Parent & Community Policies

Admissions Policy

Purpose

At Currents, we aim to provide a welcoming, inclusive environment where every child can explore, discover, and grow at their own pace. This policy outlines how children can join our preschool, how places are allocated, and how we manage waiting lists, ensuring transparency, fairness, and alignment with our ethos of celebrating each child's strengths and individuality.

Eligibility

Currents is open to children aged 18 months to 5 years, attending term-time sessions from 8:00 am to 4:00 pm. We welcome children of all abilities, backgrounds, and needs, supporting them to thrive in an environment that nurtures independence, communication, and curiosity.

Priority and Allocation of Places

We aim to offer places in a fair and transparent way. Priority is given to children who:

- Have siblings already attending Currents
- Require continuity of care due to existing attendance patterns
- Are part of families with particular childcare needs or constraints

We welcome applications from all children, including those with additional needs. Where a child has identified additional needs, we will work with families and relevant professionals to consider how we can best support the child within the resources and staffing available.

Where multiple children meet the same criteria, places are allocated based on the order in which applications were received. Staff will communicate offers of places clearly and promptly to families.

Deposit

For children booking additional privately paid sessions, or for children who are not entitled to any funded hours, a refundable deposit of £150 is required to secure the place. This deposit will be refunded when the child leaves the setting, provided the required notice period has been given and all fees have been paid.

Joining the Currents Preschool waiting list is free of charge; a refundable deposit will only be requested once a place has been offered and accepted

Places cannot be confirmed until the deposit has been received.

Waiting List Procedures

If a place is not immediately available, children can be added to our waiting list. Families are encouraged to provide updated contact information and relevant details about their child's needs and interests, which will help us support a smooth transition when a place becomes available.

The waiting list is managed fairly and reviewed regularly. Priority is maintained according to eligibility criteria and the order of application. Families are informed of any changes or expected availability as soon as possible.

Admissions Process

Families are invited to tour the preschool, meet staff, and discuss their child's needs and interests. A short induction period is arranged to help children settle, ensuring that staff can understand each child's strengths, routines, and preferences. Admissions are confirmed once the required paperwork, contracts, and fees are completed.

Roles and Responsibilities

Management is responsible for overseeing admissions, maintaining the waiting list, and ensuring that the process is transparent and consistent. Staff support the induction of new children, sharing information with colleagues to provide a welcoming and responsive environment. Families are responsible for providing accurate information and participating in induction sessions to support a smooth start for their child.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 03/11/2026
Date of next review: 03/11/2027

Attendance, Arrival & Collection Policy

At Currents Preschool, the safety and wellbeing of children is our highest priority. This policy outlines the procedures for the safe arrival and collection of children, ensuring that every child is safely handed over between parents and staff.

Arrival at Preschool

Children should be brought into the preschool by a parent or authorised adult and handed directly to a member of staff.

Parents should ensure that staff are aware of the child's arrival before leaving the premises.

During arrival, parents are encouraged to:

- share any important information about their child (e.g. sleep, illness, changes at home)
- ensure belongings are clearly labelled
- support a calm and positive start to the child's day

Children should arrive awake and ready to participate in the preschool day.

Attendance

Parents and carers must inform the preschool if their child will not be attending a scheduled session. Wherever possible this should be done before the session begins and should include the reason for the absence.

Currents Preschool monitors children's attendance and may review attendance patterns where concerns arise. Where a child is accessing funded early education hours, they are encouraged and expected to attend their full allocated sessions to support consistency in learning, development and wellbeing. If a child regularly arrives late, leaves early or misses sessions, staff may discuss this with parents or carers to offer support and ensure the child is able to benefit fully from their early years provision.

If a child is expected to attend but has not arrived within one hour of the session start time, and the preschool has not been informed of the reason for their absence, staff will follow the procedure below:

- Staff will attempt to contact the parent or main carer using the contact details provided.
- If contact cannot be made, staff will attempt to contact the child's emergency contacts.
- All attempts to make contact will be recorded.

If no contact can be made and there are concerns about the child's safety or wellbeing, the Designated Safeguarding Lead (DSL) will be informed and the following steps will be taken:

- The DSL will review the child's records and any relevant safeguarding information.
- Further attempts will be made to contact the parent or carer and all emergency contacts.
- The DSL may attempt to contact any other known settings or schools attended by siblings where appropriate.
- All actions and attempts to make contact will be clearly recorded with times and outcomes.

If the child's whereabouts remain unknown and staff are concerned for the child's welfare, the DSL will seek advice from the local authority children's services.

