

Heyhouses C of E Nursery School



First steps in building a future

Prospectus



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'

'The relationships which children establish with adults and other children are of central importance to their development'

[from 'First things First' Early Years Curriculum Group]



Heyhouses Church of England Nursery School
The Nursery Building
Clarendon Road North
ST ANNES ON SEA
FY8 3EE

Telephone - 01253 640110
www.heyhousesnursery.co.uk

Heyhouses Church of England Nursery is an independent private day nursery with charity status specialising in the care of children aged from two & half to four years of age.

It is a purpose-built brick building which was constructed in 2014 and is situated adjacent to Heyhouses Primary School on Clarendon Road North.

The needs of young children were the foremost factor in the design of the nursery.

A lively and stimulating curriculum is available where pre-school children enjoy a very high standard of education and care. Equality of opportunity allows all children to develop their individual potential. Our specialist Early Years Teacher is assisted by an enthusiastic and committed team of qualified staff.

The Nursery follows the Early Years Foundation stage and has developed a curriculum that supports the needs of our children. Inspectors from Ofsted have praised the staff and overall provision at Heyhouses, some of their comments are on the following pages of this prospectus.

Other comments that are important to us are from parents. During the year we ask for your views, some of these comments are also included in here.



WHAT OUR PARENTS HAD TO SAY

My child is thriving at Heyhouses Nursery and is happy, relaxed and loves his time there. He loves the range of equipment and activities available and is excited to share what he has been up to.

I trust the staff like I do when I leave my daughter with my parents

I have always found the communication between Nursery and parents to be excellent and we are always kept up to date with everything.

I love the enthusiasm of the staff at all times and the passion with which they support the children with their learning and development

Safeguarding procedures are outstanding and that there is high vigilance amongst your staff at all times.

I have always found the Nursery to be extremely well run and the staff very helpful and friendly.

Staff present awareness that the children have missed out on vital experiences with covid restrictions and may need extra support and nurturing.

OFSTED 2022

Overall effectiveness – Good

The quality of education – Good

Behaviour and attitudes – Good

Personal development – Good

Leadership and management – Good

SUMMARY OF KEY FINDINGS FOR PARENTS

- Staff provide plenty of opportunities for children to develop language and communication skills.
- Staff seize opportunities to extend and develop children's growing vocabulary through general conversation and interactions.
- Children demonstrate that they are confident in their understanding of early mathematical concepts.
- Children's physical development is well supported. Additionally, children learn to move their bodies in different ways as they enjoy multi-sport sessions with an outside provider.
- Children with special educational needs and/or disabilities are supported exceptionally well. Intervention plans are regularly monitored and gaps in learning are targeted with precision.
- Children who speak English as additional language are well supported.
- Leaders have systems in place to ensure children's allergies and dietary requirements are catered for and their safety and well-being is supported.
- Staff work collaboratively with other professionals and schools to enable smooth transitions for children.

OUR CURRICULUM

Our Curriculum reflects our belief in our core values linked
to our belief that every child is competent,
capable and has great potential.

We set out an exciting safe learning environment that supports children's well-being and engagement promoting learning and development across the seven areas of the EYFS curriculum.

The Early Years Foundation Stage is made up of seven areas of learning; there are three Prime Areas and four Specific Areas.

The Three Prime Areas are:

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

The Four Specific Areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

To obtain more information on the EYFS you can go to:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

<https://foundationyears.org.uk/wp-content/uploads/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf>

Through our curriculum we endeavour to develop a lifelong love of learning. We provide opportunities to explore, question and investigate. We enable all children to achieve their potential, to know their rights and be encouraged to become global citizens.

We tailor our curriculum to meet the needs of the children.

We consider what each unique child brings to the setting. We plan visits and experiences that are relevant to our children and their interests.

We look at how to challenge all children to achieve their potential whatever their starting point.

We provide a learning environment that supports high quality interactions.

Parents have the opportunity to discover more about the nursery curriculum and activities through displays in the reception area, Open Evenings, New Parents Information Events, Parents Meetings, Workshops, Newsletters, Weeksheets and Play & Home Visits. We also have a Facebook page. Staff are always willing to answer any questions about the curriculum or provide additional information.

