



## Welcome

Since our inception, the most important aspect of all that we are and all that we hope to be is to love children. Our whole ethos is centered around a reverence, respect and genuine fondness of childhood and all that it brings. During our time with your child, we will nurture their individual strengths and empower them to reach further. This is the beginning of a wonderful journey that will last a lifetime; a passion for learning.

This school policy is designed to support the well-being of your child and the smooth running of the school. The information is valuable, and we do expect our families to adhere to the policies within.

At Little Trotters, we have an open-door policy, welcoming parental input and involvement. It is our hope that the links between home and school are so strong that each child feels that we are merely an extension of home life rather than a separate entity.

The classrooms are industrious areas that work to a schedule ensuring that every moment of the day has value. If you wish to spend some time with your child in the classroom, we would ask that you consider yourself a guest in their space. Please also be aware and take any non-child related conversations out of the classroom in order to help us maintain a child focused environment.

### **Drop off procedures**

To our newest recruits, these may be the first steps outside of the home environment. Despite the warm welcome of the friendly animals waiting to be fed and loving teachers itching to get going, so many new faces and a new environment can be very daunting. A few tears of separation are expected.

To help with this transition, we would encourage parents to attempt as brief a drop off as possible. Experience tends to show that settling is easier this way. However, this is not cast in stone. If it is felt that settling would be assisted better if a parent were to stay for a while, this too can happen. All we want at this time is for your child's first days at Little Trotters to be as calm and inviting as possible. These are big steps for these little people.

To parents of returning students, where possible may we request a swift drop off. We hope by now to be encouraging skills of independence. Between us; teachers and parents, let's work together in getting the children to put their own lunches in the fridge, putting their own fruit in the bowl, placing their own water bottle on the tray. This is especially pertinent in the oldest class. Ideally, parents...a little kiss



farewell at the door and we'll take over from there. This all contributes to a calmer, more productive start to the morning.

The teachers will be known on a first name basis. We endeavour to keep a high level of communication with parents on daily happenings, progress, funny anecdotes, and possible areas of concern. Where deeper concerns lay, requiring a little more time and privacy, please do not hesitate to arrange a meeting to discuss matters at length.

On the topic of communication, we are always available to take the time to hear any worries or queries you may have. Please do not hesitate to engage us regarding child centred communications. As a staffing body, we work collaboratively and diligently to observe, record and communicate behavioural and/or developmental concerns. Be assured, you will always be our first port of call in all matters concerning your child. Our aim is to ensure that each and every child reaches their full potential. Should the need arise, we work proactively with families and therapists to support the child in this goal. We would also ask to be informed of any changes in home life as we can then be more appreciative and understanding to any possible behavioural changes at school. All matters concerning your child are confidential.

**'Sign In/Sign Out' Sheet:**

At the entrance of each classroom is a 'Sign In/Sign Out' sheet. Please be advised that it is imperative that every child is signed in upon arrival into the classroom and signed out when departing the school premises. Please do so even in the middle of the day if your child leaves and then returns after a doctors' visit or swimming class etc... Be informed that in cases of a fire or other emergency procedure, this is the list to which we will refer to be sure all are present. We do not call a daily register due to the broad period of drop off time throughout the day, so this is our only way of knowing exactly who is present in each class at any one time, thus stressing the vital importance of signing your child in...AND out.

**Contact details:**

Please be reminded of your responsibility to let the school know if you are not available at the usual home or work number so that we can locate you otherwise. Also, please let us know if your contact information changes.

**Emergency Procedure:**

In the event of an emergency involving your child, Little Trotters will take appropriate measures including contacting the emergency medical services and transportation to George Town Hospital.

**Alternative pick up arrangements:**

In the event of somebody other than the usual parent/caregiver picking up your child we require you to let a member of staff know first, and preferably also write and initial this instruction on the daily 'Sign In' sheet.

**Sickness:**

Though we adopt every measure to upkeep excellent standards of hygiene, the exposure to germs is inevitable, especially for those who are new to a pre-school setting. It is of utmost importance that children who are carrying any illness in its contagious stage (and head lice) are not permitted to attend school. We maintain the right to send children home whom we feel are not well enough to be at school. We implore you to keep your child at home until he/she is 100% better. If your child returns to school too soon and is not fully healed from the prior illness, your child is susceptible to new germs and sickness. *It is unacceptable for children to be sent into school medicated with fever reducer.* Fever reducing medication only masks the symptoms if your child is unwell. If your child has a fever, he/she most likely has some form of infection and is therefore still contagious to others and unfit for a busy, stimulating day at school. We require that your child has been symptomless and without a fever for 24 hours before returning to school.

**Medication:**

We can, upon request, administer medication during the school day. Please write and initial instructions for administering medicine on a Medicine Form as provided by your class teacher. We ask that the medicine is handed over to a teacher so it can be stored in the medicine cabinet, not in lunch kits where it can be accessible to other children.

**Food Matters:**

We wish to promote healthful eating amongst these little people. Let's nourish them well. They are, after all, what we feed them. We herald snack and meal times with great value and consider this an opportunity to be well nourished, well mannered and sociable. We implore therefore that sweets, chocolate, and highly processed foods be replaced with healthy alternatives.

**Nuts and Other Allergies:**

Each new school year, we assess to find out if any children attending Little Trotters are allergic to any of foods. You will be informed of prohibited foods accordingly.

**Fruit:**

Along with a packed lunch each day, please provide your child with a piece of fruit. Upon arrival, your child will place his/her fruit in the fruit basket. This will be used to create a mixed fruit salad to be served at mid-morning snack time.

**Water Bottles:**

We ask all parents to provide their child with a named, refillable drinking bottle containing water. Upon arrival, your child will place his/her bottle in the 'drinks tray'. This follows them outside during playtime so that there is water available whenever your child is thirsty.

