Welcome to St Neot Nursery

Our Vision:

Together we achieve a vibrant, safe, yet challenging community which recognises the uniqueness of individual learners and promotes independent learning and the ability to explore our potential as active citizens of the future.

Our Mission is:

To bring the world to our children, which will in turn prepare them to go into the world. To provide exciting and stimulating experiences which will inspire an ethos of enquiry and creativity.

WELCOME

A very warm welcome to you.

Thank you for choosing St Neot Nursery.

Parents are our most important partners; we look forward to getting to know you and your child as you start on this exciting journey with us.

We value our parent's contributions and believe that home and Nursery working together in partnership can provide the best possible learning experiences for your child.

We understand you will have lots of questions and hope this booklet will answer most of them, but we are here to help you so please just ask if there is anything else you would like to know.

At the back of this pack, you will find some important forms that we ask you return to us before your child starts. If you need help completing them, please do let us know.

MEET THE TEAM

Mrs Jenny Tindal Nursery Leader	Ms Lisa Hopkins Nursery Assistant	Mrs Sam Bowden Headteacher	Mrs Nic Tamblyn School Administrator

Our session times

- 9am - 12pm
- 12pm - 3pm

Additional times may be purchased for:

- Breakfast club 8am–9am
- After school club (Riverside) 3pm – 5pm

Funding

We offer free funded places for 2, 3 and 4-year olds.

- 15 hours 2 year old funding
- 30 hours 2 year old extended funding
- 15 hours 3-4 year old funding
- 30 hours 3-4 year old funding

For those children not receiving funding the current charges will be £5.50 per hour.

Learning Through Play in the Foundation Stage

The learning through play theory is an educational approach that uses play to help children learn and develop their physical, social, emotional and intellectual skills through doing and talking, which research has shown to be the means by which young children learn to think.

It is also how they learn to socialise, as children engage in learning experiences with other children and adults.

It's based on the idea that play is a natural way for children to explore and make sense of the world.

Learning through play can help children develop holistically, and it can also ease the transition from preschool to school.

How does learning through play work?

- Children learn through play by exploring, experimenting, and discovering
- They develop social and cognitive skills
- They mature emotionally
- They gain self-confidence
- They learn how to relate to others

Different types of play-based learning:

- **Free play**: Children initiate and sustain activities
- **Guided play**: Adults plan scenarios to help take play in new directions
- **Adult-led activities**: Games with rules or structured activities

We plan and provide a range of play activities, which help children to make progress in each of the following areas of learning and development:

Prime areas:

Personal, Social and Emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Physical development involves providing opportunities for young children to be active and interactive; and to develop their coordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Communication and language involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Specific areas:

- **Literacy** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts** and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, roleplay, and design and technology.

Clothing

- Learning through play and learning outdoors inevitably gets a little messy sometimes so please ensure your child comes to nursery in comfortable clothes which allow for this.
- Please encourage your child to manage their zips independently, particularly as they get nearer to starting school.
- Please ensure all items of clothing have your child's name clearly labelled as when encouraging independence, it is possible items of clothing get misplaced.
- Your child will also need a pair of wellies and waterproofs.

Snack and lunch time

- All children are given a snack as part of our healthy eating plan. Fresh milk and water is also available.
- If your child has any allergies/intolerances, it is essential you let us know.
- If your child is staying for lunch, they will need to order a hot meal on ParentPay, or bring a healthy packed lunch and a water bottle.

Absences/Illness

- Generally, if children are unwell the best place for them is at home with an adult. A sick child will not be able to cope with nursery activities and if the illness is infectious there is a risk of other children and staff becoming ill. Families must contact the school office on 01579 320580 by telephone/email each day of your child's absence. If the absence continues you should keep the nursery informed.
- Also let us know if your child has a medical, hospital, optician or dental appointment in school time.
- **If your child has had diarrhoe or sickness, please allow 48 hours free of this before bringing them back to nursery.**
- Should your child become unwell during school time we may need to contact you urgently, so please ensure that we hold accurate and up-to-date information on your emergency contact form. Please inform us of any changes that may occur.
- It is vital that we have up-to-date contact details for parents and carers. Please inform the nursery team or school office if your telephone number(s) change so we can contact you if we need to.
- As well as needing to know about your child's health, it is also helpful if you let us know if your child is upset about something at home. If children are upset and we know the reason why, then we can support them much more effectively. In the same way, if anything happens in the class to upset your child, we will tell you about the incident.
- If medicine is required, you will need to speak to the staff about this and complete a permission form.

