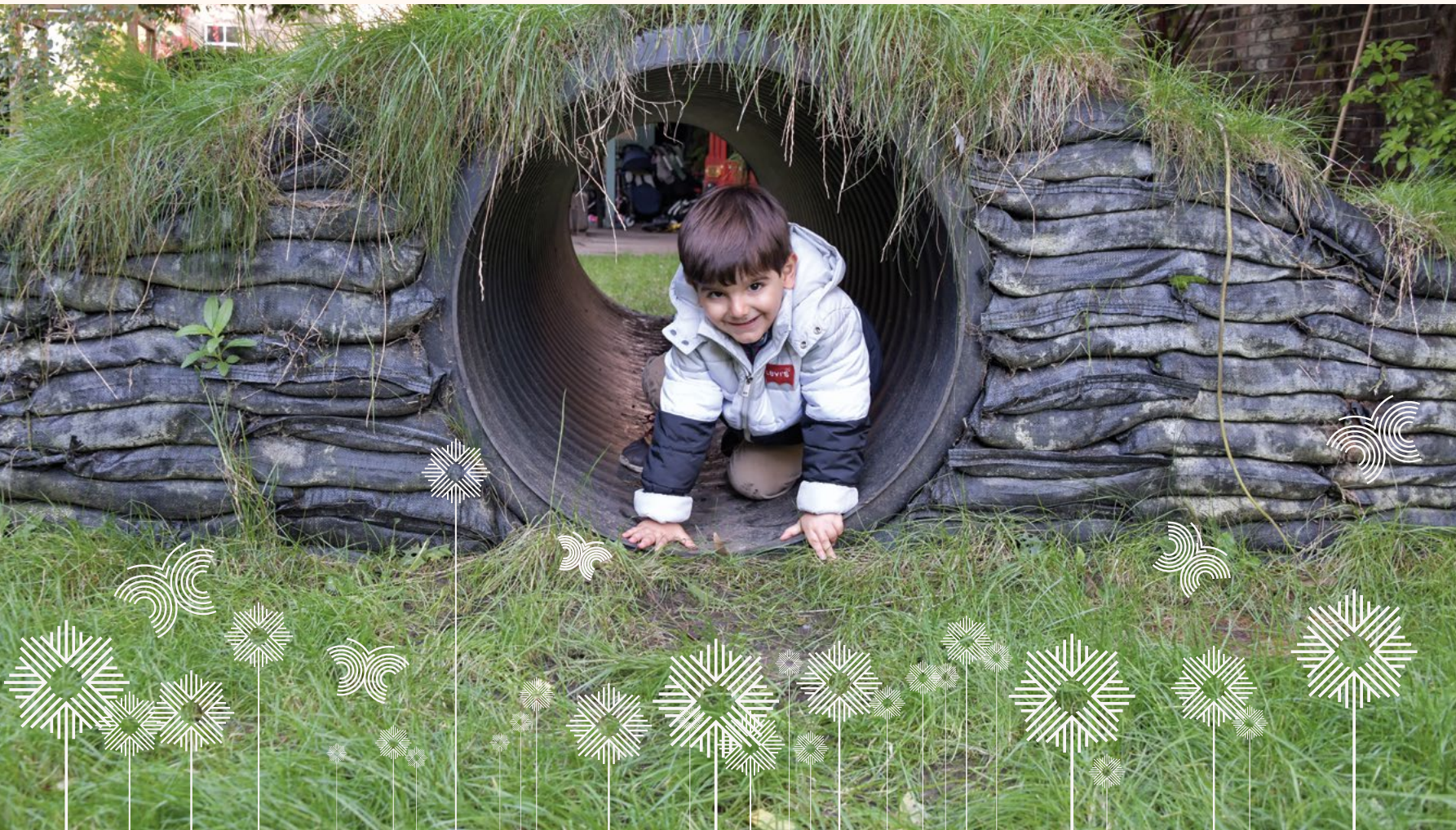


## New Parents Guide







# A

IS FOR...



## ABSENCE

If your child is not attending nursery for any reason on any given school day, you must inform the Head with the exact dates your child will be away.

