## 



**2018 Handbook**



**Contents**

Welcome to Our Nursery Group 01

[Aims of the Nursery 01](#_TOC_250019)

[St. Andrew’s Nursery Staff 01](#_TOC_250018)

[Management Committee 02](#_TOC_250017)

[Our Vision 02](#_TOC_250016)

Daily Nursery Sessions 03

[Settling](#_TOC_250015) in……………………………………………………………………04

[If](#_TOC_250014) your child is ill…………………………………………………………05

[Healthy](#_TOC_250013) Eating Nursery……………………………………………………….05

Clothing……………………………………………………………………….05

[Accidents……………………………………………………………………06](#_TOC_250011)

[Personal](#_TOC_250010) Belongings………………………………………………………….06

[Transitions………………………………………………………………….06](#_TOC_250009)

[Inclusion…………………………………………………………………….06](#_TOC_250008)

[Policies………………………………………………………………………07](#_TOC_250007)

[Parental](#_TOC_250006) involvement Policy………………………………………………07

[The](#_TOC_250005) Role of Parents………………………………………………………….07

Our Daily Routine………………………………………………………….08-09

[Learning](#_TOC_250004) Through Play……………………………………………………….09

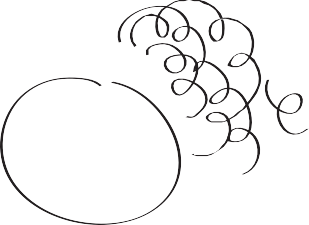
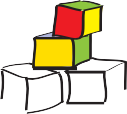
[A](#_TOC_250003) Child’s Learning Journey………………………………………………….10

[Holidays](#_TOC_250002) 2017/2018………………………………………………….10

[Final](#_TOC_250001) Words……………………………………………………………………10

[Contact](#_TOC_250000) us…………………………………………………………………….11

## 



**Welcome to our Nursery Group!**

Starting Nursery marks a new and exciting stage of life for both a child and his/her parents. This booklet has been designed to provide information about St. Andrew’s Nursery and briefly describes the aims, vision and practice of our nursery. We hope you and your child will be very happy with us. If, at any time, you have any problems, worries, or just general queries, please discuss them with a member of staff.

In September 2015 we opened our beautiful new 2-year-old unit and we now provide early education and childcare for 2, 3 and 4-year-old children until they reach statutory school age.

# Aims of the Nursery

  To provide high quality care and educational development to those children under statutory school age;

  To advance the development and education of children under statutory school age in the area of benefit by encouraging parents to understand and provide for the educational, developmental and other needs of their children.

# St. Andrew’s Nursery Staff

**Nursery Group Leader** Mrs. J Hesketh BA (Hons), EYPS

**Deputy Group Leader** Mrs. H McDonald BA (Hons), EYTS

**Deputy Group Leader** Miss R Marks

**Nursery Practitioners** Mrs. A Morris Miss DRidings Miss A Hibbert

**Apprentice** Miss D Buchanan

**Welfare Assistants** Miss L O’Brien

Mrs. C Disley

# Management Committee

The nursery is run by an elected committee, they ensure the assets, employees and activities of the charity are managed effectively to help it achieve its purpose; to enhance the development and education of all the children who attend. The committee is responsible for reviewing both policy and practice and for the employment of members of staff. Our Annual General Meeting, is held in the autumn term and parents will be informed in good time so they are able to attend. The committee encourages parents to take part in the management of the nursery by volunteering to be a parent representative on the management committee.

**Committee Member Mrs. M Dixon**

**Committee Member Mrs. F Fellows**

**Committee Member Mrs. K Hardman**

**Committee Member Mrs. J Hesketh**

# Our Vision

St. Andrew’s Nursery Group believes in putting the child first and promoting high achievement in a caring and challenging environment. Our aim is to improve the life chances of the children in our care so that every child can reach their full potential. **To achieve this, we will:**

**Provide an appropriate curriculum** – which is based on learning through play both indoors and outdoors; follows the children’s interests; and is appropriate to the age and developmental stage of each child.

**Provide a safe environment** – which makes sure that children’s safety and well- being are central to all the work undertaken, and staff and volunteers are given training to enable them to respond appropriately if a child is considered to be at risk.

**Work together in partnership** – by building strong links between the nursery, families and the wider community, and developing an environment in which everyone works together for the good of the children.

