



Holbrook Community Preschool - What can I expect to happen each day?

Dear Parents/Carers

As you approach your first exciting steps into preschool we thought you might appreciate an insight into our routine/procedures. This in no way replaces communication with you and you are welcome to stay and play anytime, especially once your child is settled.

On arrival a member of staff comes to the main doors to greet you and your child.

Staff will welcome your child in and help them to take off and hang their coat, place any bags or lunch boxes in the correct places and proceed into the Triangles room. Please ensure all personal items are labelled with your child's name. It is preferable if wellies are not in bags.

Registration all children have a coloured name triangle which they are supported to find themselves from a table at the entrance to Triangles and display on our registration board.

Staff will make your child feel welcome with plenty of reassurance and support to settle at an activity.

Free flow at Holbrook we operate a free flow policy and children are free to move between activities inside and outdoors at their own comfortable pace. Garden doors are opened once all children are in session and the daily supervisor feels it is safe to do so. The coat/wellie trolley is brought into the Triangle room and children are encouraged to find their own coats to get ready to go outside.

Snack time is a rolling bar which opens at approximately 10 am. All children are invited to enjoy a healthy snack and choice of either milk or water to drink. Children come when they are ready and enjoy a social chat with staff. Children are gently encouraged to be independent with spreading, pouring, putting used items in the washing up bowl and sorting food remains into the compost caddy.

End of morning all children support staff to tidy up before circle time, around 11.45 am. Staff then take children to the Quiet room or into the garden for stories, songs and games. Those children staying to afternoon club remain with the member of staff whilst those going home at 12 noon are supported by staff to find their belongings for home time.

Hometime children are seated in the Triangles room and wait for staff to open the door and let the parents in. You are welcome to come into the Triangles room to meet your child and collect any work that your child has done that morning.

Signing out staff will be situated by the main exit door to sign your child out and say goodbye.

Hometime and signing out procedure are repeated at 2 or 2.45pm for those who stayed to afternoon club.