

Alcester Nursery Studio Ltd

St Faith's Road, Alcester, Warwickshire, B49 6AG

Prospectus

Telephone 01789 765780

Registered as an Educational Charity



www.alcesternursery.org

Company House no: 5278232

Charity no:1032182

Accredited as a Quality Nursery

Members of the Pre-School Learning Alliance



1.

Dear Parent, Carers & Guardians,

Welcome to Alcester Nursery School.

This prospectus is intended to give you an insight into the aims and values of the Nursery and how it operates.

The Nursery accepts children from the age of two, places permitting.

We understand that it's a big step for both parents and children when starting Nursery, but we aim to make it a happy and exciting time too.

The success of the Nursery is reflected in the children's personal achievements, if you come and see us "in action" - you will see that we work and play with the children so that each one is able to develop to their full potential. Parents are always welcome at Nursery, so if you have not already done so, please come and visit us. An appointment can be arranged by telephoning 01789 765780 or just by calling in.

Should you have any questions before or following a visit then please do not hesitate to telephone or check out the nursery website and Facebook page.

We very much look forward to meeting you and your child, showing you the Nursery, explaining things more fully and illustrating some of the activities we do with the children.

Yours sincerely

Debi French

Head of Nursery



Debi French, attending Ofsted OUTSTANDING meeting in Manchester. We recently gained 'Outstanding' again in April 2016. In May 2016, we were one of three (out of a total off 77) settings in Warwickshire County to receive this grading under the new Inspection framework!

2. Overview of the Nursery

The Nursery School

Alcester Nursery School has been established since 1985. The nursery began operating from Alcester Town Hall, due to expansion operated on two sites which included a unit on the Grieg site, before moving into the purpose built nursery that we operate from now. We are a non-profit making organisation, holding charitable status, and members of the Pre-school Learning Alliance



Our own Speech &
Language Champion
Penny Williams



Debi celebrating her 25yrs service 2012



We became a Makaton Friendly environment in 2013 & remain so.



Penny Williams with our Time to Talk Enhanced Status Certificate, we were the first nursery in Warwickshire to obtain this status.

Alcester Nursery Studio Ltd, that it is now known as, it prides itself on maintaining high standards throughout the services that it offers, and is fortunate to have long serving, loyal and dedicated staff.



Kelly proudly celebrating her third year at college with her dissertation 2013



Penny Williams nursery manager receiving her 15yr award

Penny's surprise party – Penny receiving a bouquet of flowers from Debi for her 20 years service in 2015



Kelly proudly received her BA (Hons) in Early Childhood Education Studies in 2015

All staff are qualified to level III or above, and all specialise in different areas i.e. ICT, health & safety, special needs, behaviour management etc.



Rick & Kelly with Debi at a Forest School Award ceremony



Vera Reidy celebrating 5yrs at nursery 2013



Andrea Shaw celebrated 15yrs at nursery 2014



Kelly Cusack celebrating 10yrs 2017



Rick celebrated 5yrs service in 2015



Rosa celebrated 5yrs service 2015

Jess celebrating 5yrs service 2016



Aims

- We aim to provide the highest standard of care and pre-school education in a warm and friendly atmosphere.
- Our staff are carefully selected to provide a warm and secure relationship with the children, where partnerships are built.
- Each child is treated as an individual and carefully guided, with plenty of praise and encouragement to develop to their full potential.
- The children learn through play with their peers and with the staff to develop in all areas of the Early Years Foundation Stage.
- Emphasis is placed on a community spirit, developing a sense of caring and politeness within the group.
- We encourage independence and self-confidence, working in partnership with the parents.
- Our main concern is always your child's happiness and well-being.
- Promote British Values: Rule of Law; Mutual Respect; Individuality & Liberty; Democracy.

Mission Statement

Providing high quality, value for money childcare in a friendly, stimulating environment, achieved through learning through play, enjoyment and committed staff.

HAPPY.....Enthusiastic Children, Assured parents / Carers, Motivated Staff.

Happy Children,

Make happy parents

Happy parents

Make happy staff



Being Two Project – with Pen Green

From time to time the nursery is asked to be part of pilot schemes, our most recent project that we got invited to take part in was with Pen Green, looking at the Image of a Child. The nursery team worked collaboratively with parents and due to the care and thought put into the project we were invited to represent Warwickshire County at a National Early Years Conference .



Kelly Cusack, Senior Early Years Practitioner & Rosa Burden, Nursery Practitioner. Both delivered our Image of a Child at the Pen Green Conference in 2014

There were three strands to this project: - below is an extract from our booklet Being Two at Alcester Nursery

- **Image of the child:** staff teams construct their 'Image of the Child' through dialogue and discussion on their aspirations for children in their setting, For example, 'a curious child, a child with resilience...' This is a way to communicate what they value and want to support in children's development and learning.
- **Pedagogical reflection through video (Polyvocal ethnography):** staff teams select a five minute video sequence illustrating their image of the child through a child observation. They analyse their pedagogical interventions through peer observations using a framework developed at Pen Green called pedagogic strategies, focussing particularly on the most vulnerable children in their setting. They discuss the clip and record and reflect on their dialogue.

- **Assessment data collection and analysis:** Drawing from rich qualitative assessment data detailing children's learning and development over time and their discussions with parents, early childhood workers make a summative professional judgment against Development Matters in each aspect in each area of learning within the EYFS. Workers decide whether the child is emerging (E), consolidating (C), or secure (S) in a given age band for each aspect irrespective of chronological age. It is the engagement with this data with parents that enables workers to think about their practice and support each child effectively.

Our Image of a Child



Knowing each child and their family: How we are developing our key person approach

Our key person approach in practice:

- Parents are given the option of a home visit when registering their child at nursery.
- There is a settling in period and where possible children will attend sessions when their key person is present to establish an early relationship.
- The Key person will receive the child's on entry documents and All About Me forms to build an early picture of the child and their interests. They will be responsible for their baseline assessment to further inform them of the child's abilities.
- Making time to have informal dialogue about the child's day at nursery.

- Keeping the parents informed about the activities on offer, showing displays of work or photographs of the children at play.
- The key person is responsible for their key children's paperwork. While all staff working with the children will be knowledgeable about the children in their care, a key person will have relationships with the parents and a good knowledge of the child's overall learning and development.
- The nursery is always looking to enhance provision so will be looking for ways to build on the key person approach as the project develops (PICL)

THE CURRICULUM

The Nursery has a well planned and structured framework. The nursery is planned and organised in line with the Early Years Foundation Stage (EYFS), through which the children work towards the Early Learning Goals.

The Early Learning goals are divided into seven areas of learning.

With three Prime areas of Learning & Development

These are:

Areas of learning & development	aspects
Personal, Social & Emotional Development	Making relationships
	Self-confidence & self-control
	Managing feelings & behaviour
Physical Development	Moving & handling
	Health & self-care
Communication & Language	Listening & attention
	Understanding
	Speaking

Four Specific areas of Learning & Development

Areas of learning & development	aspects
Literacy	Reading
	Writing
Mathematics	Numbers
	Shape, space & measures
Understanding of the World	People & Communities
	The World
	Technology
Expressive Arts & Design	Exploring & using media & materials
	Being Imaginative

The 3 Characters of Effective Learning in the Early Years Foundation Stage.

The Characteristics of Effective Learning (CoEL) are a revived element in the current Early Years Foundation Stage (EYFS). The focus of the CoEL is on **how** the children learn rather than **what** they learn i.e process over product. Underpinning the CoEL is the understanding that during the earliest years children form attitudes about learning that will last a lifetime.

- *Playing and Exploring* – children investigate and experience things, they 'have a go'.
- *Active Learning* – children concentrate and keep on trying if they encounter setbacks while carrying out their ideas.
- *Creating and Thinking Critically* – children have and develop their own ideas, make links between ideas and develop strategies for 'doing'.

At Alcester Nursery Studio we recognise that through effective planning and guiding of children's activities and experiences, the CoEL need to be observed and reflected upon in order for the children to make good progress through the EYFS,.

Across the seven areas of learning, we place great emphasis on developing children's independence and thinking skills.



Children learn best when they are working at self chosen activities, they work from first hand experiences and are encouraged to make choices, explore, examine, investigate, discuss and solve problems. Much of the work is child initiated with the staff supporting the children's learning by extending their knowledge and understanding. The work is balanced by activities that are adult initiated to develop particular skills or ideas, e.g. our theme work aims to increase the children's awareness of their environment and their place within it.



We aim to provide a high quality learning environment where the children will learn through play, building on their previous experiences and become increasingly independent and self-resourcing. Thoughtful planning, regular assessment and supportive teaching will ensure that the diverse needs of all the children are met in order that they reach their full potential.

The nursery operates a family group system whereby the children are organised into colour coded groups headed by their key person. The keyperson is a specific member of staff who records the written observations for those children, gets to know them well and works closely with them to ensure developmental progression across the curriculum. The keyworker liaises with the Managers and the parent/carers on the child's progress and development.