**Be committed to quality improvements** – by providing experienced, dedicated and well qualified staff, committed to continued professional development.

**Offer equal opportunities for all our children** – by promoting positive attitudes to diversity and difference and by helping the children to learn to value different aspects of their own and other people’s lives.

**Prepare our children for life in a multicultural society** – by exploring the religion, language and lifestyle of other cultures.

**Daily Nursery Sessions (Term Time Only) for 2, 3 and 4-year-old children.**

**Morning Sessions** Commence at 9.00 am End at 12.00 noon

**Afternoon Sessions** Commence at 12.30 pm

End at 3.30 pm

**Day time Sessions** Commence at 9.00 am End at 3.00 pm

**Free part-time nursery education is available to all three and four-year-old children in Lancashire. Your child is entitled to a maximum of 15 hours of free childcare per week.** If your child attends another provider and you wish to use part or all your entitlement elsewhere, sessions at St. Andrew’s Nursery will be charged at £5.00 per hour. Payments are due at the beginning of each week, or can be made in advance (half-termly, termly).

**St. Andrew’s Nursery Group will be offering the 30 hours’ free childcare entitlement to eligible parents from September 2017**. The 30 hours’ free childcare is an extension of the current free hours and provides an additional 15 hours of free childcare for children where parents are eligible. If a parent is eligible for the additional 15 hours’ free childcare they will receive an eligibility code from HMRC via the on-line system. The code will be given to the chosen childcare provider to book a place; parents will be expected to reconfirm their eligibility every three months.

**We also provide free early education and childcare for eligible two-year-old children, to find out if you qualify for 15 hours of free childcare please call the Family Information Service Team on 0800 195 0137 or visit their website at lancashire.gov.uk/family and complete their online checker.** If your child is two years old and you wish to pay for a nursery place, we charge £6.00 per hour and payments are due at the beginning of the week.

As the Nursery group is non-profit making and staff costs are funded totally from LEA funding or fees we are, unfortunately, not able to refund for non-attendance due to absence, illness or family holidays.

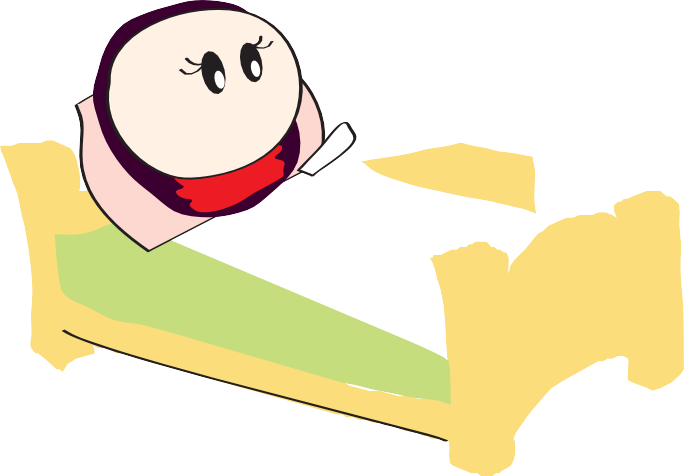
Parents are requested to collect their children on time as delay can often cause unnecessary upset. If you are going to be unavoidably late, please telephone us as soon as possible and always inform us if someone other than usual is to collect your child. We have an “Uncollected Child” policy on the parents’ noticeboard.

# Settling In

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the nursery. **To accomplish this, we will:**

* + - Encourage parents to visit the nursery with their children before an admission is planned.
    - Introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
    - Make clear to families from the outset that they will be supported in the nursery for as long as it takes to settle their child there.
    - Allocate a key person to each child. This will help to establish a secure attachment and help to settle each child when they first arrive at the setting. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child’s key person will be the person who works with you to make sure that what we provide is right for your child’s particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child’s time at the setting, she/he will help your child to benefit from the setting’s activities.
    - Children cannot play or learn successfully if they are anxious and unhappy. Our setting procedures aim to help parents to help their children to feel comfortable in the nursery so that they benefit from what it has to offer. Children can then be confident that their parents will return at the end of the session/day.

# If Your Child is ill



Please keep your child at home until fully recovered. This is especially important after a bout

of sickness and diarrhoea when we recommend that children do not return to Nursery for 48 hours after such an illness.

Children who suffer from Asthma should bring their inhaler, clearly marked with their name, and leave it in the nursery so that it can be made accessible at all times if it should be needed.