Where there is an immediate concern that a child may be at risk of harm, the preschool may contact children's services or the police directly to request a welfare check.

The preschool will always act in line with EYFS safeguarding requirements and local safeguarding partnership procedures, with the child's safety and wellbeing as the primary concern.

Authorised Collectors

Children will only be released to parents, carers or authorised individuals listed on the child's registration form.

Parents must inform the preschool in advance if someone different will be collecting their child.

The preschool may ask for:

- the name of the person collecting
- their relationship to the child
- a password or identification if staff are unfamiliar with the person

Staff will not release a child to an unknown person without confirmation from the parent or carer.

Collection Password System

For additional safeguarding, parents may provide a collection password.

If someone unfamiliar to staff is collecting a child, they may be asked to provide the agreed password before the child is released.

Minimum Age for Collectors

Children must be collected by a responsible person aged 18 or over.

Currents Preschool will not release children to anyone under the age of 18.

Late Collection

Parents must ensure that children are collected promptly at the end of their booked session.

If a parent or authorised collector is running late, they should contact the preschool as soon as possible.

Late collection may result in a late collection charge, as outlined in the preschool's Fees and Payment Policy.

Persistent late collection may result in a review of the child's place at Currents Preschool.

Uncollected Child Procedure

If a child has not been collected and the preschool has not been contacted:

1. Staff will attempt to contact the parent or primary carer.

2. If unsuccessful, staff will attempt to contact emergency contacts listed on the registration form.

3. Two members of staff will remain with the child while attempts are made to reach a responsible adult.

If no authorised person can be contacted within a reasonable timeframe, the preschool may need to contact the local authority children's services for guidance.

The child will always remain supervised by staff until they are safely collected.

Intoxicated or Unsafe Collectors

If a parent or authorised collector arrives and staff believe they are under the influence of alcohol or drugs, or otherwise unable to safely care for the child, staff may refuse to release the child.

In these circumstances:

- staff will attempt to contact another authorised adult to collect the child
- the situation will be managed in line with the preschool's safeguarding procedures

The safety of the child will always be the primary consideration.

Legal Restrictions on Collection

If there are any legal restrictions regarding who may collect a child, such as court orders or custody arrangements, parents must provide the preschool with official documentation.

In the absence of a court order or legal documentation, both parents will be considered to have equal parental responsibility, and Currents Preschool will allow either parent to collect the child.

Staff are not permitted to become involved in family disputes, and the preschool will always act in accordance with legal documentation provided and safeguarding procedures.

Communication with Parents

Parents are asked to ensure that:

- contact details are kept up to date

- emergency contacts are available
- the preschool is informed of any changes to collection arrangements

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Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 14/03/2026
Date of next review: 14/03/2027

Complaints Policy

At Currents Preschool, we aim to provide a high-quality, safe and nurturing environment for all children and families. We welcome feedback from parents and carers and view concerns or complaints as an opportunity to improve our practice.

We are committed to resolving any concerns quickly, fairly and respectfully.

Raising a Concern

Most concerns can be resolved quickly through informal discussion with a member of staff.

Parents are encouraged to speak directly with their child's key person or a member of the management team if they have any worries or concerns about the care or education provided.

Where possible, concerns will be addressed promptly and informally.

Making a Formal Complaint

If a concern cannot be resolved informally, parents may make a formal complaint.

Complaints should be made in writing (email is acceptable) and addressed to the Manager of Currents Preschool.

The complaint should include:

- the nature of the complaint
- the date(s) and time(s) of the incident if applicable
- the names of any individuals involved
- any relevant supporting information

Investigation Process

Upon receiving a formal complaint, Currents Preschool will:

1. Acknowledge the complaint as soon as possible.
2. Investigate the concern thoroughly and fairly.
3. Keep the complainant informed of progress where appropriate.

4. Provide a written outcome of the investigation.

A full written response will normally be provided within 28 days, in line with Early Years Foundation Stage (EYFS) requirements.

All complaints and outcomes will be recorded and kept on file.

Confidentiality

All complaints will be handled confidentially and sensitively.

Information will only be shared with those who need to know in order to investigate and resolve the issue.

Complaints Relating to Safeguarding

If a complaint raises concerns about the safety or welfare of a child, the preschool will follow its Safeguarding and Child Protection Policy and may involve relevant external agencies where required.

Escalating a Complaint

If a parent is not satisfied with the outcome of a complaint, they have the right to contact Ofsted, the regulatory body for early years settings.

