DAISYCHAIN PRESCHOOL

PARENTS HANDBOOK

Welcome to Daisychain Preschool, we are a small privately-run preschool based in Cannon Grove Park in Fetcham. The Preschool is owned and run by Jackie Cutler, I am an experienced childcare professional, and passionate about early years education. If you have any comments, questions or suggestions I look forward to hearing from you.

We are a term time only preschool, open from 9.30 a.m. to 3.30 p.m. Monday to Friday and offer a breakfast club from 8.30 to 9.30, this is not covered in the funded sessions and is a session charge. Children can attend for a minimum of two half day or two whole day sessions, up to the maximum of 30 hours per week, 5 whole days. We have three intakes per year, September and January and April if we have availability..

We accept Government funding for two year old's (FEET) and three to four year old's (EYFE). If you are not covered by the funding the charges are £28.50 per half day session and £57 per whole day session for two year old's and £22.50 per half day session and £45 per whole day session for 3-4 year old's, and we offer a breakfast club from 8.30 -9.30 at £10 per session. We also actively promote the use of the Government's 30 hours funding for eligible families. For more information regarding funding please go to www.childcarechoices.gov.uk.

Admission

Admission to Daisychain preschool is on a first come, first served basis. There is a one off administration fee of £50 which will include your child's logo sweatshirt and polo shirt and sun hat.

Food and Drink

All children attending either a morning or all day session are required to bring a packed lunch with them which is served at 11.30 a.m. We aim to promote healthy eating at the preschool and request that packed lunches do not contain fizzy drinks or chocolate. **We are a no nut preschool, this includes peanut butter.** Children will be offered a fruit snack during the afternoon session.

Uniform

Children are asked to wear their logo sweatshirt and t-shirt each day. Please ensure other clothes are comfortable and able to stand up to the rigors of a busy session at preschool including paint, water and sand!

Footwear – We will be promoting freeflow play into our outside area, so we request that children wear sensible supportive shoes please no boots, laces, flipflops or open toed sandals.

Nappy Changing – we are happy to accept children who are not yet potty trained. We expect children to arrive in a clean dry nappy at the start of each session. Children attending for a half day will be changed if they soil their nappy, while those attending a whole day will be changed after lunch and if they soil. If you have any questions regarding this policy please discuss with your child's key person.

Your child needs to bring

Winter – Warm waterproof coat, mittens, hat, scarf, wellies in a plastic carrier bag. Summer – hat, light waterproof coat. (sunscreen should be applied before your child attends) In addition your child will need a whole change of clothes and for those children still in nappies a separate bag containing nappies, wipes,

nappy sacks and cream. Please include any comforters your child uses such as cloths and teddies

PLEASE ENSURE ALL YOUR CHILD'S BELONGINGS ARE NAMED.

Attendance

If your child is not attending preschool for any reason please notify us by either email fkcdaisychainpreschool@hotmail.com or phone 07925518286 by 10 a.m.

If your child is unwell please do not send them to preschool, please see our sickness policy for exclusion periods.

We are only able to administer medicine when it is prescribed by a doctor or pharmacist, in a bottle with your child's name on it and we are given written permission, see our Health and Safety Policy.

Parking

Please walk to preschool whenever possible, however, if you are driving please use the carpark immediately in front of the building and be courteous to our neighbours the Tennis Club and local residents. Please do not use the unmade road at the end of Cannon Grove as it unsuitable for vehicles.

Photo's

Please read and tick the following if you agree to the photos being taken and used, However if you would prefer photos of your child not to be used in any or all of the following please contact the manager or deputy manager and we will make the necessary arrangements :

- I give permission for photos to be taken of me child to use on Tapestry
- I give permission for my child to appear in group photos to be used on Tapestry
- I give permission for my child to appear in photos used on our Facebook page as long as their face if covered
-
- Staff
- Jackie Cutler - Owner Manager
  Amy Carter - Deputy Manager
  Andrea Spriggs – Qualified Practitioner
  Jodie Harrinting – Qualified Practitioner
- Kin Mihalop – Qualified Practitioner
  Ashleigh Heath – Preschool Practitioner
- Katie Harrington – Preschool Practitioner Bank Staff
- Vikki Joyce - Qualified Practitioner BankStaff
- Tyler Bates – preschool practitioner Bank staff
-
- Contact details:
- Email - fkcdaisychainpreschool@hotmail.com
  phone - 07925518286
  Website – www.fkcdaisychain.co.uk
  Facebook - @fkcdaisychain.co.uk