

Pippins Pre-school and Nursery

Market Square House, Market Street, Crediton

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### Registered charity No. 1153073

**www.pippinspre-school.co.uk**

**pippinsnurserycrediton@gmail.com**

# Dear Parent/Carer

**WELCOME TO PIPPINS PRE-SCHOOL AND NURSERY**

**Settling in and induction**

At Pippins we feel that it is extremely important for your child to feel happy, safe, secure and comfortable with the early years educators. Our aim is to ensure parents/carers are valued as their primary carer, making you feel welcomed and involved in your child’s time with us, giving you the confidence in their well-being whilst in our care. You can stay at Pippins for as long as you wish until you feel comfortable leaving your child. Please feel free to telephone us at any time for reassurance.

**What to wear**

**Old named clothes** to get dirty and **named spare clothes** to change from water play. Please avoid brand new clothes as this prevents children being creative if they are expected to stay clean.

Sensible strapped/fastened shoes or trainers ideally with enclosed toe as we enjoy lots of physical activities as well as spontaneous trips. Please avoid pumps/crocs/sliders to avoid unnecessary trips, falls or accidents.

**Individual needs**

An early year’s educator known as a key person will form an attachment with your child. Please take a few minutes to discuss any relevant information. The sharing of information is very important. The more we work together and share, the more this will benefit your child’s development. If your child has a comforter please bring this with you in their bag which can go on their peg or in their box, as we may need to use it to help settle a child who may need support on separation. We also encourage your child to speak in a familiar group and join in with our routine songs. This will help to build their confidence, extend their language and knowledge and understanding.

**Arrival /Departure procedures**

**Please press the intercom buzzer situated to the right of the door for times between 8am and 6pm**

**51 Weeks of the year or Term time**

We are open from 8am to 6pm. Our core sessions are from 9.15am to 12.15pm, 12.15pm to 3.15pm or 9.15am to 3.15pm.

**Lunchtime**

Our lunch time is from 12:15pm, therefore if your child attends just the morning session they will go home and eat their lunch. If your child attends the afternoon session they will need to come to Pippins with their lunchbox. If your child attends all day they will bring their lunch with them when they arrive.

Ideal foods to choose from are something savoury, for example a sandwich (one slice of bread is often ample and if your child prefers the crust removed this is fine too), pitta bread or pasta, one piece of fruit **(Grapes/Tomatoes/Blueberries MUST BE QUARTERED Please!)**/ chopped vegetables, yoghurt and a drink. **Please avoid sweets and chocolate bars**. We try to encourage the children to eat their sandwiches/savouries first. **Please only pack small quantities. – Please kindly label all containers, drinks bottles and pack lunch boxes.**

It is also possible for your child to attend extra hours. Please advise us in advance where possible, however the same week is sufficient provided there are spaces available. Fees for these hours are to be paid for on the day. The hourly rate is £5.35 for 3 years and over and £5.95 for under 3 years. **Hours or sessions cannot be swapped.** Hours will be fixed for the whole of the academic year and can be changed each term in advance providing you give four weeks notice or you are due your 11 hours stretched or 15 hours term-time entitlement. A change of session form must be completed. Invoices are payable in advance**. A £5 charge is levied if you do not pay your invoice by the date stated. Cancellation also requires a four week notice period.**

**Notices and information**

In the foyer entrance please find our

1. Ofsted registration and insurance certificates (Back foyer)
2. Names of Early Years Educators and Trustee Directors roles. (Back foyer)
3. Photographs of all Early Years Educators. (Front foyer)
4. Key person information (Outside each room)
5. Parent link is a suggestion to continue your child’s learning at home please see your individual room whiteboards.

**On-line record keeping system “Tapestry”**

An on-line learning journal captures memorable moments and learning achievements. You will have a secure log-on system and this can be extended to family members with your permission. Observations are uploaded and the detailed assessments are used to plan, support and extend each child’s progress. You can add home observations to link to your individual child’s learning journal. Our ethos is based on children learning through play and discovery so please do not be disappointed if there is nothing in their folder to take home - sometimes a painting is drying!

**And finally**

If you have any questions or queries regarding the induction process or the day to day running kindly ask to speak to the Management team Sharleen, Michelle or Aldona.

From all the Pippins Team