Parents can contact Ofsted at:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 123 1231
Website: https://www.gov.uk/ofsted

Ofsted may investigate complaints relating to the Early Years Foundation Stage (EYFS) requirements.

For concerns specifically relating to the distribution of early years funding, parents may also contact the Local Authority Early Years Commissioning Team.

Email: earlyyearscommissioningteam@surreycc.gov.uk

Complaints Record

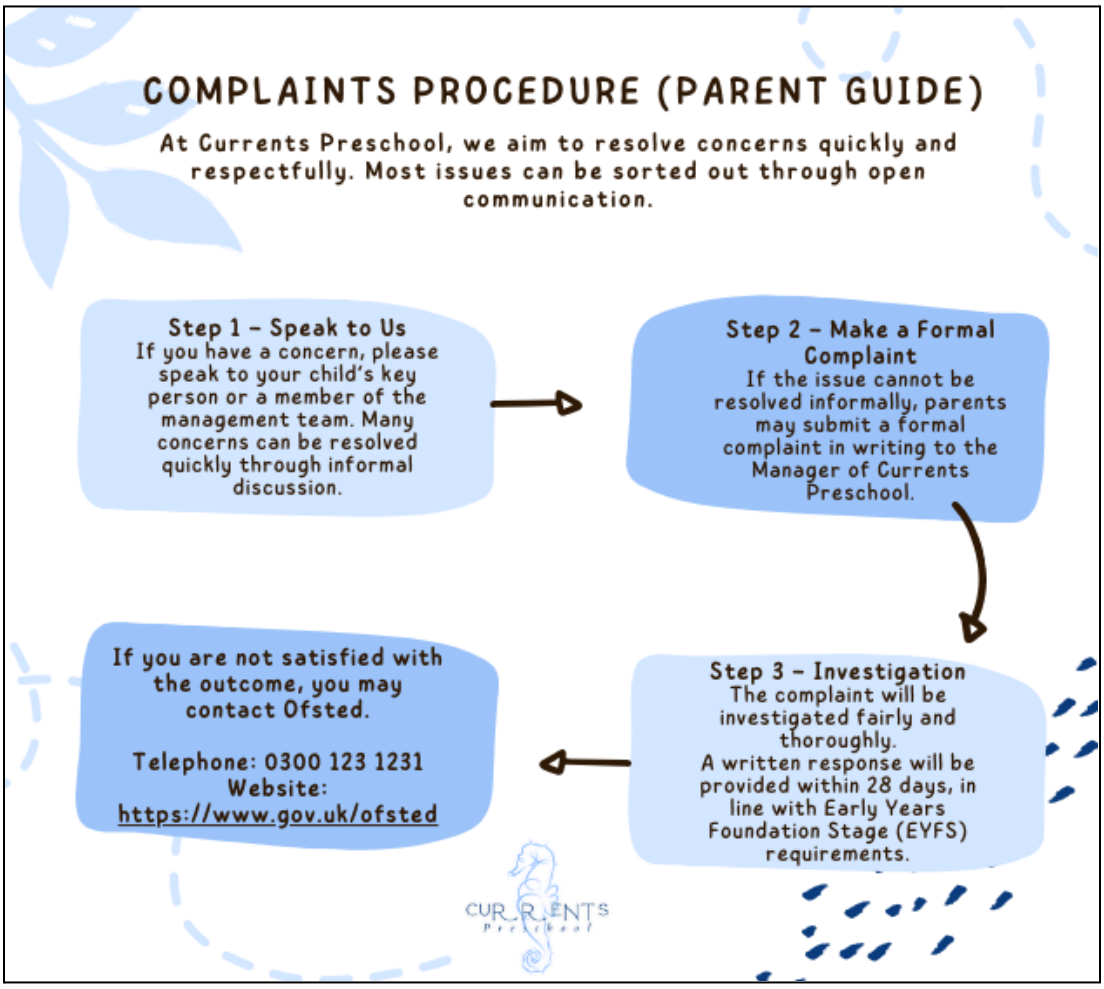
Currents Preschool maintains a written record of all complaints and their outcomes.

This record is available for inspection by Ofsted upon request.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 03/05/2026
Date of next review: 03/05/2027



Data Protection & Privacy Policy

Introduction

Currents Preschool is committed to protecting the privacy and personal information of children, parents, carers, staff, and visitors. This policy explains how personal information is collected, used, stored, shared, and protected.

We comply with UK data protection legislation, including the **UK GDPR** and the **Data Protection Act 2018**, and are registered with the Information Commissioner's Office (ICO) as a data controller.

