



Priory Poppets

FOR CHILDREN AGED 6 MONTHS TO 4 YEARS



About us

Priory Poppets is the early years department of Priory School, a Catholic independent school which welcomes all faiths, cultures and abilities and is dedicated to ensuring every child in our care is happy and fulfilled.

At Priory Poppets we provide a warm, welcoming family atmosphere in which your babies can grow into inquisitive, confident and expressive children through a variety of structured activities and free play experiences.

Our aim is to provide your child with the very best start in life, through high quality care and education tailored to their needs. However, we understand the challenges of parenthood today and we are also here to meet your needs too. We want you to feel confident in the care your child receives.

We will provide you with all the information you need to know before your child enters Priory Poppets. Once your child joins we will keep you updated daily about your child's progress, invite you to take part in our annual events and most importantly be available when you need to talk to us.

We are registered by Ofsted who regularly inspect the premises as legally required. Our last inspection took place in July 2008 and we were judged to be 'outstanding' with no recommendations for improvement. A copy of the inspection report is available from the school.

We hope you enjoy reading this booklet about Priory Poppets and we hope to see you and your child very soon!



Hours of opening

Priory Poppets accommodates children from 6 months to 4 years of age. Your child may come and enjoy themselves with us for 51 weeks in every year or term time only. We also provide two sessions: 8.30am – 3.15pm or 8am – 6pm.

It's your choice to suit your needs.

Staffing



All the staff in Priory Poppets possess the qualifications and/or experience to work with children between 0 and 4 years of age. All staff have been CRB checked and receive regular training to be aware of the latest developments and changes in legislation.

Our Staff to children ratios are as follows:

- Babies (ages 6 months–18 months) – 1:3
- Toddlers (ages 18 months– 3 years) – 1:4
- Preschool (ages 3 -4 years) – 1:8

Our staff work as a team, sharing the responsibility for the care of your child. We like our children to get to know all the staff and not be reliant on just one of our nursery nurses. However, each day one nursery nurse is appointed to monitor and report, on your child's day.

Our daily routine

Our daily routine is structured around the Every Child Matters and Ofsted's Early Learning Goals for the Foundation stage as recommended by the Qualifications and Curriculum Authority.

Our aim is to promote your child's all round development through a range of stimulating and enjoyable play experiences. As they near school age, we prepare them for life in the classroom through a more structured curriculum tailored to their individual needs.

School Trips and Events



Children participate in their own Christmas production and take part in other Priory Poppets events including our Easter Bonnet Parade and our Summer graduation ceremony and sports day!

We organise a number of trips throughout the school year, to the theatre and Cadbury World for example, enjoy special visits by magicians and face painters, as well as making full use of the school's magnificent grounds for nature walks.

Behaviour management

We aim to encourage children in our care to develop into polite, thoughtful and caring individuals. Children are always encouraged and praised when they display such behaviour. Unacceptable or hurtful behaviour is challenged in a professional and caring manner. On no occasion is there any form of physical punishment.

Parents are always notified immediately of any problems.



Mealtimes

For those early birds, breakfast, consisting of a choice of cereals, is served between 8am and 8.20am. Snacks of milk and toast are offered to children mid-morning and juice and biscuits mid-afternoon.

Hot homemade lunches are served at 11.45am. Fresh fruit and vegetables are served daily and no salt is used in the cooking.

Tea is provided at 4.40pm for all children who have chosen the later finishing time.

A choice of vegetarian food is always available and special dietary requirements are easily accommodated.

Keeping Active

At Priory Poppets we recognise the importance of physical activity for your child's health and well-being and we have invested in a range of facilities to encourage your child to be active.

Children enjoy regular supervised nature walks in our beautifully landscaped grounds and orchard. Here they have the freedom to spread their wings and play in a secure setting. For the younger children, there is a secure outside play area with soft safety flooring and a variety of toys including bicycles, climbing frames and slides. The children also have a weekly activity session in our purpose built Gymnasium. Older children also benefit from swimming lessons and ballet lessons.

