

# *Klever Kidz Preschool*

# *Information Document*

## Practitioners of Klever Kidz Preschool;

Manager/ Senior Childcare Practitioner:

Karen O'Neill

➤ Qualifications; FETAC Level 5, 6 & 7

Supervisor / Senior Childcare Practitioner/ AIM Support:

Aimee Rochford

➤ Qualifications; FETAC Level 6 & 7

LINC Co-ordinator / Childcare Practitioner:

Amanda Malone

➤ Qualifications; FETAC Level 5, 6

Childcare Practitioner:

Angela Coleman

➤ Qualifications; FETAC Level 5

- All practitioners highest level of training certificates are displayed in the preschool along with their photographs and job descriptions.
- Qualifications can be reviewed on request if required.
- Other qualifications also available on request.
- Practitioners are fully Garda Vetted, First Aid Trained (where applicable), Fire Safety, Manual Handling, Healthy Ireland, and other relevant qualifications suitable to their role.

## Welcome to Klever Kidz Pre-school

We would like to take this opportunity to "Thank you" for choosing Klever Kidz Pre-school for your child's pre-school placement for the coming year/s. We will support your child's learning and development and will liaise with you, the parent / guardian where necessary. Your child will no doubt have lots of fun with us, learning through play using real life skills daily. They will have ampules of opportunities to explore the pre-school's facilities and we hope they enjoy their experience with us!

### Our Pre-school

Klever Kidz Pre-school is notified to Tusla (HSE). Our aim is to provide Care & Education for children from 2 years - 5 years 6 months, ensuring security in a bright and friendly environment that will encourage children to learn and express themselves.

Our Curriculum is developed by the practitioners and the children's emergent interests throughout the year. We offer a child centred programme in which each child's skills, abilities and interests are respected and developed. Positive behaviour is encouraged, and the children are encouraged and praised for their efforts and achievements. They learn life skills and independence for themselves.

All practitioners within Klever Kidz Pre-school are fully qualified. They are responsible for the care of up to 22 children per session using a Key Worker system. Practitioners will always observe ALL children in their care. If we have any concerns regarding your child/ren, we will speak to you in private. If you have any queries or concerns regarding your child, please do not hesitate to speak to us at any time. Regular updates may be given to parents at the end of the session either by phone or face to face. Face masks must be worn when there is face to face contact and a social distance of 2 metres per person must be followed as per guidelines. However, guidelines may change, please refer to the most up to date guidelines at the time of enrolment.

Please inform us of any changes regarding your child within their home environment as this may affect your child's behaviour, development etc. within the pre-school setting. We hope trusting relationships will be built with parents / guardians and practitioners. Anything that is discussed is strictly private and confidential, as per our "Confidentiality Policy". Your child's key worker carries out observations and developmental checks throughout the year. These are stored safely & securely on the premises and filed away for the recommended times as per Tusla regulations. Only parents / guardians will have access to their OWN CHILD's records ONLY.

Within Klever Kidz, we allow the children to plan their day. However, we do follow a daily routine where rules and boundaries are put in place ensuring the children follow these building life skills for themselves i.e., cleaning up, preparing for snack time, handwashing, circle time etc. The practitioners may be firm with the children where necessary using different tones of voice. The health & welfare of the children is our main priority, and we follow a fair but firm structure allowing the children to enjoy play following the Aistear Curriculum.

### CCTV

Please note, CCTV Cameras have been installed around the external building of:  
1 College Farm Green, Newbridge, Co. Kildare, W12DN44.

Cameras located to the front of the building will be in operation 24 hours per day.  
Cameras to the rear garden will operate from the hours of 15.30 p.m. until 9.00 a.m. daily.

Children attending the facility **WILL NOT** be recorded during their hours of attendance from 9.00 a.m. - 12.00 p.m. and 12.30 p.m. - 3.30p.m. during the preschool calendar year.

Please refer to our "CCTV Policy & Procedure" for further details if required. This is available in the preschool at any time.

