

About the Nursery School

Preston is a village of approximately 300 residents in a pleasant, rural part of north Hertfordshire.

Preston Nursery School is a private Nursery School with approximately thirty children on roll. The Nursery has outside grounds consisting of a garden at the rear for planting and nature interests, grass play area and tennis courts for hard play. We make use of the local village and woods for walks and activities.

Our children come from Preston, Gosmore, Ley Green, Breachwood Green and further afield.

Contacting Nursery School

Preston Nursery School

Preston Village Hall

School Lane

Preston

Hitchin

Herts., SG4 7UE

Email address: prestonnurseryschool@googlemail.com

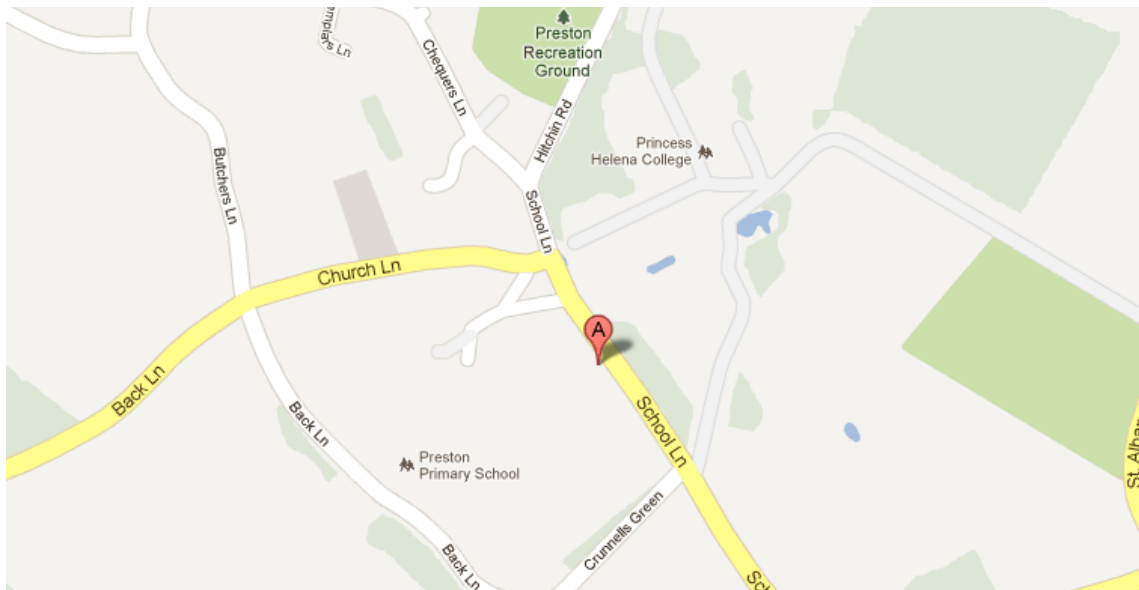
Telephone No: 01462 438985

Please contact us when your child is ill and unable to attend, or if your child will be late.

We have three members of staff who are all qualified to NVQ 3 level and one member of staff with Early Years Professional Qualification. We also attend courses to keep up to date with current guidelines and curriculum

We are registered to take 22 children at each session.

About the Nursery School



Staffing

Jenny Woolner – Manager/ Lead practitioner for Safeguarding

Sue Barkley – Deputy Manager, Senco

Susanne Skirrow – Early Years Professional, Senco

Dee Soden – Nursery Assistant

Melanie Dixon - Nursery Assistant

Keyworkers

Each child is allocated a Keyworker, who has overall responsibility for monitoring their progress in Nursery. However, please feel free to speak to any member of staff at any time, as we work as a team.

Each Keyworker group is allocated a colour as follows:

Jenny Woolner - Blue group

Sue Barkley - Green group

Susanne Skirrow - Red group

Aims for children: -

- to reach their full potential, including those with special needs and more able children;
- to develop a knowledge and understanding of mathematical concepts;
- to be able to communicate clearly and confidently in speech;
- to listen attentively;
- to take an interest in their environment;
- to develop a knowledge and understanding of the world around them;
- to enjoy creative skills of art, music and drama;
- to develop agility and co-ordination through physical activities;
- to develop skills on the computer;
- to develop an understanding of different religions/cultures;
- to develop self esteem and respect for others.

