



Every setting a child attends will have slightly different ways of doing things. In this letter I hope to cover some of the things we do and the ways in which we do them as information for you!

Tapestry – We now use an online learning journal system to record and plan children’s development. This is a great function meaning that parents can access their own child’s records at any time through Apps or on a computer. This forms a great interaction between pre-school and home and provides greater accessibility and updates for parents.

Children’s baskets – each child has their own basket that we encourage them to use to store any artistic creations they may have made for you. This is also where children can keep any transitional items they may choose to bring in to comfort them. If possible we would ask that you try and keep items from home to one thing, this is for various reasons but we’d hate anything precious to get lost or damaged and we have lots and lots of toys here and will get anything the children want to play with out.

Going home arrangements – If your child is going to be picked up regularly by the same person that is not you, please complete the details of the person collecting on our Child Record Form. If there is an occasional change to pick up/drop off arrangements please let us know in advance and make sure if we’ve not met them before they have the password that is on your registration paperwork.

WOW’s – As a pre-school we like to celebrate the achievements of your children. This can be anything that is an achievement to them. Putting on their coat, sleeping through the night, using the toilet or tidying up their toys. Nothing is unimportant. Celebrating these milestones can help harness and secure their feelings of self confidence. Please let us know via Tapestry home observations so that we can add them to our WOW board in session.

Kindness Tree- Part of our philosophy revolves around teaching children about values. Being respectful and kind to others is an important life lesson. If a child displays this type of behaviour we mark it by turning their handprint into a leaf to add to our kindness tree which can be viewed at pick up.

Lunchtime – If your child is staying for lunches with us, can we please remind you that we operate a strict no nut policy. We also encourage healthy eating and ask that lunchboxes do not contain, chocolate, sweets or fizzy drinks. (See lunchbox guide).

Clothing – We do go outdoors all year round whatever the weather. Please can children have appropriate clothing with them for the time of year. Rain coats, woolly hats and gloves, sun hats and sun cream. I won't specify which season you need them for as sometimes you just need them all!!

Absences – Please notify us by phone on the first day of a child's absence if they are unwell. We now have a mobile number which you can text for speed and ease (07928309321). This way we can mark our register correctly and keep accurate records for funding purposes.

Existing injuries log – As children inevitably bump and scrape every part of their bodies, we ask that when an injury has been sustained at home that you let us know at drop off so that we can make a record of it before you leave.

Our Policies – We are just in the process of re-writing and updating all our policies. Once this is complete all the new policies will be online all the time for you to read. We will also have a 'policy of the week' which will be emailed out and available to read in our waiting room. The policies are really important as it sets out our expectations and what you can expect of us.

Feedback – As a setting we are always looking to improve our performance and your feedback is one of the biggest tools we use to do this. Any feedback, good or bad is vital for us, as we can either work to make ourselves better or we can show Ofsted ways in which parents are pleased with the provision. At various points throughout the year we send out online survey's we'd be really grateful if you could spend 5 minutes completing them to help us continue to make ourselves the best we can be. If you ever want to give us any feedback we will always make time to talk to you.

Contact Details – We ask for contact details and emergency contacts before the start of pre-school, however if you change your job or any of your contact information, please update us straight away. If there is an emergency and we need to contact you, it's good to have the most up to date information!

I hope that this information is useful, if you have any questions, please get in touch!