



Nursery Manager: **Miss. Lauren Smith, CACHE CYPW**

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Dear Parents and Carers

Welcome to Cradley Nursery. We hope this Parent Pack provides you with all the initial information you need to get to know our Nursery. As an eco friendly school we try to keep paperwork to a minimum so we will e-mail you information wherever possible. Our website will give you a more detailed insight into our aims and ethos, policies and procedures, staffing and planning, special events and Ofsted reports. The Parent Notice Board in the Nursery foyer will keep you up to date with any new information, including our weekly newsletter 'Cradley News' and information on what topic-related activities have been planned for the week. You will also find information on the seven areas of Learning and Development in Early Years.

#### **Opening Hours:**

	A.M. Session 08:45 – 11:45 (3hrs)	P.M. Session 11:45 – 14:45 (3hrs)	Additional Session 14:45 – 15:15 (30m)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

#### **Session Fees**

£19.50 per 3hr session (£6.50 per hour) for two-year-olds and £18 per 3hr session (£6 per hour) for three-year-olds. Additional session at the end of the day is £3.25 for two-year olds and £3 for three-year-olds. Hot lunches £2.50 per day. Lunches are ordered via Arbor, so if you need to cancel them or try something different, please amend Arbor. Children can attend Breakfast Club and After School Club. Please ask at reception for further information regarding times and costs if you need these facilities.

#### **Funding**

The first term after your child's second birthday entitles you to up to 15 funded hours of pre-school education. The Nursery needs to apply for this a term in advance, so it is important to decide how many hours and on which days you want your child to attend beforehand. Additional hours will be charged to you at the above rates, as will any hours we have not received funding for. Please ask if you are unsure. You will be billed at the start of each half-term for the number of weeks in that half-term. Any extra hours/costs from the previous half-term will also be added to this bill. Fees are to be paid a week before the half-term finishes. Late payment of fees will incur a cost of £5 per day without prior consultation with management.

#### **Admissions**

Most importantly, there are two forms which must be completed and returned to the Nursery Manager before your child starts: The Child Confidential Record and Admissions Form. We must stress that without these forms duly completed we are not able to take responsibility for your child/children. The information on these forms helps us to get to know you and your child as quickly as possible, helping them become settled and happy in the Nursery. The more you can tell us the easier the transition. We can e-mail you these forms or send paper copies through the post. They are also available on our website.

#### **Settling In**

Prior to admission we hope to have met with you in person in the Nursery to answer any questions you may have regarding settling in, the hours you wish to attend and funding and specific requirements for your child. Staff will work together with

you to help find appropriate ways to settle your child into Nursery and to ensure they are happy and confident with their surroundings. We feel it is important for both the parent and the child to be happy about separating and the time this takes is different for everyone. We will work together to know when this time is right. Parents are welcome to stay and play at any time.

### **Parents as Partners**

The Nursery staff aim to be available to have an informal chat with you about your child at the start and end of each session and we will write about their day on Tapestry which is sent home with your child on every day they have attended. We ask you to write about the days they are not at Nursery to help us link their experiences with you and us and to provide material for discussion the following week. The home liaison entries proved a popular means of communication amongst our parents according to feedback from past questionnaires. We welcome any form of feedback from yourselves as you are the first and most enduring educators of your children and regular conversations foster a happy and healthy development. If you wish to discuss anything confidentially regarding your child's progress then please arrange a mutually convenient time to speak to your child's Key Person (the member of staff who will work closely with your child, whose name will be on their Tapestry entries) or the Nursery Manager. We will hold parent evenings and open days throughout the year for you to discuss your child's progress.

On the shelf above the coat pegs is a file with your child's name on, these files will contain any letters and artwork your child has done. Also, on Tapestry you will receive weekly photographs and observations and a termly Learning and Development Summary, specific to your child. They are available for you to look at during drop off or at a mutually convenient time for you and your child's Key Person/Nursery Manager, should you wish to discuss the content. They will be used for discussions at Parents' evening, and we will send them home on occasions for all the family to look at. Your child can look at them whenever they want to whilst at Nursery.

Remember to visit <http://birth2fivematters.org.uk> for a detailed look at the areas of development we observe and assess in the Nursery. All the records we keep on your children are always accessible to you as parents and are strictly confidential, with other professionals only having access to them when authorised by you. There are specific records which must be kept by the Nursery for at least two years. These are the daily register, any accidents that have occurred and any medications forms for medication administered.

### **Information**

Information is shared in several ways. Important notices will be displayed in the Nursery foyer for you to read when dropping off or collecting your child. We will e-mail and/or text parents immediate requirements. Cradley News (the school's weekly newsletter) is sent electronically every Friday, and a hard copy can be found in reception. Nursery newsletters will be e-mailed with general information as and when needed. Staff will be available to give information at drop-off/pick-up times. In turn we ask you to inform us of any changes to your child's week such as holidays or days they will not be attending. If your child is ill, please could you inform the nursery via the school office in the morning and not by text, as staff are not permitted to use mobile phones in the Nursery. Staff will advise you on when your child can return to the Nursery depending on the illness. A poster of illnesses and exclusion times is also displayed for reference in the Nursery Foyer. Please be aware that you will still be charged for any absences or holidays taken in term time.