Aims for staff:

- to develop further professional skills;
- to maintain a good relationship with parents, carers, staff & other professional agencies;
- to maintain a caring relationship with the children;
- to be able to initiate ideas and projects;
- to have a reasonable working environment with suitable resources and support.

The Nursery School Day

Nursery School Hours

Morning session	9.00am – 12 noon
• 2 ½ years – rising 5 years	
Afternoon session	12 noon – 3.00pm
• 3 years – rising 5 years	
All Day	9.00am – 3.00pm
• 3 years – rising 5 years	
Lunch Club for all age groups	12 noon – 1.00pm
• Payment on the day and no need to book this	

Details of *Morning Session

** timings are for guidance as we adapt these and routines to fit the children's needs.*

Arrive at 9.00am welcomed by staff and free-play time

Register time at 9.45am

Snack time at 10.00am

Outside play time at approximately 10.30am

Topic time at approximately 11.00am

Tidy up time at 11.40am

Stories/Songs group time at 11.45am

Collect children at 12 noon

Details of *Afternoon Session

** timings are for guidance as we adapt these and routines to fit the children's needs.*

Afternoon children come in at 12 noon

Register time at 12.05pm

Lunchtime	12.15pm
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Free play, Numeracy, Language, Literacy & focussed activity	12.30 – 2.45pm
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Tidy up time & Group time	2.45pm
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Collect children	3.00pm
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- ❖ We have a music teacher who visits the Nursery. She sings with the children and encourages musical movement.
- ❖ We have a French teacher who uses puppets and singing to encourage the children to speak French.
- ❖ We spend Wednesday afternoons at the local woods
- ❖ Nursery School will be closed on Statutory Public Holidays and Polling Days

Events of the Nursery Year

We put on the following events during the year: -

Autumn Term: Parents Evening
 Visit to the local theatre pantomime
 Christmas play
 Christmas party

Spring Term: Easter egg hunt

Summer Term: Parents Evening
 Sports Day
 School trip

Parents, friends and relatives are all welcome to our Sports Day and Christmas play, and we are always looking for parental help on our School trip.

Meal Times at Nursery School

Due to children with allergies, we have a **NO NUT** policy within Nursery.

Snack time is at 10.00am

Lunchtime is at approximately 12.15pm

Please provide your child with a named water bottle.

Snack time

Please can all children bring in a small named box with a small healthy snack.

Examples include:

Cheese

Houmous

Bread sticks / crackers

Fresh fruit / vegetable

Malt loaf

Mini hot cross



Lunchtime

For children staying for lunch or the afternoon session, we ask that children bring in a named lunch box/bag with a healthy lunch. During hot weather please include an ice pack too.

Examples include:

Sandwich / pitta / wrap / pasta / crackers / salad

Fresh fruit / vegetable

Small yoghurt

A small treat such as a small cake/cereal bar or biscuit.



Crisps are very high in fat and salt so try to limit them by only providing them occasionally and putting a few into a little pot rather than giving them a whole packet.

Please do not include any products containing nuts, chocolate bars or sweets. These are best saved for treats at home.

We are happy for you to speak to us at any time with any queries or questions you may have.

You may find the following NHS website link useful for ideas:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Fees

The fees are as follows: -

<u>Morning Session</u>	9.00am – 12 noon	£17
<u>Afternoon Session</u>	12 noon – 3.00pm	£17
	9.00am – 3.00pm	£34
<u>Lunch Club</u>	12 noon – 1.00pm	£5

(please pay on the day)

We ask for them to be paid: -

Weekly

Monthly

Half Termly

Termly

Cheques to be made out to Preston Nursery School

If your child receives the Nursery Education grant, this will be deducted from your total fees and we will ask parents to pay the difference. We are unable to give refunds if children are absent due to illness, holiday or for any other reason.

