

# STOW-on-the-WOLD NURSERY SCHOOL

St. Edward's Drive, Stow-on-the-Wold, Glos. GL54 1AW

Telephone Number - 01451 870 282

Dear Parents,

Welcome to Stow-on-the-Wold Nursery School. We are delighted that you have chosen our nursery for your child and hope that you will be very happy here.

We are proud to present our nursery handbook to you and hope that you will find it informative and useful. We are always happy to meet with parents if you have any queries.

## **Our nursery aims to:**

- provide high quality care and education for children;
- work in partnership with parents to help children to learn and develop;
- offer children and their parents a service that promotes equality and values diversity.

## **We aim to ensure that each child:**

- is in a safe and stimulating environment;
- is given generous care and attention;
- has the chance to join with other children and adults to play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do.

## **Children's development and learning**

Children start to learn about the world around them from the moment they are born. The care and education offered by our nursery helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

## **The Early Years Foundation Stage**

We follow "The Early Years Foundation Stage". The framework divides children's learning and development into seven areas

### **THE PRIME AREAS**

#### **Personal, social and emotional development**

This area of children's development covers:

- having a positive approach to learning and finding out about the world around them;
- having confidence in themselves and their ability to do things, and valuing their own achievements;
- being able to get on, work and make friendships with other people, both children and adults;
- becoming aware of - and being able to keep to - the rules which we all need to help us to look after ourselves, other people and our environment;
- being able to expect to have their ways of doing things respected and to respect other people's ways of doing things.

#### **Physical development:**

This area of children's development covers:

- gaining control over the large movements that they can make with their arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- gaining control over the small movements they can make with their arms, wrists and hands, so that they can pick up and use objects, tools and materials;
- being able to dress and undress themselves, and look after their personal hygiene needs;

## **Communication and Language:**

This area of children's development covers:

- being able to use conversation with one other person, in small groups and in large groups to talk to and listen to others;
- adding to their vocabulary by learning the meaning of - and being able to use - new words;
- being able to use words to describe their experiences;

## **THE SPECIFIC AREAS**

### **Literacy:**

This area of children's development covers:

- developing an awareness of sounds and letters;
- listening to - and talking about - stories;
- knowing how to handle books and that they can be a source of stories and information;
- knowing the purposes for which we use writing;
- making their own attempts at writing.

### **Mathematics:**

This area of children's development covers:

- building up ideas about how many, how much, how far and how big;
- building up ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- starting to understand that numbers help us to answer questions about how many, how much, how far and how big;
- building up ideas about how to use counting to find out how many;
- being introduced to finding the result of adding more or taking away from the amount we already have.

## **Understanding the world:**

This area of children's development covers:

- finding out about the natural world and how it works;
- finding out about the made world and how it works;
- starting to put together ideas about past and present and the links between them;
- beginning to learn about their locality and its special features;
- learning about their own and other cultures.

## **Expressive Arts and Design**

This area of children's development covers:

- using paint, materials, music, dance, words, stories and role-play to express their ideas and feelings;
- becoming interested in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

For each area, the framework sets out Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the Reception year of their education.

Parents may access further information about the EYFS by logging onto <https://www.gov.uk/government/publications/development-matters--2>

## **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 think. We are using the new framework 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.

## Working together for your children

The staff aim to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide;
- allow the children to explore and be adventurous in safety.

The staff working at our nursery are:

Name	Job Title	Qualifications
Anne Page	Nursery Manager	BA (Hons) in Early Childhood Studies Early Years Professional Status Montessori teaching diploma Lead Practitioner in Early Years Paediatric First Aid certificate Child Protection certificate
Janice Townsend	Deputy Manager	Level 3 in Early Learning and Childcare Paediatric First Aid certificate Child Protection certificate
Rebecca Buckley	Nursery Assistant	Level 3 in Early Learning and Childcare Paediatric First Aid certificate Child Protection certificate

**All staff in the Nursery have had an enhanced Criminal Background check**

### **The morning session**

<b>9.00 – 10.15</b>	<b>Free play and planned activities</b>
<b>10.15 – 10.30</b>	<b>Snack time</b>
<b>10.30 – 10.45</b>	<b>Group time – Stories, circle time, games, and music</b>
<b>10.45 – 11.15</b>	<b>Outside play</b>
<b>11.15 – 12.00</b>	<b>Free play and planned activities</b>

### **The afternoon session**

<b>12.00 – 12.30</b>	<b>Lunch time</b>
<b>12.30 – 12.50</b>	<b>Rest and story time</b>
<b>12.50 – 3.00</b>	<b>Free play and planned activities</b>

**(these times are approximate)**

We organise our sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

### Snack time

The nursery makes snacks a social time at which children and adults eat together. We plan the snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will make sure that these are met.

Every snack time the children are offered

<b>A choice of drinks</b>	<b>Fruit or vegetables</b>	<b>Carbohydrates</b>
Milk or water	e.g. apples, bananas, pears, strawberries, grapes, satsumas, carrots, cucumber, sugar peas.	e.g. bread sticks, plain biscuits, pitta bread, home made sandwiches.

### Lunch time

Children staying for lunch are asked to bring in packed lunches.