Ways to support your child starting Nursery

- Have a walk up to school and talk positively about the experiences your child will have there
- Help your child be independent – it's a great time to encourage them to put on their own shoes, coat, get dressed in the morning – it will take longer to begin with, but you will all reap the benefits in the future
- If your child is starting in the year before school, encourage independent toileting. We will of course support any younger children in the transition out of nappies when you have started this at home
- Teach your child to wash their hands thoroughly
- Support them to sit with others to eat meals and use a knife and fork correctly
- Help them to use a tissue to blow their nose and put it in the bin
- Support them to tidy away their toys when they have finished playing with them
- Teach them how to put on their coat, have a go at zipping it up and hang it up when you're finished with it
- Show them how to look after their own belongings

Terms and Conditions:
Open Hours – Term Time Only
Monday to Friday 9.00am - 3.00pm
Breakfast Club – 8.00am – 9.00am
Afterschool Club – 3.00pm – 5.00pm

Admission Policy:

Registration forms must be completed and returned prior to your child's first day. Settling in sessions will be arranged prior to your child starting nursery.

Invoices:

Sessions are added to ParentPay at the end of every week, and should be paid on a monthly basis. They are calculated on the number of sessions that your child is prebooked into and will include any extra sessions.

If your child is claiming Early Years Entitlement Funding or 2-Year-old funding this will also be deducted.

If you have any queries regarding your invoice, please speak to Nic in the office.

Making a Payment:

Payments should be kept up to date on ParentPay. Non-payment of fees over 30 days will be chased.

Payments can also be paid by cheque, cash or BACS payment directly to the school. Please hand cash/cheque into the office and await a receipt.

For internet banking you will require the following details:
NatWest Sort code: 60 21 37 Account number: 56591233
(Please quote your child's name as a reference for BACS payments)

Non-Payment of Fees:

Non-payment of fees will result in your child's nursery place being withdrawn.

If it is necessary to recover debts all debt collection and court fees will also be applied.

Increase in Fees:

We reserve the right to review our fees with 21 days' notice. There will be annual fee reviews.

Absence:

Fees will be charged if your child is absent for any reason other than exceptional circumstances.

If you are unsure whether you will be charged for an absence, please ask at the office.

Holiday Allowance:

No fee is charged for Bank Holidays or other school closure dates.

All other absences will be charged for at the normal rate.

Extra Sessions:

We are very happy to accommodate extra sessions **if** we have space. These can be requested at any time, ideally

in writing/email. Please see the office at the earliest opportunity.

Unfortunately, we are unable to swap sessions.

Unforeseen Circumstances:

We cannot be held liable for the withdrawal of a placement due to third party action. This includes closure due to circumstances beyond our control, e.g., fire, flood, vandalism. In cases of temporary closure e.g., extreme weather conditions or any other reason an alternative session might be offered if available.

Useful Contact Details:

St Neot Community Primary School & Nursery
Loveny Road
St Neot
Liskeard
Cornwall
PL14 6NL

Head teacher/Designated Safeguarding lead - Mrs Sam Bowden

School Administrator – Mrs Nic Tamblyn

Email: secretary@st-neot.cornwall.sch.uk Tel: 01579 320580

Web Site - www.st-neot.cornwall.sch.uk

On the next few pages, you will find some forms which we ask that you please read, sign where required and return to the Nursery before your child starts their placement.

If you have any questions, please get in touch and we will be more than happy to support you.

Care Provision Parental Agreement Form

- Intimate care is any care which involves washing, touching or carrying out a specific medical procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.
- The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
- St Neot school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The schools recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.
- The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.
- Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.
- Each school has a logbook to record who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task.
- Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, etc., and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.
- Aprons and gloves will be worn when dealing with a child who is bleeding or soiled or when changing a soiled nappy.
- When administering first aid staff will ensure wherever possible that another adult or other children are present. The pupil's dignity will always be considered and where contact of a more intimate nature is required (e.g., assisting with injury to intimate areas), another member of staff will be in the vicinity and will be made aware of the task being undertaken and ensure entry into the school's first aid log is made.

Permission Form for Intimate Care Provision

Should your child have an accident (soil or wet themselves) in school and require changing or assistance with changing we are willing, with your permission, to clean and change your child as required. We will follow the procedures outlined in our "Intimate Care Policy".

This role will always be undertaken by a member of staff and you will be informed that an incident has taken place.

In such an event please indicate below how you would like us to proceed.

• In the event of my child having an accident in school and needing/requiring assistance to be cleaned and changed,

I give permission for a member of staff (Nursery Staff) to clean and change/assist in cleaning and changing him/her.

Child's name _____

Signed _____ (Parent/Guardian)

OR

• In the event of my child having an accident in school and needing to be cleaned, I would like to be contacted so that

I can proceed to school.

I accept that if you are unable to contact myself or someone

on the emergency contact you will proceed to clean and change/assist in cleaning and changing him/her as based on

the procedures outlined in the "Intimate Care Policy".

Child's name _____

Signed _____ (Parent/Guardian)

All about me

Things I like	Things I don't like/scare me
People who are special to me	Things I can do
Things I need help with	How I like to be comforted
Where I am with toileting	Information about 2 year old check/early development

Passwords:

Parents/carers are asked to create a memorable password, which is also filed.

This is to give permission for other family members or friends to pick up their child if the main carer cannot pick up.

On arrival this person will be asked for the password before the child can be released from the Pre-School.

Please complete and return this form.

Child's name _____

Password _____

Signed _____

Date _____