If, during the session, your child becomes unwell it is normal policy for us to contact parents and send the child home. It is important, therefore, that you keep us informed of any change of address or telephone number.

# Healthy Eating Nursery

Nursery will provide a mid-morning and afternoon drink and snack free of charge so it is unnecessary to send any food in with your child. The children are offered a selection of food including fruit, vegetables, toast, crackers, cereals and yoghurts, as we encourage healthy eating as part of our curriculum. Milk and water are offered daily. Children who stay for lunch can either bring a packed lunch or order a hot meal from the kitchen.

Also, as there will be opportunities for your child to take part in baking sessions, please let us know if your child has an allergy to certain drinks/foods.

# Clothing

Please make sure that your child is comfortably dressed in casual clothes that she/he can manage easily when using the toilet.

Although children wear protective aprons when painting/playing in water, etc., we cannot guarantee that your child will remain spotless! If this should happen please try not to be cross with your child because this will result in her/him being reluctant to participate in that activity again in the future, therefore limiting her/his experiences.

The children will have access to the nursery garden every day and parents should send a coat if it looks like it is going to be a wet or cold day. During the sunny, summer months please provide your child with a sun hat for outside play. We will provide parents with a ‘Sun safety policy’ during the summer months.

**Please clearly name all items of clothing, especially coats - thank you**

# Accidents

All accidents are recorded in the accident book including accidents that occur away from nursery.

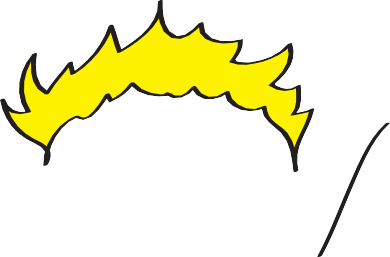
In the event of an accident in the home parents must inform staff and record it on an ‘Out of nursery’ accident form.

If staff see evidence of injury on a child, which has not occurred in the nursery and has not been reported to any member of staff, parents will be asked for information on the incident and asked to record it on an ‘Out of nursery’ accident form.

# Personal Belongings

If your child is dependent on a comfort toy, such as a teddy bear, these are welcome to ease the transition from home to nursery – please discuss this with your child’s Key person.

# Transitions



St. Andrew’s Nursery understands the need for smooth transition whether it is a child starting nursery or leaving us to start school. When a child first starts nursery, we have an induction process in which we aim to meet

the needs of all children. We will work with parents and families to ensure a warm welcome and smooth settling-in process. We have a very well organised and effective transition programme when the children leave nursery

to start school. The smooth transition between nursery and school helps parents to feel more confident about their child starting school.

# Inclusion

We ensure that St. Andrew’s Nursery is inclusive to all children. We provide an enabling environment in which all children are supported to reach their full potential. We have a designated member of staff to be the Special Educational Needs Co-ordinator (SENCO), and her name is Julie Hesketh. The SENCO will work in partnership with parents and other agencies to identify the specific needs of children with special educational needs, and meet those needs through a range of SEN strategies. To read more about our ‘Local Offer’ please visit the school website and look under nursery [www.st-andrews-inf.lancs.sch.uk](http://www.st-andrews-inf.lancs.sch.uk/)

# Policies

Copies of the nursery policies and procedures are kept in a file and are available for you to see in the nursery unit. Important policies are displayed on the parents’ noticeboard. Our policy file includes policies for Equal Opportunities, Confidentiality, Special Educational Needs, Behaviour Management, Administering Medicines, Health & Safety, Fire, Missing child and Child Protection Procedures, Complaints and Smoking/drinking.

The nursery policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents. The staff and committee of the nursery work together to adopt the policies and all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the nursery to provide a quality service for its members and the local community.

# Parental Involvement Policy

Parents are the first educators of their young children. The aim of the group is to support their essential work. **We will:**

* Make all new parents aware of the group’s systems and policies.
* Encourage parents on an individual basis to play an active part in the management of the group.
* Ensure that parents are informed on a regular basis about their child’s progress.
* Ensure that all parents have opportunities to contribute from their own skills, knowledge and interests to the activities of the group.
* Involve parents in shared record keeping about their own child, either formally or informally.
* Ensure that all parents are fully informed about meetings, conferences, workshops and training.
* Try to hold meetings in venues which are accessible and appropriate for all.
* Welcome the contributions of parents.
* Make known to all parents the systems for registering queries, complaints or suggestions.
* Provide opportunities for parents to learn about the nursery curriculum and about young children’s learning, in nursery and at home.

