

CAVERSHAM NURSERY SCHOOL

Caversham Children's Centre

114 Amersham Road, Caversham RG4 5NA

Email: admin@cavershamnursery.reading.sch.uk

Tel. 0118-9375429

PARENT & CARER HANDBOOK



Federated with Blagdon and New Bridge Nursery Schools

Thank you for choosing Caversham Nursery School. We would like to take this opportunity to welcome you.

If you have any questions about the setting or you are unsure about anything, please feel free to ask a member of the team who will be happy to help.

Please be aware that when choosing this nursery, we WILL;

- Seek emergency aid
- Give temperature reducing medication
- Use photos/video on displays within the centre
- Allow access to computers/appropriate websites
- Take your child on outings on foot
- Use Sudocrem & Vaseline
- Use sun cream (if not provided)

and MAY;

- Use photos/video for staff training
- Use photos/video on Facebook/Website
- Use photos/video on our secure on-line learning journal
- Use photos/video for marketing & publicity
- Use face paints

(unless there are extenuating circumstances)

Our Aims

- To provide a caring, happy and secure environment in which each child's self-esteem and confidence are promoted in order to help them become well motivated and independent learners.
- To meet the individual needs of every child and their family.
- To provide an effective, broad and balanced early years curriculum which fosters development towards the early learning goals identified in the early years foundation stage.

What do we offer your child?

- An individually tailored curriculum.
- A variety of stimulating activities and experiences developed from your child's interests and needs.
- Qualified Teachers and Early years practitioners.
- A named Key person that you and your child can develop a positive and open relationship with, allowing us to provide the best possible care.
- Opportunities for you and your family to be directly involved in the progress and development of your child within the nursery.
- Fun and friendship with both children and adults.

The nursery is divided into four age groups, each having access to the garden. We plan activities and experiences, both indoors and in the garden, to meet the needs of every child in our care.

Through careful observation and record keeping we are able to monitor each child's learning and achievements and plan for their future support and development.

Sessions Available

All year round

Full day	8.00am – 6.00pm (10hrs)
Morning session	8.00am – 12.30pm (4hrs 30mins)
Afternoon session	12.30pm – 6.00pm (5hrs 30mins)

Free places for 2, 3 and 4 year olds (Term-time only)

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

You can choose 5 sessions on whichever mornings or afternoons you wish subject to availability. You can also pay for extra services like breakfast, lunch and tea club;

Breakfast club	8.00am – 8.30am
Lunch club	11.30am – 12.30pm
Tea club	3.30pm – 6.00pm

Our Groups

The Nursery is divided into four groups, each having access to the gardens:

- Discoverers:** Birth to 16 months (approx.)
- Adventurers:** 16 months to 24 months (approx.)
- Explorers:** 24 months to 36 months (approx.)
- Inventors:** 36 months to 60 months (approx.)

Curriculum

As well as our indoor classrooms the garden is our "outdoor classroom" which we value very highly including an undercover area, a sensory area and a pond. The opportunities we provide in the garden reflect and support all areas of children's learning and development. We encourage the children to develop their independence and self-help skills; equipment is labelled clearly to assist the children with identifying where toys and resources live.

Planning in the moment is all about seizing the moment for children to progress. Based on what the children are already deeply involved in, this way of planning relies on skilled practitioners using quality interactions to draw out the children's knowledge and build on it there and then (in the moment). This means that the practitioner uses skills to observe what the child is doing and needs to do next, assesses the teachable moment from the child's perspective and be skilled enough to know when to intervene and when to stand back and observe.

Planning in the moment is all about capturing the moment of engagement and running with it to make sure the children progress.

Our team plan opportunities and learning experiences for the children in line with the Early Years Foundation Stage (EYFS). This ensures a balanced curriculum and supports the individual children's needs and development. They are also encouraged to make choices and actively participate in their own learning and are able to select their own resources from both the prime areas and the specific areas of learning. These are:

Prime areas:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific areas:

- Understanding of the World
- Expressive arts and Design Physical Development
- Mathematics
- Literacy

More information about the curriculum can be found around the Nursery and we also deliver parent workshops throughout the year.

This is also a useful link;

www.foundationyears.org.uk/2012/development-matters where you can also find out about the Characteristics of Effective Learning.

British Values

Fundamental British Values' is a new Government requirement, but is not a new concept. It has been securely embedded within the Early Years Foundation Stage Curriculum and practice through the day to day teachings of Caversham Nursery. All children are taught and shown how to be kind, take turns, show care, patience and understanding throughout their journey through the nursery. We recognise how British Values are part of our everyday teaching and link directly to the Early Years Foundation Stage, especially under the Personal, Social and Emotional development area. We are confident that we demonstrate these values on a daily basis, building the solid foundations our children need to develop, learn and succeed in life.

Key person, Focus Children, Parental involvement

Every child in the setting has a key person who tracks their individual development and progress through observations, photographs and video of child initiated activities.