Parent / Carer Privacy Policy

What Information We Collect

We may collect:

- Parent/carer name, contact details, and emergency contacts
- Child name, date of birth, health or dietary requirements
- Attendance, sessions, and funding information
- Any additional information provided by parents relevant to care or enrolment

How We Use Your Information

We use personal information to:

- Manage enquiries and waiting lists
- Register and enrol children
- Provide childcare and support development
- Communicate with parents about the preschool
- Meet legal and safeguarding requirements

Sharing Information

Information will only be shared when necessary:

- With local authorities or health professionals for funding, safeguarding, or welfare
- With regulatory bodies such as Ofsted
- If required by law
- With parental consent where appropriate

We do **not sell, rent, or share personal data for marketing purposes**.

Storage and Security

- Personal information is stored securely: locked filing cabinets for paper records and password-protected digital systems.
- Access is restricted to authorised staff.

Your Rights

Parents/carers have the right to:

- Access or correct their data
- Request deletion where appropriate
- Withdraw consent
- Contact the ICO if they have concerns

Completing a waiting list or enquiry form **does not guarantee a place**.

Section 2: Staff / Operational Data Protection & Confidentiality Policy

Confidentiality

- All information about children, families, and staff is confidential.
- Staff must **only share information on a legitimate need-to-know basis**:
    - With parents or legal guardians
    - With relevant professionals for welfare or development
    - When required by law
- Staff must **never discuss confidential information outside the preschool**.

Data Protection

Currents Preschool collects only the data needed to:

- Safeguard and care for children
- Operate the preschool effectively

- Comply with statutory requirements

Examples of collected data:

- Child registration forms, contact and emergency details
- Health, dietary, attendance, funding, and learning records
- Staff employment and training records

Storage of Information

- Paper records: locked filing cabinets
- Digital records: secure, password-protected systems
- Access restricted to authorised staff only

Sharing Information

Information may be shared when:

- Necessary to safeguard a child
- Supporting a child's development or wellbeing
- Required by law or regulatory authorities
- Parents have given consent

Parents will normally be informed if information is shared, unless doing so compromises safety.

Photographs, Media, and Social Media

- Photos/videos support learning, development, and communication with parents.
- Written parental consent must be obtained before taking or sharing images.
- Staff must **not use personal devices** to capture images of children.
- Images will **not be shared publicly or on social media** without explicit parental consent.

Breaches of Confidentiality

- Any breach will be **investigated immediately**.
- Appropriate action will be taken, and relevant authorities informed if necessary.

Staff Responsibilities

All staff must:

- Maintain confidentiality
- Handle personal information responsibly
- Follow preschool data protection procedures

- Report concerns about data security immediately
- Attend training on data protection and confidentiality

Retention and Review

Information is retained only as long as necessary for legal or operational reasons.

This policy will be reviewed annually or sooner if legislation changes or an incident occurs.

Date of last review: 14/03/2026
Date of next review: 14/03/2027

Fees and Funding policy

Deposit

For children booking additional privately paid sessions, or for children who are not entitled to any funded hours, a refundable deposit of £150 is required to secure the place. This deposit will be refunded when the child leaves the setting, provided the required notice period has been given and all fees have been paid.

Joining the Currents Preschool waiting list is free of charge; a refundable deposit will only be requested once a place has been offered and accepted

Places cannot be confirmed until the deposit has been received.

Fees

Fees apply to all non-funded sessions and additional hours outside the funded entitlement.

Currents Preschool operates during term time only, following Surrey term dates.

Funded hours are available between 9:00am and 3:00pm, subject to eligibility and government funding guidelines.

For children who are not accessing funded hours, sessions between 9:00am and 3:00pm are charged at £11 per hour.

Optional paid sessions include:

Session	Time	Cost
Early Start	8:00am – 9:00am	£11 per hour
Core Preschool Hours	9:00am – 3:00pm	Covered by eligible funding or £11 per hour
Late Finish	3:00pm – 4:00pm	£11 per hour

Additional sessions or hours outside funded entitlement will be charged at the current hourly rate.

Fees are reviewed periodically and parents will receive written notice of any fee changes.

Invoicing and Payment

Fees are charged monthly in advance on an ‘actual attendance’ basis. This means invoices are calculated according to the number of sessions scheduled in that specific month.

Invoices will be issued before the start of each month and must be paid by the due date stated on the invoice.

Non-Attendance and Closures

Fees remain payable for all booked sessions, regardless of whether a child attends.

