



Quick Guide for Parents



Heyhouses Church of
England Nursery School

QUICK GUIDE TO STARTING NURSERY

Arriving at Nursery:

- If the main door is not open please press the buzzer on the outside wall to your left by the front door.
This alerts staff that you have arrived so they may let you in through the internal secure door.
- Please sign the register as you bring your child into Nursery, and again when you take your child home. The register is situated in the reception as you enter the building.
- If you bring your child to Nursery early you may have to wait in the reception area until the session time begins (this is to allow for the staff to keep to their procedures and prepare for the next session). You can however pick up your child earlier than session close, if required, without advance notice. If you are picking up your child for an appointment please let the office know in advance so your child can be ready for your arrival.

In Nursery:

- Each child has a named folder which is used to place their work to be brought home. It is also used by the office to pass on useful information and other correspondence.
- Parents should check these folders on a regular basis. They are kept in a blue box on the floor in your child's cloakroom area.

Cloakroom:

- Please bring in 2 passport sized photos of your child (one of these photos is put up above their coat hook so the child can find their coat easily, and the other is used within their group area).
- There is limited space in the cloakroom area so please choose a **SMALL** bag for daily use. These bags must be taken home over the Nursery holidays and weekends.

Nappies & Changes of Clothes:

- In case of accidents please send your child to nursery with a change of clothes, along with wipes and a bag for wet clothes.
- If your child is in nappies, please send in nappies, wipes & nappy sacks along with a bag for any possible change of clothing.

Uniforms:

- Uniforms can be purchased from the office. Price lists are displayed on the main notice board.

Please clearly label all items of clothing.

Illness:

- If your child becomes distressed or ill at Nursery rest assured the Nursery staff will contact you. You will have completed an emergency contact form and the staff will call the nominated contact in the order they appear on the form.

Communication:

- The Notice board in the reception area displays general information such as Health and Safety, Ofsted etc. These are on the right hand side of the board.
- The left hand side of the board displays information of upcoming events or issues that parents are to be made aware of. The Nursery Policies and Procedures are in a folder on the reception area unit.
- A nursery newsletter is emailed to parents weekly, however there are always hard copies displayed on the table in the reception area, along with any forms which may be mentioned in the newsletter.
- Please provide the office with an email address to enable us to forward our weekly news letter to you.
- If your child is ill or on holiday please inform the office so we may inform your Key Worker.
- There is a folder in reception for each child which is used specifically for parents eg. invoices, receipts etc

Celebration Board:

- As you enter the main Nursery Room you will see a Celebrations Board. This displays a variety of themes, from children's birthdays, to swimming certificates.
- If your child has achieved something outside of Nursery or indeed your family have something to celebrate (for example a new baby), please let Nursery know (send in photos or papers) so we can celebrate with you.

General Information:

- If your child creates some work, a picture, a handprint etc, this may be used either in a display within their group, or it goes into their Learning Journey, or the child can put it in their folder so it can then be taken home.

Learning Journeys:

- The children's learning journeys are used by the staff to log your child's progress and

achievements. This is available for you to look at any time, but in particular at open evenings.

Open Evenings:

- There are usually two open evenings, one in the summer and one in the spring. This is a great opportunity for parents to look at the learning journeys and to discuss your child's achievements and progress, as well as looking at the displays of the children's work that has been done throughout the term.

Detailed information regarding all aspects of nursery can be found in the Parents Handbook and Prospectus.



We would like to thank you for choosing
Heyhouses Church of England Nursery School
and look forward to welcoming your child into our Nursery.



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