Personal, social & emotional development

Personal, social and emotional development is vital for young children, as it helps in all aspects of their lives. Adults provide the experiences and support that young children need to develop positive views and thoughts of themselves. They develop an awareness of own and others needs, and show respect to others, understanding a sense of right & wrong



Communication & language

We encourage children to develop communication through:

- signing with simple Makaton
- using widget symbols
- speaking & listening

Literacy

- being read a variety of books, being able to re-tell stories as well as making up own stories, and beginning to read simple texts
 - understanding that text carries meaning



Mathematics

This area of learning includes counting, sorting, matching, sequencing, making patterns, working with numbers, shapes & measures. Singing number rhymes and songs and using mathematical language.



Understanding of the World

This area allows children to investigate, giving them skills to design, using simple tools & techniques, giving them knowledge & skills that help them make sense of the world.



Physical development

Physical development is about improving balance, co-ordination, hand and eye co-ordination through a variety of activities. Children develop an understanding of their own & others space, as well as enabling them to feel the positive benefits of being healthy & active



Expressive Arts & Design

Creative development is explored through music, dance, role play, art & craft activities, and has access to a wide variety of different media.



The outdoor environment

The outside environment covers all the seven areas of learning, the same as inside. Children are given equal opportunities to develop their skills, problem solving, communication, balancing etc. whilst understanding and taking safe risks i.e. on balancing activity trail.



The nursery operates a free flow environment, allowing children to move freely between the Inside & outside environments. Children use

the outside environment in all weathers, winter, rain & snow. It is important to ensure that your child always has a pair of wellies, a waterproof, and hat & gloves in the colder weather..



Extra activities & contributions towards these

Throughout the year we have a variety of different activities going on.

French & other languages

From time to time we are able to offer a session of French or another language with the help of a parent to introduce the children to other languages through songs and games.

Although some of these activities, other activities are subsidized, we do ask if you are willing to make a voluntary contribution between £1.00 - £3.00.



A parent or teacher comes into nursery every week to introduce the children to French (Annie Esler is our parent at present)



Tracey Speakman & Rosa Burden deliver Music sessions alternate weeks.



Annie has delivered toddler massage



Coach Connor comes in each Wednesday Afternoon to deliver footie bugs



We do 'Dough Disco' with the children, an activity that develops the dexterity and strength in hands and fingers so children can grip pencils and control finer movements ready for writing.

Outdoor Forest School Site

Every Friday afternoon children that are booked in to attend forest school go to a woodland area to explore & take part in a wide variety of activities. Waterproofs are provided for this.



Rick Barnes & Kelly Cusack with a group of children at the forest school site. Rick, Kelly & Vera Reidy are qualified forest school leaders who also help develop & run sessions with other schools and organisations.



Although our off site forest school activities are subsidized, we do ask if you are willing to make a voluntary contribution of £3.00

We have 3 fully qualified forest school leaders, and two more are training 2017 / 2018.

Our on site forest school, is run by one of our designated forest school leaders who also deliver to Our Lady's Primary School.

Welcome to Time to Talk

Time to Talk is a project supporting the development of early language and communication skills in babies and children across Children's Centres and nursery settings in Warwickshire.

The project is led by speech and language therapists and Early years advisory teachers and we have been involved in this project. Penny Williams is our Speech and Language champion and has trained to tier 3 of the Time to Talk project and is able to use the wellcomm screening tool to assess children's language development.

At Alcester Nursery we believe all children will have the opportunity to achieve their potential in Speech, language and communication and will ensure that we work closely with parents who express any concerns and aim to identify every child's stage of language development. Where a child is identified as needing some extra help we will screen the child with parental permission and then will either sign post the parents to the locality speech therapist or make a referral for speech therapy.

By working with parents we will do all we can to support your child in developing their speech, language and communication.



Penny our speech & language champion will use the Welcom tool to assess your child, by working through specific activities. You will find the consent form in the welcome pack. We also offer language enrichment groups each day, with small groups of children that we feel will benefit.

Parents are invited into the Nursery to observe and discuss their child's progress during an Open Week or cooking & camera club each term. We offer an open door for you to come in and discuss how your child is settling in or any other issues with staff members

At the end of the school year a short report is issued and your child's learning journal is compiled and forwarded to the child's future school. During the Autumn Term, the child's class teacher will give this back to you to keep.

From September 2013 we introduced a new observational system using mini ipads. Following a pilot period when all staff were able to trial several systems, it was decided that 'Evidence for Learning' best suited our setting and your children. The best thing is that you as parents can log in to access your child's file and see what they have been doing, and add your own photo's and comments.



The new building September 2010

Governance

The Nursery is a registered charity and a non-profit making organisation. It is governed by a constitution set down by the Charity Commission.

The Nursery is run by a Board of Directors, much like school governors, who are volunteers made up of past and present parents.

The Nursery also has a fund raising committee whose sole purpose is to raise funds for equipment.

Alcester Nursery School's Board of Directors:

Position	Name
Chairperson	Amanda Burton
Secretary	Deborah French
Treasurer	Debbie Hawkins (non board member)
Fees Treasurer	Deborah French
Grant co-ordinator	Rick Barnes & Penny Williams assist
Advertising Publicity, design posters etc	Josie Print Amy James
Legal advisor	Jo Tullock & ACAS
Staff representative	Penny Williams
Fundraising co-ordinator	Amanda Burton Josie Print
Parent Representative	Jo Roberts

The Staff

All staff either hold relevant child care qualifications as recommended by OFSTED, or are working towards these. All hold current First Aid certificates, or are due to attend a training course

The total number of staff fluctuates throughout the year to maintain a high child/staff ratio the minimum of which is as recommended by OFSTED.

The positions and qualifications of the staff are listed below:

Position	Name	Speciality	Qualifications
Head of Nursery	Debi French	CAF lead, Designated Person / Child Protection / management/ developing training plans/ business plan	NVQ Level III 1998
Manager	Penny Williams	SENCO & Speech & Language Champion / Time to Talk leader Designated Person / Child Protection	NNEB 1985
Assistant Manager	Andrea Shaw	Supporting SENCO / student work co-ordinator / language enrichment deliverer	Diploma 2002
Early Years Senior Practitioner Under 3's supervisor / Forest School Leader	Kelly Cusack	Forest School / Equal ops & diversity/ Designated Person	NVQ level III in 2009 Forest School leadership 2010 Graduated 2015 BA (Hons) Early Childhood Education studies
Assistant Manager	Vera Reidy	Equal ops & diversity/ WEAVE / work co-ordinator	NVQ Level III 2010 Forest school leadership 2011
Nursery Practitioner	Rosa Burden	Student work co-ordinator / Assisting Penny Williams with Time to Talk Screening.	NVQ level III 2010
Nursery Practitioner Financial Director	Rick Barnes	Forest School / Health & Safety / DIY	Forest school leadership 2010 Diploma in Childcare 2011
Nursery Practitioner & Afterschool Supervisor	Jessica Quiney	Behaviour Management co-ordinator	NVQ level III 2011
Nursery Practitioner Room Leader	Jane Denby	Lunch time supervisor/ assistant co-ordinator with the Time to Talk screening	NVQ level III 2014
Nursery Practitioner Room Leader	Tracey Speakman	Music and movement	NVQ level III 2013
Nursery Practitioner	Lisa Nelson		NVQ level III 2016
Lunch time Supervisor	Christina Forrester		Working towards NVQ Level III
Nursery Practitioner	Jess Bolstridge		BTEC Diploma level III 2011
Nursery Practitioner	Claire Burgoine		Working towards NVQ Level III
Nursery Practitioner	Claire Sturgess		Working towards NVQ Level III

Staffing

Staff absence and emergencies are covered by existing staff on their days off.

Throughout the school year the nursery has students attending on work placements, some for as little as one week whilst others from college may stay for as long as two years.

Staff Training

In addition to the statutory qualifications, staff members have mandatory courses they are required to complete, including:

- safeguarding
- First Aid
- Prevent training
- Health & Safety
- Basic Food Hygiene
- Behaviour Management.

Throughout the year staff also attend relevant courses and seminars in order to stay at the forefront of pre-school childcare and education.

Aswell as accessing these training courses, at the nursery we do termly 'Peer on Peer' observations. We focus on different areas and skills each time, usually coinciding with current issues or ideas in Early Years. Staff use the observations to reflect on their practice and discuss their teaching styles with colleagues, using it as an opportunity to learn, grow and develop future practice.



Parents attending & enjoying a hands on forest school session

3. How the Nursery Works

Admission Age of Children

We take children from 2 years, places permitting at the Nursery. Prior to their starting date you will be invited to bring your child to visit the Nursery on several occasions for short periods of time. This is to help the children to get to know the staff, layout of the building and begin to get familiar with the routine.

Opening Hours

The hours of opening for Alcester Nursery School are as follows:

Session	From	To
Morning sessions only	09:00 am	12:00 noon
Morning sessions with lunch	09:00 am	1:00 pm
Afternoon sessions only	12:00 noon	3:00 pm
Full Day Care	09:00 am	3:00 pm

We also run a before and after school club, for primary school children as well as for the nursery children, the opening hours are as follows:

Session	From	To
Before school	08:00 am	09:00am
After school	3:00 pm	5:30 pm

The management reserves the right to close the Nursery, for school trips, sports days, teacher training days or other similar events that inhibit the normal operation of the Nursery, on these occasions full nursery fees are still required.