This includes absences due to:

- illness or sickness
- family holidays
- bank holidays
- polling days when the village hall is unavailable
- any unforeseen closure outside the control of Currents Preschool

Fees are still charged in these circumstances because staffing and resources are arranged in advance based on booked sessions.

Late Payment

If payment has not been received within 7 days of the invoice due date, a £25 late payment fee may be added to the account.

If fees remain unpaid, Currents Preschool reserves the right to suspend a child’s place until outstanding balances are cleared.

Persistent late payment may result in a review of the child’s place at the preschool.

Funding Arrangements

Currents Preschool offers government-funded early education places in line with current government guidelines and the Surrey County Council Early Years Provider Agreement.

The funded entitlements available may include:

- Universal 15 Hours Funding for all eligible 3 and 4 year olds
- 30 Hours Extended Funding for eligible working families
- Early Learning for 2 Year Olds (previously known as FEET) where eligibility criteria are met

Funded hours are applied to sessions between 9:00am and 3:00pm.

Children accessing the 15 hours funded entitlement will typically attend for 2 full days per week, with any remaining funded hours able to be claimed at another setting if required.

Early sessions (8:00am – 9:00am) and late sessions (3:00pm – 4:00pm) are optional wraparound care and are not covered by government funding.

Parents must complete all necessary funding declaration forms and provide valid eligibility codes where required.

Parents are responsible for ensuring their funding eligibility remains valid and must reconfirm eligibility where required by HMRC.

If funding eligibility changes, expires, or is withdrawn, parents will become responsible for the full cost of sessions attended.

Parents are not required to purchase additional services or wraparound sessions in order to access their funded entitlement.

Minimum Attendance

To support continuity of learning and ensure effective staffing ratios, Currents Preschool operates a minimum attendance requirement of two days per week, subject to availability.

Parents may choose which days their child attends within available spaces.

An exception to this requirement may be made at the manager's discretion for children of employees. In these circumstances, ad-hoc or occasional sessions may be agreed to accommodate an employee's working arrangements. Any such agreement will be subject to

availability, staffing ratios, safeguarding requirements and competition of the settings usual registration and admission procedure.

This exception applies specifically to children of employees and does not constitute a general offer of ad-hoc childcare to other families.

Changes to Sessions

Requests to increase or reduce sessions must be made in writing and are subject to availability.

Session changes will normally take effect from the beginning of the next term.

Requests to reduce sessions must follow the preschool's notice period requirements.

Notice Periods

We require one full term's written notice at Currents Preschool for all privately paid sessions.

For example:

If a child is due to leave at the end of the summer term (July), notice must be given before the end of the spring term (before the Easter break).

If sufficient notice is not given, fees for the following term may still be payable.

In exceptional circumstances, shorter notice periods may be considered at the discretion of the preschool.

If you are accessing a fully funded place, funding is not automatically transferred to a new provider if you choose to leave mid-way through the term. There are some exceptions in relation to personal circumstances, as outlined in the Surrey County Council Provider Agreement, which may allow funding to be released to a new provider. Please speak to the Preschool Manager to discuss this in more detail.

Outstanding Balances

If fees remain unpaid after reasonable reminders, Currents Preschool reserves the right to:

- suspend sessions
- withdraw the child's place
- recover outstanding balances through appropriate means

Parents will always be contacted to discuss any concerns regarding payments before further action is taken.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 18/11/2026
Date of next review: 18/11/2027

ICT & Online Safety Policy

At Currents Preschool, we recognise the importance of keeping children safe in an increasingly digital world. While technology can support learning in some contexts, our approach prioritises hands-on play, real-world exploration and face-to-face interaction.

For this reason, Currents Preschool does not use screen-based devices with children during sessions.

Use of Technology in the Setting

Children at Currents Preschool do not participate in screen time activities such as tablets, computers or television during the preschool day.

Our learning environment focuses on:

- creative play
- outdoor exploration
- communication and social interaction
- hands-on learning experiences

This approach supports children's language development, concentration and social skills.

Screen Time Guidance for Young Children

Although screens are not used within the preschool, we recognise that technology is part of many children's lives at home.

Current health guidance recommends:

- Under 2 years: No screen time is recommended, except for video calls with family members.
- Ages 2–5 years: No more than one hour per day of high-quality, age-appropriate content.

Parents are encouraged to ensure that screen use at home is balanced with active play, conversation and outdoor activities.

Staff Use of Technology

Staff may use preschool devices for professional purposes only, including:

- recording observations and learning development
- communicating with parents
- administrative tasks

Children's photographs and learning observations may be recorded digitally by staff, but devices are never used directly by children.

