

# Mrs Bland's Infant and Nursery School



Nursery Information Booklet

Dear Parents and Carers,

Welcome to the Nursery Unit of Mrs Bland's Infant and Nursery School!

The Nursery Unit offers Early Years Foundation Stage (EYFS) provision for children aged from 2 to 4 years old. This information booklet is aimed at making your child's induction into either Little Acorn's Pre-Nursery class (2-3 year olds) or Acorn's Nursery class (3-4 year olds) as happy as possible and to help parents and carers to understand how our Nursery works.

We hope it will provide you with all the information you need to begin to work in partnership with us and that you find the information useful and informative.

The Nursery Staff



## WHO's WHO IN THE NURSERY?

School Headteacher - Mrs C Nisbet

Deputy Headteacher/EYFS Team Leader - Mrs S Williams

Nursery Teacher - Mrs C Collis

EYFS Practitioners: Mrs A Rounce, Mrs C Reynolds, Mrs C Sharratt, Mrs K Tanner, Ms G Phillips

### REGISTRATION FEE

On registration of your child into Mrs Bland's Nursery, you will be required to pay a registration fee of £15.00. This is a one off non-refundable payment collected when a childcare place is confirmed.

### INVOICING

Nursery fees will be invoiced monthly in advance and will be sent to you via email. Once a payment has become overdue, an automatic late payment fee of £20.00 will be added to the nursery invoice and an email will be sent to you confirming this.

### AVAILABLE SESSIONS AND COSTS

<b>Cost of sessions if paying or booked in addition to funded sessions</b>			
	<b>Morning Session</b> Little Acorns 8.50-11.50am Acorns 8.45-11.45am	<b>Lunch Club</b> Little Acorns 11.50-12.30pm Acorns 11.45-12.30pm	<b>Afternoon Session</b> 12.30pm - 3.30pm
<b>LITTLE ACORN'S PRE-NURSERY CLASS</b>	£18.90	£5.00 (2 year olds) £4.50 (3 year olds)	£18.90
<b>Wrap around care 2 year olds</b>	<b>Breakfast</b> £8.00		<b>After School Club (including hot meal)</b> £19.25
7.30am-6.00pm with breakfast and lunch <b>Discounted rate: £63</b>			
<b>ACORN'S NURSERY CLASS</b>	5 Free Funded Sessions	£4.50 (3 & 4 year olds)	5 Free Funded Sessions
	An additional morning session £16.50	An additional afternoon session £16.50	
<b>Wrap around care 3 and 4 year olds</b>	<b>Breakfast</b> £6.85		<b>After School Club (including hot meal)</b> £16.25

#### Notice Period

Should parents wish to withdraw their child from Nursery completely (or reduce their hours) we ask that out of courtesy, you give half a term or 30 working days' notice (whichever is longest). Staffing and funding will be affected by a change in numbers and you may incur a charge if less notice is given.

### **Little Acorn's Pre-Nursery (2-3 year olds)**

Little Acorn's Pre-Nursery is open to our 2 year olds and rising 3 year olds. In this nursery, the children must attend a minimum of 2 consecutive sessions. This helps with transition and settling. You will be asked in the office to request the days and sessions that you would prefer and these will be allocated on a first come first served basis. Whilst we try to allocate your preferred choice, if we do not have space we may need to discuss an alternative session. Please give details of any flexibility/restrictions at this time. e.g. 'I will accept any days' or 'I cannot attend a Wednesday morning/afternoon'.

You may be eligible for funded places. Parents should apply now for funding online at: <https://www.westberks.gov.uk/index.aspx?articleid=28010> and return proof of eligibility with this form, please ask for assistance if required.

### **Acorn's Nursery (3-4 year olds)**

Acorn's is our readiness for school nursery. In Acorns we offer 3 and 4 year olds the governments universal free 15 hours entitlement and the extended funding to 30 hours. We offer funded places in various different ways to ensure as many families as possible can access this.

