



## **Little Dragons Preschool (Ages 3-4 Years)**

### **Parent Handbook**

**October 2023**

## *A very special place to begin your learning journey*

---



## ***Introduction***

---

A very warm welcome to Little Dragons Preschool. Our nursery provides the perfect environment to take the first and most important steps in their learning journey for children aged 3-4 years.

Based in our magical Walled Garden, Little Dragons is bright, colourful and welcoming, with its own dedicated area for our over 2s designed to meet their needs and encourage them to enjoy our exciting, ever-changing range of free-flow activities. It's a very special place for children to enjoy their first experience of learning through play outside of the home environment. Attendance in Little Dragons Preschool (ages 3-4) also guarantees automatic entry into St. George's Preparatory School Reception.

Outside play is an integral part of our days, come rain or shine, and we're fortunate to have climbing frames to conquer, ride-on toys on which to mount expeditions, and a flower and vegetable bed to sow.

Beyond the Walled Garden, a wide and wonderful world awaits them in the grounds of St. George's. Accompanied by our Forest School trained teachers, the children frequently explore our beautiful and extensive school grounds, venturing into the woods to discover more about the natural world. When the children have used up all their energy playing, exploring or being creative, they can tuck into healthy snacks or lunch, depending on the time of day. There's quiet time after lunch for those children who need to sleep in our rest and sleep room or just to relax and recharge their batteries ready for the next activity.

Our Little Dragons follow the Foundation Stage curriculum 'Development Matters'. At each step of the learning journey, every parent/guardian gets a unique on-line record through Tapestry, of their child's development, helping you to keep in touch every step of the way. The team will ensure you receive regular updates and photographs and monitor your child's learning and development.

The staff in both rooms will move between rooms each term, your settling in Key worker will therefore remain in situ until Christmas. We would like to reassure you that for the two weeks prior to Christmas your child's Co & Key worker will work together supporting their group of children to ensure a smooth transition for the following term. This same process will take place at the end of the Spring term to make sure your child is well supported and ready for the summer term. If you have any queries, please come and see me when you drop off or pick up.

In January they will be assigned a new co-worker to see them through to Easter, following the Easter term they will then return to their original teacher. These staff will remain your main point of contact, however all staff know your child and will be able to provide feedback should you require. All the teachers have their photographs clearly displayed outside the room with the children they are responsible for underneath.

## ***Pre-school Hours***

In Little Dragons Preschool, all children are encouraged to attend 5 mornings: 08:30-13:30. Afternoon sessions, 13:30-15:30, are also available 5 days a week and the children are encouraged to attend at least 2 full days by the end of the summer term to prepare them for the following year in Reception.

St George's Plus, our wrap-around care provision, is also available from 08:00 and from 16:00-17:00 for those families who wish to take advantage of an extended day.

## ***Pre-school Curriculum***



*Some examples of the work we do in Little Dragons*

We follow the Foundation Stage curriculum, Development Matters, from Little Dragons Nursery through to Reception. Children learn through directed and well-planned play activities in a relaxed, child friendly environment where the wellbeing of the child is of paramount importance. Outside learning is part of their day and you will find children dressed for all weather extending their learning in our wonderful, safe and exciting Walled Garden. St George's Prep is a registered Forest School and our youngest children benefit from our extensive grounds and woodlands at least twice a week for specific activities using their natural environment.

Children receive lessons from a specialist swimming teacher in Little Dragons Nursery and when they go on to Little Dragons Preschool they also enjoy French and music lessons delivered by teachers who specialise in these areas.

Each child has an online journal, Tapestry, and we use this to track their development and progress through all areas of learning and share this with our parents on a regular basis.

## ***Nursery Afternoon Curriculum***

The afternoon curriculum continues to follow the Early Years Foundation Stage focusing on creative arts and design.

