

### Staff

Mr Walker	Headteacher
Mrs Maindonald	Deputy Headteacher
Mrs Cardwell	Foundation Stage Manager
Mrs Walker	Nursery Teacher
Mrs Wilson	Nursery Officer
Mrs King	Nursery Officer
Mrs Jones	Nursery Officer
Mrs Camacho	Nursery Officer
Mrs Ward	School Secretary
Mrs Lewis	Admin Assistant
Mr L'Enfant	School Caretaker

### Nursery Hours

We welcome you and your child to Plat Douet Nursery. We hope that your child will spend a very happy and productive time with us. We are a nursery class and as such we seek to make links between ourselves and Plat Douet School. The Nursery provides education for up to 40 children.

*Nursery hours: 08:45am — 12:45pm  
Additional hours: 12:45pm — 2:45pm*

*Lunch (ONLY for Additional hours): children will have half an hour to eat their lunch*

The main door will be opened at 8:45 and you are invited to come in and settle your child before leaving. We ask that children are collected promptly at the end by a named responsible adult. Parents will need to use the Nursery side door to come in and collect their children at 12:45. Children staying for additional hours will either be collected from the side door (1:45 finish) or the main Nursery door (2:45 finish).

### Snack and Water

The children are provided with milk or water and a choice of healthy snacks during each morning session. This is carried out as a focused learning opportunity for the children to develop table manners and self help skills. In line with the Nursery Island Wide Policy we ask parents to pay a contribution to cover expenses. This money will be collected by the Nursery Administrator in the school office. Parents will be advised at the beginning of each term of the exact amount due. This can be paid termly, half termly or weekly either by cheque (payable to Plat Douet School) or cash. Parents can place the payment in an envelope in the white post box next to the Nursery main door. Snack/milk is currently set at £4.00 per week

### Lunchtime (additional hours only)

Children staying for their additional hours will need to bring a packed lunch in a standard sized lunchbox. The packed lunch could consist of a sandwich, fruit and/or yoghurt and/or cereal bar. Nursery policy does not allow chocolate, sweets or fizzy drinks. The children will all have had a substantial snack, so please don't overfill their lunch boxes! Please ensure you have informed the staff if your child has any allergies. Children staying for the morning only will not need to provide their child with a packed lunch.

### Parent Helpers

Parents are very welcome to spend time in the nursery, as visitors or helpers, in consultation with the staff. You may like to help in many different ways from reading stories to individual children, playing games or helping on one of our visits.

### Starting Nursery

The Induction pack contains a selection of handouts and permission letters. We ask that you sign these permission letters and return them as soon as possible so that we can add them to our records.

During their time in nursery children will be supported by all of the Nursery adults.

In order to make the move in to nursery as smooth as possible we make 'Home visits'. These will be made by a member of the Nursery team in July. This visit will last about 20 minutes and the adults will talk to your child about what he/she does at home and will do in the nursery. Your child might like to have a favourite toy ready to show his/her visitor. It is hoped that your child will accept and feel comfortable with these adults if they meet them in their own home environment first. Photographs of the children in their home setting will be taken to display in the nursery prior to them starting.

Entry in to the nursery class in September will happen in a staggered way, so that a member of staff can spend time with just your child on their first morning so that they feel secure. Your starting date will be in your pack.