### **Who Can Attend!!!**

All children are welcome to attend Klever Kidz Pre-school regardless of race, gender, religion, or ability (if the practitioners are confident that they and the facilities within the pre-school are sufficient to assist with the individual's needs).

Children with special needs are accepted into our service if we can support the child's needs. Practitioners will support the child's learning and development as much as possible. If we feel your child may need additional support and/or a professional opinion on their development, a meeting will be arranged to discuss their concerns, offer relevant paperwork and support for your child to receive AIM Support or an Assessment of Need if required. If we feel our service cannot offer the best for your child, we will arrange a meeting with you, the parent / guardian and we will discuss an alternative arrangement for your child. Every effort will be met to assist your child within the setting. We may, at times need to remove children from our service if we feel we cannot meet their needs.

Places are allocated on a first come first serve basis. We accept both ECCE and NCS government funding. We also accept private paying parents.

Children who qualify for the ECCE Scheme must be 2 years & 8 months of age by the registration date of September of the coming year. When all places are full, a waiting list is compiled on a first come, first serve basis.

Children who qualify for the ECCE or other Government funding, you will need to provide a **photocopy** of their birth certificate and PPSN. These documents can also be sent via What's App to 0877721878. These documents will be shredded or deleted once registration is submitted to Pobal. If these documents are not provided, you will be required to pay privately until your child is registered for their method of funding. In some cases, you may not be permitted to receive a full refund due to the terms and conditions of the funding.

### **Toilet Training**

Under the ECCE requirements, children who qualify for their 2<sup>nd</sup> year of ECCE **MUST** be toilet trained. In certain circumstances, we understand your child may not be ready, please speak to Karen or Aimee regarding your concerns regarding toilet training.

Junior ECCE children are not required to be toilet trained as they are only in their first year of their ECCE scheme. However, as this is only a 3-hour session, if they are still in nappies, we supply a nappy changing unit and cover staff to change them if required. We request your child comes to school in a fresh nappy and they will leave with the same nappy unless they have soiled themselves or have a full nappy. We will not change your children's nappy unless necessary. You will be required to supply 1 nappy and wipes in a sealed or zip lock bag which is to be placed into your child's lunch bag. These must be restocked regularly.

### **Our Curriculum**

At Klever Kidz we follow the Aistear Curriculum. Aistear allows children to "Learn through Play", meaning the children learn life skills daily by playing alongside their peers, sharing, communicating, socialising, interacting etc. By carrying out these simple tasks, they will learn how to become part of

society. The children carry out a large amount of "messy play" and will go home most days covered in flour, foam, water, sand etc. Please do not wash their uniforms daily as "a dirty child is a happy child" and it will be repeated most days. We encourage the children to explore with different textures and items, not washing their hands **during** play and to enjoy messy play.

Our Routine is made up of daily and weekly activities which is displayed in the pre-school. Our daily routines almost always change depending on what the children want to do. All work is unique to each child. The practitioners do not carry out the artwork for them but will assist any way possible or when asked by the child. The children create their own work using cognitive and creative skills. We offer scaffolding to the children and by doing this they will progress onto their next stage of development. Children learn by doing things for themselves and become responsible individuals. It is extremely important to allow them to explore during play so they can progress in life.

### **Settling in Period**

We promise to comfort your child as best as we can to make their days with us the most enjoyable, they can remember. If you, the parent / guardian is experiencing difficulty with separation from your child, please speak to us and we will also offer support to you.

All children will attend the facility for 3 hours from their first day of attendance. If any child is experiencing difficulty or upset during our settling in period, we will contact you to collect them earlier than the session finish time. We will discuss with you a new settling in period with reduced hours so your child will not be upset coming to school. Some children take longer to settle than others and may cry for longer periods of time over the coming weeks, or months in extreme cases. This is completely normal so please do not worry, your child is in good hands and every effort will be met to ensure they are made feel secure and safe during each session.

Parents of new children are required to inform your child that you will be back to collect them soon and we, the practitioners will look after them till your back.