Nursery children who stay at school for afternoon sessions will benefit from a healthy hot lunch, cooked on the premises under the supervision of our superb kitchen team. Our kitchen has been consistently awarded a five-star rating from 'Eat Safe Jersey'. We use local, organic Jersey produce wherever possible. All meat is sustainable and sourced from British farms. The provenance and traceability of our food is paramount all food is sourced locally and sustainably wherever possible.

## ***Afternoon Clubs***

During the afternoon we offer extra clubs that the children can join if they wish. This means that when you collect your child at the end of the day there is no need to rush to Ballet or juggle collections and drop offs for older siblings. At present we offer yoga, mini boppers, and Soccotots. Some of these clubs will incur an additional fee.

## ***Induction Process***

We look forward to welcoming you and your child at their induction, which happens before their start date. We will discuss your child's specific needs and, if appropriate, you will be able to leave your child in the nursery environment for a short period. We will also agree a starting date and confirm your chosen sessions for your child. You will have the opportunity to ask any questions and we are always here to listen to our parents and make the process of starting at Little Dragons smooth and enjoyable for everyone involved.

## ***Settling in at Nursery***

Here at Little Dragons, we recognise and understand the anxieties of separation and change in the early years for parents and children. Letting go can sometimes be a difficult experience for both parent and child, but it is an important step in a child's development, and we are here to make the process as painless as possible.

Some children can be excited about starting nursery and feel ready for meeting new friends, playing with new toys, encountering new learning experiences and enjoying all that nursery has to offer right from day one. For others, the initial transition can prove more emotional and present some hurdles.

Children may respond with joy, sadness, anxiety, rage, shyness, tears, tantrums or clingy behaviour. Occasionally, old habits or regressive behaviour can return temporarily such as thumb sucking or toilet accidents. Please be reassured, these are completely normal and are an expression of how your child feels about the change that is happening. However, they are not necessarily an indicator that your child is not settling in or is unhappy and, usually, any regressive behaviours cease quickly once your child gets used to coming to nursery and seeing familiar, welcoming faces.

Parting can be eased firstly by introducing your child to their new surroundings, and the induction day helps with this as children will meet their Settling in teacher, other teachers and new friends ahead of starting. Please do talk about Little Dragons at home and make an exciting day of buying your child's water bottle, spare clothes and uniform so they see it as something to look forward to.

We are happy for you to leave your child with a special item as a comfort, especially in the early days. This could be a favourite small teddy or small piece of blanket. When the child is ready and engaged in play, we will encourage the child to put it away in their personal drawer where they can access it when needed. This helps with their developing sense of independence.

We suggest it is usually best not to hover for too long but to show your child that you are confident that they will be fine and enjoy their time at nursery. However, we appreciate in the beginning parents may want to spend a bit of time engaging their child in an activity and play before saying goodbye and leaving. We will work with you to set the pace.

Settling in can be a gradual process and we will take every care to ensure your child makes the best possible start to their school journey. Each child is an individual; some children cope easily with full day sessions and split days while others find half days and/or consecutive sessions easier. We will take things a step at a time, carefully monitoring his or her progress and discussing this with you.

At the end of each day, we will have lots of feedback to share with you and we will add many photographs to your child's personal online 'Learning Journey' so you can keep up to date with all the fun they're having with us.

## ***Little Dragons Preschool: What to Bring***

---

**Session Times:** 08:30-13:30 or 08:30-15:30

Our day's schedule begins at 8.45am, and our doors are open from 8.30am. Please do not leave your child unattended in the classroom. Please could you ensure that all items of clothing (including shoes) are named.

### **Please bring daily:**

- A freshly filled plastic water bottle (water only)
- A named coat and scarf, with a named hat and gloves in winter
- Any comforters brought to Nursery can be kept in their personal drawers for children to access when needed.

### **Please bring the following on your child's first day, to be left in the Preschool Room:**

- Spare clothes on their peg (to include seasonally appropriate clothing e.g. trousers, t-shirts, vests, jumpers, pants and socks)
- Sunhat. We can supply suncream. Please apply in the morning.
- A pair of named wellington boots
- Named waterproof suit or trousers.

