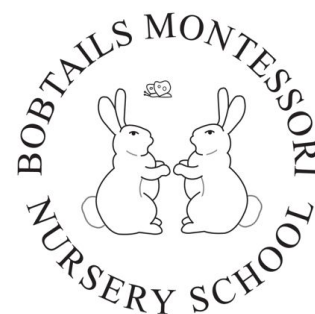


# GENERAL INFORMATION



## TIMES AND DURATIONS OF SESSIONS

We are open throughout term time, all day from 8.45am until 4.15pm, Monday to Thursday and until 12.30pm on Fridays. The morning session runs from 8.45am until 12.30pm and the afternoon session runs from 12.30pm until 4.15pm. Lunch is from 12.30pm until 1pm.

Parents can choose from half-day sessions (morning or afternoon) or full day sessions including lunch from 8.45am until 4.15pm.

Parents are asked to pick up their child/children no later than 4.15pm. Obviously we know that sometimes things don't go to plan so if you are going to be a little late then please just let us know. Any children picked up more than 10 minutes after the close of school (4.15pm) will be charged at the current prevailing sessional or daily rate in 15-minute increments. If a parent is more than 15 minutes late in collecting their child we will contact the first emergency number.

Term dates will be advised before the end of the previous term.

## RECORD KEEPING

The children's progress will be recorded. Parents are free to discuss any problems with a member of staff after any session, however, specific times will be set aside for this purpose.

These times will be notified to you in advance but please keep a watch on the notice board for any announcements. A written record of achievement is given to the parents annually.

## ADDITIONAL NEEDS

It is important that any developmental concerns are identified as early as possible. If we have any concerns regarding a child's progress we will discuss them with you and we can decide together if any action is needed.

## COMPLAINTS

Complaints can be dealt with over the phone or by making an appointment to meet with a member of staff out of school hours. If we are unable to resolve a problem in-house you are free to consult the registration and inspection unit (OFSTED). Telephone numbers are available in the complaints booklet and on the notice board at the entrance of the nursery.

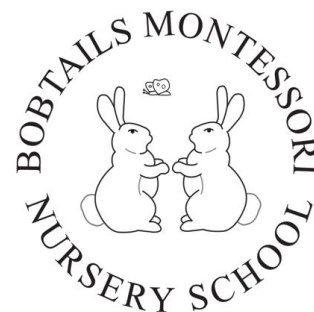
## CLOTHING

A Bobtails fleece or sweatshirt, whichever is available at the time, is included within the welcome pack and as part of the administration fee of £30. Additional sweatshirts, fleeces, t-shirts and sun hats are available at an additional cost.

It is important that children have the opportunity to practice the skills that enable them to become independent. Ideally, your child should be dressed in simple clothing that they can manage themselves when using the toilet or dressing and undressing.



# GENERAL INFORMATION CONT'D...



Clothes should be comfortable and suitable for physical activity. Ideally, shoes should have velcro or buckle fastenings that the children can manage on their own and a pair of Wellington boots may be needed for outside play.

Aprons are provided for 'messy' activities but it is advisable for school clothes to be easily washable in case of accidents. All clothing including footwear should be marked with the child's name.

School clothes are available in case of 'accidents'. Please return these as soon as possible. Alternatively you may prefer to send spare clothes to school each day with your child. These should be in a named bag.

## POSSESSIONS

We would prefer that children leave toys at home except during early days when it is comforting for them to bring a favourite toy or object from home. On special occasions children will be invited to bring something in for specific activities. We regret that we cannot accept responsibility for loss or damage to any item brought into school.

## HEALTHY EATING AND TOOTH-FRIENDLY SNACKS

A healthy snack and drink will be provided at both morning and afternoon sessions. If your child has any special dietary needs please let us know when registering. For birthday celebrations we are happy for the children to bring cakes for their friends. Please ensure that these are free from traces of nuts or nut products. We would prefer that children do not bring sweets to school.

