



# **WELCOME TO LEIGH TREASURES PRESCHOOL**

**Leigh Wesley Methodist Church**

**Elm Road**

**Leigh on Sea**

**ESSEX**

**SS9 1SA**

**[leightreasurespreschool@gmail.com](mailto:leightreasurespreschool@gmail.com)**

**07375553039**

This is an information booklet for parents and carers that will help put your mind at ease, as we know how difficult it can be to choose the right Preschool for your child. The perfect environment for a child's development is of massive importance and here at Leigh Treasures Preschool we offer a premium and friendly service. Our staff team are fully qualified to a high standard and work to provide an extremely high standard of childcare.

**OPENING TIMES: 9:00am – 3:00pm Monday – Friday term time only. For Children aged 2 - 4**

## Our Aims

- To create a happy and safe home from home environment in which our children can grow.
- To provide high quality childcare and education.
- To create an environment that is secure, safe and homely.
- To work in partnership with the parents in their child's development.
- To offer a service that promotes equality and diversity.

## Our service

Fees are £24 per session. Sessions are 9:00am – 12:00pm, 12:00pm – 15:00pm

Fees must be paid in advance. Invoices can be paid monthly or half termly. *(Fees must be paid if children are absent through sickness or holiday).*

Funding is available, please speak to the manager for more information.

### FUNDING INFORMATION:

<https://www.childcarechoices.gov.uk>

We ask for £1 per session as a contribution towards a healthy snack, provided both morning and afternoon. This will also go towards additional activities that we will provide.

## Toddler Area (Small Hall)

Our Toddler area, for children aged 2, is designed to follow the EYFS framework. This area is a bright and stimulating environment for the little learners to explore. The children in the Toddler area have access to a large role play area which is transformed weekly to reflect our topic. The children also have access to construction toys, an arts and crafts area, a small world area and much more. Within the toddler area, we begin to introduce focused tasks whilst allowing the children plenty of free play, allowing them to lead their own learning opportunities. The children will join with the 3 – 4-year-olds for outside play, snack and lunch. We use Tapestry (an online learning journal) to show observations and reports that are made on your child as well as photos and videos of your child having fun at Preschool.

## Preschool Area (Main Hall)

Our Preschool Area, for children aged 3 - 4, is designed to follow the EYFS Framework. This involves taking part in structured focused tasks which are specifically tailored to the development stage of the individual child. The children will have access to a large role play area which is transformed weekly to reflect our topic. The children also have access to construction toys, an arts and crafts area, a small world area and much more. These learning opportunities are facilitated by highly qualified staff who are trained in the deliverance of the foundation phase. The children are observed, and a learning journal is produced for each child to evidence their development. This is done via Tapestry where you can see these observations and see pictures and videos of your child having fun at Preschool. We encourage independence in this area by giving the children responsibility and by making facilities freely accessible to them.

## FAQ's

### How does the settling in process work?

At Leigh Treasures Preschool, we pride ourselves in understanding the importance of every child having a really good settling-in period. We understand how difficult this process can be, for both the child, and for the parents. Firstly, we offer a FREE settling in session (1 hour) for every child. During this session, the parent can stay at the setting with the child, meet their child's key Person, and discuss their child's personality, their routine, their likes and dislikes etc. We think this is an important tool to use in terms of getting to know your child's key Person, as this will be the person who spends the most time with your child. You have the flexibility to use this session as you please, however we do recommend that you leave your child with us, at least for a short while during the session, as a way of gently introducing the separation process. We have an open-door policy and so we encourage you to talk to us about any worries you have regarding the settling-in period for your child. Our managers adopt a very personal approach to the service, and we offer regular phone calls or txt messages to keep you updated on your child's progress.

### What does my child need for Preschool?

**We ask parents to supply a bag for Preschool containing the following:**

- A water bottle: *Please provide a named water bottle each session for your child to have access to at all times. (We do have a water jug available, but a child's own bottle does encourage them to drink more). We also provide milk or water at snack times and lunch times as well.*

**Weather appropriate clothing:**

- A waterproof coat
- Wellington boots (These can stay at Preschool or brought to each session)
- A warm hat in winter and summer hat in Summer.
- All in one waterproof for winter (*This allows children to enjoy outdoor play whatever the weather*)
- UV Suit for summer play outside.

### Dress for Mess!

Our children have lots of sensory play activities and creative activities to join in with – please dress your child for mess so that they can enjoy these activities to the fullest. We do provide aprons, but children can be in the sensory/messy areas without an apron and are likely to get splashes and dabs on their clothes. Dressing for mess allows children to fully explore.

### Spare clothes:

At least 2 tops and 3 pairs of underwear, socks and bottoms if your child is toilet training - Crocs/Jelly shoes can be a good alternative to shoes or wellies whilst toilet training to allow them to be cleaned and dry quickly.

It is useful for all children to bring a spare set of clothes in case of getting wet/muddy etc and needing changed.

**Any comforters:**

A dummy can be stored for your child and a comforter teddy/blanket or toy are welcomed to help your child settle and soothe them.

**Nappies/Pull-ups and Cream:**

A supply of nappies/pull ups is essential, and you may bring your own wipes/cotton wool if a particular brand is preferred.

If you wish for nappy cream to be applied, please provide a named pot/tube that can be kept at Preschool or in your child's bag.

**Sun cream:**

In the summer we ask for all children to arrive to Preschool with sun cream already applied and if they are staying for a full day session, we ask for a bottle to stay at Preschool to allow it to be reapplied in the afternoon.