GENERAL INFORMATION

Certain regulations are necessary to maintain high standards and enable the children to gain the maximum benefit from their attendance at Heyhouses Church of England Nursery School.

1. Age of Admittance

Heyhouses Nursery School provides education for children from 2½- 4 years of age.

2. Uniform

The nursery uniform which the children wear has been chosen to suit the needs of pre-school children. The uniform consists of:

- ♦ Navy blue jogging trousers/shorts or skirt/pinafore
- ♦ Yellow polo shirt, with the nursery logo – available from nursery
- ♦ Pale blue sweatshirt or cardigan with the nursery logo – available from nursery
- ♦ Yellow or blue checked dress can be worn during the summer term

The polo and sweatshirts are embroidered with the nursery logo and are available from nursery. During the Summer Term navy blue shorts can be worn instead of trousers or a blue or yellow checked summer dress if preferred.

PLEASE ENSURE ALL ITEMS ARE CLEARLY LABELLED

For your child's safety, footwear and outdoor clothing must be appropriate for outdoor activities and with all strings and cords removed from garments.

3. Days and Hours of Opening

Nursery is open Monday to Friday during usual school term times. (See dates further in this prospectus) from 8 am – 5.45 pm. Breakfast Club is in operation from 8 am and the main nursery opens at 8.55 am and concludes at 4.00 pm. There is the opportunity to extend care beyond 4 pm until 5.45 pm. Children may attend nursery either full or part-time. Sessions will be agreed before your child begins nursery and where necessary at the beginning of each term.

You also have the option of extending sessions over lunchtime. Your child can extend their morning session by staying for lunch and leaving at 1.00 pm or coming early for the afternoon session at 12 pm.

You may choose:

Breakfast Club	8.00 am - 9.00 am
Full time / Full days	9.00 am - 4.00 pm - lunch available
Part time - mornings	9.00 am - Noon
Part time - afternoons	1.00 pm - 4.00 pm
After Nursery	4.00 pm - 5.45 pm

In order for your child to receive the maximum benefit from our activities we recommend a minimum of three sessions per week. All children will be provided with a healthy snack eg fruit and a drink either milk or water.

Please ensure that staff are aware of any special dietary needs.

4. Breakfast Club

Nursery will be open from 8.00 am for those children whose parents have an early start. A light breakfast of cereal, toast or crumpets will be served until **8.30 am** to the children who attend Breakfast Club. Activities suitable for this time of day are planned and organised.

5. After Nursery School

Nursery is open until 5.45 pm for children of parents whose working day extends beyond 4.00 pm. A light tea is provided eg sandwiches, pasta & fruit. Suitable activities are planned for children who have had a full day in nursery or school.

6. Absences

If your child is likely to be absent please inform us as soon as possible. Refunds of fees will not usually be available for absences. If you wish to take your child on holiday please inform nursery in writing, there will not be a refund for this absence.

7. Illness/Accident

Any child with a rash, sore throat, diarrhoea, discharge from the eyes or nose or any contagious infections should not attend until a doctor has certified he/she is fully recovered. In the case of upset tummies 48 hours clearance is required before the child can return to nursery.

If a child becomes sick or has an accident at nursery we will contact you immediately. **(Please inform us of any changes regarding Emergency Contact numbers)**. The teacher reserves the right to call for emergency assistance and if necessary remove a child to hospital.

In order to have medicines administered parents must obtain a 'Medication Form' from a member of staff and complete it. We will make every effort to follow parental instructions but reserve the right to refuse a request to administer medicines whilst a child is in our care. We will only administer medicines prescribed by the child's doctor. Liquid paracetamol can be given with parental permission. Care Plans are also completed for children with long term medical conditions eg asthma.

8. Authorised Person

We will ask you to inform us, in writing, of the name of the person or persons who will collect your child and it is important that your child is collected on time. If you need to change the arrangement we must be informed in advance. A password system is in place in case of emergencies. Please ensure that you provide nursery with a password.

9. Fees

The Early Years Formula Funding (EFF) is available to every child who is eligible. All children are entitled to 15 hours per week free beginning the term after they are 3, (Universal Hours). Some families will be eligible for Extended Hours (up to 30 hours per week) full details can be found in our policies & procedures. Further information regarding eligibility can be found at www.childcarechoices.gov.uk

Some children will be eligible for 2 Year Old Funding, this is available the term after they are 2.