You may purchase additional sessions for your child, if space is available, at the cost of £21.00 which includes a hot lunch and lunch time care. You can purchase just lunch club at a cost of £4.50 which again includes a hot lunch and lunch time care. Additional sessions/lunches must be pre-booked and paid for in the School Office on or before the Friday of the week before they are needed.

There is a government website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) which explains all the financial help you may be entitled to.

## **TRANSITION AND HOME VISITS**

For both the Little Acorn's Pre-Nursery and Acorn's Nursery, we aim to make the transition from home to nursery a positive experience which focuses on the individual needs of the child and their family. Therefore, on acceptance of a place, families are offered a home visit. The teacher/keyworker will visit you at home and it is an opportunity to share information about your child in order to help them settle into nursery.

We believe home visits play an important role in developing positive relationships between parent/carers and staff. Continuity for children and their families is crucial in making transitions successful. Visiting parent/carers and children in the familiar environment of home where the children feel confident and comfortable provides staff with the opportunity to discuss with parent/carers any concerns as well as answering questions and observing children.

Staff use the information gathered during the visit to plan for each child's needs in preparation for when they begin their introductory induction session at the nursery. This enables the Teacher/Keyworker to make any necessary adaptations to the environment and to consider how activities may need to be differentiated in order to meet the needs of all children. It is important for the child's Teacher/Keyworker to establish positive starting points for learning and development and to consider challenging and realistic next steps.

We recognise that parent/carers are their children's first and most enduring educators. Forming relationships with parent/carers and working closely together is beneficial for each child's learning



and development. We aim to establish a partnership between parent/carers and staff where both parties share their knowledge and understanding of the child.

It is therefore, our policy, wherever possible, to visit the children at home. We offer home visits to every family along with an introductory induction session. Time is taken to find out about the child's likes, dislikes and interests. It is important to realise that visits are not to judge parent/carers parenting skills, but to offer parent/carers the opportunity to ask questions and gather any information needed from staff. For health and safety reasons at least two members of staff will attend the home visit and one of the members of staff will be the child's Teacher/Keyworker.

Home Visits have many benefits for both parent/carers and staff. For parents and children, a visit gives them the opportunity to meet the Key Person in a safe environment where they feel most confident and at ease. The visit provides the opportunity to:

- establish early, positive contact
- meet other members of the family and people and pets who are important to the children
- understand the anxieties children may feel when starting nursery and also understand the wealth of learning that goes on at home.

This all helps staff providing care for children to get a fuller picture. Staff can gain lots of information to inform their planning from observing a child where he or she feels settled and in control.

### **INDUCTION VISITS**

Soon after your home visit, you will have an introductory induction session. Parents are invited to stay for a short time to help settle the children in. This is an opportunity for your child to become familiar with the environment and the other members of staff. If you, staff and your child are happy and confident, then your child can attend full sessions from then on.

On your child's induction dates parents/carers should:

- Arrive promptly to allow your child to be welcomed by their Teacher/Keyworker and be settled in.
- Ideally be prepared to stay within the close vicinity of school, or arrange for another familiar adult to do so whilst the visits are happening.

We hope that by working with parents/carers we can provide the best possible start for your child's entry into nursery, laying firm foundations for the future.

### **OUR SESSION TIMES**

Morning Session - Little Acorns 8.50-11.50am, Acorns 8.45am - 11.45pm

Lunch Club - Little Acorns 11.50-12.30pm, Acorns 11.45am - 12.30pm

Afternoon Session - 12.30pm - 3.30pm

It is important to arrive and collect on time! Access is from School Lane.

If you will be unavoidably late picking up - please telephone so that we can explain this to your child.

If someone other than you or a regular person that we have met before is picking up, then you must phone or complete a 'collection slip' available from Nursery. A password will need to be exchanged for

any adult who does not regularly pick up your child before we will let them go. If we are in any doubt, we will not send the child home until we have phoned you or your emergency contact.