**\*\*\*\*\*We ask you not to hang around or look through the window when leaving or on collection as this can cause upset to the child/ren once they see you. We will present your child to you once the gate is opened\*\*\*\*\***

### **DROP OFF / COLLECTION & SOCIAL DISTANCING**

Social distance markings are displayed on the ground of the preschool property. However, once outside the preschool grounds, this is public property, and we are not permitted to apply social distance markings on the pavement as this is the property of Kildare County Council.

***\*\*It is YOUR responsibility to adhere to social distancing rules inside and outside of the preschool grounds\*\****

Please ensure your child stays with you, not allowing them to run around and keep them close as best as you can. Once the door opens, please proceed towards the next ground marking until you reach the preschool gate. Allow your child to pass the gate and we ask you to leave in a swift manor to avoid contact with other people. **FACE MASKS ARE MANDATORY AND MUST BE WORN AT DROP OFF AND COLLECTION.**

Due to COVID-19, parents are **NOT PERMITTED** into the preschool room as per government guidelines. We will comfort your child and try to reassure them they will have fun. We are permitted to hug the children and comfort them the way we did before the COVID-19.

As discussed above, some children may become distressed during the settling in period. If this is the case, we may reduce your child's hours and gradually increase them to three hours over time.

### **COLLECTION**

We cannot stress enough regarding late collections. As per our "Late Collection Policy", our late fee is **€2.00 per minute, effective immediately**. We need children to be off the premises no later than the collection times of 12.00 p.m. and 3.30p.m. **SHARP**, as extra sanitisation is required after both sessions. We cannot sanitise the room while the children are still present, therefore, they need to be collected **IMMEDIATELY**. If you are late, you will receive a docket with your late fee required by you and this will be documented. If there is a pattern of lateness, a meeting will be held to discuss an alternative.

#### **Arrival:**

The pre-school doors will open at 9.00 a.m. & 12.30 p.m. per session. Parents/guardians and children are not permitted onto the premises any earlier than the opening times stated.

We encourage you to be on time for drop off as it disrupts the class when children arrive late, and it also disrupts your child's routine to school.

#### **Collection:**

It is vital your child is collected promptly at 12.00 & 3.30 to prevent our "**Late Fee Collection Policy**" (attached). It causes stress to your child if they are left behind when the other children are gone home. We are aware issues arise and cause you to be late. If this is the case, please phone and let us know so we can inform your child that you will arrive soon. Please refer to our "**Collection of Children Policy**" (attached).

#### **Absence:**

If your child cannot attend the service for any reason, please text 087-7721878 to let me know. If they miss **20 consecutive days in the ECCE year**, their funding is cancelled. Klever Kidz Pre-school are in contract with Pobal and DCYA to receive funding for children under the ECCE, NCS and other Government Funding, terms & conditions apply. We agree to these terms & conditions and by enrolling your child and signing the documents required, you are also in contract with Pobal, DCYA & Klever Kidz Pre-school. If your child is absent for 1 week, I am obliged to contact you, the parent, to see why your child is absent. I will remain in contact with you during the absent period until they return to school.

#### **Snack Time**

You are required to provide a healthy snack and a beaker with juice or water daily for your child. **FIZZY DRINKS ARE NOT PERMITTED**. Capri Sun's or other high sugar juices are also not permitted as these are also deemed unhealthy.

Please provide the correct tools for your child daily for snack time.

- An easy open lunch box, easy open beaker, spoon, or fork if required, a suitable easy open lunch bag. **ONLY** lunch bags are permitted in preschool. These will be wiped down when the children enter the room so some discolouring may occur during the preschool year. Back packs are **NOT PERMITTED**. Lunch bags **ONLY**

Foods permitted & not permitted on the premises are as follows:

