

Hollybush Nursery Unit  
10 Ardan Road  
Culmore  
BT48 8JN  
Tel. No. 71352202



### **Welcome to Hollybush Nursery**

The Nursery Teachers are:

**Mrs Mary Grace and Miss Aimee Hume**

The Nursery Assistants are:

**Mrs Rhonda Thompson and Ms. Colette Doherty (AM only)**

The Nursery session times are:

**Morning: Monday – Friday 8.45 – 11.15am**

**Afternoon: Monday – Friday 12.15 – 2.45pm**

Children must always be brought to the nursery and collected by a responsible adult of 16 years of age or over. In the interests of your child's safety you should make a point of telling staff if he/she is to be collected by someone different from the normal routine. This helps to avoid any misunderstandings.

Bring your child into the nursery class at the beginning of each session and ensure that the staff know you have arrived. It is important for children to arrive on time to participate in the meet and greet time at the beginning of each session.

Nursery starts at 8.45am and 12.15pm and no child should be left before these times.

Please ensure your child is collected on time from nursery as the children can become anxious if you are late. The nursery must be prepared for the next session and staff will be engaged in either preparation activities or nursery planning meetings.

**Please download our school App 'iClassCMS' to receive regular updates and important information.**

### **Behaviour Management in the Nursery**

Children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. At Hollybush we, as a whole staff, have implemented a Positive Discipline strategy throughout the school. It is important that you are part of this strategy and reinforce it at home. It is a fair and honest approach to a subject that is fundamental to the running of the school and the safety and respect of all pupils, staff and property.

#### **Classroom Rules**

1. Always do what you are asked to do by staff.
2. Keep your hands, feet, teeth and objects to yourself.
3. No bad language – we only use nice words!

#### **Individual Rewards**

- Praise
- First in line
- Stickers/stamps/stars
- Positive oral comment to parents
- Extra time at a special activity/toy – eg: computer, tractor



#### **Class Rewards**

- Special activity – DVD, group games, extra outdoor play, visit to Primary play park
- Special treats



#### **Consequences:**

- Reminder of the rule
- Removed from play area
- Timeout from all play areas (maximum 4 minutes)  
Parents spoken to informally.

## General Information

### Nursery Contribution

We ask for a contribution of £75.00 per child for the year. This can be paid in full or per term.

Term One: £25.00

Term Two: £25.00

Term Three: £25.00



All cash **must be** in an envelope clearly marked with:

Child's Name / Amount / Reason for Payment

Loose cash should never be handed to staff, as mix-ups can occur.

Contribution is used for:

- Session snacks.
- Cooking and playdough ingredients.
- Treats (ie: Halloween, Christmas, Easter and Summer)
- Scrapbooks & Developing photographs
- Jo Jingles and Relax Kids Programmes



We also require a box of tissues per child per term. Due to limited storage, please only send in a single box per term.



### Snacks

The children will receive snack during the Nursery session, consisting of a drink (milk or water) with, crackers, fresh fruit, bread/toast or cereal. The items for snack are rotated on a weekly basis. The children are encouraged to partake of snack and at least try what is on offer; but are not forced to eat the snack. We will let you know if your child is routinely refusing snack.

We ask that the children DO NOT bring sweets or chewing gum into Nursery at any time.

Please ensure that staff are aware of any food allergies your child may suffer from, eg: nuts or milk intolerance.

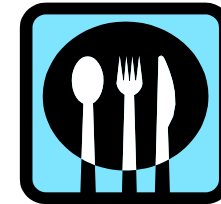
## How you can encourage your child at home

Parents have an important role in ensuring that their child gets the most out of play. By finding time to play with your child you can help to develop the skills, knowledge and language, which they need. Stories, songs, nursery rhymes and talking and listening activities all help form the basis for early literacy.

As well as playtime children can learn a lot from everyday normal household activities. Many mathematical concepts can be learnt through everyday occurrences, for example:

- Setting the table – sorting, matching, counting
- Shopping – weight, size, packaging materials
- Cooking – ingredients, volume, measuring, weighing, nutrition
- Washing-up and bath time – bubbles, floating/sinking, hygiene

Children should have opportunities to play alone, with friends or siblings and with parents or other adults.



## HEALTH AND SAFETY



### Medical Information

- It is essential that we are aware of any medical conditions and/or allergies, which may affect your child at Nursery.
- Please phone and let us know if your child will be absent. Many parents say "S/he wanted to come but s/he wasn't well last night." A child who is ill should not be brought to school but kept in the comfort of home until fully recovered.