### **OUR DAILY ROUTINE**

For both Little Acorn's and Acorn's, children and parents/carers are expected to wait outside the appropriate side gate until a member of staff comes to unlock for the morning and afternoon session. We would ask that you stay with your child to help them find their peg and encourage them to become independent in hanging their own bag, coat and belongings up. Your child will be greeted on the door by a member of staff and will then be expected to collect their name card and self-register. They will then join one of our welcome circles. Free flow access to the outdoor area will be available when the main side gate to nursery has been padlocked and the children are secure. During each session the children will be encouraged to engage in their own self-chosen activities as well as take part in adult led activities.

### **HOW WE LEARN IN NURSERY**

We believe that children learn through play. They are encouraged to join in all the activities, to be independent and to make choices. We offer a rich and varied curriculum in a safe but inviting environment. We understand that children develop at their own pace and that with encouragement and opportunity they will reach their full potential. Children learn best when they are happy, safe and secure. The staff are therefore ready to guide and teach and will get to know you and your child well during your time here.

We have a number of curriculum documents, statements and policies all available for you to see. Please ask if you would like to look through these documents. You can also ask any of our staff about the curriculum.

Our environment is planned to enable children the opportunity to extend and develop their thinking and learning across all areas of the curriculum. Although the resources in each area tend to reflect a particular curricular area, they are planned together to enable children to consolidate and apply their learning in a way that makes sense to them. Each area is set up and planned for specific learning experiences that are appropriate to the needs of the children. All staff work alongside groups and individuals in order to meet each child's specific needs.

**Here are some examples of the areas you may see within both the Little Acorn's and Acorn's learning environments:**

Mark making, drawing and writing area

Book corner and listening area

Puzzles and fine motor skill activities

Building and small world play

Sand and water

Creative area for painting and modelling

Maths area

Role Play area and dressing up

Ipads and ICT toys

Garden area - wheeled toys/vehicles, space for running and physical experiences, climbing frames and small equipment e.g. balls, hoops and rings



## **RECORD KEEPING/PARENT CONSULTATIONS**

In order to plan for your child's development, all staff will contribute to observations on your child's learning. These observations begin with the information you share with us on home visits and build up during your child's time with us. We collect photographic evidence backed up with a written observation and for the majority of observations try to capture the children's voice of the learning taking place. We also collect evidence of children's drawings, paintings and models that they have done at Nursery. We also very much welcome parental contributions of the learning taking place at home and value you completing 'Wow Moment' forms to be added to their learning journal.

We aim to invite you to a formal parent consultation evening twice during the year to look through your child's Learning Journal and discuss any successes or developmental concerns which may arise. It is important to note that you can ask to look at your child's learning journal at any other time during the year and that Keyworkers are always available and happy to discuss your child's progress informally if you wish to. A formal written report will be sent out at the end of each academic year.

## **CHILDREN'S ILLNESSES**

Please inform us of the reason your child is absent from Nursery and of any infectious illness so that we can inform parents/carers.

Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full 48 hours after the last episode. If your child is on a course of antibiotics it should be administered at home unless your child is in nursery for the whole day, when 1 dose will be given at the appropriate time by a qualified first aider. (Please see the schools Medicines Policy - available on the website)

Any medication to be administered at nursery; including inhalers must have a named doctor's prescription label on it with required dosage and times and the appropriate medical forms filled out in the nursery.

Notwithstanding the above, it is expected that parents/carers use their discretion and if their children remain unfit for school beyond the above guidelines their children stay at home. Should your child become ill in Nursery, we will try and contact you as soon as possible so that they can be collected. Please help us to keep contact numbers up-to-date.

## **ACCIDENTS AND ACCIDENT REPORTING**

All accidents requiring treatment are recorded and a form is given to whoever picks up your child. If in our opinion a child requires medical treatment, we will contact you immediately.

