

Starting nursery



WELCOME TO ARKLEY'S LITTLE ACORNS NURSERY SCHOOL

Dear Parents/*Carers*

I hope this booklet will help you to settle your child in nursery, and go some way towards answering some of your questions and make you feel welcome.

If there is any information you would like, that we have not provided, please ask. There will be plenty of time to look around and ask questions on your visits.

Do talk about starting nursery with your child so that he/she knows what to expect. Let them know that it is a friendly place and something to look forward to.

VISITS

On acceptance of a place we ask that you share information about your child in order to help them settle into nursery.

First Visit. This is an opportunity for you and your child to come and look around the nursery.

Whilst you are visiting, join in the activities; show your child the toilets, where to wash their hands, how to use paper towels, where to find a drink of water, where to play and which adults to ask if they need help.

SETTLING

Settling into nursery is an important time for young children and their families. For some children this will be the first time they may have been left with another person and often the first time they have been left in a larger environment. At Arkley's Nursery we aim to make this process as smooth as possible. All children and families are unique and as such their individual needs are taken into account throughout the settling in process. Through discussion with each child's key carer individual arrangements are agreed for each child.

After your child's first visit to nursery we will prepare a profile for them and have all the information we need before their start date.

Children's entry into nursery is staggered to enable staff to spend time welcoming and settling new children.

On your child's start date parents/carers should:

- Arrive at 9.30am or 1.00pm to allow your child to be welcomed.
- Ideally be prepared to stay within the nursery, or arrange for another familiar adult to do so, on their first day.



We hope that by working with parents/carers we can provide the best possible start for your child's entry into nursery, laying firm foundations for the future.



OUR SESSION TIMES



Your child will be given a start time of 9.00 am or 12.00 pm
Please can you kindly wait until a member of staff opens the door at these times.

It is important to arrive and collect on time.
We open at 9:00am and close at 3:00pm

If you will be unavoidably late picking up- please telephone so that we can explain this to your child. Parents/careers that are late more than 3 times in a term will be charged at £5 per minute

If someone other than yourself or a regular person that we have met before is picking up, then you must phone or speak to a member of staff. A password will need to be exchanged for any adults who do not regularly pick up your child before we will let them go. If we are in any doubt, we will not send the child home until we have phoned you or your emergency contact.

OUR DAILY ROUTINE



Children and Parents are asked to wait outside nursery until a member of staff opens the door and welcomes them in. The children's first task is to hang their coat on their peg which has their photo and name on. They will enter the hall and place their snack in the snack bowl. They will then go to the book corner for singing/stories and registration.

Children will then be able to choose where they would like to play when registration has finished at 9.20.

Each side of the nursery (Caterpillar and Butterfly) is supervised by members of staff. Children are free to move throughout their side and take part in a variety of activities. The children can play in the secure garden and in our nature world area.



Drinking water is available at all times. Children have a carton of milk at story time and snacks are available throughout the day. Everyone helps to tidy up towards the end of the session. Children are encouraged to tidy the area they have been working in.



Group Time - At the end of the session each child joins with members of staff. The group may talk about ideas in relation to our topics, singing, or share a story. At the end of the session Parents/Carers are asked to wait outside the nursery until staff open the door. The children remain in their group until they are collected.



HOW WE LEARN IN NURSERY



We believe that children learn through play. They are encouraged to join in all the activities, to be independent and to make choices.

We offer a rich and varied curriculum in a safe but inviting environment. We understand that children develop at their own pace, but with encouragement

and opportunity will reach their full potential. Children learn best when they are happy, safe and secure. The staff are there to guide and teach and will get to know you and your child well during your time here.

We have a number of curriculum documents, statements and policies all available for you to see. Please ask if you would like to look through these documents. You can also ask any of our staff about the curriculum.



Our environment is planned to enable children the opportunity to extend and develop their thinking and learning across all areas of the curriculum. Although the resources in each area tend to reflect a particular curricular area, they are planned together enabling children to consolidate and apply their learning in a way that makes sense to them. Each area is set up and staffed by our team. Key carers plan specific learning experiences that are appropriate to the needs of the children.

They work with groups and individuals to meet each child's specific needs.

Our environment consists of several areas. Each area offers a different variety of learning experiences for our children.

