Welcome & Information Booklet

For Parents & Carers

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

Welcome to St Bernadette Pre-School

We are delighted to welcome you and your child to our vibrant pre-school community. Our primary goal is to create a safe, nurturing, and stimulating environment where every child is empowered to reach their full potential.

A Powerful Partnership

We deeply value the role parents and carers play in early education. Children thrive when there is a seamless partnership between home and our setting. To build and maintain these positive relationships, our team is always available at the beginning and end of each session to discuss your child's progress, share updates, or talk through any questions you may have.

Get Involved

Throughout the year, we warmly invite you to join our **Stay and Play** sessions, participate in organised community activities, or share your unique skills and expertise with the children.

Our Sessions

Morning Session

- **Timing:** 09:00 – 12:00
- **Snack Time:** Children share a healthy snack of fresh fruit alongside milk or water.
- **Collection:** One of the team will safely hand over your child at the main pre-school entrance at midday.

Afternoon Session

- **Timing:** 12:00 – 15:00
- **Snack Time:** Children share a healthy snack of fresh fruit alongside milk or water.
- **Collection:** One of the team will safely hand over your child at the main entrance at 15:00.

Full-Day Sessions

- **Timing:** 09:00 – 15:00
- For children attending both the morning and afternoon sessions on the same day.
- **Collection:** One of the team will safely hand over your child at the main entrance at 15:00.

Settling In & Checklist

The Settling-In Period

The first two weeks are designed to help your child naturally transition into pre-school life:

- **Week 1:** Mornings only (09:00 – 12:00) on your requested days. *(Note: If your child is scheduled for a Wednesday afternoon session, they will attend the normal 12:00 – 15:00 hours).*
- **Week 2:** Attendance extends through lunchtime.
- **Week 3:** Full transition to your child's normal, requested weekly schedule.
- **First Few Sessions:** Parents are permitted to accompany their child into the setting to help them locate their peg and ensure they feel settled.
- **Personal Items:** General toys from home should be left at home; however, comfort items (e.g., a favorite teddy or blanket) are permitted during the transition period.

What Your Child Needs Every Day

Please ensure **all items and clothing** are clearly labeled with your child's name.

Food & Drink

- Water bottle (labelled with child's name)
- Daily snacks (separate from their lunch box) in a named tub/packet; this could be breadsticks, rice cakes, an extra piece of fruit or chopped up mix of fruits.
- We do ask for a voluntary donation of £5 per term, paid using the Arbor app, or we can accept cash. This will enable us to provide everyone with a snack should they require extra or if you happen to forget.
- Packed lunch for the days they attend 9am-3pm
- Please note the lunch box trolley will be left outside. We would appreciate you helping your child to unpack their lunch and snack onto the trolley and snack into the box. This will help speed up the morning routine.
- The lunch trolley will be under the shelter at the end of the day for collection at pick-up time.

Clothing

We are very fortunate to have an outdoor back garden with access to the forest school area too, where the children can 'free-flow between the outside space and the inside classroom. We will be spending as much time as the children wish outside; therefore, they will need appropriate clothing.

- 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/warm winter coat
- Wellington boots in a labelled bag that can be left on your child's coat peg.
- Waterproof trousers if possible
- Gloves and suitable outdoor clothing during the winter to ensure that your child can benefit from outdoor pursuits.
- Sunhat and an adequate sunblock during the summer months.
- A change of clothes (in a labelled bag) just in case of accidents.
- Nappies or Pull Ups (if needed)/Wet wipes/Spare underwear

Health & Attendance

Sickness & Absence Policy

If your child is unwell or unable to attend, please notify us **before 09:00** using one of the following contacts:

- **Pre-School Mobile:** 07341 479620
- **Main School Office:** 0117 377 2373

To protect our pre-school community and prevent the spread of infection, children with contagious illnesses must remain at home.

- **48-Hour Rule:** Children experiencing vomiting or diarrhoea must stay home until they have been completely clear of symptoms for at least **48 hours**.
- Other conditions requiring exclusion include conjunctivitis, obvious unexplained rashes, sore throats, or discharging eyes/mouths.

If a child is absent without prior notification, our team will proactively contact parents/carers to ensure their safety.

Medication

We can administer prescribed and selected over-the-counter medications. All medication must be clearly labeled with your child's name and expiration date. Parents must hand medication directly to a practitioner and sign a formal permission slip.

Accidents & Incidents

Safety is our absolute priority, but minor accidents can happen. All incidents are carefully recorded, monitored, and shared with parents/carers, who will be asked to sign an accident form upon collection. In the event of a more serious incident, we will contact you or your designated emergency contacts immediately.

Security & Timeliness

Safe Dismissal & Security

- Every child is personally greeted and released by a qualified member of our team.
- Parents/carers are required to sign the daily register at both drop-off and collection.
- Children will only be released to pre-authorised individuals. If someone else is collecting your child, you **must** notify a practitioner in advance.
- Please ensure your contact details and a minimum of **two emergency contacts** are kept fully up to date on the **Arbor app**.

Late Collection Policy

We expect all children to be collected promptly. If you are delayed due to unforeseen circumstances, please call the pre-school immediately to update us on your estimated arrival time.

⚠️ **Late Fees:** To ensure fair staffing ratios, a consistent late collection charge of **£1 per minute** will be applied if parents or guardians are repeatedly late.

Wrap-Around Care

Please note: Funded early education hours do not cover the costs of wrap-around care clubs.

*Pre-school children are **not eligible** to attend the main school wrap-around provision*

Breakfast Club

- **Hours:** 08:30 – 09:00
- **Cost:** £2.50 per day (includes toast and fresh fruit)
- **Booking:** Pre-booking is required via the **Arbor app**. Children cannot attend without an advance booking.
- **Cancellations:** To avoid being charged, cancellations must be submitted to the office by 8.30 am on the day of the session.

Extended Day Club

- **Hours:** 15:00 – 15:20
- **Cost:** £2.50 per day
- **Availability:** Strictly limited to 16 spaces, allocated on a first-come, first-served basis. Sibling enrollment in the main school is not required.
- **Booking:** Pre-booking is mandatory via the **Arbor app**.
- **Cancellations:** Cancellations must be made before 15:00 on the day of the session to avoid charges.

Late collection from Extended Day Club without prior phone notification will incur a charge of £1 per minute.

Contact Our Team

If you have any questions or require further details about our setting, please do not hesitate to get in touch.

- 📞 **School Office:** 0117 377 2373
- ✉️ **Manager (Helen Woods):** helen.woods@bristol-schools.uk
- ✉️ **Pre-School Admin (Lydia):** preschool.stbernadettep@bristol-schools.uk
- 🌐 **Website:** st-bernadette-pri.bristol.sch.uk

Our pre-school operates under the governance of St Bernadette Primary School. While many of our core operational policies can be viewed directly on the school website, copies are always available upon request.

Thank you for taking the time to read our booklet. We look forward to partnering with you to provide a happy, caring, and nurturing environment where your child can truly grow and flourish.