



# Parkview Nursery Preschool

(Foundation Stage 1)

## Information Booklet



**Headteacher - Miss Marie Jarvis**

**Mrs Gascoyne - Preschool Teacher**



## Welcome to Parkview Preschool

We are really looking forward to meeting you and your child and hope the information in this booklet helps you to settle your child with us, and goes some way towards answering any questions you might have.

Your child will be joining **The Foundation Stage** at Parkview. This consists of both Reception class and our Nursery Preschool. Our class is called the Playful Penguins!

It's important to talk about starting Preschool with your child so that they know what to expect. Let them know that it is a friendly place and something to look forward to- we're certainly excited about having them join us!



## Settling In

Settling into Preschool 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 Parkview Preschool we aim to make this process as smooth as possible.

Children and families are unique and as such, their individual needs are taken into account throughout the settling in process. We hope that by working with parents/carers we can provide the best possible start for your child's entry into Preschool, laying firm foundations for the future.

Initially our learning focus is finding out about each other! We will spend time getting to know your child, supporting them in accessing the provision and helping them find out about the adults in the setting too. Over time we will introduce group activities and whole class teaching inputs to explore lots of exciting things together.

## First Day

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

- **Arrive at 8.45am or 12.15pm depending on your session.** Be aware that all children will start at 8.45 or 12.15pm on their first day even if they have signed up for First Friends. Please be on time as children can be very unsettled if they arrive late.
- **Line up outside the green gate** at the end of the staff car park (to the left of the main entrance).
- **Parents and children will walk through to the garden** where they will be greeted by Nursery staff.
- **Parents and children will be invited to enter** and together you can help your child find their peg to put their bag and coat on and complete self-registration followed by an opportunity to stay and play.
- **When your child is happily settled** staff will let you out through school so they can be busy with their new friends.

Over the first week you are welcome to support your child in entering and settling in the Preschool, after the first few sessions we do ask that you begin saying goodbye at the door.



### Our Session Times

Morning session: 8.45 - 11.45am Monday to Friday  
Afternoon session: 12.15 - 3.15pm Monday to Friday

If your child attends for 30 hours, they will be required to bring a healthy packed lunch. For this additional half an hour, there is a small fee of £2 per day to cover the staffing cost. This is payable each week, in advance, via your child's school money account. Due to the nature of the school day, children cannot be collected from the school for their lunch break, and returned for the afternoon session.

Any arrears will be dealt with our normal procedure and under the bad debt policy.

### Our Daily Routine

The children's first task on entering Preschool is to put their coat and bag on their peg and their water bottle on the designated trolley. We keep their water bottles on a trolley so that they can independently access these throughout their session. Over time, we build up to children finding their name independently to self-register before they come to the carpet for our initial focussed time.

After registration and carpet time, children are then able to choose where they would like to play. At some point during every session, the outdoor area is available for the children to use and sometime this will include free flow where children can choose to be indoors or outdoors. We use our garden all the year round, even when raining!

Children are free to move throughout the Preschool and take part in a variety of activities- some of these are adult led depending on the focus of each session. During the sessions, children will be given a fruit snack and a drink of milk. We all sit together on the carpet to enjoy this snack time.

At the end of each session, everyone helps to tidy up, although children are also encouraged to tidy the area they have been working in as and when they move to another area. At the end of the session, parents/carers are asked to wait in the Preschool playground and we will send the children out to you individually.

## Drop Off and Pick Up

- At the start/end of each session, children and parents are asked to wait outside the gate to Preschool until a member of staff opens the gate and welcomes them in to the garden.
- Although you will be queuing on the pavement, please note the waiting area for Preschool is a car park. For safety reasons parents should line up holding their child's hand. Please don't let your children run around, as cars do come in and out. Thank you.
- Doors will open 5 minutes before the end of a session.
- If someone other than yourself is collecting your child, then you must let us know beforehand - either in person or via Class Dojo. A password will need to be exchanged for safeguarding purposes.
- If an unfamiliar adult attempts to collect your child, and we are in any doubt, we will not send the child home until we have phoned you or your emergency contact. Please help us maintain a safe and secure environment.
- If for any reason your child is going to be late or not able to attend a session, please telephone the main school office to let us know.

