



Owlets



Welcome to Our Lady and Saint Benedict Catholic Academy

Parent, Toddler and Baby Group

Dear Parent/Carer,

We are really pleased you have come to Our Lady and Saint Benedict Parent & Toddler Group and we will do all we can to make you and your child feel part of our happy group.

Our group runs term time only, every Thursday 9.15 to 10.45.

It is important that every parent and child feels welcome, relaxed, supported and secure – and that you have lots of fun while you are here. It is for that reason; we have a few simple rules that will help us to enjoy our time together. May we remind you that when you register each week, you are agreeing to these rules:

1. All children must be registered on arrival.
2. You are responsible for your child(ren) while they are on the academy premises. Please encourage your children to take care of the room, the toys, resources and each other. For their own safety, children must stay in the hall and off the stage. Children must not run around the hall. Please take care with drinks, pushchairs and belongings.
3. Your child's safety, the way s/he relates to and plays with other children, is your responsibility. So if you think s/he is about to hurt others or damage equipment then please intervene!
4. If another parent expresses concern about an action of yours or your child's, listen graciously. Explore each other's point of view, even if you do not agree, or feel you have been misunderstood. Always be kind to others.
5. Appreciate the staff who are here to organise and facilitate the group. Let us know your thoughts and ideas. We value your comments, and would like to know if you have any concerns or suggestions, about how we do things.
6. Please read and abide by the academy mobile phone, camera and social networking policy, and the Toddler Group policy.
7. Please join in with the singing and story time, as it encourages both your child and others.

Child's name _____

Parent/Carers _____

Please tick

I have read the rules and received the mobile phone, camera and social network policy.

I give permission for my child to be photographed and for their image to be used on posters and marketing materials, the website and on the social media page to publicise the baby and toddler group.

I have read the Toddler Group Policy and simple rules, and agree to abide by them.

Signed _____ parent/carer

Date _____



Our Lady and Saint Benedict Catholic Academy

Owlets Parent & Toddler Registration Form

Child's name	
Child's date of birth	
Your name	
Mobile phone number	
Your email address	
Your relationship to the child	
Your address	
Does your child have any medical conditions that we should know about? Please explain.	
Is your child allergic to anything? Please list.	
Main language spoken?	



Owlets



Our Lady and Saint Benedict Owlets Parent, Toddler and Baby Group

Hello Parents,

Our Lady and Saint Benedict Catholic Academy wants to ensure the safety of you and your children and at the same time wants you to feel relaxed and comfortable. We have adopted this policy to help us do this. Please take a few minutes to read this policy to get to know our group better.

Routine

We have a flexible routine at the Parent & Toddler Group but we do like to have some structure to help us organise activities.

Time	Activity
9.15	Signing in. Please sign the register on arrival.
9.20	Snack Time. Help yourself to toast and a drink for you and your child. Please sit down at the tables provided. If food and drink gets into the equipment it can be very messy and a breeding ground for germs.
9.40	Creative Activity – This might be messy! Please be aware your child may get paint or glue on their hands and clothes.
10.30	Tidy up time, singing and story time
10.45	Home time

Behaviour Management

We do encourage children to be kind at all times. Parents and carers must try to ensure that their child's behaviour does not affect the other children's enjoyment of the group.

Biting, scratching, pinching, kicking and hitting

Biting, scratching, pinching, kicking and hitting are very common in young children. The child may be feeling angry or frustrated because they do not have the words to say how they are feeling. This can lead to children hurting each other. This can be very upsetting for all adults and children. We encourage parents:

- Do not laugh
- Do not tell their child to hurt/hit back
- Do not chat/gossip about other children
- Stay calm and do not overreact
- Make eye contact with your child and say "No biting/hurting – it hurts" firmly but without shouting
- Comfort the hurt child
- Help your child say sorry
- Watch your child closely so that you can distract or interrupt unwanted behaviour
- Give lots of praise for good behaviour

All academy staff will follow the school safeguarding policy (which is available on the academy website) to protect all children.

Admission to the Parent & Toddler Group

To help ensure the safety of all the children, the academy reserve the right to limit the number of children attending in one session. If the group exceeds the limit, anyone wishing to attend will be placed on a waiting list.

If a child who usually attends does not come to group then we will telephone to check all is well.

Confidentiality

We adhere to the current Data Protection Act. Any personal information you give to the group/academy will be kept safely and securely in line with the Alpha trust policy.

The information will only be made available in the case of an emergency. It will not be used for any other purpose.

We will ask parents' permission before taking any photographs as per the academy media permission form.

Equality and Diversity

The academy is committed to valuing diversity by providing equal opportunities and anti-discriminatory practise for all children and families. Our aim is for our Parent & Toddler Group to be inclusive, where all our children and parents can flourish, and their contributions valued.

Equipment and Resources

The academy provides the very highest, quality, safe, equipment, toys, resources and learning materials for the children. We have a great wealth of equipment matched carefully to the ages and needs of the children. Equipment is selected according to our criteria and required attributes. All equipment must be well cared for and maintained in a clean hygienic condition by the staff and parents.

Please help us to maintain our lovely resources by encouraging your child to take care of the equipment and toys. We encourage the children and parents to eat at the tables provided. Equipment should stay in the area it has been placed to avoid damage or missing pieces. We all know how frustrating it can be to have missing jigsaw pieces or soggy teddy bears.

Safeguarding Policy, Mobile Phone, Camera & Social Network Policy.

Our Lady and Saint Benedict Parent & Toddler Group takes place in the hall. All staff and helpers follow the Our Lady and Saint Benedict Academy Policies. These can be found on the academy website.

