

# Heyhouses C of E Nursery School



## Parents Handbook



# Heyhouses Church of England Nursery School

Welcome to our Nursery School. We are an independent private day nursery with charity status specialising in the care of children from three to four years of age.

We aim to provide a broad and balanced curriculum which promotes the physical, intellectual, emotional, social, spiritual and moral development of each child regardless of sex, race, class or disability.

We also aim to provide an environment and atmosphere in which every child and adult feels secure, valued and confident.

The Nursery curriculum is designed to develop continuity and progression within the 'Early Learning Goals' from the age of three until the end of the Reception Year. The approach to learning is through TALK and PLAY, both indoors and outdoors through the use of:

Exploratory play  
Imaginative play  
Structured and unstructured play

## **Our mission statement:**

*"We seek to enable children to reach their full potential educationally, spiritually and socially so that they may become all that God has created them to be".*

*First Steps in Building a Future*



# Staff

**The staffing ratio is 1 to 8.**

It is our policy to have a higher ratio of staff at all sessions than the legal requirement. All staff & volunteers have enhanced DBS clearance

**Nursery School Manager:**

Mrs Joanne Kaced BEd, EYP

**Deputy Managers:**

Miss Robyn Whiteside BSc, EYTS - After Nursery School Leader

**SENCo:**

Mrs Julie Ward

**Senior Nursery Nurses:**

Mrs Nicola Dale-Hutchinson

Miss Joanne Kelly BSc

Miss Darcy Porter Breakfast Club Leader

Miss Sam Surtees Deputy SENCo

**Nursery Nurses:**

Mrs Jean Knight

Mrs Julie Swarbrick

Mrs Charlotte Eunson

**Senior Qualified Nursery Assistant:**

Mrs Celma Naylor

**Qualified Nursery Assistant:**

Mrs Abigail Bridson

**Nursery Assistants:**

Debbie Lamb

Maria Peyre

Bethany Strother

**Nursery Business Manager:**

Mrs Denise Brown

**Finance & Breakfast & After School Clubs Co-ordinator:**

Mrs Hester Holdsworth

**Volunteers:**

Mrs Leanne Philips

Miss Grace Strickland

**Domestic Assistant:**

Mrs Jean Knight





## Sessions

Nursery is open Monday to Friday during term time. We are very flexible in the times when children can attend nursery. We are open from 8 am for Breakfast Club and for those parents who require additional care we are open until 5.45 pm. You have several options which can be reserved at the beginning of the term or arranged according to your needs.

### You may choose:

Full time / Full days	8 am or 9 am - 4 pm or 5.45 pm
Part time - mornings	8 am or 9 am - noon or 1 pm
Part time - afternoons	12 pm or 1 pm - 4 pm or 5.45 pm

## Fees

Every child is entitled to **15** hours a week of FREE childcare and education for 38 weeks per year the term after they are 3:

- Autumn term - 14 weeks
- Spring term - 11 weeks
- Summer term - 13 weeks

It is called the Early Education Funding (EEF). The hours can be taken anytime between 8 am and 5.45 pm.

An additional 15 hours is also available for eligible families, nursery will offer a limited number of these funded places.

Any hours taken above the 15 or 30 hours of funded entitlement will be invoiced according to the fees set by the trustees. Parents **MUST** complete the **Parental Agreement** Form **EVERY** term. The funding claim is carried out by nursery.

We also have a limited number of places for 2½ year olds funded and unfunded children. Funding for 2 & 3 year olds is available the term after they are 2 or 3, this is at the discretion of the nursery. Children may attend nursery before funding becomes available.

To receive the maximum benefit from the activities a minimum of **three** sessions per week must be taken and 24 hours for the extended funding.

### **FEES MUST BE PAID IN ADVANCE EITHER WEEKLY OR MONTHLY**

Prompt payment of any fees is requested. Parents are encouraged to pay via internet or set up a standing order. A copy of the Trustees Statement regarding fees is on display in the reception area.

## Lunches & Snacks

Children may bring a packed lunch or pay for a hot meal supplied by the primary school. Healthy snacks with a drink of milk or water are provided during the morning and afternoon at snack time. Water is available at all times. Breakfast is available between 8.00 am - 8.30 am and a **light tea** is provided for the after nursery children at 4.15 pm.

Invoices for lunches are issued at the end of each month.

## Uniform

Nursery uniform is highly recommended. It has been chosen to suit the practical needs of pre-school children and consists of yellow polo shirt and pale blue sweatshirt or cardigan with the nursery logo. To be worn with navy blue shorts or trousers. In the summer term girls can wear blue or yellow checked dresses. These are currently available from nursery.

Nursery also encourages the use of **SMALL** bags which can be used for spare clothes etc these can be left on the named pegs in the nursery. They can be purchased from nursery along with the uniform.

## Areas of Learning

### **Personal, Social and Emotional Development**

This focuses on children learning how to work, play and co-operate with and function in a group beyond the family.

### **Problem Solving, Numeracy & Reasoning**

Covers aspects of mathematical understanding and provides the foundation for numeracy.

### **Language and Literacy**

This focuses on children developing competence in talking to others and listening and in becoming readers and writers.