**What if my child is unwell during their session?**

If we are unable to contact parents, we will then attempt to reach the emergency contacts provided within the child's registration form. If your child has prescribed medication to take throughout the day, the parent/guardian who drops the child off at Leigh Treasures must complete and sign a medication form. We do have an "exclusion due to illness" policy in place at the setting which applies to certain illnesses. The management at the setting can provide you with this policy information should it be required.

**Why should you pick us?**

We are extremely lucky to be in the heart of the Leigh on Sea community. We will be regularly visiting the library gardens to explore nature, and we will have regular visits to the beach.

Our outside area will be where we look for bugs in our bug hotel and learn to grow vegetables in our vegetable garden. We are an all-weather Preschool but with our indoor sandpit we can stay dry on wetter days.

We place a strong emphasis on fostering a love for learning and curiosity in each child by incorporating a variety of stimulating and engaging activities in our daily routine. Children at Leigh Treasures Preschool are encouraged to participate in music and movement sessions, which are not only fun but also beneficial for their physical and cognitive development. Our staff plans educational trips, visits and activities that align with our current topics, giving children real-world context and hands-on experiences. We also celebrate cultural diversity by introducing children to various traditions, festivals, and cuisines from around the world.

## Registration Form

Child's Full Name:

...

Preferred or Familiar Name:

...

Date of Birth:

...

Parent's/Carer's Names:

...

Child's Home Address:

...

Parent's/Carer's Addresses (if different to the child's):

...

Parents/Carer's Email Address:

...

Parent's/Carer's telephone number:

...

Please Provide details of anyone else, other than Parent's, who are permitted to collect your child:

...

Name Address Contact Number:

...

Emergency Contact 1 Name:

...

Relationship to Child:

...

Telephone Numbers:

...

Emergency Contact 2 Name:

...

Relationship to Child:

...

Telephone Numbers:

...

Emergency Contact 3 Name:

...

Relationship to Child:

...

Telephone Numbers:

...

## Health Information

Doctor's Name and Address:

...

Doctor's telephone number:

...

Health Visitor telephone number:

...

Does your child have any special health requirements?

...

Does your child have any allergies?

...

Does your child have any specific dietary requirements?

...

Are your child's vaccinations up to date?

...

## Consent Information

Provide a Password:

...

*This is to be used by persons collecting your child to whom we are not familiar with.*

**Please tick boxes below to consent the following:**

Outings, Transportation, Trips, Walks to the local park etc	
Holding Personal Information (Paper and Computer Based) Sharing Information with other professionals, e.g health visitor, educational psychologist or speech therapist.	
Photographs to be taken of your child for our wall displays and security.	
Uploading photos onto our website and facebook account.	
First Aid and Emergency Medical Treatment.	
Use of Child's own provided suncream or a named brand provided by the Preschool.	
Use of plasters when needed.	
Use of nappy rash cream when provided and labelled by parents. <i>(We do not provide creams for hygiene reasons)</i>	

## About your Child

Please write a small description of your child's personality:

Likes/Dislikes: Fears:

...

Favorite song:

...

Favorite Food:

...

Does your child use a comforter i.e. Teddy Bear, Blanket, Dummy?

...

Does your child have a nap?

...

What does your child like to do i.e. play, sing, dance, paint, etc.

...



## Other Information

Other languages used at home:

...

Ethnic Origin:

...

Festivals Celebrated at Home:

...

Details of any other settings or childcare attended:

...

Details of any other agencies or professionals working with your child and their role:

## Important

We ask that you keep us informed of any changes to your details. Periodically, we may ask you to confirm your details for our records.

## Childcare Requirements

Start Date?

Which hours and days do you require?

Please tick boxes below as required:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 09:00-12:00					
Afternoon 12:00-15:00					



# Leigh Treasures Terms and Conditions

## Admission

A completed Childcare Agreement form is required to secure your child's place.

We require a £20 registration fee payable to:

Leigh Treasures Preschool Limited

Account number: 13743163

Sort code: 52-10-30

## Termination, cancellation and change of sessions

One month's notice is required by either party for any change of sessions or termination of agreement. If parents choose to leave prior to the end of their notice, fees are nonrefundable. The minimum period for any permanent change of sessions is one month. If the parent changes the notified start date, we reserve the right to charge from the original start date notified on the Agreement form. The Preschool reserves the right to terminate the Agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behavior, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate termination. In all other cases the standard notice period of one month will apply.

## Insurance

The Preschool has extensive insurance cover for Preschool based activities and outings. Details of the insurance may be requested from the Preschool manager. The Certificate is displayed in the Preschool.

## Personal property and belongings

The Preschool cannot be held responsible for any loss or damage to any parent's, carers or child's property or belongings. Every reasonable effort will be made by the Preschool staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

## Liability

The Preschool accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the Preschool being temporarily closed or the non-admittance of your child to the Preschool for any reason.

## We accept no responsibility for children whilst in their parent's care on Preschool premises.

We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

## Accidents and illness

The Preschool reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an Accident record form. If emergency treatment at hospital is required, the Preschool will make all reasonable attempts to contact the parents but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment. We will administer prescribed medicines only if parents have completed a Medicine Consent form.

## Failure to collect a child

If a child is not collected within 15 minutes of the agreed time and we have not received a telephone call, we will contact the emergency contact numbers. During this time, we will continue to safely look after the child.

## Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the Preschool. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time. One month's notice will be given of any changes made.

**I have read and understand these Terms and Conditions and agree to be bound by them.**

Signed: (parent) .....

Print name: .....

Date: .....

Print name: .....

Date: .....

Signed: (staff) .....