

# ***Parent guide and handbook***

***Busy Lizzie's Montessori  
East Sheen Baptist Church  
Temple Sheen Road  
London  
SW14 7PY  
Tel: 020 8878 0756***

# WELCOME TO OUR NURSERY

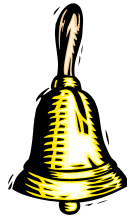


## MORNING ARRIVALS

The nursery school opens at 9 am in the morning and staff are on the door ready to welcome your child. 8:45am for 30 hour childcare.

To help everyone settle in happily in the morning we ask that if possible you:-

1. Say goodbye to your child in the entrance hall and encourage your child to enter their classroom on their own where they will be greeted by a member of staff.
2. Give any messages you have to the member of staff on the front door.
3. Make any arrangements with other parents in the entrance hall not in the classrooms.
4. Try to drop your children off by 9.15am at the latest; as this helps with settling in.



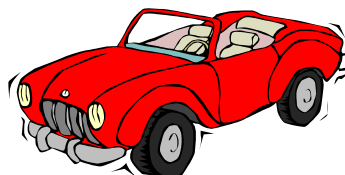
## DEPARTURES

The morning class ends at 12.15 pm, please wait in the entrance hall for a member of staff to bring your child to you; any brief messages will be given to you then otherwise all staff are available to talk to at 12.20 pm everyday if you have any questions.

Please try to be on time to pick up your child, as children who are frequently left to last may feel a little insecure.

If you have arranged for someone else to pick up your child please let the staff know so they can put it in the message book (notebook in the hall). We also require a special password for people we have not met before eg carer's middle name, favourite sport etc

Please remember to take all your child's belongings with you at the end of each session as the church hall is used in the evenings by other groups.



## PARKING

Please drive carefully and slowly around the nursery, especially at arrival and departure times.

Traffic wardens are rife in the area, so it is sensible to park in the church car park. Please be brief as other parents/carers and parishioners will also be waiting to use this facility too.



### **CLOTHES**

We ask that you label/mark your aprons, socks and shoes as these are items that often get mixed up during physical activities. Please clearly mark your child's name on the front of their apron.

The children should wear shoes or trainers with rubber soles for PE.

Please remember that the children are using paint and art materials etc at nursery and that although every care is taken to ensure they aren't marked occasionally accidents can happen.....

Please remember to take all your children's belongings (including clothes and smocks) home at the end of the day as the hall is used regularly in the evenings and at weekends.

### **HEALTH**

The children are encouraged to follow good health and safety practices and great care is taken to ensure their welfare. Snacks and drinks are provided throughout the day. All hands are thoroughly washed before cookery.



### **POTTY TRAINING AND NAPPIES**

We request that your child is potty trained before going into the dragonfly class, however we do understand that not everyone progresses at the same pace so arrangements can be made with the staff.

All nappies and baby wipes should be supplied by the parents/carer.

### **CHANGING YOUR CHILD**

Sometimes it may be necessary for a member of staff to change your child into clean clothes. we have a selection of spare clothes at the nursery for this and we will put the dirty clothes on your child's peg ready to go home.



### **SUNTAN LOTION**

On sunny days we ask that you put suntan lotion on your child before bringing them to nursery school. Sun hats are also a good idea and should be marked clearly and put on your child's peg.



### **ACCIDENTS AND INCIDENTS**

We have an excellent team of first aiders, all accidents and incidents are recorded in the accident and incident books and then given to you to sign at the end of a session. If your child arrives at nursery with cuts/marks/bruises that they have obtained out of nursery you may be asked to enter them in our accident/incident book. This helps us to comply with OFSTED regulations and saves any confusion later on.



### **MEDICAL CONDITIONS/ILLNESS**

When your child joins the nursery a medical card is given to you to fill in, please keep the staff informed of any changes to your child's health, illnesses or medication they are taking. Please note it is not acceptable to send your child to nursery if they have been given Calpol or any other similar painkillers without first consulting the staff. Please see illness chart for illnesses.

### **ABSENCE/HOLIDAY**

If your child is absent due to illness or special events, please ring the nursery or inform the staff by letter so that we can insure your child's safety at all times. A member of staff will try to contact you if your child does not arrive at nursery to check that all is well otherwise.



