

Ladysmith Federation



Ladysmith Nursery Information Booklet

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Welcome

Welcome to our Nursery. This booklet contains some information to help your child settle into nursery and for you to gain understanding of our aims and routines. Please feel free to ask questions of staff at any time.

We welcome your involvement and look forward to developing our partnership while your child is in the Nursery.

Please ensure that you have read and signed the Terms and Conditions in conjunction with this information booklet.

Ethos: Roots and wings

In Nursery our aspiration is to nurture roots of security and enjoyment so that children are enabled to be kind, curious and playful.

Children's attitudes to learning are developed at an early age so, as the adults who interact with your children, we will display a positive and inquisitive approach to all learning opportunities.

Staff

The Nursery is staffed by a teacher and teaching assistants qualified to statutory requirements.

Although all staff take responsibility for the welfare and education of all the children, each child will be assigned a named key person for their time in Nursery. The key person will be your contact should you wish to discuss anything specific to your child.

Mrs Lindsey Blackwell is the Federation Family Support Worker and is available to offer advice and support if required.

The Nursery Day.

When arriving please spend a few moments settling your child in for the session. You will need to choose their lunch option (if applicable), hang up their belongings, remove their shoes and settle them into an activity.

If children are being collected by someone who is not the regular named collector, it is important that you inform the key person or school office, otherwise they will be held by us until we can confirm the arrangements.

It is essential that if your child arrives late or you have to take them out of Nursery early, you report to the office. Please report the reason for any absence to the office staff or to your child's key person as soon as possible, (*preferably before 9.05am*) on the day of absence.

Characteristics of Effective Learning

We want children to be happy, secure, lifelong learners and we promote this through the EYFA (Early Years Foundation Stage) Characteristics of Effective Learning:

Playing and Exploring - Engagement

- Finding out and exploring
- Playing with what they know
- Being willing to have a go

Active Learning - Motivation

- Being involved and concentrating
- Keeping trying
- Enjoying and achieving what they set out to do

Creating and Thinking Critically - Thinking

- Having their own ideas
- Making links
- Choosing ways to do things

First Aid

Due to the child's age and development, during the course of a normal nursery day, the children may get bumps and scrapes: these will be dealt with by nursery staff. There is a qualified first aider in nursery at all times.

Peanut Allergies

We are a nut-free school; please do not include anything containing nuts in your child's lunch box. If your child has eaten a product containing nuts before coming to nursery, please make sure they have thoroughly washed their hands before arriving.

Asthma

If your child suffers from asthma and is likely to need an inhaler whilst in school please remember to complete the necessary medical form and give it, together with your child's named inhaler, to the class teacher. The school is not allowed to keep an emergency supply.

Medication

School staff will administer medication to children for whom it has been prescribed. If your child takes medication that needs/may need to be given at school (including a Ventolin inhaler), a separate form will need to be completed for each medication. Medication will only be given if it has been prescribed and a form has been completed and signed.

Absence Forms

These are available on request and need to be filled in giving reasons for any absence other than illness or medical appointments.

Lunchtime

Children can have either a packed lunch or a hot school meal – which should be ordered on arrival in nursery. If your child is arriving at 12pm and would like a hot school meal please call the school office before 9.15am to place your order. A school meal costs £2. You will be provided with a menu so that you can choose a meal your child will enjoy.

From 5th September 2018 we will be using +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer.

We will inform you about items you need to pay through ParentMail, such as school dinners and you will be able to pay electronically using credit or debit cards.

Further information will follow regarding how to use this service.

Complaints Procedure

If you have any concerns about your child's progress at Ladysmith Nursery, please discuss them with the Nursery teacher or Key Worker in the first instance or Mrs Emma Brown, the Headteacher, who will be happy to resolve them with you.

Policies

Our policy documents have been created to ensure the wellbeing of the children in our care and to help us maintain a high standard. Full policies are available on request from the school office or on the school website.

