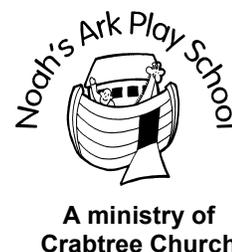


# PARENTS GUIDE TO NOAH'S ARK PLAY SCHOOL

**Open Monday- Friday 9.15-12.15pm**  
Noah's Ark contact details  
Telephone with answer phone:  
01582 469308  
Mobile when outside play: 07811 089795  
Email: [noahsarkplay@btinternet.com](mailto:noahsarkplay@btinternet.com)  
Charity Number: 1092748



## **What's it all about?**

Coming to Noah's Ark might be the first time your child has been away from you for any length of time. During their year at Playschool they will learn to socialise with children and adults. They will also learn how to play co-operatively, how to share and take turns.

## **Key workers**

Your child will be assigned a key worker when they start. The key worker is the first point of contact with daily information, comments or if you have any concerns. The key workers work in pairs in case your main key worker is not in on one of your days.

## **Settling in**

This is a very flexible process. Some children don't mind being left immediately, but others prefer their parent/carer to stay. Our key worker system helps each child to settle quickly working in partnership with the parent/carer. Often it is possible to arrange to stay for a while and/or come back early. Please discuss this with the supervisor in charge before you say "Goodbye" to your child. It is also important that we can contact you by phone if necessary. Your key worker will complete a settling in summary about your child and will discuss this with you after about 5 sessions.

## **Curriculum Planning**

At Noah's Ark playschool we follow the Early Years Foundation Stage which is the statutory framework that all child care environments are working towards. They cover four areas – The Unique child, Positive relationships, Enabling environment and Learning and Development. More information on the Early Years Foundation stage can be found in the play school or by asking a member of staff.

Observations of the children will be carried out to watch their development and photographs will be taken to add to their "All about me" books. Planning is displayed on a board in the play school and the themes are communicated to you via the newsletters and parents notice board.

## **'All about me' books**

Whilst your child attends Noah's Ark, we will make a book about your child's achievements. This will contain photos, written observations, paintings and drawings that your child has done. This book is put together over the three/four terms that your child attends and will be made by your child's key worker. You may add to the books at any time by bringing in photos, such as a special day, weekend, or pictures the children have drawn. We also have parent consultations afternoons during the Autumn and Summer term for you to discuss with your key worker your child and review their All about me book together.

## **Fees**

Fees are payable termly in advance @ £18 per session. Bills are given out at the end of one half term to be paid at the beginning of the next. Fees continue to be payable if a child is absent or on holiday. Each child's attendance at Noah's Ark is conditional upon continued payment of any necessary fees.

Each child qualifies for Government funding the term after their third birthday. Therefore, that term we will not issue any invoices. However, we are happy to receive voluntary contributions to help us provide the excellent standard of care.

## **Discipline**

Staff praise and encourage the children whenever possible. The children are encouraged to say "sorry" to one another. Sometimes it may be necessary to remove a child from a situation for a short period 'to think' which usually means sitting on a chair a little away from the other children where they can watch but not participate. Any difficult behaviour that is not in character will be mentioned to the parent/carer, as it may be a symptom of something else. More information about discipline is found in our behavioural policy which is in our policy file hanging on the indoor notice board.

### **Parent/Carer Rota**

Research shows that children learn better when their parents are involved. Our rota system involves all parents/carers in helping in the group on a regular basis. This helps to maintain the high ratio of adults to children in our playgroup, guaranteeing individual care and attention for each child. It also gives parents the opportunity to take an active part in the group, to see what happens and talk about it afterwards with the child. Children under Playschool age are unfortunately not permitted so other arrangements must be made for younger siblings.

A sign up sheet is located on the parents table as you come in the door. We do advise new parents not to sign up during their child's first half term while they settle but if you wish to discuss this please talk to your key worker. When helping for the morning, please sign in and read the volunteers note.

### **Noah's News**

We endeavour to keep you up to date with any news or information by putting it on the notice board outside or on the parents table indoors. We also have regular newsletter which are sent out by email or a paper copy is available on request.