**Birthdays:**

We love the occasion of birthdays and welcome children to bring in a birthday cake or individual cupcakes to celebrate the occasion. There is no need to provide a huge cake, we shall keep portion sizes minimal.

**Baking:**

We bake regularly here at school with the children. What we bake will either be eaten at school at snack time or sent home. We pledge to bake with healthy ingredients introducing a wide variety of flavours and goodness.

**Project Themes:**

Throughout the school year, we cover a variety of age appropriate project themes. There will be signs posted on each classroom door detailing this. At the beginning of the school year, we will use the first week as a settling time to get to know one another, our environment, and to implement classroom ground rules.

A regular newsletter will be emailed to you containing up-to-date information and photographs. We have found this to be the most effective method for keeping you well informed with all that is happening throughout your child's week.

**Getting Messy:**

At Little Trotters, we pull up our sleeves and get stuck in! When doing arts & crafts, baking, planting seeds, toiling earth, tending to the animals and the rest... we are very likely to get a bit messy! Can we please ask parents to select clothes for their children with consideration to the amount of mucky stuff we'll be getting up to. 'Sunday best' may not always be appropriate as we are unable to guarantee they'll stay splodge free.



Can we also request that children are dressed in clothes that they can easily and independently take on and off. We ask for your child to have a change of clothes at school too, just in case.

**Discipline:**

The teachers approach at Little Trotters is one of kindness and understanding. Whilst adopting a calm, yet assertive, manner, discipline is always fair and consistent. Our Behaviour Management Plan is available on our website.

In the case of antisocial or aggressive behaviour, we will initially manage the situation using explanation whilst anchoring the child's attention through assuring eye contact and hand holding, with closure of apology and hugs.

Where anti-social behaviour continues, our next approach will be to remove the child from the scene or activity he or she is involved in, discuss again how to positively shape behaviour in that situation and at an appropriate time interval, invite the individual to re-join the group or activity.

If negative behaviour persists, we may feel the need to invite the child's parents in for discussion in the hope that as a team we can work together through different ideas to move past such behaviours. We do not use such words as 'naughty' or 'bad'. Our approach is always in the best interest of the child.

**SENCo:**

The school employs a full time Special Educational Needs Co-ordinator (SENCo). The SENCo works with children who are finding aspects of their day challenging and puts in place plans to help the teachers get the best out of the child and assist with the implementation of said plans. If a child is referred for an assessment and later therapy of any sort, our SENCo is the liaison between the school and the therapists. She will meet with everyone involved and be the bridge that ensures that therapies are being carried over to the child's time at school. Our school SENCo is Miss Amy. We also have a school SEN Policy that is available on our website.

**Bug Spray and Sun Cream:**

We ask that you send your child in wearing bug spray and sun cream as required. We are happy to reapply as needed. Should you wish for your child to have bug spray and/or sun cream reapplied during the school day, please provide your preferred product. This will be named and kept for your child's use.

**Nappies/Diapers and Wipes:**

Parents of children who are not yet potty trained are required to bring nappies into school. You will be alerted by a teacher when your nappy supplies are running low. If your child has a reaction or allergy to particular wipes, please bring in your preferred wipes for use with your child only. Otherwise, the school provides wipes.

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FARM & NURSERY SCHOOL

### **Potty Training:**

With regards potty training, we identify this as a two stage skill; stage one is mastering potty training in the home environment followed by the subsequent mastery of potty training in the wider environment/school. Insisting that the two environments are achieved simultaneously will inevitably lead to frustration and loss of confidence. When your child shows readiness in the school environment, we are delighted to work with you and your child to make this a positive, stress-free transition from nappies to underwear. We do require however that your child is fully potty trained at home to the extent of being in underwear for weekend outings; being able to recognise and prioritise the need to use the bathroom over any current activity. We must remain firm on this policy as we wish for each child to experience success as opposed to failure at this significant rite of passage. Potty training may be the single most controversial and confusing milestone between school and home in our experience. Where we strive to be supportive, our standpoint is one of identifying the need for your child to be neurologically and cognitively ready. Much like walking and speech, it is a milestone every one of us reaches at our own individual pace. Therefore, we reserve the right to request that your child remains in pull ups at school if we deem that he/she is not quite there.

### **Nap Time:**

If your child requires a nap, we do provide individual beds with sheets. If you so wish, you are more than welcome to bring a blanket, snuggly or milk to help your child to sleep. Please take washable items home over the weekend to be cleaned.

### **Toys:**

We prefer that all children's toys are left at home and not brought to school. This is not written in stone and where great comfort is brought from bringing in a favourite toy, especially during the settling period, this may be allowed. Please be aware that we cannot guarantee that these items from home will be found at the end of the day. If a special item comes in, it should be handed to a teacher for safe keeping.

### **Photography/Filming:**

As per our safeguarding policies, photography and/or filming are not permitted on school grounds without prior permission.

### **Fire and Earthquake Safety Procedures:**

We have regular Fire and Earthquake Drills with the children so that all are familiar with the procedures. Fire alarms and extinguishers are checked regularly by the Fire Department.



**Bad Weather Procedures:**

In the onset of poor weather to the degree of heavy rain fall, Tropical Storm Watch or Hurricane Warning, the school maintains the right to close in the interest of the safety of the children. We follow the Government guidelines with regards closing and reopening. Currently, the Government will close schools for a Hurricane Watch or Warning.

**Notice Period:**

One month's notice is required should parents wish to withdraw their child from Little Trotters.

**School Fees:**

School fees are payable September to the end of July regardless of student absence, school closure or unforeseen circumstances. Our fees are set at an annual rate but can be paid monthly or each term.