### **FOOD**

The children are given fresh fruit/snack and a drink everyday. Many children have food allergies these days, so we ask that absolutely no food is brought into the nursery without being shown to a member of staff first and that **NO NUTS OR GLASS** is brought into the entrance hall or classrooms. Thank you for your co-operation in this.



### **BIRTHDAYS**

If your child has a birthday at nursery school you are welcome to bring in a cake or fairy cakes for break (Again please make sure they do not contain nuts). The Montessori Birthday Walk is offered to all children on their 3<sup>rd</sup> and 4<sup>th</sup> birthdays. Please ask the staff the week before if you would like this done for your child.

## RECORDS AND REPORTS



Each child is given a key worker who carefully charts their progress and prepares for their needs. During your child's first term you will meet with their keyworker to find out how s/he are settling in and you will be shown your child's records. These records are kept to monitor and maximize your child's happiness and progress. They are later handed on to their next school.

You will receive a written report twice a year and be encouraged to come and see your child's records at least every 6 months. Please remember if you have any questions or concerns however small that we are available everyday at 12.20 pm.

### INDIVIDUAL EDUCATION PLANS (IEP'S) AND SPECIAL NEEDS

The nursery aims to give the best possible care and education to all children, IEP's are used in conjunction with parent liaison meetings and relevant professional help is sort when it is thought to be helpful to the child's progress.



### PHOTOGRAPHY

Photographs are taken of the children to enhance their records, to record events for OFSTED, for general events eg school photo and to advertise the nursery in newsletters etc. Please let a member of staff know if you do not wish your child to be photographed. Photos taken by parents at school events should not be electronically shared or posted on the internet on social websites i.e. Facebook etc – thank you.

### POLICIES AND PROCEDURES

Our policy and procedure book is normally kept in the hall, if you wish to see it please ask a member of staff to show you where it is. There is also a copy of our latest Ofsted report and complaints procedure in the handbook should you wish to see it; however we find that most complaints can be dealt with swiftly and amicably by talking to a member of staff as soon as a problem occurs.

Please remember we are here to help and no concern is too small to bring to our attention.



### PARENT PARTICIPATION

Parents are welcome to come and help out in the classrooms, especially at Christmas and Easter. Please see one of the staff for more details. Dads are also encouraged to take part in our daily activities. Do you have a special skill you could share with us? Please let us know if there is anything you could come in and show the children or talk to the children about.



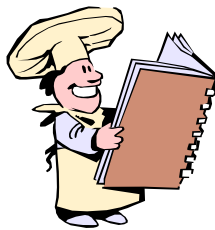
## **SPECIAL SESSIONS**

Each week there are a number of special session available to the children these include:-



## **MUSIC**

Once a week our French and Music teachers visit the nursery. Music includes singing, instruments, dance and movement.



## **COOKERY**

Each class has a cookery lesson once a week; sometimes these delicious nibbles are eaten before home-time so you may not always get to see them.



## **PE SESSIONS**

PE sessions are held on Wednesday mornings and include apparatus, sports, parachute and ball skills etc please insure your child has a good pair of trainers or gym shoes on when they arrive at nursery.



### **BALLET**

Ballet can be taken as an extra (please see the ballet teacher for availability and pricing), no special clothing or shoes are needed.



### **SPECIAL EVENTS**

There are a number of special events during the year that we ask you, a member of the family or carer to attend; these include Harvest Festival, Christmas Play, Summer Concert, School Trip and Sports Day. Please invite your friends and family and come and enjoy these lovely events.



### **AFTERNOON SCHOOL (LUNCH BUNCH)**

Once your child is 2 years old and is happily settled into nursery school they can attend the 'Lunch Bunch'. This takes place Monday to Thursday afternoons throughout the year. The child is able to take part in a variety of activities extending the day till 2.30pm. Each child brings their own pack lunch (NO NUTS OR GLASS PLEASE).

### **3 Year olds/GRANTS**

Once a child receives the government grant they are expected to attend 5 mornings per week; concessions are only given to 2 year olds.

### **FEEDBACK**

Feedback of all types (both good and bad) is very important to us so please tell us your view by putting your thoughts down on paper and posting it in our suggestion box.

**ALL THAT REMAINS NOW IS TO WISH YOU AND YOUR CHILD A VERY HAPPY TIME AT THE NURSERY.**