### **Special Events**

Through the year we hold special events such as picnics, Harvest Festival, Half termly praise services, Christmas party and a nativity play. Children's Birthdays are celebrated when we sing "Happy Birthday" and we give each child a card and balloon. As we are a church based playschool, we sing a "Thank you" song before snack and at the end of the session.

### **Register and Signing Out**

The Supervisor of the day will tick your child's name in the register upon arrival. Please inform the Supervisor if your child is to be collected by a different person with a password if we have not met the person before. Every child must be signed out of play school by the person collecting. This is very important and we appreciate this can cause congestion at pick up but is essential for the safety of your child. When the weather is fine the signing out board will be placed outside for you to sign while waiting. This is then checked by the supervisor who ensures the children are signed out as they leave through the door.

### **Happy Helper**

Each morning one of the children is chosen to ring the bell for tidy up time and help the supervisor during the morning. We keep a record of who has been "Happy Helper" so that each child gets a turn if they want to.

### **Noah's Library**

This is very popular with the children. To take a book home your child will be given a Noah's Ark red book bag and they choose a book to take home and bring back to swop for another when finished with it. Bags can be placed in the Library tray in the morning, the key worker will endeavour to change it with your child during the session.

### **Snack**

We run a fruit, vegetable and cheese rota, this can be signed up for by the signing in book. Parents are asked to sign up 2/3 times a half term. The rota helps to provide a variety of healthy snacks. We provide water, milk and a carbohydrate such as breadstick, pitta, toast or biscuit for snack time.

### **Illnesses**

Parents are asked not to send their child if they have any sign of illness. We kindly ask you not to bring them if they have a heavy cold and they must not return to play school for 48 hours following on from any diarrhoea and /or vomiting.

Chicken pox - Children should not return to playschool until at least 6 days after the last spot erupts and all the scabs are dry. With Chicken pox and German measles please inform us as soon as possible so that we make the other parents/ carers aware and they can check their own children for the initial signs.

### **Medical care**

All parents must sign the medical forms before their child starts playschool. This form gives staff vital information such as allergies and other medical conditions. Should staff need to administer medication (i.e. asthma inhalers) an additional section needs to be completed. All medicines are locked in a filing cabinet outside the hours of the session for safety.

If an accident happens during the day staff will administer first aid and contact you if necessary, at the end of the session parents must sign the accident book as an acknowledgement that the incident occurred and first aid administered. If a serious accident occurs on our premises we would endeavour to contact you immediately but if your child needs to go to hospital then the medical form would accompany the child.

### Fire Procedures

We carry out fire drills each term using a whistle to notify the children. Copies of our fire procedures are kept beside the phone, on the foyer notice board and in the policy file for parents/carers. We also have a Fire Log which is kept up to date.

### Indoor shoes

To help keep the indoor areas clean and free from mud, please could you provide your child with a pair of named indoor shoes (slippers or plimsoll's are ideal), they will be given a named box to keep them in. We would like the children to bring a pair of wellies and a mac so that we can make good use of the wintry weather and have fun in the puddles. The wellies can be left at Noah's Ark on the rack in the foyer.

### Brining items in from home

If your child wishes to bring in something from home such as a comforter or special blanket/toy please inform your key worker on arrival so they can keep it safe. The children can bring items in from home to show the other children which can be placed in the tray next to the library bags. This could be a postcard from a holiday, something they have made or found or it may be related to the weeks theme, letter or number. At the end of the session they will be given time to show it to the other children. This helps them to build their self-esteem and gain confidence talking in front of a group. Please make sure it is named and if fragile give to the key worker for safe keeping.

### What to wear

In order to feel free to enjoy and experiment with all kinds of materials, including messy ones, it is best to send your children dressed in clothes that are easily washable or not too new. We encourage no belts and buckles so the children can go to the toilet themselves as this is an important step in their development.

### Child Protection

Noah's Ark Playschool has a statutory duty, under the 1989 Children's Act to safeguard and promote the welfare of children. It is this group's policy to contact the relevant department i.e. Children's Schools and Families, if there are concerns about a child's welfare. The child's confidentiality will be respected.