## ***Nursery Information, Procedures and Contacts***

---

### **Information for Parents**

The following are all sources of information/updates that you will be given or have access to either ahead of starting at nursery or during your child's time with us:

- The Little Dragons Parent Handbook (Nursery and Preschool)
- St. George's School Prospectus, with a more formal outline about the Nursery
- St George's Preparatory school website, which lists our policies and the menu each week: [www.stgeorgesprep.co.uk](http://www.stgeorgesprep.co.uk)
- 'The Bulletin', our weekly School Newsletter
- Information Notice board
- Settling-in Reviews when appropriate and Parents' Evenings
- Autumn and Summer Term reports
- Termly Assessment reports
- Coffee Mornings arranged by our Georgian Association where parents can meet and get to know one another
- Special Events e.g. Nativity Play, Sports Day, Prize giving

### **What to do if?**

*My child is sick and can't come into school:*

- Please contact the school secretary by phone or email to let them know that your child will not be coming into nursery and repeat this procedure until your child is ready to return to school. Please confirm the illness in case we need to inform other parents e.g. chicken pox, slap cheek, scarlet fever. NB – sickness or infectious diseases require 48hours at home before returning to school. Please see a full list of specific instructions on common illnesses at the end of this document.

*I would like to take my child out of school during term time:*

- Permission must be requested for time-out during the school term, please write a letter to the Headmaster giving as much notice as possible.

*I would like to arrange a meeting with my child's teacher:*

- We are always happy to meet with you and discuss any queries you may have. To arrange a meeting, please speak to the Nursery Manager / Pre-school Lead directly or email the school office who will assist you in making the arrangements.

### **Useful Contact Details**

School Office                      01534 481593                      [school.office@stgeorgesprep.co.uk](mailto:school.office@stgeorgesprep.co.uk)

Uniform Supplier (Lyndale Sports) Rue du Grand Jardin, Augres, Trinity, JE3 5FJ

01534 862411                      [www.lyndalesports.com](http://www.lyndalesports.com)

## ***Partnership with Parents Policy***

---

Here at Little Dragons Nursery and Preschool we recognise that working in partnership with parents is of great value and importance in enabling us to provide a happy, caring, and stable environment for all the children in our care.

### **Aims**

We aim to form a positive and collaborative relationship with parents so that information regarding their children's activities and progress can be exchanged easily and comfortably by Little Dragons staff and parents.

### **Objectives**

The objectives below show the approach we take to ensure that we achieve a strong working partnership with our parents:

1. We ensure that Little Dragons staff are always available for discussion with parents when required. Arrangements can be made for more private or lengthy discussions at agreed times by discussing this with the Nursery Manager or Pre-school Lead or by sending a request via the School Secretary.
2. We keep information provided by parents about their children confidential according to Jersey Data Protection Law, and any information is shared on a strictly need to know basis. Data is removed from Nursery at the end of each session.
3. We ensure that staff are discreet and do not discuss details of children and their activities outside the Nursery.
4. We provide parents with information regarding their children's activities on a regular basis, either by verbal communication, letters, displays, photographs or via their child's online learning journal: Tapestry.
5. We issue regular newsletters via Tapestry and the main school ('The Bulletin'), to keep parents up-to-date with information about the nursery and the whole school.
6. We ensure that if we have any concerns about a child's wellbeing during the day, every effort will be made to contact the parents or their emergency contact.
7. We encourage home/school links by asking parents to send in objects from home that the children are interested in for us to discuss. Parents are also encouraged to comment in their child's online learning journal.
8. We request that parents keep us informed of any changes to relevant personal details e.g. change of address, telephone number, doctor, emergency contact.
9. We request that parents also keep us informed of any circumstances which might influence a child's emotional wellbeing, e.g. bereavement, separation, or illness in the

family. As with all information about your child, these developments will be treated in the strictest confidence.

Please note, parents are able to access children's records by arrangement with a member of Little Dragons staff as required.