# The Role of Parents

The Nursery recognises parents as the first and most important educators of their young children. Our nursery aims to support parents. Parents are welcome:

To work in the group with the children, subject to clearance from the Disclosure & Barring Service.

To assist with fundraising.

To take part in the management of the nursery by volunteering to be a parent representative on the management committee.



# Our Daily Routine



The Nursery doors are opened at 9.00 am, and the children and their families are greeted by a member of staff. The children will be asked to find their own name card and to put it on the fridge door for self-registration. Any child bringing a packed lunch will be helped to put it safely on the trolley until lunchtime. Other members of staff will be available to help the children choose which resources they wish to play with. Parents are encouraged to bring their children into the setting and to stay for a short time if they wish. Information can be given verbally to key persons at this time to help to settle the children.

The children will move around the Nursery freely accessing all the areas of continuous provision. These include sand and water play, malleable area, painting, workshop table, home corner, construction, small world area, mark making, book corner, and the computer. During this time the children will have the opportunity to participate in a more structured adult directed activity covering one of the areas of learning. Many of these activities will be planned for outside in order that children gain the benefit of learning in the outdoor environment. The doors to the outside area are open for most of the session to enable children to take any learning they do inside into the outdoor area, and gain the experience of all forms of weather. Children are able to access resources by themselves or are encouraged to ask for anything they are particularly interested in. During the morning, the children will be invited to join small groups for singing, having a story or a game involving sounds and letters or mathematics.

During the morning, we operate a rolling snack programme where the children are free to come to the snack table when they want to. The children are encouraged to chat at this time about what they have been doing during the session, or about family and home life. Snacks will be of a healthy and nutritious nature and the children will be given the opportunity to contribute to the planning and preparation of snacks. The children will have a choice of drink from water or milk. They will be encouraged to clear away their cup, spoon etc. before returning to their play. We will always ensure that the children have washed their hands before having their snack. Fresh drinking water is available throughout the day and the children are encouraged to develop independent skills and pour their own drinks. The children can go to the toilet anytime during the day.

At approximately 11.45 a.m. the children will split into two groups, those going home at 12.00 p.m. and those staying for lunch and for the afternoon session. The children who are going home will go in to the Quiet Room with an adult for a story, singing, or games. Before home time the children will get their coats and bags ready for their parents/carers to collect them.

The children who are staying all day will be encouraged to wash their hands and settled at the table. The staff will put the children’s packed lunches on the lunch table and offer any help needed to open them. The kitchen staff will bring any hot lunches from the school kitchen for the children who are booked on them. Parents are able to choose in advance from a choice of menu what they would like their child to have for lunch each day. The children will choose who to sit with as they eat their lunch and the lunchtime staff will sit with them to model appropriate behaviour. After the children have finished their lunch they will have time to rest if they wish, they can help the staff put out the toys or they can simply play.

The afternoon session starts at 12.30 p.m. and the children are greeted at the door by a member of staff as in the morning. The children will be asked to find their name card and to place it on the fridge door for self-registration. The afternoon session runs in a similar way to the morning session with all areas of continuous provision being available; access to the outdoors; a rolling snack programme and a structured adult directed activity from one of the areas of learning.

At 2.40 p.m. children and adults tidy up the Nursery and come together to discuss what they have done during the session. There is usually time for a story or some singing before the children who are going home at 3 pm get ready for when their parents/carers come to collect them. The children who are collected at 3.30 p.m. can choose a game or activity at this time to play with the staff.

We like to celebrate everyone’s birthday in nursery and make them feel special. We celebrate by singing to the children and lighting the candles on our ‘magic cake’. The children must hide their eyes to make the ‘magic cake’ work, and if they do it produces a present for the ‘birthday boy or girl’.



# Learning Through Play

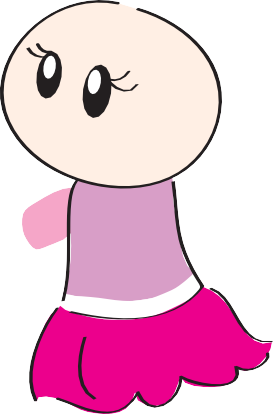
Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our nursery uses the practice guidance Early Years Foundation Stage to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the practice guidance to the Early Years

Foundation Stage has been used to decide what equipment to provide and how to provide it.