### A typical morning- 9.15-12.15pm

After helping your child hang their coat on their peg, they then go into the main room to find their showbox and change their shoes. Their name card will be on the mat ready to put on the board as this helps them to recognise their name. The staff will be ready at activities to welcome the children.

We start our morning with **Free Play**. The children are able to choose a wide variety of toys. We have **small world toys** such as cars, trains, farms and dolls houses. We also encourage **Role-Play** and **Imagination** in the Home Corner and with the dressing up clothes. Where possible we like to have an adult playing in this area, having fun with the children whilst providing the opportunity for **Language skills**.

**Sand** and **Water** are often provided and are used to assist imagination or to teach **early science**. This is also taught through cookery and play dough.

**Art** and **Craft** are on offer most mornings. We are keen that the art should be the children's own work. Sometimes we do group friezes to go on the display boards and the children enjoy learning to work together. During the free play there is a strong emphasis on **child initiated play**, this could be something to go on a table we have left clear, choosing their own craft bits and pieces from the storage boxes to create a picture or **extending play** by asking for the cot / baby wash stand for the dolls.

After about an hour the children are encouraged to help tidy up and sit on the carpet for register and an activity related to the weeks theme and/or songs and nursery rhymes. Then they wash their hands read for snack. **Snack time** follows with a selection of fruit and vegetables, cheese, dried fruit and a biscuit- we sit together at tables where there is an opportunity to chat to other children and staff. We also take the opportunity to try foods from different countries. Milk or water is offered to drink.

As the children finish they sit on the big carpet and to listen to a story from one of our big books. We then get ready for **Outside play**. We have two excellent tarmacked areas as well as a large grassed garden. There is a wide choice of equipment-mobile toys such as bikes, trikes, prams, scooters and cars. Also balls, bats, hoops balancing bars, sand and water troughs. When the grass is dry we can use the climbing frames and slides thus providing a different emphasis in children's **Physical development**, especially their **Gross motor skills**. If it is raining we have equipment we can use indoors.

If the weather is not very nice we will run a second indoor session, the Supervisor varies the programme according to the theme and how the morning has progressed so far.

At the end of the morning we have music and singing. We finish with a number and letter of the week and show any items of interest the children have to tell us about.

## **The Noah's Ark Team**

Nicole Hodge  
N.N.E.B, Montessori Teacher

Leader/ Supervisor  
Safeguarding Designate / SENCo

Denise Shaw  
N.V.Q in Childcare Level 3

Deputy Leader/Supervisor  
Behaviour management/ Health and Safety

Sarah McNeill  
N.V.Q in Childcare Level 3

Deputy Leader/Supervisor  
Safeguarding Designate

Christine Parker  
N.V.Q in Childcare Level 3

Assistant  
Behaviour management

Liz Pecover  
N.V.Q in Childcare Level 3

Assistant  
Improvement plans

Maggie Downs  
RGN (Registered General Nurse)

Assistant

Marie-Jo Da Costa  
Cache Level 4 Play work, NVQ 3 Social work

Assistant  
SENCo

Tracey Masters  
N.N.E.B Nursery Nurse

Assistant  
SENCo

Janine Rhind  
BA Honors in English and Education  
MA in Education, School and College Management

Assistant

### **First Aiders**

Staff regularly keep updated with first aid.

Each morning we have at least one First Aider on the staff

**PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN IT TO NICOLE PRIOR TO YOUR CHILD STARTING PLAY SCHOOL**

**Settling in**

This information is helpful for us to settle your child at Play School. Please feel free to add other comments you think we will find useful.

Name of child.....Date of Birth.....

Name of any previous setting.....

Name of any additional setting (at same time as attending Noah's Ark) .....

.....