## AFTERNOONS

Lunch is a sociable occasion; the children sit together eating their lunch with their teachers. This is followed by quiet/ rest time when the children may read a book or watch an educational clip. The children then go outside to play. They then spend the afternoon taking part in a carousel of activities covering all seven areas of the EYFS Framework.

There is also an opportunity for teachers to focus on one-to-one learning for individual needs.

## ALLERGIES

Please inform the Head and your child's teacher immediately if your child has any allergies and make sure that the school has the correct prescribed medication for your child.

Please supply the school with a suitable healthy snack for your child if they cannot eat the provided healthy snack. *Please note, Miss Daisy's Nursery has a strict nut and sesame free policy.*

## ARRIVAL

Please ensure your child arrives promptly each morning, as the first half an hour is a very important part of the day for the children to settle and prepare for the day ahead.

## ASSESSMENT TALK

In the Autumn Term, the Heads give a talk to all the Nursery and Kindergarten parents. During the talk, the Heads will offer advice and guidance on the assessment process. Please be assured that the Head is always available throughout the year to discuss any questions you might have about your child's assessment process.



# B

IS FOR...



## BAKER MONITOR

Each week, you can sign up to be the Baker Monitor. You and your child will bake your favourite recipe at home, sweet or savoury, then put the recipe and photographs in the Baker Monitor book. Your child will then bring the book and culinary creations into school to share with their friends and explain how they made the food. *Please ensure the your bake is nut and sesame free.*

## BIRTHDAY CAKE

You are welcome to bring in a birthday cake to school on your child's birthday. Your child will then share this with their friends at snack time. *Please make sure it is nut and sesame free.*

## BIRTHDAY PARTY

The teachers are happy to help hand out birthday party invitations at school. If you do not wish to invite all the children in your child's year, please make arrangements outside of school.

## BREAK/SNACK TIME

The children are given a choice of water and/or milk accompanied by seasonal healthy snacks each morning.

## BURSAR

Please email the School Bursar if you have any questions regarding the school fees and the deposit, [bursar@missdaisynursery.com](mailto:bursar@missdaisynursery.com).

# C

IS FOR...



## CERTIFICATES

Each week, the teachers will choose a child from each group to win a certificate. Certificates are handed out for good manners, kindness, sharing, good listening, super effort and hard work. Every child will receive a certificate at least once a year.

## CHARITIES

Charity is an important part of the Miss Daisy's Nursery ethos with each nursery arranging fundraising events and initiatives throughout the year for their chosen charities.

## CLASS LISTS

The Head organises the class lists and you will be informed at the start of the academic year which Key Person your child will be with. It is very important to not put an emphasis on the groups as the children are actually only with their group for a very short period (approx. 20 minutes) each day. Having the children with an allocated Key Person ensures both you and your child can build a strong relationship.

## COLLECTION FILE

It is essential that you email the Head and School Office with a photograph, full name and

phone number of any person authorised to collect your child from the nursery. *Please include a minimum of three emergency contacts.*

Anyone not on the authorised list will not be allowed to collect your child without prior written permission. Please make sure you introduce any new nannies/carers to the staff.

## CONCERNS

Should you have any concerns or questions our door is always open. Please feel free to contact our Principal, the School Office, your Head or your child's Key Teacher. Principal: [zanna@missdaisynursery.com](mailto:zanna@missdaisynursery.com)