Instead of having focus activities, each week we have focus children. On the last session before children are focus children, parents will be given a questionnaire to take home to be returned on their first session as a focus child. The parents will be expected to fill in the questionnaire with any comments and the following week will be invited in to meet with their child's key person to talk about progress and their completed questionnaire. We encourage parents to take photos of their child and add them to Tapestry for good links with home/school learning. During focus week all observations using the iPad are uploaded for parents to see. Any next steps which have been identified during the child's focus week but which have not yet been fully addressed will be worked on with the child during continuous provision in the future and reviewed when it is that child's turn again as a focus child.

We use a secure online journal for individual children which contains observations and evidence of their achievements. We encourage you to log-in to your child's journal at any time and we value contributions from home so that we have a picture of your 'whole' child. You will be able to create your own individual log-in.

Sometimes changes or situations at home can affect the way a child behaves. We have found that things like a new baby being expected, a sick grandparent, moving house or other changes in family circumstances can sometimes make a child behave differently. If you feel there is something that may affect your child, please tell us and we will be able to respond in a sensitive and appropriate way.

By sharing information about how your child is progressing both at home and at Nursery we will all be in the best possible position to give them the help and opportunities that they need.

Routines

Each room has its own routine which is designed to meet the needs of the children and help them to settle in to their new surroundings. We recognise the need to be flexible to meet the needs of individual children and to respond to what happens during the day. We also encourage interaction between rooms so that children can play with and be around older and younger children and enable siblings to share time together, the children move freely between inside and outside. Details of each age group's daily routine are displayed in the room.

Meal Times

We see meal times as a social occasion for the children to sit together and talk in small groups. We have a dining area where the older children eat and we encourage children to eat with cutlery that is appropriate to their age and stage of development. Independence and choices are also important parts of our daily mealtimes, with children serving part of their own lunch. We have a three-week menu cycle and we provide a vegetarian alternative for every meal. Our menus and meals are carefully developed to ensure that children receive a balanced and nutritious diet. We ask parents to make staff aware of any very specific dietary needs (e.g. food allergies) relating to their child in order that we can plan a suitable menu (a doctor's letter will be required). We also ask that you let us know if you have any wishes/requests (e.g. vegetarian, cultural or religious) concerning the food your child is given so that we can accommodate these where possible.

Collecting Your Child

The safety of your child is our prime concern but we must also consider the peace of mind of our staff. It is vital that all parents communicate with the key person if changing established routines.

Anyone collecting a child must be over the age of sixteen. We must have prior agreement from the child's parents/guardians if they wish for someone different to collect their child. Authorisation can be given on the admission forms for collection without on the day confirmation from parent/guardian. Should a parent/guardian wish someone different to collect their child as a one off occasion we require an email or telephone call prior to the child being collected. The person collecting would need to have the password. If we have not met this person before we will request photographic ID.

Children must be collected from the setting by the appointed time each day. If any child is not collected by this time and we have not heard from their parents/guardians, we will call the emergency numbers listed on the admission form. If we still receive no contact from the parent/guardian of the child by 30 minutes after the appointed collection time, we have an obligation to inform Social Care.

The nursery closes at 6pm and all children need to have been collected and left the building by this time.

What to wear

We suggest that children wear appropriate clothes as we encourage them all to take part in all our activities including messy ones such as painting, gluing, sand and water play. Our garden is also an "outdoor classroom" which we value very highly and use in all weathers so children will need appropriate named clothing: a coat, wellingtons and appropriate footwear. In the summer we also require named sunhats and sun cream which can be left for your child to use. We do not encourage outdoor shoes in the Discoverers (baby) room; please provide a pair of slippers for your child if they are in this room. We ask that children bring at least one change of clothes to leave in a bag on their peg. Please try to label them as clearly as possible as staff cannot be responsible for any clothing that is lost.

For health and safety reasons it is not appropriate for children to wear loop earrings or other jewellery. We will remove any jewellery deemed unsafe for the protection of your child.

Nappies

Parents with children in nappies are asked to provide these in suitable quantities for their child's use; your child's key person will let you know if your supply of nappies is running low.

Formula Milk

This needs to be given to us in the original sealed container and guidance will be adhered to once opened with regard to the 'best before/use within' dates according to the brand of milk. Once opened parents will be asked to ensure a new supply is provided before those dates expire.

Health and Safety

Health and Safety is very important and the nursery has its own health and safety policy. You need to be aware of safety while you are here and we ask you please to:

- Not use mobile phones in the Nursery
- Refrain from smoking anywhere within Caversham Children's Centre building and grounds (in accordance with current law)
- Ensure you close all doors and gates behind you, for security reasons please do not hold the door open for anyone approaching as all authorised persons will have key coded access
- Report to us anything you may be concerned about including on your way in or out of the setting e.g. broken glass or dog mess

Please do not let anyone into the setting

Accidents

For the day to day accidents and incidents that occur we complete accident forms. This records a description of the accident/injury and the treatment given; this is written down and signed by the staff member who witnessed the events plus one other member of staff, these are then read and counter-signed by the parent/carer when picking up their child. We always notify parents of any head injuries by telephone regardless of how small.

