



## **PARENT GUIDELINES**

Escuelita Cambridge provides language and cultural support for the children of the Spanish-speaking community in Cambridge. The Management Committee and Teachers plan carefully to ensure that all of our play and learning opportunities are inclusive and accessible for all children. We strive to ensure that all children are able to flourish and benefit from Escuelita's various activities.

We strongly believe that as parents, you know your child best. Therefore we believe that a good partnership between Escuelita and parents is essential. There are various documents that you will be given or asked to complete that are extremely helpful to planning our provision. These will include photo consent form, medical and allergy information, and child protection policy. In addition to these, you will receive an annual questionnaire to complete in order to support us in continually improving.

### **Staff**

Our teachers are qualified professionals with experience in a variety of childcare contexts, who are additionally committed to creating a warm and friendly environment for children to learn through exciting and carefully planned activities. Escuelita Cambridge takes reasonable steps to ensure that unsuitable persons are prevented from working with children. We require our Management Committee and teachers to obtain a DBS Security clearance check as soon as possible. We also require a new DBS check every three years. Additionally, all teachers and Management Committee members attend yearly training sessions to keep abreast of good practice guidelines and to update their skills.

### **Setting and Security**

Escuelita Cambridge meets most Saturdays during school term in Brown's Field Community Centre, where it has use of two classrooms (Sunshine Hall and the Secret Garden room), as well as a large communal Space. Adjacent to the Secret Garden is an enclosed garden area.

During Escuelita the Community Centre is only accessible via the front door, which can only be

opened from the inside. This means that anyone wishing to enter the Centre must be let in by a Management Committee member from the inside. In this manner, Management Committee members are able to keep track of who enters and leaves the Centre itself, ensuring the safety of Escuelita Members. We ask you to support this policy by not opening the door to anyone while you are inside the Centre, and instead to inform a Management Committee member.

### **First Aid & Sick Children**

A First Aid trained member will always be present in Escuelita. However, parents are reminded that we do not have any facilities for caring for sick children, or any capability for administering any medication that a child may require. If you suspect that your child may be ill please do not bring them. If he/she becomes ill while with us, we will ask you to take your child home. Any accidents/incidents will be recorded on an accident/incident form which parents will be asked to sign.

### **Toilets/Nappies**

There are toilet and nappy changing facilities at Brown's Field Community Centre. Parents are reminded that they are responsible for taking charge of their own children's toilet/nappy needs during Escuelita. Should a child need to use the toilet or require a nappy change during one of our sessions, the teacher and/or Committee Member will alert the parent.

### **Snacks**

Each Saturday Escuelita Cambridge has two sessions of 45 minutes each. There is a 15 minute snack break in the middle, during which parents are invited to bring their own snacks. The Management Committee has a list of current allergies of all enrolled children and will communicate these to all at the start of the term.

### **Safeguarding Children**

Escuelita Cambridge has a duty under the law to help safeguard children against suspected or actual 'significant harm'. If we have concern about children's safety or welfare, we will notify agencies with statutory responsibility without delay. This means the local children's social care services and, and in emergencies, the police.

Our employment practices protect children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against anyone associated with Escuelita. Please refer to our Child Protection Policy document.

I confirm that I have read and understood this document.

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Name [Print]

Signature

Date

Reviewed by Escuelita Cambridge Management Committee on 9/9/16.