

## **Introduction**

We would like to welcome you and your child to our nursery. We hope that the time they spend with us will be full of fun and we want them (and you) to be as relaxed as possible. This booklet will help to answer many of the questions you may have and give you a little insight into what we do.

## **General Information**

The nursery has been open for over 20 years and caters for up to 78 children, 39 in the morning and 39 in the afternoon.



The staff-child ratio is 1:13 and there are 3 key workers per session.

In addition to this we have full-time teaching assistant and, when needed, special needs assistants, as well as parent helpers and students from local colleges.

## **Our staff this year**

Mrs Jodie Nixon

Mrs Sona Barber

Mrs Beth Sando – Early Years Practitioner EYP (am)

Mrs Kerry Cossey – Early Years Practitioner EYP (pm)

Mrs Caroline Fairley –Teaching Assistant

Ms Sara Homer – Teaching Assistant

Mrs Corina Williams- SEN Teaching assistant

You will already have been notified of your child's Key Person. The Key Person should always be your first point of call, and will always have time for a quick chat or update at the beginning of the session. They will also be happy to arrange to make an appointment should you require more time to discuss any issues or concerns.

Nursery teachers and Early Years Practitioners have regular time non contact time which is used for preparation, planning and assessment. In their absence, their class will be taken, wherever possible, by a familiar member of the Nursery staff.

## **Session Information**

The morning session runs from 8.45 – 11.45 am and the afternoon session from 12.30 – 3.30pm.



On a Wednesday, to enable staff to evaluate the previous week's learning and to plan for the next week, the session times are slightly different, to allow for an hour long lunchtime planning meeting. The morning session runs from 8.30-11.30 and the afternoon session from 12.45-3.45.

Before the session starts we ask that families wait outside the main doors until they are opened by a member of staff. While you are waiting, please do not allow children to play on the outdoor equipment before or after the session, for health and safety reasons.

At the end of the session the main doors will be opened for the parents to collect their children. Adults will call the children to meet you at the door. We ask that you pick up your child as promptly as possible to allow staff time to prepare resources and attend meetings.

If your child is absent or late, a phone call to the school office



is appreciated. We operate a password system, where we ask you to provide us with a password. If a person who you have included in your permissions booklet, but who we have not previously met, is to collect your child, you can give them your password so that we can be sure you have consented to them collecting your child.

Also, please let nursery staff know if there is to be a change to who is picking up your child, particularly if they are unfamiliar to us. We will never hand children over, unless we can be sure that they are leaving with the right person, and this can sometimes be quite awkward, both for us, and for the person collecting, if we have not been given prior warning. If you need to change your password, or change or add to your list of people who can collect, please speak to your Key Person.

## **Attendance**

On accepting a place for your child you are agreeing for them to attend for five 3 hour sessions a week. Children who attend in this regular pattern settle well into nursery routines, have the opportunity to build relationships

with staff and their peers and develop good practice for future school life. If your child has a 30 hour place we also expect them to attend Nursery all five days. There is an additional charge for the lunchtime period for 30 hour places.

### **What you need to bring...**

We ask that all children bring a drawstring bag with a full change of clothes with them when they start. Please make sure that the bag and all of the items of clothing are named. This bag will stay in nursery on their designated peg. There is limited peg space, so please no rucksacks.

### **Nursery Uniform**

Most children choose to wear school uniform when they come to Nursery, but it is not compulsory. They can wear red or green school sweatshirts, white polo shirts and grey skirts, trousers or shorts.



In the Summer, green or red summer dresses are often worn. Please make sure whatever your child wears, that they are comfortable, and able to undress quickly if they need to use the toilet in a hurry. Joggers are often more practical than buttoned trousers for this reason.

Trainers may be worn in Nursery, but please no sandals or open toed footwear, for health and safety purposes.

### **Snack**

We offer a daily snack of healthy finger foods such as breadsticks, cheese, raisins, yoghurt etc and supplement this with fruit from the 'free fruit scheme' for schools. We also offer a choice of milk or water to drink. To cover our snack costs, we ask for a voluntary donation of £1.50 per week and this can be paid on a Monday, into the red wall-mounted snack money box, which is on the Parent Notice board inside the Nursery. Please remember to indicate any food allergies or special dietary requirements in the 'all about me' form that you send back to us in September.



## **Health**

If your child is unwell please keep them at home, even if they tell you they want to come!! Young children are very prone to cross contamination of common bugs and germs and illness can spread quickly. If they have been vomiting, we ask that you keep them off for at least 24 hours after the last bout of sickness. If they have diarrhoea, please keep them off for 48 hours after the last episode.



We also ask you to be vigilant and check your child's head for head lice or nits regularly. If they have them, please treat your child before they return to nursery.

Any other health or development concerns you may have can be discussed with nursery staff at any time.

## **Medicines**

Medicines (including inhalers) can only be administered if a parental consent form is completed. These are available from the school office.

