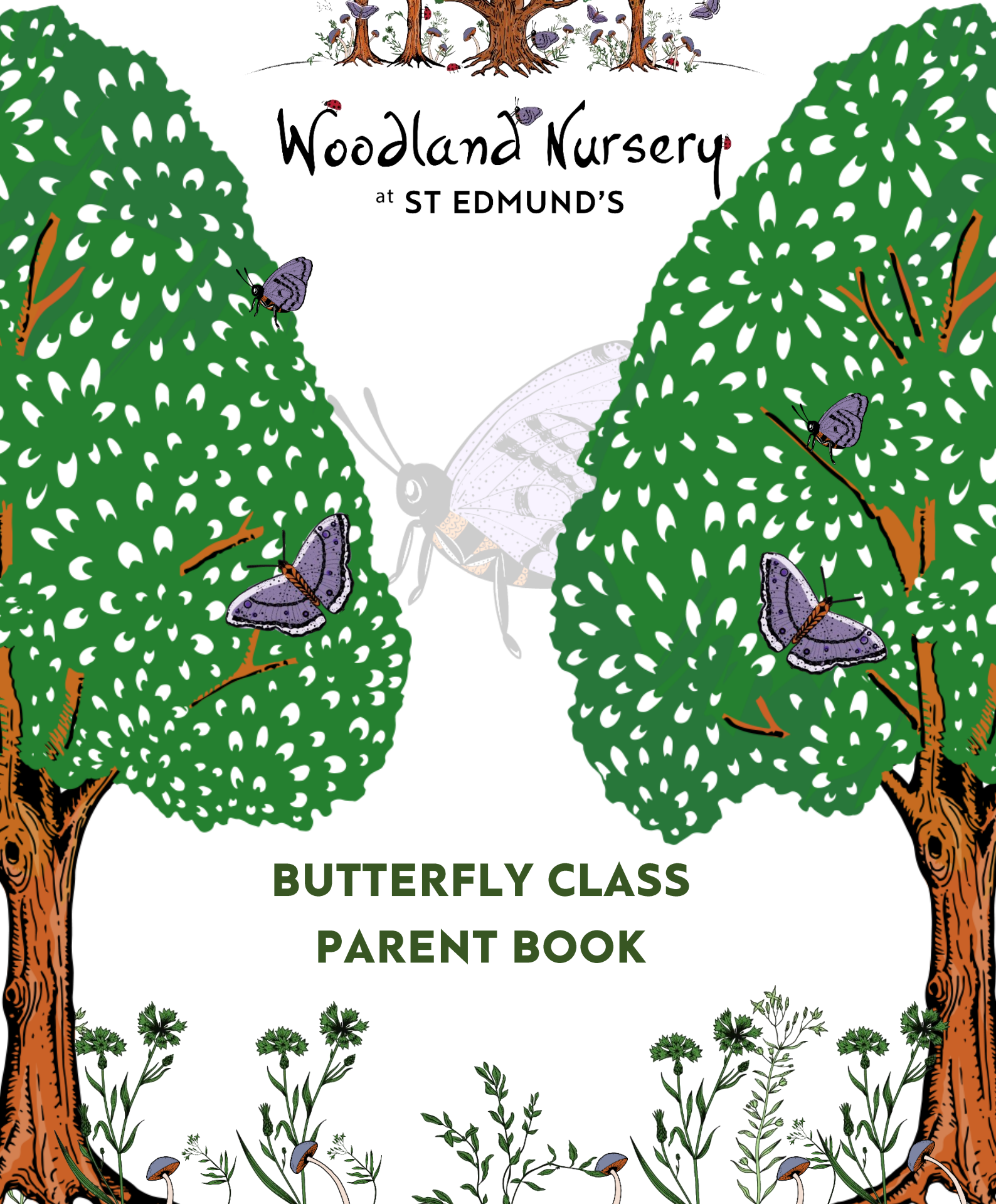


Woodland Nursery

at ST EDMUND'S



BUTTERFLY CLASS PARENT BOOK



Butterfly Class (2-3 year olds)

The Woodland Nursery has 2 classes Ladybirds, 3-4 yr olds and Butterflies 2-3 yr olds.

