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We Care

Starting Nursery





WELCOME TO LATYMER ALL SAINTS C of E NURSERY SCHOOL

We hope this booklet will help you to settle your child in Nursery, and go some way towards answering some of your questions and make you feel welcome.

This booklet will be given to you as part of your welcome pack. If there is any information you would like, that we have not provided, please ask. There will be plenty of time to look around and ask questions on your visits.

Do talk about starting Nursery with your child so that he/she knows what to expect. Let them know that it is a friendly place and something to look forward to. Whilst you are visiting, join in the activities; show your child the toilets, where to wash their hands, how to use paper towels, where to find a drink of water, where to play and which adults to ask if they need help.

Come and enjoy yourselves!





VISITS

On acceptance of a place families are invited to an induction session where they will be offered a home visit. Nursery staff will visit you at home and it is an opportunity to share information about your child in order to help them settle into Nursery and for your child to meet the staff in a familiar place and feel comfortable with them.

SETTLING

Settling into nursery is an important time for young children and their families. For some children this will be the first time they may have been left with another person and often the first time they have been left in a larger environment. We aim to make this process as smooth as possible. All children and families are unique and as such their individual needs are taken into account throughout the settling in process.

Saying goodbye at school may be very emotional for you. However try and send your child off with a smile and a wave along with reassurance that you'll be there to collect them later. Remember even distressed children settle very quickly once you're gone, so make your exit brief. If you are worried talk your concerns through with your child's teacher.

Children's entry into nursery is staggered to enable staff to spend time welcoming and settling new children. On your child's start date parents/carers should: Arrive at 9.00am or 1.00pm to allow your child to be welcomed by their key carer and settled in.

We hope that by working with parents/carers we can provide the best possible start for your child's entry into nursery, laying firm foundations for the future.





OUR SESSION TIMES



Morning session	8.30 am - 11.30am
Afternoon session	12.30 pm - 3.30 pm

It is important to arrive and collect on time.

The children are only here for 3 hours and we really want them to make the most of their time with us. It also helps them to learn the necessity for good timekeeping.

If you will be unavoidably late picking up - please telephone so that we can explain this to your child.

If someone other than yourself or a regular person that we have met before is picking up, then you must phone or send a note with that person. A password will need to be exchanged for any adults who do not regularly pick up your child before we will let them go. If we are in any doubt, we will not send the child home until we have phoned you or your emergency contact.

OUR DAILY ROUTINE

Children and Parents are asked to wait outside nursery until a member of staff opens the door and welcomes them in. The children's first task is to register by finding their name. Children are then able to choose where they would like to play.

Each area of the nursery is supervised by a member of staff. Children are free to move throughout the Nursery and take part in a variety of activities. During the session each child will have to opportunity to have a piece of fruit and a drink of either milk or water.

Everyone helps to tidy up towards the end of the session. Children are encouraged to tidy the area they have been working in. The session finishes with story time.





At the end of the session Parents/Carers are asked to wait outside the Nursery until a member of staff opens the door. The children remain on the carpet until a member of staff calls their name and they are collected.

HOW WE LEARN IN NURSERY

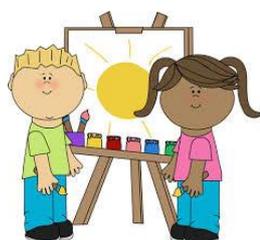
We believe that children learn through play. They are encouraged to join in all the activities, to be independent and to make choices.

We offer a rich and varied curriculum in a safe but inviting environment. We understand that children develop at their own pace, but with encouragement and opportunity will reach their full potential. Children learn best when they are happy, safe and secure. The staff are there to guide and teach and will get to know you and your child well during your time here.

Our environment is planned to enable children the opportunity to extend and develop their thinking and learning across all areas of the curriculum. Although the resources in each area tend to reflect a particular curricular area, they are planned together enabling children to consolidate and apply their learning in a way that makes sense to them.

Each area is set up, staffed by key carer teams and they move areas every two weeks. Key carers plan specific learning experiences that are appropriate to the needs of the children. They work with groups and individuals to meet each child's specific needs.

Our environment consists of several areas. Each area offers a different variety of learning experiences for our children.



Drawing and writing area
Book corner and listening area
Puzzles and fine motor skill activities
Building and Small world play
Number area



Exploring and Investigating Area
Sand and Water
Creative Area for painting, modelling and woodwork.
Role Play Area and dressing up





RECORD KEEPING/PARENT CONSULTATIONS

In order to plan for your child's development, all staff contribute to observations on your child's development. We have started to use Tapestry which is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum. This allows us to build up a record of your child's experiences during their time with us. This system also allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom.

Every term your child will have a Focus Week where they will be observed by members of staff. Parents will then be invited to meet with their child's key worker to discuss progress and development and to determine your child's next steps.

CHILDREN'S ILLNESSES

Please inform us of the reason your child is absent from Nursery and of any infectious illness .



The following apply:

- Conjunctivitis- Please do not bring your child to nursery if their eyes are 'gunky'. Wait until 24 hours after treatment has been started.
- Chicken pox- Please do not bring your child to nursery until the last spot has scabbed.
- Hand, foot and mouth-Please do not bring your child to nursery until the last blister has dried up.
- Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full 48 hours after the last episode.

Notwithstanding the above, it is expected that parents/carers use their discretion and if their children remain unfit for school beyond the above guidelines their children stay at home.

