



New starter guide

Settling in

Your child's first settling in session will be for a morning, finishing by 12.

Please feel free to explore the setting with your child - it's fine to stand back and let them go off on their own as our experienced staff will be on hand to support them.

You will be introduced to your child's keyworker who will be happy to discuss them and their development. Chris or Carol will then complete any necessary paperwork with you, including our Preschool Parent Agreement.

The team will usually suggest you leave your child in setting and return just before lunch - if you're happy to. We encourage you to say goodbye to your child so they understand you are leaving, if you disappear it can make your child quite unsettled.

We'll be on hand to distract and help them to feel safe and secure, however if they struggle to settle and get very upset we'll call you.

Our team will discuss your child's next session with you before you go. A programme of settling in support can be put in place if needed.

Your key worker will feed back after your child's first three sessions and thereafter when convenient, usually the end of session.

You need to bring these items to the settling in session:

- a form of photo id for you
- your child's birth certificate
- your and your partner's national insurance numbers (if you are claiming nursery funding)
- your confirmation letter, if you are in receipt of two-year funding
- a water-filled bottle with your child's name on
- a bag with a spare set of clothes
- nappy if needed

Your child will be invited to join everyone for snacktime so if they have any allergies please bring a snack with you for this first session.

Please see clothing and food sections for more information.





Clothing & footwear

Please ensure your child is dressed appropriately for each session: we're outdoors all day, every day in all weathers.

Every child must come to each session in the following:

Autumn term (September to December) and
Spring term (January to March)

- 2 base layers on (one should be a long-sleeved, skin-tight layer on the skin and the other can be looser)
- Sweatshirt or jumper
- Leggings or tracksuit bottoms (you can put tights or skins on underneath either of these if it's very cold)
- Waterproof coat (fleece-lined or down-filled)
- Waterproof trousers or dungarees (dungarees are better and keep children warmer, again you can have fleece-lined)
- A warm hat and waterproof gloves
- Waterproof boots with Velcro fastenings or fleece-lined wellies

Summer term (April to July)

- T-shirt & shorts or light cotton trousers
- Waterproof coat (non-lined)
- Waterproof trousers/dungarees (non-lined)
- Sun hat preferably with a flap to cover the neck
- Sun cream on before they arrive
- Waterproof boots with Velcro fastenings or wellies

Don't use all-in-one puddle/splash suits as they're tricky for children to get in and out of themselves and are usually not waterproof. Please be careful of snow boots, they're often not waterproof.

If you are two-year-funded or your child will receive EYPP (click [here](#) for eligibility criteria) then preschool will provide you with a free waterproof coat and dungarees.



Good sources of suitable clothing

Lidl, Waterproof World or Little Trekkers - waterproof coats, dungarees and gloves

Decathlon, Sports Direct, or Mountain Warehouse - waterproof boots and base layers (thermals or sports skins)

Muddy Puddles – most things

Mountain Warehouse – 8 litre backpacks

Food

Remember, your children are running around outdoors all session expending huge amounts of energy, they'll need hearty food to keep them fuelled.

Monday to Thursday 9-9:30 we offer breakfast. Children are encouraged to serve themselves, supervised by Julia.

Mid-morning snack is at 10:30, usually fruit and malt loaf. We often make healthy muffins in house, with the help of the children. We're always mindful of children's allergies and cultural requirements. Water and milk are available.

Lunch ideas

- bread roll, pitta, wrap - filled with salad and their favourite filling
- cheese and biscuits, fruit and vegetables, and dips
- pasta/couscous salad
- hot pasta or noodles in a food flask and a spoon

Things to remember

- Please only send them with water to drink
- Don't forget a spoon or fork if they're likely to need it!
- Lunch bags must be named with items inside wrapped or packed separately, this way if the lunch gets dropped not everything will be ruined
- No sweets or chocolate bars please
- NO NUTS

We've shown some examples below...







Every day

Things to bring to each session:

- two full sets of spare clothes in a named bag, including spare footwear and socks
- nappies if needed (we provide wipes)
- water bottle with your child's name on it
- lunchbox (if staying past midday). NO NUTS please

If your child is not coming in, please **let us know as soon as possible**, by email, phone call or text, if you do not let us know, as part of our safeguarding practice, we will phone you.

“There's no such thing
as bad weather, only
unsuitable clothing”

— Alfred Wainwright, *A Coast to Coast Walk*

Please make sure they're suitably dressed every day.

Your key worker

Every child, and their family, is assigned a key worker.

They are there to:

- be an important **role model**, inspiring and encouraging children
- **support children** in their personal, social and emotional development
- **observe and teach** the child to further their knowledge
- **care for them** in a professional and sensitive manner including providing intimate care
- **monitor any concerns** and support the family
- keep appropriate and **good quality records**
- **support transitions**

All key workers are available to chat to in setting, you can catch most at the end of each session.

Alternatively, you can email us on clophillpreschool@gmail.com or call Chris - 07936 006381 or Imogen - 07765 887868.

We create a **Learning Journey** book for your child which holds information you have shared with us as well as annotated photographs, observations and examples of their work and creations. This book acts as a diary of their time at preschool, it is a great way to see what your child has been up to and makes a wonderful keepsake of their time with us.

Your keyworker will ask for regular information about your child.

The better we know them, the better we can support them.

If your child attends another setting while with us, with your permission, we will share your child's progress between us and them.



How our sessions run

Our children learn through play, we all learn better when we are enjoying what we are doing. We are all interested and want to learn more about the things that engage us and spark our interest.

Our staff take the time to get to know the children, to understand them and what makes them tick. They don't monopolise children's play but join in if it's appropriate and enhance it through careful encouragement and guidance.

Starting the day

- preschool starts at 9am (*if someone different will be picking your child up at the end of the day, please notify us at drop off*)
- lunchboxes and water bottles should all be placed in the trollies/drinks crate
- please encourage your child to find their name card, stick it on a spare box in the polytunnel and put in their belongings
- your child is welcome to have breakfast or go to play
- at 10.30 we stop for Snack which we supply
- group time is at 11.30
- those doing a half day leave at 12, the rest have their lunch with the staff

Ending the day

- sessions finish at 12 or 3 (please be on time for your child, it can be very upsetting to be left)
- at 2pm we stop for Snack which we supply
- group time is 2:45 after the children have helped to tidy the setting
- please retrieve lunchboxes and water bottles from the trollies/drinks crate
- please retrieve all your child's belongings from their box
- make your way through the setting with your child to the exit gate

We hope you and your child enjoy your time with us at Clophill Preschool.