

### 10.3 ROTA DAY FOR PARENTS/CARERS

Thank you for taking time to help us at Teddy Bears Pre-School.

To ensure we are meeting all the necessary regulations, we have produced an easy to follow guide to ensure you make the most of your time with us.

You have been invited into the group to:

- Be part of your child's environment. Watch and learn from them. Relax and have fun.
- Keep you updated on how our pre-school runs and what you can expect your child to learn.
- Have more of an opportunity to speak to members of staff and other children.
- Talk with your child's key person about his/her Learning Journal and raise any issues you may have.
- Keep up our side of the commitment to Parent partnership.
- You may be appointed to watch over an activity that needs adult supervision. If you are not comfortable with this, please say so.

A few rules for everyone's safety:

- Never find yourself in the position of being alone with a child (even if it is your own child).
- Please call a member of staff if the child needs to go to the toilet. Do not take the child on your own. You may use the allocated toilets.
- In the event of a FIRE or fire drill, a whistle will be blown twice. Please follow the staff and children to the appointed place.
- If you see or come across a person, who has had an accident or been involved in an incident, please stay with the person and keep them calm. All staff are trained First Aiders. Please call a member of staff over and we will deal with the situation.
- You will be offered a drink and snack mid morning. Never leave a hot drink unattended for any reason whatsoever, at any time in this pre-school. Please ensure the travel mugs are used when with the children. Please remember there may be children in the pre-school with food allergies.
- If you should see or hear anything that you are unsure about, please speak to the Manager/Deputy Manager. We will or should be able to answer your question.
- Mobile phones are only to be used in the event of a 999 emergency and in full sight of at least one other member of staff. Otherwise turn them off or to silent, keep in bag and do not use them in the pre-school.

You may find that your child/children may cling to you during your visit, this is perfectly normal. Keep calm and relaxed and gently encourage them to be part of the group. Lead



them to an activity where they are showing an interest and help them to participate. Stay with them and be part of their activity whilst they settle in.

You will also find that the more often you attend the group, the more the children will flock around you and want to see what you are doing and join in. This is all part of the foundation stage of learning i.e. building a child's self esteem and teaching them independent skills.

Above all we hope that you and your child/children have an enjoyable and relaxing time at Teddy Bears Pre-School.

**This policy was adopted by:** Teddy Bears Pre-School

**On:** 19th February 2015

**Review date:** November 2016

**Signed on behalf of provider:** Signed 10<sup>th</sup> December 2015

**Name of signatory:** Karen Ashcroft

**Role of signatory:** Chair