

WELCOME TO ICKNIELD NURSERY

Caring for the future

ACADEMIC YEAR
SEPTEMBER 2011 – JULY 2012



A Day In The Life of a Nursery Child

***Oh! What a busy morning
I've been playing with the dough
And with a little help on the card,
I've even learnt to sew***

***I've helped my friend 'nurse' Sarah perform an operation
Then fixed the track together for my train and built a
station
I popped inside the play house
To make a cup of tea
And stood beside the cooker making lunch for 23!***

***I completed three whole jigsaws
And played a new board game
And had a turn on all the bikes, the slide and climbing frame
I handed round the biscuits at Birthday Circle time
Then I listened to a story and sang a nursery rhyme.***

***But now the morning's over
And the mummy's are all waiting
I hope my mother doesn't say
'Oh, darling where's your painting?'***

Contents

- 1. Introduction and Staff**
- 2. Nursery Times / Arriving on your child's first day**
- 3. Settling your Child in**
- 4. Beginning of the Session / End of the Session**
- 5. Share Books, Reading Bags and Shared Reading**
- 6. Clothing**
- 7. Milk and Snack Time**
- 8. Birthdays**
- 9. Illness**
- 10. Your child at Nursery / Topics for Nursery**
- 11. Preparing for the Next Stage / Parental Help**
- 12. A Recipe for Nursery**

Introduction

Welcome to Icknield Nursery. We hope that your child's stay with us will be a happy and productive one and that they will develop a variety of skills to carry them forward to the next stage of their education

We value the importance of good personal and social skills such as sharing, co-operation, independence and sensitivity to the needs and feelings of others. From this starting point, all other areas of the curriculum can be achieved.

The aim of this booklet is to give you and your child information about the Nursery. We hope it will answer any questions you might have.

Staff - September 2011

Mrs J Egan	Headteacher
Mrs A Rowbotham	Deputy Headteacher
Mrs V Gilmour	Nursery Teacher
Mrs A Fleming	Nursery Nurse
Mrs Drummond	Teaching Assistant
Mrs J Benjamin	Office Staff
Mrs F Gascoigne	Office Staff

At various times in the year we have students who will be working with us as part of their course.

Nursery Times

Morning Session	8.30 am - 11.30 am
Afternoon Session	12.00 pm - 3.00 pm

On the last day of each term we finish at 2.30 pm

Arriving on your child's First Day

You will be given a starting date and time by letter. Please make a note of this as children will have different starting dates and times.

Each child will be placed in one of 2 groups within each session, dependent on their age and term of entry. They stay in that group for their year in Nursery.

All children will have had an initial short visit with a parent during the term before joining the Nursery. They may have also visited within a playgroup.

The amount of time that the children spend when they first start in nursery are as follows:

First Day	-	1 hour
Second Day	-	2 hours
Third Day	-	full session

Please be aware that each child can react differently in the way that they settle into nursery life. Therefore it may be necessary to review the amount of time a child stays each day in their allocated session.

Parents are welcome to stay on the first day, but we do encourage you to leave your child if possible.

Settling In to Nursery

We are conscious about adapting the settling in process to the needs of individual children. If your child is unsettled, then we ask you to go to the school office for a few minutes and we will bring your child to you so that they understand you have not left. We encourage the children to understand that Nursery is a special place for them, and not for grown ups. We continue to lengthen the time from a few minutes on the first day until your child is happy for you to go home, maybe for an hour initially. All children do settle happily, but some take longer than others.

Also on the first day, each child will be allocated a coat peg where they hang their coat and shoe bag. This will have a picture above it to help them recognise their own peg. This same picture is repeated on their book bag to help them become independent. They will also be given their own name card which they will use each day to place on the "We are here today" board. Please ensure we are advised if your child is to be known by a name other than that on the Registration form.

We ask you to encourage your child to do this independently as soon as they recognise their name.

Children who settle initially may become unsettled after a week or two. Usually there is a simple explanation, but if you know of reasons for this, you may wish to talk to staff to enable us to resolve any problems quickly.

Beginning of the Session - Nursery doors are open at 8.30 am, and 12.00 pm. At the beginning of each session, you are free to come in with your child. The children hang their coats on their peg, place their book bags in the book bag box and collect their name card and place it on the "We are here today" board. Please encourage your child to do these routines on their own, to improve their independence skills. You are free at this time to talk to any member of staff, to share any concerns or matters you feel we should know about. Until all the children have arrived, those already in are free to choose one of the activities available in the classroom. A member of staff will ring a bell when it is time for the children to tidy away before sitting on the carpet for register time. This is also when parents are expected to leave the Nursery

End of the Session - At the end of the session the staff make sure that all children are handed over safely to their parent or carer to go home. The rule we apply for safety reasons is that the adult who brings the child to Nursery also collects that child unless you have previously informed us who else will be picking up your child. It is most important that this rule is followed.

