



Alderton
Acorns

Rota Duties

Parents/Carers will notice there is a rota in operation at Alderton Acorns. This is to ensure enough staff are able to cover each session and to keep costs to you down to a minimum. It is also an excellent way for you to fully understand what your child does when he or she is in our care.

How many?

The number of rota duties per parent/carer varies as we calculate it according to the number of children you have at preschool and the number of sessions attended per week:

1 child + 1 session per week = 1 rota per term

1 child + 2 or more sessions per week = 2 rotas per term

More than one child at preschool at the same time + 1 session per week = 2 rotas per term

More than one child at preschool at the same time + 2 or more sessions per week = 3 rotas per term

Exemptions

You are exempt from rota duties if:

- **You are pregnant.**
- **You have a child under 6 months old.**
- **You are deemed medically unfit to work (this would require some evidence).**

Please remember that if you cannot commit to doing rota duty then you can

nominate a member of your family or close friend to do it in your place. They would have to be happy to comply with the task of rota helper as set out below. If you cannot find anyone to do your rota duty and are unable to do it yourself then we would have to employ another member of staff (at a cost of approx £19) as we have to comply with the ratios stipulated by OFSTED. As a result of this you will be CHARGED for this extra cost on your termly bill. The charge will be £15 per rota not covered.

CRB Check

It is considered 'best practice' for all rota helpers to have a CRB check. The CRB form and explanation sheet are within this pack. You are still able to do rota helper while we are waiting for your clearance. However, you are NOT expected to take the children to the toilet.

The Task of Rota Helper

Please don't feel daunted by this. Here are a few tips to help you on your rota day:

1. Please arrive at 9.00am and stay until the session finishes and the clearing up is done.
2. Bring some fresh fruit or something savoury for the children's snack so we can encourage healthy eating. Something simple to share such as a bunch of grapes, bananas or a packet of crackers. Please remember that this is a snack and not a meal!
3. A cup of coffee or tea would be much appreciated by the staff (and yourself no doubt). You will find it in the playgroup cupboard in the kitchen (all drinks to be drunk by the hatch and not in the room with the children).
4. Please help put out and clear away equipment, mix paint etc. Please ask if you need any help or advice to where things go or what needs doing next.
5. At 10.45ish please get the children's milk and snack ready for them to tuck in at 11.00am. There is a trolley for you to put everything on.
- 6 Your most important role is to simply spend time with the children, listen to their ideas, ask and answer questions, read and generally give help and attention.
- 7 It is important you are aware of the fire drill. This is found on the notice board.
- 8 Any additional help you can think of will always be accepted! For example washing aprons, checking equipment etc

We really do appreciate your help!

Many thanks,

From all the staff at Alderton Acorns