Please remember:

- Name all of your child's clothing as they are easily mislaid or lost. Losing clothing can be quite upsetting for young children and expensive for parents!
- To provide a change of clothes in a named bag for your child.
- To dress your child in appropriate clothing and footwear for the weather and a busy, energetic day in Nursery. Please choose clothing which enables your child to be independent when going to the toilet or changing their shoes. (eg. no lace up shoes or belts)
- To provide a sun hat for sunny days and apply a single application sunscreen before arriving at nursery.
- Toys are not allowed to be brought into Nursery.
- To help your child to be prepared for Nursery by knowing how to use the toilet independently. Parents of children who are not toilet trained should talk to their Health Visitor.
- To inform the office and Nursery of any changes to contact details.

Nursery Start Dates

Informal meetings have been arranged for new Nursery children to enable smooth transition into our Nursery.

At our Stay and Play sessions in July you and your child will have the chance to

- Meet and spend time with the Nursery staff
- Share with us a little more about your child and their interests
- Have a look around the Nursery
- Meet other new starters
- Complete Nursery paper work

In September we will invite you to a Meet and Greet Session where we will have a more detailed chat about your child.

Thursday 6th September from 9.30am - 11.30am

Thursday 6th September from 1pm – 3pm

Friday 7th September from 9.30am - 11.30am

Returning Nursery Children	Monday 10 th September (provided Monday is a pre-booked day)
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New Nursery Starters	Tuesday 11 th September (provided Tuesday is a pre-booked day)
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Holiday Dates 2018 – 2019

Term	First Day	Last Day
Autumn Term	5 th September 2018*	21 st December 2018
Spring Term	8 th January 2019	5 th April 2019
Summer Term	23 rd April 2019	19 th July 2019

*Nursery start dates in September differ from the rest of the school.

Half Term

Autumn 2018	22 nd - 26 th October inclusive
Spring 2019	18 th - 22 nd February inclusive
Summer 2019	27 th - 31 st May inclusive

Bank Holiday

Monday 6th May 2019

Ladysmith Infant and Nursery School
Ladysmith Road
Exeter
EX1 2PS

Tel: 01392 271596
Email: infant.admin@ladysmithfederation.net

Ladysmith Federation

Ladysmith Nursery Terms & Conditions

- To register your child at Ladysmith Nursery you need to complete an Application Form (or Pre-Registration Form) and return it to the School Office.
- The Nursery opens Monday to Friday from 9.00am - 3.15pm. Parents can select a total of 15 hours per week free. Some may be entitled to 30 hours per week free – an eligibility code must be produced to qualify for the 30 hours. If not eligible for free hours, additional hours can be secured through Ladysmith Nursery at a cost of £5.50 per hour and will be invoiced half termly accordingly. We ask that a minimum of 2 sessions per week. All hours are subject to availability and confirmation from the Nursery Administrator.
- The wrap-around care (7.30am-9.00am) and (3.15pm-6.00pm) is provided on site by **FISH** (Fun In School Holidays) in the Community Room. **FISH** (Telephone 08445 618847) accept children from 7.30am and drop them to Ladysmith Nursery for 9am. At the end of the nursery day, **FISH** will collect children and take them over to the Community Room until they are collected by their parents.
- Ladysmith Nursery is open 38 weeks per year – School Term Time Only.
- Hours must be booked termly IN ADVANCE in agreement with the School Office.
- All fees (*if applicable*) are invoiced half termly in advance and payment should be made promptly. Individual payment arrangements will be negotiated between the Nursery Administrator and parents/carers
- If the fees are not paid on time, the Nursery Administrator will notify the parent/carers with a formal warning, this may result in their child's place at the Nursery being forfeited.
- If at any stage a parent misses 2 weeks payments, their child's place at the Nursery will be withdrawn. Should the parent then wish to reinstate the placement they will need to meet with the Nursery Administrator to discuss availability. Similarly, for parents who pay termly or half termly, where payments are 2 weeks overdue the same process will apply.
- If you consider you have exceptional circumstances please speak to the Nursery Administrator in the School Office.
- If your child is absent due to sickness, the nursery should be notified. Unfortunately our costs do not diminish if your child is ill. Your booking and registration is for the place and not for attendance. Fees cannot be waived if illness prevents a child from attending
- If a child becomes ill whilst in our care, every effort will be made to contact the parent or carer, to arrange for the child to be collected. If the illness is of a more serious nature, we reserve the right to seek medical assistance. In extreme emergency, your child will be taken to hospital.

