

# **Welcome to Toad Hall Playschool**

## **Some useful information**

Staff Members for 2016: Josie Laurie (Head Mistress)

Catherine (Teacher and Josie's right hand Lady)

Franquie (Teacher's assistant)

Babes (Teacher's assistant)

Daily Programme: 8:30 – 9:00 arrival time

9:00 – Arts and crafts, activities and free play

10:00 – Circle time (music and movement)

10:20 – Snack time

10:30 – Arts and crafts continued, more free play

11:30 – Pack away and story time

12:00 – Home time for younger children

12:30 – Home time for older children

## **Practical Issues:**

### **Arrival time**

Although school officially opens at 8:30, parents who need to rush to work may drop their children at 8:00, (no earlier) my two assistants will care for them.

The latest you may bring your child to school is 9:30 after which gates will be closed for safety reasons.

At 12:00, I start to take children who require lift runs home and so will probably not be around when you pick up your child. If you wish to chat to me I am around in the mornings and of course you are welcome to give me a call anytime.

### **Home time and late pickups:**

Please ensure that you are on time to pick up your child.

Late pickups not only cause stress for the child concerned but also for the staff who have transport they need to catch as well as cleaning up and preparing for the next day. In emergency situations please phone me on 0741129553 or Catherine on 083 591 5646 so that we know you will be late.

**Parking:** Parking can be a bit of a problem and my neighbours understandably get fed up with parents blocking their entrances. Staggered pick up times help the situation, but I would ask parents to drop and leave as quickly as possible in order to open up parking spaces and under no circumstances block a neighbours driveway.

**Dress Code:** Please dress your children in their scruffiest clothes for school. Although we provide aprons for messy activities often they just don't do the job!

## **Potty training**

For those potty training, an elasticated waist that can be pulled up and down easily is essential. For those in nappies, please supply a large bag of pampers for us to keep at school. Clearly mark your child's name on the packet.

## **Stationery**

At the beginning of the first term, we ask you to please provide the school with 8 loo rolls, 4 packet of baby wipes, 4 prit sticks and 1 box of oil pastels (not wax crayons)

We have asked for all of these items to be provided in one go to avoid sending requests throughout the year.

**Lost property:** All clothing including shoes, bags, hats, lunch boxes and water bottles must be clearly marked. We do have a lost property drawer in which we store unclaimed items.

**Spare clothing:** Please make sure to pack spare clothing in your child's bag as accidents do happen!

## **School fees:**

All school fees must be paid by the date stated on your invoice.

Proof of payment must be sent to my email at [toadhallplayschool@gmail.com](mailto:toadhallplayschool@gmail.com).

This is essential to avoid confusion.