**Please make sure we have up-to-date contact numbers.**

## **ABSENCE**

We ask that you ensure your child makes full and regular use of the place offered to them. If for any reason your child will not be able to attend, for example due to illness, or holiday please could you telephone the school office to let us know. In the event of unexplained absences, decisions may have to be made to withdraw a child's place if it is not being used.

**Please read the Attendance Policy for examples of reasons for authorised absences and those which will not be authorised.**

## **SAFETY AND SECURITY**

A security system operates in our Nursery; please help us maintain a safe and secure environment.

- All visitors are asked to report to reception to sign in and wear a visitor's badge.
- Please ask a member of staff to let you out of the nursery. This is to ensure that children are not **let out** of the nursery by mistake.
- If anyone different is picking your child up from nursery please inform their Teacher/Keyworker or relevant member of staff. A password system is in place to ensure that anyone picking children up from the nursery has been endorsed to do so.

## **INTIMATE CARE OF CHILDREN**

During their time at Little Acorn's Pre-Nursery or Acorn's Nursery your child may need intimate care (e.g. nappy changing/changing clothes). Staff who provide intimate care to children have a high awareness of child protection issues. This can be when cleaning up a child after they have soiled themselves, helping them to change clothes when wet or changing nappies for those children who are not yet toilet trained. Mrs Bland's Nursery School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The team recognise that there is a need to treat all children with respect when intimate care is given and no child should be attended to in a way that causes distress or pain.

If your child is still wearing nappies and requires a change during the nursery session you will be required to provide extra nappies, wipes and nappy sacks for your child's use. The nursery staff will discuss their needs with you during the home visit and a time will be arranged with your agreement for changing your child. Each change will be noted and signed for by a member of staff within nursery.

Please read the Nursery and Pre-Nursery Nappy Changing Policy for more detailed information

## **SAFEGUARDING**

The nursery has a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves please let their Teacher, Keyworker or a relevant member of staff know. We are duty bound to follow up any unusual marks or injuries by reporting them to the School Safeguarding Designated Officer, who may need to follow them up.



## CLOTHING

### **Little Acorn's Pre-Nursery**

Children do not have to wear a school uniform at Little Acorn's. Please do dress your child in comfortable clothes that are easy to manage so that your child can learn to be independent. Young children need to wear clothing that enables them to go to the toilet easily and independently so dungarees, belts, braces, lace up shoes and tight fitting clothes are inappropriate. Please do not allow your child to wear new clothing which may be damaged through messy play!

### **Acorn's Nursery**

Children will be expected to wear full school uniform including black school shoes.

Boys: Dark grey trousers or Navy jogging trousers

Light blue polo shirt

School logo school jumper

Dark grey socks

Girls: Navy dress/skirt or Navy jogging trousers

Light blue polo shirt

School logo school jumper/Cardigan

Grey or navy tights or white socks

### **Little Acorn's Pre-Nursery and Acorn's Nursery**

Please could you provide in a small backpack including:

- Spare named change of clothes including pants and socks. Children may get wet through water/messy play and may need changing before the end of the session.
- A named water bottle
- A named pair of welly boots. We are outside playing whatever the weather so wellies should be available at all times!
- If you have an all-weather suit/waterproof trousers for outdoor play that would be a wonderful addition to their nursery kit but is not essential.

Please ensure that appropriate outdoor clothing is provided for the weather. A warm, waterproof coat, hat, scarf, gloves etc. during the Winter and cool clothing, sunhats etc. during the Summer. Please apply sunscreen at home before coming to nursery if the weather requires it.

We do have some spare clothes available in case of accidents and would appreciate that these are washed and returned promptly.

Aprons are provided to protect the children's clothes when necessary, but we ask that children come to school in washable, practical clothes.

**ALL CLOTHING SHOULD BE CLEARLY LABELLED** especially coats, shoes and boots. We also recommend that children do not come to school wearing long skirts or flip-flop type footwear as these can be dangerous when climbing in the garden.