The Butterfly day starts at 8.00am

Please park in the Giles Lane car park. The spaces in front of the academic hub are for Pre-Prep drop off between 8.00-8.10am so please can you park in one of the other spaces.

Please bring your child around to the Pre-Prep gate and nursery staff will greet you and welcome your child. If you can't make 8.00am that is fine but we would prefer all Butterflies to have arrived by 8.30am.

Please bring with you

- A named water bottle
- Nappies for the day. Cream and wipes if you would rather use your own. We use sensitive, non-fragranced wipes and sudocrem cream
- A named coat, hat, scarf and mittens (depending on the weather)
- Named wellington boots (which can stay at school if you wish)

Sessions finish at 12.00 noon, 1.00pm (after lunch but before nap time) 4.00pm or 6.00pm

Please come to the Pre-Prep gate and you will be greeted and let in by a member of Nursery staff. If you are arriving after 3.00pm please ring the late stay number 07800 585103 to alert us to your arrival as the children will be in the Pre-Prep hall.

Timetable of a typical day

8.00am Start the day

Play in the Butterfly room

Outside play in the Butterfly garden, the playground or around the school site

10.00am Snack

Play in messy room and Butterfly room

12.00 Pick-up time

12.00 Lunch

12.45pm Prepare for nap

1.00pm Pick-up

1.00pm Nap time

Play in the messy room and Butterfly room

Outside play in the Butterfly garden, the playground or around the school site

4.00pm Pick-up

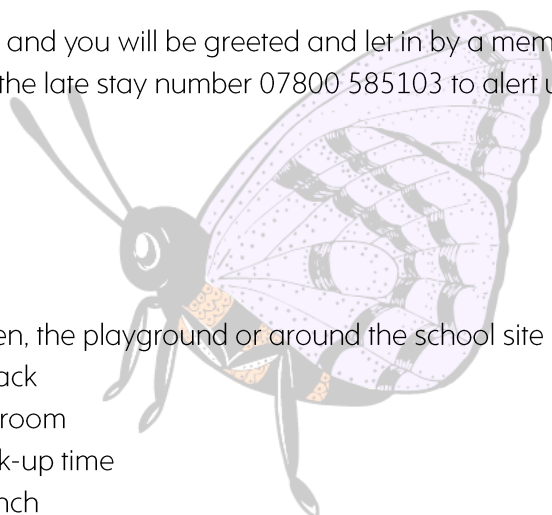
Snack and play in Late stay room

Activities during the day

Children will be able to choose from a wide selection of activities some which will be set up by staff and others that they can choose from around the room and garden. Each day there will be some teacher led activities such as music, movement, art and craft, maths, topic themed activities, Outdoor play etc Children will be encouraged to join in the teacher led activities. Activities will follow the children's interests and a theme. Planning for the half term will be sent to parents and a weekly plan put up in the classroom for parents to see.

Communication

We believe it is very important to have good communication between home and school in order to make the transition as smooth as possible for your child.



Staff will :

- Ask you to fill in an 'All About Me' form before your child starts
- Be available for chats at the beginning and end of each session
- Give you access to 'Tapestry' Online information system
- Provide a 'Butterfly Book' which will contain daily information from us about nappy changes, nap times and any relevant information we need to pass on to you. We hope you will also use it to send messages to us about any changes to routines, particular new interests or events in your child's life. Please keep this book in their school bag.
- Send half term planning home
- Put up weekly planning sheets will be put up in the classroom
- Have 3 parent meetings a year
- Provide a written progress report each year
- Email a weekly Pre-Prep newsletter which contains information for the whole Pre-Prep and important dates for your diary

Contacting School:

- Please email Miss Reynolds on lre@stedmunds.org.uk if you have any questions, concerns or to let us know your child will be absent.
- If you want to contact the Head of Pre-Prep please use jepe@stedmunds.org.uk
- It will be difficult for Butterfly staff to look at emails during the morning or afternoon sessions so if you have an emergency eg you will be late for pick up, then please ring the school office on 01227 475600 and they will get a message to us.

Food

Butterfly class will have a mid-morning snack consisting of bread and butter, crackers, fruit and vegetables and sometimes some extras of cheese, ham, things they have cooked, porridge etc They can drink water or milk.

At lunch, during term time, children will have the choice of a delicious healthy hot meal with vegetables or pasta and sauce with crudité options. The menus are on the school website.

