



Welcome to Preschool!



A Bit About Preschool

When children join us in Preschool, they would be in a mixed age and ability room, ranging from three to five years old. The Preschool consists of three classrooms, Sunbeams, Snowflakes and Starlights. The ratio in preschool is 1 practitioner to 8 children.

Key Person

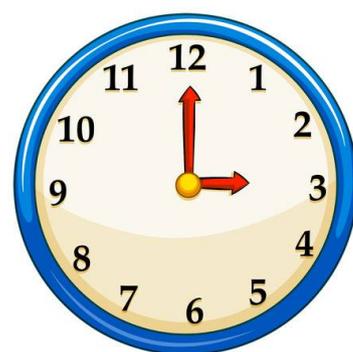
You will be notified prior to your child starting Rainbow Nursery who their key person is going to be via Tapestry. At Rainbow we like to ensure that children build a bond with all staff and not just their key person. However, your child's key person is your main point of contact and the person who will have a more in-depth knowledge of your child's learning and development stage. You can speak to any of the practitioners in your child's room about their day, the practitioners within Preschool work different shifts so therefore you may only see your child's key person on a morning or on an evening – you may not see them both ends of the day. However please be assured that the other practitioners within the room know your child just as well as their key person does.



Routines

When children start at Rainbow, we will ask you their routine. This is important to us as we follow your child's routine from home as much as possible. Having a routine at nursery makes the children feel secure in their environment. Throughout the day at nursery we do not have a set routine, but the times below give you a guidance of when we do things and what time we eat.

8.00-9.00am-	Breakfast time, free play, outdoor play
9.00-11.00am-	Free play, outdoor play
11.00-11.30am –	Tidy up time, singing or stories, circle time
11.30-12 noon –	Lunchtime
12.00-1.30pm –	Free play, outdoor play
1.30-3.00pm -	Free play, outdoor play
3.00-3.30pm -	Tidy up time, stories or singing, circle time
3.30-4.00pm -	Teatime
4.00-6.00pm -	Free play, outdoor play



Free play is a range of activities that are planned to meet each individual child's interests and next steps on a week-by-week basis.

Meal Times

Please note: Mealtimes are flexible and if children are asleep, we do not wake them for their meal. We will let them sleep and save their meal for when they wake up.

08.00–09.15am Breakfast: For breakfast we provide toast and a choice of cereals including Weetabix, cornflakes, and rice crispies. which can be made cow's milk or oat milk for children with dairy allergies.

11.30am Lunch: This consists of a two-course well-balanced meal. A menu is displayed in your child's room and on the exterior notice boards, for you to see what they have had for lunch and tea that day. The menus are seasonal, and meals are freshly prepared in the nursery kitchen.



03.30–03.45pm Tea: We provide a light tea, which is something small, before the children go home.

Snacks: The children are offered a mid-morning and mid-afternoon. This varies from a variety of fruit, to buttered crackers, breadsticks and vegetables with dip.

Alternatives will be provided for children with dietary requirements– please discuss this with your child's key person.

Drinks: Water is offered to the children on a regular basis. If your child is over 12 months, we will also give them cow's milk to drink at mealtimes. We do ask that parents try their children at home first with cow's milk in case of any allergies.

Sleep Times

All children at Rainbow Nursery are able to sleep when they wish, or we will work with the routine you would like us to put into place for your child. We will endeavour to follow the routine you have requested for your child. Dummies and comforters are given at sleep times if requested by parents, sleeps within preschool are on a mat in a quiet area of the classroom, however, usually when a child enters Preschool they no longer require a sleep during the day.

Nappy Changing

Your child's key person will change your child's nappy a minimum of every four hours and when necessary. To prevent cross contamination practitioners will wear disposable gloves and an apron.

The nappy mat will be disinfected after every nappy change. Times of when your child has had their nappy changed will be recorded in their care diary.

Arrival/Collection of Children

A practitioner from your child's room will welcome you at the door. Please let the practitioners in the room know who will be collecting them and ensure that the person collecting has the password you have provided. You may also wish to provide a photograph. Nursery closes at 6pm, if you are stuck in traffic and going to be late, please ring the nursery to notify us. We ask that you try to arrange someone else to collect your child where possible, but we do always have two staff on site after 6pm for emergencies.

Existing Injury Forms

OFSTED require us to keep detailed records of all signs of marks/injuries when your child comes into nursery. These will be recorded as soon as a practitioner notices them. The incident will be discussed with you at the earliest opportunity, such discussions will be recorded, and you will have access to these records. Existing injuries forms are electronic and can be found on our website in the following place (More/Information and Downloads/ Existing Injury Form)

Accident forms will be used for injuries that occur within the nursery. Managers will monitor the existing injury forms monthly alongside our accident forms. Accident forms are completed electronically and are sent to parents via email on the same day the accident occurs.

If any concerns or queries occur procedures will be followed as stated in our Safeguarding Children policy.