Environmentally Friendly

We use an environmentally friendly range of cleaning products which do not contain many of the chemicals and irritants that can be harmful to young children.

Keeping you informed

A daily diary sheet is kept of your child's day, for children from 6 months to 3 years, informing you about what they ate and drank and the activities they took part in. In their pre-school year the children are encouraged to talk to you about their day. We operate an 'open door' policy and are always there to talk to you at the beginning and end of the day – we're here to help.

Security

The entrance to Priory Poppets is permanently locked and there are CCTV cameras placed around the grounds. Security arrangements are also put in place when you enrol your child, allowing only designated persons to collect him/her from Priory Poppets.

The safety of your child is our prime concern and we aim to protect them at all times. We therefore constantly review our security arrangements and make appropriate changes where necessary.

Accident Procedure

If your child has a bump or fall during the day, you will be informed and the details recorded in our accident file. On enrolment you will also be asked to complete and sign our medical treatment consent form so that in the unlikely event your child has a more serious accident we can seek medical help immediately. In this situation we will phone you immediately and you will be asked to join us at the hospital.



Priory Poppets 6 months – 3 years

A separate baby room allows for hands on care and provides age-appropriate activities based on first-hand sensory experiences.

In our toddler rooms, children begin exploring and learning through topic based activities with an emphasis on play, including messy activities such as sand, water, painting, sticking and cooking! We also have a role play area to develop social skills and stimulate the imagination including a cafe, shop, dentist and hairdresser.

Music plays a special role in the life of Priory Poppets with a specialist teacher who introduces the children to simple rhythms and use of instruments. We also begin to introduce early pencil control and computer skills as well as early French and Spanish with a specialist language teacher.



A Typical Day may involve:

08.00	Breakfast for the Early Birds
08.30	Drop off Time / Play time
09.00	Welcome
09.20	Milk and Toast
09.40	Key Activity This time might involve painting, number games, pencil control activities, water and sand play and role play
10.50	Outdoor play
11.20	Prepare for lunch (toilet and wash hands)
11.30	Story and Songs
11.45	Lunch
12.40	Rest time / Sleep time for babies
13.45	Topic Time This time is used to explore our key topic for the term through art, play and song. Topics might include colour, living things or water
14.30	Outdoor play
14.45	Juice and biscuits
15.00	Story and songs – Prepare for Home
15.30	Free play / table top play / outdoor play
16.45	Tea time
17.15	Quiet play (table top toys such as jigsaws, threading games) and prepare for home



Priory Poppets 3-4 years

In preparation for formal education, we begin and end each day with prayers - our Catholic ethos encouraging children to welcome and respect children of all faiths and cultures. We use this time to encourage children to express their ideas and emotions which develops children's confidence and self esteem.

Children begin to learn early numeracy skills and the Jolly Phonics scheme is used to teach early reading and writing skills. I.T skills are encouraged whilst their knowledge and understanding of the world begins to develop through the exploration of topic-based projects, role play, along with trips and special visits. There is still a lot of time for messy play and the children's creativity is encouraged through art and our special performances.

Children enjoy specialist music, French and Spanish sessions and have access to the gym for weekly PE lessons. During the summer term, the children also go swimming.

A small class size allows for individual attention and support. Many children who attend Priory Poppets in their pre-school year go on to excel when they start school.



A Typical Day may involve:

- 08:50 REGISTRATION
- 09:00 Phonics / Communications Language and Literacy
Topic work
Mathematical Development
- 10:40 Milk and Biscuits
- 11:00 Outdoor Play (if wet, activities continue or educational TV)
- 11:25 Toilet Wash Hands Prayers
- 11:40 Lunch Time
- 12:20 Quiet Activity Time
- 13:00 Outdoor Play
- 13:30 REGISTRATION
- 13:35 Creative knowledge and understanding
- 14:30 Fruit Juice
- 15:00 Stories / Singing / Rhymes
- 15:10 Prayers
- 15.15 Hometime
- 15.30 Transfer to after-school care



Children with special needs

We welcome children of all abilities and give every child the opportunity to develop fully.

