



## **Induction Letter for New Starters to our Setting**

Welcome to Pippins Preschool. The following notes are provided to assist you and your child with the routine of the preschool.

Please can parents bring the following items with their child to preschool in a **named** bag:

- Suitable outdoor footwear such as wellies with thick socks or snow boots in the winter months;
- Indoor footwear such as slippers/plimsolls;
- A sun hat on sunny days;
- A waterproof mud suit or waterproof trousers and a rain coat for wet days;
- A water bottle filled with water only;
- For children attending lunch club, a lunch box with a cold pack inside;
- Spare clothes and underwear in case of accidents;
- For children in nappies, enough nappies for the day in their bag, wet wipes and nappy bags. Please note, we do not have the facilities to dispose of nappies at preschool so we will send them back in your child's bag.

**Please remember to label everything. We do not take responsibility for lost possessions.**

- On arrival to preschool, please wait outside the gate for a member of staff who will come and welcome you in. Please remember that keeping a clean, harmonious and safe environment outside preschool is important to us. Children **must** be supervised and they **must** display appropriate behaviour whilst in the grounds;
- On entering the building, please hang your child's bag on the pegs and assist them in putting their water bottle on the water tray, their lunch box on the tray, slippers in the slipper basket and book bags in the basket;
- Most days we go straight into the garden on arrival. If the weather is, or has been wet, please have your child ready in their mud/wet suit and welly boots. If it is sunny, please bring your child to preschool in their sun hat with sun cream on;
- Please note that until parents are ready to leave, children remain their responsibility;
- The staff will welcome your child and will support him/her to start an activity of their choice. In our experience children settle into preschool in different ways. Parents are most welcome to stay with their children if they feel this will help with a smooth settling period;
- We would like to ensure you that, when you leave your child in our care, you must never worry about his/her wellbeing. We will always contact you if your child is finding it difficult to settle and we will give feedback on how he/she spends their day;

- Please feel welcome to share any information about your child, or ask questions about his/her day or progress. If you need to speak to a member of staff, or want to know how your child has been, please wait for a staff member, preferably your child's key person to be free. We must ensure the children have safely left the building before we can divert our attention to speak with a parent;
- If you would like to arrange a parent teacher meeting, please book this in with your child's key person;
- At collection time, please wait outside the metal gate for a member of staff to let you know when the children are ready. We will then welcome parents in to collect their belongings. Please remember to take everything home. We are very tight on space at Pippins and cannot keep bags, wellies etc. at the school. We do not allow any children to leave the preschool without the assigned adult. Please inform a member of staff if your child is to be collected by a different person;
- For children attending lunch club, please ensure that there is a cold pack inside the lunch box. We do not have enough space to store lunches in the fridge. Please send your child to preschool with a healthy lunch. **No sweets or chocolate based products are allowed and no nut products due to allergies. These will be removed from lunch boxes and sent home.** We will send home your child's lunch box leftovers and rubbish in their lunch boxes to limit the amount of waste we have to dispose of;
- If it is your child's birthday and you wish to send cake or sweets then we are happy to offer cake at snack time for a special treat but please do not send in chocolate cake. Sweets can be sent home with each child at the end of the day;
- We go outside to play whatever the weather, except maybe in torrential rain! If your child is not well enough to go outside, then they are probably not well enough to come to school. If your child has a critical illness which inhibits them from playing outside, please can you provide us with Doctors/Hospital notes and complete a health care plan. If your child really does not want to play outside, then we will respect their wishes. But we ask for you to support us in given them some gentle encouragement, speak positively about playing outside and reassure them that if they are not having fun, they will be allowed to come indoors. Outside play is extremely beneficial to a child's health, development, learning and well-being. Please make sure your child is bundled up with warm weather clothes and waterproofs. There is no such thing as bad weather, just bad clothes!
- Please find our Facebook Group on Facebook. Pippins Preschool Family and Friends and request to join.

Finally, we hope you and your child enjoy coming to our preschool and we look forward to getting to know you all. If you have any questions, please do not hesitate to ask.

The Pippins Team.