Personal mobile phones are not used in areas where children are present, except in exceptional circumstances and in line with safeguarding procedures.

Online Safety

Currents Preschool takes steps to ensure that any digital systems used by staff are secure and used responsibly.

Where technology is used for administration or communication:

- appropriate privacy and data protection procedures are followed
- access is restricted to authorised staff
- children's personal information is kept secure

Partnership with Parents

We encourage parents to be aware of online safety and screen use at home, including:

- supervising children when using devices
- choosing high-quality educational content
- setting reasonable limits on screen time

Working together helps ensure children develop healthy and safe relationships with technology.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 14/03/2026
Date of next review: 14/03/2027

Oral Health & Handwashing Policy

At Currents Preschool, we promote good health and hygiene habits that support children's overall wellbeing. We encourage children to develop routines that help protect their teeth, health and personal hygiene both at preschool and at home.

Promoting Oral Health

We support children in developing positive oral health habits by:

- encouraging healthy lunchbox choices in line with our Packed Lunch Policy
- discouraging foods high in sugar, sweets or chocolate
- promoting water as the main drink during the preschool day
- talking with children about the importance of looking after their teeth

We encourage families to support good oral health by ensuring children:

- brush their teeth twice daily with fluoride toothpaste
- visit a dentist regularly
- limit sugary foods and drinks

Information and guidance on children's oral health may be shared with parents where appropriate.

Handwashing and Hygiene

Good hand hygiene is an important part of preventing the spread of germs and illness.

Children are encouraged and supported to wash their hands:

- on arrival at preschool
- before eating or handling food
- after using the toilet
- after outdoor play
- after coughing, sneezing or blowing their nose

- after messy play activities

At Currents Preschool, proper handwashing with soap and water is always used to maintain hygiene.

Children's hands will never be wiped instead of washed when proper handwashing facilities are available. Wipes may be used for minor cleaning during activities but do not replace proper handwashing for hygiene purposes.

Children are supported to wash their hands thoroughly using soap and water and dry them properly.

Teaching Good Hygiene Habits

Handwashing routines are used as learning opportunities to support children's independence and understanding of healthy habits.

Staff support children by:

- modelling correct handwashing techniques
- encouraging children to wash their hands for an appropriate amount of time
- supporting children to become increasingly independent in managing their own hygiene
- talking with children about why washing hands helps keep us healthy

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Staff Responsibilities

Staff at Currents Preschool support children in developing good hygiene habits by:

- modelling correct handwashing practices
- supervising and supporting children during handwashing
- maintaining clean and hygienic facilities

- ensuring soap and hand drying facilities are always available

Staff also follow strict hygiene procedures when handling food or supporting children with personal care.

Partnership with Parents

We work in partnership with parents to promote children's health and wellbeing.

Parents are encouraged to:

- provide healthy lunchboxes
- support good oral hygiene routines at home
- inform the preschool of any dental concerns or medical conditions affecting oral health

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Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 14/03/2026
Date of next review: 14/03/2027

Packed Lunch Policy

At Currents Preschool, we encourage healthy eating habits and aim to provide a safe and supportive environment during mealtimes. Parents are asked to provide packed lunches and

snacks that are nutritious, safe to eat and suitable for a preschool setting. Children must have enough food for the sessions they attend, as outlined below:

- **Early sessions (8:00–9:00)** – children should bring a healthy breakfast.
- **Morning snack** – a small, nutritious snack such as fruit, vegetables or yogurt.
- **Packed lunch** – a balanced and filling meal to support growth and wellbeing.
- **Afternoon snack** – a healthy snack for children staying into the afternoon.

Parents are responsible for ensuring their child has enough food to cover all meals and snacks required for their session.

Nut-Free Preschool

To protect children with severe allergies, Currents Preschool is a strictly nut-free setting.

Parents must not include nuts or any nut products in their child's packed lunch.

This includes:

- peanuts
- tree nuts (such as almonds, hazelnuts, cashews, walnuts etc.)
- peanut butter or nut butters
- chocolate spreads containing nuts
- cereal bars or snacks containing nuts
- foods labelled "may contain nuts"

If a packed lunch contains nut products, parents may be asked to provide an alternative food.

Healthy Lunch Guidance

We encourage parents to provide balanced and nutritious lunches and snacks that support children's growth and wellbeing.

A typical packed lunch may include:

- a sandwich, wrap, pasta, rice or similar main item
- fruit or vegetables
- yoghurt, cheese or another healthy snack
- water as the main drink

To promote healthy eating habits, we ask parents not to include chocolate or sweets in packed lunches.

