



We wash our hands before our snack, move our name across on the board and we remember to say please and thank you.

We place our food waste in the bin...



...and we put our dirty plates and cups in the washing up bowls.



Timetable

Being flexible to accommodate children's needs, the session may not go as strictly as below. Please ask a member of staff if at any time you are unsure about what to do or when to do it!

9:00am Doors open A member of staff will be completing a register of who enters the setting in the Preschool Diary. This will include any extra visitors on the premises that day (including yourself).

Following our Visitors' Procedure, you should sign into the Visitors' Signing in Book in the foyer, reading the information held at the front of the folder and secure your belongings in the allocated box, placing it in the kitchen.

9:30am Registration Time It is a good idea to prepare snack at this time.

10:00am Snack Time A member of staff will be on hand to help you organise, especially when you are doing it for the first time. As mentioned previously, it is important for the children to try to be independent, so as much as possible encourage them to help themselves to the snack and in pouring their own drinks. When they are finished, they put their dirty cups and plates into the washing up bowls at the side. The tables can now be wiped down with antibacterial wipes which are provided under the kitchen sink and the cups and plates washed up and left to dry.

10:30am Free flow to outdoor play The children are now given the opportunity if they wish to play outside.

11:30am Tidy up Time The children are encouraged to help pack away the toys and equipment.

11:45am Whole Group Activity This might be a story, toys on the rug or singing, for example.

12:00pm Home time for those children not staying for lunch, the remaining children prepare for lunch by visiting the toilet and washing hands.

12:15pm Lunch time You will notice that the children are asked to eat their healthy, savoury food first and then the healthy, sweeter food (which could be fruit), before any type of confectionary (be it chocolate, cakes or biscuits). They have their drink on the table and the food they are eating, but the lunch boxes are placed on the floor.

1:00pm End of session



Neston
Preschool Playgroup

Parent Helper Information Leaflet



Please read this leaflet
through before your
first session.

Please ensure that you have read and understood all of the information in this leaflet and the front of the Visitors' Signing in Book (in the foyer) before you begin your first session.

Health and Safety

Please ensure you are familiar with our evacuation procedure (see the notice board or ask a member of staff if you're unsure).

Child Protection

Please read the information in the front of the *Visitors' Signing in Book*. **It is strictly forbidden for a visitor to be left alone with the children, including your own child.** If needed, a member of staff will take a child to the toilet, including your own child. You are prohibited from entering the back rooms to access the toilets and you must ask permission before using the toilets at the front of the building so that a member of staff can ensure no children are in the foyer area (retrieving coats for example). **Please observe the signs indicating any prohibited areas.**

Mobile Phones and Other Devices

Whilst you are in the preschool building, please keep any mobile phones or other devices such as iPads, Fitbits with cameras or recording functions and so on, in the box provided in the kitchen. You are, of course, welcome to use your devices (e.g. taking a phone call), but we ask that you leave the building first.

Siblings

Whilst siblings are welcome to join you during your rota sessions, please remember that they are your responsibility at all times. Our staff must remain within legal ratios.

Play

During the morning you may find time to join in with the children's play, read a story and/or get involved with some messy play! We ask all adults to model positive behaviours, for example, taking turns or saying 'please' and 'thank you'.

Independence

Part of our job is to promote children's independence and we ask you to help to encourage children to do things for themselves, if possible. Sometimes the children might need a little help with a task such as putting on their coat, but it is important we are helping them with the task, rather than doing it for them. It is also good to ask them to have a go first. Have a look at our leaflet *How to Help Your Child Become Independent* for some tips.

Learning Journals

Whilst you are here today, we encourage you to take some time to look through your child's Learning Journal.

Questions or Concerns

If you have any questions or any concerns (including Safeguarding concerns about staff, parents or children), please talk to our Play Leader, Tina in person (or call 07815 679984). **Please report any Safeguarding concerns you have—Safeguarding is everyone's responsibility.**

Snack Time

Preparing, organizing and cleaning up after snack time is a very important role which you may be asked to carry out. It frees up a member of our staff to fully engage and guide the children's learning through their play. There are guidance notes on the kitchen notice board to support you, but a member of staff will explain what is required, where things can be found and also making you aware of any allergies the children may have. The photograph below shows our Snack Board which is hung in the Snack Area, this details the weekly schedule of snacks, any children with allergies as well as a list of allergens found in our snack foods. Plates and cups will be underneath the snack service table and there will be two washing up bowls to the side for dirty dishes. Children line up to wash their hands, put their name across on the board next to the sink and then help themselves to their snack and drink and carry it to their table. When they have finished, they put any waste in the bin themselves and take their own dishes to the washing up bowls for washing.



Tea and Coffee

You are welcome to help yourself to a tea or coffee and it is greatly appreciated when the staff are asked if they would like one too! **Please keep all hot drinks in the kitchen only.**