## **TOYS FROM HOME**

Occasionally children like to bring a toy from home to show other children or an adult in the nursery, or just for security. Could you please discourage this as much as possible although it is not forbidden to bring. Please be aware that special treasures can easily be lost or misplaced which can be very upsetting for the children so it is advised that they should only bring items that would not be missed lost or broken. Children will also be encouraged to be able to share anything they do want to bring in to nursery with their friends.

## **FRUIT/SNACK**

Each day we set aside time for children to have a drink and a snack which consists of milk or water to drink and a selection of fruit and vegetables;

### **At Little Acorn's Pre-Nursery**

The nursery provides milk or water for the children to drink and a range of foods for snack time, such as fruit, toast, yoghurts.

### **At Acorn's Nursery**

The nursery provides a drink of milk at snack time and water is always available as a drink choice.

We ask for a contribution of £10.00 per term by parents/carers towards snack which will be invoiced termly and sent to you via email.

## **PARENTS**

Communication with Parents and Carers is very important to us at Mrs Bland's Infant and Nursery School. This partnership between school and home begins on our home visits and we hope develops and continues throughout your child's stay at nursery and into the main school. Your main point of contact within the school will be your child's Teacher/Keyworker. Please come in and talk to your child's Teacher/Keyworker if you have any worries or concerns - sometimes a chat is all that is needed to set your mind at rest.

Throughout your child's stay at Mrs Bland's Nursery we will provide more formal opportunities for you to discuss your child. Opportunities will be provided for you to meet your child's Teacher/Keyworker throughout your child's time at nursery, to celebrate your child's achievements and share any worries or concerns. Parents are welcome in school at any time. If you would like to come in and help, please talk to your child's Teacher/Keyworker to identify possible activities and investigate any particular skill or talents you may wish to share with us.

## **NEWSLETTERS AND NOTICEBOARDS**

We try to keep you informed about events in Little Acorn's class and Acorn's class through the school's weekly newsletters. We also ask you to keep an eye on the various notice boards for daily information. The notice boards in the nursery entrances will keep you informed of any special events and information needed. Curriculum information is also displayed and this will keep you informed of activities that the children will be doing in nursery. You will also find curriculum information on the school website.

Communication is a two way process, so if there is anything you would like to know, please ask!

## **HOME AND SCHOOL**

We recognise that all children come into the Nursery having learnt so much at home. We aim to build on these initial learning experiences and provide a range of opportunities to develop further learning, not only in the nursery, but also at home in a variety of ways.

## **BABIES AND BUGGIES**

You are welcome to bring your baby or toddler into the nursery when you visit the school and bring/collect your child. There is a buggy park outside by the gates and we ask that parents use these to avoid congestion during drop-off and pick-up times.

## **CAR PARKING**

Unfortunately, there is no parking available for parents at the school car park which is reserved exclusively for staff parking at all times. There is an accessible disabled parking space in the staff Car Park, which may only be used when displaying a blue badge. You may park on the roadside outside the nursery gates if you need to bring a vehicle, although we would encourage coming to nursery via foot, scooter or bike for the healthy option!

## **SAFETY**

Children's safety is our first concern and we need your co-operation.

### **PLEASE:**

- Do not smoke on school premises - this includes vaping
- Do not bring dogs on to school premises
- Do not let your child bring sweets/chewing gum/money to nursery
- Do not use a mobile phone

## **COMPLAINTS**

We hope that during your child's stay with us you will be happy with the nursery classes and be able to discuss any worries you may have with your child's Teacher/keyworker. If, however you do feel it is necessary to talk to someone else, please come and talk to Mrs Nisbet the Headteacher, who will endeavour to resolve the problem or issue. If concerns are not resolved, they can be forwarded in writing to the Chair of Governors c/o Mrs Bland's Infant and Nursery School.