Permitted	Not Permitted
<ul style="list-style-type: none"> <li>➤ Sandwiches, rolls, crackers,</li> <li>➤ Fruit</li> <li>➤ Yogurt, Frube, Yop (only 1 per child per day <u>ONLY</u>)</li> <li>➤ Chopped vegetables</li> <li>➤ Cheese</li> <li>➤ Meat</li> <li>➤ Other healthy options</li> </ul>	<ul style="list-style-type: none"> <li>➤ Chewing gum</li> <li>➤ Crisps</li> <li>➤ Chocolate</li> <li>➤ Sweets</li> <li>➤ Cakes incl. birthday cakes</li> <li>➤ Raisins</li> <li>➤ Popcorn</li> <li>➤ Jellies</li> <li>➤ Sausages</li> <li>➤ Capri Sun other sugary drinks</li> <li>➤ Peanuts or peanut butter of any sorts (in the case of a child/ren with nut allergies)</li> <li>➤ Chicken wings, drumsticks</li> <li>➤ McDonalds or other take away services</li> <li>➤ Other unhealthy options</li> </ul>

Foods not permitted in pre-school will remain in your child's lunchbox and returned home so please send in a healthy snack, otherwise your child will go hungry as these foods will remain uneaten. It is up to you, the parent / guardian to ensure your child eats during snack time as YOU pack their snack for them. Please refer to our **"Healthy Eating Policy" (attached)**.

Children will bring home their uneaten food and paper items to be recycled i.e., yogurt pots etc. These will be placed back into their lunch boxes after snack time.

**\*\*\*IT IS EXTREMELY IMPORTANT TO NOTIFY THE STAFF IF YOUR CHILD HAS A FOOD ALLERGY OR RESTRICTIONS IN THEIR DIET\*\*\***

### Fees

Children qualifying for the ECCE Scheme will not be charged a weekly rate for their child's attendance. Private paying parents will be charged a fee of €80.00 per child per week for 38 weeks of the calendar year, including bank holidays. During holiday closures, private paying parents will not be required to pay as the pre-school is closed.

If, however you decide to take your child out of pre-school for any reason such as holidays, illness etc., you will be required to pay the fee as normal. Payments are due no later than Friday of every week or monthly with a date agreed by both parties. Outstanding payments will be regarded as arrears and parents will receive a text message notifying you of your outstanding fee. Please see **attached** our **"Late Fees Policy"** regarding this situation if it were to arise.

### Illness Policy

Please ensure you read the **attached "Illness Policy"** regarding your child's attendance to pre-school should they fall into ill health during the pre-school year. Children **will** catch colds, different viruses, head lice etc. while attending. This is all part of building up their immune system. Please also refer to our COVID-19 Policy.

Head lice is a widespread problem among young children, and we ask you to notify us if your child has them so we can notify other parents. If your child has head lice, they will be sent home immediately and will not be able to return until they are treated and **fully** cleared of lice and eggs. Please see **attached "Head Lice Policy"**.

### **Child Protection Policy – Full Policy available in Klever Kidz Pre-school**

Klever Kidz Pre-school have a duty of care to all the children who attend our facility. A copy of our full Child Protection Policy is available on request or to view on the pre-school grounds should you wish to read this fully. Please do not hesitate to ask one of our practitioners to show you this policy. Please see **attached** an abstract version of our **"Child Protection Policy"**.

### **Dress Code**

**\*\*\*ALL CHILDREN MUST WEAR THE PRE-SCHOOL UNIFORM STATED BELOW WHEN ATTENDING KLEVER KIDZ FOR THE COMING YEAR\*\*\***  
**(Please refer to our gallery for a further description)**

**All** children attending pre-school are required to wear a tracksuit of navy in colour. This should consist of tracksuit bottoms, matching jumper, sky blue or white polo shirt and a comfortable pair of runners. This is to ensure all children are equal within the setting and to allow them to enjoy messy play throughout the year. It also saves money for parents. We recommended you purchase two of each as they may need to be replaced during the week depending on the activities the children carry out. Please ensure tracksuit bottoms are loose fitting for your child to assist themselves during toilet periods and for the practitioners to change children with nappies.

**Wellies:** During wet periods, parents are requested to put their child's wellies on before coming to school as we will be playing outdoors in all kinds of weather.