There are 2 important reasons for this:

1. Each child should enjoy their time spent in nursery and feel well and fit enough to make the most of it. When children are ill they want and need the care of someone close to them. No matter how caring the school staff, it is not possible to give one sick child the attention s/he needs without neglecting the others.
2. It is essential to prevent the unnecessary spread of infection among the children. This applies to any illness including heavy colds, tummy upsets and diarrhoea . Medical Guidelines say that any child who has been vomiting or had diarrhoea should stay at home until at least **48 hours** has elapsed since the last attack.

### General Information

- Please make sure your child can use the toilet independently, including flushing and washing their hands. Hand hygiene is particularly important in the prevention of the spread of infection.
- Children will have the opportunity to brush their teeth in nursery after their snack. The School Dental Team supplies toothbrushes.
- We suggest that your child does not bring toys from home into Nursery, we cannot be held responsible for any loss or damage. During settling-in some exceptions may be made if your child is having difficulty settling.
- Jewellery should not be worn to nursery except stud earrings if ears are pierced. This includes play jewellery.

## Parents and the Nursery

The Nursery is an extension of the home, not a substitute for it. Experience has shown that nursery brings a great variety of benefits to the child, including:

- Space and time to investigate
- Appropriate play materials
- Informed adult intervention when required

The education of your child evolves as result of the partnership between the Nursery staff and you the parents. We must share the task of supporting and encouraging the children.

We hope when your child joins the Nursery it means that you and your family are also joining and make every effort to join us in the excitement and satisfaction of nursery life.

Parents Notice board – This is located in the entrance porch. Throughout the year there may be events planned for you to attend, including parent/teacher meetings, school shows, talks and trips. Although notes are sent home, keep an eye on the notice board for information or reminders on upcoming events.

Any parents wishing to help out on school trips must be vetted. Please contact the School Office about this.



## Settling- Into Nursery

A phased intake is essential in order that children should settle happily into their new surroundings, feel safe and confident and begin to establish relationships with the staff and other children. The children will be brought in throughout the months of September and October. While most children will settle easily it must be recognised that for some settling into their new environment may take longer. Over the following pages are some guidelines to helping your child settle in Nursery.

You will receive your child's individual settling-in timetable in due course. The normal pattern is:

Stage One 1 ½ hours	Stage Two 2 hours	Stage Three 2 ½ hours
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These arrangements are to help all the children settle happily. The length of time your child stays during settling-in will be decided by the Nursery staff in consultation with you and will be judged on how well your child is settling. For example, if your child is not settling well, they may stay on the shorter day for longer

This ensures each child has valuable time to settle happily into his/her surroundings and begin to know the Nursery staff, other children and the Nursery routine really well. Even if your child has previously been to a crèche or playgroup this setting and the staff will be new to them, as well as the various rules and routines they will be learning. Therefore, throughout settling-in we all need to be patient and understanding of each child's individual needs.

During the 1 ½ hours the children will be introduced to various rules and routines surrounding indoor play - free choice play, snack, brushing teeth and tidy-up time.

When they begin staying for 2 hours the outdoor play routine will be introduced.

Finally, when the children stay for the full session the class group story routine will be introduced.

## The Nursery Day

### Morning Session: Monday – Friday

8.45 – 8.55 am – Welcome / Registration

8.55 am – Free choice play (snack is available during this time)

10.25 am – Tidy-up time / Outdoor play

10.55 am – Group story time /Songs & rhymes

11.15 am – Home time

### Afternoon Session: Monday – Friday

12.15 – 12.25 pm – Welcome / Registration

12.25pm – Free choice play (snack is available during this time)

1.55pm - Tidy-up time / Outdoor play

2.25 pm – Group story time /Songs & rhymes

2.45 pm – Home time

This will be the timetable during the settling-in period until the Halloween break. After this time the timetable may change, and we will have outdoor play after Registration. Throughout Terms Two and Three the children may attend school assemblies and other whole school events in the Assembly Hall.

## **SETTLING IN GUIDELINES**

### **PARENTS – WE NEED YOUR CO-OPERATION!**

#### **PLEASE:**

1. **BE PATIENT** – your child must feel happy and secure in the Nursery before you leave him/her.
2. **BE POSITIVE** - help your child to see Nursery school as a happy place to be.
3. **BE PUNCTUAL** – please leave and collect your child at the appointed time.
  - Make sure your child knows that you will return to collect him/her.
  - Use this opportunity to discuss your child with the staff to help us establish a relationship with your child.
  - Please follow the staff's advice during settling-in to ensure your child adjusts to Nursery school successfully.
  - During settling-in allow your child to explore the Nursery environment with the staff.
  - Don't be alarmed if your child wets him/herself during settling-in as accidents often occur at this time.

