



Dear Parents/ Carers,

Welcome to Smiling Faces Pre-School!

The Nursery Staff are as follows:

Setting Manager: Neisha Ebanks
Early Year Practitioner: Marie-Elena, Rona, Karen, Isuri
Apprentice: Rebecca
Setting Times: Morning Session 9:00-12:00pm
Afternoon Nursery 12:00-3:00pm
Full Session 9:00-3:00pm

Water: Water and cups/beakers will be provided for all children throughout the session, however if you prefer you can provide your child with a named water bottle.

Lunch Bags: If your child is staying for lunch, we ask that you clearly label the outside of their lunch bag.

Snack Time: Children have a choice of milk or water with a selection of fruits daily. Please let us know about any food allergies.

Wow moments: We are really keen to know about anything exciting/ any achievements that occur for your child outside of Pre-school. They can share these with us by taking in photos or any evidence for display. Feel free to share anything.

Toys: Please do not bring toys into the setting as they can easily get lost or broken. If by any chance a toy is being brought in with a child, it will be put in his/her personal bag.

Sleep: if your child normally has a nap during the day, please let us know if you would like them to continue their routine.

Spare Clothes: Please take a spare set of clothing, wipes and nappies (if applies) for your child during each session.

Location:
172 High St;
Penge, London
SE20 7QS

Contact us on:
07340670970
smilingfacesps@gmail.com

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Settling Policy:

For the first two sessions, parents/carers or a representative are required to stay to help settle the child in. We are aware that each child is unique and all have differing needs. All parents/carers are encouraged, when appropriate, to separate from their children for brief periods at first, gradually building up to longer absences. We aim to ensure that each child and their family is comfortable with their Key Worker and all staff. Staff will maintain open communication with parents/carers and if there is separation anxiety on either side, will make regular phone calls to reassure parents/carers of their child's progress. A child is usually deemed settled once he/she is familiar with the routine, can find their own peg, name card and are happy to be separated from the parent/carer. Each child will be assessed in partnership with the parent/carer as to when they are 'settled'. All staff are experienced in procedures to facilitate a smooth settling in period and encourage parents/carers to have open communication regarding the settling in process.

Key Person System

The Key worker system provides a named staff member that the children or parents/carers can refer to in order for the children's emotional needs to be met. It is important that staff are up to date on all aspects of emotional awareness in order for the Pre-School to promote equality and social inclusion. Staff development in relation to this will be monitored through appraisal training. Where necessary staff will undertake training to increase their understanding of emotional awareness and development. Maintaining strong communications with parents/carers is vital to facilitate support. Parents/carers are actively encouraged to inform staff of any changes in personal lives/ circumstances or indeed any issue they feel may have an emotional effect on their child's wellbeing. Every effort will be made to ensure that all children will be emotionally supported through difficult and changing times.

Working in Partnership

We recognise that parents/carers are the first educators of the child and aim to build up a strong and positive relationship between staff and parents/carers, with open, honest and free communication on both sides. Parental involvement will be encouraged by our experienced and friendly staff. Shared record keeping about their own child and ensuring these records are accessible. Parents will

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receive brief written reports from the key worker termly with a full detailed report on leaving. Ensuring parents/carers who wish to speak with staff about their child's progress, or any concerns can arrange a mutually convenient meeting with their child's Key Worker and that all parents/carers have the opportunity to share their skills, knowledge and interests. We welcome contributions to learning from parents/carers and always inform new parents of the group's systems and policies. We are committed to achieving the active involvement of all our parents/carers by; maintaining a friendly and welcoming 'open door' approach, ensuring parents/carers are kept informed about relevant proposals through parent/carer meetings, daily notices, letters home and newsletters.

Absences:

If your child will be off due to sickness or holiday please contact the setting on the day absence is due to start.

DISEASE EXCLUSION PERIOD

Disease	Exclusion
Chicken Pox	5 days after rash appear
Conjunctivitis	None
Diarrhoea & Vomiting	48 hours
Hepatitis A	5 days
Measles	5 days after rash appear
Ring worm	Until treatment is started
Rubella	5 days
Scabies	Until treated
Scarlet Fever	5 days
Whooping cough	5 days
Mumps	5 days

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