



Parent Handbook

Limes Avenue, Chigwell, Essex IG7 5NT

Email: nursery@chigshul.org.uk

Tel: 020 8500 0215

Website: www.chigshulnursery.org.uk

Manager: Mrs Melanie Kaye

Deputy Manager and Senco: Miss Susan Reynolds email: susan.candhnursery@gmail.com Intakes and

Admissions: Melanie Kaye/ Susan Reynolds

Welcome to Chigwell & Hainault Synagogue Nursery.

We are delighted you have chosen our nursery and are looking forward to an exciting year ahead.

We hope that this handbook will be a useful guide to help you settle your child into the nursery and acts as a reference document for the future. If you have any questions or queries, please speak to the manager, the deputy manager or your child's key worker. We are all here to help.

We look forward to building a strong and positive relationship with you and your family.

Please read the following important information and keep it in a safe place for future reference.

Chigwell & Hainault Synagogue Nursery

Parent Handbook

Important numbers

Main number: 020 8500 0215

Synagogue Office number (fee queries): 020 8500 2451

Email: nursery@chigshul.org.uk

Gates open for parents at **8:55am & 11:55am**.

Nursery doors open at **9:00am & 12:00pm**.

Tefilla starts at **9:40am**. Please be on time.

Please ensure you collect on time. (Refer to late collection policy)

Lunch Clubs **12:00 pm – 1:00 pm Monday – Thursday**

Afternoon Sessions **12pm – 3.00pm Monday - Thursday**

Punctuality

Please remember the importance of all children beginning each session together. If they are late they miss the opportunity to greet each other, to participate in Tefila together and to be introduced to the morning's activities.

Blue Diary Book – Please cover in sticky back plastic

Your child will come home with a blue diary each week. Please read the guidelines on the inside cover and bring it back to Nursery on Monday morning/. Your child's key worker will make entries, when necessary, add important dates, events and letters so please ensure you check it every day and use it as a communication between home and nursery. Please use it too to let us know about anything special or different that is going on at home that may

affect your child's behaviour, for example, daddy being away, having builders in, someone staying over, a sleepless night or a very early morning. **The book is not designed as a daily update**; it is for us and you to communicate important information or matters of concern. Please sign any comments that are written in it. Please place the book in the basket in the designated areas in your child's class every day. Please ensure that whoever brings or collects your child knows what to do. Lost books will be replaced at a cost of £1.



Name Cards

Once you have hung coats on your named hook, your child should come into the classroom and post their name card in the red post box. They will be guided by an Auntie if necessary.

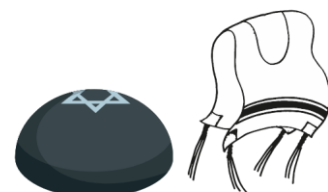
Nappies

Each parent, whose child is still in nappies, should bring in the following items; 12 nappies and a packet of Fragrance Free Sensitive nappy wipes. These will be stored in the Nursery. We will inform you via the blue book when they need replenishing. Please read our nappy changing & toilet training policies with regard to pull-ups.



Kippot & Tzitzit

Boys should leave their named kippah in their bags. All boys who are dry should come into Nursery wearing tzitzit. Cupples are available to purchase at the Nursery



Dummies and Comforters

For health and safety reasons, we do not encourage dummies in the Nursery.

Comforters should be named and left in your child's bag for us to use if necessary. Muslins and blankets can become a health and safety problem with children falling over them. They also get very dirty and chewed. Please follow these guidelines:



Chigwell & Hainault Synagogue Nursery

Parent Handbook

- Muslins & blankets should be reduced in size if possible.
- Try not to walk into school with them, as the children will object to you taking them away.
- Keep them in your child's bag from the beginning of your journey and try not to draw attention to them.
- Discreetly inform the Aunties that your child has a comforter in the bag
- We will use them at our discretion, but your child will not be denied them when requested.

We will not allow any child to become too distressed before we call you.

Collecting your child

If you will not be collecting your child, please write this down on the sheet prepared in the entrance area. We will need photographs and details of anyone else who is collecting for you.

Please be punctual, children become anxious and upset when left behind after their peers have gone home.

Nursery Education Grants for 2, 3 and 4 year old children

At the start of each term we will send home parent declaration forms to complete and return if your child is eligible.

Coat Pegs

Each child has a named peg for coats and bags.



General Nursery Information

Term dates are on our website, in the blue diary books and on display. We will also send copies home with your child.

Partial Attendance

Please be aware, if your child does not attend every day they will inevitably miss events/activities planned on those days.