Food Safety and Hygiene

Parents are responsible for ensuring that packed lunches are prepared, stored, and transported safely in line with food hygiene guidance.

Lunches must be brought in a clearly labelled lunch box and must contain an ice pack to keep food at a safe temperature, as lunch boxes will not be stored in a fridge.

Please note that staff are unable to reheat or cook any food. All food must be ready to eat.

Parents should therefore avoid sending foods that require refrigeration or reheating to remain safe. Only include items that can be safely stored in a lunch box with an ice pack for the duration of the session.

Allergy Awareness

Currents Preschool supports children with allergies and dietary requirements.

Parents must inform the preschool of any allergies, intolerances or dietary needs their child may have.

In order to protect children with allergies, the preschool may restrict or ban certain foods if they pose a risk. Parents will always be informed if this becomes necessary.

Choking Risk Foods

At Currents Preschool, we follow guidance from the Food Standards Agency to ensure the safety of all children.

Due to the high risk of choking, and as staff are unable to cut, modify, or prepare food brought in packed lunches, all foods identified on the Early Years choking hazard list are strictly prohibited in the setting.

This rule applies regardless of how the food has been prepared at home.

The prohibited items include (but are not limited to):

- All small round fruits (e.g. grapes, cherries, blueberries, cherry tomatoes)
- Sausages and hot dogs
- Meat or fish with bones, skin, or fat
- Cheese in chunks
- Whole nuts and seeds
- Bread that may form a doughy texture (e.g. soft white bread)
- Popcorn
- Marshmallows
- Chewing gum
- Hard, sticky or chewy sweets (including cough sweets)
- Raw jelly cubes
- Ice cubes
- Whole or uncut dried fruits (e.g. raisins)

Parents must ensure that all items provided in packed lunches are safe, low-risk, and ready to eat without any further preparation.

If any prohibited items are found in a child's lunchbox, staff at Currents Preschool will remove the item and it will not be given to the child. Parents will be informed at collection so that suitable alternatives can be provided in future.

Independence and Packaging

We encourage children to develop independence during mealtimes.

Parents are asked to ensure that food packaging can be opened independently by their child where possible.

Staff are unable to heat, prepare or modify food brought from home. Food must be ready to eat.

If a child is unable to open certain packaged foods, staff will support them where necessary, but simple packaging is recommended.

Drinks

Children should bring water in a clearly labelled bottle.

Sugary drinks, fizzy drinks or energy drinks are not permitted.

Staff Supervision

- Staff remain at the table with children while they are eating and actively supervise at all times.
- Staff ensure safe eating, encourage social interaction, support independence, and guide communication and turn-taking.
- Staff are trained in paediatric first aid to respond to emergencies such as choking, allergic reactions, or other accidents.
- All incidents are recorded and reviewed to maintain and improve safety.

Allergy and Dietary Management – Traffic Light System

- Parents must inform the preschool of any allergies, intolerances, or dietary requirements.
- All children's allergies and dietary needs are clearly displayed at mealtimes using a traffic-light placemat system:
    - **Green –** No restrictions: The child can eat everything.
    - **Yellow** – Preference, intolerance, or mild allergy: The child has a preference, intolerance, or mild allergy that does not require immediate action. Staff are aware and monitor.
    - **Red** – Life-threatening allergy: The child has a life-threatening allergy. Immediate action is required. A personalised care plan is in place, including emergency procedures such as an auto-injector (epipen).
- Placemat colours are visible at every mealtime, ensuring staff can respond quickly.
- Care plans are reviewed regularly with parents to ensure accuracy and safety.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 11/09/2026
Date of next review: 11/09/2027

Parent Involvement & Communication Policy

At Currents Preschool, we believe that strong partnerships with parents and carers are essential for supporting children's learning, wellbeing and development. We value open communication and aim to work collaboratively with families to ensure every child feels secure, supported and able to thrive.

We encourage parents to be actively involved in their child's preschool experience.

Building Positive Partnerships

Currents Preschool recognises that parents are a child's first and most important educators. By working together, we can build a deeper understanding of each child's interests, needs and development.

We aim to:

- create a welcoming and inclusive environment for families
- build trusting relationships with parents and carers
- encourage open and respectful communication
- share information about children's learning and development

Parents are always welcome to speak to staff if they have any questions, concerns or information they would like to share.

Daily Communication

Regular communication helps ensure that parents remain informed about their child's day and experiences.

This may include:

- informal conversations at drop-off and collection times
- updates from the child's key person
- sharing observations about learning and development

- important notices and reminders

Parents are encouraged to share information about their child's interests, routines or any changes at home that may affect their wellbeing.

