

# Boundstone Nursery School

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Head Teacher: Jim Brannan



4th October 2017

Dear families,

Welcome to a new academic year at Boundstone!

It's lovely to see how busy and settled all of the children are across Daycare and Nursery. I thought I would take this opportunity, early in the year, to share some key bits of information and reminders with you all.

## **Parking**

Many of you will know how difficult parking can be outside the Centre, particularly during busy drop-off/pick-up times. In order to ease the congestion and make it safer for you to get to the building we have an agreement with Sir Robert Woodard Academy to use their overflow car park. This car park is the large one just up from the mini-roundabout on Crabtree Lane and is open throughout the day. Please could families use this car park wherever possible as it will help to reduce some of the traffic on the road outside of the Centre.

Can I take this opportunity to remind families that the disabled parking bays at the front of the Centre are for use by children/adults with a disability only. Whilst I appreciate that these bays are convenient at busy times, inappropriate vehicles parked in them means that several of our children/families, who have a genuine need to park closer to the building, are being forced to park much further away.

## **Gates and doors**

Please ensure that you close all gates and doors behind you as you enter and exit the building to help keep all of our children safe.

Please also ensure that you only let your own child through the doors.

## **Front desk**

Families who have been with us for a while will have noticed the range of new faces at the front desk over the past few months. The staff who now sit on front desk are no longer employed by the Nursery and instead are now part of the new Children and Family Centre service which is run by the Local Authority. As such, you will notice that there may not be someone sitting at the desk throughout the week, although there will always be someone available in the office to answer your queries. Please use the bell on the desk if you need to speak to someone.

The staff on the front desk will not be familiar with all of our families who collect children so in order to ensure the safety of all of our children we have asked them not to buzz unfamiliar adults through the double doors. **Families needing access to Daycare or Nursery will need to use the video entry system and wait for a member of staff to let them in.** We appreciate that this may mean a slight wait at busy times but hope that you understand the need for us to only allow known adults into Daycare and Nursery.

### **Drop-off/ Pick up times**

If you bring your child in for breakfast, please can you use the video entry system buzzer by the double doors and a member of staff will let you through. For all other families, please do not come through early with your child, instead please wait for a member of staff to open the doors at the start of session times (9am and 1pm).

Please can I remind families of the importance of arriving promptly at the end of session to collect their child. This is important for your child so that they do not become unsettled whilst having to watch all of their friends leaving and also for staff who need to have their break or go home.

For families who collect their child at the end day and would like to have an extended discussion with staff, please can I ask that you arrive 5/10 minutes before the end of the day to allow staff to go home on time.

For families wishing to collect their child early for any reason, please discuss this with their Key Carer beforehand and arrange to pick them up before tidy up/group time as this will minimise any disruption to the children's learning.

### **Donations**

As several families have asked about donations I thought it would be helpful to share this with everyone. We are always very grateful for donations of any sort so please feel free to bring in anything which you have to spare.

As a general guideline, the sorts of things which we find most useful are:

- Clothes (particularly trousers)
- Wellies and any wet weather gear
- Arts resources such as paper, pencils and glue.
- Large pieces of fabric
- Cardboard boxes for modelling.
- Fruit for snack time (please note: we are a nut and kiwi free zone due to the risk of allergic reactions for some of our children/staff)

We would also welcome any donations of your time! In the past we have had people giving up their time to: share stories with the children; share a skill with the children (e.g. gardening); and to help staff with time consuming tasks such as laminating. We have also had some very skilled knitters who have given up their time at home to make us resources for story sacks or role play. If you are interested in helping out in any way, please speak to a member of staff.

### **Clothing**

Please remember to send your child in with appropriate **named** spare clothes which are practical for your child to wear at Nursery, this is particularly important during the winter months or if they are toilet training. Staff make every effort to avoid clothes getting dirty, however, needing to change children is an inevitable part of working with children Under 5 and it is important that children have their own clothes to change into so that they feel comfortable. We do have some spare clothes but these are limited, so if your child comes home in Daycare/Nursery spares please remember to bring them back.

### **Mobile phones**

We have had a few incidents recently where staff have had to remind adults that **mobile phones are not permitted to be used in any area of Daycare or Nursery**. If you need to use your phone for any reason, we would be grateful if you could do so in the entrance space. This is in line with our safeguarding policy.

### **Invoices**

Invoices are typically sent to families during the middle of every month. If you have any queries about your bill, please contact Charlotte in the office.

### **Toy amnesty**

We all know how good young children are at filling their pockets and bags with things they find as they are playing. If any nursery toys (cars and dinosaurs are particularly popular) have found their way home, please can you return them to Daycare or Nursery.

### **Contact details and collection arrangements**

Please ensure that you keep us updated with any change of contact details so that we can get hold of you if needed. This is particularly relevant if you, or a person named on your child's contact sheet, has a new phone number.

As all families are aware, **to ensure their safety we will only let children go with adults that we know and who have the specific password for that child.** If you need to change collection arrangements for any reason please ensure that you let your child's Key Carer know (in person or by phone) and that you give the new person the password. If you haven't made us aware that someone new will be collecting your child, we will not let them go with an adult we don't know until we have made contact with you, even if they have the password. I hope all families will understand that we have these systems in place to ensure our children's safety.

Can I also remind families that we will only allow children to be collected by someone over the age of 16.

If we have to ring you for any reason whilst your child is at nursery the number will come up as: **0800 633 5069.**

We suggest that you add this to your phone contact so that you recognise this as the Nursery number.

If you want to talk about any of the items in this letter, please feel free to talk to a member of staff or myself at any time.

Many thanks

Jim  
Head Teacher