RECORD KEEPING/PARENT CONSULTATIONS

In order to plan for your child's development, all staff contribute to observations on your child's development. These begin with the information you share with us on registration and build up during your child's time with us. We collect written observations, children's drawings and photographs of things they have done at nursery which will be put into a Learning Journey. This will go home once a term for you to enjoy and add anything to it.



We aim to invite you to meet with your child's Key worker twice during the year to discuss their progress at nursery.

CHILDREN'S ILLNESSES

Please inform us of the reason your child is absent from nursery and of any infectious illness so that we can inform parents/carers. Please check your registration pack for the exclusion time for illnesses. Should your child become ill in nursery, we will try and contact you as soon as possible so that they can be collected. Please help us to keep contact numbers up-to-date.

ACCIDENTS AND ACCIDENT REPORTING

All accidents requiring treatment are recorded in our accident books. Whoever picks up your child will be asked to sign this book to confirm they have been informed of what has happened. If in our opinion a child requires medical treatment, we will contact you immediately.

ABSENCE

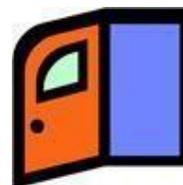


We ask that you ensure your child makes full and regular use of the place offered to them. If for any reason your child will not be able to attend, for example due to illness, or holiday please could you telephone to let us know. In the event of unexplained absences, decisions may have to be made to withdraw a child's place if it is not being used, so that it may be offered to another child.

SAFETY AND SECURITY

A security system operates in our nursery; please help us maintain a safe and secure environment.

- All visitors are asked not to open the door to anyone
- Please ask a member of staff to let you out of the nursery.
- The main hall door is alarmed so staff know when its opened.
- The Entrance doors are closed and chained after the sessions have started.
- Fire safety equipment is used and we do regular fire drills with the children.



INTIMATE CARE OF CHILDREN

During their time at Arkley's Nursery your child may need intimate care. Staff who provide intimate care to children have a high awareness of child protection issues. This can be when cleaning up a child after they have soiled themselves, helping them to change clothes when wet or changing nappies for those children who are not yet toilet trained. Arkley's Nursery is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The team recognise that there is a need to treat all children with respect when intimate care is given and no child should be attended to in a way that causes distress.



Parents/carers need to supply nappies and wipes for their child.

SAFEGUARDING

The nursery has a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves please let their Key Carers, or a relevant member of staff know. We are duty bound to follow up any unusual marks or injuries reporting them to the safeguarding authority who may need to follow them up. All staff have been on Safeguarding training and have been DBS checked.

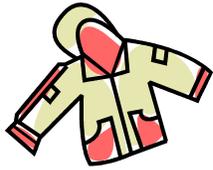
CLOTHING



Please dress your child in comfortable clothes that are easy to manage so that your child can learn to be independent. Young children need to wear clothing that enables them to go to the toilet easily and independently so dungarees, belts and braces are inappropriate. Please supply spare clothes for your child, especially when toilet training. We have spare clothes available in case of accidents and would appreciate that these are washed and returned promptly. Children that are on Caterpillar side will need to have inside shoes to change into. These can be rubber sole slipper or pumps.



Aprons are provided to protect the children's clothes when necessary, but we ask that children come to school in washable, practical clothes and not their best ones as they will take part in lots of messy play and painting activities. Wellies are not to be worn inside the hall, if your child comes in with wellies, please change them into shoes.



Children need to have warm clothes to wear outside, including a coat. When it is sunny we advise that children wear clothing that protects them, as well as a sun hat and sun lotion that you put on at home. We will also apply sun lotion to ensure they are protected from the sun rays.



ALL CLOTHING SHOULD BE CLEARLY LABELLED especially coats and boots. We also recommend that children do not come to school wearing flip-flop type footwear as these can be dangerous when climbing in the garden or if they drop a toy on their foot!

TOYS FROM HOME



Occasionally children like to bring a toy from home to show other children or an adult in the nursery, or just for security. Could you please discourage this as much as possible. Treasures can easily be lost or misplaced which can be very upsetting for the children.



FRUIT/SNACK

Each day we ensure children have a drink and a snack. The nursery provides milk and water for the children to drink and fruit & vegetables e.g. apples, carrots as well as occasionally breadsticks, crackers or other healthy alternatives.

Parents are asked to bring in a piece of fruit or veg at each session for the children to share.