We have a dedicated teacher who can provide expert input to children with specific learning difficulties.

Sickness and Medication

On enrolment you will be asked to fill out a health form in the case of illness or an accident.

If your child becomes unwell during the day we will contact you immediately to advise you of the situation and ask you to collect your child if necessary.

Our staff are **not** permitted to administer medicines to children, apart from those prescribed for a child eg inhalers or other regular courses of treatment. These can only be administered if they are recently prescribed medicines and clearly labelled with your child's name on. You will also be required to sign a medicine consent form before staff can administer medicine to your child.

Please note your child should not attend if they are suffering from any of the following. Our recommended minimum exclusion days are:

CHICKEN POX	Until blisters are all crusted, or skin has healed
CONJUNCTIVITIS	The child can be readmitted to nursery once prescribed antibiotic drops have been administered for a minimum of 24 hours
DIARRHOEA	For 48 hours after symptoms have cleared
GERMAN MEASLES/RUBELLA	For nine days or as advised by your GP. Minimum of 5 days after rash appears
HAND, FOOT AND MOUTH	For seven days, when blisters have disappeared
HEAD LICE	When treatment has been carried out successfully
IMPETIGO	Until spots have healed, following treatment of at least 5 days
MEASLES	For five days after onset of rash
MUMPS	For nine days (after the swelling has appeared)
RINGWORM	When treatment has commenced
ROTAVIRUS	For 48 hours from last episode of diarrhea or vomiting
SCABIES	Until after the treatment has been completed
SCARLET FEVER	For a minimum of 5 days (once antibiotics commenced)
THREADWORM	When treatment has commenced
VOMITING	For 48 hours after symptoms have cleared
WHOOPING COUGH	For 28 days

Coughs and colds do not normally require exclusion unless they are severe or the child is distressed. Please note this list is not exhaustive and the advice laid down in the A-Z of Child Health and the NHS Direct Healthcare Guide (both of which can be found in the Staff Room) will guide us. We also refer to the Public Health Laboratory Guidance for Schools and Nurseries. Please seek medical advice if you are unsure or concerned.

Parents will be notified immediately if there is an occurrence of an infectious disease within Priory Poppets.



How you can help your child settle in...

- Don't worry about your child. If you are anxious they will be too!
- Establish a routine for leaving and collecting your children and stick to it.
- Please send your child in clothes that are comfortable, safe and suitable for all types of play.
- Please make sure you label all their clothes, especially hats, scarves, coats and wellies!
- Don't forget sunscreen in the warm weather and scarves and gloves in the cold.
- Please remember to inform us of any illnesses, allergies or medication your child is taking that may affect him/her.
- Please do not bring a sick child into Priory Poppets.
- Bring your child's comforters if you like.
- If your child is being toilet trained please send in lots of spare pants!
- Please tell us if your child has not eaten, slept, if mummy or daddy are away or if the guinea pig is ill – all these things may affect your child's behaviour.
- Keep your contact details, especially your emergency contact details up to date.
- Remember to collect your children on time as a late fee will be charged. You should be aware that we're only insured between the hours of 8am and 6pm.

Some housekeeping

Parents are asked to provide the following items with name tags where appropriate:

- Nappies and wipes
- Nappy cream
- Bottles of prepared formula milk or pre-measured powder and bottles
- A comfort blanket or cuddly toy if necessary
- *A named pump bag
- A change of clothing suitable for the season
- *Sun hat and sun screen (in the summer months)
- *Burgundy overall
- Warm hats, scarfs, gloves and wellies for the winter
- Older children (2 years and above) will also require a *book bag and a *PE kit (This consists of a pale blue polo shirt, burgundy shorts and black velcro pumps along with a PE bag).

* All of these items can be purchased from the Clive Marks Uniform Shops or by calling 0121 444 0606 .

PLEASE DO NOT BRING DUFFLE BAGS OR PLASTIC BAGS INTO PRIORY POPPETS AS THEY PRESENT A HEALTH AND SAFETY RISK FOR SMALL CHILDREN.





Come and play with us!



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