When first starting Nursery, we ask you to arrive to pick up your child a few minutes early, as new children can be upset at seeing other parents arrive and children leaving. In any event, please ensure that you arrive on time so as not to leave young children waiting for someone to pick them up. To avoid congestion around the Nursery exit, it would help us if you could stand along the fence, it also helps us to see you. A member of staff will stand by the door to check all children leave with their grown up. If for some reason you are going to be late, or have your child picked up by someone else, please inform the office well before home time. This will give the Nursery staff time to explain the situation and reassure your child. If you have an urgent problem which you need to discuss before the beginning of the next session, please wait until all children have left before approaching a member of staff.

Share Books, Reading Bags and Shared Reading

Share Books

An important part of early literacy skills is sharing and becoming familiar with stories and a wide variety of books.

Your child will have an opportunity to take home one of our share books every day. We have a wide range of picture books, traditional stories, factual books and nursery rhyme books. You will need to make a quiet time to share the book with your child - bedtime is often a good time for sharing.

We also provide each child with a Reading Record Book, in which we write the titles of the books your child takes home. We would like you to make comments on whether your child enjoyed the book, would like it again, or perhaps would like something similar - or different. If you have no comment, please sign your name so that staff can see the book has been shared.

Up to 70 books go out each day, so we would like you to encourage your child to take special care of books as they are taught to do in the Nursery.

Have fun sharing books with your child!

Reading Bags

We will provide a plastic reading bag, but the school book carriers are available for purchase on the Nursery Parents Evening, or from the school office. Please bring it with you on the first day. Your child's name and peg picture will be put on the bag to help your child identify it. Book bags are handed out just before the children go home.

Shared Reading

Shared Reading takes place on Fridays in both morning and afternoon sessions and lasts for about 10 to 15 minutes at the start of the session. You are invited to come and share a book with your child and two or three other children. You are welcome to bring toddlers and babies to this session and there will be tea and coffee afterwards if you wish to stay. Family shared reading also takes place on Friday mornings, this is an opportunity for you and your child to share books in the hall with older siblings. We hope you can come and join us - dads, grandparents and carers are also welcome!

Clothing

Your child will be taking part in a wide variety of activities whilst in the Nursery. All children use sand, water, paint, glue, play dough, etc., as well as taking part in a variety of outdoor activities and tasks. It is therefore, important for your child to wear comfortable and inexpensive clothing. We have aprons which the children wear for many activities, but accidents do happen! We use washable pens and paints, and if the children get glue on their clothes this can be removed by soaking in cold water before washing.

It is important to name all your child's clothing - wellingtons, shoes and plimsoles included, as many children have the same style, colour and size. Children can become upset if they think their belongings have gone missing.

School shoe bags can be purchased on the Nursery Parents Evening or from the school office, and Nursery staff will ensure they are named with the child's peg picture. Please do not bring rucksacks or backpacks to school as they take up too much of our limited "peg space". Morning children share a peg with Afternoon children and there is very little space between pegs.

During the summer term we ask that children have a hat to wear on sunny days. School hats can be purchased from the school office.

Milk and Snack Time

Our snack time sessions are part of the development of independence and social skills. During activity time children may choose to have their milk, water and fruit, (if spaces are free) at the snack table which seats six children. They wash their hands first, find their name and place it in the box. They then collect their milk or cup for water from the tray and sit down with the other children drink their milk or water and eat their snack of fresh fruit and vegetables. Many interesting conversations can be overheard at this time! When they have finished, the children are responsible for disposing of the empty carton in the bin provided or cup in the box by the sink. We do not provide juice and ask parents not to bring in juice. The only exception is if a child is unable to have milk for medical reasons, and a letter from their doctor supporting this would be required.

Milk is free for children under the age of 5, but the office require you to complete a milk form in order that the required number of cartons is ordered.

We do not allow sweets, biscuits, chocolate bars or cereal bars in school. However, the school is taking part in the Governments' School Fruit and Vegetable Scheme. This is being offered to Foundation Stage and Key Stage 1 children only. Under the scheme, each child in a LA maintained school up to KS1 will be entitled to receive a free piece of fruit or vegetable each school day. I am delighted that our school has been given the opportunity to participate in this exciting scheme, which reinforces our commitment to healthy eating. The fruit and vegetables will be fresh and of good quality. We also purchase extra fruit and vegetables to give the nursery children extra choice

The aim is for children to have a positive and enjoyable experience of fruit and vegetables. The scheme is voluntary, and although there is no obligation for your child to take part, I hope you will share my belief that it has many benefits.

