



## Welcome to Magpies Preschool

At Magpies Preschool we provide a child focused experience, where children are encouraged to explore and discover.

We care for our children with warmth and compassion, supporting individual needs.

An open and inclusive setting, we introduce your child to the start of their education positively.

At Magpies Preschool;

- All of our staff are fully qualified or working towards their qualifications, friendly and approachable.
- We hold regular parent/carers meetings, forums, and drop in sessions.
- We have frequent days out to local parks and shops, Forest School, the library and picnics for children family and friends.
- Our strong special educational needs and disability team supports our inclusion of children of all needs and ability.
- We use an online tool 'Tapestry' to allow us to monitor each child's individual learning and to regularly share photos and progress.
- With a nurturing educational environment we offer a range of daily activities to engage all children, enabling and encouraging children to reach their full potential.
- We support children to become happy and confident, who are keen to progress to the next stage of their education.

Trips and experiences in 2019: Regular trips to Forest School, Blenheim Palace, Local parks, local shops, posting letters and cards to family and friends, Intergenerational activities, visits from 'Animal encounters', special Christmas visitor, and parents with a whole range and talents and experience.

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# Covid 19 and Magpies Preschool

## Sickness

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It is essential that children stay at home if they are unwell. Symptoms of Covid-19 includes a high temp, new cough and changes to taste and smell.

They also need to stay at home if they are ill for any reason

If children become poorly in the setting, they will be removed from the play area and isolated with one adult who will need to be dressed in full PPE.

If anyone displays symptoms of Covid-19 children will need to be sent home to ensure the setting can be deeply cleaned before opening the next day.

Children are able to get tested for Coronavirus if they are showing symptoms. If a child or adult test positive, the rest of our 'bubble' will be sent home and advised to self-isolate for 14 days.

## What to bring with you

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Please only send your child with a lunchbox, sunhat, sun cream and raincoats that are all clearly labelled. Please be aware that full PPE (including face shields) will be worn during nappy changes. Please also be aware that comforters and dummies cannot be brought into the setting. Please bring a bag of Nappies and wipes (if your child needs them), enough to last the term. Bring in spare clothes to leave with us, we will wash them as needed. Everything needs to be named.

## Clothes

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Children must wear clean clothes to preschool every day. Clothes that are unable to be washed in the washing machine should not be worn. You should expect the clothes to get paint, playdough, mud etc on them so please don't dress your child in expensive clothes!

## Drop off and Collection times

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Drop off and collection times are staggered to minimise contact. Drop off in the morning is from 8.50am to 9.00am and you must keep a social distance from other parents and staff. The changeover is between 11.50 and 12.00 and please note that children leaving will be allowed to leave before we take in arrivals. The afternoon Collection is 2.50pm- 3.00pm. We ask that you do not congregate outside the setting.

## Dropping off

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Parents and Carers are not allowed into the setting during drop off or collections as part of our Covid 19 precautions.

If you would like to speak to a particular member of staff let the person on the door know and they will pass the message on. The member of staff will come out to speak to you but, unless it's urgent, this may not be straight away.

## Hand washing

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Children will be asked to wash their hands regularly. They will also be asked before and after eating, after blowing their nose, sneezing or coughing, after touching their face and after using bikes outside and any other shared resources, as well as after entering and before leaving the setting. Please help us by preparing them and practicing washing hands for 20 seconds.

## Social distancing a face coverings

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While anywhere around Preschool you must respect the requirement to leave a social distance of 2 Metres and wear a face mask. This is not guidance it is a requirement.



## Meet the team

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**Victoria Court, Vicki**  
**Preschool Manager**

Tapestry Lead  
Safeguarding Lead  
Early Years pupil premium  
Maths  
Literacy  
English as an additional language  
Parent Partnership  
Paediatric First Aid

**RED**



**Crystal Webb**

**Special Education  
needs and  
Disability  
co-ordinator**



**Joanne Buckle, Jo**  
**Room Leader**

Personal Social and Emotional Development  
Expressive Art and Design  
Paediatric First Aid  
Designated Safeguarding Lead

**YELLOW**



**Ella Davies Port**  
Physical Development  
Paediatric First Aid

**RED**



**Sarah McNulty**  
**Deputy Manager**  
Equality, Diversity and Inclusion  
Behaviour Manager  
One-to-one support  
Paediatric First Aid

**BLUE**



**Katie Jackson**  
**After School Club Manager**  
Communication and Language  
Paediatric First Aid  
After School Club Manager

**YELLOW**



**Liliana Robinson**  
Paediatric First Aid  
Oral Hygiene

**BLUE**

## **Routine**

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Many children find a regular routine reassuring, and so we always start each session with 'registration'.

Missing this because you are late can be unsettling for your child. We always end with 'circle time' with a story, and maybe a song, when preparing to leave.

## **Timekeeping**

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It is very important that you bring your child on time for Preschool.

Even being a few minutes late will mean they miss out on the important settling down routines.