## ***School Uniform Required for Little Dragons***

---

All Little Dragons and St. George's Preparatory School uniform is available from our trusted supplier, Lyndale Sports. Open six days a week during term time and school holidays, and with ample parking on site, the friendly team at Lyndale can advise and guide you in your uniform purchase.

Lyndale are also able to deliver orders either directly to your home (for a small charge) or to St. George's, which is a complimentary service. Deliveries to the school take place on Friday afternoons during term-time, and any order placed before 11am on a Friday morning will be delivered on Friday afternoon and can be collected from the school office. Lyndale will notify you by email to advise when your order is ready for collection.

Contact details can be found below:

### **Lyndale Sports**

Rue du Grand Jardin  
Augres  
Trinity  
JE3 5FJ

**Opening hours:** 9am-5pm, Monday to Saturday (for Bank Holidays please contact the shop to check opening)

**Directions:** Travel North up the A8 (La Grande Route de la Trinite, Trinity Hill). Take the second turning on the left after the Red Rose Restaurant and follow directional signage from there.

**Website:** [www.lyndalesports.com](http://www.lyndalesports.com)

**Tel: 01534 862411**

Current uniform lists are always held at Lyndale, please ask a member of staff for assistance. Please also see below for a full uniform requirement list for Little Dragons. Please don't hesitate to contact the school directly should you have any uniform queries:



# LITTLE DRAGONS PRESCHOOL UNIFORM LIST

From Little Dragons Preschool, pupils wear full school uniform, helping them to get used to the routines and transitions of a more structured school day ahead of joining Reception. We come to school in September in our summer uniform, switching to winter uniform directly following the October half-term break, then switching back to summer uniform directly following the Easter break. \*Denotes items only available from Lyndale Sports, our uniform supplier. Please ensure all uniform items are clearly named.

Summer	Winter	Sport/Year-round/All Pupils	
<b>GIRLS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> School summer dress* or School skorts*</li> <li><input type="checkbox"/> White long or short-sleeved blouse (with skorts only)</li> <li><input type="checkbox"/> School cardigan*</li> <li><input type="checkbox"/> White ankle socks</li> </ul>	<b>GIRLS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Grey School pinafore* OR grey trousers</li> <li><input type="checkbox"/> White long-sleeved blouse</li> <li><input type="checkbox"/> School cardigan*</li> <li><input type="checkbox"/> Grey tights (pinafore only)</li> <li><input type="checkbox"/> Grey School socks* (trousers only)</li> </ul>	<b>GENERAL</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Black school shoes</li> <li><input type="checkbox"/> Maroon School Coat* (optional, but required in Reception)</li> <li><input type="checkbox"/> Outdoor trainers (velcro)</li> <li><input type="checkbox"/> Indoor trainers (velcro)</li> <li><input type="checkbox"/> School Reading Folder*</li> </ul>	<b>SPORT</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> School maroon sweatshirt*</li> <li><input type="checkbox"/> School maroon jogging bottoms*</li> <li><input type="checkbox"/> White School polo shirt*</li> <li><input type="checkbox"/> Black PE shorts</li> <li><input type="checkbox"/> White sports socks</li> <li><input type="checkbox"/> Grey School PE Bag*</li> </ul>
<b>BOYS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Grey shorts</li> <li><input type="checkbox"/> White long or short-sleeved shirt</li> <li><input type="checkbox"/> School jumper* or tank top*</li> <li><input type="checkbox"/> Grey School socks*</li> </ul>	<b>BOYS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Grey shorts or trousers</li> <li><input type="checkbox"/> White long-sleeved shirt</li> <li><input type="checkbox"/> Grey School socks*</li> <li><input type="checkbox"/> School jumper* or tank top*</li> </ul>	<b>FOREST SCHOOL</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Waterproof trousers and jacket for Forest School</li> <li><input type="checkbox"/> Wellies</li> </ul>	<b>SWIMMING</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Black School swimsuit/swim trunks*</li> <li><input type="checkbox"/> Goggles</li> <li><input type="checkbox"/> School swim hat*</li> <li><input type="checkbox"/> Towel</li> <li><input type="checkbox"/> School swimming bag*</li> </ul>
<b>Seasonal</b>		<b>SEASONAL</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Woolly hat - Winter (School woolly hat* optional, but required in Reception)</li> <li><input type="checkbox"/> School sun hat* - Summer (School sunhat* optional, but required in Reception)</li> <li><input type="checkbox"/> Scarf (School scarf optional until Reception)*</li> <li><input type="checkbox"/> Gloves (School gloves optional until Reception)*</li> </ul>	