The Premises

Through a successful application to Sure Start we were able to obtain a grant which was matched by the Diocese allowing us to build the purpose built building. It is a bright & airy nursery, which can be divided into different rooms using sliding screens. We had a big input into the design, the main feature is the open plan kitchen, as well as open plan toilet areas. Fundraising & a grant from the Big Lottery paid for the new exciting outside areas. In 2013 we successfully received another grant from WCC in order to extend our premises to take more 2yr olds



Kelly Cusack, Senior Early Years Practitioner & Rosa Burden, Nursery Practitioner in the new extension.

Collection of your child

You are required to return a collection form of people that you authorise to collect your child, along with a password. In an emergency if none of your contact people are available then you **MUST** call the nursery to state who will be picking up your child, or fill in the relevant form stating your password. Your child will not be permitted to leave the premises with anyone under the age of 16

School Uniform

There is no compulsory uniform. However, your voluntary registration fee includes an Alcester Nursery School T-shirt with our logo on. You may purchase more if required or a sweatshirt. We do like to see them worn, especially on trips out, it not only makes the children instantly recognisable it also gives them a sense of belonging. On occasions there may be the opportunity to buy second hand t.shirts & sweatshirts.

As the children take part in lots of messy activities we recommend they come to Nursery in casual, easily washable, clothes (aprons are provided for the very messy activities). Don't forget to recognise the time and effort your child puts into the work they bring home and to praise them accordingly. What might look like a soggy mess to you may be the result of a morning's hard work for them.

Meals

Children are provided with milk and fruit, which they can access during their session. Water is always available and children are encouraged to help themselves to this at will. Children who prefer juice can bring in a named flask .

A well-balanced packed lunch including a drink will be required if your child is attending either the full day or afternoon sessions. We feel that sweets and chocolate are inappropriate and therefore ask that



children do not bring them to Nursery. Also we ask that you put an ice block or similar into their lunch box, alternatively please hand in named perishable foods so that they may be put into fridge.

Healthy eating

An example for a healthy and well balanced lunch would be sandwich, filled pitta bread, wrap or crackers, maybe with some chopped salad items i.e. cucumber, carrot sticks, tomatoes etc. followed by a yogurt, and a piece of fruit

Birthdays

We are happy to celebrate your child's birthdays, and should you wish to bring in a cake / biscuits or little treats then you are very welcome to

Organisation of the Day

We encourage free play, allowing children freedom to move and choose between activities some of which are adult directed, others child-centred, as well as moving freely between the indoor and outside environment.

The staff team plans a selection of activities and themes for each term, however we do also make room for spontaneous activities and those inspired by the childrens interests. Creative work, songs and stories link into these topics. Children are encouraged to bring items of interest into the Nursery Schools relating to the topic in question. Each week we also focus on a different colour or shape, number and letter sounds. Examples of our long-term, medium-term and short-term plans can be found in our Operational Plan in the foyer, as well as on the information board in the nursery.

Religion and Cultures



The nursery follows guidance outlined by the Department for Education in 2014 and aims to prepare your children for life in modern Britain by actively promoting the fundamental British Values of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The children are made aware of various cultures and religions throughout the year. For example the children will be introduced to festivals such as Easter, Divali, Chinese New Year, Christmas, Rosh Hashanah and Shrove Tuesday. The children learn about the different cultures through play, together with a variety of educational resources

including: posters, puzzles, books, and dolls which reflect different cultures and religions.

Notices and Newsletters

There is an information area in the foyer as you enter the nursery, as well as in other areas of the nursery. You will find details of:

- insurance cover
- Ofsted registration certificate
- safeguarding children procedure (child protection flow chart)
- who to call if worried about a child
- holiday dates
- photographs of staff member
- names of our Executive Committee Members
- the fire drill procedure
- DSL's – designated safeguarding leads
- current medium term plans
- information on activities
- keyworker list.
- Other certificates i.e. Makaton, Foof Hygiene rating

There are also school prospectuses for you to browse through along with other information and publications. In our Operational Plan held in the foyer you will find examples of our long term, medium term and an example of our short-term plans. Also enclosed are our OFSTED inspection reports. You will also see photographic evidence of the children playing/learning whilst at the nursery in our Active Learning Portfolio in the foyer or main play room.

Newsletters are usually issued at the start of each month electronically, and can also be found on the nursery's web site. Please also look at the wipe board as you enter for extra events or news.

Special Needs

Children may enter the Nursery with an acknowledged special need or this may become apparent during their time with us. Staff work closely with parents, and where appropriate outside professionals, to support the children within the Nursery setting. With parental consent we liaise with the children's future schools to ensure a smooth transition and continuing support where necessary.

All children within the Nursery are encouraged to develop positive equal opportunity attitudes. The Nursery has a number of books and toys, which support them in this.

Parental Involvement

Parental involvement is considered of prime importance and parents are kept informed of their child's welfare and we encourage parents to jointly help set achievable targets and to bring in photo's of their child's achievements outside of nursery. These photo's then go into their learning journal.

We have an OPEN DOOR policy where we are happy for mums and dads or other family members to help in the learning environment whenever they wish, & invite them to contribute to their child's learning journal. Parents are also invited to help set short achievable targets, and at the end of the summer term a report is issued.

We also welcome parents to join our fund-raising committee, which is established each year to organise fund-raising and social events.

Messy stay & play



Alex and mum Caroline



Imogen with mum Yvonne and sister Juliette

Cooking & camera club



Amanda cooking with Matthew & James



Isaac & dad Dave taking a photo of their creation

Toby using the camera



Child Health Programme

From November 2003, there have been a number of changes to the child health promotion programme offered in Warwickshire. This means that the 7-9 month development check, your child will be seen according to their needs. The 24 & 42 month checks will continue to be offered by health visitors, but also include your own views and the views of your child's key person. Your key person will now complete a Progress Summary on your child when they start nursery. It forms part of the 2 ½ year Review and helps to build a better picture of your child's development and learning. You will have an opportunity to discuss your child's progress summary once your child has settled, after approximately 6 weeks. You should take the summary to your review where the Health Visitor will give you a card to pass back to your key worker. Sharing your review card helps us further support your child's learning and development back in nursery. The health visiting team will continue to offer help, support and advice on a wide range of family health issues.

In addition to this change, the Nursery has their own allocated health visitor, with whom nursery staff can liaise if necessary. The health visitors will visit each half

term, providing a drop in session for parents. From time to time it may be necessary to discuss your child's development with the health visitor, and wherever possible this will be done with your consent. However, there may be rare occasions when this is not possible. You can access through your iphone the nhs childsmart app, which will keep you up to date with the local health visiting services.

The Community and Outings

A number of local visits take place over the year including visiting the library, shops, fire station ,and other places of educational interest in the town. We take part in local festivals and fairs whenever possible.

We also invite members of the community into the Nursery to talk to the children; these have included a Hospital Play Therapist, Community Policeman, District Nurse and Paramedic complete with ambulance

We have close links with schools and encourage all heads and their reception teachers to visit prior to the children starting their infant school. We visit the local Primary Schools many times over the year to watch performances.

The Nursery also offers work placements to students studying for a variety of childcare qualifications.



A very wet street market parade 2011, which takes place every year



Children running in the annual pancake race which takes place down the High Street



After holding an event in nursery to help raise funds to purchase some defibrillators for the town, we were invited to see the one at Alcester Academy and one by The Unionist Club.

4. Charges and Funding

Payment of fees

Invoices will be emailed to parents at the beginning of each term, please open this at the first instance. We prefer these to be paid termly, however you may pay half-termly, monthly or even weekly. Payment dates will be agreed and signed with the Head of Nursery, Debi French. Failure to pay your fees as agreed will result in extra late charges of **£25** a week, and could result in the withdrawal of your child's place and court action taking place to recover payment due.

Please note that if your child is absent during times when the Nursery is operating then full fees are still payable, including any extra activities that occur on these days i.e. footie bugs, forest school etc. This is necessary to allow the Nursery to manage its costs and provide the lowest charges possible. In the case of long-term illness, the Nursery will consider each case individually. Please note that full payment is also required during **training days** if taken during term time

If you collect your child after the end of the session you are liable to increased charges. These are :

£5 for every five minutes, then after ten minutes the following applies:

After which time £1 a minute will be charged.

Parents will normally be given one term's notice of adjustment to the school fees, but Alcester Nursery School reserves the right to give a shorter period of notice should exceptional increases in costs make it necessary. The fees automatically increase each school year, in the Autumn term, in the September by a minimum of 3%.

For withdrawal of a pupil or the rejection of a place previously accepted, one full term's notice is required in writing and full payment for 4 weeks..

Government Funding for three & four year olds

When your child is three he or she will be eligible for funding from the government. The funding covers 15hrs FREE i.e. 5 x 3 hours sessions per week for a maximum of 38wks. These places will be available the term following your child's third birthday. The government funding covers part or all of the Nursery costs depending if you decide to take more than 15hrs per week, if so then a further payment is required for the extra care & education your child receives to cover the additional hours.