## Children's Illnesses

Please inform us of the reason your child is absent from Preschool and of any infectious illness so that we can inform parents/carers. Some childhood illnesses may also pose a risk to pregnant women. The following apply:

Illness	Appropriate Action
Conjunctivitis	Please do not bring your child to Preschool if their eyes are 'gunky'. Wait until 24 hours after treatment has been started.
Chicken pox	Please do not bring your child to Preschool until the last spot has scabbed. At least 5 days.
Hand, foot and mouth	Please do not bring your child to Preschool until the last blister has dried up.
Threadworms	Please do not bring your child back until treatment has been started.
Head lice	Please do not bring your child back until treatment has been started.
Sickness or Diarrhoea	Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full <b>48 hours after the last episode</b> . This is in accordance with <a href="#">Health Protection Agency</a> guidelines.

As well as the above, it is expected that parents/carers use their discretion. Children's attendance will be monitored weekly. A nursery place requires regular attendance. If a child does not attend nursery regularly, they may be at risk of having their child's nursery place removed. Although Nursery is not compulsory, due to extensive waiting lists, we feel this is a fair process.

Should your child become ill in Preschool, we will try and contact you as soon as possible so that they can be collected. **Please help us to keep the whole of Preschool happy and healthy.**

### Class Dojo

Class Dojo is an online system we use to contact parents about any important announcements and to share photos of what we have been getting up to in Preschool. You will receive log on information to join Class Dojo when your child starts in September. We also award the children Dojo points for good choices at Preschool, these really motivate them to try their best.



### Uniform



The uniform for all children consists of a white polo top or t-shirt; grey or black trousers/leggings/jogging bottoms and a dark green cardigan or jumper. They need to come in shoes that they can take on and off by themselves (no laces please!!). They may also bring a pair of wellies to keep in school, although we do have a well-stocked wellie shed with a variety of sizes for them to borrow. We go out in all weathers, so they need to come dressed appropriately. Jewellery is not allowed in Preschool unless it is of religious importance.

### Accidents and Accident Reporting

All accidents requiring treatment are recorded via Medical Tracker our electronic system which will send you an email to notify you of an accident. If it's a serious injury, we will inform you via a phone call or Dojo prior to your child coming home. If we think a child requires medical treatment, we will contact you immediately. **Please make sure we have up-to-date contact numbers.**

### Safeguarding

The Preschool 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 relevant members 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.

Preschool Resources Donations

We would be most grateful if you can support us with a voluntary contribution of £2 for each half term. If you are able to, we can make this go a long way towards purchasing consumables such as messy play ingredients, extra craft supplies and bonus treats. Please be aware, the school now operates an entirely cashless system. The office staff will provide you with a SchoolMoney link in September.

Moving Up

Please be aware, a place in our Nursery Preschool **does not** give you an automatic place in our Reception class. You will have to apply for your child's school place separately.

Our Catchment Areas are:

Alderley Court	Evergreen Close	Porlock Court
Applegate Close	Field Head Way	Selworthy Close
Barnstaple Close	Foxley Court	Sherston Close
Bonnyrigg Drive	Holmoak Close	Silverburn Drive 52-92 evens and 45-85 odds
Brambleberry Court	Larkspur Court	Smalley Drive 124-152 evens and 121-151 odds
Caldermill Drive	Limedale Avenue	Solway Close
Cherrybrook Drive	Marigold Close	Springwood Drive 60-122 evens only
Churchdown Close	Meadow View Close	Teviot Place
Cornflower Drive	Oakdale Gardens	Tissington Drive
Countisbury Drive	Oakside Way	Winchcombe Way
Cressbrook Way	Opal Close	Woodrising Close
Dunkery Court	Pearl Close	
Elkstone Close	Pentland Close	

And Finally...

We hope that this booklet answers all your questions, but if there is any other information you would like that we have not provided, please ask.

We look forward to seeing you soon!