

WELCOME PACK CHECKLIST

Items in **red** need to be completed and returned to us at pre-school.

- **Child profile**
- **A picture of me**
- **Parental permission**
- **Individual Portfolio**
- **Birth Certificate / e-mail address & mobile phone number**
- Communicable diseases
- Individual portfolio
- Policies and procedures note
- Emergency phone number etc information



CHILD PROFILE

Help us to get to know you
and your child better!

Dear Parent,

Please don't look upon this form as a test which your child has to pass. There is no right or wrong answers. It is simply to give us a feel for what your child can do so that we can meet their needs better when they join us.

Try to answer the questions as honestly as you can. If you don't know the answers, don't worry.

Please let us know anything else, which you think is important, which might affect your child's learning.

Thank you

My Name (Child): _____

I like to be called: _____

My birthday is on: _____

I speak _____ as my home language.

I also speak _____ (list other languages)

Pre-school experience

I have been to (please circle):

Play group

Nursery

Home

Childminder

Speech therapy

Portage

Family background:

My brothers and/or sisters names and ages etc

Any other relevant family details

Tick the statements that apply to you (your child)

Personal, Social and emotional Development

- I enjoy playing with other children
- I prefer playing alongside other children
- I prefer to play alone
- I can use the toilet with help
- I can use the toilet without help
- I can put on my coat and shoes
- I can feed myself

Language and Literacy

- I enjoy singing simple songs and rhymes
- I can follow simple instructions
- I speak clearly most of the time
- I speak unclearly most of the time
- I can hold simple conversations with adults
- I enjoy looking at books alone
- I enjoy listening to stories with adults
- I enjoy sharing books with adults and helping them to tell the stories.

Early mathematical skills

- I can name a few colours
- I can count/recite numbers up to five
- I can do simple sorting tasks such as sorting Lego from stickle bricks when tidying away.

Physical Skills

- ✚ I like to run and jump
- ✚ I can climb/slide on a climbing frame with help
- ✚ I can climb/slide on a climbing frame without help
- ✚ I can pedal a tricycle
- ✚ I can throw/catch/kick a large ball
- ✚ I can complete a large jigsaw
- ✚ I can build a tower with bricks
- ✚ I can use pencils or crayons to make marks on paper
- ✚ I attempt to cut with scissors

I am Left Right handed!

Things I like to do:

Toys I like to play with

Games I like to play

Stories I like to hear

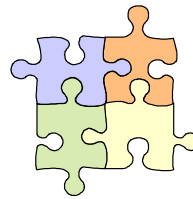
Rhymes I like to sing

Friends I like to play with

Food I like to eat (and dislikes)

Pretend games I like to play

Any other information (family pets etc)



Thank you for taking time to fill in this profile. This will help us to know you child better and assist us with settling in your child to the pre-school. Look forward to seeing you soon!



Please encourage your child to draw a picture of themselves so we can monitor their progress within the pre-school. (Do not worry if this is something they can not yet do just let them explore by making marks on the paper.) Thank you.

A picture of me

Name:

Age:

Date:



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 Churchill Close, Ettington,
 STRATFORD-UPON-AVON
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 e-mail:
 info@ettingtonpreschool.co.uk

Parental Permission

Dear Parents/ Guardians

We do not want to have to keep requesting permission from you as it takes time and disrupts your day. However, we do want to know that your wishes in a number of situations and to keep an accurate record of them.

Please be kind enough to read the statements below and circle either 'yes' or 'no' for each.

1. I/We provide permission to
 1. Take photographs of my/our child for:

a. Activities in the nursery	YES	NO
b. Inclusion on the preschools facebook page	YES	NO
c. Nursery promotional material	YES	NO
d. Press and television release	YES	NO
e. Portraits and celebrations	YES	NO
 2. Use protective or pre prepared products in certain situations

a. Use disposable wipes for cleaning my Childs face	YES	NO
b. Apply sunscreen provided by me/us	YES	NO
c. Apply sunscreen provided by nursery	YES	NO
d. To apply face paints when appropriate to the children's learning or for an activity day	YES	NO
e. To apply hypoallergenic plasters when appropriate	YES	NO
 3. To take your child away from the nursery on organised and staffed trips

a. To the local shops or for a local walk	YES	NO
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(We will inform you of any longer trips either by foot or in a vehicle and seek your permission each time)

Name of Child

Name of parent(s)/ Guardian(s)

Signature of parent(s)/ Guardian(s)

Dated

Thank you for your co-operation.



INDIVIDUAL PORTFOLIO

A portfolio is a file that is created in the classroom for each child when they join Pre-school.

It is a collection of observations, photographs, artwork, Early Years Foundation Stage (EYFS) Ages & Stages, progress summaries and extended learning journeys that mark a child's time at Pre-School, identifying significant steps of achievement.