**Suitable Clothing:** Suitable coats, waterproof clothing, hats, gloves and scarves should be supplied for your child to keep warm while playing outdoors during the winter months. We do not supply spares of any of these types of clothing.

With parent/guardian consent (**attached**), practitioners will label your child's clothing for you within the first week of commencement if they are not already labelled. They will be marked with black permanent marker.

### **Birthdays & Celebrations**

**Birthdays:** We will celebrate all children's birthday in class. **No** birthday cakes are permitted on the premises as per our **"Healthy Eating Policy" (attached)**.

**Other Celebrations:** We will celebrate other events during the year such as Cultural, Valentine's Day, St. Patricks, Easter, Christmas etc.

We are inclusive and respectful of all children and families of different cultures and carry out celebrations for these events. Please inform the practitioners of events that are coming up, so we can discuss these during circle time with the children.

**If you are uncomfortable with your child celebrating an event, please speak to management for alternative arrangements or you may keep your child out of class for this occasion.**

### **Let's Work Together**

**YOU ARE THE MOST IMPORTANT PERSON IN YOUR CHILD'S LIFE!!!!**

We need to work together to help your child to learn and develop to his/her full potential. Please keep us up to date on what is happening in your child's life outside the pre-school. By doing this, we can support and help you and your child and receive a better understanding of their needs and behaviour.

### **Graduation**

At the end of the pre-school year, we hold a graduation ceremony for children who will commence to primary school in the coming September. Due to COVID-19 and changes in guidelines, parents may not be permitted to attend graduation. We will notify you how our graduation ceremony will take place at the time when it arises.

### **Deposit**

A €20.00 deposit must be paid when returning your child's application form. This will be refunded 6-8 weeks **AFTER** your child's start date in Klever Kidz.

### **Contribution Fee**

A €30.00 contribution fee is to be paid when returning your child's application form, along with their deposit (as above). This is **NON-REFUNDABLE**. This fee is to fund for your child's 8 weeks Stretch & Grow/Hip Hop Programme that we run in the service after the easter holidays. A highly trained professional will come in once per week and will carry out a one-hour session with the children. He is Garda Vetted and known to Klever Kidz. The contribution fee is also put towards our "Fun Day" (below).

### **Fun Day Event**

Every year we hold our annual "Fun Day" on the preschool grounds. The children are guaranteed a brilliant day all round. A contribution fee is to be paid (non-refundable as above) per child towards the event. Klever Kidz will cover the balance of the cost, entertainment may change yearly. Payments are to be made with the return of your application form. This can be paid to any of the practitioners on the gate. Date to be confirmed.

### **Other changes due to COVID-19**

#### **Sanitising within preschool**

We have purchased new equipment to sanitise the preschool after each session. The machine that has been purchased is called a "Disinfectant Hero Fogging Machine" which is CE Certified, successfully killing the Coronavirus as well as other bacteria and others. Once the fog hits surfaces, it takes approx. 1-2 minutes to kill all forms of bacteria. This product is safe on all surfaces and once applied, we can re-enter the room after one minute. It also kill's all airborne particles that include COVID-19. Please refer to the following link if you would be interested to see how this machine

operates within a school environment; [https://youtu.be/ucKgIE\\_sWRg](https://youtu.be/ucKgIE_sWRg) (Fogging in a school). HSE approved. Our toys will be sanitised on a weekly basis as well as daily where necessary.

### **Sanitising for children**

Four new hand sanitisation stations are located around the building. One at each entrance into the building and two located in the facility.

On entering the preschool, the children will place their coats and bags into their designated area and then proceed to wash their hand. They will wash their hand more frequently throughout the three-hour session. We will be very mindful to ensure children are aware they can also have dirty hands during play. We will monitor children to ensure they are not obsessing over handwashing or sanitising as this is also a concern during this time. If the children have outdoor play, they will sanitise their hands outside and may proceed through the side gate at home time instead of going back through the preschool room.

