

### **First session check list.**

Please remember to bring:-

The original and a copy of your child's birth certificate.

A passport size photograph of your child.

Your national Insurance number

2 photographs of things or people that are special to your child.

A pair of slippers - named

A warm waterproof coat - named

A bag with nappies or pants, wipes, nappy sacks and **disposable gloves**. Spare named clothes.

Show and tell – children can bring a toy or item to each session if they choose to

Please remember to:-

Label your child's coat, shoes and slippers.

#### **Drop off**

We open at 9.00am please wait outside in the playground until a member of staff opens the door.

Please encourage your child to hang their bags up on the pegs.

Please encourage your child to take their coat off and hang it on top of their bags.

Put your child's show and tell in the basket .

During their first visit the children will be given a green folder please bring it to every session. We use this folder to share information please check the contents regularly.

There will also be a 'my first 5 sessions at playgroup' form inside. Please fill this in and leave it in your child's folder. The information you give us is used to ensure that playgroup meets your child's needs.

#### **Pick up time**

50, Woolley road sessions are:

Morning session 9.00am – 12.00pm,

Lunch 12.00pm -12.30pm

Afternoon session 12.30pm – 3.30pm

Please wait outside playgroup. Staff will hand your children over to you to ensure that they are with an authorised adult.

If you have any problems picking up your child please ring 07729353802.

Please ensure that staff know who is picking up your child and have their contact details. There is a change to pick up form on the parents notice board in the porch way.

If you need access during pre-school hours and the gates are locked please use the intercom system located next to the letter box. Press the button and wait for a member of staff to speak to you.

Phone numbers Liz 07792353802 and 07789737417