Should your child become ill in Nursery, we will try and contact you as soon as possible so that they can be collected. **Please help us to keep contact numbers up-to-date.**

ACCIDENTS AND ACCIDENT REPORTING

All accidents requiring treatment are recorded in our accident books. Whoever picks up your child will be asked to sign this book to confirm they have been informed of what has happened. If in our opinion a child requires medical treatment, we will contact you immediately.



Please make sure we have up-to-date contact numbers.

ABSENCE

We ask that you ensure your child makes full and regular use of the place offered to them. If for any reason your child will not be able to attend, for example due to illness, or holiday please could you telephone to let us know. In the event of unexplained absences, decisions may have to be made to withdraw a child's place if it is not being used, so that it may be offered to another child.

SAFETY AND SECURITY

A security system operates in our Nursery; please help us maintain a safe and secure environment. All visitors are asked to report to the main school reception to sign in and wear a visitor's badge. Please ask a member of staff to let you out of the nursery. This is to ensure that children are not let out of the nursery by mistake.

Children's safety is our first concern and we need your co-operation.

Please: Do not smoke on Nursery premises

Do not bring dogs on to the Nursery premises

Do not let your child bring sweets/chewing gum/money to Nursery.

If anyone different is picking your child up from nursery please inform their Key worker or relevant member of staff. A password system is in place to ensure that anyone picking children up from the nursery has been endorsed to do so.

INTIMATE CARE OF CHILDREN

During their time at Latymer All Saints Nursery your child may need intimate care. Staff who provide intimate care to children have a high awareness of child protection issues.

This can be when cleaning up a child after they have soiled themselves, helping them to change clothes when wet or changing nappies for those children who are not yet toilet trained. Latymer All Saints Nursery 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 team recognise that there is a need to treat all children with respect when intimate care is given and no child should be attended to in a way that causes distress or pain.

SAFEGUARDING

The nursery has a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves please let their Key Carers, or a relevant member of staff know. We are duty bound to follow up any unusual marks or injuries reporting them to the safeguarding authority who may need to follow them up.

CLOTHING

Please dress your child in comfortable clothes that are easy to manage so that your child can learn to be independent. Young children need to wear clothing that enables them to go to the toilet easily and independently so dungarees, belts, braces, lace up shoes and tight fitting clothes are inappropriate.



We have spare clothes available in case of accidents and would appreciate that these are washed and returned promptly. Parents are advised that children should always have a spare set of clothes at Nursery at all times.

Nursery uniform is available to purchase although this is not compulsory.

Aprons are provided to protect the children's clothes when necessary, but we ask that children come to school in washable, practical clothes.

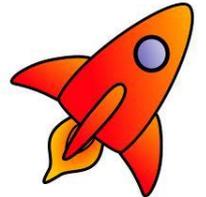
On most days children need to have warm clothes to wear outside. When it is sunny we advise that children wear clothing that protects them, as well as a sun hat and sun cream that you put on at home.



ALL CLOTHING SHOULD BE CLEARLY LABELLED especially coats and boots. We also recommend that children do not come to school wearing long skirts or flip-flop type footwear as these can be dangerous when climbing in the garden.

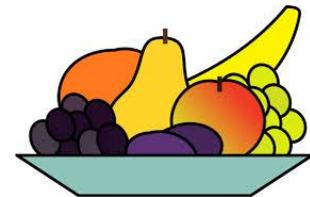
TOYS FROM HOME

Occasionally children like to bring a toy from home to show other children or an adult in the Nursery, or just for security. Could you please discourage this as much as possible. Treasures can easily be lost or misplaced which can be very upsetting for the children.



FRUIT/SNACK

To promote independence child help themselves to fruit and water during the session. If your child stays for lunch then please ensure that they have a healthy packed lunch. This could include a sandwich, a drink, yoghurt and a piece of fruit.



Children should not be given chocolate or sweets as part of their lunch. Due to nut allergies please do not give your child any food containing nuts as part of their packed lunch.

NEWSLETTERS AND NOTICEBOARDS

We try to keep you informed about events in Nursery through regular newsletters. We also ask you to keep an eye on the various notice boards for daily information. The notice boards in the Nursery entrance keep you informed of local events. Curriculum information is also displayed. This will keep you informed of activities that the children will be doing in Nursery. Communication is a two way process, so if there is anything you would like to know, please ask.



PARENTS

The partnership between school and home begins on our home visits and we hope develops and continues throughout your child's stay at Nursery. Your main point of contact within the school will be your child's key worker. Please come in and talk to your child's key carer if you have any worries or concerns - sometimes a chat is all that is needed to set your mind at rest.

We recognise that all children come into the Nursery having learnt so much at home. We aim to build on these initial learning experiences and provide a range of opportunities to develop further learning, not only in the Nursery, but also at home in a variety of ways.

Throughout your child's stay at Nursery we will provide more formal opportunities for you to discuss your child. Opportunities will be provided for you to meet key carers throughout your child's time at nursery, to celebrate your child's achievements and share any worries or concerns.

COMPLAINTS

We hope that during your child's stay with us you will be happy with the nursery, and be able to discuss any worries you may have with your child's key carer. If however you do feel it is necessary to talk to someone else please come and talk to Madelaine Efsthathiou the Nursery Manager who will endeavour to resolve the problem or issue.