Your child becomes eligible for the Nursery Grant for 3 Year Olds depending on the date of their third birthday: The grant usually becomes available the term after their third birthday, Debi will be sent forms that she will get you to read and fill out in order for her to put in your claim. Your child needs to be attending on the headcount date that is issued to Debi by Warwickshire County Council in order for her to put in your claim. There is also extra funding available if eligible, please ask about accessing or visit <https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-local-authorities> to check the criteria.

We will be given up to £300 for every 3- and 4-year-old from a low-income family to help prevent them falling behind before they have even started school, the government has set out (23 October 2014).

The Early Years Pupil Premium (EYPP), is designed to narrow the attainment gap between young children from low-income families and their peers, setting them on a path to a more successful future.

Early Years Pupil Premium – Alcester Nursery Studio Ltd, uses the extra funding for Physical Development	
What?	Promoting a healthy lifestyle through opportunities for physical development.
Why?	<p>Alcester Nursery is committed to giving the children the best start, and getting children to access the physical activities, and be outside as much as possible, getting fresh air. Hence we offer free flow, and deliver specific activities for the children to understand why their bodies feel different after exercise & what affects exercise has on the body. More recently there has been a focus on obese children, and the lack of exercise they get.</p> <p><i>“Children develop in a holistic manner. Physical development should be seen as being important in young children’s development as intellectual development. Research has shown that physical activity in young children can enhance concentration, motivation, learning and well-being.”</i> (Learning through Play; Early Years; The organisation for Young Children. PDF.)</p> <p>The document Learning outside the Classroom, http://www.lotc.org.uk/wp-content/uploads/2010/12/Ofsted-Report-Oct-2008.pdf , highlights the need for better management of outside provision and recognising the impact it has on children’s learning and development.</p> <p>http://www.lotc.org.uk/why/ - suggests that being outside</p> <ul style="list-style-type: none"> • ‘tackles social mobility, giving children new and exciting experiences that inspire them to reach their true potential.’ • ‘addresses educational inequality, re-motivating children who do not thrive in the traditional classroom environment, such as those from disadvantaged backgrounds or with Special Educational Needs.’ • ‘Young people who experience learning outside the classroom as a regular part of their school life benefit from increased self esteem, and become more engaged in their education both inside and outside the classroom walls.’ <p>http://playengland.org.uk/media/130537/play-exercise-early-years-summary.pdf - A study observing how children engage in physically active play in early childhood settings. It concludes that the factors influencing how children engage physically with the outside, and which settings need to be aware of are as follows: ‘the layout of the setting; the ethos of the setting; encouragement from staff; opportunities for free-flow play; access to outside space, and finally the equipment and activities available. These factors can affect not only the degree of physically active play children participate in, but also the quality of this play.’</p> <p>http://www.bbc.co.uk/news/health-32797769 - An article on the rise in Childhood obesity. Researchers have found evidence that obesity is becoming more common and starting earlier on in life. A chart can be viewed here:</p> <p>http://ichef.bbci.co.uk/news/624/media/images/83109000/gif/83109002_child-obesity_624.gif</p> <p>Evidence over generations suggests that obese children will become obese adults. Being overweight over a lifetime increases the risks for things like heart disease and diabetes.</p> <p>http://www.bbc.co.uk/news/health-34932478 - ‘Almost one in 10 children in Reception are obese -</p>

	<p><i>but what's even more shocking is that by the time they leave primary school, this doubles to nearly one in five.'</i></p> <p>It seems that obesity in children is levelling off but the figures are still unexpectedly high, and even higher in the poorest areas. Figures show that children in the most disadvantaged areas were twice as likely to be obese as those who live in more 'affluent' areas. Articles suggest that children and their families need support and encouragement to learn about how exercise and be healthier.</p> <p>Parents are being given advice on how to exercise with children under 5 - http://www.bbc.co.uk/news/health-14080072 . A new Government guidance reflects a growing concern over children the lack of physical activity that children do which can be linked to obesity and brain development. Children need at least three hours of physical activity a day and that parents aren't necessarily aware of how much time they actually need. The government say that babies and toddlers spend too much time in pushchairs and car seats or sat 'passively' in front of the TV and it can have a negative impact on their future. These guidelines encouraging an active childhood will build foundations for a future with less risk of health issues such as obesity, heart disease and diabetes.</p> <p>A survey conducted by the YMCA with 1,600 parents found that technology, time and money were identified as key barriers to their family maintaining a healthy lifestyle. The article also states that parents will choose to watch TV or play video games alongside their child rather than get out. http://www.parenting.com/blogs/screen-play/jeana-lee-tahnk/technology-blamed-children-s-lack-exercise</p> <p>https://www.gov.uk/government/news/obesity-more-likely-in-children-from-deprived-areas - <i>'Obesity levels among Reception year children living in the 10% most deprived areas in 2011 to 2012 was 12.4% compared to 6.2% of Reception year children living in the 10% least deprived areas.'</i></p>
Where and when?	<p>All children will benefit from the enhancements.</p> <p>Free flow environment ensures that there is physically challenging opportunities available to the children at <u>all</u> times with supervising staff modelling and encouraging physical play.</p> <p>Footie Bugs – Wednesday afternoons. Small groups on the school field adjacent to the nursery.</p> <p>Massage – Wednesday afternoons. In nursery but still focus on physical development. (relaxation and body awareness)</p> <p>Forest School – Friday afternoons. Children either travel offsite on a minibus to local woodland or use the onsite forest school on the playing fields adjacent to the nursery.</p>
Who?	<p>Who is going to monitor the impact? How will we measure?</p> <p>Annie has a Higher French which is Scottish equivalent of A level. Also attended various French</p>

	<p>courses in Paris including a brief one at La Sorbonne in Paris. Worked and lived in Paris and worked for a French company for 2 years while living in Dublin.</p> <p>For massage Annie has ITEC Anatomy, Physiology and Massage qualification (qualifies for adult massage) and the International Association of Infant Massage (IAIM) in baby massage. Have also completed a toddler massage course with them and the Massage in Schools Programme. Annie has offered massage courses to parents and carers of babies and toddlers since 2003 and has worked with children with various special needs.</p> <p>Connor has a football FA LEVEL 2 qualification</p> <p>Kelly Cusack and Rick Barnes, both qualified Forest School Leaders with insurance travel offsite to conduct sessions. Vera Reidy, qualified Forest School Leader teaches children onsite.</p> <p>All staff to set up and model how to use the equipment safely and effectively, specifically staff on rota for outside.</p>
How?	<p>Purchasing new outdoor equipment that supports physical development.</p> <p>In house training on EYPP and how it is being used. Discuss Physical Development and how we can observe and measure impact in order to ensure the children are getting the maximum benefit.</p> <p>Working closely with outside agencies (annie and connor at present) and find ways to communicate with them about the children's ongoing development during their sessions and evidencing the impact of these 'bolt-ons'.</p> <p>Remind and encourage practitioners to use 'tags' on Evidence for Learning so that Physical, Footie Bugs and Forest School activities can be easily accessed and used to monitor progress and development.</p> <p>Footie Bugs - http://www.footiebugs.com/</p> <p><i>'FootieBugs through its children's football development programme aims to introduce children to the fun, healthy and exciting world of football. As a sport that incorporates constant movement, aerobic exercise, balance and eye to foot coordination, as well as healthy social interaction, it is an ideal activity to promote all round physical development in early childhood.'</i></p> <p>Write Dance - http://writedancetraining.com/</p> <p><i>'Write Dance is an approach and a method that provides movement opportunities so children can develop the physical skills needed to develop their handwriting skills. The movement is driven by the music and the underlying principle is enjoyment to build confidence.'</i></p> <p>Dough Disco – https://www.tes.com/teaching-resource/dough-disco-6327499</p> <p><i>'Dough disco is exercise for the fingers to improve fine muscle control. It is good before long writing tasks as a warm-up but essential every day exercise for foundation stage.'</i></p>

	<p>Massage – http://www.educationscotland.gov.uk/earlyyearsmatters/4592286</p> <p><i>'Massage classes for babies and children help to enhance the immune system, improve circulation and soothe anxiety. It also encourages a greater awareness in children about the importance of looking after their bodies while promoting health and wellbeing.'</i></p> <p>Forest School - http://www.wild-learning.net/index.php/what-is-forest-school/health/</p> <p><i>Health and Forest School:</i></p> <p><i>'Across the UK, modern children have fewer opportunities to exercise outside, and are less active than any previous generation. As a result incidences of childhood obesity and related ill-health are rising steadily. The pressures of modern life can make it difficult to give children the opportunity or the motivation to exercise, however. At Forest School children are physically active most of the time, and their stamina improves as a result. Their experience of using outdoor spaces through Forest School can also develop healthier lifestyles as they ask their parents to take them on trips to woodlands and green spaces. As they gain confidence and improve their self-esteem their emotional and mental well-being also improves.'</i></p> <p>Free Flow – http://www.teachearlyyears.com/nursery-management/view/ga-free-flow-play</p> <p><i>'Daily outdoor play is an important part of children's learning and is required by the EYFS. It offers many new learning experiences, and boosts mental and physical wellbeing and confidence. Free-flow play adds further benefits, giving children more space and freedom to explore the world around them, letting them make decisions and assess risks while reducing the feeling of being rushed from one activity to the other. Children all have different learning styles and needs; some prefer to play and learn outside, and should be offered this opportunity wherever possible. Some may not have outdoor space at home, in which case it's even more important.'</i></p> <p>Music Sessions – http://www.education.com/reference/article/music-center-enhance-children-development/</p> <p><u><i>Motor Development and Rhythm.</i></u></p> <p><i>'As children create music, they improve fine motor skills, coordination, and rhythm. Music also entices one to move and dance. Participating in movement or dance activities while listening to music enhances children's ability to sequence sound, recognize and respond to rhythm patterns, and discriminate melodies (Ferguson, 2005). As children dance to music, they increase coordination, flexibility, and motor skills. They develop body awareness and self-confidence. Like music, dance is an art form and a means of communication. Through dance, children communicate feelings, thoughts, and cultural values and beliefs.'</i></p>
Evidence of Impact.	<p>Observations showing the children engaged in physical activities.</p> <p>Feedback from Coach Connor from footie bugs attached</p> <p>Annie's feedback is attached below re: French & massage.</p>
Where to find out more.	<p>To find out more about the massage visit www.iaim.org, and to find out more about Footie Bugs - http://www.footiebugs.com/</p>