Additional hours are currently charged at £7.25 per hour. A Parental Agreement is required at the beginning of each term to confirm hours required. The funding is for:

Autumn Term - 14 weeks

Spring Term - 11 weeks

Summer Term - 13 weeks

Occasionally there are additional days to the term eg 14 weeks and 2 days when payment is required. Invoices are issued at the beginning of each term. The majority of our payments are made online, but it is possible to pay by cheque, childcare vouchers or cash. You will be notified of specific details at the appropriate time.

Fees are payable at the BEGINNING of the week or month

Cancellation: Should you wish to withdraw your child from our nursery a written notice of **FOUR WEEKS** is required.

10. School Meals

Hot meals are available for children who would like one. One weeks' notice is required to start or cancel dinners. The nutritious meals are prepared in the primary school kitchen and served to children in the nursery. Charges are in line with the school meals service.

11. Clothing and Personal Property

Nursery uniform is recommended. Children's clothing should be clearly marked with the child's name. During cold weather ensure your child is sent to nursery in a warm and easy to manage coat. Please wash and return all clothing borrowed from the nursery due to personal accident or illness. For safety reasons only small studs may be worn in pierced ears. We will do our utmost to take care of your child's possessions but regret that no responsibility can be accepted for them.

12. Nursery Bags

We encourage the children to keep a **SMALL** bag in Nursery. This bag is used to keep a change of clothes etc. these are available to purchase from nursery.

13. Valuables

Please make sure that children do not bring toys, jewellery, money or other valuables to Nursery as they may get lost, broken or cause disagreements. They **should not** bring sweets, chocolates, chewing gum or drinks into nursery.

NURSERY TERMS 2023-2024

	CLOSE after Nursery	RE-OPEN on
		Monday 4 September 2023
Autumn Half Term	Friday 20 October	Monday 30 October
Christmas 2023	Friday 21 December	Monday 8 January 2024
Spring Half-term	Friday 9 February	Monday 19 February
Easter	Thursday 28 March	Monday 15 April
May Day	Friday 3 May	Tuesday 7 May
Spring Half-term	Friday 24 May	Monday 3 June
Summer	Friday 19 July 2024	

NURSERY AND RECEPTION LINKS

Children at Heyhouses Nursery will benefit from the close links with Heyhouses Primary School, particularly the Reception Department. Reception staff, the Head and Deputy visit the Nursery on a regular basis throughout the year especially in the Spring and Summer Terms. Mrs Kaced our Nursery School Teacher also teaches in the Reception Department.

Nursery children also have the opportunity to visit the Reception Department, accompanied by nursery staff, for appropriate activities eg nativity plays. Staff will be in regular contact to ensure a happy and effective transition from Nursery to Primary School.

In addition the extended care of Breakfast Club and After School Club are offered to children in the Infant Department of Heyhouses C of E Primary School.

EARLY YEARS PRACTITIONER & LEAD PRACTITIONER STATUS

The nursery under the leadership of Mrs Joanne Kaced BEd, is an Early Years Practitioner (EYP) with Lead Practitioner Status. The work of Mrs Kaced and her team has been recognised and is being used as an example of good practice across Lancashire.

ENROLMENT

If you would like to enrol your child at the nursery, please complete the enclosed enrolment form and return it to the nursery office on Clarendon Road North. We look forward to meeting you and showing you our Nursery.

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 1231231. Further information available on their website: www.ofsted.gov.uk



ENROLMENT FORM
HEYHOUSES CHURCH OF ENGLAND NURSERY SCHOOL

1 Your Child

Surname _____ Male [] Female []

Forename(s) _____ Date of Birth _____

Child's Home Address _____

Post Code _____ Telephone _____

E-mail (please print) _____

2 Parent(s)/Legal Guardian(s) (persons who are responsible for the child)

Parent 1 _____ Parent 2 _____

Address _____ Address _____

(If different from child's)

(If different from child's)

Phone No. _____ Phone No. _____

3 Please tick the sessions preferred (minimum 3 sessions, a session is a morning or afternoon)

Breakfast Club:

Monday Tuesday Wednesday Thursday Friday

Morning session:

Monday am Tuesday am Wednesday am Thursday am Friday am

Extended Lunch:

Monday Tuesday Wednesday Thursday Friday

Afternoon session:

Monday pm Tuesday pm Wednesday pm Thursday pm Friday pm

After Nursery School:

Monday Tuesday Wednesday Thursday Friday

Please note - every effort will be made to reserve your preferred sessions. In the event of those sessions being unavailable alternative sessions will be offered wherever possible.

