

Welcome to Holy Family

2 Year Old Nursery



**Holy Family
Catholic
Primary School**



Nursery Manager: Kerry Atkins

Deputy Manager: Lisa Hollis

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OFSTED REGISTERED FOR CARING FOR CHILDREN

AGED 2-3 YEARS OLD

Welcome to the 2 Year Old Nursery

Dear Parents/Guardians,

I would like to take this opportunity to welcome you and your child to our 2 Year Old Nursery. The nursery is based near the main entrance separated from the main school building.

The Nursery provides a high quality learning environment that is appropriately resourced, both indoors and outdoors. Outdoor provision is an essential aspect of the Early Years Foundation Stage Framework and all children within the Nursery have continuous access to the outdoor provision on a daily basis.

The practitioners in the Nursery acknowledge the important role that you the parents/carers play in your child's education and we value your support. Children's experiences at home are highly significant and when parents and staff work together to support children's learning, the results can have a measurable and lasting effect upon their development. A successful partnership needs a two way flow of information, knowledge and expertise.

This booklet has been compiled to give you as much information as possible about the experiences your child will have in Nursery, and help the settling in process.

If you have any queries please do not hesitate to contact us. We will look forward to seeing you and your child.

Yours sincerely

Mrs K Atkins

Nursery Manager

Hours of Opening

The Nursery is open term time only from 9.00-3.30 pm Monday to Friday, closed for school holidays. We also offer an earlier start from 8.30am at an additional cost of £2.25

Staff

The Nursery practitioners at Holy Family are a highly skilled team and are qualified as Early Years Practitioners, who are dedicated to the early education of all children. The Nursery also supports local colleges/training centres in providing placements for trainee nursery practitioners. We work within the staff: child ratios recommended by the 1989 Children Act and the Early Years Foundation Stage Welfare Requirements.

Nursery Manager: Mrs K. Atkins

Deputy Manager: Mrs L. Hollis

Nursery Sessions and the Flexible Delivery of Nursery Provision

The 2 Year Old Nursery caters for twenty children aged 2 to 3 years.

Government funding is available for children aged 2 years subject to meeting criteria. The child from the term after they are two will receive 15 hours per week of government funding hours (term time only).

The terms throughout the year are:

Sept- Dec: Children receive 14 weeks' worth of 15 hours

January-March: children will receive 11 weeks' worth of 15 hours

April-July: Children will receive 13 weeks' worth of 15 hours

Our session times are as follows:

Morning: 9.00-12.00 9.00-12.30

Afternoon: 12.00-3.30 12.30-3.30

Full Day: 9.00-3.30

Early morning start: 8.30 - 9.00

The funded 15 hours can be spread over the week, please see the manager to discuss how this can be done. You may also want to pay for additional hours.

Fees

Fees are paid weekly/monthly in advance.

Fees are still payable if your child is absent due to illness or holidays. Fees can be paid by cash, cheque, standing order or via childcare scheme.

A deposit of a week's fees are payable to guarantee the sessions. A four week written notice is required upon the cancellation of the nursery place.

Snack

As part of our healthy schools initiative the children in our Nursery have access to fresh milk and water and fresh fruits and vegetables which will be available for the children.

Dinner Money

The cost of school dinners will be £1.15 per day.

This is collected on your child's first day in Nursery that week. Please put the money in an envelope clearly labelled with your child's name.

Packed lunches

If your child brings a packed lunch to Nursery please ensure that the lunch box is clearly labelled with your child's name. As part of our Healthy Schools initiative we encourage all our children to eat healthily. Please support us by providing your child with a healthy packed lunch..

Water

The children will have his/her own water bottle in Nursery clearly labelled with a photograph of them and their name clearly written underneath and will have access to them throughout the session.

Uniform

To ensure that your child feels a sense of belonging to our school community and for practical purposes, we recommend that the children wear the school's polo top (pale blue with or without the school logo) although this is not compulsory and comfortable bottoms/skirts, and sensible footwear.

Could you please bring in a pair of wellies or boots for your child to wear whilst outdoors.

Settling your child in Holy Family 2 Year Old Nursery

Each child will be offered pre visits these are not mandatory but just a recommendation. Each pre visit will last up to 1 hour, depending on how well your child settles, depends on how many pre-visits will be offered. We recommend that the parent/carer stay for the first visit. This is to ensure that you and your child feel comfortable with the staff and surroundings of the Nursery.

On your first visit, management will help you complete your contract and your child's learning journey where information such as dietary requirements will be noted. As part of our settling in policy we ask all parents if you could provide your child with any comfort objects for example a dummy, blanket or favourite teddy bear etc. so that your child is not distressed.

We operate a key person policy which means on your child's pre visit to Holy Family 2 Year Old Nursery they will be allocated a key person. This means one member of staff will be responsible for all your child's needs for example changing their nappy, tracking their development etc.

Positive relationships are paramount within Holy Family 2 Year Old Nursery therefore we ask new parents to bring a family photograph to be displayed to ensure the children feel safe and secure.