### **Knowledge and Understanding of the World**

This focuses on children's developing knowledge and understanding of their environment, of other people and features of the natural and made world.

### **Physical Development**

This focuses on children developing physical control, mobility, awareness of space and manipulative skills in indoor and outdoor environments.

### **Creative Development**

Concentrates on the development of children's imagination and their ability to communicate and to express ideas and feelings in creative ways.



# Daily Routine



## Morning Session

8.00 - 8.55 am	Breakfast Club - breakfast and small group activities
8.55 - 9.15 am	Welcome and self-registration, introduction to the session's activities
9.15 - 10.15 am	Free play - indoor and outdoor
9.30 - 10.30	Rolling snack is available
11.15 am	Tidy up time
11.25 am	Singing, stories & group activities
12.00 pm	Home time for morning children. Lunchtime.

## Afternoon Session

12.55 pm	Afternoon children arrive
1.00 - 1.15 pm	Welcome and self-registration, introduction to the session's activities
1.15 - 3.00 pm	Free play - indoor and outdoor
1.30 - 2.45 pm	Rolling snack is available
3.00 pm	Tidy up time
3.15 - 4.00 pm	Singing, stories & group activities
4.00 pm	Home time
4.00 - 5.45 pm	After Nursery School Club Tea & Activities

The above times are approximate.

# **Our Vision & Values for Outdoor Play**

**The vision for all young children:**

- All children have the right to experience and enjoy the essential and special nature of being outdoors
- Young children thrive and their minds and bodies develop best when they have free access to stimulating outdoor environments for learning through play and real experiences
- Knowledgeable and enthusiastic adults are crucial to unlocking the potential of outdoors

## **Policies & Procedures**

A full set of policies and procedures are available in the reception area and will be emailed to all parents. On the following pages are excerpts from some of the policies.

### **Equal Opportunities**

The Trustees and Staff of Heyhouses Nursery School are committed to equality of opportunity in education for all pupils and in the employment of staff regardless of gender, race, culture or religion.

We aim to provide a range of equipment and resources which reflect our multi-racial society.

Staff at Heyhouses Nursery School have a commitment to treat all children as individuals and to take account of individual needs ensuring equality of opportunity.

We are sensitive and responsive to the needs of children for whom English is an additional language and for children who have particular needs or disabilities.

### **Statement of Health & Safety Policy**

Heyhouses Nursery School is committed to securing the health, safety and well-being of pupils, employees, and others affected by the Nurseries activities, including visitors and contractors.

All reasonable, practical measures must be taken to avoid risk to children, staff and others who may be affected. Risk assessments are carried out on a regular basis, records are kept on file.

## **Illness, Accidents and Emergencies**

- Any child suffering from communicable diseases such as chicken pox, conjunctivitis, or fevers of 101 °F/38 °C or over, should not attend nursery until at least 24 hours after the illness has elapsed or a doctor has certified them clear.
- Any child with sickness or diarrhoea should be kept at home until they have been clear for 48 hours.
- Information will be passed to the parents to notify them of any cases of communicable or infectious diseases that have been reported to the nursery.
- When a child becomes ill at Nursery every effort will be made to contact the parents or carer who will be requested to collect the child as soon as possible.
- In the case of accidents, where possible, suitable treatment will be given and this will be recorded in the accident book and signed by the parents or carer.
- All head injuries are to be treated with caution and a bumped head letter sent home on all occasions.
- If the child is collected by a carer following a bump to the head or other serious accident then the parent must be informed.
- In an emergency, we reserve the right to remove a child to hospital accompanied by a member of staff if the parent or carer is not available.
- If a child is not well enough to be allowed outside to play (unless there is a medical reason eg asthma) it should not be brought to nursery.
- Following all health and safety procedures the nursery has a duty to inform OFSTED of any notifiable diseases such as scarlet fever, mumps, meningitis or food poisoning affecting 2 or more people.

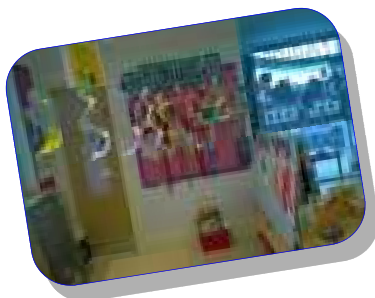
## **Arrival & Departure of Children**

- On arrival parents or carers are asked to sign their child in by initialling next to the child's name and entering the time on the printed list in the foyer.
- On arrival, children are marked in the register. When all the children have arrived they are counted and the number present displayed in nursery.



