



The Parents Transition Guide

A useful Guide from the Parents for all Parents, and Carers of children at Garden Cottage Nursery

The Big Day

Not only a big day for our children but also one where we eagerly/nervously await; watching our children take the next step on their educational journey. We've all been there and hope to make the journey as easy and happy for you as possible with a few tips to help you on that first day.

The staff are warm, welcoming and will reassure you that "they'll be alright if you leave your child upset" - but they really will be. It's not long before they find the toys and (sorry!) forget about you worrying at home.

It is so important you communicate or write down any change in your child's routine (reducing naps/eating habits) and we will be able to adapt to that. It makes it so reassuring for you and the children.

What to do at arrival and pick up:

The doors open at 8am, 8.30am, 12.30pm and 1.30pm and close at 4.30pm and 6pm

If you are early, I am afraid we will not let you in as we have children that have paid for breakfast and have allocated the correct staff for them unless we have prior warning. Please be patient for the door to be opened at the correct time for either dropping off or picking up. If you need to talk to a member of staff, please have patience for the safety of other children and then the member of staff can talk to you when all children have been seen in or out safely. Another way of contacting us is email or phone the office to arrange a good time to have a chat.

If picking up early, please notify us at drop off or call ahead to the office as we maybe out.

Peach Room

Drop Off and Pick Up: The main entrance. Please ring the bell on arrival

Parents to be informed that their child will have a transition trial. To start we would take a couple of children for a short session in Peach room with a member of staff the, more confidence they have the longer they will stay.

We would use the child's two-year check from the staff and parents observations with transition sheet to make sure that information is passed over to the key worker, so they are well informed. The key worker will have a very good understanding of each child. The Parent will receive a letter from Sweetpeas to help with the transition.

Apple Room

Drop Off and Pick Up: Apple Room gate to the right side of the main entrance. Please ring the bell on arrival

Drop off and pick up will be from the Apple Room gate, your child's allocated peg for his/her coat is in the front entrance hall. Wellies go in the slot below. Please bring some spare clothes in case your child may need them. These can be kept on the pegs.

Any pieces of artwork your child has created will be put in the slot above the coat hook so remember to check this regularly.

Garden Room

Drop off: Snowdrops entrance (behind the nursery)

Pick Up: Garden Room – the double doors next to Snowdrops entrance

Your child will have an allocated peg for his/her coat in the dining room. Please bring some spare clothes in case your child may need them. These can be kept on the pegs and wellies will go on to the wellie rack in the Apple store. Artwork will be handed to you at pick up.

Tea time

Pick Up: If your child stays after 4.30pm, pickup is normally at the double gate between Sweetpea's and Peach Room. Sometimes, the children may be in different rooms for compliance/safety reasons, or simply playing in the playground, if this is the case, we will have signs on the door to say where they will be.

Reading and phonics:

- From September we will be doing book bags as normal.
- If you don't already, it is now a great time to start reading to your children each night before bedtime.
- Each child is given a book bag and will be given a new book to take home after each session. This book can then be returned to the nursery and then the child can pick a new story.
- In Apple and Garden room, when your child is ready, we will start phonics sounds with them. The sound they are learning will be put in their book bag so you can help them to learn the sound at home. This is very relaxed and you don't have to do this. Remember this should be fun for the child!
- In Peach room the children focus on a letter each week.
- **Don't forget** to label **everything** that goes into nursery - uniform, shoes, hats, jackets, gloves (each one), wellies, water bottles, and toys (etc.) Please also provide a labelled bag to keep change of clothes/nappies in. The staff are amazing but cannot keep track of each individual child's items if they are not named. We do supply hats but if you really want to supply your own it need to be labelled very clearly
- When your child moves up from Sweetpeas, they will no longer get a day share (nappy, sleep, snack and lunch) update but if your child does stays for lunch it is useful to know that the staff in Peach and Apple update the Parenta App so that we can keep track of how well each child has eaten. The menu for the week will be sent to you via email (in the weekly Newsletter) along with the different rooms planning and photos so you can see what the children have been up to.
- At the start of a new term there may be occasions where the named pegs in the main entrance need to be reshuffled. This is due to new starters and children who have left. Please check where your child's named peg is and make them aware of this.
- Water bottles must only have water in them, any juice will be tipped away

Events and getting involved

- There are numerous activities for children and their families at Garden Cottage each term. They're great fun and it's lovely to get involved, you're welcome to join in even if they're at a time you don't usually attend. Details of the activities for the term are included in the newsletter which is provided to each parent throughout the year. This will usually be emailed but a hard copy can also be available if needed. Updates, up and coming events, planning information will be emailed to you each week.
- You are more than welcome to spend an hour or two with your child at the nursery to see for yourself what they get up to just let us know.
- The GCN website is a useful source of information on the nursery and other general parenting information dates etc., please visit <http://www.gardencottagenursery.com/>
- The Parent's Committee hope you find this information useful. If you think of anything which could be added to help future new intakes, please let me know and we can add it in - all suggestions welcome!
- As a committee we meet regularly to help Jane and her team plan events, come up with ideas for new ones and generally find ways to support Garden Cottage in their fantastic work with our children. New members and new ideas are always welcome, please contact me for details.
- On behalf of the committee members, we hope you and your child enjoy being part of Garden Cottage Nursery as much as we do and look forward to getting to know you.

Best wishes, Jane and Team