Illness

Any child displaying any illness will be sent home until well enough to return. A sickness policy is implemented within the Nursery. Children who require antibiotics are refused entry until 48 hours after the first dose is given to the child, due to the child still being infectious or they may have an allergic reaction to the medication. Please inform Nursery of any absences as soon as possible, If you fail to report your child absent after four weeks your contract with Holy Family 2 Year Old Nursery will automatically cease.

Special Educational Needs

We aim to meet a wide range of academic, physical, emotional and social needs of children in our care. The Nursery operates with regard to the code of practice for identification and assessment of Special Educational Needs. We liaise with necessary authorities and seek advice from the Local Authority specialists to meet the needs of the child. We also have two experienced Special Educational Needs Co-ordinators who are trained to work closely with parent/carers/specialists.

Special Educational Needs Co-ordinators:

Mrs Halliwell : School

Mrs Hollis : Nursery

Equal Opportunities

We aim to provide an equality of access and opportunity for all children, and to plan a curriculum which is accessible to all, regardless of race, gender or religion. We celebrate and reflect the multicultural and multiracial society we live in. We encourage all children to play and work together developing mutual respect and any discriminatory behaviour will be challenged and addressed.

Confidentiality

It is the policy of the Nursery to ensure that confidentiality particularly personal or private information concerning a child, parent or a member of staff will be dealt with in the strictest confidence and in line with the data protection act 1998.

Safeguarding

The Nursery reserves the right to inform Children's services in the event of a child suspected of being mistreated. We have a duty to care for each child and any child who is cause for concern will be helped. Staff will follow the safeguarding policy and procedure which meets the requirements of the Wigan Safeguarding Board. Please ask to see the policy for more details.

Health and Safety

No child will be allowed to leave the Nursery with anyone we do not know, without prior arrangements having been made. The nursery is a NO smoking area and parents/carers are asked to refrain from smoking on the premises including the usage of Electronic Cigarettes.

There is a fire alarm system which is connected to the local Fire and Police stations, and fire drills are implemented on a regular basis so that swift evacuation can be achieved.

Health and Hygiene

We ask Parents to provide the following items which will be labelled by staff and can be left at Nursery or in your child's bag: children's nappies, wipes, nappy rash cream, and a spare set of clothes (as we all know children may get messy). Permission will be given before any nappy creams can be applied to your child. Practitioners are to wear gloves and an apron when changing your child's nappy and applying creams.

Children will be provided with their own set of bedding which is also clearly labelled and washed on a regular basis.

We have a separate nappy changing area where children's privacy is maintained, all are near hand washing sinks and children's hands are washed after each nappy change. Potty training is usually encouraged in the two year provision, although we wait until your child is ready for this big change. We have a toileting procedure available on request and will follow parents lead to how they would like to potty train their child.

Early Years Foundation Stage

As a validated Nursery registered with OFSTED for Government nursery funding we follow the guidelines set out in the Early Years Foundation Stage document. This states that every child is an unique child therefore individual children's needs are met through planning assessment and observation strategies.

As part of our assessment and tracking system in our nursery, we will share individual children's information with local authority. This information consists of name, date of birth, gender, NHS number and a summary of their development in the prime areas of learning. The local authority will use this data for analysis and to support raising attainment in our nursery. This data will not be shared with any outside agencies. If you have any concerns or questions please contact Kerry Atkins to discuss this further.

Every child within Holy Family 2 Year Old Nursery has a personal assessment profile. This is where the key person will record and track your child's development and use this information to plan for each child's individual needs. Observations are made on each child to determine the child's interests and where they are developmentally up to. We offer a range of activities for the children to explore and to share new experiences. It is also very important that children get lots of fresh air therefore staff try and take the children on outings as much as possible, however the children do have continuous outdoor provision available for the children to use freely. Please provide your children with the correct clothing for all weathers, wellingtons, waterproof coat, sun cream, hat etc

Parents as Partners

Within Holy Family 2 Year Old Nursery we appreciate and acknowledge the importance of children's learning with their parents. We believe that it is important that you make regular times to spend with your child every day at home. There will be many other opportunities throughout the year for you to be involved in your child's learning at home. We will be sending home activity bags weekly for you and your child to enjoy together along with a WOW slip to write about how they found the activity. Please support your child and us in his/her learning journey.

2 Simple - build a profile

In the Holy Family 2 Year Old Nursery we use 2 Simple. We use it on iPads on a daily basis and it is a technology that makes it easier for us to share information which is beneficial for your child.

2 Simple helps us to:

- Assess learning in line with the 2014 EYFS Framework.
- Create a personalised album of each child's experiences.
- Evaluate children and track progress over time.
- See 'All About Me' information about each child and their family
- Receive postcards of each child's at-home learning experiences.
- Collect observations of each child using an iPad in school.

2Simple makes communication with parents easier. It keeps families updated with their child's learning and achievements, whilst also giving practitioners the means to incorporate home learning activities into their own assessments.

Please ensure that you give the Nursery Staff your email address and then the 2Simple communication can begin!

Awards

The nursery is pleased to have been awarded the Confident and Clean Award and a Food Hygiene Rating of 4.