Snack Time

We provide milk/water in a cup and healthy midmorning snacks. Please practice drinking from a cup at home. We also provide lactose free KLBD substitutes for those with allergies.

WE PROVIDE AN ASSORTMENT OF THE FOLLOWING AS PART OF AN APPROVED LIST

- Apples
- Celery
- Oranges
- Apricots
- Nectarines
- Bananas
- Peach
- Blueberries
- clementine
- KLBD Jacobs Cream Crackers
- Plums
- Mango
- Raisins
- Pears
- Cucumber
- Melon
- Pineapple
- Carrot



Spare Clothes

Please ensure your child has a complete change of clothes including socks in their assigned nursery bag. These must be CLEARLY NAMED as should all coats, scarves, wellingtons, hats etc.

Suitable Clothing, Footwear & Hair

Nursery uniform must be worn. In winter, boots/wellies are not suitable to wear all morning as they restrict movement and can be dangerous when climbing on the large apparatus. Please put your child in Velcro shoes that are easily removed for nappy changing or if we need to change due to accidents! Please do not to put your child in popper vests as they make nappy changing/toileting very difficult and time consuming when our time is better spent engaging with your children.

In summer, all sandals must be worn with socks. No open toe, back or crocs are permitted for safety reasons.



Chigwell & Hainault Synagogue Nursery

Parent Handbook

The school uniform will protect children's shoulders from the sun and all children must have a named sun hat. Hair should be tied back at all times to ensure it does not get in the way of painting and gluing as well as being a preventative measure against nits/lice.

Discipline

Parents must be aware that the staff will expect a standard of behaviour that is compatible with the ethos and social structure of the Nursery. It is expected that parents will support the discipline policy of the Nursery. We are always happy to help with any problems.

Tzedakah

We encourage the children to put coins in our Tzedakah boxes which we collect and send to different charitable organisations.



Children's Work

The children are encouraged to do things for themselves. The teachers will guide them in whatever activity they choose. Free expression is encouraged. CHILDREN NEED ENCOURAGEMENT AND PRAISE - Whatever your child's work may look like, it is special to them and is their masterpiece.

Food, Drink and Birthday Celebrations

We are happy to celebrate your child's Hebrew or English birthday at the Nursery. Any food brought into the Nursery must be nut free, sealed and packaged with a valid kashrut label (SKA/KLBD) or recognised as kosher in the current KLBD nosh guide. We do not encourage sweets or lollipops. We are unable to give out invitations for parties in order not to offend others when held on Shabbat or Chagim (Yom Tov), or those being held at a non-kosher venue. We respectfully request that you take into consideration when organising parties, that there will be children who may be upset if they are unable to attend for the reasons above.

Please ensure that your child finished their breakfast before coming to Nursery. No unsealed food as described above may be brought onto the premises, past the main gate.

We are an allergy aware Nursery; details of the 14 allergens are available on our notice board outside the classroom entrance. Our kitchen is meat free.



Photo's / Updates & Notice Boards

It is essential that you read our weekly updates on our closed Facebook page which also contains information about what we are doing at nursery as well as up and coming events in the announcements section.

Nursery Staff have a dedicated Parent notice board with information about current plans and activities in the classroom, they will also use this to let you know anything your child needs replenished in their bags. This can be found above your child's peg.



Chigwell & Hainault Synagogue Nursery

Parent Handbook

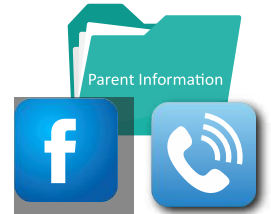
Parent Partnership

Our partnership with parents is of great importance to us.

We will keep you informed of events at the Nursery, and we rely on you to keep us informed of important information regarding your child. Please check the notice boards for information about our planning and what we are doing weekly.



- Please remember to inform us in writing of any change of address/telephone number/nannies/childminder etc.
- Please always inform us if your child will not be attending Nursery.
- Please always inform us if your child is ill.
- Please also let us know if there is something going on that may affect your child's behaviour or development at Nursery.



Parent Dress Code

Please remember that our Nursery is on synagogue premises, which is regularly used by Rabbis and orthodox members of the community. We therefore respectfully request that women cover their shoulders and cleavage and have their skirts/shorts at an appropriate length for entering the shul or attending Nursery events. Men should have their heads covered and consider appropriate dress in the summer.



If there is something you wish to discuss, please do not hesitate to approach us and make an appointment to discuss in complete confidence.

Thank you for your cooperation.

We look forward to a happy and productive partnership with you.

Yours sincerely

Mrs Melanie Kaye

Manager

M. Kaye