## HOT SCHOOL MEALS

At Bobtails we provide healthy balanced midday meals for those children whose parents require them. The cost for these meals is included in your sessional or daily rate. If you would prefer your child to bring in their own packed lunch then you will receive a daily reduction of £2 on your invoice.

## PACKED LUNCHES

Parents are encouraged to provide healthy foods in their child's lunch box. Anything not eaten will be sent home with the child so the parent knows exactly what the child has eaten. Please ensure that your child has food that they enjoy. In preparation for mainstream school where there will be little help during lunch periods, please make sure that food provided can be easily opened and consumed.

## ABSENCE

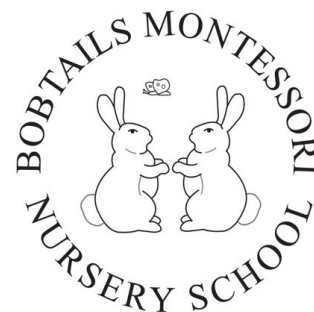
Please let the school know if your child is unable to attend for any reason. Details of notifiable illnesses are included in the School's Policies which are available for you to read. Should your child become ill at school we will contact you.

## JEWELLERY

For the safety of children we would prefer that no jewellery is worn, however, stud earrings will be allowed.



# GENERAL INFORMATION CONT'D...



## OUTSIDE PLAY

During the summer months your child will need sun protection. We are happy to apply sun cream provided by the parent. We recommend that children bring sun hats and Bobtails hats are available for a reasonable charge. There is now a UV proof canopy over the back garden but protection may still be needed for the front and side gardens.

## VISITORS

Prospective pupils and their parents will be invited for a familiarisation visit to the school in the term prior to starting. Other visitors should make an appointment so as not to disturb the children's activities. Opportunities for parents to discuss their child's progress will be offered. However, if you have any concerns a member of staff will be pleased to discuss your child with you at the end of any session, after the other children have left.

## DONATIONS AND VOLUNTEERS

From time to time we may ask parents to provide materials for model making or art and craft. Suitable paper for writing, drawing or painting will always be very welcome, as will items for our dressing up box. On occasions we may ask for help from parents for specific activities such as outings.

## PREPARING FOR YOUR CHILD'S FIRST DAY AT NURSERY

Please label all your child's belongings. If you think it may be necessary, please send your child to school with a spare set of clothes in a small named bag. Please ensure that your child has appropriate outdoor clothing for outside play.

It is important that you talk to your child about starting school. He or she needs to understand that although you will be leaving them with us you will return to collect them at the end of the session or day. At the start of their time with us it is important that children are collected promptly as this avoids unnecessary upset for your child.

We strongly encourage you to visit the school before your child starts. This familiarisation visit can be arranged towards the end of the previous term and should ease the transition from home to school. Home visits can be arranged after 4.30 pm if you prefer.

## NURSERY STAFF

The principal teachers at the school are Pat West and Yvonne Bradley. There is a team of assistants who work closely with Pat and Yvonne throughout the sessions during the week.

All staff, including temporary bank staff, will be subject to OFSTED legal requirements, will be CRB "enhanced" and ISA checked and will follow Bobtail's policies and procedures.



# GENERAL INFORMATION CONT'D...



## WORKING IN PARTNERSHIP WITH PARENTS

Your child's personal experience forms the basis of learning and home life is of fundamental importance. In order to achieve the fullest understanding of the child it is necessary that information between home and nursery is shared.

We will encourage parents to take an active part in the child's development. Parents' suggestions and opinions will always be welcomed.

It is the responsibility of all members of staff to work in partnership with parents to meet the needs of children both individually and as a group. Information on children's development is shared with parents and carers.

## CONTACT TELEPHONE NUMBERS

Yvonne can be reached at home before 8.00 am and after 6.00 pm on:

01403 210334

Pat can be reached at home before 8.00 am and after 6.00 pm on:

01489 565368

The contact number at nursery between 8.30 am and 4.15 pm is:

01403 786176