Children will eat their lunch in the Pre-Prep Hall on their own table with a member of staff sitting with them.

During school holiday periods the children will have the option of having a simple hot or cold lunch provided for them or bringing their own packed lunch.

Children who stay after 3.00pm will have a mid-afternoon snack of fruit, vegetables and crackers or breadsticks. At 4.45 children will have a hot/cold tea of cheese on toast, soup, scrambles eggs, sandwiches, crumpets etc

Clothing

In Butterfly class children can wear their own clothes.

We would prefer them to wear:

- jogging bottoms
- T-shirt
- jumper/fleece
- trainers or shoes with velco fastenings.

This will allow children to be changed easily by staff, support their own independence when toilet training, put on their puddle suits for outdoor play and climb on apparatus in PE and outside.

STAFF

Miss Lauren Reynolds,
Butterfly Room leader



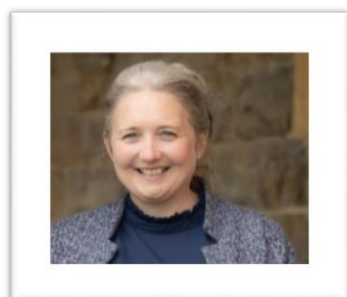
Mrs Julia Exley
Head of Pre-Prep, Head of Early Years



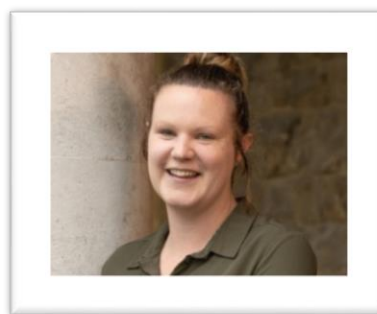
Mrs Nicola Crocombe,
Nursery Assistant



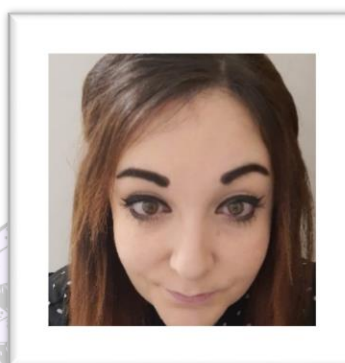
Mrs Claire Atkinson, SENCO



Miss Pippa Ashenden,
Nursery manager, Ladybird Room leader



Miss Alice Coleshill, Nursery assistant,
Late Stay supervisor & Holiday Club assistant



Miss Jemma George, Teaching assistant,
Late Stay supervisor, Holiday Club assistant



Ms Claire McKenzie
Teaching assistant



FEES

| | | |
|------------------------------------|------------|-----|
| Morning | 8.00-12.00 | £24 |
| Long morning with lunch | 8.00-1.00 | £30 |
| All day | 8.00-4.00 | £48 |
| Afternoon with lunch | 12.00-4.00 | £24 |
| Long day | 8.00-6.00 | £59 |
| Fully extended day (on request) | 7.30-6.00 | £65 |

The fees are charged all year around except for the 3 weeks when the Nursery is closed. The Nursery is not open on bank holidays.

Dates Nursery closed for 2021-22

April 4th- 8th 2022

August 30th - September 2nd

Dates Nursery closed for 2022-23

December 22nd- 2nd January

March 27th- 31st March

Transition to Ladybird class

The Butterfly children will spend some time in the Ladybird rooms, if they feel comfortable doing so, especially the messy room which is next door to the Butterfly room. As they approach their third birthday and, after discussion with parents about a child's readiness to move up, more sessions in the Ladybird room will take place so children can get to know the staff well and be confident in the new environment. We would expect children to move into the Ladybird class no later than the term after their third birthday.

Policies

We have attached some policies specifically relevant to Butterfly children.

- Woodland Nursery Toileting and nappy changing Policy
- Woodland Nursery Sleep and rest policy
- Woodland Nursery dummy and bottle policy

There are a number of school and Pre-Prep policies on the school website. If you would like to see any policies, please ask Head of Pre-Prep for a copy.

Pre-Prep Parent Handbook

The Pre-Prep Parent Handbook has more information for parents and should be read alongside this document. It is available on the St Edmund's School website. (It will be updated to include Butterflies as soon as possible)