Just a few minutes later and the activity may have been started and your child could feel left behind.

Some children find it very difficult to settle and they settle better if they come at the same time as everybody else, and for children already here having another child turn up late can be really disruptive.

It is also important to collect on time, because no child should be made to wonder if they have been forgotten.

### **MORNING SESSION**

**Starts at 9.00am, drop off from 8.50am**

**12 Noon finish.**

### **AFTERNOON SESSION**

**(Including Lunch) 12 Noon to 3.00pm**

**PLEASE NOTE THAT DROP OFF AND PICK UP TIMES ARE STAGGERED**

## **Mobile phones**

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For child protection reasons staff, parents and carers and everybody else are not allowed to use personal mobile telephones in Preschool or anywhere in sight of children. Preschool staff may occasionally use work mobile phones if required to because of their duties.



## **Spare and suitable clothes**

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Please don't send your child in good clothes because they might just get ruined with the messy play here.

All children have accidents, and because we play with messy things and water it is only a question of time before your child needs a change of clothes. If your child is particularly lively you may need more than one set.

Please put spare clothes, with your child's name on, in a bag, and leave them with us all term. We will wash them when needed. If your child uses nappies please leave a supply with us.

If you have a particular problem doing this please let us know because it is something we expect of every parent.

In the winter or when it's cold please make sure your child has a coat and if needed gloves and a hat as well. When it is just wet a raincoat will do.

When it is hot and sunny please apply suncream before you come and bring a sunhat if needed. If you leave a named bottle of suncream we will top it up as needed. (You gave us permission to do this in the Registration Form).

## **Forum**

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We hold regular Forums throughout the year for Parents, Carers and all users of Preschool. It gives you the chance to meet the staff when they have more time to talk to you, you can meet other parents who you might only get a glimpse of while you are dropping off or picking up.

It is particularly helpful if you never have the chance to see Preschool or the staff because of work.

Forums are always informal and fun, and all of your children are welcome. The Easter Forum with the Easter Egg hunt is always popular, and sometimes we are lucky enough to have a surprise visitor to the Christmas Forum! On top of that you always get the latest news at Forums, Coffee and cake, tea and biscuits, and we will always be delighted to see you.

## **Water bottles**

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You must send in water bottle containing fresh water for every session, not just when it's hot. Fresh water only, no squash or fruit juice.

## Colour groups

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Preschool is run on a family grouping system where each 'family' is a colour. Each colour group has two key carers who, like in a real family, try to make sure that at least one of them are there to look after the family.

You can help your child identify with their Preschool family by having an item of clothing in the right colour to wear. Magpies coloured polo shirts are available to buy, if you want to.

## Sunshine and Rainbow groups

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We also separate children into 'Sunshine' Group, (2- 3) and 'Rainbow Group (3- 4) for age appropriate learning and other activities.

## Snacks

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We provide a healthy snack of fruit and vegetables as needed. We provide fresh water through all sessions.

## Lunch

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For the afternoon session you need to send in a healthy Lunchbox.

Lunch is an important part of your child's social education and you should always include some afternoon sessions for your child.

This is the time when your child will develop life long habits and so it is really important that we encourage healthy eating now.

For this reason we do not allow fizzy or high sugar drinks, or chocolate bars of any sort. If you must send in crisps please remember that for a child of this size this is their entire allowance of salt used up for the whole day!

**Remember: No nuts.**

You will find tips on a balanced and healthy lunch for children (and adults) on our website; [www.magpies.info/healthy-lunches/](http://www.magpies.info/healthy-lunches/)

## No nuts ever

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Coming into contact with nuts or nut products is literally life threatening for those with serious nut allergies, and so nuts are completely banned at all Magpies settings including Preschool.

Make sure that you do not send anything into Preschool contains nuts, and as they are hidden ingredients of lots of things, please make sure that you check.

## Oral Hygiene

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Magpies encourage a healthy lifestyle, and practical demonstration of good practice in brushing teeth take place occasionally.

## Name everything

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It is vital that you name everything! Coats, lunchbox, water bottle, spare clothes, everything must be named.

If you lose things with a name on we will probably get them back to you. If they are not named they will end up in our lost property and you may never get them back.

If you don't want to lose things NAME THEM! It really is that simple.

You can get fancy name labels from [www.easy2name.com](http://www.easy2name.com) where we get a commission if you name MAGPIES, but a simple marker pen will work just as well.

## Festivals

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We celebrate many festivals throughout the year including Halloween, Firework night, Diwali, Thanksgiving, Christmas, Chinese New Year, World book day, Mother's Day, Father's Day, Pancake Day, and Easter.

These celebrations are designed to include all children but if you don't want your child to take part in any, simply let us know.

## Charity

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We support just a few Charity Days each year and you might be surprised if we are, very occasionally, dressed in odd clothes or even our pyjamas!

We feel that it is important that sometimes children look beyond their own needs and realise that others may not be as fortunate as us.

We will be delighted if you would like to contribute but there is absolutely no obligation.

