



A quick reference guide for when your child starts at Fortrose Pre-school



- **Sessions** are held in the pre-school room at Fortrose Leisure Centre. **Morning** sessions are **9.00am to 12.00pm** and the **afternoon session 12.00pm to 3.00 pm** daily. Parents are welcome at any time to discuss any problems, concerns that may arise with staff. We hold an open door policy.
Children are not to be dropped off before 9.00am (mornings) and 12.00 pm (afternoons) as time prior to this is staff preparation time and the pre-school door will be closed until then. It would be very helpful if children could arrive for the start of the session promptly, and be collected on time. This ensures they don't miss out on anything.
- **Security** A “**signing in/out**” **procedure is in place**. Whoever drops off your child in the morning “signs them in” and writes in the book who will be picking them up. This will help the staff know who should be picking up any child. If a child is registered to attend pre-school and **does not attend for any reason**, you should inform staff in advance or telephone the pre-school on the day on **01381 621622**, otherwise staff will telephone you to find out why your child is absent.
We request that you only contact the staff if there is a genuine emergency i.e. if you will be late to collect your child or there is a change as to who will be collecting them. The number is **01381 621622**.
- **Indoor Shoes** Please bring along a pair of indoor gym shoes, identified with your child's name, for your child to change into. We like to try and keep the playroom floor free from pavement dirt etc. Coats/jackets, bags etc. are left on the coat rail by the main door.
- **Clothing** Children will get dirty whether they are playing outdoors or indoors with “messy” play paint/glue/playdoh etc. so please dress your child appropriately - we cannot guarantee to return your child in the condition they arrive in.
- **Drinks** children will be encouraged to drink milk or water with juice for special occasions.
- **Outdoor Clothing** There will be daily outdoor play in the garden and you should ensure that your child has suitable footwear and a jacket. Some shoes in particular can be very dangerous and we do not want any of the children falling because of inappropriate footwear. They will be out in just about every type of weather as research shows that learning outdoors has a real impact on developing children's confidence and skills.
- **Summer and Sunscreen** In the warmer weather please apply high factor sun cream to your child before they come to a play session and bring a sunhat.

- **Sickness** If you feel your child is unwell, please consider very carefully whether he/she is well enough to attend Pre-school. Coughs, sore throats, sneezes etc spread very rapidly through the group. **Please note that if your child has been sick or has had diarrhoea they should stay away from the group until 48 hours after the last symptoms have ceased. If your child has an infectious illness, keep them away from the group until the infectious period is over.**
- **Noticeboards** Please read the noticeboards on a daily basis. There is one situated on the wall at the front door and important notes of the day are put on the blackboard outside the door. Newsletters will be issued termly. The window also has useful dates for the diary.
- **Trips and Outings** At various times throughout the year we organise educational trips and outings. We will give you as much notice with details of any forthcoming trip or outing, times, dates etc as soon as we are able to. Permission slips require to be completed for trips outwith our local area and must be signed and returned to the staff as soon as possible. If you don't return your permission slip your child will not be able to go on the outing.
- **Curriculum for Excellence** Starting with the children's interests, staff will plan learning for the children based on the outcomes and experiences of Curriculum for Excellence with a particular emphasis on Literacy, Numeracy and Health and Wellbeing. Children will also learn about Science, Technology, Expressive Arts, Religious and Moral Education and Social Studies.
- **Your Child's folder and tray** Your child will have a tray with a folder of their work which we would encourage you to look at regularly and contribute to by telling us important things that happen at home.
- **Adverse Weather** We follow the lead of the local primary schools in our area if we have to close due to adverse winter weather. You can dial into The Highland Council's School's Information Service, telephone **0870 054 699** then when prompted for the PIN number – this is **04 1470**. You can also log onto www.highland.gov.uk or listen to the local radio station.

We look forward to playing and learning with your child in the new term.