ELIGIBILITY AND HEADCOUNT DATE

The children eligible for Nursery Education Funding in the Autumn Term 2015 are those who were born between 1st September 2010 and 31st August 2012. In order to satisfy the Statutory Guidance for Delivery of Free Early Education for Three and Four Year Olds, children must also be on the register of our setting and attending in the week commencing 30th September 2013. The Headcount date has been set as 1st October 2015, then there will be one in January 2016 & in May

Alcester Nursery is an approved childcare provider. You may be entitled to receive extra child tax credit and working tax credit depending upon how much your nursery fees are. Remember to inform the Inland Revenue, know how much your nursery fees are to see if you are entitled to extra child tax credit & working tax credit.

*Inland Revenue

Tel. 0845 300 3900

Tax Credit Office Preston PR1 0SB

www.inlandrevenue.gov.uk/taxcredits

Our Ofsted Registration number is EY410723. Date of registration is 29/07/10, date of issue is 09/05/13

2Help Programme – 2yr old funding

We have been able to offer some funded places for 2 year olds from September 2013. With your help, together we can fill in a referral form that goes to Warwickshire County Council for them to determine if you are eligible, as there is a criteria that you need to be able to adhere to.

You may be eligible for a free childcare place for your two [year old](#) if you receive any one of the following benefits or credits:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-related employment and support allowance (IRESA).
- Child Tax Credit or Working Tax Credit provided your annual household income, as assessed by Her Majesty's Revenue and Customs, **does not exceed £16,190**
- Guaranteed Element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

OR

- your child is looked after by the local authority (under section 22(1) of the Children Act 1989)
- the child has left care through special guardianship or an adoption or residence order
- the child has a current statement of Special Educational Need or an Education, [Health](#) and Care plan

- the child qualifies for Disability Living Allowance (DLA)

When will my child be entitled to a place?

If you meet the eligibility criteria, your child will be entitled to a place from the start of term following their second birthday, beginning on or following the dates set out below:

- Children born in the period 1st January to 31st March: 1st April (Summer term), as applicable
- Children born in the period 1st April to 31st August: 1st September (Autumn term), as applicable
- Children born in the period 1st September to 31st December: 1st January (Spring term), as applicable
- Your application can only be considered 3 months prior to your child's entitlement date.

Please do not hesitate to speak to me about the funding form.

30 Hours Free childcare

From September 2017, parents will be able to apply for a free childcare place for up to 30 hours per week for 38 weeks per year for their 3 or 4 year old - if they meet the following criteria:

- They are a two parent family, are both working and each earn the equivalent of 16 hours per week paid at the living wage (at least £115 per week)
- They earn less than £100,000 per year

OR

- They are a single parent, are working and earn the equivalent of 16 hours per week paid at the national living wage (at least £115 per week)
- They earn less than £100,00 per year.

Parents can apply online through HMRC's new digital childcare service. If eligible you will be given an 11 digit code, please let Debi know as soon as possible. We are at present able to offer 10 places during an academic year.

Further information can be found on www.childcarechoices.gov.uk/

The websites below also contain useful information:

www.childcare-support.tax.service.gov.uk

www.tax.service.gov.uk/childcare-schemes-interest/welcome

Childcare vouchers

We do accept childcare vouchers, so please do not hesitate to ask which we accept if your company provides you with a childcare scheme

5. Alcester Nursery School Policies

The Nursery operates according to the following policies to comply with the regulatory and best-practice guidelines of the Government and professional bodies. The main policies are outlined below and a full copy is available in the foyers. Parents will receive a booklet of sample policies to read & return if you register your child.

Equal Opportunities Policy

The Nursery School operates a policy in line with the Pre-School Learning Alliance policy on Equal Opportunities. All staff, children and parents will be regarded with equal concern. Children's needs arising from race, gender, culture, disability, special educational needs and linguistic needs will be sensitively catered for. The Nursery School will help children to see men and women as equal.

Child Protection Policy

The Nursery School follows the guidelines for Child Protection laid down by Warwickshire Safeguarding Board. This requires that our staff ask questions concerning cuts, burns or bruises that your child may have and you will be requested to fill in an injury form. Concerns about children will be recorded and referred to the Children's Team / Social Services where appropriate. Debi French, Penny Williams and Kelly Cusack are the safeguarding officers – DSL (Designated Safeguarding Lead)

Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary. **This will only be done where such discussion will not place the child at increased risk of significant harm.** The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.'

Policy on Discipline

When a child's behaviour is deemed unacceptable this will be discussed with the child and they will be encouraged to realise the benefits of acting in a more appropriate manner. If their behaviour continues to cause concern then it will be discussed with the parents. Children attending the Nursery Schools will not be disciplined by smacking, slapping or any other form of physical contact.

Disciplinary action will be taken by the Nursery School if any member of staff is found in breach of the Nursery School's policy on discipline.

Educational Policy and Aims

The Nursery Schools follow the following aims;

- To work in partnership with parents.
- To provide an atmosphere in which adults and children can feel secure, valued and confident.
- To provide a curriculum, which is broad, balanced, relevant, differentiated, coherent and progressive.
- To present the curriculum in ways appropriate to how young children learn.
- To provide a stimulating environment with appropriate space, facilities and equipment, accessible to the children.

Complaints Policy

If you have any cause to be concerned about the service in the Nursery School, please speak to Debi French, Head of the Nursery. You may also get in touch with OFSTED if you are not satisfied on 03001231231 for any other enquiry.

Admissions Policy

It is the intention of Alcester Nursery School to make the nursery genuinely accessible to all children and families from all sections of the local community and surrounding villages. In order to accomplish this, we will:

- allocate places on receipt of a completed registration form accompanied by the appropriate registration fee and proof of child identification via a birth certificate or pass port.
- try and be flexible with sessions as to accommodate the needs of individual children and families
- plan to keep 10 spaces vacant at the beginning of each school year for children moving into the area in addition to the registered demand.

Special Needs Policy

The provision made for children with special educational needs within the Nursery has been designed in conjunction with the Special Educational Needs Code of Practice effective from January 2002.

A full copy of this and all the nursery policies is on file in the foyer, you will be issued with a small booklet that parents said they were most interested in.

Non-Collection of child

In the event that a child is not collected by an authorised adult at the end of a session/day, then Alcester Nursery Studio Ltd puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

- On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our Collection File.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and

telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how to verify the identity of the person who is to collect their child.

- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. Please note in the event that their children are not collected from nursery by an authorised adult and the staff can no longer supervise the child on the premises - we apply our safe guarding children protection procedures as set out in our safe guarding children policy. We will contact our local authority social services department.



Health & Safety

The nursery has a comprehensive Health & Safety policy; this can be found in the policy folder in the foyer. Everyone is responsible when in the nursery, therefore we ask that your child leaves any toys or similar in the “home box” in the foyer. We also ask that you do not let your child run into the school car park, or out of the school gates as Alcester Nursery Studio Ltd will not be held liable for any incidents or accidents which take place during such times.

Footwear

We ask that your child always has a pair of wellies in their red pump bag. That they have a change of shoes if they come to nursery in wellies, and whilst we prefer that your child does not wear open toe sandals, should you send them in sandals then socks must be worn.

Sex Education

This is not taught as a formal part of the curriculum but can occur naturally as part of topics, for example, life cycle of animals. Nursery staff will answer questions sensitively and appropriately to the age of the children

Safeguarding – child protection

The building is designed with safeguarding in mind, the toilets are open plan, the changing area is visible through a glass partition. Through mat times and informal chats, sometimes through role play, the children will begin to understand about their own bodies and what is acceptable and what is not. . Staff will use the correct genital language when necessary, and teach the children to say “no” & “stop” to others if not happy at any time. The children are taught about safe and unsafe secrets as well as protective behaviour, understanding their early warning signs.

Independence

The children are encouraged throughout their time in nursery to be more independent. We understand that at times it's easier to put your child's shoes on, but in nursery we have the time to allow them to achieve such simple tasks. Likewise when a child feels they are ready to be toilet trained the staff will carefully encourage them, we have a” limited touch” statement within our safeguarding policy, so whilst the staff will help and encourage your child, we aim for them to become intendant. The more independent your child is, the easier it will be for them when they move into reception when they are 4yrs of age..



