



**Every setting a child attends will have slightly different ways of doing things. Below is a sheet of information for you, there's lots to digest and take in, please don't feel overwhelmed, it will all make sense once you've started with us!**

**Tapestry** – We 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 tray's** – each child has their own tray that we encourage them to use to store any artistic creations they may have made for you or anything that may need to come home, please check this every day.

**Toys from home** – We have a toys from home basket that children can keep any transitional objects they bring in with them. If the children are settled and happy it's good to keep these packed away safely so they don't get lost or damaged! This also helps to prepare for school. Please make sure all items are clearly named.

**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** – 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.

**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. In winter we provide waterproof puddle suits for all children that they can wear thick warm coats over the top. You are more than welcome to provide a warmer snow suit, but this is not compulsory.

Please send changes of clothes for your child including socks even if they wear nappies. When exploring children will get wet and dirty and will regularly need changing, please keep

an eye on the changes of clothes you send, make sure they are seasonally appropriate and fit! Please make sure these clothes are clearly named.

**Wellies** – We sadly don't have the capacity to store wellies. Throughout the year we have water and mud play outside so please can children bring wellies with them every time they come in to avoid shoes and trainers getting very dirty and wet. Again in very cold weather you are welcome to provide warmer boots instead of wellies.

**Absences** – Please notify us by phone or email on the first day of a child's absence if they are unwell. We 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, we don't acknowledge receipt of absence notification.

**Existing injury forms** – As children inevitably bump and scrape every part of their bodies, we ask that when an injury has been sustained at home that you complete a pre-existing injury form which are out in the waiting room on the name table.

**Our Policies** – All our policies are on our website all the time for you to read. The policies are also available on Tapestry under the documents section. We also have the full policy folder which is available every day in the waiting room. The policies are important as it sets out our expectations and what you can expect of us. We will ask you to sign to say you accept our policies and terms and conditions.

**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 demonstrate ways in which parents are pleased with the provision. At various points throughout the year we send out online survey's we'd be 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!

**Water** – In line with Department for Education we provide fresh drinking water at all times for the children. They are encouraged to pour their own drinks and we discuss the importance of good healthy hydration with them at all times. For more information about healthy hydration in young children visit

[https://www.nutrition.org.uk/media/bqlhssbv/15419-bnf-hydration-posters\\_children-aged-1-4-final.pdf](https://www.nutrition.org.uk/media/bqlhssbv/15419-bnf-hydration-posters_children-aged-1-4-final.pdf)

**Family photo's** – Please could we ask that every child brings a 4x6" landscape family photo when they start pre-school, this is to add to our families wall display so that we are able to think about and celebrate our rich and diverse culture and learn about one another at the same time.

### **Our learning ethos including adult led activities**

Children are given ample opportunity to facilitate and develop their own learning through child initiated play. The adults within pre-school are skilled at immersing themselves into the children's worlds to carefully extend and develop learning opportunities.

We promote an approach of curiosity, providing children with a wide variety of real-life objects with no specific purpose. This allows children to harness their imagination, problem solve and think critically about their own approach to learning, while promoting a desire to learn and take on new information.

When children are ready we introduce more structure to our day to blend the child led learning approach with short periods of adult directed learning as part of school preparation (see our day for timetable)

**Poetry basket** – The Poetry basket consists of 36 poems with actions that are learned each week over the school year during circle time. Reciting poems with actions encourages children to discover new words more easily, emphasising sounds and rhythms of language.

**Helicopter stories** – Helicopter stories are not about helicopters! They refer to the pattern we follow to carry out the task. Each day children are selected during the day to tell us a story. We write their story down using the exact language and wording they give us. At the end of the day everyone sits round our 'stage' and we act out the children's story following specific rules that the children recall.

Helicopter stories improves children's communication and language development, confidence and turn taking, creativity and idea making, ability to listen and understand, teamwork and collaboration and emotional intelligence.

**Outdoor play** – Research has shown that introducing children to yoga at a young age through playful activity boosts healthy living, helping children to become calmer and better able to concentrate and focus.

**I hope this information has proved useful. If you have any questions please let me know.**