The photographs may be records of developmental milestones and must be dated and mounted with a brief description. Photographs are to provide evidence for observations and records of development matters.

Art work included should represent developmental progress.

Each piece of art work must have a name, title, date, and brief observation either written on the back or accompanying the piece of work.

Your input in to the Individual Portfolio is key, we will issue you forms to complete & reports to comment on during your child's time at the preschool, the forms may include the following:

- All About Me
- Progress Summaries
- Wow moment slips

You can look at your child's individual portfolio at any time.

Your child's key worker is_____.

I have read the above and will contribute towards my child's individual portfolio.

Signed:_____

Date:_____

Signed Keyworker:_____

Date:_____



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Dear Parent/Carer,

We are required by the Nursery Grant Office at Warwickshire County Council to have seen each child's birth certificate.

Could we therefore ask that you bring in the above before or on the day your child starts at pre-school. Proof that we have seen your child's date of birth will be logged in your child's file along with your contact details etc. in a lockable filing cabinet.

Unfortunately I will not be able to claim nursery grant against your child's fees, applicable from the term after they turn three years old, unless I have seen the above documentation.

We now send some information to you by e-mail eg. newsletters etc. Please could you supply your 'most used' e-mail address below for us to use. Please keep us up to date with any changes to this information.

Thank you for your co-operation.

Shelley Turner
Office Manager

Name of child

e-mail address

Policies and Procedures

Our most up to date policies and procedures are available for you to read in the blue folder in the pre-school foyer.

These policies are also available on our website www.ettingtonpreschool.co.uk.

If you would like a copy of any of our policies to take home please contact Shelley or Lynne in the office.

To be retained by parent

COMMUNICABLE DISEASES

NOTICE TO PARENTS:

Your child should not attend Pre-School if they are suffering from any of the following.

Our recommended minimum exclusion days are:

CHICKEN POX	Unit blisters are all crusted, or skin has healed.
CONJUNCTIVITIS	Until infection has cleared (the child can be readmitted to pre-school once prescribed antibiotic drops have been administered for a minimum of 24 hours).
DIARRHOEA	For 48 hours after symptoms have cleared.
GERMAN MEASLES/RUBELLA	For nine days or as advised by your GP. Minimum of 5 days after rash appears.
HAND, FOOT AND MOUTH	For seven days, when blisters have disappeared.
HEAD LICE	When treatment has been carried out successfully.
IMPETIGO	Until spots have healed, following treatment of at least 5 days.
MEASLES	For five days after onset of rash.
MUMPS	For nine days (after the swelling has appeared).
RINGWORM	When treatment has commenced.
SCABIES	Until after the treatment has been completed.
SCARLET FEVER	For a minimum of 5 days (once antibiotics commenced).
THREADWORM	When treatment has commenced.
VOMITING	For 48 hours after symptoms have cleared.
WHOOPING COUGH	For 28 days.
HIGH TEMPERATURE	Until temperature is normal for 24 hours or on the advice of a doctor.
<ul style="list-style-type: none">▪ Coughs and colds do not normally require exclusion unless they are severe or the child is distressed.▪ Please note this list is not exhaustive and further information can be found in the A-Z of Child Health or the NHS Direct Healthcare Guide.▪ We also refer to the Public Health Laboratory Guidance for Schools and Nurseries.▪ Please seek medical advice if you are unsure or concerned.	

Individual folders

Each child has a folder filed in the office.

The folder contains:

Initial profiles

Details of child's doctor

Date of birth details

Any completed accident and medication forms

General observations regarding health

An observation that is confidential, i.e. relating to child protection issues must be filed in the confidential file the manager holds with children's registration details and letters from parents.

Key carer hand over details.

It is the key carer's responsibility to keep this folder up to date.

Should a child need to go to hospital from Pre-School this folder must be taken.



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Dear Parent/carer,

IMPORTANT NOTICES

We would like to make you aware of the following points:

- If you need to contact us in an emergency, and our usual telephone line is engaged, our **NEW** emergency number is **07837 186724**.
- Please check your child's drawers regularly as this is currently our main method of giving you important notices etc. We also send some information by e-mail so please ensure we have your current e-mail address.
- In the event of bad weather/floods please listen to local radio Touch FM for information on closure or ring pre-school from 8.30am.
- Our up to date policies and procedures are in the foyer at pre-school and on our website. Please ensure you read them and make any comments.
- Staff would like to encourage the children to eat a healthy, well-balanced lunch, and would be happy to talk to parents about ideas for healthy lunchbox food. More info available at www.nhs.uk/change4life or www.bbc.co.uk/food .
- **We advise parents not to include peanuts, other nuts or peanut butter in lunchboxes. This is because we have a child at pre-school with a peanut allergy. Thank you for your co-operation.**

Many thanks
Lynne Bartels