Preferred start date: (Month & Year)

4 Does your child require milk at Snack Time: Yes [] No [] Allergy/Dislikes (please delete)

5 Does your child require a school meal: Yes [] No []

I/we confirm that the information on this form is accurate and understand that completion of this form

does not guarantee admission to Nursery.

Signature of Parent/Guardian _____ Date _____

Please could you give details of any difficulties or needs your child has or has had in the past, in order that we can offer the best support when they start nursery. All information will be treated with confidence.

Where the answer to any of the questions below is Yes, please provide details.

1. Has your child received treatment or therapy for difficulties with hearing vision or speech?
Yes [] No []
2. Does your child suffer from allergies, asthma, epilepsy, physical difficulties or any other medical problem? Please give details.
Yes [] No []
3. Has your child had support from Blenheim House? Yes [] No []
4. Are there any home or family circumstances or other information Nursery should be aware of?
Yes [] No []
5. May information be sought from the required persons eg health visitors. GP as appropriate?
Yes [] No []
6. Is your child registered with a Dental practice? Yes [] No []
7. Any additional comments you would like to make.

Signature of Parent/Guardian _____ Date _____

When you visit Nursery you will have the opportunity to read our Policies & Procedures, the main ones are included in the Parents Handbook and are available on the website. A copy of the Policies and Procedures are emailed where possible to parents. Would you please sign below to say that you accept them. If you would like further information please speak to a member of staff. Full details of retention period are available from nurse.

Signature of Parent/Guardian _____ Date _____

Please inform Nursery of any change in your circumstances

We will only use your and your child's personal information to provide a childcare service to you. We would like to keep sending you information about your child and our nursery by e-mail, phone or letter but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about your child and nursery. We will keep your information secure and will never share it except if required to do so by law.

- By ticking this box, you are consenting to us continuing to hold and process your data and send you information
- At any time you can ask us not to contact you by email/phone/letter





EMERGENCY CONTACTS

Please complete the following details and sign each section below

PASSWORD _____

CHILD'S NAME _____

DOB _____

Name of first contact _____

Relationship to child/family _____

Home telephone/address _____

Work telephone/address _____

Name second contact _____

Relationship to child/family _____

Home telephone/address _____

Work telephone/address _____

Name third contact _____

Relationship to child/family _____

Home telephone/address _____

Work telephone/address _____

I give permission for all of the above Emergency Contacts to sign for my child in the event of an emergency

SIGNED (Parent/Guardian) _____

MEDICAL EMERGENCY

Please give the name address and telephone number of the family GP:

Name Dr _____ Address _____ Tel _____

This is to give permission to the Staff of Heyhouses Nursery to take whatever action is deemed necessary in a medical emergency.

PERMISSION TO APPLY PLASTERS: YES NO (please select) SIGNED _____

PERMISSION TO APPLY SUNCREAM: YES NO (please select) SIGNED _____

PERMISSION FOR SUPERVISED WALKS

I do/do not (please delete as appropriate) agree to my child being taken for supervised walks from Heyhouses Nursery

eg, to church, reception department of Heyhouses School, etc.

SIGNED (Parent/Guardian) _____

PHOTOGRAPHS/VIDEOS

I do/do not (please delete as appropriate) agree for my child to have their photograph taken and displayed in Nursery, sent to the newspaper or put onto social media.

I do/do not (please delete as appropriate) agree for my child to be videoed during sports day, nativity or other such events.

SIGNED (Parent/Guardian) _____

We will only use the Emergency Contact information to provide a safe & secure childcare service for your child. We may need to contact you or your other contacts in an emergency but we need to be sure we have your permission to do so. We keep additional emergency contact information in case of emergencies. We will keep your information secure and will never share it except if required to do so by law.

- By ticking this box, you are consenting to us continuing to hold and process your data and send you information
- At any time you can ask us not to contact you by email/phone/letter.