It is a great way to help us to continue to teach our children the benefits of healthy eating. The preparation of the food will become part of the nursery curriculum and the sharing of food will involve a tremendous amount of personal and social education.

Birthdays

During your child's time in the Nursery, they will have their 4th birthday. We like to make this a special time for each of them.

With your permission a photograph of your child and a picture that your child has drawn of themselves will be displayed above their date of birth on our birthday board.

On the day, all the children sit in a circle and your child will receive a birthday sticker and a card made by another child in their group. We have a pretend cake with four candles for your child to blow out. We ask parents to provide biscuits or small cakes for your child to hand round. **Please do not bring in sweets.**

Many children do not have the confidence or recall to talk about their birthday to the rest of the group. Therefore, we ask you to write something about your child's celebration at home on the birthday sheet which you will be given. This enables staff to read it to the group.

If your child's birthday falls at the weekend or during a school holiday, we will celebrate it on the first school day after the event.

Birthday circles are usually held at the end of a session, and are fun for everyone.

Illness

Your child will have an active time whilst in Nursery, and it is important that they are fit and well to be able to make the most of each session.

If your child seems unwell it is best to keep them at home until you are confident they are back to normal. Infections pass between children (and staff) very quickly, particularly in the Nursery, as young children are still learning the skills of personal hygiene.

If your child is unable to attend Nursery, we ask you to inform us by phoning the office on 01462 - 620406, or passing on a message with another parent. This is important for registration purposes, as well as knowing what infections are around.

If your child has sickness or an upset stomach, it is necessary to be clear for 48 hours before returning to Nursery.

It is very important that we have at least **two up-to-date contact numbers**, one of which should be a parent, available in case your child becomes unwell, or has an accident whilst in the Nursery.



Your Child at Nursery

Your child will have a full and active session incorporating the Early Years Foundation Stage documentation. This includes areas of learning, as below, which all staff are free to talk about with you should you have any queries.

- personal, social and emotional development
- communication, language and literacy
- problem solving, reasoning and numeracy
- knowledge and understanding of the world
- physical development
- creative development

Children may well be tired at the end of a session and not keen to talk about what they have done. This is very common - please don't worry. Just because they don't bring home evidence of any work they may have done doesn't mean they haven't done any! Working on the computer, learning to share, role play, activities in the hall, attending assemblies, working outside, and so on, do not produce anything to take home.

Topics for Nursery : 2011 - 2012

Autumn Term

Ourselves/Our nursery
Teddies
Christmas

Spring Term

Winter
Nursery Rhymes
Easter/spring

Summer Term

Mini beasts
Olympics

Some topics may vary during the year

Preparing for the Next Stage

During the second half of the summer term in Nursery, we will be preparing your child for transfer into Reception. To that end we would ask you to leave your child at the door if they are happy for you to do so. On some occasions during the last half of the summer term in Nursery, children will also go in small groups to join the Reception children at playtime. We hope that these measures, plus others that go on in the Nursery all the time, will ease the transfer into full time school.

Parental Help

We encourage parents to help in any way they can. We understand that with young children, work commitments, etc., this may be difficult. If you are able to help, there are many ways such as working on the computer, sewing, gardening, playing a game which needs an adult, and making items for our Nursery. A whole session, or even an hour of your time is always appreciated. However, on these occasions, we would ask you not to bring in younger children. Please let us know when you can join us as we do need notice to incorporate any help offered into our Nursery Planning. **Please note: All parent helpers who wish to come in and help be it with supervised or unsupervised contact with our children must have a Criminal Record Bureau Check (CRB).**

Many parents also help us by collecting items we use in the Nursery, such as boxes, cartons, buttons, ribbon, materials, card, wood, etc.. We may also ask you from time to time - by letter - to help your child with our topic work. A list of topics to be covered in Nursery can be found on the Parents Board in the cloakroom area. The current topic plan will also be displayed. In order that your child's progress in Nursery may be as successful as possible, it is essential that there is good collaboration between yourselves and Icknield Staff. We look forward to having your child in Nursery and working in partnership with you. The Nursery Staff hope you find this booklet informative and that it helps to ease the transition between home and nursery.

A Recipe for Nursery

Take :

1 mouse (Computer!!)

A bucket full of sand

A sprinkling of paint

A small lump of dough

1 stack of books

Several assorted trundle toys

A large handful of songs

Method :

Mix together with care, add smiles and friends.

Bake for 1 year

and

Wait & See!!