# D

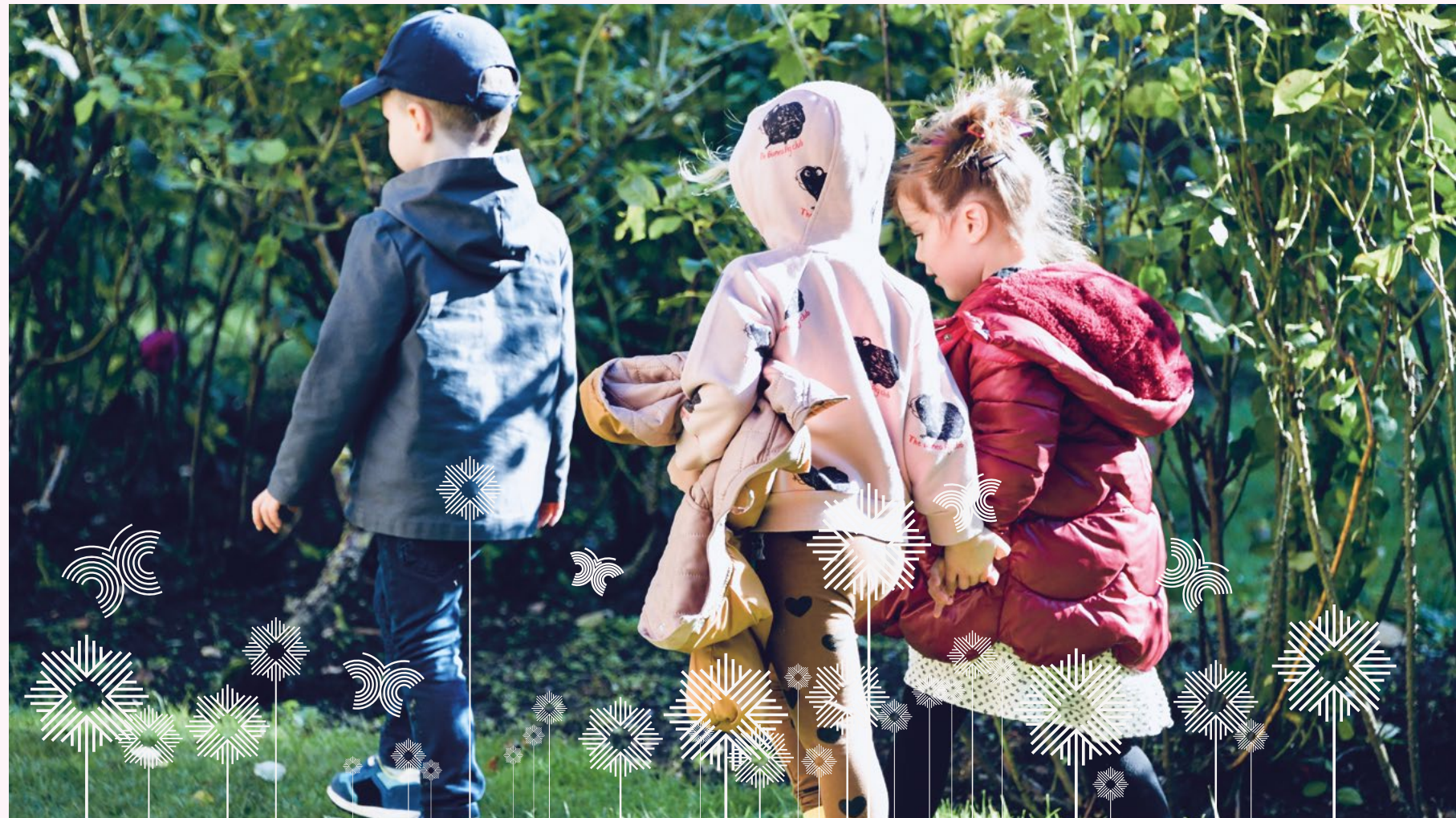
IS FOR...



## DISMISSAL OF CHILDREN

Upon drop-off, your child is your responsibility until a teacher greets your child. At collection, once your child has said goodbye to their teacher, your child is then your responsibility.

Siblings accompanying you to and from Miss Daisy's Nursery are your responsibility and must be supervised at all times.



# E

IS FOR...



## EARLY YEARS FOUNDATION STAGE FRAMEWORK

The Early Years Foundation Stage (EYFS) is the statutory framework that sets the standards that all Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

It promotes teaching and learning to ensure children are ready for school and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. You will receive the Miss Daisy's Nursery EYFS Guide in the New Parent Pack. Please always ask the Head or your child's teacher if you have any questions regarding the curriculum at Miss Daisy's Nursery.

Although Miss Daisy's Nursery follow the EYFS framework, we do take elements from different theorists, incorporating parts of Montessori methods into our teaching. We will teach what we believe are the best methods of teaching to allow children to reach their fullest potential.

