

# Play Along Community Pre-school



Millbrook Primary School  
Elmfield  
Shevington  
Wigan  
WN6 8DL

Main school office tel: 01257 404552  
Play Along pre-school direct line tel: 01257 401030

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Elmfield  
Shevington  
Lancs  
WN6 8DL**

**01257 401030**



**Play Along Pre-school**

Dear Parent/Carer

We are pleased that you have chosen to send your child to Play Along Pre-school at Millbrook Primary School.

Here at Play Along we are committed to providing a caring, secure, stimulating, challenging and happy environment where all children and their families are valued. Where your child will be supported and encouraged to develop their abilities to the full in all areas of learning, complementing the experiences he/she brings from home.

Early Childhood Education is the foundation on which children build the rest of their lives and is recognized as vitally important. When a child starts nursery he/she comes with the skills and experiences acquired from home and their environment. As all children are at different stages of development, have different interests, experiences and skills it would be very helpful if you could tell us some of the things your child can do or the things he/she are interested in and enjoy doing. This will enable us to get a 'picture' of your child at home and to understand and find out more about him/her and how we can develop him/her further.

Thank you for your co-operation

The Play Along Team

## Play Along Pre-school

At Play Along we offer quality Free Education places to any child the term after their third birthday, providing that places are available. Each child is entitled to 15hrs free grant funding, or up to 30hrs providing parent/carer meets eligibility criteria after completing relevant form on HMR website, [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### Aims

- To provide a safe, secure supportive environment, giving the children a sense of belonging, enabling them to develop confidence, self-esteem and independence.
- To allow children to become familiar with routine and develop their social skills.
- To learn through play.

### Our Partnership With You.

At Play Along we welcome visits from Parents/Carers anytime. Staff are willing to answer any questions you may have. Our aim is to work in partnership with you to support your children through their pre-school time. We invite you to share any information that you think would be relevant to their social and educational development.

### Who's Who at Play Along?

Children are supervised at all times by our qualified and experienced staff-

Manager : Mrs. M Valentine  
Associate Manager : Miss E Kay  
Deputy Manager : Mrs. C Davies  
Play worker : Miss L Halliwell

### Ratios

We follow the ratios as advised by Ofsted 8 children to 1 adult.

### Session

Monday to Friday – Session one - 9:00am – 12:00pm  
Session two -12:00 – 3:00pm  
or Full days

Children attending full days can either bring a packed lunch or buy a school dinner.

### Applying for a place

Parents wishing to register children may fill in an application form, obtainable from the School's main office or from Play Along. We will then send our confirmation to your home address the term prior to your child starting pre-school, providing a place is available.

**Please note: Attending Play Along pre-school does not automatically ensure your child will be allocated a place at Millbrook Primary School. Registrations of interest forms for Millbrook School are available from the school office. Wigan Education Authority, who allocate child places, send out packs outlining the School application process, in the Autumn term before your child starts school.**

### What does your child need to bring to Play Along?

Please bring a spare set of clothes in a clearly named bag.

**PLEASE ENSURE ALL CLOTHING, BAGS, TOYS, ANY ITEMS BROUGHT INTO PLAY ALONG ARE CLEARLY NAMED.**

### **Dropping Off and Picking Up**

It is parental responsibility to make sure that their child is properly supervised when being dropped off or picked up. Please take note.

Doors will be opened by a member of staff at the beginning and end of each session

**9:00, 12:00 & 3:00**

Please sign your child in/out when you drop off/collect your child, stating your name, your child's name and the time dropped off/collected.

At the end of each session staff will bring the children to the front main school entrance and hand over the children to a parent/carer. If someone else is picking your child up please let staff know and provide a password. Failure to do so will mean we will have to ring you to confirm the adult has your permission to take your child which can cause embarrassment for both the adult concerned and the member of staff.

### **Snack time/lunch time**

As part of their development children are encouraged to eat a healthy snack. Children are offered milk or water to drink and a variety of fruit. Any dietary needs are catered for. Children staying for lunch may either bring a packed lunch or purchase a school dinner. Please ensure you let us know of any food allergies your child has – there is a form included in this pack

### **Contact numbers**

In the case of accident, illness and emergency we must have at least two **up to date** emergency contact numbers available in pre-school. If you change address, phone number or contact names, please let us know as soon as possible. If you are likely to be at work or out during pre-school sessions please let us have your work and/or mobile phone numbers, (If you give a mobile phone number please ensure that it will be switched on)

### **Get Along Before and After School Club**

Children who attend Play Along can access Get Along if required at an extra charge – please speak to a member of staff if interested, families eligible for 30hr grant funding can use to pay extended hours.

### **Illness and administration of medication**

Should a child become ill during at Play Along, staff will contact either the child's parent or their named contact. The child will be cared for by a member of staff until he/she is collected. Only medication prescribed by a GP can be administered by staff providing the relevant form has been completed by the child's Parent/Carer, (Please request a form from Play Along staff)

### **Asthma**

If your child uses an inhaler please label it carefully with your child's name, complete relevant form and discuss with a member of pre-school staff. Written authorisation and full instructions will be requested before the staff may administer the inhaler. Administration would be done by a member of staff and witnessed by a second staff member. They would then both sign to show that instructions had been carried out as stated by parent/carer.

### **Allergies**

Please inform Play Along staff in writing of any allergies your child may have so that a record can be kept.

## **SEN**

We follow the code of practice for SEN and have clear procedures for ensuring children receive appropriate help. We work closely with outside agencies and keep parents involved at every stage.

## **Child Protection**

We will take reasonable action to ensure the safety of children in our care. It is our legal responsibility to report any unexplained injuries or concerns to Child Protection Services. Accidents at Play Along are recorded in the Accident book, you will be asked to sign that you have been informed and given a copy. It is helpful if you tell us about accidents at home or any changes to a child's usual routine.

## **Complaints procedure**

Complaints should be reported in the first instance to Mrs. Valentine, who will endeavor to deal promptly and fairly with any complaint. Should parents/carers wish to refer the matter further they should do so in writing to the head teacher. If the matter is still not resolved the parent/carer should contact the Chair of School Governors. Our regulator, Ofsted, is the body to whom complaints would ultimately be referred. The address and telephone number are available from Play Along.

## **Emergency Procedures**

Great care is taken at all times to protect the children at Play Along. However we must have procedures in place in the very unlikely event of things going wrong.

## **Lost child**

If a child cannot be found, the premises and surroundings are searched thoroughly by all available staff and the parents and the police are notified.

## **Abandoned child**

If a child is not collected, despite every effort made to contact the parents, police and Child Protection Services are advised of an abandoned child.

## **Please note:**

Policies and Procedures (including complaints) relating to the Playalong Pre-school are on display in the setting, copies are available to parents if requested.

Ofsted address: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Complaints and Enforcements: 030011231231