

# Heyhouses C of E Nursery School



## Breakfast & After School Club 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 within the Foundation stage.

We offer extended care in the form of Breakfast Club (BC) from 8 am and After School (AS) care until 5.45 pm. This is available for nursery, reception and year 1 children only.

Breakfast & After School Clubs will both operate from the nursery building on Clarendon Road North.

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.



## Our Mission Statement

'We endeavour to provide a stimulating environment where children enjoy high standards of education and Christian care'



# Our Staff



**Nursery Manager**  
Mrs Joanne Kaced



**Business and People  
Manager**  
Mrs Suzanne Williams



**Deputy Manager and  
After School Club Leader**  
Miss Robyn Whiteside



**Breakfast Club Leader:**  
Miss Darcy Porter

## **Breakfast Club Assistants:**

Mrs Celma Naylor Miss Surtees Miss James Mrs Lennon

## **After School Club Assistants:**

Miss Porter Miss Lynch Miss Winning Mrs Bates

**Finance Manager and BAS Club Co-ordinator - Mrs Hester Holdsworth**

In the event of absence cover is provided by existing nursery staff.

All voluntary helpers have enhanced clearance.

## Fees

Session	Time	Fee
Breakfast Club	8.00 – 8.55 am	£7.25
After Nursery	4.00 – 5.45 pm	£9.25

### FEES ARE PAYABLE IN ADVANCE ON THE LAST DAY OF THE MONTH

Payments can be made by cheque, internet, standing order, vouchers or cash. But we prefer INTERNET PAYMENT or STANDING ORDER.

If you wish to pay by internet or standing order the bank details are:

**TSB – 77-26-20, Account No: 18795268**

**Four weeks notice** is required if the place is no longer required. A copy of the Trustees Statement regarding fees is on display in the foyer.

Heyhouses Primary School Reception classes operate a 'staggered start' system each September. Fees for BC and AS start from the first week of September regardless of your child's Reception start date.

Each September the registration process begins afresh. Therefore if your child is continuing with BC & AS for a second year you must reapply. We will contact you with details at the appropriate time.

On the last day of each term school closes 1 hour earlier ( 21st December 2023, 28th March and 19th July 2024). We still offer after school care on these days, we will collect your child at 2.20 pm and they can be collected anytime up until 4.20 pm.

## Breakfast Club

The children are welcome anytime from 8.00am.

Breakfast is available if required up to 8.30am.

BREAKFAST CLUB	
8.00 – 8.50 am	Breakfast Club – breakfast and small group activities Breakfast is served until <b>8.30 am only</b> . <i>Please let a member of staff know if your child has not had breakfast.</i>
8.50 – 8.55 am	Children escorted to classroom.
AFTER SCHOOL CLUB	
3.20 pm – 4.00 pm	After school staff greet children in the infant school hall then take them to the Pod where activities are organised appropriate to the time of day Children taken to nursery between 4.00pm and 4.30pm Group or outdoor activities will take place. The Pod is available for use during this time.
4.00 pm – 5.45 pm	Tea will be served approximately 4.15–4.30 pm Small group activities. Free choice play.

Please let the member of staff know if your child has not had breakfast.

A variety of activities will be available for the children.



## After Nursery Care

After Nursery School offers a caring and stimulating environment at the end of a busy school day. A light, healthy snack is provided and all dietary requirements are catered for (this snack is not an evening meal). There are planned activities as well as free choice play.

## Cancellation

Should you wish to withdraw your child from after school or breakfast club a written notice of **FOUR weeks is required**.

## Absence

If your child will not be attending breakfast or after school, it is important that you inform both the nursery and the school of the absence.

## Policies & Procedures

A full set of policies and procedures are available from staff running the clubs. You are encouraged to look at these. On the following pages are the main 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 sex, race, culture or religion.

We seek to promote in our pupils an awareness of and a respect for the beliefs and needs of others and thereby prepare them for integration in a pluralist society.

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 an equal opportunities employer. This is reflected in the Recruitment and Admissions Policy. (See Staffing Policy).

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. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected.

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.

All staff have responsibility for implementing the policy throughout Nursery and must ensure that health and safety considerations are given priority in day to day planning and supervision.



Whenever a member of staff notices a health or safety problem which they are not able to put right they must inform the Nursery teacher immediately.

## **Illness, Accidents and Emergencies**

Any child with an infectious disease eg measles, chicken pox or sore throat, discharge from the eyes or nose, sickness or diarrhoea should be kept at home until the doctor has certified them clear.

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.

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.

## **Arrival & Departure of Children**

Parents are requested to adhere to the core times and to notify the staff of any occasions when the times at which their child will arrive or be collected from school will be different.