Behaviour

We believe that you as parent / carers show your child right from wrong from a young age, and by being a good role model show your child how to behave in acceptable ways. At Alcester nursery we all have the right to feel safe, staff, students, parents and children and therefore during mat times, through role play and individual informal chats we will return to this subject. It might be fun for a child to throw a toy, but it's not fun to the other person or child it hits, therefore we expect all to adhere to our boundary rules. Whilst we are not all friends at nursery we do have to respect others and be polite. We believe that by using positive methods then everyone feels happier and safer, so you will hear staff praising the children, lots of eye contact and smiles, thumbs up etc and in return we believe the children respond in a positive way.

The Local Neighbourhood

The nursery is situated in a residential area and our neighbours are very tolerant of us. We do rely very much on their goodwill, so please do not block the entrance to drives with cars – a slightly longer walk from your car eases any possible tension. Parking is available at the back of the school. Please do not park in the school car park at any time, it is a busy school, and we are a busy nursery and there just is not enough space for parents to park, also do not park on the zig zag lines outside of the school. The PCSO Team will issue warning notices to those parked illegally.

Illness

Please telephone to inform us if your child is to be absent. We appreciate it if you do keep your child at home if not well, it's the best place for them. Could we please ask that you follow the guidelines set out in this document regarding recommended time to be kept off nursery with certain illness's

No Smoking

In the interests of safety and setting good examples of good health to the children, the nursery and it's grounds including the school grounds is a no smoking zone.

Dogs

In the interests of safety and hygiene, no dogs are allowed into the nursery and it's grounds, with the exception of guide dogs and when invited in during pet week.

Jewellery

As the children become engaged in their active play there is a risk that an accident could happen, so please limit jewellery to stud earrings, any other items may be removed and put in the home box..

Book Library

We have a large range of library books in the foyer. These are there for your child to access, it's a self-accessing system, staff will encourage the child to choose a book to take home. One of the best ways to encourage children to enjoy reading is to share books with them. You will be given a red book bag during your child's placement, but this is only on loan it remains the property of the nursery. Loss of the

red bag will result in a payment of £10.00. You may purchase it at a cost of £10.00 and then put your child's name on it.



Fire Drill Procedure

Alcester Nursery Studio Ltd will have a fire drill at least once a term, which means that the children evacuate and meet / line up on Our Lady's school playground. On occasions we will decide on doing a full evacuation and will therefore leave and meet on St Nicholas School site.

The fire drill procedure is available on entry, next to the signing in book, and also other copies are in the foyer.

Alarm

Any person on the premises, staff, parent or visitor discovering an outbreak should, without hesitation, sound the fire alarm. There is an alarm in each of the rooms. The fire drill procedure will commence as practiced monthly. All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Brigade, by a nominated person. **DIAL 999**

Nominated person

Debi French, Penny Williams, Andrea Shaw, Rick Barnes

Attacking the fire

Circumstances will determine whether fire fighting operations should be attempted, it unlikely that anyone will attempt to put out any fire.

Fire fighting must always be secondary to **Life Safety**

The safety of everyone is paramount.

Safety

We have a very safe & secure nursery building, can we please ask that when leaving the premises you hit the very top **GREEN** button by the exit doors , and when leaving do not let anyone else into the building – although if you did they would not be able to go any further than the foyer.

The school gate entrance is very close to the main road, therefore we request that you close it as you leave..

For the safety of your children we advice that they hold an adults hand when leaving the nursery and school site

Charging Policy

Statement of intent

Alcester Nursery Studio Ltd believes that they offer a fair fee in order for all families to be able to send their child to the nursery. Alcester Nursery also offers Flexible Funding Grant, which is available to all children the term after their third birthday

Aim

We aim to deliver an excellent service at all times, and will give notice of any changes to the fees, usually a term's notice, but in certain circumstances it could be less than this.

Methods

In order to operate efficiently we will::

- invoice at the beginning of each half term
- non payment – any fees not paid within the first two weeks of the invoice date will be charged a late payment charge of £25.00, and this will continue, and accumulate until full payment is received
- non payment could result with your child's place being withdrawn
- late collection – All children **MUST** be collected by 5.30pm, otherwise a charge of £5 for every five minutes will be charged. Failure to collect your child will mean that our late collection policy will be enforced and followed, also we will be in contact with the duty social services officer and / or the police.

At Alcester Nursery Studio Ltd you will be entitled to obtain up to 15 hours free childcare & education. Below is what we will offer showing how we are offering this.

Warwickshire County Council has a criteria that we need to follow. Your child is entitled to up to 15 hours free childcare & education as follows:

- 15hrs a week over a minimum of 3 days
- Only 13hrs total if taken over 2 days
- 38weeks per year minimum
- Maximum of 10hrs in one day
- Maximum of two providers
 - All parents will fill in a registration form and sign as a binding contract of the hours they wish to book for their child
 - if accessing the flexible Funding, then a similar contract is issued, which is also a binding contract between you and the nursery
 - if your child is regularly absent then they may have their funding withdrawn or reduced depending on WCC. The nursery will monitor attendance / absence, but we ask that you call each day that your child is absent unless they have an illness whereby they can attend nursery i.e. chickenpox

Fees for September 2017 – July 2018

		Session Price	Hourly Rate
Breakfast club	8am – 9am	£4.50	n/a
Morning or afternoon session 3yr olds	9am – 12 or 12 – 3pm	£15.00	£5.00
Morning session with lunchtime 3yr olds	9am – 1pm	£20.00	£5.00
Full day With own lunch 3yr olds	9am – 3pm	£30.00	£5.00
Morning or afternoon session 2yr olds	9am – 12 or 12 – 3pm	£18.00	£6.00
Morning session with lunchtime 2yr olds	9am – 1pm	£24.00	£6.00
Full day With own lunch 2yr olds	9am – 3pm	£36.00	£6.00
Afterschool club – snack included	3.30pm – 5.30pm For school children	£9.00	n/a
Afterschool club – Short No snack	3.30pm – 4.30pm For School Children	£4.50	n/a
Afterschool club – snack included	3.00 – 5.30 For children at nursery	£11.00	n/a
Afterschool club – Short No snack	3.00 – 4.30 For children at nursery	£6.50	n/a

Fees increase each Autumn term, in the September by a minimum of 3%

Alcester Nursery Studio Ltd

Health Guidelines

Please read through this list which has been taken from the Guidance on Infection and Control in Schools and Nurseries set out by the Department of Health. Should your child contract any of the following then please follow the appropriate action, and telephone to inform the nursery..

Illnesses/ Rashes/Other	Recommended period to be kept away from nursery, once child is well or if there is a cluster of cases	Comments
Diarrhoea & Vomiting	48 hrs from last episode of diarrhoea or vomiting	
Whooping cough*	Five days from commencing antibiotic treatment	Treatment is recommended, though non infectious coughing may still continue for many weeks. If not on treatment can be infected for 21 days.
Chickenpox	5 days from onset of rash	
German measles	5 days from onset of rash	This is most infectious before the diagnosis is made.
Hand, foot and mouth	None	This disease is very infectious and easily transmitted mainly before showing the symptoms
Impetigo	Until lesions are crusted or completely healed	
Measles	5 days from onset of rash	Highly infectious
Ringworm	Until on treatment	Proper treatment by GP is important. Enhanced cleaning and hand washing is essential.
Scabies	Until treated: Two treatments one week apart for cases. Contacts should have one treatment at the same time as second treatment of the case	Treatment should include the entire household and children can return to nursery once properly treated.
Scarlet fever	Five days from commencing antibiotics	Treatment is recommended for the infected child.
Slapped cheek	None	Transmission takes place before the child becomes unwell.
Conjunctivitis	None	It is recommended that the child sees their GP for treatment. If an outbreak occurs then exclusion will be considered.
Glandular fever	None	
Head lice (nits)	None	A parent will be informed if live lice have been seen and it will be recommended that the child is treated with suitable head lice solution. Regular detection should be carried out by parents.
Hepatitis A*	See comments	Exclusion should still be attempted in nurseries where hygiene may be an issue so causing a risk to adults.
Meningococcal meningitis*/septicaemia*	The Health Protection Unit will give advice on any action needed and identify contacts receiving antibiotics.	
Meningitis* not due to Meningococcal infection	None	Once the child is well infection risk is minimal.
Viral Meningitis*	None	Milder illness
Mumps*	Five days from onset of swollen glands	The child is most infectious before the diagnosis is made.
Threadworms	None	Treatment is recommended for the child and family

* denotes a notifiable disease when Local Authority Proper Officers must be contacted by a diagnosing physician.

