly believe that children learn and develop better when there is a strong partnership between practitioners and parents/carers. Therefore, and to maintain positive relationships, we will always be available at the beginning or end of each session if you wish to share and/or discuss any concerns or anxieties you may have, thus ensuring that your child's time in our setting proves to be a very happy, rewarding and successful experience.

Furthermore, throughout your child's time with us, we will invite you to take part in the stay and play sessions, as well as get involved with other organised activities or to offer your particular expertise, whatever they may be.



Our sessions

Morning session

Our morning sessions will **start at 9 am and end at midday**. At the beginning of the session, and if possible, you will be welcomed to come in and help your child choose an activity to help him/her settle in. During the session, the children will have the opportunity to share a snack of fruit, milk and/or water. When the session **ends at 12.00**, you will be able to collect your child from the pre-school entrance, where he/she will be handed over to you by one of the practitioners.

Afternoon session

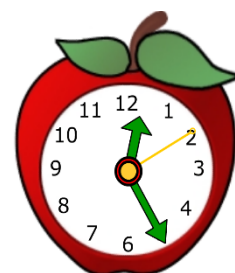
Our afternoon sessions will **start at 12.00 pm and end at 3.00 pm**. At the beginning of the session, and if possible, you will also be welcome to come in and help your child choose an activity to help him/her settle in. During the session, the children will have the opportunity to share a snack of fruit, milk and/or water. When the session ends at 3.00 pm, you will be able to collect your child from the pre-school entrance, where he/she will be handed over to you by one of the practitioners.

All-day sessions

Where children attend both morning and afternoon sessions on the same day. A full day will start at **9 am and will finish at 3.00 pm**.

After-school extended day club

Your child can also be booked onto the 'extended day club', which will finish at **3:20 pm and cost £2.50 per day**. This will need to be booked in advance using the Arbor app. Children will not be able to attend unless this is pre-booked prior to the session starting.





Welcoming a child to pre-school

The first two weeks your child starts at Bernadette Pre-School will be spent settling in.

- ❖ Your child will attend **mornings only- 9:00-12:00** on the days you've requested in their first week.
- ❖ If your child attends a **Wednesday afternoon session- 12:00-3:00**, they will attend as normal.
- ❖ In the second week, your child will stay for lunch
- ❖ In their third week, they will attend their normal requested sessions.

Whilst we try not to encourage children to bring their own toys from home with them, sometimes a teddy or blanket can be a comfort during the first few days. However, most children quickly settle in and enjoy their new surroundings.

What does my child need?

- We encourage all children to wear a red top/sweatshirt/cardigan/polo shirt.
- Red St Bernadette Pre-school Sweatshirt, which can be bought online from Monk House : <https://www.monkhouse.com/>
- Waterproof coat.
- Wellington boots in a labelled bag that can be left on your child's coat peg.
- Gloves and suitable outdoor clothing during the winter to ensure that your child can benefit from outdoor pursuits.
- Water bottle.
- Sunhat and an adequate sunblock during the summer months.
- A change of clothes (in a labelled bag) just in case of accidents.
- **Please ensure that all items of clothing and belongings are clearly labelled with your child's name.**





Medication

We are able to administer prescribed and selected over-the-counter medications at our pre-school. Please read our medication policy for further information. Any medication brought into pre-school must be clearly labelled with your child's name and date, and given to a practitioner, who will ask you to sign a permission slip to administer that medication.

What to do in case of absence/sickness

If your child is unable to attend pre-school due to illness or any other reason, please contact pre-school before 9.00 am to let us know by calling the pre-school mobile **07341479620** or the school office number **0117 3772373**.



Where the absence is due to an infectious illness, your child must be kept at home to help prevent the spread of illness. This includes conditions such as vomiting, diarrhoea, discharges from eyes or mouth, conjunctivitis, sore throat and obvious rashes. In particular, any child suffering from vomiting or diarrhoea must be kept at home until clear of symptoms for a minimum period of 48 hours. For more details, you are welcome to request a copy of our sickness policy.

In the event your child becomes unwell whilst at pre-school, we will contact you immediately.

If a child does not attend their session and we have not received a call to inform us of the absence, we will contact the parent/carer.

Accidents & incidents

Despite extensive risk analyses and all efforts to remove hazards, accidents can happen. All such incidents are recorded, monitored and reported back to the parent/carer, who will be asked to sign an accident form. Where an accident is of a serious nature, we will contact the parent/carer or the emergency contact

to advise them of what has happened and what action is being taken. Where necessary, we will contact the child's doctor or the emergency services.

Please ensure your information is up to date on Arbor with a minimum of 2 emergency contacts

Late Collection

We expect children to be collected promptly. Parents/guardians who know they are going to be late (due to unforeseen circumstances) must telephone the pre-school to inform them of the expected time of arrival.

Morning Session	Starts at 9 am and ends at 12 o'clock
Afternoon Session	Starts at 12.00 pm and ends at 3.00 pm

A late charge of £1 per minute will apply if parents/guardians are consistently late.



Security

All children attending pre-school will be greeted and released by a member of staff. Parents/carers will be asked to sign the register when dropping off or collecting their child from the setting, as well as providing an emergency number where they can be contacted. Only those who are pre-authorized to collect their child from pre-school will be allowed to do so, unless approval is given by the parent/carer.

We kindly ask you that you keep us up to date with any changes in your contact details.

In all sessions, we ask to please inform a practitioner if someone other than yourself is collecting your child.

Policies

We have several policies designed to offer your child a safe, educational and rewarding experience whilst here at St Bernadette Pre-school. As the pre-school is under the governance of the school, these are school policies, and many can be found on the school website. Feel free to request copies at any time.

Please note: the funded hours do not cover breakfast/after-school club costs.

Breakfast Club

- Pre-booking is required using the Arbor app
- 8.30 am-9 am- £2.50 per day
- Includes toast and fruit

Children will not be able to attend unless this is pre-booked prior to the session starting. Should you wish to cancel your space, you must contact the office by 3 pm the day before the session, or you may still be charged.

Extended Day Club

- Pre-booking is required using the Arbor app
- 3 pm - 3:20 pm -£2.50 per day.

Children will not be able to attend unless this is pre-booked prior to the session starting. Should you wish to cancel your space, you must contact the office by 3 pm, or you may still be charged.

There are only 16 spaces, and it is on a first-come, first-served basis; children do not need to have a sibling in the school.

We expect children to be collected promptly. Parents/guardians who know they are going to be late (due to unforeseen circumstances) must telephone the pre-school to inform them of the expected time of arrival

Late Collection of Children: There will be a charge of £1 per minute for every minute you are late to collect your child, without phone call notification.

Further information

If you need any further information, please do not hesitate to contact us.

Tel (school office): 0117 3772373

Email: preschool.stbernadettep@bristol-schools.uk

Website: <http://www.st-bernadette-pri.bristol.sch.uk/>

Manager: helen.woods@bristol-schools.uk

Thank you for taking the time to read this booklet. We look forward to the opportunity to show you why St Bernadette Pre-school is a special place where we provide a happy, caring and nurturing environment that allows children to grow and flourish.