Within our curriculum, we provide equal opportunities for all children, in order that everyone is encouraged to reach his/her full potential.

We prepare children for a multi-cultural society, and encourage understanding of other cultures. We hope that we will build up a child’s self-esteem and self-respect by viewing everybody as a valued member of the community. We provide an environment that is multicultural and non-sexist, enabling all children including those with special needs, to fulfil their potential.

## 



# A Child’s Learning Journey

Children learn more between the ages of 0 – 5 years, than at any other time of their lives. Whilst they are attending St Andrew’s Nursery, we will try to capture as much of this learning as possible but the journey did not begin here. So much learning has taken place before attending the nursery, and we acknowledge this fact. The Starting Nursery form which we ask you to fill in goes a little way to recording some of that learning.

The learning journey at St Andrew’s Nursery is recorded in chronological order. This will highlight phases of interest and skills, as well as help to create a unique book that reflects the individuality of the child. Recording the learning will be achieved through several methods: formal and informal observations, photographs, tactile evidence such as creative work or samples of writing, or photocopies of this; evidence will be referenced to the EYFS curriculum. After the initial baseline assessment, included in the child’s learning journey are termly trackers, completed by the keyperson to track children’s learning and development over time. The results of the trackers will inform planning for the next term.

You as parents/carers are invited to contribute too. When an observation has been undertaken at the setting, the key person will discuss with the parent/carer, what she has recorded. This is an opportunity for parents/carers to share their observations, and together we can create an appropriate learning plan. Parent observation sheets, “Wow sheets”, are available for you from your key person. You may wish to use these to record your observations from home, such as current interests or what makes your child become fully engrossed. When your child is quiet, take a peek - it’s a moment worth recording.

Of course, please do not hesitate to talk to your child’s key person or the Nursery Group Leader, Mrs. Hesketh if you have any information to share. You don’t have to write everything down on the observation sheet.

# Holidays 2017/2018

|  |  |  |
| --- | --- | --- |
| **NURSERY CLOSES AT 3.30PM ON** | | **NURSERY RE-OPENS AT 9AM ON** |
| **Summer Holiday** | Friday, 21st July 2017 | Monday 4th September 2017 |
| **Autumn Half Term** | Friday, 27th October 2017 | Tuesday, 7th November 2017 |
| **Christmas Holiday** | Thursday 21st December 2017 | Monday 8th January 2018 |
| **Spring Half Term** | Friday, 9th February 2018 | Monday, 19th February 2018 |
| **Easter Bank Holiday** | Friday 23rd March 2018 | Monday, 9th April 2018 |
|  |  |  |
| **May Day Holiday** | Friday, 4th May 2018 | Tuesday, 8th May 2018 |
| **Spring Bank Holiday** | Friday, 25th May 2018 | Wednesday, 6th June 2018 |
| **Summer Holiday** | Friday 20th July 2018 September 2018 | |



# Final Words

But most importantly, St. Andrew’s Nursery is a fun loving, learning establishment where the staff are dedicated to ensuring that all the children are given the best possible opportunities to set solid foundations for the rest of their school days.

We welcome your help and support and if you have any further enquiries please approach a member of staff who will be happy to help.

# Contact Us

ST. ANDREW’S NURSERY GROUP WOODLEA ROAD

LEYLAND PR25 1JL

**Tel:** 01772 423339 Ext 2.

**Fax:** 01772 459096

**Email:** [j.hesketh@st-andrews-inf.lancs.sch.uk](mailto:j.hesketh@st-andrews-inf.lancs.sch.uk)

**Website:** [www.st-andrew-inf.lancs.sch.uk](http://www.st-andrew-inf.lancs.sch.uk/)

**Registration No: RP536540**

St Andrew’s Nursery Group is a privately funded nursery with charitable status. The nursery has been registered since September 1998, and operates from a dedicated space within St. Andrew’s Church of England Infant School. The nursery provides early years’ education for children aged 2, 3 and 4 years old until statutory school age.

The group is inspected by registered OFSTED Early Years Inspectors and carries comprehensive insurance cover. St. Andrew’s Nursery achieved the award “Step into Quality” in December, 2015.

We are members of the Pre-school Learning Alliance and supported by an Early Years Foundation Stage consultant. We are also supported by an Inclusion Teacher from Lancashire Special Educational Needs and Disability Service.

Revised March 2018