WARWICKSHIRE SCHOOL TERM & HOLIDAY DATES 2016 – 2017

Autumn term 2016

- Term starts – Monday 4th September 2016 *
- Half term holiday – Monday 23rd October to Friday 27th October 2016 *
- Term ends - Friday 22nd December 2016 *

Spring term 2017

- Term starts – Monday 8th January 2017 *
- Half term holiday – Monday 19th February to Friday 23rd February 2017 *
- Term ends – Wednesday 28th March 2017 *

Summer term 2017

- Term starts – Monday 16th April 2017 *
- Half term holiday – Monday 28th May to Friday 1st June 2017 *
- Term ends – Thursday 19th July 2017 *

DATES FOR YOUR DIARY ALCESTER NURSERY STUDIO

2017 / 2018

Dates for your diary:

Please keep for reference

Autumn Term

Friday 1st September	- teacher training day - CLOSED
Monday 4 th September	- nursery & before & afterschool + activity clubs start
Friday 29 th September	- coffee morning for all parents & children
Thursday 19 th October	- messy stay & play coffee morning for all parents & children
CLOSED half term	- 23 rd October – 27 th October – inclusive

TAKING TIME TO TALK – PARENTS ARE INVITED TO CHAT TO KEY WORKERS – 30th Oct – 3rd November

Monday 6 th November	- Photographer - individuals & with siblings – get ready with you Christmas presents
Wednesday 29 th November	- coffee morning
Wednesday 6 th December	- St Nicks Night
Friday 8 th December	- Children's Christmas Disco, fancy dress 4.30pm/6.00pm,
Monday 11 th December	- Christmas sing song for the littles
Tuesday 12 th December	- sing song for the bigs
Wednesday 20 th December	- Children's Christmas Party – all children invited 9am–12
Friday 22 nd December	- last day
CLOSED	- 25 th December – 5 th Jan 2012 inclusive, Christmas Holiday

Friday 5th January	- teacher training day - CLOSED
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Spring Term

Monday 8 th January	- nursery & before & afterschool + activity clubs start
Monday 22 nd January	- coffee morning for all parents & children
Tuesday 23 rd January to	- school leavers group photo - all school leavers invited
	Attend
Friday 16 th February	- Valentines Disco 4.30pm – 6.00pm

CLOSED half term - 19th – 23rd February inclusive

**TAKING TIME TO TALK – PARENTS ARE INVITED TO CHAT TO KEY WORKERS
– 26th FEB – 2nd MARCH**

Monday 26 th February	- nursery & before & afterschool + activity clubs start
Monday 5 th March – 9 th	- chatters matters week
Friday 9 th March	- coffee morning for Mothers Day
Wednesday 28 th March day	- children's sponsored walk & Easter egg hunt – last day
Friday 29th March	- teacher training day - CLOSED
CLOSED	- 2nd April – 13 th April – inclusive

Summer Term

Monday 16 th April	- nursery & before & afterschool + activity clubs start
CLOSED	- Bank Holiday 7 th May
Wednesday 9 th May	- coffee morning
Friday 25 th May	- last day
Wednesday 18 th April the	- photo's + group photo of <u>all</u> nursery children, just for photo
CLOSED half term	- 28 th May – 1 st June inclusive

Friday 15 th June a	- coffee morning for Fathers Day, bacon butties & grab coffee
Monday 25 th June	- Reports out
Monday 2 nd July	- parents evening 3pm – 7pm for the littles
Tuesday 3 rd July	- parents evening 3pm – 7pm for the bigs
Tuesday 10 th July	- sports afternoon nursery CLOSED 12 – 3pm, all children welcome, 3pm afterschool resumes
Wednesday 11 th July	- Graduation after noon / Prom evening for school leavers
Friday 13 th July	- last forest school parents invited to join their child
Friday 13 th July	- Family BBQ – fun evening from 4.30pm
Wednesday 18 th July	- Party, all children welcome to attend 9am – 12
Thursday 19 th July	- last day

Friday 20th July

CLOSED

Summer Holiday Club

- teacher training day - CLOSED

- Monday 23rd July – 27th July inclusive

- wk st 30th July – wk st 6th, 13th, & 20th, August –
will open Tues, Wed & Thurs **ONLY** 9am – 3pm

Wednesday 11th July

welcome, 3pm afterschool resumes

- Graduation after noon / Prom evening for school leavers

Friday 13th July

- last forest school parents invited to join their child

Friday 13th July

- Family BBQ – fun evening from 4.30pm

Wednesday 18th July

- Party, all children welcome to attend 9am – 12

Thursday 19th July

- last day

Friday 20th July

- teacher training day - CLOSED

CLOSED

Summer Holiday Club

- Monday 23rd July – 27th July inclusive

- wk st 30th July – wk st 6th, 13th, & 20th, August –
will open Tues, Wed & Thurs **ONLY** 9am – 3pm

Please make a note of the days & dates that we are **CLOSED**



Fundraising

Rick & Darren on the BBQ

Please note:

We will have more events / activities going on throughout the year, so please look out for these in your newsletters and on the large wipe board as you enter, also new events will be advertised on the web site & our face book page

Some of the children who attend the holiday club

Holiday Clubs:

These will operate if financially viable i.e. if demand is there and enough children attend in order to pay staff wages & rent – we just need to ensure that we break even

Holiday Club



The boys spent the day designing and decorating their water rockets before they were launched



The children brought their own bikes and then they built their own ramps



Using tiles to make mosaic's



Science can be fun, after spending several days to build and create the volcano, the children watched as it erupted

Consent form for taking photographs and recording film images of children whilst at Alcester Nursery Studio Ltd


Alcester Nursery Studio Ltd has a responsibility to ensure the welfare and safety of children and young people.

Within the nursery we use photographs and film for a number of reasons. The main purpose is to celebrate the success of the pupils and record learning and achievement. Photographs are used on display boards within the nursery, t.v. screens for potential parents and present parents to view. We will NOT show pupils faces on our Facebook page. Film is generally used to help with learning for both child and staff. The Orbit site parents can access and use these photo's for own use only, and in line with our safeguarding & confidentiality Social Networking Policies. All images taken personal camera i.e for Christmas cards / calendars will be subject to our image destruction policy.

Additionally images of your child's image may be used outside of the school setting. Common instances may involve promotion of the nursery to the local community i.e. fundraising events, community events – pancake races

In order to comply with the Data Protection Act 1998 a lawful basis is required before capturing images of a child. Your child's identity will not be disclosed without consent and only if the photograph is used to celebrate individual success.

I give my consent for you to record and use images of my child in the following ways:

please tick 

	Y	N
Displays within the nursery	<input type="checkbox"/>	<input type="checkbox"/>
Use in my child's learning journal	<input type="checkbox"/>	<input type="checkbox"/>
Use in the learning journal of other children in the nursery	<input type="checkbox"/>	<input type="checkbox"/>
Nursery website (this will include the prospectus, annual report, newsletters and curriculum documents. These show school visits, trips, and enrichment activities, successes and achievements	<input type="checkbox"/>	<input type="checkbox"/>
Nursery Facebook, but only back of heads, no front face images will be used	<input type="checkbox"/>	<input type="checkbox"/>
Images available to purchase via professional photographers	<input type="checkbox"/>	<input type="checkbox"/>
Use by press re advertising events e.g. fundraising events	<input type="checkbox"/>	<input type="checkbox"/>

Name of child:

D.O.B.

Relationship

please print

Signature

date

Alcester Nursery Studio Ltd will take all steps to ensure these images are used solely for the proposes they are intended. If you become aware that these images are being used inappropriately, please contact the nursery or your local children's social care team to report these concerns

Consent applies to the academic year as stated above. However, you do have the right to withdraw consent at any time by writing to the Head of the nursery.

Please return this form to school office.

Form A: Registration Form and Permission Slip

Child Details

Child's name		Sex	M / F *
Preferred name		Date of Birth	

Education

Child's first language	
Other languages	
Does your child attend a pre-school or nursery?	
If you have had other children attend Alcester Nursery, please state who their key worker was	

Family Details

Address	
Post Code	
Home Tel No	
Work Tel No	
Nationality of Child	
Nationality of Father	
Nationality of Mother	
Position of Child in the Family	

Other Special Circumstances e.g. Religious / Food Restrictions or anything you would

like to share with the staff.

☐ **My child is in nappies, and I give permission for nappy cream to be used**

☐ **I agree to bring in a tub of nappy cream with my child's name on**

Password if someone other than parent/carers picking up

Medical Details

Family Doctor		
Address		
Telephone No		
Health Visitor's Name & Tel No		
Community Nursery nurse & tel no		
Social Worker name & Tel No		
Speech Therapist name & Tel No		
Other Professional Agency Name & Tel No		
Medical Conditions		Comment
Asthma	Y / N	
Eczema	Y / N	
Food allergy	Y / N	
Recurring illness	Y / N	
Mobility restrictions	Y / N	
Visual impairment	Y / N	
Hearing impairment	Y / N	
Speech & language difficulty	Y / N	
Any other disability	Y / N	
Other (please specify)	Y / N	
When was your child last inoculated against tetanus?		
What other inoculations has your child had?		
Has your child had their 2yr check with the health visitor or community nursery nurse?		If so when ?

This is a question that we now need to ask in order to comply with the Statutory Framework for the Early Years Foundation Stage (EYFS), in order to ensure that we Safeguard Children and Promote children's Welfare

Who has Parental responsibility for your child?

Unlike mothers, fathers do not always have "parental responsibility" for their children. with more than one in three children now born outside marriage, some parents may be unclear who has legal responsibility for their children.

If the parents of a child are married to each other or if they have jointly adopted a child, then they both have parental responsibility. this is not automatically the case for unmarried parents.

