

# Welcome To Our Pre-School Room



Dear Parents,

Welcome to our pre-school room which focuses on the children's interests, strengths, needs, developmental ages and stages and school readiness. We follow the Early Years Foundation Stage in a play-based environment to meet learning outcomes. We use an 'in the moment' approach to teaching and use the children's interests for teachable moments. Our environment is designed to meet the needs of the whole group, small groups, and individual children. We believe parents play an integral role in their child's nursery life and learning, therefore information provided to us combined with observations taken by educators builds our curriculum. School readiness to us is a focus on independence and an eagerness to learn, if your child is interested in phonics then we will explore the first stages of this through our circle times and ring games but this is what Reception is for. We will focus on toileting independently, competently using cutlery and the ability to clear own plates, recognition of your child's name and confidence to communicate with peers and adults. At the beginning of the school year we will hold a parent workshops on school readiness.

Approximately twice per term your child will be our focus child and you will receive a written update on their learning and development, before your child's focus week we will obtain your input and ask you to tell us if they have any new interests, if they are beginning to learn new skills or if you have any aspirations for their focus week. At the end of the week, you will receive a write-up of some of the learning for that week and how you can extend this at home.

We use Family to share this learning along with updates such as nappies, sleeps, meals, and photos throughout the day. Parents can comment on events and start chats with practitioners keeping modes of communication open to ensure your child's day runs smoothly.

The children have access to the garden and we believe children should be outside loads for a healthy start in life, we also enjoy heading out into the community regularly.

We have some golden rules which practitioners help the children to follow to ensure everyone gets the most from the nursery day, these are;

- We tidy up after ourselves when we finish playing
- We listen to each other and our grown ups
- We have a go ourselves before asking for help
- We keep our indoor toys indoors and our outdoor toys outdoors
- We wear appropriate clothes for the weather when we play outside
- We wear aprons when we are getting messy or playing in the water
- We use our indoor feet and voices when we play indoors
- We follow good safety practices
- We are kind and gentle with each other
- We look after our toys

Key to successful transition within the setting is the nursery's focus on building good relationships between staff and children through their 'positive attachment approach'. We aim to set up an outstanding key person system where the practitioners build a strong relationship that promote children's wellbeing. This ensures that children develop strong, secure attachments early in their care and receive consistently high levels of support always.

We look forward to seeing you soon, in the meantime if you have any questions please feel free to contact the office.

Kind Regards,

The Pre-School Team

# Meet the Team



Swati Naidu  
Managing Director



Amy O'Connell  
Area Manager



Sarah Burgess  
Manager



Molly Kerrigan  
Deputy Manager

## Management



Tara Cobie  
Pre-School Room  
Leader



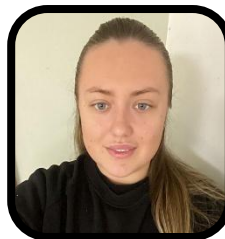
Abi Thomas  
Practitioner



Layla Martin  
Practitioner



Ruby Saye  
Practitioner



Georgia Hallen  
Practitioner



Priyani Gunitileke  
Support Staff

## Pre-School Staff

# Things you should know

- Nappies and wipes are included in the price, we also provide Sudocrem should your child require it
- We provide factor 50 suncream
- In the winter months we ask that all children have welly boots and puddle suits for the garden as these are mandatory for the children to wear- woolly hats, scarves and gloves are also beneficial
- Parents also need to provide a backpack with spare, labelled clothes which you don't mind getting dirty or ruined
- All food and drink are prepared on site, please do not let your child come in with any food or drink as they will become upset when it is taken away, we do this to safeguard our children with allergies
- Children get a peg in which to hang their belongings, due to limited space we ask that all belongings on pegs go home at the end of the day
- After your child's home visit, you will receive an email inviting you to join Family, this can be downloaded from all app stores and is where your child's nappies, sleeps, meals and observations are published
- If your child has an accident at nursery this will be reported to you at pick up and an accident form will need to be signed, parents keep a copy and a copy is held on file, this is the same for an incident of behaviour
- If your child has an accident at home and comes in with a mark or bruise we will ask you to write an at home injury form, again parents keep a copy and a copy is held on file
- We must have prior permission and notification if someone different is collecting your child from nursery. Collection forms are filled out during settle sessions and collection photos are emailed prior to start date and kept on file. If you need to update these please contact the nursery for a new form. In an emergency someone not on the list is able to collect if their photos if sent over in an email with written permission and they can provide a password. If the nursery is unsure a phone call will be made to parents
- The only non-prescribed medication we provide is Calpol and that is only if a child has a temperature of 38 or above, if you would like your child to have any other infant suspension medication due to a temperature please give it to the staff with the child's name on. We will ring and confirm before giving the child Calpol, if we are unable to reach anyone then provided the child has been at nursery for 4 hours and as per permission forms then we will give the child Calpol. Prescribed medication is also permitted provided a medication form is filled out in the morning and a prescription label is in place. All medicine must be in its original packaging
- Changes to allergy and dietary requirements require written permission
- Parents will be contacted if the child has an accident that requires outside medical attention. We will call an ambulance if the child requires immediate medical treatment. This decision is at the discretion of the management team

### To Do List:

- Email collection photos to [manager@monkeypuzzlebishopsstortford.co.uk](mailto:manager@monkeypuzzlebishopsstortford.co.uk)
- Label nursery clothes, coats and shoes
- Download Famly from the app store

### To Bring List:

- Backpack with spare clothes
- Birth certificate (so nursery can take a copy)
- Weather appropriate clothes

## Improving the Nursery in Partnership with Parents

We firmly believe in partnership working with parents and carers and are always striving to improve our service. We always like to receive feedback no matter how small. Please email any feedback you may have to [manager@monkeypuzzlebishopsstortford.co.uk](mailto:manager@monkeypuzzlebishopsstortford.co.uk)

Parent questionnaires are also emailed frequently, we understand that some of our parents are very busy, but we ask you to take a few moments to complete these to help us enhance our practises.