### **Indoor area**

Toys are cleaned, sanitised, and swapped over after each session. Both sessions will have their OWN toys stored in boxes and these will be rotated at the end of each session. Toys will be sanitised daily. Toys that are placed in the children's mouths will be removed and sanitised immediately as this was and always will be the case.

### **Outdoor area**

After each session, the outdoor toys are cleaned, sanitised, and swapped over too. Larger items are cleaned and sprayed with Safe 4 solution and the area maintained.

### **Practitioners**

There are 2/3 practitioners in the room to assist the children. Practitioners are **NOT** required to wear face masks while in the preschool room. However, they are required to wear them at the gate during drop off and collection daily. Practitioners follow all policies and procedures as set out in the preschool room, following best practice and guidelines.

All practitioners have carried out a safety online course required by Tusla, The Child and Family Agency before commencing back to employment.

### **Parents**

Should parents or guardians require speaking to a staff member, a meeting will be set up for this purpose to discuss your concerns.

Parents are required to follow social distancing requirements as set out by the Government. Meetings will be set up after hours if possible.

Please contact the preschool number 087-7721878 to set up a meeting at your preferred time or you can have a "phone meeting" with your required practitioner. A 24-hour notice period should be given

where possible. Face to face meetings can take place in the office area located in the rear garden or in the preschool room when vacant. Face masks are to be worn by all parties attending the meeting. If you do not have a face mask, this meeting **WILL NOT** take place.

### **Newsletters/ general information**

Newsletters will be sent to your What's Ap Group once per term. General information and updates will also be sent to you in this form.

### **PPSN & Birth Certificate**

If you present Klever Kidz Pre-school with the above documents before your child's start date, you will need to sign the consent section allowing Klever Kidz to hold these documents as per the GDPR. Once submission is made to Pobal, DCYA, these documents will be destroyed.

**\*\*\*If you agree to the above, please sign the consent section on your application form\*\*\***

### **Application form**

If your child is to return to Klever Kidz Pre-school, we will use the same application form for the remainder of their stay with us. If any details change throughout the year, you **MUST** inform us, so we can update your child's file throughout the year. Please ensure you sign the consent section on your application form as per the GDPR allowing Klever Kidz to hold your child's data until the recommended date to be destroyed.

**\*\*\*If you agree to the above, please sign the consent section on your application form\*\*\***

### **Policies & Procedures**

A copy of **ALL** our Policies & Procedures are placed in the pre-school for viewing at any time if required.

**The following relate to Policies and Procedures in your Application Form (attached). Please refer to these before you sign. Once you sign these, you are permitting Klever Kidz Pre-school consent in these areas.**

#### **Emergency Medical Care/treatment:**

In the case of a medical emergency, Klever Kidz Pre-school will contact the named guardians or next point of contact on your child's application form. However, if neither can be contacted, we ask for your permission to contact the local GP or transport your child by ambulance to the appropriate hospital's A&E department to receive the best treatment. Staff from Klever Kidz Pre-school are not permitted to accompany your child on their journey to the local GP or hospital. Klever Kidz will keep in close contact with the GP or hospital where your child is being transported and will liaise back to the parents / guardians at every opportunity possible.

**\*\*\*If you agree to the above, please sign the declaration on your application form\*\*\***

#### **First Aid**

Aimee Rochford, Amanda Malone & Karen O'Neill are First Aid Qualified. Aimee is our First Aid Officer for Klever Kidz Pre-school. If an issue were to arise with your child, we ask for your permission to administer First Aid when and where if necessary.

**\*\*\*If you agree to the above, please sign the declaration on your application form\*\*\***

### Permission to change clothes

If your child's clothing should be changed due to a toilet accident, water play, illness etc. we ask for your permission to change your child's clothes in these incidents. We will change them into spare clothes that we hold on the premises and these should be washed and returned immediately.

