



WHAT IS PARENT ROTA?

Hello to all our lovely parents

As you know, Shurdington Pre-School is a **charity community run Pre-School** that relies heavily on funding and parent contribution. This does not necessarily mean financial contributions, but, instead, what we value most is your time – attending our fundraising and social events and signing yourself up to our Parent Rota.

Why is having a Parent on Rota so important?

This makes such a difference to our Pre-School day as it frees staff up and allows them to spend more time on what is really important - and that is your children. It also gives Parents a lovely opportunity to see their children in setting and catch up with their child's key person.

Do I have to do it?

Because we take Parent Rota very seriously, it forms part of your Pre-School Contract with us. As you will know from reading through the Registration Pack, we operate a **'three strikes and you're out'** rule for parents who do not take on their Rota Duty or arrange for a family member to do this in their place if they are unable to.

For new parents, if your child is in their first term or if your child is struggling to settle, we obviously give a little leeway and allow you to wait a term while your child settles in before putting your name down on Rota. For Parents who work full time and are unable to take time off work, we are very happy, as you know, for family members to come in on Rota or, if you prefer to assist in other ways, we are happy for you to help out by doing things such as taking washing home with you at the end of the week. However, please note that this must be pre-arranged with the Play Leader or Deputy Play Leader.

Another way of supporting us if you are unable to attend in the day is to attend a Fundraising Event Parent Rota.

How often must I do Parent Rota?

To clarify, the number of Parent Rota duties required for each child is calculated as **1 Rota duty per term for every one session your child attends Pre-School**, as set out below

For example, *if your child attends three mornings a week then we would ask you to put your name down on Parent Rota duty three times in a 6-week term.*

Number of Sessions Child does per week	Rota Sessions Parent is required to attend
2 Sessions	1 Rota Duty
3 Sessions	3 Rota Duties
4+ Sessions	4 Rota Duties

If you put your name down for Parent Rota and then fail to inform us that you are unable to attend or fail to arrange an alternative, please be aware that you will be fined £30 as, for us, having no Parent on Rota means we need to call Relief Staff to come in and help with various Parent Rota duties. The fine is charged to cover the Relief Staff member's wage for the session.

What does Parent Rota Involve?

Parent Rota basically involves the following:

- Coming in for your session and spending time with your child and some of their little friends, playing, interacting and engaging with them. It is very exciting for the children when their parents are in on Rota and they feel very proud.
- One of the most important aspects of being in on Parent Rota is the opportunity you will have to get to know your child's Key Person, to ask questions about our planning and the various activities we include and to see your child's interaction with other adults and their peers in our setting. This is incredibly valuable for us, for you as parents and for the children as we work in partnership.
- Assisting with cutting out any Magic Moments, Journey Notes, Photos that need cutting out and then spending some time sticking things into your own child's journal.
- Assisting with any other jobs that are in need of doing at the time i.e cutting out tickets for a planned Fundraising event, putting up decorations for an event, etc.
- Using the Register for the day (once all children are in) to fill the water bottles for the children who are in. Caterpillar bottles go over to the Caterpillar Room and are set out on a bench so the little ones can access their drinks. Butterfly water bottles are set out on the bench near the hand wash bowl for them to access them easily.
- During the session, we would ask you to help us out at tidy up time (before snack, before lunch and at the end of the day (depending on the session in which you have chosen to do your duty).
- If we are about to have snack or lunch we would ask you to wipe down the tables ready for food to be eaten on them and sweep away/clear anything under the tables so that children do not hurt themselves..
- After the children have eaten, we would ask you to help us by wiping down the tables and helping to sweep the floors and clean up generally before we get the next lot of resources out or prepare for home time (again depending on which session you have chosen to do your duty).
- Making our fabulous Team a hot drink is something we are always very grateful for as this is not something we are able to do while we are looking after the children.

By Parents and the Pre-School Team working together we are able to create an extremely supportive and nurturing environment for all our little ones who can go on to learn and grow safe in the knowledge that we are all there working together to love and guide them.

This has an extremely positive impact on the children and studies have shown that this type of holistic environment (solid partnership between Parents and Pre-School) strongly correlates with children's future successes in life.

We thank you for working with us and for taking the time to come in and get to know the team. Please do pop your name down on the Rota and, as ever, any questions at all, please feel free to ask me or any one of the Pre-School Team.

Thanks.

Your Pre-School Team