### **THANK YOU FOR YOUR CO-OPERATION**

#### **Planning for Learning**

As mentioned previously, activities and experiences are carefully planned by Nursery staff.

**Long Term Planning** – these plans cover the year in Nursery and give an overview of the aims and learning opportunities to be provided for the children.

**Medium Term Planning** – these are the monthly plans, which focus more closely on the learning opportunities to be delivered through the monthly theme.

**Short Term Planning** – these are our weekly plans, which identify the specific activities, teaching, learning and assessment opportunities for the week.

These plans are displayed on the staff notice board in the classroom.

#### **Parent/Teacher Meetings**

Throughout the year there will be both informal and planned formal opportunities for staff to meet with parents to discuss your child's progress in Nursery.

Informal meetings take place on a day-to-day basis as staff communicate with parents during arrival or departure times.

Formal meetings are arranged in Term One and again in Term Two, while at the end of Term Three a written report will be sent home. A copy of this written report will also be forwarded to your child's Primary School, giving their Primary One teacher valuable information on their progress while at Nursery enabling them to plan appropriately.

Settling-in interviews will take place towards the end of October or beginning of November. Progress meetings in Term Two will take place in late January or early February.

## PARENT GUIDELINES

- Please leave and collect your child on time.
- Please wait until the door is opened by a member of staff at 8.45 am and 12.15 pm respectively.
- Always leave your child into the classroom or in the teacher's care.
- Children must always be brought to Nursery and collected by a responsible person **over the age of 16 years**.
- In the interest of your child's safety you must tell Nursery staff if he/she is to be collected by someone different from the normal routine. This helps to avoid any misunderstandings at home time. If someone different arrives to collect your child and staff have not been informed, we will phone you to verify their identity.
- Bring your child to Nursery school every day unless he/she is ill.
- Send your child to bed early so that he/she is well rested and ready for a busy day at Nursery.
- Encourage your child to throw away his/her dummy now that he/she is at Nursery school. This will help their speech to develop.
- Talk to your child about their day at Nursery; but try to avoid quizzing them. It is normal for children to say nothing when asked "what did you do today?"
- Keep Nursery staff informed about daily events, which may affect your child in school, eg: lack of sleep, not eating breakfast...etc.
- Praise your child's achievements in Nursery, no matter how small they may seem and take home his/her artwork.

**WE THANK YOU FOR YOUR CO-OPERATION IN THESE MATTERS**

## Personal, Social and Emotional Development

This area of learning is of the utmost importance. It is about:

- The children's emotional well-being.
- Respecting others, and their environment
- Forming relationships.
- Beginning to understand emotions.
- Developing positive dispositions to learn

## Physical Development - Development of:

- Confidence, control, co-ordination and an awareness of space.
- Gross motor skills, such as - running, jumping, climbing, throwing/catching, pedalling and balancing.
- Fine motor skills (including hand/eye co-ordination) – using crayons, paintbrushes, pencils, scissors, threading, jigsaws, construction toys, pouring.

## Language Development & Literacy

- Communicate confidently with adults
- Express their needs and feelings.
- Develop listening and conversational skills.
- Listen to and join in with rhymes.
- Develop a love of stories and books.
- Experiment with writing, making marks to express thoughts and ideas.

## Mathematical Development & Numeracy - Developing their understanding of:

- Number            Sequencing/Time.
- Space             Size/Quantity/Comparison
- Position          Pattern
- Shape

## The Arts

- Art and design – including painting, drawing, gluing, using fabrics, paper, scrap materials, dough and clay.
- Music – listening to music, making music, joining in with songs/rhymes, exploring rhythm/pulse/pitch. (Musical Pathways)
- Drama – imaginative play (both alone and as part of a group), variety of role-play scenarios, using props and dressing-up clothes.

## The World Around Us - Developing:

- Curiosity about their environment and the people around them.
- Exploration, investigation and observation skills.
- Use of their senses to explore/investigate.
- Understanding of properties of different materials.



## THE NURSERY YEAR



Each half term you will receive a newsletter with details about the themes for the month. This will be distributed via the School Website and the School App. You will be asked to download the School App in order to receive communications as we are endeavouring to be a 'paperless' school.