Parent Meetings

Currents Preschool offers parent meetings during the year to discuss each child's development, progress and wellbeing.

These meetings provide an opportunity to:

- review the child's learning and development
- discuss strengths and next steps
- share any concerns or questions
- work together to support the child's progress

Additional meetings can be arranged at any time if parents or staff feel further discussion would be helpful.

Sharing Learning and Development

Parents are kept informed about their child's learning through:

- regular observations and updates
- discussions with staff and key persons
- opportunities to review their child's development records

We encourage parents to share their own observations from home so that we can build a complete picture of the child's development.

Parent Events and Involvement

Currents Preschool aims to create opportunities for families to be involved in the life of the preschool.

This may include:

- seasonal celebrations and events
- stay-and-play sessions
- community activities
- opportunities for parents to share skills, interests or cultural experiences

These events help children feel proud of their preschool community and strengthen the partnership between home and preschool.

Sharing Information with Parents

Important information will be shared with parents through:

- email communication
- newsletters or updates
- notice boards
- the preschool website

Parents will be informed about:

- important dates and events
- policy updates
- changes to procedures or fees

- preschool news and activities

Respectful Communication

We ask that all communication between staff and families remains respectful, supportive and professional.

Any concerns should be raised directly with the preschool so that they can be addressed promptly.

Where necessary, concerns can be addressed through the preschool's Complaints Policy.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 14/03/2026
Date of next review: 14/03/2027

Sleep & Rest Policy

At Currents Preschool, we recognise that young children may occasionally become tired during the day. We aim to provide a calm and comfortable environment where children can rest if needed.

Our approach supports children's wellbeing while ensuring their safety at all times.

Arrival Expectations

Children should arrive awake and ready to participate in the preschool day.

Currents Preschool does not accept children who arrive asleep, as this can make transitions difficult and prevents staff from safely supervising the child upon arrival.

If a child arrives asleep, parents may be asked to wake the child before entering the setting.

Rest Opportunities

Children who feel tired during the session will be offered a quiet and comfortable space to rest.

Resting may include:

- sitting quietly with a book
- relaxing in a calm area
- lying down if needed

Children are not required to sleep, but they may rest if they need to.

Sleeping Children

If a child falls asleep during the day, staff will ensure they are comfortable and closely supervised.

Sleeping children will be checked at least every 10 minutes to ensure they are safe and comfortable.

Staff will monitor:

- breathing
- sleeping position
- overall wellbeing

Where appropriate, checks may be recorded.

Safe Sleep Practice

Children will always be placed in a safe sleeping position, and staff will ensure the sleep space is clear, comfortable and free from hazards.

Sleeping children will remain within sight and hearing of staff at all times.

Children who need to rest will lie on individual sleep mats or comfortable resting surfaces, which are cleaned and maintained regularly to ensure hygiene.

Children will be placed to sleep on their own firm, flat and waterproof mattress, with a fitted sheet and a breathable cellular blanket. Where children require comforters, staff will ensure that these do not cover their faces whilst they are asleep.

Children under the age of two will always be placed to sleep on their backs initially, if the child is able to roll from front to back, and back to front they will not be repositioned onto their back if they roll over whilst they are asleep.

If a child unexpectedly falls asleep then staff will ensure they are moved to a safe sleeping area.

Staff Training

All staff at Currents Preschool receive guidance and training on safe sleep practices to ensure children are supervised and supported safely while resting.

Staff understand the importance of:

- regular monitoring of sleeping children
- safe sleeping positions
- maintaining clear visibility and supervision
- responding quickly if a child shows signs of discomfort or distress

This training forms part of the preschool's ongoing safeguarding and health and safety procedures.

Risk Assessment

The preschool ensures that appropriate risk assessments are in place for rest and sleep arrangements.

These assessments consider:

- safe positioning of sleeping children
- staff supervision and visibility
- the safety and suitability of sleep mats or rest areas
- potential hazards within the environment

Risk assessments are reviewed regularly and updated when necessary to ensure children's safety.

Waking Children

Children will not usually be woken from sleep, as adequate rest is important for their wellbeing.

However, children may be gently woken when:

- it is time for collection
- it is necessary for the child's wellbeing or safety

Partnership with Parents

Parents are encouraged to inform staff if their child:

- has had a poor night's sleep

- has unusual sleep patterns
- may be particularly tired that day

This helps staff support the child appropriately.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 03/11/2026
Date of next review: 03/11/2027