

WELCOME TO ASHFORD PREP SCHOOL NURSERY



This is an exciting time for you and your child. We hope this information will help you to feel confident about your child's first days in the Nursery

Morning Arrival

The Nursery morning starts from 08:00. Your child will find the routine easier if they are in the Nursery by 09:00 at the latest, when we come together to begin the day.

Morning Routine

Your child will find their name in the alphabetical pockets on the wall outside the Nursery and can place it in their Key Person's pocket. Your child's school bag should be put into the box on the table. Staff will check the Contact book and assist your child in choosing a book to read at home with you. This book may be changed each day or kept for as long as you wish. Children on the school bus will be greeted by Nursery staff who will guide them through this procedure.

Wrap Around Care is available from 07:30 – 18:30

Morning supervision is available in the Nursery from 07:30. Breakfast is provided and there is an additional cost of £3.00.

After School Club is also available from 15:00– 18:30 by arrangement at an additional charge of £5.50 per hour.

Key Person

Your child will be allocated a Key person who will nurture your child and build a strong relationship with them. This will ensure that they always feel safe and cared for. The Key Person will also aim to build a partnership with you, as a parent, to ensure your child has the best possible experience during their time in the Nursery.

Saying Goodbye

Try to encourage your child to walk into the Nursery rather than be carried; saying goodbye will be much easier for you both.

Don't Worry

Try not to worry if your child is upset when you leave – we will always contact you if they fail to settle.

Independence

Help your child's independence by encouraging them to put their own school coat on and off. And try to choose shoes which your child can manage to put on and take off by themselves. Please label all clothes, including shoes, and pack a spare set of named clothes which should be kept in their school bag for emergencies.

Your child's Profile

The Nursery staff will record all learning and developmental experiences on an iPad app. This app collates a comprehensive report that is sent to you by email, throughout each term your child is in the Nursery. You will have a unique record of your child's progress through the Early Years Foundation Stage by the time they leave the Nursery.

Clips on Hooks

There is a clip above your child's coat peg to which all creative work will be attached and any letters or information necessary for you to read. It is worth checking this on a daily basis. You will also be sent regular Clarion emails with extra information. If your child takes the school bus, staff will ensure that all work is placed into their school bag before leaving the Nursery.

Contact Books

Please don't expect reams of detailed information in the Contact book; you will be informed if your child has had an accident and there will be a form for you to sign. You will also be told if your child has had a wet or soiling accident and their damp clothes will be in a plastic bag for you to wash.

Please **do** use the Contact Book to inform us of anything which you think might be relevant.

Medication

If your child is completing a course of antibiotics or needs regular medication of any type, we have a School Nurse who will manage this. The Nurse is available from 08:00 and is happy to discuss any medical issues with you in person or on the phone. If your child is taken ill at school it will be the School Nurse who will ring to inform you.

Any changes to daily arrangements – please contact the school office (01233 620493)

Any concerns – please contact the Head of Nursery,

Mrs Marion Woolley on the above number or at woolley@ashfordschool.co.uk