According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother or has acquired legal responsibility for his child through one of these three routes:

- (after December 1st 2003) jointly registering the birth of the child with the mother
- by a parental responsibility agreement with the mother
- by a parental responsibility order, made by court

living with the mother, even for a long time, does not give the father parental responsibility and if the parents are not married, parental responsibility does not always pass on to the natural father if the mother dies.

all parents (including adopted parents) have a legal duty to financially support their child, whether they have parental responsibility or not

A father can apply to the court to gain parental responsibility. In considering an application from a father, the court will take the following into account:

- the degree of commitment shown by the father to his child
- the degree of attachment between father and child
- the father's reasons for applying for the order

the court will then decide to accept or reject the application based on what it believes is in the child's best interest.

(this information was taken from www.direct.gov.uk – January 2009)

Who has parental Responsibility?

Name	Relationship to child
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Name	Relationship to child
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Evidence for Learning App Policy

ANS will be using Web & App technology to help record your child's observations and learning journals. The applications use 'secure internet technology' similar to banks & other financial institutions and is accessed through logins & individual passwords.

We will be using this in conjunction with 'Evidence for Learning Family' which will allow you as parents or carers to be updated with your child's learning & achievements within nursery. It also allows you to contribute home learning activities in your child's assessment.

Evidence for Learning software helps practitioners and providers protect children's information and the importance placed on maintaining children's records securely.

The nursery - we will invite you to link to your child's record in Evidence for Learning. You will receive an email with registration instructions which will allow you to logon to Evidence for Learning and view your child's records. As parents / carers you have the opportunity to share information about your child & family (All about me, holidays etc.), share your child's home learning experiences with us & be able to view photos & experiences within nursery.

If you do not have access to email or the internet we can make provision for you to view the information in the nursery setting.

The need for the secure and proper use of photographs & information about your children is also covered in the settings 'Confidentiality & Social Networking' Policies.

Alcester Nursery Studio Ltd follows good practice at all times, and is always thriving to improve the business and how better to observe your child. This system will allow staff to spend even more time interacting with your child, and less time sitting in the office at the lap top

Quote:

'Education is best when it's a partnership between providers and home—with children benefiting most when their family is consistently and actively involved*'.
.....

*Source "The Impact of Parental Involvement on Children's Education" ref: DCSF-00924-2008.

I agree that my children's information can be recorded in this way

Parent / Carer signaturePrint.....Date

As a parent / Carer I would like to be invited to join Orbit

Parent / Carer signaturePrint.....Date

Emergency Contact Numbers for parent / guardian 1

Name - please print	
Relationship to child	
Address	
Post code	
Occupation	
Emergency no.	
Daytime no.	
Evening no.	
Mobile no.	
Work no.	
e.mail address	please fill in

Emergency Contact Numbers for parent / guardian 2

Name - please print	
Relationship to child	
Address	
Post code	
Occupation	
Emergency no.	
Daytime no.	
Evening no.	
Mobile no.	
Work no.	
e.mail address	please fill in

Please provide two additional contacts we can get in touch with, should the parent / guardian not be available in an emergency.

Emergency Contact Numbers

Name - please print
Relationship to child
Address
Post code
Emergency no.
Daytime no.
Evening no.
Mobile no.
Work no.
e.mail address

Emergency Contact Numbers

Name - please print
Relationship to child
Address
Post code
Emergency no.
Daytime no.
Evening no.
Mobile no.
Work no.
e.mail address

Flexible Funding Contract – only to be filled in if your child is now entitled to up to 15 hours FREE childcare & Education

At Alcester Nursery Studio Ltd you will be entitled to obtain up to 15 hours free childcare & education. Below is what we will be offering and showing how we are offering this.

Warwickshire County Council have a criteria that we need to follow. You are entitled to up to 15 hours as follows:

- 15hrs a week over a minimum of 3 days
- Only 13hrs total if taken over 2 days
- 38weeks per year minimum
- Maximum of 10hrs in one day
- Maximum of two providers

Autumn / Spring / Summer term

Name of Child:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Breakfast club 8am-9am						
Morning 9am-12pm						
Morning to include lunchtime 9am-1pm						
Full day 9am-3pm						
Afternoon 12 – 3pm						
Afterschool 3-5.30 pm						

Your grant can be used for wrap around service i.e to use in breakfast club or afterschool.

Should you leave prior to Alcester Nursery Studio Ltd receiving your funding then you will be liable for full payment of sessions / hours already taken & agreed on.

I agree to the hours that I have signed for above, and the statement above, and agree to pay for any extra hours as set out in the charging policy.

Name

Signed

Date

Sessions Required

	Start Time		Fees	Mon	Tue	Wed	Thu	Fri
			Hourly rate					
Breakfast club	8am – 9am	£4.50	n/a					
Morning or afternoon session 3yr olds	9am – 12 or 12 – 3pm	£15.00	£5.00					
Morning session with lunchtime 3yr olds	9am – 1pm	£20.00	£5.00					
Full day With own lunch 3yr olds	9am – 3pm	£30.00	£5.00					
Morning or afternoon session 2yr olds	9am – 12 or 12 – 3pm	£18.00	£6.00					
Morning session with lunchtime 2yr olds	9am – 1pm	£24.00	£6.00					
Full day With own lunch 2yr olds	9am – 3pm	£36.00	£6.00					
Afterschool club – snack included	3.30pm – 5.30pm	£9.00	n/a					
Afterschool club – snack included	3.00pm – 5.30pm	£11.00	n/a					
Activity clubs	3.30 – 4.30	£4.50	n/a					
Afterschool club – short, no snack	3.00 – 4.30 For children at nursery	£6.50	n/a					

The Before School Club will serve either toast, cereal & a drink at between 8.15 and 8.30am, at no additional cost . Please note that children-attending Nursery after 12:00 noon will be required to bring a packed lunch and a drink.

The After School Club will operate a tuck between 4.45 - 5pm at no additional cost

Statement of Consent

- ☐ If my child attends one of the additional activities which is subsidised by the nursery i.e. footie bugs, foreign language, drama, forest school or similar I am willing / not willing to pay a small voluntary contribution towards this, anywhere between £1.00 - £3.00
- ☐ I agree to my child being taken direct to hospital or being seen by the nearest doctor should an emergency arise and the parent not be found.
- ☐ I agree to a member of staff who holds a First Aid certificate administering first aid in an emergency until help / the emergency services arrive and take over.
- ☐ I agree for my child to have a plaster on if required
- ☐ I agree for my child to be given medicine (CALPOL) or similar to bring down my child's temperature (of which I will sign necessary paperwork), every effort will be made to contact you prior to administering
- ☐ I give my permission for my child to be taken out of the premises for outings.
- ☐ I agree that a staff member may discuss my child's welfare with the local Health Visitor, and other professionals i.e. speech & language therapist, IDS
- ☐ I agree to my child having the school's sun protection cream rubbed in on hot days
- ☐ I agree to my child travelling in an authorised staff member's vehicle if necessary.
- ☐ I confirm that I have read and understood the policies and agree with them.
- ☐ I verify that all the above information is true and accurate at the time of registration.
- ☐ I agree to the terms and conditions set out in this document.
- ☐ I understand that failure to pay my fees could result in the withdrawal of my child's place and court action may take place.
- ☐ I agree to ensure that my child has a pair of wellies and a waterproof with them daily
- ☐ I agree to my child being changed i.e. nappies or wet / soiled clothes by a staff member
- ☐ I agree to ensure that I send in enough nappies, nappy cream (labelled with name on) nappy bags etc for my child's stay at nursery.
- ☐ I agree to the nursery sending home books in the nursery's red book bag, this is the nurseries property, so if not returned or lost, I agree to pay £10.00 for another one
- ☐ I agree to receive monthly newsletters and other literature electronically, therefore my email address is on my contact details
- ☐ I agree to sign up & access the Evidence for Learning Web & App technology to help record my child's observations and learning journals.
- ☐ **I enclose a copy of my child's birth certificate or passport, and agree to bring in the original during their induction visits.**
- ☐ has your child had their 2 – 2½ year check? If so can you please bring in your card to share with your child's key worker.

Alcester Nursery Studio Ltd

Prior to your child's induction sessions, Debi French or Penny Williams would be very happy to visit you & your child in your home, to get to know you, and find out more about your child.

☐

I would like Penny or Debi to visit prior to my child starting nursery

☐

I would NOT like a visit

Please tell us where you heard about us from i.e friend, Facebook, children's centre, health visitor, school or similar – thank you

To ensure a place for your child at Alcester Nursery School we ask you for a **non-refundable** voluntary contribution fee of **£25.00**. Please make cheques payable to **ALCESTER NURSERY STUDIO LTD.**

In return your child will be placed on our register and your child will receive a Welcome pack including extra information and an Alcester Nursery School T-Shirt and pump bag when they start. Notification of registration will usually be sent out within 7 working days of receiving the correct forms and fee. Please contact Deborah if you do not receive notification in writing after 10 days.

I agree to receive monthly newsletters and other literature electronically, therefore my email address is on my contact details Signed	
Print name	
Date	
Relationship to child	
Return to : Alcester Nursery Studio Ltd. St Faiths Road, Alcester, Warks. B49 6AG	