## EASTER BONNET PARADE

At the end of the Spring Term the children wear an Easter bonnet to school, which they have created themselves. All the parents are invited to watch the children parade in their Easter bonnets.

## ECO FOREST

All our nurseries offer a Eco Forest programme teaching the children the importance of how to look after our planet.

## EMERGENCY CONTACT

If your address, telephone number or email address changes, please inform the School Office immediately so that the emergency contact records and collection records can be updated.

## EVENTS

**Autumn Term:**  
Assessment Talk  
Christmas Party  
Coffee Morning  
Nativity Play  
Parents Evening

**Spring Term:**  
Easter Bonnet Parade  
Easter Egg Hunt  
Future Schools Talk  
Parents Evening

**Summer Term:**  
School Photographs  
Sports Day  
Summer Show



# F

IS FOR...



## FEELINGS

We daily encourage the children to express their feelings and we teach them strategies to regulate them.

## FESTIVALS

We teach the children about all the different festivals celebrated throughout the world. We welcome parents to come in and share a festival they celebrate at home.

## FIRE DRILL

We carry out fire drills to familiarise children and staff with evacuation procedures. Please be aware of the fire exits and the school fire action plan that are clearly displayed at all entrances and exits.

## FIRST AID

All the staff at Miss Daisy's Nursery have Paediatric First Aid training, which is regularly updated.

## FIRST TERM

Nursery children attend five mornings a week. As a gentle settling in, you are welcome to attend three or four mornings a week for the first couple of weeks. Once your child has fully settled you are welcome to increase their days to include to up to four afternoons (Monday to Thursday).

## FULL DAYS

Children attending five mornings will be encouraged to increase to full days when they are ready. This is excellent preparation for the Kindergarten year where they will attend full days. It is very important in preparation for their Reception year elsewhere, where they will be expected to attend four or even five full days a week.

Please confirm with the Head via email the afternoons your child will attend. Please note that you must stick to your chosen afternoons for lesson planning.

## FUTURE SCHOOLS

It is strongly recommended to register your child at future schools as early as possible. In the Autumn Term, the Head will give an Assessment Talk to all the Nursery and Kindergarten parents on the assessment process. We recognise that it can be a very stressful time for parents and we want to offer all the guidance and support that we possibly can. Our Heads have built strong relationships with some of the leading state and private schools in the area and can advise you on the schools best suited to your child.

If you would like to come in for a meeting to discuss future schools, please make an appointment with your child's teacher and the Head.





# G

IS FOR...



## GARDEN

Miss Daisy's Nursery believes in the importance of outdoor play and learning. Each day, come rain or shine, our children enjoy outdoor activities and the opportunity for fresh air and exercise.

## GOALS

I can be...

1. Brave – I can give things a go
2. Confident – I can do it!
3. Curious – I want to learn
4. Creative – I can use my imagination
5. Independent – I can do it myself
6. Polite – I am respectful
7. Resilient – I can bounce back
8. Resourceful – I can problem solve
9. Happy – I believe in me
10. Kind – I include others

# H

IS FOR...



## HOMEWORK

We have a NO homework policy at school as we feel the children are too young and have the rest of their lives for homework!

During parent's evenings, your child's teacher will give you targets to focus on at home. Please never hesitate to ask your teachers for suggestions on how to support your child's learning at home. Please also refer to the Early Years Foundation Stage Guide that also provides ideas.



# I

IS FOR...



## ILLNESS

Please contact the nursery directly before 9am if your child is going to be absent due to illness that day.

If your child is ill or has a temperature, please ensure that they are fully recovered before they return to school. If the staff decide that your child is not well enough for school you will be asked to take your child home.

In case of fever, please do not send your child to school until 24hours after their temperature has returned to normal and they are feeling better. In case of vomiting and diarrhoea

please do not send your child to school until 48 hours after their symptoms have cleared completely.

Please do not send your child to school if they are not well enough to take part in all daily activities, including outside play.

The school will contact you if your child becomes sick during school hours. We may send your child home at any point if we feel they are not well enough to be at school. The school will inform you immediately if any infectious diseases are present within the school. Please also contact the nursery directly if your child has an infectious disease.