- You should not bring your child into the Nursery if they are suffering from any infectious illness. We reserve the right to refuse any child, who we believe is not well enough to attend on that day, or if they present a risk to any other child or member of staff. Exclusion periods are listed within the 'Spotty Book' available in the Nursery and on the school website.
- **Ladysmith Infant and Nursery School** staff will administer medication to children for whom it has been prescribed. If your child takes medication that needs/may need to be given at school (including a Ventolin inhaler), a separate form will need to be completed for each medication. Medication will only be given if it has been prescribed and a form has been completed and signed.
- For ongoing conditions, a long term care plan will be agreed between the school nurse/ health visitor and parents (see Health Care Plan)
- You should always notify a member of Nursery staff if your child has been administered with any medication outside of nursery hours.
- We expect all children starting the Nursery to be toilet trained.
- To ensure optimum safety and security for your child, children can only be collected by nominated adults (aged 16 and over). If a member of staff is not entirely satisfied with a "collectors" identity, your child will not be allowed to leave our care without further investigation.
- Ladysmith Nursery cannot take responsibility for any personal items children may bring into the Nursery. Children should not bring items of jewellery, watches, money, toys or other valuables into the Nursery.
- Your child will enjoy a full and active day of learning through play, and as a result, may get a little dirty. Whilst we aim to send home happy, healthy and clean children, we would ask you to dress your child appropriately for all weathers. Please DO NOT allow your child to wear flip-flops. Sensible shoes suitable for active play only please.
- Four weeks written notice is required if you wish to cancel your child's place at Ladysmith Nursery. We reserve the right to charge four weeks fees if you do not provide this notice.
- Occasionally, Ladysmith Nursery may arrange outings and trips for the children. Parent's written consent is required before your child can participate. Extra contributions may be requested.
- Children attending Ladysmith Nursery are covered by our Public Liability Insurance policy. Full details are on display.
- We reserve the right to act in your child's best interest in the event of an emergency.
- We reserve the right to ask for a child to be withdrawn from Nursery if it is in the best interest of the child, other children or staff.
- We further reserve the right to alter or terminate this contract at any time.

++All parties acknowledge that Ladysmith Nursery will not be under liability or responsibility to the parent or child in respect of any temporary interruption, temporary failure or delay in providing the facilities. If such failure or delay is caused by temporary unavailability of staff, building or maintenance work, fire, abnormal weather conditions, government actions or by some other cause (whatever the description and not necessarily limited to the foregoing examples) beyond reasonable control of Ladysmith Nursery. This is with the provision that, if Ladysmith Nursery shall be totally unable to provide the facilities during opening hours for longer than one day, the client shall receive a credit of any appropriate proportion of their fee.

I / We understand that Ladysmith Nursery will care for my / our child in line with this document and consent to them caring for my / our child within this framework.

I /We have read and fully understood Ladysmith Nursery Terms and Conditions and have asked for further explanation on any detail that is unclear. I /we agree to accept and abide by these Terms and Conditions when registering my /our child with Ladysmith Nursery.

NB : Being in the Nursery is, unfortunately, not a criteria for Devon awarding a school place at Ladysmith. You MUST apply to Devon County Council's School Admissions Team separately in advance if you would like your child to come to full time school – it is not an automatic progression

Childs name

Date of Birth

Parent/Carers Name

Parent/Carers signature

Date of Birth

National Insurance Number

Relationship to Child

Date

Parent/Carers Name

Parent/Carers signature

Date of Birth

National Insurance Number

Relationship to Child

Date