

## Welcome to St Peter's Under 5s

### Useful information on your first day

Please wait under the covered area until a staff member comes to get you.

In the entrance hall your child will have:

- A Coat Peg with their name on it; Pre School on top pegs, Rising 3s below.
- A Drawer with their name on it, usually in alphabetical order. Two children to each drawer.
- There will be a folder in the drawer with your child's name on it, any pictures they do or letters, newsletters etc will be in this folder so please check it each time you come to playgroup.

Snack - Morning sessions only, please put the fruit snack in your child's drawer, we will help them to find it at snack time.

Lunch Boxes- Afternoon sessions only, please put your child's lunch box on the rack which is usually outside the door.

Water bottle - Go in the container next to the signing in table, please label clearly.

Signing in and out - Please make sure that you sign your child in at the start of the session and out at the end of the session, also complete the rota column if you are staying to do rota duty.

Please encourage your child to find their photo card in room one and place it in the photo pocket (this encourages them to recognise themselves and their name).

When picking your child up from playgroup at the end of the session please wait under the covered area. Do not wait on the steps or peer through the window as this may unsettle your child or other children.

At the end of session a staff member will ask you to come in to collect your child, they will be handed to you once you get in through the entrance doors.

**Remember:** to sign your child out, check their drawer and take home their snack pot/lunch box and drinking bottle.

If you have any questions or queries please feel free to speak to a member of staff who will be happy to help you with any concerns you may have.

Thank you.

Staff of St Peter's Under 5s