**Welcome**

Hello, and welcome to Hardwick Pre-School, we are looking forward to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

starting Hardwick pre-school on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hope the following information will help both you and your child’s start to Hardwick pre-school. If you at any time have any questions or queries then you can either talk to me or any of the staff at the end or beginning of a session or alternatively ring the pre-school mobile **07874 944732** or email **office@hardwickpreschool.co.uk**

**Pre-school starts at: 9.15 am** and finishes at either **12.15 pm or 2.45 pm (Monday to Friday)** if staying for 5½ hour session you will need to supply a pack lunch for your child. If your child is still in nappies then please bring some spare ones. We have spare clothing for any accidents; but you may prefer to bring your own.

**We have a uniform with the pre-school logo and name** (see advert on back page) there are options of colours and clothing you can buy. It is not compulsory to buy the uniform.

We will try and cater for you and your child’s individual needs were possible.

I know leaving your child for the first time is hard, I promise we will take good care of them.

Our daily routine is subject to change, but we endeavor to build up a routine that your child will learn quickly and find easy to follow.

Over the course of a morning session, we will provide;

Names for the children to post, registration, circle time, free play, show and tell, rolling snack, story time, activities/crafts, songs or music and movement, tidy up time finishing with the goodbye song.

Throughout the year we have special events that happen. All children are welcome to attend these, whether they are on your child’s session day or not.

**Snack time;** We have milk or water to drink and fruit (if you wish to bring in fruit for the bowl for us all to share, that would be appreciated) we also supply addition foods to complement the fruit e.g. toast, sandwiches, cheese, ham, biscuits, crackers, sausages. If we have been cooking, we may have to sample at snack time or on birthday’s sometimes we have cake! **(please see sperate sheet about food allergens)**

Attached in this pack are **Signatures, Initial Meeting Form and Child Day Care Record** which need to be filled in by a parent/career and brought back to pre-school when/ or before your child starts. This information will be kept in your child’s individual folder. **Your child can not start Hardwick pre-school if we are not in receipt of these forms.**

**We look forward to seeing you soon Donna**