## **Chicken Pox**

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Chicken Pox and some other infectious diseases can be dangerous for expectant mothers and those with reduced resistance, and periods of isolation from our settings must be observed. You must let us know.

## **Diarrhoea**

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If your child has sickness and diarrhoea they must be kept away from Preschool for 48 hours from the last incident.

## **Days off**

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If you are keeping your child off Preschool for any reason you must let us know.

## **Tapestry**

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Tapestry is the online journal we use to track the progress of all children. It helps us to be aware of the next steps needed for your child's learning journey and to help your child to be challenged just enough to make good progress.

The really exciting part is that you, as a parent or carer, can get to see all the pictures and observations that we put onto Tapestry. It really is simple and much too good an opportunity to miss! Ask us how.

## **Special Educational Needs and Disability**

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Our Special Educational Needs and Disability Co-ordinator Crystal will ensure that those who need extra support receive it.

If you feel you need support please don't hesitate to ask.

## **Keep us informed.**

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You must make sure that we are kept informed of changes, if somebody joins the family, or if anybody leaves, if you are thinking of moving, or anything else, as these can be very disruptive to a child even if they are not able to find the words to tell us what they are worried about.

## Be happy

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We want you to be happy with Preschool and work hard to make sure that your child is happy. If, for any reason you are not happy we would like you to tell us to help us get better.

If, however, you are happy please feel free to tell everyone!

## Who runs Preschool

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Kidlington Preschool is run by Magpies Kidlington Limited, which is a not-for-profit organisation that also runs Breakfast Clubs and After-School Clubs here at North Kidlington School, and at West Kidlington School and Edward Feild School, together with a Holiday Club open during the school holidays. There is more information on our website [www.magpies.info](http://www.magpies.info)

## Facebook

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Our Facebook page is where you will be able to communicate with other users of Magpies and receive informal information. We encourage you to show support by joining our Group and 'Liking' us.

## Website

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You can access most things you need and up to date information on our website. In bad weather when you think we might be closed please check here before you set out. [www.magpies.info](http://www.magpies.info)

## Contact Preschool

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You can call us when we are open, 8.30am- 3.30pm weekdays term time only, **01865 842724** or email anytime [preschool@magpies.info](mailto:preschool@magpies.info)

If you need to contact us out of hours (only) please call **07747 474705** and leave a message if unanswered. We will return your call as soon as possible. Or you can send a text message at any time.

At all times when Preschool is open please call **01865 842724**

You should always let us know if your child will be absent when we are expecting them.

## Breakfast and After School Club

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Breakfast and After School Clubs are run to the same standards as Preschool and use the same Policies and procedures, and is run here at Preschool. But there are differences, and they are run separately. You should be aware that they are play settings and it can get very lively compared to Preschool.

Katie is the Manager and you can contact her on

**07888 990907**

Or email [north-asc@magpies.info](mailto:north-asc@magpies.info)

## Breakfast and After School Club booking system

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You have to use our online booking system to book places at Breakfast Club, After School Club and Holiday Club.

You can find it at:

<https://magpies.clubsbuddy.net/Account/Login>

Or there is a link on our website **[www.magpies.info](http://www.magpies.info)**

Most people use the system without problems, although you should allow 10 minutes or so to fill in the online registration form, but if you do have problems please email

[katie@magpies.team](mailto:katie@magpies.team) or [north-asc@magpies.info](mailto:north-asc@magpies.info)

## Forms

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Because it is important for us to have as much information about your child to enable us to provide the best possible care for child, we have some forms for you to fill in. It will take you a little time, but it is vital that we have them.

If you need help filling them in, don't hesitate to ask.

We also need your permission to carry out the exciting things we have planned for you child, and this means more forms.

## **What to expect, when**

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### **A guide to your child's learning and development in the early years foundation stage.**

The Early Years Foundation Stage Framework (EYFS) sets out the learning and development stages for children as they grow from birth to five years.

The guide can be found at:

<https://www.foundationyears.org.uk/wp-content/uploads/2018/11/what-to-expect-when-1.pdf>

## **Thank you**

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We are delighted that you have chosen to send your child to Magpies Preschool.

Because we want the experience you and your child have here is as positive as it possibly can be, we ask you to remember that if there is anything that you are unsure or unhappy about you must ask.

We will always be happy to answer any questions you have and if pickup or drop off doesn't give you enough time, simply arrange a time to come in.

## **Concerns or complaints**

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Magpies welcome suggestions on how to improve our settings and will give prompt and serious attention to any concerns you may have.

We would expect that most concerns will be resolved quickly by talking to your keycarer or the Manager, Vicki, or any member of staff.

In the unlikely event that we are unable to resolve your concerns you can talk to Ofsted. Users may approach Ofsted directly at any time. Ofsted are the registering and inspection body who ensure that the Safeguarding and Welfare requirements of the Early Years Foundation Stage are adhered to.

Our OfSTED Registration number is EY425468

Call Ofsted on 0300 123 1231