Nursery Bag



When your child starts with us at Rainbow Nursery, we will provide you with a Rainbow Nursery Bag to keep spare clothes and belongings in. The bag is to be used as a replacement for any rucksacks/bags that you usually provide from home. This is to create enough space for your children in the cloakroom areas. **Please feel free to take the bag home with you on an evening but we would ask that you bring this with you to each session that your child attends.**

Outdoor Play

We are very lucky to have lots of outdoor space that can be accessed at all times in any weather. We feel it is very important to play and learn both inside and outside and to spend just as much time out as we do in. The Preschool play areas are made up of a concrete and grass area making it perfect to play out in all weathers. We also have a large adventure play area and large field for the Preschool children to play on. Please provide your child with shoes to wear outside. When appropriate you can then send them with a pair of wellington boots. We also advise parents to provide their child with an all-in-one waterproof suit to wear in winter. Please label all clothing and footwear with your child's name.

Preschool children also take part in yoga sessions. The children learn various yoga positions and breathing techniques. Yoga is proven to have various benefits such as soothing the nervous system, strengthening the body and developing balance and flexibility.



What to bring on your child's first day in Preschool:

- ✓ A spare change of clothes
- ✓ A coat
- ✓ Sun cream and sun hat in the warmer weather
- ✓ Winter hat, gloves/mittens/outdoor shoes/Wellington boots/all in one waterproof suit.
- ✓ If your child is not yet toilet trained bring nappies – disposable or cloth nappies, baby wipes, nappy cream
- ✓ Any comforters your child has (dummy, blankets etc)

All your child's belongings will be kept in their bag on their own peg in the Preschool cloakroom, please label all of them. We will need to write your child's name on anything that you do not, including shoes.

If your child is ever running low on something, we have lots of communication links with our parents to support our daily feedback upon drop off or collection of your child.

Care Diaries (accessed via the web browser on Tapestry)

If your child is not toilet trained, each day your child's key person will record all nappy changes throughout the day and any other messages. We encourage parents to also share information using the care diary message system. This may be regarding changes to their routine you'd like us to put in place. Rainbow Nursery operates an open-door policy and you are welcome to speak to a practitioner or manager at any time. Children who are fully toilet trained will not receive any information within the care diary.

Tapestry Learning Journeys

Observations Children Care Diary Tracking +

We have updated our terms and conditions. Please [review and sign them](#).



We use an online learning journey for every child within the nursery called Tapestry. You will be sent a secure link to the page and be able set up your own log in details to be able access your child's learning journey whenever you like. You can request for extra family members or settings to have access to it if you wish as well.

Your child's key person and the other practitioners in your child's room will observe your child each session they are in and write small snippets of their learning. They will also take lots of photos and short video clips. This will be shared with you at the end of their nursery week.

As a parent you can write observations at home, this could just be a few pictures from your holiday or something they've done at home that you would like to share with nursery. It is a great way for us to receive details about your child's development that they show at home that we might not be able to witness so easily here.

Every 4 months we will arrange a phone call with you to discuss your child's learning and development more in depth.

Please ensure that you activate your Tapestry account and check this on a regular basis as we also use Tapestry to share important information with parents

Early Years Foundation Stage

All the observations that the practitioners do are flagged against the Development Matters document. For more information on this please see our website or your child's welcome post which includes our Early Years Foundation Stage Policy.

Your child will be learning skills, acquiring new knowledge, and demonstrating their understanding through 7 areas of learning and development.

Children mostly develop the 3 prime areas first.

These are:

- Communication and language
- Physical development
- Personal, social and emotional development

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas.

These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design



These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoor and outside.

Useful Information

- Copies of our main policies and procedures can be found on our website, or paper copies can be obtained from the nursery, please just ask. If your child has an additional needs, please ask for a copy of our Special Educational Needs Policy.
- Please store the nursery phone number in your phone, 01937 557115. Please feel free to call during the day to check on your child, the number above is for the main office but someone will transfer your call to your child's room.
- If your child is not going to be in nursery for whatever reason, please call the nursery by 10am on the day that they are due to attend to notify us.

Points of Contact

(Please note that if you are contacting the nursery in regards to something that impacts that day, telephoning is the best way to contact as emails may not always be replied to immediately)

- **Katie Watson (Office Manager)** - Invoice Queries, Extras, Funding, New Starters etc - katie@rainbownursery.info
- **Lisa Watson (Nursery Manager)**- Extras, changes of booking patterns, new starters, tapestry queries, children's development queries - lisa@rainbownursery.info
- **Kelly Hutton (Manager)** - Tapestry queries, children's development queries, questions regarding preschool
kelly@rainbownursery.info
- **Stephanie Elcock (Junior Club Manager)** - Junior Club bookings, Junior Club changes of booking patterns, New starters in Junior Club, Junior Club queries
s.elcock@rainbownursery.info

All of the above people can be reached on the nursery telephone number.