At present, all children over 3 (the term after they have celebrated their 3rd birthday) are eligible to receive 15 hours funded by the Government Provision of Free Nursery Education initiative). From September 2017, all children over 3 (the term after they have celebrated their 3rd birthday) will be eligible to receive 30 hours free childcare (provided both parents are working more than 16 hours per week: full details can be obtained via www.childcarechoices.gov.uk)

2yr old children whose parents receive certain state benefits may also be eligible for 2yr old funding.

We accept payment via childcare vouchers.

Free education and childcare for 2 year olds

Your 2-year-old can get free childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special education needs (SEN) (<https://www.gov.uk/children-with-special-educational-needs>) or an education, health and care (EHC) plan
- get Disability Living Allowance (<https://www.gov.uk/disability-living-allowance-children>)
- have left care under an adoption order, special guardianship order or a child arrangements order

You may have to pay for extra costs like meals, nappies or trips.

Contact your childcare provider or local council (<https://www.gov.uk/find-free-early-education>) to find out more.

If you're a non-EEA citizen who cannot claim benefits

Your 2-year-old may get free childcare if you are getting support under the Immigration and Asylum Act (<https://www.gov.uk/asylum-support>) and have either:

- claimed asylum (<https://www.gov.uk/claim-asylum>) in the UK and are waiting for a decision (known as 'part 6')
- been refused asylum in the UK (known as 'section 4')

A 2-year-old you care for may also get free childcare if your household income is £15,400 a year or less after tax, and you have either:

- leave to remain with 'no recourse to public funds' on family or private life grounds (<https://www.gov.uk/government/publications/family-life-as-a-partner-or-parent-private-life-and-exceptional-circumstance>)
- the right to live in the UK because you're the main carer of a British citizen (known as a 'Zambrano Carer') <https://www.gov.uk/family-permit/derivative-rights-of-residence>

Check with your local council (<https://www.gov.uk/find-free-early-education>) if you're unsure if you can get free childcare.

Part of Get childcare: step by step (<https://www.gov.uk/get-childcare>).

Statement of intent

Preston Nursery School provides a high quality, safe and stimulating environment for children and to ensure the continued high standard and sustainability of the Nursery all fees must be paid. It is our intention to respect and be sympathetic to the needs of our children when families encounter financial difficulties and will be flexible to accommodate this.

Aim

We aim to ensure financial stability of the Nursery.

Methods

- Fees are invoiced 2 weeks after the start of each term. The invoice will give details of the sessions being paid for and the rate being charged. Fees can be paid for weekly/monthly/half-termly or termly.
- We ask that payment of fees are made within 4 weeks of receiving your invoice by cheque (made payable to Preston Nursery School), or by cash. A receipt will be issued.
- Fees remain payable on all sessions booked whether or not your child attends the Nursery, and this includes sessions missed through holiday, sickness or appointments. Fees also remain payable when the Nursery is closed due to situations beyond our control (snow, power failure, Polling Day etc).
- Fees for the term are payable when the parent/carer fails to return their Government funding application form by the stated date and the Nursery is therefore unable to claim that child's monies for the term.
- Any bank charges that the Nursery incurs due to unpaid cheques will be passed directly onto the parent.
- If for any reason you are unable to pay the fees within the 4 weeks, please speak to Mrs Jenny Woolner advising her of your particular circumstances. In the event of a personal crisis, we will do our best to resolve the situation for both parties. However, in every event the outcome is that **all outstanding fees must be paid!**

System for Non-Payment of Fees

- A written invoice is issued 2 weeks after the start of each term
- Once payment is late i.e. more than 4 weeks has passed since the invoice was issued, an 'Overdue Account' letter requesting payment within seven days will be sent. If payment is received then no further action will be taken.
- If payment is not received within seven days, then a 'Warning Letter' will be issued asking for immediate payment in full in seven days. This will be a final reminder that your child's place will be withdrawn if either payment of the full outstanding amount has not been received or an agreed payment plan to pay the debt has not been put in place.
- If fees remain outstanding, the child's place will be withdrawn and re-allocated and if any monies are owed the Nursery will start proceedings with the small claims court to recover the debt.