My child (tick the appropriate box and add comments if required)

- Enjoys playing with other children
- Prefers to play alone
  
- Needs help to go to the toilet
- Manages the toilet independently
  
- Needs help to put on their coat/shoes
- Manages their coat/shoes independently
  
- Communicates clearly with adults and other children
- Sometimes finds it difficult to make him/herself understood by others
  
- Is happy to be left by me
- May find it hard to settle without me
  
- May need a comforter at Play School

<b>Communication, Language and Literacy</b>	<b>Physical skills</b>
<input type="checkbox"/> Enjoys singing songs and rhymes	<input type="checkbox"/> Likes to run and jump
<input type="checkbox"/> Can follow simple instructions	<input type="checkbox"/> Can climb/slide on a climbing frame with help
<input type="checkbox"/> Can hold a simple conversation with adults	<input type="checkbox"/> Can climb/slide on a climbing frame without help
<input type="checkbox"/> Enjoys looking at books alone	<input type="checkbox"/> Can pedal a bicycle
<input type="checkbox"/> Enjoys listening to a story with an adult	<input type="checkbox"/> Can throw/catch/kick a ball
<input type="checkbox"/> Enjoys sharing a book with an adult and helping to tell the story	<input type="checkbox"/> Can complete a large piece jigsaw
<b>Early mathematical skills</b>	<input type="checkbox"/> Can build a tower with bricks
<input type="checkbox"/> Can name a few colours	<input type="checkbox"/> Can use pencils or crayons to make marks on paper
<input type="checkbox"/> Can count/recite numbers up to five	<input type="checkbox"/> Attempts to snip with scissors
<input type="checkbox"/> Can do simple sorting tasks, such as sorting Lego from Stickle bricks when tidying away.	<input type="checkbox"/> Right handed <input type="checkbox"/> Left handed <input type="checkbox"/> Either handed

Do you or your child have any concerns about starting play school?

Things I like to do: (please fill this section in with your child)

- Toys and games I like to play with:
  
- Friends I like to play with:
  
- Stories and Rhymes I like to hear:
  
- Clubs and activities I go to:
  
- What I like doing best is:

This is a photo of me:

**Registration and Medical Information**

Childs Full Name.....Date of Birth.....

Name known as (to be used by Key worker).....

Address & Postcode.....

.....

Home tel. no.....

Mothers name.....

Mobile No.....

Email contact (for emails from Noah's Ark).....

Place of employment and tel. no.....

Fathers Name.....

Mobile No.....

Email contact (for emails from Noah's Ark).....

Place of employment and tel no.....

Position of child within siblings.....of .....children

Names of siblings (optional information for key worker)

.....

.....

Please give any relevant family background/family circumstances e.g. parental responsibility changes, other important adults, absent parent etc (if preferred this can be discussed with Nicole and/or key worker)

.....

.....

Pleas state who will be the authorised person(s) to collect the child (must be over 16 yrs of age)  
(Any additional persons will require a password as given by the nominated person(s) stated below)

.....

.....

Please state in priority order who to contact and the number(s) to use in an emergency during the session:

Contact 1 and telephone numbers

.....

Contact 2 and telephone numbers

.....

Contact 3 and telephone numbers

.....

Name, address & telephone number of GP

.....

Name, address & telephone number of Health Visitor

.....

**Emergency Procedure**

Should an accident occur and/ or a child needs to be taken to hospital the parents and primary carers would be contacted. This form would accompany the child to Hospital so it is important that as much relevant medical history is included. If the supervisor needs advice in the event of being unable to contact the parents and primary carer the family's G.P would be contacted.

I give permission for my child to be taken by ambulance to be treated in Hospital during my absence if necessary.

\*\*\*\*Parents signature.....

**Minor accidents/incidents during Playschool**

If your child has received a bump or injury at home, please mention this to the Supervisor on arrival. This will be recorded in the Accident file so that the Supervisor knows it didn't happen at Playschool. If a bump or injury occurs during Playschool a sterile gauze pad is usually applied. A hypoallergenic plaster / micropore is useful to keep out dirt and may be used unless you have stated otherwise.

I give permission for my child to be given a hypoallergenic plaster or micropore if necessary.

\*\*\*\*Parents signature.....

**Allergies**

Is your child allergic to any foods or have any special dietary requirements? Yes  No

If yes please give details.....

.....

Has your child had any other allergies relevant to Play School? Yes  No

If yes please give details

.....

.....