## INJURY/ACCIDENTS

If necessary, once first aid has been administered, your child will be taken to A&E by a member of staff. You will be contacted immediately.

All accidents will be recorded, which you will be shown when you collect your child. Please make sure you read this, sign and date it and keep one copy. If your child has a head injury, we always phone home to inform you and we will send home an advice sheet upon collection. If your child has had an injury at home, please explain to your child's teacher how it happened and fill in an accident form at school.

# J

IS FOR...

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## JEWELLERY

Please do not allow your child to wear jewellery or a watch to school as they are a hazard and could get lost or broken. Small studs for pierced ears are acceptable.

# K

IS FOR...

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## KEY PERSON

We recognise the importance of each child feeling secure and welcome at school. At Miss Daisy's Nursery each child is allocated a 'Key Person', who is their teacher. Each child is also supported by all teachers in their classroom. Your child's 'Key Person' will change when they move into the Kindergarten year.

## KINDERGARTEN

The Kindergarten year is normally your child's second

year at Miss Daisy's Nursery. This is the year before they join Reception at their next school when they turn three years old before 31st August.

## KINDNESS CODE

At Miss Daisy's Nursery, we have a kindness code and we care greatly about good manners. We encourage good behaviour and reward this with star of the week, the school teddy bear, certificates and WOW moments.

# L

IS FOR...

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## LUNCH

Once your child is attending full days, your child will bring a lunch box to school. Please make sure their box includes a healthy lunch and food they like to eat.

Please do not send in fizzy drinks and remember that *we are a nut and sesame free school*. Please do not bring in any food that needs to be refrigerated or warmed

up. Please ensure all food is chopped/cut up into small pieces to avoid any choking hazards.

Lunch boxes must be brought to school at morning drop-off, or delivered to the nursery at midday in time for the children's lunch break. All lunch boxes and cutlery must be clearly named.

# M

IS FOR...



## MEDICINE

You must complete a medication form and show a prescribed prescription if your child requires medicine during school time. We will not administer any medication without a parent's prior consent in writing, except where immediate first aid is required.

## 'MEET & SEE'

Prior to your child joining Miss Daisy's Nursery you will be invited into the nursery for a private 'Meet & See' with your child's new Key Person. The visit will last approximately twenty to thirty minutes. It is a wonderful opportunity for you, your child and your child's new Key Person to get to know one

another before their first day in their new environment, and for you to ask any questions.

## MOBILE PHONES/ELECTRONIC DEVICES

Miss Daisy's Nursery has a strict no mobile phone / electronic devices policy inside the school premises. Please do not take any photographs or videos of children other than your own, whilst on school premises.

## MUSIC

Music plays an important role at Miss Daisy's Nursery. As well as daily signing with their teacher, the children receive a weekly lesson from an external music and movement teacher.



# N

IS FOR...



## NEWSLETTER

Every half term, you will receive a school newsletter reviewing events that have taken place at school and information about future celebrations. Please make sure you read the newsletter as important information and dates are always included.

## NUMERACY

Numeracy is an important area of learning, which the children will be introduced to through play from the day they start at Miss Daisy's Nursery.

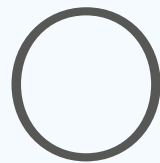
## NURSERY

This is the first year at Miss Daisy's when your child starts and the year they turn three years old before the 31st August.

## NUT AND SESAME FREE ZONE

Please do not bring nuts, nut products (eg: peanut butter, pesto, hummus, Nutella, breakfast bars) or sesame products onto the premises due





IS FOR...



### OBSERVATIONS

Teachers continuously observe the children. These observations are then used to inform their planning and to make sure the children are reaching their appropriate individual set goals. Please see T for Tapestry.

### OFFICE

Please call or email the School Office if you have any questions:

+44 (0) 20 7730 5797 Ext 1  
registrar@missdaisynursery.com  
zanna@missdaisynursery.com

### OFSTED

The schools are registered with Ofsted. Ofsted is the Office for Standards in Education, Children's Services and Skills.