Parents' Guide to the Early Years Foundation Stage Framework

Exciting times ahead for you and your child

What is the Early Years Foundation Stage?

From September 2012 Preston Nursery School has been following the revised Early Years Foundation Stage (EYFS) framework. Our children play every day - actively exploring and experimenting, interacting with other children and adults. As a result of this they are learning about themselves and the world around them. In fact, during their pre-school years children learn more and at a greater speed than at any other time in their lives through play! Consequently 'play underpins the delivery of the EYFS'.

Welcome to the **Early Years Foundation Stage (EYFS)**, which is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

What is the EYFS Framework – why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child and was developed with a number of early years experts and parents.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

The framework has been revised again with changes to the statutory guidance that came into effect in September 2014 & 2017.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the **"Early Learning Goals (ELGs)"**

There is also guidance for the professionals supporting your child on planning their learning activities and observing and assessing what and how your child is learning and developing.

What does it mean for me as a parent?

Ensuring my child's safety

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a childminder can look after, and things like administering medicines and carrying out risk assessments.

You can find out about the quality of your child's nursery and other early years providers in relation to the EYFS Framework by checking what the Government's official inspection body for early years, Ofsted, has to say about it. You can find this information at www.ofsted.gov.uk/inspection-reports/find-inspection-report.

How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**.

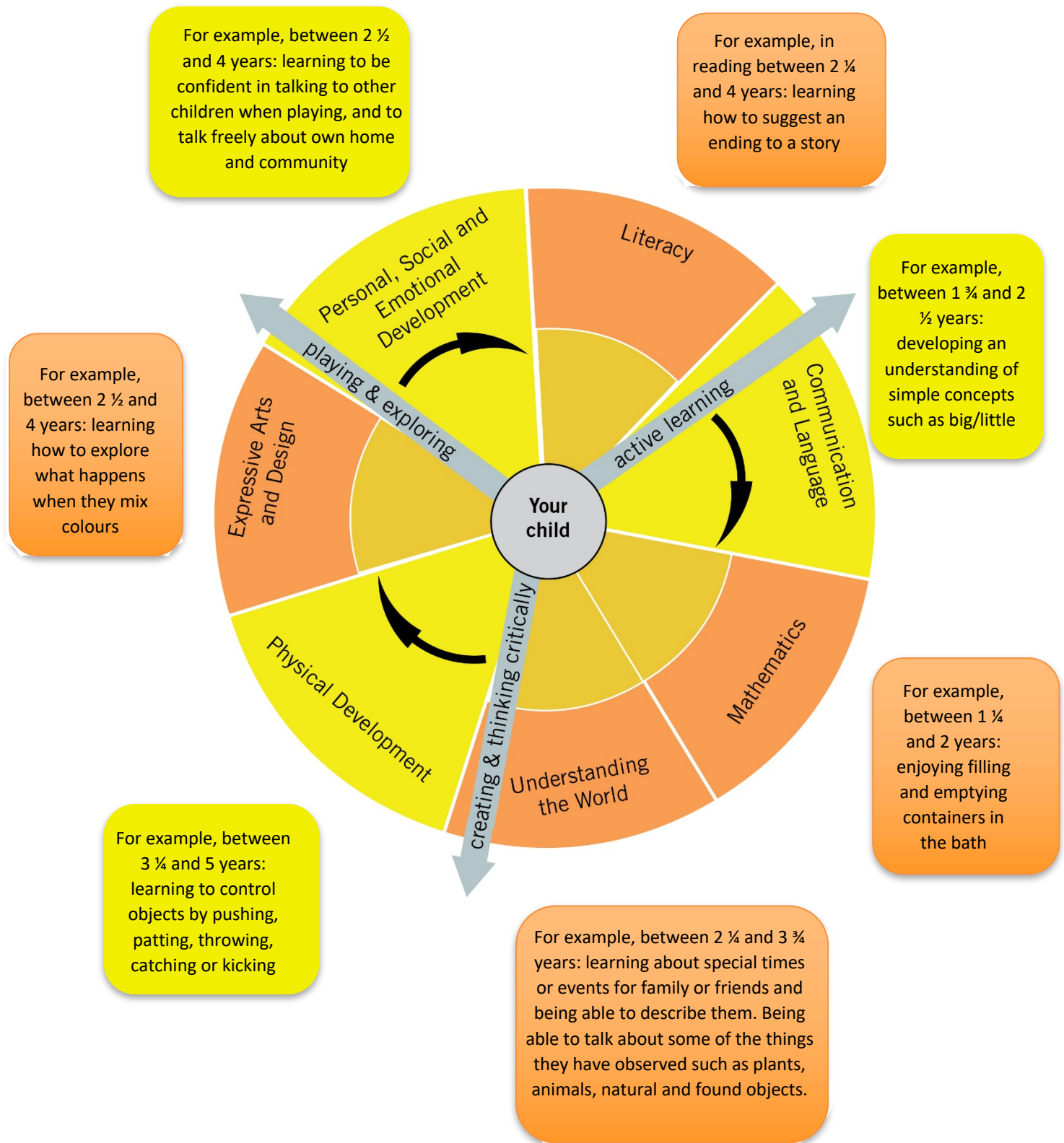
These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

