

Shaw Ridge Nursery



January 2020

Welcome to Shaw Ridge Nursery.

We believe every child should be offered the opportunity to reach their full potential. For this to happen we provide a welcoming environment, which is stimulating, challenging and fun. Our aim is to make children feel secure and happy in nursery. We look forward to developing a strong partnership with you and your child.

Included in this pack is lots of helpful information regarding how the nursery works. We hope you find it useful as your child starts at Shaw Ridge Nursery.

Nursery Session Times:

Morning: 8.45am-11.45am

Lunch session : 11.45am - 12.15pm

Afternoon: 12.15pm-3.15pm

Contact details:

School telephone number: 01793 871601

School website: www.shawridgeprimary.org.uk

Email: lwestlake@shawridge.swindon.sch.uk

Arrival and collection procedure

Children arrive at the nursery via the nursery entrance, which is situated at the rear of the nursery. On arrival, we ask that parents encourage their child to hang up their own coat to encourage independence (this also helps them to learn which peg is theirs) and to bring their named water bottle into the classroom. If they forget to bring their water bottle, they can always ask a member of staff for a cup. Water is available for your child at all times during the session.

Once inside the classroom parents are welcome to join their child to help them to settle.

At the end of the session, we ask that parents wait outside of the nursery entrance. Staff will help the children to get ready to go home and will bring your child out to you. It is very helpful if parents can stand back from the entrance so that the children can clearly see their parents.

If you wish to speak to the nursery staff, it is best to speak to us at the end of the session once the other children have left.

Daily Snack

In nursery, we provide the children with a daily healthy snack, for a small cost each term to parents. We feel that snack time provides the children with a fantastic opportunity for mathematical language, social interaction, and problem solving. It also provides them with daily opportunities to try new foods in a different environment, often resulting in them eating food that they would not normally try at home.

We aim to include the children as much as we can in the snack time preparation. They suggest what we eat, they often help to write the shopping list, they lay the table, and sometimes they prepare the food.

Popular snacks that we provide are:

- Houmous with crudités
- Pitta bread with tuna and sweetcorn
- Pasta with vegetable sauce
- Cheese and crackers
- Fruit salad

They are also provided with a drink of milk and a variety of fruits.

If there are any foods that your child is allergic to or not allowed it is very important that you inform staff before they attend nursery.

Please list any foods that your child is allergic to or not allowed to eat on the Pupil Information form.

The cost for snack is £12 per term. We ask that it is paid in the first week of each term, using the on-line School Money system (you will be provided with a user name and password when your child joins the nursery)

Collection from Nursery

Staff are only allowed to release the children into the care of adults at the end of the nursery session for whom we have written permission from parents.

Please introduce us to childminders and other adults who will regularly be collecting your child.

If for any reason you need an adult who has not been named to collect your child please can you ring the school office in advance to let us know or, if possible, put it in writing.

What does my child need at Nursery?

In the cloakroom we have limited storage so unfortunately some items that your child will need at nursery will have to be brought in on a daily basis, depending on the weather. This includes:

- A small bag, clearly named on the exterior - containing spare clothing - we suggest socks, pants, trousers and a top.
- A named water bottle, please fill daily with water (no juice, squash or flavoured water please).
- Appropriate additional clothing for the weather - a jumper, sunhat, hat, gloves, scarf etc.
- A coat.
- Welly boots (names with permanent marker pen on the base of both boots please)

In the nursery we go outside to play every day regardless of the weather, so please make sure that your child has appropriate clothing each day.

Apart from their water bottle, your child does not need any additional food or drink for the session.

Please make sure that each item is clearly named.

Helping your child to settle in

Occasionally, a few children find their first day at nursery difficult and can sometimes be tearful and distressed when their parents attempt to leave them. To help to prepare your child for them joining us we advise talking to your child about nursery, naming the staff that will be looking after them, describing the room and the fun activities that they will be able to do. It is helpful to tell them that you will be leaving them for a short period but that you will come back after they have had a snack and a story, but try not to build it up too much.

In the event of your child being distressed at nursery, staff will come and support you and will encourage your child to come and try an activity. You are welcome to stay for the first fifteen minutes to encourage them to settle at an activity but after that, we suggest that you leave the nursery.

If your child is still distressed when you leave, please do not worry as this is quite common and staff are used to this happening. In the majority of cases, the child settles themselves within twenty minutes of their parent leaving, but in rare cases where children do not settle after twenty minutes, it is our policy to call you. If your child is holding onto you and is upset at the idea of being left, we will ask you if it is ok for us to take them from you, and we will give them a cuddle and take them to an activity, allowing you to then leave. If you are worried about your child you can ring the school office and they will contact the nursery for you to find out how your child is settling in.

If your child is very anxious it may be helpful to give them an item such as a comfort blanket, toy etc . This helps them to understand that you will be coming back.

It is very important that you establish with your child a pattern of being left at nursery, starting with their very first visit on the induction day. From our experience, we know that children, whose parents clearly and promptly leave them, settle much faster than those of parents who stay.

Attendance

Should your child be unable to attend the nursery due to ill health, please leave a message on the school Ansa phone on 01793 871601 every day that your child is absent.

It is our policy to contact any parent who fails to inform us of their child's absence.

Holidays

If you wish to take a holiday during term time, please obtain and complete an Absence Request form from the school office.

Uniform

Our nursery colours are navy jumpers with grey/black jogging bottoms/leggings. Formal uniform is not compulsory in Nursery but we strongly suggest a simple uniform of jogging bottoms, t-shirt, jumper and shoes that are easily changed. We spend a great deal of time outside and we do a lot of messy activities such as painting and cooking so it is essential that clothing is easy to wash and that you don't mind it getting messy.

Navy sweatshirts with the school logo are available to order on line from: www.your-logo.co.uk.

Parent helpers

We always welcome parents into the classroom to help. We suggest that parents do not come into the classroom to help the first term, to allow their child to settle in, but after that, they are most welcome to come in to run small group activities. If you think that you would like to come in and help please make an appointment with the school office to complete a DBS form online (a police check form).

Opportunities to talk to staff about your child's progress

Each year there are two formal opportunities to talk to the class teacher about your child's progress at a parents evening. There is also an end of year report and the opportunity to talk to the staff if needed, at the end of the summer term. If you have any concerns or questions you are more than welcome to make an appointment to speak to the class teacher at the end of the school day.

Our Head Teacher, Mrs Cowell, is always happy to talk to parents about any concerns or problems.

Our Toileting Policy

We ask that all children are toilet trained before starting Nursery. We realise that for some children this may initially prove challenging but staff are experienced in supporting parents with toilet training and will be happy to offer guidance and advice. Staff will change and clean children when accidents occur and it is our policy to deal with such accidents in a caring and supportive manner. Due to limited space and changing facilities, it is not our policy to change nappies in the Nursery on a regular basis.

In the event of a child needing to wear a nappy to Nursery on a regular basis (for example, due to medical reasons) a care plan will be written with the SENCO and the local Health Visitor in line with our whole school policy.

And finally.....

If you read one book a day to your child, they will have read 1825 books by their 5th birthday

Every day counts, every book counts