

Welcome to Bushfield Road Nursery. This booklet contains all the key information relevant to your child's entry into our Nursery.

The Nursery Staff are:

Nursery Teacher:	Mrs K Pogson
Early Years Practitioners:	Mrs N Kerry (Mon, Tues, Weds) Mrs C Poma (Mon, Tues, Weds) Mrs Z Bainbridge (Mon - Fri)
Teaching Assistant:	Mrs H Mattocks (Wed-Fri)

Nursery Times:

Option 1 - Monday, Tuesday all day 9am - 3.15pm
Wednesday morning 9am - 11.30am.

Option 2 - Wednesday afternoon 12.45pm - 3.15pm
Thursday, Friday all day 9am - 3.15pm.

Lunchtimes:

Please note lunchtimes on the full days for both options are from 11.45am until 1.00pm and include an activity time in the Nursery and dinner time in the main school hall. We have a team of four dinner time Nursery staff: Miss A Sykes, Mrs L Murray, Mrs M Farrell and Mrs S Cole.

Starting Nursery:

We want your child to be happy at Bushfield Road Nursery. Do not hesitate to discuss with the staff anything that is worrying you or your child. We have an open door policy, so we are always available to discuss any issues with your child's key worker. It is essential to tell us of any special circumstances which may affect your child's happiness, security and progress.

Our aim is to provide a happy, caring and stimulating environment in which each child's needs are met. Your child will be encouraged to be independent in all areas within the Nursery.

We ask you to keep us informed if there is an occasion when someone else will be collecting your child from Nursery. Please pass a message to the staff member at the door when you drop your child off or write a message in the home school diary. If there is a last minute change, then please call the school to inform us. Please note that we expect your child to be collected promptly at the end of a session. If you are going to be late for any reason, please telephone the school and let us know. If you are more than 10 minutes late then you will need to collect your child from the main school office as the Nursery gates will be closed.

For the first half term you will be able to come into Nursery to drop off your child at the start of the day and pick up your child at the end of the day. The Nursery doors will be open from 8.50am to 9.20am in the morning for you to come into Nursery, help your child hang their things up and settle to an activity. At the end of the day the doors will open at 3pm for you to come in to help your child with their things before taking them home. On a Wednesday the doors will open at 11.20am for Option 1 children to be collected and at 12.40pm for Option 2 children to be dropped off. **Please note that after October half term the children will be expected to come into Nursery on their own and the doors will open at 9am in the morning. At the end of the day the doors will be opened at 3.15pm for children to be collected.**

Illness and Absence:

If your child is poorly please keep him/her at home to avoid passing bugs around the rest of the Nursery children. If your child has been sick or had diarrhoea please keep them off for 24 hours after they have stopped being ill. Please let the Nursery know the reason for your child's absence by telephoning the main school office - 01724 842829. It is essential that you keep us informed, as absences of more than 2 weeks can lead to your child losing their place in the Nursery, due to Local Authority rules. If you are planning on taking your child on holiday please complete a Leave of Absence form, which you can request from Nursery staff.

Clothing:

Your child's clothing needs to be clearly named to avoid loss and confusion. They need to wear school uniform, including appropriate shoes, and it is helpful if they have a spare change of clothes to keep on their peg. These should be put in the red Bushfield bag we have provided. We try to keep our outdoor learning environment open throughout the year, so a pair of wellies to keep at school is ideal too.

Jewellery, sweets and toys:

Please do not let your child bring sweets or toys to school. Children with pierced ears may only wear stud earrings and will be asked to remove other jewellery for safety reasons.

Please note that dogs and smoking is not allowed on school premises.

Head lice:

Please check your child's hair regularly for head lice. If we find live head lice on your child's hair you will be required to pick your child up from school to take them home to treat them. Once they have been treated they can return to school.

Birthday cakes in school:

Following staff training on food hygiene and safety, we are unable to give children home-made cakes in school. We are happy to share shop bought, packaged cakes providing ingredients and allergy information and use by details are clearly displayed on the packaging.

Ways to help your child:

We run regular Nursery open sessions for parents and carers to come into Nursery to see what we are doing and chat to staff. The home/school diaries are used to communicate what your child has been doing at Nursery. Please use it to share the things your child has been doing at home such as days out or special occasions. We also send out regular letters to keep you informed about what is happening in Nursery. By working together, parents and staff can ensure the best start for your child.

To help with your child prepare for school, please encourage them to:

- Put their own coat and shoes on.
- Dress themselves.
- Wash their own hands.
- Use the toilet independently.
- Begin to use a knife and fork.
- Drink from a cup.
- Sing Nursery Rhymes.
- Give your child opportunities to use pencils, crayons and scissors.
- Look at books together, talk about the pictures and discuss what is happening in the story.
- Recognise their first name.
- Count to 10.

Bushfield Road Nursery



Parent's Information Booklet