### OUTDOOR LEARNING

Outdoor learning is a fantastic way to support children's understanding of their community and the wider world around them. Through hands on and meaningful experiences the children develop confidence, self-esteem and an element of risk taking whilst learning outdoors. It is important to us at Miss Daisy's Nursery to support our children's ability to feel and be at one with nature.

The teachers and children work together to create different themes to learn about each week – this can include playing in the mud, collecting leaves to make a leaf wreath, or going on a bug hunt.

Outdoor learning lessons consist of a mixture between planned activities and child led learning.

### OUTINGS

The nurseries organise a variety of outings throughout the year for all Nursery and Kindergarten children. You will receive a consent form prior to the trip.



IS FOR...



### PARENTS AS PARTNERS

We want to work with you to make sure your child is happy and settled at the start of their education. Please remember our door is always open and we always encourage you to come and talk to us if there is anything you would like to discuss.

### PARENTS' EVENING

This is an opportunity in the Autumn and Spring Term to come in to discuss the progress of your child with their Key Person. It is an informal meeting and twenty minute slots are allocated per person. Please ensure you arrive promptly to avoid missing your slot.

### PARENTS' NOTICE BOARD

Please check the parents' notice board for any important information.

### PARENT READING

There is a sign up sheet for parents to choose a date when they can come in and read a story to all the children. All parents and family members are welcome to come in and read throughout the academic year.

### PARENT REPRESENTATIVES

The Head chooses the Parent Representatives each year. The role of Parent Representative is to help the parents get to know each other. If you wish to be part of the parent contact list, you will be sent a WhatsApp link by the Head to join your child's year group chat. Miss Daisy's Nursery does not take any responsibility for parents communication outside of the nursery.

### PHONICS

At Miss Daisy's Nursery the children start learning their phonic letter sounds when they start school and we use a variety of different phonics schemes.

### PLAY DATES

We really encourage the children to have play dates with their friends from school. By forming friendships it can really help your child settle into school life and help improve their social skills.

### POLICIES

All school policies and procedures are available for you to read in the nursery school. You are welcome to come and read the policies at any time. Please make an appointment with the Head, who will be happy to explain the policies to you.

# Q

IS FOR...



## QUIET TIME

The children do not have a sleep/nap at school. Nursery children that only attend the morning school, tend to still be having a nap in the afternoon at home. If your child does fall asleep at school, we will call you to let you know that it is best to collect your child.

Once your child starts coming off their afternoon nap, we would recommend that your child is ready to stay for full days. The children have quiet time after lunch but they do not sleep at school.

It is important for all children to have quiet time at home after a busy day at nursery.

# R

IS FOR...



## RAIN

Please make sure your child has suitable clothes and wellington boots for wet weather. Please make sure everything is labelled.

## REGISTERS

Registers are filled in on the arrival of your child. They are taken for the safety of your child. If your child is being picked up early from school, please inform the Head or your child teacher.

## RELATIONSHIP

Miss Daisy's Nursery will always endeavour to have a good and positive relationship with parents, however, in the event

that either a parent or their child do not support the ethos and running of the nursery, or if we are of view that it is not in the parents' or your child's best interest to remain within the school, we may be required to remove your child permanently. There would be no refund of fees in these circumstances but the deposit would be returned and the fees in lieu of notice would not be charged. Please see the school Terms & Conditions.

## REPORTS

School reports are sent home at the end of the Summer Term. The Head will then send these on to your child's next school.





# S

IS FOR...



## SCHOOL PHOTOGRAPHS

In the Summer Term, a professional photographer visits the school to take individual photographs, class photographs and a whole school photograph.

## SECURITY

Each of our nurseries are securely locked from the inside during the day, with a buzzer system at each entrance. At collection, teachers are positioned at the entrance and exit of the school to monitor the safety of the children. Please ensure when dropping off and collecting children, parents and carers leave promptly to avoid disruption.

## SETTLING IN

For the first days of school, we encourage parents/carers to say a confident farewell and leave your child promptly. The teachers will be with your child and help settle them in; getting them involved in a fun activity.

Each day we will build up the time your child is left until your child has fully settled at school. We advise that you stay close to school for the first few days in case your child becomes unsettled. Please be assured that we will always call if there are any problems, and you can always collect your child earlier.