Please tick if your child has been inoculated for the following and include dates:

**Vaccinations**

Diphtheria, Tetanus, Whooping cough.....

Hib.....

Poliomyelitis.....

Men C.....

Measles, Mumps, Rubella.....

If you have decided against any inoculations for medical reasons, please state:

.....  
.....

Is there any medical condition or medical history that is relevant to attending Playschool or to an accident if one should occur e.g. asthma, fits etc? Yes  No   
If yes please give details

.....  
.....

*Please complete the following section if your child is on any medication programme all the time and will require administration of this medicine by a member of Noah's Ark ( training will be given to the members of staff if required)*

*I give permission for the Supervisor of the session to give ..... (childs name) the following dosage of medicine .....(amount, name of drug and frequency)*

*\*\*\*\*Parent signature .....*

Does your child have any special needs or disabilities? Yes  No

If yes please give details and indicate what support will be required at play school

.....  
.....

It would also be useful to supply details of any other outside agencies / professionals / social workers involved with your child if applicable.

.....  
.....

**Religion**

What is the main religion in your family?

.....

What is your child's cultural background?

.....

At Noah's Ark we celebrate Birthdays with the children individually and Christmas and Easter as a group. If you have any festivals or events you would like your child to celebrate please do let us know or supply details below and the key worker will discuss with you in more detail.

.....  
.....

What is the main language spoken at home?

.....

If your child does not speak English at home please supply more details about their first language and if they speak English in any other environment.

.....

.....

**Permission for Photographs, developmental records and observations**

At Noah's Ark, we are continually trying to improve and update our record keeping. Our curriculum is based around the Government's Early Years Foundation Stage and is therefore aimed at achieving the children's all-round development. Throughout your child's time at Noah's Ark, their key worker will observe them in different situations and activities gaining a better picture of their development. It is very important to us that you as parents feel that you can contribute and that the Noah's Ark Team respects your views so feel free to talk to your child's key worker if you have any comments or concerns about your child. We put these observations in their 'All about me' book along with photos we take during the year. We also like to include short outings to enhance the curriculum learning, this could be a visit to the post box or a local garden.

Our governing body Ofsted requires us to have written permission for records to be kept for each individual child and the taking of photographs and to enable your child to go on these outings. These records are kept in a locked filing cabinet and will only be shared with relevant team members, any outside professionals and the child's parent.

Please indicate below if you give permission for records to be kept and for your child to go on short local outings.

I give permission for photographs to be taken, development records and observations to be kept on

..... (Name of child) during their time at Noah's Ark Play School

\*\*\*\*Parents signature.....

I give permission for ..... (Name of child) to attend a local outing

during their time at Noah's Ark Play School.

\*\*\*\*Parents signature.....

## Home-School Agreement

This agreement is to strengthen the partnership between home and Noah's Ark Play School.

Noah's Ark aims:

- To enhance the development and education of children under statutory school age in a parent-involving community based group
- To encourage our children to develop attitudes of consideration and respect towards others
- To provide a safe, secure and stimulating environment
- To teach children basic Christian values

In order to achieve our aims we will offer your child:

- An individual tailored curriculum leading to approved learning goals supported by close observations made with your child
- Individual care and attention made possible by a high ratio of adults to children
- Work towards each child's best achievement and the development of their full potential
- Create an atmosphere that promotes the child's self-confidence and independence
- Fun and friendship with other children and adults
- The support of a personal key worker
- Always follow our policies on equal opportunities for all: regardless of gender, race, special need or family background
- Listen to and respect the views of all parents and hold any information given in confidence

Parents will support their child by:

- Taking an interest in their child's learning
- Reading and agreeing to abide by Noah's Ark policies and procedures
- Coming in as a parent helper to support the team and their child
- Communicating with the Noah's Ark team about any changes at home which might affect their child's learning or behaviour

\*\*\*\*Signed.....Leader                      Date.....

\*\*\*\*Signed.....Parent/Guardian                      Date.....

**Thank you for completing all the paperwork. If you have any queries please do not hesitate to contact the team at Noah's Ark Play School.**

**We look forward to welcoming your child and their family to our play school.**