Summer

Winter

## GIRLS



## BOYS



## ***Policies***

### **Nursery Policies**

We have set policies and procedures in place for eventualities such as illness and absence. You will be handed a copy of these policies ahead of your start date and updated versions are available on our school website. Please refer to the 'Little Dragons' tab on the website and review the specific nursery policies there.

### **Policy**

The good health of all our children is paramount. Our younger children are less able to help prevent the spread of infections and so we as adults have to take a greater role in this prevention.

If your child is unwell and not coming to nursery, please call the school office before 8.30. Please inform the school secretary if your child has an infectious condition so that we can inform other parents to look out for symptoms.

Children should not be left at nursery if they are unwell, they should be at home as this is where they are happiest and will recover quickest. The following procedures will be followed to ensure the welfare of all children within the nursery:

- If a child becomes ill while they are at nursery the carer/parent will be contacted and asked to collect the child. The child will be cared for until the carer/parent arrives, but we do ask that you come as soon as possible.
- Should a child have an infectious disease, such as eye/ear infection or sickness and diarrhea, they should not return to nursery until they have been clear for 48 hours. (see chart)
- We follow guidelines from EHO and the School Nurse Service with regards to infectious conditions, for example chicken pox, diarrhea, sickness, conjunctivitis. Illnesses of this nature are highly contagious, and it is unfair to expose other children to the risk of an infection.
- Parents will be informed if a contagious illness is identified in the nursery. This will allow parents to look out for the early signs of illness. Our aim is to prevent the spread of infection and as a nursery we will clean and sterilise thoroughly to prevent this spread.
- It is important that children are not exposed to the rigors of the nursery day, which requires socialising with other children and being part of a group situation, when they have become ill and require a course of antibiotics. Our policy, therefore, is to exclude children for the first 48 hours of a course of antibiotics. This will give the medicine a chance to start working.
- If a child requires medicine for a high temperature they should not come to school until consulting their doctor.

### **Administering Medication Policy**

The good health of our children is paramount, and we will take the necessary steps to prevent the spread of infection (See Sickness Policy). If a child needs medication, we will discuss the reasons with the parent and ensure this information is kept up to date. Parents

must inform the nursery of allergies and intolerances and the prescribed medication that is used.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and the evening. As far as possible the administering of medicine will only happen at school should it be detrimental to the health of the child if it is not given in nursery.

### **Medication - Prescribed**

If your child has been prescribed antibiotics your child needs to spend 48 hours at home. After this time if they have recovered sufficiently, the children may return and a senior member of the nursery staff will administer the medication. The following procedure for administering medication will be followed:

- The label on the bottle will be checked with the parent with reference to name, dose - how much and when, date and storage requirements.
- Parents will be required to complete and sign a medication form giving permission for the prescribed medicine.
- Once the medication has been administered by a senior member of staff they will sign and add time given.
- Parents will sign acknowledgement of administration of medicine at the end of the day when a child is being collected.

Prescribed inhalers, EPI pens and antihistamine should be kept at nursery in a clearly labelled bag. Little Dragons staff will check that medication is within date. Parents will be informed if this medication is used. If an EPI pen is used then paramedics will also be called.

- Prescribed inhalers, EPI pens and antihistamine can be kept at nursery. Staff undergo training in order to administer these effectively.