We prefer for parents/carers not to stay at school as this can confuse the children and we feel they settle quicker if you say 'goodbye' at the door. Some children bounce into school and

settle in straight away while others need a gentler start and need to feel secure in their environment. If your child wants to bring a comforter this is fine, but other toys are not to be brought in.

## SHOW AND TELL DAY

Children are allowed to bring in an object, a toy or something they have made at home to show their teachers and friends on an allocated 'show and tell' day.

## SPARE CLOTHES

Please make sure your child has plenty of spare clothes in a school bag that stays on your child's peg.



## SPECIAL EDUCATIONAL NEEDS

We have a Special Educational Needs and Disabilities Co-ordinator (SENDCo) at each school. The method of assessing any special educational needs of a child commence from the day your child first attends Miss Daisy's Nursery. If there is any concern we will invite you in for a meeting with your child's teacher and Head where we will put together an Individual Education Plan to support your child at school.

The next step would be for your child to be assessed by an appropriate specialist. It is very important for the parents to work alongside the school to ensure your child's needs are being met. If your child requires a shadow/support teacher at school, please read the school terms and conditions regarding this.

## SPEECH AND LANGUAGE

We welcome in Speech and Language therapists to visits Miss Daisy's Nursery should your child require extra speech and language support.

All children received a free screening to identify any possible speech and language difficulties in the Autumn Term. Details of speech and language therapists are available from the nursery school.

## SPORT

Sports and exercise is a large part of the Miss Daisy's Nursery curriculum. Children enjoy plenty of outdoor time and movement. In addition we have a specialist sports coach that comes in to teach the children weekly.

## SPORTS DAY

Sports Day takes place each year and is a wonderful morning enjoyed by the nursery. We encourage parents and carers to join the event and cheer on the children!



## STAFF

The entire team are devoted to making sure your child gets the best possible nursery school education. The teaching staff are always available if you have any questions or concerns. All staff go through an enhanced DBS check before they are employed at Miss Daisy's Nursery.

## STAR OF THE WEEK

Each week, the teachers choose a 'Star' of the week. There is a special chair that the 'Star' gets to sit in all week. Every child will receive the 'Star' of the week at least once a year.



# T

IS FOR...



## TAPESTRY

We use an online app called Tapestry to track the progress of each individual child. This is updated regularly by the teachers to record all information about your child, including daily observations, termly assessments, parents' meetings, yearly reports, health concerns and any other relevant information about your child. Your child's Key Person will use this tracking to form their lesson planning to ensure each child's individual needs are being met. You will have access to the Tapestry app and all the information on your child which you can share with your child's future school so that their new Key Person will have a strong understanding of your child and all that they have achieved throughout their time at the nursery.

## TARGETS

At each parent evening, your child's Key Person will give you a list of targets for home and for school. We feel it is very important for home and school to be a partnership and by having these targets in place, you will know what you can do to support your child's learning at home.

## TEDDY BEAR

Each school has a Miss Daisy's Nursery teddy bear. Every Friday, the teachers will choose a child to take the teddy bear home for the weekend. The teddy bear watches the children each week and decides who has had an amazing week at school.

Please make sure you take photographs of the teddy bear over the weekend, write what he has done and return him to school on Monday morning with his special book. Every child will take the teddy bear home at least once a year.

## TERM DATES

These are available on the Miss Daisy's Nursery website and from the School Office.

## TEXT MESSAGE

If the School Office needs to get hold of you in case of a school emergency or the school being closed due reasons beyond the control of the nursery. You will receive an initial text message from Miss Daisy's Nursery, followed up by an email.

## TIMETABLE

Please see the Parent's Notice Board, which has the weekly timetable so you can see what your child will be learning each day. Please be aware that by following the Early Years Foundation Stage framework, the timetable may well change during the week, depending on the children's different needs hence why we do not send the timetable home. If you have any questions regarding the plan for the commencing week, please always speak to your child's Key Person.

## TOILET TRAINING

We ask that parents have introduced a toilet training routine prior to joining the nursery. The teachers will provide support of your training within the nursery and will ask for updates of how the training is going at home so that we can work together. Please ensure

that there are plenty of spare clothes on your child's peg/draw.