### **Policies and Procedures**

Hard copies of our Policies and Procedures can be found in a marked file on the shelf by the coat pegs in the Nursery classroom and on our website. Please familiarise yourselves with these as they give you a clearer understanding of the regulations that are in place to ensure the safety of your child and the smooth running of the Nursery.

### **Toilets**

The Nursery toilets are shared with the Key Stage One only and are situated in the corridor to the right of the classroom. Nursery children will be accompanied by a member of staff unless they express a wish to go by themselves. Once this is the case, children will be encouraged to tell a member of staff they are going to the toilet and their progress will be sensitively monitored. Pictures of the stages of going to the toilet and handwashing are displayed in each cubicle. The toilets are checked regularly by the Nursery staff.

### **Play Policy**

'Learn to Play, Play to Learn.' The EYFS framework is a play-based one. Play helps young children to learn and develop by *doing*. Play encourages children to learn to become independent thinkers. At Cradley Nursery we offer a healthy balance of free play and/or spontaneous adult-led activities and planned/risk assessed adult-led activities, to broaden your child's learning and move them on in their next steps. Theories on play are extensive and readily available on the internet and we encourage parents to research play theories, as it is through play that children learn about the world around them and develop in all seven areas of learning.

## **Essential Kit List**

Cradley Nursery encourages taking our learning outside whenever we can and our doors are always open to maximise our outdoor learning environment, whatever the weather. Please could your child bring:

- A pair of suitable shoes that are easy to put on and take off
- A pair of wellies (to be kept at Nursery, if possible, clearly named)
- Suitable outdoor waterproof coat and trousers, for outdoor play and exploration
- A spare change of clothes to be kept in a named bag, which can remain on their peg
- A sunhat and sun cream (both clearly labelled) in hot weather
- A water bottle

All the above need to be in Nursery every day if we are to ensure that all children can be outside whenever they want to be. If it's raining, we splash in the puddles, if it's snowing or frosty we make footprints, if it's muddy, we still ride bikes and climb the Loch Ness tyres, therefore appropriate clothing and particularly spare clothes are needed.

## **Healthy Eating**

Fruit, healthy snacks and milk will be provided by the Nursery at snack time (9.30 am onwards). There will be a daily charge of 50p for snack. Fresh drinking water is always accessible. We will encourage the children to serve themselves fruit/snacks, to pour their own drinks and tidy away at the end of snack.

Please remember that if you supply your child with a packed lunch it does need to be healthy to support our Healthy Eating Policy. (Sandwich, fruit, yoghurt, breakfast bar, for example). Please avoid sending anything containing nuts, including chocolate spread as we have children and staff with allergies. We would also ask you to ensure that there is a suitable cold pack in the lunchbox to ensure that food stays chilled as the lunchboxes will be kept on the trolley by the door in the classroom.

We are committed to providing a high standard of childcare and our Ofsted registration underlines our commitment to achieving this.

Cradley Nursery is a Governor run Nursery. The strategic management is led by the Resources Committee.

## **The Nursery Management Team (Resources Committee) is made up of:**

- Donna Jones (Head Teacher/Overall Responsibility for Nursery/ Overview of Day-to-Day Management of the Nursery)
- Sarah Jackson (Chair of Governors and Parent Governor)
- Phil Mifflin (Parent Governor)
- Eryl Copp (Foundation Governor)

## **The Nursery Staff are:**

- Lauren Smith (Nursery Manager)
- Katrina Creek (Deputy Manager)
- Kelley Larkin (SENCo and Nursery Assistant)
- Donna Jackson (Nursery Assistant)
- Sandra Rankin (Nursery Assistant)

We are also supported by Alison Hall (School SENCO), our Early Years Improvement Advisors for Herefordshire and Ledbury Children's Centre.

## **Volunteers**

In addition to our qualified staff, we have students, regular volunteers, visitors and parent helpers throughout the year. They help us to enrich the enabling environment and the quality of activities we strive to provide. If you are interested in helping as a volunteer in Nursery, whether it is occasional or regular, please speak to Lauren, the Nursery Manager.

## **First Day at Nursery**

On arrival in the morning, you will need to use the side-entrance of the school near the small playground. Ring the doorbell and staff will let you into the building. Help your child to find their name on the wall outside the classroom and transfer it onto the self-registration board inside the classroom. Help your child to put their coats and bags on their peg, their packed lunches and water bottles on the trolley. Hand in all relevant forms for your child and speak to staff if your child has specific allergies/needs. Stay until you feel they are settled, always say good-bye and exit through the side-entrance where you came in. Please ensure that the door in the Nursery foyer closes firmly behind you when leaving. We ask that all parents/carers endeavour to be in Nursery by 8.45 for drop off and come to the side-entrance when picking up at 11.45/12.45/14.45/15:15

depending on the sessions you have chosen. Staff will bring the children to the Nursery foyer release them. This is to allow maximum safety and minimum disruption to the 'School Day'. Pick-ups at any other times in exceptional circumstances should be done via the Manager, preferably with prior notice.

We very much hope that you and your child enjoy becoming part of our Nursery and we look forward to seeing you very soon. If you wish to discuss any of the information in this pack in further detail, please feel free to contact the school on the number above.

Yours sincerely,

Lauren, Katrina, Kelley, Donna, Sandra and the Nursery Management Team.