The diagram below gives examples of the areas of learning and development and shows the links between the way in which your child learns and what they learn.



As a mum or dad, how can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development and have a really long-lasting effect on your child's learning as they progress through school.

Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child, it will make a real difference to your child's confidence as a young learner.



If you're looking for new ideas for things to do then find out what is on offer at your local children's centre. Many offer 'messy play' activities which you and your child can join in with, and many of the activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages.

How can I find out how my child is getting on?

It is important that you and the professionals caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child. These conversations will either need to be with your childminder or, in a larger setting like a nursery, with your child's **"key person"**. This is the person who:

- Is your main point of contact within the setting
- Helps your child to become settled, happy and safe
- Is responsible for your child's care, development and learning
- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how to help your child at home

You should be able to get information about your child's development at any time and there are two stages (at age 2, and again at age 5) when the professionals caring for your child must give you written information about how he or she is doing.

Try to speak to your child's key person as often as possible about what your child has been doing, what they have enjoyed, what they need to be doing more of and what you can do at home.



When your child is 2

At some point after your child turns 2, the professionals working with your child must give you a written summary of how your child is progressing against the 3 prime areas of learning:

- communication and language;
- physical development; and
- personal, social and emotional development.

This is called **the progress check at age 2**.

This check will highlight areas where your child is progressing well and anywhere they might need some extra help or support – and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).



When your child is 5

At the end of the EYFS – in the summer term of the reception year in school – teachers complete an assessment which is known as the **EYFS Profile**. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time.

Another important part of the EYFS Profile is your knowledge about your child's learning and development, so do let your child's class teacher know about what your child does with you: such as how confident your child is in writing their name, reading and talking about a favourite book, speaking to people your child is not so familiar with or their understanding of numbers.

All of the information collected is used to judge how your child is doing in the 7 areas of learning and development. Finding out at this stage how your child is doing will mean that the teacher your child has in their next school year – year 1 – will know what your child really enjoys doing and does well, as well as helping them decide if your child needs a bit of extra support, what that support should be and if they are already getting it.

The school will give you a report of your child's progress, including information from his or her EYFS Profile.

Where can I go for further information?

The most important place to find out more is **your child's childminder or nursery** – do ask as many questions as you need to. Providers really do welcome speaking with you.

You may want to find out what is on offer at **your local children's centre**.

You can find the **Early Years Foundation Stage** which includes the early learning goals at www.foundationyears.org.uk. The foundation year's website also includes a range of resources and contacts.



We would ask all parents/carers to please read our Notice Board outside Nursery, as this has relevant information of weekly/term activities, and of any news.

We encourage all children to bring in an item appropriate to the week for our interest table.

Birthdays

We like to celebrate the children's birthdays in our own way. We would ask that parents do not send in cakes/sweets due to the increase in allergies.