### **Non - Prescribed Medication**

Generally speaking, children who are unwell and require paracetamol/ibuprofen-based medication should be at home. However, in some circumstances children will have a minor condition that does not require exclusion from nursery but requires occasional medication. However, the need for such medication must still be prescribed by a doctor.

The use of paracetamol/ibuprofen-based medicine can be administered for a short initial period. The Early Years coordinator will ultimately make the decision as to whether the child is well enough to stay in nursery.

- Creams need to be administered by parents before school and if required during school hours parents will need to come into school to apply this. However, there are always exceptions to the rules, so a senior member of staff needs to follow the best procedure for individuals taking into account the Safeguarding policy.

## Exclusion Period

Please note that children should not be in school if they are unwell so exclusion periods should be seen as a minimum. Adhering to exclusion periods will help prevent the spread of infectious disease and also prevent more severe steps, such as closure of nursery, from happening.

Illness	Exclusion Period	
Diarrhoea and vomiting	48hours for last episode	
Flu	Until recovered	
Whooping cough	2 days from starting antibiotics or 21 days after onset of symptoms if no antibiotics given	
Chicken pox	5 days from onset of rash	
Cold sores	None	
Head lice	None	
Hand foot and mouth	None	
Impetigo	48 hours after antibiotic treatment	
Ringworm	Until treatment commences	
Thread worm	None	Household requires treatment
Measles	Four days from onset of rash and recovered	
Scarlet fever	24 hours after starting antibiotics	
Slapped cheek	No exclusion once rash has developed	

Conjunctivitis	None if being treated	
Head lice	None. Treat only when live lice have been found.	
Tonsillitis	None, unless antibiotics given.	
Rubella	Five days from onset of rash	
Scabies	Return after one treatment	Household requires treatment
Mumps	Five days after onset of swelling	
Warts and verrucae	None	Covered during swimming and changing areas.
<p>Coronavirus / Covid-19</p> <p>Symptoms to look out for are listed here:</p> <p><a href="https://www.gov.je/Health/Coronavirus/PublicHealthGuidance/Pages/CoronavirusInformation.aspx">https://www.gov.je/Health/Coronavirus/PublicHealthGuidance/Pages/CoronavirusInformation.aspx</a></p>	<p>Please refer to the latest information on the Government of Jersey website Coronavirus section.</p> <p><a href="https://www.gov.je/health/coronavirus">Gov.je/health/coronavirus</a></p>	<p>Should you be concerned that your child or a member of your household is exhibiting symptoms, please do not bring your child into school and consult the Gov.je website for the latest guidance on what to do.</p> <p>The latest information will be displayed on the Gov.je and we will always follow the latest Government of Jersey guidance.</p>

**Long Term medical conditions including allergies:**

- A care plan will be drawn up with the parent outlining the nursery staff's role.
- This plan will include measures to be taken in an emergency.
- This plan will be reviewed every six months or more if necessary.
- A copy of the signed plan will be given to the parents and kept on the child's file.

## ***Checklist for Paperwork Completion***

---

**Please ensure you have completed the following forms ahead of your child's first day:**

- Tapestry – online journal
- Permissions forms
- Afternoon clubs
- Dietary requirements – teacher informed
- Medical care plan – completed if applicable

### **List of Permission Forms**

- Medical and Accident treatment
- Administering medicines
- Passing on records to other schools
- Image consents
- Taking the children on outings
- Permission for nursery trips
- Tapestry setup permission
- Forest School



# **Little Dragons**

**ST GEORGE'S NURSERY & PRESCHOOL**

***We can't wait to welcome you soon!***

## ***Appendix***

---

### **Coronavirus Guidance:**

Please refer to Gov.je for the latest advice and guidance regarding Coronavirus and school attendance. As a School, we will always follow the latest Government of Jersey advice.

**Gov.je link:** <https://www.gov.je/Health/Coronavirus/Pages/index.aspx>

**Coronavirus Helpline:** +44(0)1534 445566