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**The Parents Transition Guide**

*A useful guide from the Parents Committee for all Parents, Carers and Guardians of children at Garden Cottage Nursery*

**The Big Day**

Not only a big day for our children but also one where we eagerly/nervously watch 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 and welcoming and will reassure you that “if you leave your child upset, they really will be alright!”. It's not long before they find the toys, make friends and (sorry!) forget about you worrying at home.

**What to do at arrival and pick up:**

**The door opens at the following times:**

***8.00am***

***8.30am***

***12.30pm***

***1.30pm***

***4.30pm***

***6.00pm***

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.

If it is not urgent, please email or phone the office to arrange a good time to have a chat.

If you need to pick your child up between these times, please notify us at drop off, or call ahead to the office as the children may be out and about!

**Peach Room –** Drop off and pick up will be from the **front entrance door**. 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.

**Apple Room -** 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 is at the **Garden room** and pick up will be from the **Garden Room/Apple Store**. Your child will have 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** – If your child stays from 4.30pm, they can normally be collected from the **double gate** between Sweetpea’s and Peach room. On occasions, this changes but we will have a sign on the door to tell you where to go.

**Reading and phonics:**

* From April 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 with the book they have chosen.
* Each child is given a book bag and will be given a new book to take home after most sessions. 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.

**IMPORTANT INFORMATION**

**UNIFORM**

Peach, Apple, and Garden Room are required to wear a white polo shirt and a Garden Cottage navy jumper. Own trousers/skirts or shorts are permitted. Please ask a member of staff and they will be happy to assist you. The costs are follows:

White polo shirt - £5

Garden Cottage navy jumper - £10

**LABELLING**

**Don't forget** to label **everything** that comes into nursery - uniform, shoes, hats, jackets, gloves (each one), wellies, water bottles, and toys. Please also provide a labelled bag to keep a change of clothes etc. The staff are amazing but cannot keep track of each individual child's items if they are not named. There are a number of companies online where you can get iron-on clothing labels and sticky labels for toys etc. We do supply hats.

When your child moves up from Sweetpeas, they will no longer be an end of day report (nappy, sleep, snack and lunch). However, if your child does stay for lunch, the staff in Peach and Apple room give each child a grade for how well they have eaten and are happy to show you this if you ask them. The menu for the week will be sent to you via email 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.

Please note that 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. Details of the activities for the term are included in the newsletter which is provided to each parent throughout the year and it is also available on the website. Updates, up and coming events and 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. (Covid dependent)

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 us know and we can add it in. All suggestions welcome!

As a committee we meet regularly to plan events, come up with ideas for new little ones and generally find ways to support Garden Cottage in their fantastic work.

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