**\*\*\*If you agree to the above, please sign the declaration on your application form\*\*\***

### Photo and Video Permission

#### **Photographs & Videos;**

Photographs and Video footage will **ONLY** be used for the below purposes;

- Child Observations and feedback to parents
- Tusla (HSE) inspection and service evaluations
- Displays and information. Photos/videos may be shared with other parents, Tusla inspectors and other authorised personnel
- Videos and photographs will be shared on the parents What's App group to update and share information with parents on a daily/weekly/monthly basis to allow parents to see their children engaging in activities during the pre-school year. These videos and photographs will **NOT** be uploaded onto any social media by any staff members from Klever Kidz Preschool. However, if parents within the group choose to upload these onto social media, Klever Kidz do not hold any responsibility to the actions taken by parents / guardians uploading these images.

**ALL photographs and video footage will be permanently deleted from the company software once photographs are printed and video footage is used.**

**\*\*\*If you agree to the above, please sign the declaration on your application form\*\*\***

### Child Observation

The staff carry out monthly or term observations on each child depending on their development. Observations are used to record the child's progress in their holistic development. All observations will remain the property of Klever Kidz Pre-school until the recommended time scale required under the GDPR & Tusla requirements. Each observation will be filed away in a secure place. Parents can request to view their own child's observations **ONLY** throughout the year and photocopies can be requested.

**\*\*\*If you agree to the above, please sign the declaration on your application form\*\*\***

### Access to Animals / Insects

We may bring pets / insects into the pre-school on occasions. If your child has an allergy to any pets, please ensure you complete the section on the application form.

Every care will be taken that the health, safety and welfare of the child/ren is not put at risk when in contact with any animals / insects.

**\*\*\*If you agree to the above, please sign the declaration on your application form\*\*\***

### Sun Cream

Parents are required to apply sun cream when necessary before your child comes to pre-school. Please check your sun cream to ensure you allow the correct time limit before your child is exposed to the sun.

**Please note, it is your responsibility to ensure your child does not get sun burn while they are playing outdoors during good weather conditions in pre-school.**

As the good weather approaches, we will be outdoors a large amount of time. It is essential you apply sun cream before they come to school. If your child needs sun cream applied again during the

session, please place your child's sun cream into a labelled, ziplock/sealed bag and we will reapply it to them if required. We will not use any other sun cream on your child, only the one you provide for them.

**\*\*\*Please sign the declaration on your application form\*\*\***

#### **Face Paint**

Every Friday is "Fun Day Friday" and face paint is carried out and on other special occasions throughout the year. The children decide if they wish to have their face painted or not. If parents agree, you must sign the declaration on the application form. However, if you disagree, you must explain to your child that it is **YOU**, the parents/guardian who has decided they cannot get their face painted and not the staff at Klever Kidz Pre-school.

**\*\*\*Please choose Yes or No on the attached declaration form and sign \*\*\***

#### **Make-up/Nail Varnish**

Nail varnish will be available all year round for the children to apply to themselves or their peers, however, make-up will only be made available once it is safe to do so.

If you disagree, you must explain to your child that it is **YOU**, the parents/guardian who has decided they cannot get use the nail varnish or make-up and not the staff at Klever Kidz Pre-school.

**\*\*\*Please choose Yes or No on the attached declaration form and sign \*\*\***

#### **Dental Care**

We will ask the children to bring in their toothbrush so they can learn how to look after their teeth. We will supply child friendly toothpaste showing the children the correct amount to use for their age and the importance of keeping their teeth healthy.

**\*\*\*If you agree to the above, please sign the declaration on your application form\*\*\***

#### **Parent / Pre-school Declaration**

Please ensure you have read this information booklet and understood the enclosed. If you are unsure of any of the topics discussed, please do not hesitate to speak to any of the practitioners and we will discuss with you.

It is extremely important that you notify the pre-school of any changes to your personal details throughout the year i.e., new contact numbers, change of address, change of doctor etc. If we do not have this information, there may be serious consequences if your child becomes ill and we cannot locate the correct people with the contact details we have on file.

**\*\*\*If you agree to the above, choose Yes or No on the attached declaration form and sign\*\*\***

Updated: 06/07/2021