Information on the newsletter will include:

- Stories for the theme
- Nursery rhymes and songs the children will be learning.
- School news
- Forthcoming events
- Holidays



### Birthdays in Nursery

In Nursery we acknowledge the children's birthday by singing Happy Birthday and the children receive a small treat. We ask that you **do not** send any food into Nursery as we sometimes have children on special diets who cannot have what everyone else is having. As mentioned already the Nursery supply the food for snack and this includes special snack times and treats.

We ask that you **do not** send in birthday invitations to be distributed by Nursery staff. It is not the responsibility of staff to ensure that children get their invitation! As well as this we have found from experience that it is upsetting for some children when they do not get an invitation!



During the Nursery day the children will work on activities carefully planned by the Nursery staff to develop learning experiences through the six areas of learning in the Nursery Curriculum.

### The Six Areas of Learning are:

- Personal, Social & Emotional Development
- Physical Development & Movement
- Language Development & Literacy
- Mathematical Development & Numeracy
- The Arts
- The World Around Us

By the time children commence nursery they have already had a variety of experiences and developed in a number of ways.

In order to build upon this learning, we provide a rich variety of play activities and other experiences in a stimulating and challenging environment.

The children are given opportunities to learn without experiencing a sense of failure.

While the curriculum for pre-school education is set out under the above headings, children will experience it in a holistic way through play and other relevant experiences. Here we use a thematic approach for planning, which includes stories, rhymes, poems, and songs.


Some of the themes covered include: Ourselves; Autumn; Christmas; Nursery Rhymes; Weather; Food; Spring; Animals; Transport; People Who Help Us; Seaside/Holidays; Traditional Stories.

The following is a general description of the characteristics and skills that the majority of children will display as a result of the experiences they have been offered in nursery.

## Clothing

The Nursery uniform is the same for **boys and girls**.

It consists of:

Navy tracksuit bottoms Polo shirt – white/pale blue Sweatshirt – choice of three colours (red, royal blue, jade green) Velcro trainers	<b>Summer uniform:</b> Navy shorts Polo shirt Sweatshirt	
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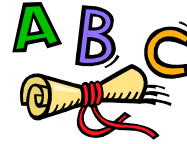
The Nursery jumpers with the school logo are available from uniform suppliers in the town. We find the uniform to be non-restrictive, comfortable and easy for children to manage themselves, ie: at the toilet. Track bottoms are particularly good for energetic outdoor play, which takes place every day, except in **extreme** weather conditions. The children should bring a suitable raincoat, hat and gloves every day for outdoor play. A pair of Wellington boots that can stay in Nursery are required for outdoor play on the grass and in the sandpit.

**FOOTWEAR** – Children need sensible comfortable shoes for running, climbing and playing. Think “**Independence!**” Trainers with velcro fasteners are best so that the children will not trip on open laces and can change easily from shoes to wellies for outdoor play. If your child comes in wearing wellies or snow boots, please bring a pair of slip-on shoes to change into.

**NO LACES AT ALL!!!**

You will have to provide a complete change of clothes to stay in Nursery in case of accidents (these do not need to be uniform). A drawstring bag is available to purchase at a cost of £3.00. This bag will be used again in the Primary School.

**It essential that you put your child’s name on all items of clothing; including their change of clothes, coats, hats, gloves and wellington boots. Staff cannot be held responsible for clothes getting mixed up or mislaid if they are not labelled.**



## What is Nursery Education?

“Play is the highest form of learning in early childhood.”

Tina Bruce – Learning Trough Play 2001

Nursery Education is not simply an introduction to the rules and routines of school. It is a very important first step for pre-school children to develop the confidence and independence, which will prepare them for life as a whole.

## Our Aims

The nursery has been established to meet the needs of 3-4 year old children on an individual basis. We aim to develop the children physically, socially, emotionally and creatively; to encourage enquiring minds, whilst at the same time emphasizing the importance of first-hand experiences. We hope to help the children understand the world in which they live in by thinking clearly and promoting independence and a positive self-esteem. Essential life skills will be learnt and extended through various means of play.

## What happens in Nursery?

In Nursery we offer provision for:

- Sand and water play
- Painting, drawing
- Cutting and sticking
- Play dough, / clay
- Junk modelling
- Imaginative role-play
- Jigsaws / games
- Sorting / threading
- Construction (large and small)
- Books / story tapes
- Outdoor play, eg: climbing frame, slides, scooters, tricycles...etc.



Each session will have a balance of play activities outlined above along with story, rhymes, poems and songs. The children will also have the opportunity to take part in music sessions and occasionally cooking activities.