## TOPIC

Each term we focus on a different topic at school. This topic is then linked into every aspect of school life, to enrich your child's development. We encourage children to bring in any book or resource from home that links to the term's topic. If you would like to get involved with the topic at school, please always tell the Head so we can arrange a date for you to come in.

## TOYS

Please ensure children do not bring any toys to school apart from on 'show and tell' days. Please also do not hide toys in the children's boxes or bags or hand a toy to your child's Key Person as this will upset the arrival routine. This also

minimises the risk of their toy getting lost or broken.

## TWO YEAR CHECK

It is statutory that all children receive a two year check between the age of two and three years old. The two year progress check is to identify the child's strengths and any area where the child's progress is less than expected. If there are significant emerging concerns, or an identified special educational need or disability, the teachers will work with you to develop a plan to support your child's future learning and development involving other professionals (for example the school special educational needs co-ordinator) as appropriate. We also recommend that a health visitor assess your child at the age of two years.







# U

IS FOR...



## UNIFORM

Our nursery uniform is a smock. The children take their smock home on their final day of school each week to be washed over the weekend. Please remember to return it to school on Monday morning. Please make sure your child's smock and bag are clearly labelled.



# V

IS FOR...



## VISION

At Miss Daisy's Nursery we educate and nurture the whole child, providing opportunities for each child to discover and develop their own unique talents and abilities. Our vision is for children to learn in a stimulating environment and to become confident and independent learners using positive reinforcement.

# W

IS FOR...



## WELCOME TO MISS DAISY'S NURSERY

We invite new children and parents to a 'New Children's Party' in the Summer Term before your child starts in September. Should you join mid-year, you will be invited to join the following New Children's Party should you wish to join.

This gives children a chance to see their school, meet their teachers and meet the other children who will be starting. It is also an opportunity for the parents to meet as you may want to organise a few play dates with your child's new

friends before they begin school. In addition, you will be invited to the New Parent Welcome Talk that will take place at the end of the Summer Term.

## WOW MOMENTS!

We have created a Miss Daisy's Nursery WOW Moment Certificate that you are encouraged to take home and fill in when your child does something amazing at home for the first time. You then bring this to school so we can add their WOW Moment to the Noticeboard and celebrate their achievements.

# XYZ

ARE FOR...



## XRAY

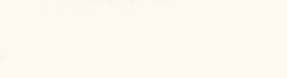
At Miss Daisy's Nursery we remain transparent with parents in all aspects of their child's time at the nursery.

## YOUR CHILD

Everything we do at Miss Daisy's Nursery is centred around your child to ensure they have the best possible nursery school experience.

## ZEST

Our team has a tremendous amount of zest, energy and enthusiasm for teaching, we want to ensure your child has a happy and fun-filled start to their school life.







# Contact

OUR SCHOOLS



***Miss Daisy's Nursery School Office***

14 Waterloo Place  
London SW1Y 4AR

+44 (0)20 7730 5797 Ext 1

[registrar@missdaisynursery.com](mailto:registrar@missdaisynursery.com)  
[missdaisynursery.com](http://missdaisynursery.com)

***Miss Daisy's Nursery, Belgravia***

Fountain Court Club Room  
Ebury Square  
London SW1W 9SU

+44 (0)20 7730 5797 Ext 2

***Miss Daisy's Nursery, Brook Green***

Methodist Church  
108 Lakeside Road  
London W14 0DY

+44 (0)20 7730 5797 Ext 1

***Miss Daisy's Nursery, Chelsea***

St Luke's Church Crypt  
Sydney Street  
London SW3 6NH

+44 (0)20 7730 5797 Ext 3

***Miss Daisy's Nursery, Hyde Park***

The Long Garden  
St George's Fields  
Albion Street  
London W2 2AX

+44 (0)20 7730 5797 Ext 6

***Miss Daisy's Nursery, Knightsbridge***

St Simon Zelotes Church Hall  
Milner Street  
London SW3 6NH

+44 (0)20 7730 5797 Ext 4 & 5