- Parents are requested to adhere to the core times and to notify
- Nursery of any occasions when the times at which their child will arrive or be collected from Nursery will be different. The door will be opened at 8.55 for the morning session and 12.55 pm for the afternoon session.
- Parents are asked to inform staff if any adult other than the known parent or carer will be collecting the child from Nursery. Children will not be permitted to leave Nursery with an adult not known to staff unless they are in possession of the child's password.
- In the event of an unknown person to staff or someone who was not expected arriving to collect the child, the parent or carer/emergency contact of the child will be telephoned.
- In cases of parental separation, where one parent is denied the right to collect the child from the Nursery a court order must be upheld by the staff.
- On departure all parents or carers are asked to sign their child out by initialling and inserting the time against the child's name on the printed list.
- In the event of a child not being collected the Nursery School Manager or the nursery nurse on duty will telephone all emergency contacts.
- If the Nursery School Manager or Deputy Manager is unable to contact anyone she will contact social services 01772 685318, this call has to be made by 5.00 pm, after 5.00 pm the number is 0845 6021043 See Policies & Procedures file in the foyer for further details)
- On departure all parents or carers are asked to sign their child out by initialling and inserting the time against the child's name on the printed list.
- In the event of a child being left Nursery School Manager or the nursery nurse on duty to telephone all emergency contacts.

***A full copy of all policies and procedures can be found in the reception area***



## **Complaints**

In the event of a parent wishing to make a complaint about any matter relating to Nursery, this should be addressed in the first instance to the nursery School Manager, Mrs Joanne Kaced.

A record of the complaint will be kept and an account of the findings and actions taken will be notified to the person who made the complaint within 28 days. All complaints will be confidential.

If the parent feels the matter is still unresolved contact should be made with the Chairman of Trustees, Mrs Atkinson c/o Heyhouses Primary School, telephone 722014. The Office for Standards in Education (Ofsted) can be contacted on 0300 123 1231.

Further information available on their website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## **Communication**

To keep you fully informed of what is happening in nursery we publish a weekly newsletter and a more detailed newsletter is sent out every half term with details of things to come and detailed information about what has been happening during the term.

Other information regarding events in nursery can be found on the in the reception area.

While your child is with us at Heyhouses they will be assigned to a Key Person. This member of staff is responsible for preparing your child's Learning Journey. This is a collection of observations, photographs and pieces of work which reflect your child's achievements, interests and the progress and development they make. This is available for you to look at anytime.

You will be invited into nursery at regular intervals to talk about their time with us. Reports of progress in all areas are prepared in June for all children in nursery. Further information can be found in the Nursery Prospectus.

## **Extra Activities**

Extra curricular activities take place from time to time in nursery. These may include football, music, dance and drama. The days may vary each year depending upon the availability of specialist staff.

## **Communication Board**

In nursery we have a Celebrations Board. It also a place to display photographs, certificates and anything you wish to share with everyone about special events and celebrations within your family eg new baby, wedding etc

## Toys

We discourage children from bringing any kind of toy into nursery unless it is related to the topic. When bringing items into nursery please mark it with your child's name.

Nursery is all about having fun - 'Learning through Play'. We use the outdoors whatever the weather and this is reflected in our policies.

## Extras

- Please send your child to nursery with a spare set of clothes, clearly labelled.
- Please bring a pair of wellies (named) to nursery that can be left here for your child to use outside
- We do not encourage children to come to nursery with dummies unless they are extremely unsettled.

## General Notices for Parents

- If your child receives new medication from the doctors, we request that you keep them at home for 24 hours to monitor any reactions.
- Smoking is not permitted on the premises or in the surrounding area
- The use of mobile phones is not permitted in the nursery building
- Please consider our neighbours when parking to drop off your child
- Please give notice in writing if you are changing from a hot meal to a packed lunch or vice versa or going on holiday

**PLEASE ENSURE THAT EVERYTHING BROUGHT INTO NURSERY IS CLEARLY LABELLED WITH YOUR CHILD'S NAME.**

**NURSERY CANNOT ACCEPT RESPONSIBLITIY FOR ANYTHING WHICH IS LOST**

## Friends of Heyhouses Nursery

The only funding we receive is from fees so during the year we hold a number of different events to raise additional funds for specific items which are required in the setting. In September 2009 we formed our first PTA - 'Friends of Heyhouses Nursery'.

They have raised in total over £19,000. They have organised Spring & Christmas Fairs, sponsored walks, aromatherapy evenings and Summer Balls to mention only a few. Items they have purchased for

nursery include storage equipment, adjustable tables & chairs, work bench, outdoor clothing, sensory resources, outdoor equipment, outdoor classroom, mud kitchen, climbing equipment and so the list goes on. They do a tremendous job.

All the funds raised are invested in the nursery during the year so that the children can benefit immediately from the fundraising.

Everyone is welcome to come along and be part of the 'Friends' either via the committee or helping in other ways. So as parents and staff we can work together to enhance the resources and equipment in the nursery and provide the best possible experiences for your children.



We would like to thank you for choosing  
Heyhouses Church of England Nursery School.  
We look forward to working with you and your child  
over the coming year.

More detailed information about the Nursery can be  
found in the prospectus or on the website -  
[www.heyhousenursery@co.uk](mailto:www.heyhousenursery@co.uk)

If you have any questions at anytime please do not  
hesitate to contact us:

Telephone: 01253 640110

**Heyhouses C of E Nursery  
Clarendon Road North  
Lytham St Annes  
FY8 3EE**

**01253 640110**

or email:

**[denise.heyhouses@btconnect.com](mailto:denise.heyhouses@btconnect.com)**



***First Steps in Building a Future***

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