Family Problems

If your child has any particular problems (other than medical, which we keep on record) that you feel we should be aware of, please let us know when your child starts Nursery. Also, it is helpful if staff are informed of any family traumas (such as the death of someone close, or a family break up), as we are then prepared and can help the child with their feelings and worries.

Reporting to Parents

We have an open-door policy, where we welcome parents to discuss any concerns, questions or observations you may have. The beginning and the end of sessions are the best times, or you can telephone us after nursery. Also each child has his/her own 'Learning Journey' that is unique to that child; this contains pictures and observations which relate to the developmental matters of the EYFS, and this is shared with the parent regularly and also at parent evenings which are held twice a year; parents can request to look at their child's Learning Journey at any time. Parents are encouraged to share their child's achievements that they have achieved at home.

Admissions

Preston Nursery School has an annual admission in September. Children who are too young to start in the Autumn Term (September – December) can start in January. If there are vacancies after this time for mornings or afternoons, we will inform whoever is enquiring. We take children from 2 ½ years old to rising fives. We may have afternoon sessions available when the child is 3 years old.

Our admission policy is to offer extra sessions to children already attending Nursery, then to siblings, then to children on the waiting list.

Equal Opportunities

We are committed to providing all children with the same opportunities in Nursery School regardless of sex, race, creed or culture or ability.

Special Needs

Some children may experience difficulties with speech or specific individual needs. When this occurs, we contact parents to discuss the difficulties of the child and decide what action to take. This may mean contacting an outside agency, e.g. speech therapist, teacher advisor to identify the area of need. We work with the parent at all times.

Absences

If your child is absent from Nursery School, please inform us as soon as possible so that we do not expect them.

If you are taking your holidays in term time, would you please let us know as soon as possible. Please be aware that fees are required to be paid for all absences.

What should I do if my child is sick?

Children who are ill should not attend nursery. If your child has vomiting or diarrhoea, **48 hours** must be allowed following the last episode before your child returns to Nursery.

Please notify us if your child is ill and unable to attend before 10.00am if possible.

We must be informed of any food, medicine or activity to which your child is allergic.

Preston Nursery is prepared to give medication prescribed by a doctor, provided the appropriate instructions are given following the guidelines of the Sickness Policy, and the Parent/Carer has completed a permission form.

Please refer to the Sickness Policy for more information and instructions on communicable diseases.

Inhalers

Asthma sufferers who bring their inhalers must have them named and given to a member of staff as soon as they arrive at Nursery. The Parent/Carer must inform staff when the child should use their inhaler. A medicine form must be completed every time.

What should my child wear?

Children should be dressed in appropriate and practical clothing for messy or outdoor play. For safety reasons, please do not send your child in flip-flops or jewellery.

In hot weather please apply adequate sunscreen (minimum SPF 30 plus) before nursery school. Please label all your child's clothing and other belongings, which may be brought into the nursery. If your child still wears pull-ups, please can parents supply Nursery with spare ones.

All of our paint is washable, however, it is important to follow these directions – wash the clothes in lukewarm water with ordinary bathroom soap, then wash as normal. Do not put the garments straight into detergent, as this will set the paint.

Every child needs to bring in a pair of named wellington boots when they start nursery and place them in their coloured Key Worker box.

What records are kept?

Records will be kept for every child. Parents will have access to their children's records on request. The children's records will only be available to those who 'have a right or a professional need to see them'. We work within the boundaries of the Data Protection Act 1998.

What is Preston Nursery School's approach to managing children's behaviour?

We aim to promote positive behaviour to enable children to develop good self-esteem and a respect and tolerance for others. We will work to provide an environment in which all children feel safe, secure and respected. Specific details about how this policy is implemented are available in the Behaviour Policy.

Policies

These can be viewed via our website: www.prestonnurseryschool.com/policies

Complaints

Please see a member of staff to discuss any complaint. Preston Nursery School's Complaints Procedure policy.

Use of mobile phones and cameras

We request that parents and visitors do not use their mobile phones and cameras on the premises. Exceptions are made for the Christmas play and sports day where we request parents not to share their photos/videos containing other children on social networking sites.