

WELCOME TO

**TOUCH PRIMARY
SCHOOL**

**NURSERY
CLASS**



Parents Booklet

TOUCH PRIMARY
SCHOOL
NURSERY CLASS

GENERAL INFORMATION

Nursery Address	Touch Nursery Garvock Bank Dunfermline KY11 4JZ
Telephone	School - 01383 602438 Nursery - 03451 55 55 55 EXT 490168
Head Teacher	Mrs Katrina Miller
Nursery Teacher	Mrs Dot Rossborough
Early Years Officers -	Miss Jillian Murray Mrs Jacqui Robinson Miss Dana Anderson Miss Leona Bryce Mrs Susan McKendry Miss Lauren Wallace Mrs Nadia McGovern Mrs Lorna Helm Mrs Lorraine Paterson Miss Toni-Leigh Lindsay
Modern Apprentices-	Mrs Samantha Thompson

Our Normal Session Times are:

9:00am – 3:00pm

(you will be given a staggered start and finish time around these times due to Covid mitigations)

WELCOME TO OUR NURSERY

We hope you find the information in this booklet helpful. Our nursery staff are always pleased to give you further information about our nursery and to answer any questions you may have. Over the session we aim to get to know you and your child so that we can make the nursery experience enjoyable, interesting and worthwhile for your child.



Learning Through Play

Young children learn as they play. Staff observe children at play and decide how they can help them learn through play by offering ideas and materials, by asking questions, by setting challenges and by helping, explaining or showing how things can be done. The staff also plan activities for small groups of children to develop special aspects of learning such as encouraging interests in books, playing games with letters, colours or shapes and singing and learning nursery rhymes.

In our nursery we have three year olds and four year olds together in our nursery rooms. Our younger children may need additional help from adults and our staff will ensure they give them extra support and encouragement throughout the nursery sessions. All children will be given time to make friends, to get to know one another, opportunities to develop their independence and lots of praise and reassurance.

Research has shown mixing three year olds and four year olds together benefits the learning of both sets of children.



ROUTINES

We always encourage calm behaviour in our nursery, in the waiting area and on any of the school premises. We walk not run, we talk quietly not shout and we are kind to others. We try to encourage independence.....self dressing, tidying up after play, preparing snack etc.....

Some children may still need a hand when going to the toilet but please discuss any problems with the nursery staff. To make life easier for your child please ensure they wear simple clothing, know how to flush the toilet and how to wash their hands.

A daily snack is offered which the children prepare themselves usually working in small groups. This can take the form of simple spreading or baking. Snack time is an important social occasion where we introduce a variety of foods and drinks which the children are all encouraged to try. We encourage the children to use knives, forks and spoons, they will pour, spread, cut and then wash up and clear away themselves. If your child requires a special diet or has a specific food allergy, please make the staff aware of this.

Hygiene is very important around the nursery. Hands are washed before snack and teeth are brushed after snack. We will be operating enhanced handwashing procedures during the COVID-19 outbreak.



VISITS OUT

Over the year your child will be given the opportunity to be out and about with us. We go in small groups on a variety of visits, to the shop, to the library bus etc. We may walk, take the service bus or go off in a mini bus. Every one gets a turn.



OTHER AGENCIES

Your child will meet other adults other than the nursery staff.....such as teachers in the school, the school secretary and the dental hygienist. These adults often pop into nursery and at times may work with some of the children.



ATTENDANCE

If your child cannot attend nursery please telephone and let us know. In the best interest of your own child and for the health of the other children please do not bring your child back to nursery too soon after any illness. IF your child has experienced any vomiting or diarrhoea which may be due to a tummy bug or norovirus please do not send them back to nurse until 48 hours after the last symptom. Please refer to the full list of 'exclusions' on our nursery notice board or download from our website. If your child has any Covid symptoms please do not bring them to nursery.



PARENTAL INVOLVEMENT

We do value the involvement of parents in their child's experiences at nursery and aim to foster a close liaison between home and nursery. Normally every term you will be invited into nursery to share at least one session with your child, this may be in the form of such things as a junk modelling day or a music day. Unfortunately we are presently unable to offer this due to Covid, but we hope you will keep up to date with what is happening in nursery through the SeeSaw app. We will give you more details on this when your child starts. Parent interviews will be arranged over each term for you to chat about your child with his/her key worker. These interviews will start as soon as your child has settled into the nursery routine.

If you have any problems, no matter how small, you can speak to the nursery ladies at any time or arrange to have a meeting at any point during the week.



DRESS

Please put your child's name on their jacket, shoes, jumper, gym shoes etc..... many children wear the same styles.

Black gym shoes are recommended for wearing in the nursery especially as we do have a gym time every week.

Please do not send your child to nursery in their best clothes, nursery is fun and at times can also be very messy!!!! We also ask that your child always has a jacket with them as we do try to go outside as often as possible.

Jewellery is best left at home, watches love sand and water, rings are easily lost and earrings, bracelets and chains can easily catch.



CHANGE OF CIRCUMSTANCE

If anything unusual is happening at home it may well affect your child's behaviour. Please let us know so we can be of help to the child whilst in nursery. Remember that the loss of a pet can be as important to a child as the loss of a grandparent.



FUND RAISING

Throughout the year we always plan to have one fund raising activity. The money raised helps us to fund our Christmas parties, replace broken equipment and save towards restructuring our outdoor play area.



HEAD LICE

We know these can be unpleasant, but they are common wherever there are groups of people who regularly come into close contact with one another. If your child does get them please inform a member of staff who will be glad to advise you. Each person who comes in contact with your child should be told and a thorough check made within the family. Your health visitor is also a valuable source of information. We advise all families to check hair every week using the wetcomb method.



SUNTAN LOTION

If the weather is at all sunny please apply suntan lotion to your child before bringing them into nursery. We do try to be out as often as possible and in keeping with 'Health and Safety' regulations all children should be protected with suntan lotion and with a hat.

Applying suntan lotion in nursery can be very difficult as different children can react to different creams and it does take the nursery ladies a very long time to cover fifty children!

Please help us by applying suntan lotion in the morning before dropping your child off at nursery. We will reapply as necessary throughout the day.



AT HOME

Please encourage and be active in reading with your child. Show your child how to care for books, how to hold books properly, how to turn the pages carefully and don't let books lie on the floor to be trodden on.

Sing songs with your child, recite nursery rhymes and say silly verse.

Talk non stop when you are out and about..... 'What are you buying today//', 'how much will it cost',

Talk non stop when you are doing the chores..... 'Count how many knives and forks we need', 'What colours are the clothes in the wash'.

Talk non stop when you are travelling in the car or on the bus or when just out walking.

There are so many words around about us so make your child aware of them, children soon recognise words and are keen to read such things as shop names and signs.



COMMUNICATION

Our main methods of communication are digital methods to help save our environment. You can keep up to date with what is happening in nursery generally through our school Facebook page and our website (new website under construction). We also send out emails and text messages as well as displaying information on our nursery noticeboard. We use the SeeSaw app to share your child's learning and keep you up to date with events.

If for any reason you are finding difficulty in receiving communications from us then please let us know.



SEVERE WEATHER POLICY

In the event we have to close our nursery we will alert you initially by a Groupcall text message (we ask your consent for this when you enrol your child). We will also use this to tell you when we re-open.

For more information on school closure log onto:

www.fife.gov.uk

Or listen to Kingdom FM or Forth 1 FM