Parents are asked to inform staff if any adult other than the known parent or carer will be collecting the child from school. Children will not be permitted to leave the club with an adult not known to staff.

In the event of an unknown person, or someone who was not expected, arriving to collect the child, the parent/carer/emergency contact of the child will be telephoned. A password system will also be used. Providing photographs of additional persons who will be collecting the child will also ensure their safety.

In cases of parental separation, when one parent is denied the right to collect the child from the clubs by a court order, this will be upheld by the staff.

On departure all children are signed out using our internal electronic register.

In the event of a child being left the After Nursery School Leader will telephone all emergency contacts.

If they are unable to contact anyone social services will be contacted 01772 685318. See Policies & Procedures file for further details)

Prior to your child starting Breakfast Club or After School Club it would be helpful to drop into Nursery so staff may get to know you and your child, and you to know the staff.

## **After Nursery School**

A register is taken when the children are collected from school.

On arrival in school the After Nursery School staff will sign the children in en bloc. On departure, children are marked as checked out on our internal electronic register.

*The Arrival & Departure procedure applies to Breakfast Club and After Nursery School children.*

## **Behaviour Management**



Children need to have set boundaries of behaviour for their own safety and the safety of the other children in nursery. Within the nursery we aim to set these boundaries, which help the child to develop a sense of good behaviour.

## 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, phone 01253 722014. The Office for Standards in Education (Ofsted) can be contacted on 0300 123 1231. Further information is available on their website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

If you want to see a copy of the information we hold and share about you or your child then please contact Joanne Kaced.

We are required by law to keep some information about your child for a period of time after a child has left the setting. We will keep a record of this and dispose of securely at the appropriate time.

**Please see the nursery Data Protection policy for further information on data sharing, safe storage and your rights to access your data.**

## Communication

To keep you fully informed of what is happening at After School or the Breakfast Club we publish a newsletter every half term with details of things events and information about what has been happening in the setting.

**Every child has a named folder which we use to communicate with you, please check this folder regularly**

**Website:** We have a nursery website which can be found at :

[www.heyhousesnursery.co.uk](http://www.heyhousesnursery.co.uk)

Here you will find information about our Nursery, Newsletters and events.

All the children are part of our 'nursery family', so parents are kept informed of all events and you invited to be part of everything which happens here.

Other information regarding the activities within the nursery will be emailed to parents on a regular basis.

**PLEASE ENSURE THAT EVERYTHING IS CLEARLY LABELLED WITH YOUR CHILD'S NAME**

(We take all care possible to ensure that the children bring and take everything to and from school, but the children are expected to take some responsibility for their bags, letters etc).





## Privacy Notice

We take your privacy seriously, and in accordance with the General Data Protection Regulation, we will commit to the following:

We will be asking you for personal data about you and your child or children in order to deliver a childcare service to you. We must have a legal basis for collecting this data, and there are six lawful bases:

**(a) Consent:**

The individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:**

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:**

The processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:**

The processing is necessary to protect someone's life.

**(e) Public task:**

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:**

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

We will be processing your data under all of the above.

Where we require consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by **Hester Holdsworth** as part of the child's induction to the setting. We will be asking for this data verbally at our initial meeting and recording it on paper forms and digitally for emergency contact numbers. We will ask for this information at regular intervals to ensure it is up to date. We will do this by asking you to complete and return a data form.

**The information that we require will be:**

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' names, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Child's doctor's name and contact number





- Health clinic/health visitor
- Any allergies/medical history/ requirements
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Religion
- Home language
- Parents' National Insurance number & Date of Birth

We are required to hold and use this personal data in order to comply with the statutory framework of England & Wales, Ofsted, The Department for Education and Lancashire Local Authority Early Years Team. This data will be used to:

1. support your child's development
2. monitor and report on your child's progress
3. share information about activities in our setting
4. contact named people in an emergency
5. ensure a contract of service is delivered and maintained
6. ensure that this setting receives the statutory funding for which it is eligible.

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
- The local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
- My local authority for the purposes of funded services that they support
- The local safeguarding children's board or Social Services Referral and Assessment Team if we ever have any concerns about the safety of your child.
- Ofsted.

More detailed information about the Nursery can be found in the prospectus and the policies and procedures which are displayed in the nursery reception area.

If you have any questions please do not hesitate to contact us by  
email: [hester.holdsworth@heyhousesnursery.co.uk](mailto:hester.holdsworth@heyhousesnursery.co.uk)

We would like to thank you for choosing our extended facilities and we look forward to working with you and your child over the coming months and years.



Heyhouses Church of England Nursery School  
First Steps in Building a Future



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