LUNCH

We are a pack lunch nursery. If your child stays for lunch which is at 12:05pm then please supply a healthy lunch for them in a lunch bag. Please NO sweets, Chocolate or crisps.

We are a NUT FREE nursery. Please ensure you do not put nuts, including peanut butter or sesame seeds in their lunch as we have children that have allergies to them.

PARENTS

Communication with Parents and Carers is very important to us at Arkley's Little Acorns Nursery. This partnership between school and home begins when you first visit and we hope develops and continues throughout your child's stay at nursery. Your main point of contact within the nursery will be your child's key worker. Please come in and talk to your child's key worker if you have any worries or concerns - sometimes a chat is all that is needed to set your mind at rest. You can add any notes to the keyworker in the parent partnership book that will be sent home daily.

Throughout your child's stay at nursery we will provide more formal opportunities for you to discuss your child. Opportunities will be provided for you to meet key workers throughout your child's time at nursery, to celebrate your child's achievements and share any worries or concerns Parents are welcome into nursery at any time. If you would like to come in Please talk to Ms Naomi(Manager) Maybe you have a particular skill or talent you may wish to share with us.

NOTICEBOARDS



We try to keep you informed about events in nursery through newsletters, parent's partnership book, and information on the notice board. The notice boards in the nursery entrance keep you informed of local events, contact information, policies and procedures and lots more information.

Curriculum information is also displayed. This will keep you informed of activities that the children will be doing in nursery and the topic for that term. Communication is a two way process, so if there is anything you would like to know, please ask.

HOME AND SCHOOL

We recognise that all children come into the nursery having learnt so much at home. We aim to build on these initial learning experiences and provide a range of opportunities to develop further learning, not only in the nursery, but also at home in a variety of ways. Children will be sent home with a book bag with a Parents partnership book in. This is used to exchange notes/information or some fun sheets for your child to complete.

BOOK LOAN

We hope that you will enjoy borrowing books from our home/school book loan. The books can be found in the entrance and can be selected as often as you wish. Children have a book bag to protect the books as they are carried to and from nursery. We ask that the children borrow one book at a time and that they are returned regularly. If there are any mishaps, for example a lost book, please let us know as soon as possible. A small cost will be charged towards replacement books/book bags.



CAR PARKING

There is free parking on site. Please be considerate to others when parking. DO NOT park in front of the main doors. When entering from the main road and exiting please keep speed at 5mph or lower and be totally vigilant to children possibly being behind or in front of your car. Please hold your child's hand in the car park.

Children's safety is our first concern and we need your co-operation.

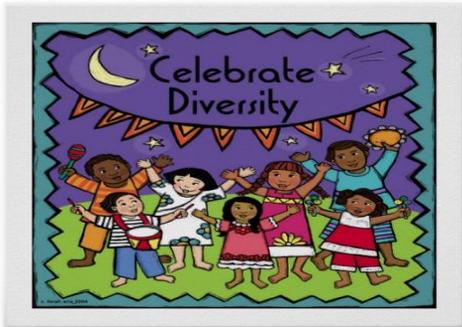




Please: Do not smoke on nursery premises, including the car park

COMPLAINTS

We hope that during you child's stay with us you will be happy with the nursery, and be able to discuss any worries you may have with the manager. Our complaints policy is on display in the entrance and can also be found on our website along with other policies for our setting.



Our address:

Arkley's Little Acorns Nursery
Arkley Village Hall
Brickfield Lane
Barnet
EN5 3LD

Telephone:0208-449-9298
Mobile:07790110335

WEBSITE: WWW.ARKLEYSNURSERY.CO.UK
Email: ARKLEYSNURSERY@GMAIL.COM

Items your child will need when they start nursery:

Something healthy for snack time daily.
(This can be fruit, carrots, cucumbers, breadsticks, rice cakes etc.)

Nappies and wipes if used

A change of clothing

A healthy packed lunch if your child is staying for lunch (no chocolate, sweets or crisps) **NO ITEMS THAT CONTAIN NUTS!**
(We do not heat food.)

A beaker if your child uses one

Wellies in winter(labelled)

Sun lotion and a sun hat in summer

All children need indoor slippers to change into when they come into the classroom.



OUR STAFF

We have qualified staffs ranging from Level 3 to Degree holders. We work using the key method system and also work as a team.