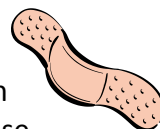


## **Injury**

If your child is hurt during the session you will receive a text informing you. If it involves a head bump we will ring you. Please let us know in advance if they are allergic to sticking plasters or any medication.

## **Emergency Contacts**

Please ensure that the school office has up to date information (name, address, phone number, mobile number) for staff in case they need to contact you. Please remember to let us know if you change your number. Also, please make sure that we have at least one other person who we can contact if you are not available. (Please make sure they live locally)



### **Sun Safety**

We ask that parents adhere to our sun safety policy by making sure that children wear a high factor sun screen in warm weather. We also ask that children have a protective hat with their name on it.



### **Toileting**

If it has not been possible to toilet train your child prior to entry to Nursery, we will be happy to change them and will support you and your child in trying to get them out of nappies and into pants. If your child is still in nappies, please provide nappies, wipes and nappy sacks, which can be left in a named bag for us to use, and replenish when needed. Please encourage your child to use the toilet and wash their hands independently at home. We do appreciate that accidents may happen and will help children to get changed if necessary.



## The Early Years Foundation Stage Curriculum

In nursery, we follow the Early Years Foundation Stage (EYFS) Curriculum Guidelines.

The EYFS Curriculum is split into seven areas, three of which are designated “Prime Areas”, and which are described as “crucial for igniting children’s curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.”



The Prime Areas are:-

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

The remaining four areas are described as “Specific Areas”. These are:

Literacy

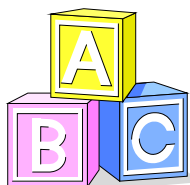
Mathematics

Understanding the World

Expressive Arts and Design

Through these seven areas, we plan, implement and evaluate a range of learning experiences. There is provision for activities that cover all of these areas and some activities cover more than one area at a time.

Learning through play is at the centre of the nursery curriculum; recognising children need to be active participants in their own learning, giving them opportunities to explore and find out and giving them ownership of their learning experiences is vital.



## Independence

We also promote independence in the nursery. This can be done through independent choice of activity, independent labelling of art work, visiting the snack table independently and learning nursery rules and routines. We also encourage the children to be responsible for tidying the toys away for the next group of children.



## Observations

The Nursery staff observe the children as they undertake a range of planned and child initiated activities, and record their developmental progress. This year we have started to use an App called 2 Build a Profile, on the iPads. This allows us to provide an annotated pictorial record to which the parents will have access at points throughout the year. We are still getting used to the software, and will let you know when you can access your child's personal (and protected) profile.



## Trips and Visits

To further the children's learning experience, we are keen to take them out of the nursery environment, for example, our visits to the local library and fire station. These are always very popular with the children! Permission for local trips is sought in the Permissions booklet.

In addition, during the Summer Term, we will take the Nursery children on a day trip, travelling by coach. You will receive a letter prior to the day trip, advising you of the cost and giving details of the place we will be visiting.

We are always grateful for Parent helpers to accompany us on Nursery trips.



## Working with You

We recognise that you are the main educators of your children and value your expertise. If there is any information you feel we should know about your child and their development, interests or anxieties, then please don't hesitate to tell us.

We would like you to tell us about the things that your child likes, or things that are happening that interest them so that we can incorporate them, if possible, into the activities we provide. A new baby at home might be a good opportunity for a baby clinic to open up in the Nursery Imaginative play area, for example.

If you would like to support the work we are doing in nursery then look out for topic webs which will give you information on the areas of the curriculum and topics we are covering. We also keep you up to date with the notice board outside the Nursery, which tells you what activities are available each day.

We would love you to record any personal successes your child has had on post it notes and for your child to bring them to Nursery to share with us, and to add to their profile. These will be different for each child, and examples might include that they have been kind to their younger siblings, eaten all of their tea, got themselves dressed, or been brave at the doctors.

You will be invited to come in to work and play alongside your child during 'family open days' which are a great opportunity to get a bit of the 'nursery experience'. These usually happen three times a year, just before Christmas, Easter, and at the end of the school year. You will also have two opportunities to come for Parents' Evening –in the Spring Term, and a less formal celebration evening in the Summer Term.

You will be able to look at your child's profile and will receive a written report at the end of the nursery year.



### **Other Information**

We celebrate your child's birthday by singing "happy birthday" and by encouraging them to bring in a small toy and card from home to show their classmates.



### **Our expectations of parents**

Our staff are extremely committed to ensuring we provide a nurturing approach and have your child's best hopes at the heart of all they do. We also expect that parents will communicate with us regarding all aspects of their child's development, health and wellbeing. This includes attending parent's events and consultation meetings, and putting into place agreed routines to assist ensuring their child is school ready.

If there is anything else you need to know, please ask us. We aim to be as informative and helpful as we can but if there is any other information you would like, please let us know.

Thank you

The Nursery Team