<b>Lunch Boxes</b>
<p>We aim to encourage healthy eating in the Nursery.</p> <p>Good ideas for lunches include –</p> <ul style="list-style-type: none"><li>• something filling such as sandwiches or pasta,</li><li>• some fruit and/or vegetables,</li><li>• some protein such as meat, eggs, cheese.</li><li>•</li></ul> <p>Also we would request that the children have no more than one treat, for example, biscuits or sponge cake and strongly advise against chocolate covered items or salt covered snacks.</p> <p>Please can you also include a cool pack in your child's lunch box to keep their food fresh until lunch time.</p> <p>As some foods may be a choking hazard please can items such as cherry tomatoes, grapes and sausages be cut in half.</p>

## **Key Person**

All of the children in the nursery have a key person who will ensure their needs are met. Although all of the staff work with all of the children, your child's key person will help them settle into the Nursery and monitor their progress and development.

## **Learning Journey - Tapestry**

The nursery keeps a Learning Journey on a programme called "Tapestry" for each child. Your child's Learning Journey helps us to celebrate together his/her achievements; to work together to provide what your child needs for his/her well-being and to make progress. Please help us to keep these records by sharing any new developments that you have noticed your child making at home. When your child moves up to Reception you will receive a record of your child's progress.

## **Policies**

Copies of the nursery's policies are on display in the Nursery entrance hall. The nursery's policies help us to make sure that the service provided by the nursery is of a high quality and that being a member of the nursery is an enjoyable and beneficial experience for each child and her/his parents. Copies of particular policies are available on request.

## **Starting at our nursery**

### *The first days*

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child settle into the nursery.

### *Clothing*

Children should be suitably dressed in comfortable, practical clothing. We provide protective clothing for the children when they play with messy activities, however, they may still get some paint or glue on their clothing, therefore please do not send them in any special outfits.

We encourage the children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on – shoes and outdoor clothes. Therefore, no lace up shoes please.

Outdoor clothing and footwear should be named clearly. Please send in a set of spare clothing as the children may need changing after water play or if they have an accident. These may be left on your child's peg in the named bag provided.

### *Wet weather*

We have sets of waterproof jackets and trousers for children to wear over their home clothes on wet days; however, it would be helpful if the children could bring in Wellington boots to keep in school.

### *Sun Protection*

Please remember to put sun cream on the children and also to send them in with sun hats. If children are staying all day you can send in a bottle of sun cream or pay £1 towards the nursery supply for us to re-apply. Parents must sign a permission form if they would like us to put sun cream on their children.

### *Illness*

If your child is unwell, please do not bring him/her to nursery, even if he/she "wants to come". If your child is likely to be absent, or develops an infectious illness, please telephone the nursery to let us know. Please keep your child at home for 48 hours if he/she has had sickness or diarrhoea and for at least 24 hours after a temperature.

*Medication* – The nursery staff are only able to administer medication to your child if a doctor has prescribed it. Parents must sign a medication form if they require medication to be administered at the nursery.

If your child becomes ill at the Nursery or has an accident (other than minor cuts and grazes etc.) we will contact you to ask you to come and collect him/her. It is important, therefore, that you keep the Nursery updated with any changes to contact numbers or personal details.

Should there be any concerns or accidents that have happened outside the Nursery hours, please share these with a member of staff.

### *Children's safety*

Children must always be brought to, and collected from, the nursery by an adult. If your child is to be collected by anyone other than a parent or regular carer, please tell us and enter their name in the register. This is for your child's safety, so **please do not** send anyone to collect your child without the nursery's prior knowledge.

The classroom is protected by a keypad entry security lock and can only be exited by pulling an adult height handle. The playground gate is secured by a double catch and padlock.

### **Term dates**

**The Nursery term dates are in line with Stow-on-the-Wold Primary school terms and holiday dates**

### **Nursery Times**

Morning session - 9am to 12pm

Afternoon session – 12pm to 3pm

(We currently offer three afternoon sessions on a Tuesday, Wednesday and a Thursday)

### **Age**

We accept children from 2.10 years old to Reception class age.

## **Fees**

*For children entitled to nursery vouchers-*

Children are currently entitled to 15 hours of free nursery education. This will cover 5 X 3 hour sessions.

*For those children who are not yet eligible for nursery vouchers, or who attend extra afternoon sessions-*

The fee is £12.50 (3 & 4 year olds who are also eligible for nursery vouchers) for a three hour session.

The fee is £15.00 (2year olds and 3year olds who are not yet eligible for nursery vouchers) for a three hour session.

Fees may be paid a term in advance or at the start of each week. **Fees must still be paid if children are absent for a short period of time.** If your child has to be absent over a long period of time, please discuss this with the Nursery manager.

Fees may be paid in cash or by cheque made out to "Gloucestershire County Council." Please put fees in a sealed envelope with the amount and your child's name on the front and hand them in to Mrs Stubbs in the Primary school office.

For your child to retain his/her place at the nursery, fees must be paid in accordance with the paragraph above.

Written notification is required if you no longer wish to send your child to the nursery. This must be given to nursery staff four weeks prior to your child leaving. (This is not necessary when your child has reached Reception age.)

**We hope that you and your child enjoy being members of our nursery and that you both find taking part in our activities interesting and stimulating. The members of staff are always ready and willing to talk to you about your ideas, views or questions.**

**If you encounter any problems while your child is attending the nursery, please come and talk to us about them. We will do everything we can to resolve your problem quickly and sympathetically.**