

GENERAL INFORMATION

CONTACT INFORMATION

Nursery No: 07935 156969

For reporting absence's and illness or late pick ups and general queries. Email may also be used.

Email: Villagehns@gmail.com

Emails are picked up throughout the day but may not be answered until evenings. I will usually try to reply within 48hrs.

Important: If your child is going to be absent from nursery please let us know via text, voicemail or email on the day of absence . Thank you.

SESSION TIMES

Morning Sessions are 9.00am - 12.15pm

Afternoon Sessions are 12.15pm - 3.30pm

We run sessions Mondays to Friday's term time over 38 weeks.

It is important that you arrive on time as these times are logged for inspection. We will unlock the nursery door when the room is ready for your arrival.

INFORMATION UPDATES

Almost all information is sent electronically these include, the termly newsletter, snack and story rota and the weekly bulletin (by Sunday evening). Emails are all sent as BCC to ensure we comply with data protection laws.

COLLECTION OF CHILDREN

Please note: We cannot allow children to leave the building with any person under the age of 16, if we are unsure we will ask. Thank you.

EARLY COLLECTION

We realise that some parents/carers may wish to collect children slightly earlier for various reasons e.g. school pick-ups and appointments. Please let us know that morning if you need to collect early.

COLLECTION PASSWORD:

If your child is to be collected by someone other than yourselves, we ask that you complete a permission slip and provide us with a password. , these are available for both regular non-parental collections e.g. childminder / grandparents etc. and ad hoc collections.

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LUNCH BOXES/BAGS: For those that stay to lunch.

These should be named as well as any small pots inside their lunchbox. Please supply a healthy lunch: a sandwich, wrap, pitta bread or salad, fruit, cut vegetables etc., yogurt, cheese and suitable snack are all acceptable. Please supply a drink - not fizzy. No sweets or NUTS in any form - we do have a child with a severe NUT allergy. This includes nuts in cereal bars / Nutella and Pesto etc. Lunchboxes will be checked and nut items removed and sent home at the end of the day. Thank you.

NAPPY BAGS:

If your child wears nappies or is potty training please provide Nappies, wipes and nappy sacks or extra clothes for accidents, these should be placed in their trays at the beginning of each session.

WEATHER:

If the weather is bad (i.e. snow) and we cannot open we will make contact with you before the session usually by email. So please check your emails about closure.

Wet weather: We suggest the wearing of wellies and waterproofs - the outdoor area will be available. Don't forget indoor shoes. It is a good idea to provide all in one waterproofs for your child and to leave a pair of Wellies at the Nursery as we go out for walks ad hoc. Named please, on the outside with a permanent marker is best. It is also a good idea to provide all in one waterproofs for all weather conditions as children do still go outside in the rain.

Cold weather: Please send them dressed warmly - in a coat, gloves and hat.

Hot weather: Suntan lotion applied before they arrive and a sunhat. We will reapply marked suntan lotion, supplied by yourselves, if you have signed the acceptance on our appropriate forms.

- Please NAME all items.

HOLIDAYS:

If you are going on holiday in term time let us know. There is a holiday form to be completed for our records, this can be found on the board in the foyer. This is important for ad hoc checks that may be made.

PARENT INVOLVEMENT:

We encourage parental skills to be included within the nursery setting. If you have a skill you would like to share with the children, then please speak with us in the first instance. We also have a children's story rota where children bring in their favourite story to share at the end of a session, parents are invited to read this story if they so wish.

SHOW AND TELL:

We encourage this at nursery and allow certain days for a specific show and tell. These are displayed and also notified to you. However we do not discourage a child bringing

items in to show which are special. So please feel free to allow your child this opportunity.

THE STAFF:

You will find photographs and details of the Staff displayed. We are always available and willing to assist you in any way - so just ask. If you need to see your child's key person please book an appointment. There are also set consultations in January and June/July.

UNIFORM:

At the nursery we are proud to wear a uniform which is optional. Uniform consists of a Village House T shirt and Sweatshirt. They can be bought from ourselves at the nursery. Please make sure that they wear trousers, shorts or skirts that you do not mind getting dirty and are also easy for them to manage for toileting.

LABELLED

Please ensure that all clothing, including coats, hats, gloves etc. are all labelled, lost property is so much easier to return if labelled. Also lunch boxes and drinks bottles as well as any other smaller pots your child may use.

LASTLY: please inform us of any changes - telephone numbers, addresses and so forth. It is very important especially if we need you in an emergency. Thank you.