In the event of a serious accident, you will be contacted immediately but after the Emergency services. Please ensure that we have a **current telephone number**. If need be your child will be taken to the accident and emergency department at The Royal Berkshire Hospital where a member of staff will remain with your child until the parent or carer arrives.

Prior Incident Forms

If your child has an accident/incident at home, please complete a 'prior incident form'. If a staff member notices any minor injuries that didn't happen in nursery they will ask you to complete one of these forms upon collection.

Staffing

We employ highly qualified staff with a passion for caring for and educating children in early years. For the children to have a positive and rewarding experience here, we always ensure that the maximum ratios are met for the age of the children. Where possible it is higher than recommended.

Policies

All of our policies are available to read from the main office and many are on our website.

Evacuation

All staff members are familiar with the evacuation procedure, a copy of which can be seen in each room.

Outings

We do take the children on walks to the shops, parks and other local areas- **please note** that this forms part of your agreement if your child attends this Nursery. These activities are always well supervised with high level of staff to child ratios. Any outing that requires public transport will require a signed permission slip for your child to attend.

Communication

We will let you know what is going on in the nursery by way of regular newsletter, email, or text. The newsletter will contain information about current and planned events. If you would like to include an article in one of the newsletters, please speak to a member of staff and they will be happy to help. There are often posts on our Facebook page too, which will give tips, advice and links to useful information. We also have a website: www.cavershamnurseryschool.co.uk

Children's Toys and Comfort Objects

Comfort toys are wonderful for settling children in but please be aware that sadly we cannot be held responsible for lost or damaged items. Please ensure that all items are named and that you have a spare one.

Birthdays

We do celebrate children's birthdays within the nursery by singing happy birthday to them. However, please DO NOT send in any cakes or goodies for the children as this is not part of our healthy eating policy.

Fobs for Extended Services

We also ask parents to have an access fob which gives entrance to restricted areas in the centre. We require a refundable deposit of £10.00 for this. These should be returned once your child is no longer accessing extended services.

Nursery Fund

We always welcome any contributions parents and carers wish to make. We have fundraising throughout the year; we will inform you of these when they are happening.

Fruit and Snacks

We welcome a donation from families of fruit or vegetables for our snack time. Free milk is provided and the children have access to water throughout the session.

Medication

Only prescribed medication may be administered with the exception of temperature reducing infantile suspension and other agreed necessary medication for your child. For further information, please refer to the 'Administering Medication' policy which can be provided upon request.

Duty of care/Safeguarding

All staff have a duty of care to protect all children and keep them safe from harm. If we have any concerns regarding your child we will share this with you where appropriate and offer support if needed. If you have any concerns regarding any child within the nursery then please let the Designated Safeguarding Officers know.

These are Jean Read, Joanne Budge, Kate Wiggins and Shauni Clifford. Alternatively you can ring the Children's Single Point of Access team (CSPA) on 0118-9373641 for advice or the NSPCC on 0808-8005000.

Concerns and Celebrations

We welcome any feedback you may have to celebrate or further improve our service. The complaints policy is displayed on the parent's board, on our website and is also available from the main office. If you have any concerns please raise them with your child's key person in the first instance. We will discuss any concerns or celebrations with wider professionals that relate to the children's learning, development and well-being. Parents will, where appropriate, be part of this discussion or informed of this.

If you want to tell Ofsted anything about your child's education or care, you can ring **0300 123 4666**

Transitions

Each child's reaction to starting Nursery is different, so the way they are settled will be tailored to their needs. We offer a minimum of 3 sessions but this process may take longer for some children; expect to spend some time in Nursery settling in your child. It is important that they learn that you will always come back to collect them, so we encourage you to leave your child for a short time with us and this will then be built up gradually until they are attending a whole session. We also tailor any room transitions as your child progresses through the nursery.

Transitions to School

Most children leave us to attend one of the eight local primary schools – Thameside, Caversham Primary, St Anne's, The Hill, Micklands, Caversham Park, St Martin's and Emmer Green.

We have strong links with all primary schools and make transition visits with the children when they visit their school.

In November of the year your child turns four we will give you a school admissions pack provided by the local authority. We will happily guide you through this process when the time comes. Children are usually admitted to school in September of the school year in which they are five years old.

Please let us know which school your child will be going to and when they will be leaving.

Fees and Charges for those using Extended Services

Fees are invoiced at the beginning of each calendar month and are payable within 14 days. A deposit will be required to secure your place and this WILL NOT be refundable if you decide not to take up your place. Changes to sessions attended will be agreed subject to availability and current occupancy levels within the room.

Where possible we are happy to accommodate any extra days that may be required, again this is subject to current occupancy levels and to fees being paid up to date. When any sessions are booked, you will be charged for them even if they are cancelled.

There is a 10% discount on the lowest invoice when two or more siblings are attending the setting on an all year round contract at the same time. Children who are sick or on holiday will be charged for the days they would normally attend.

Charges will be reviewed regularly and may increase as appropriate. However, you will be advised of any changes in fees at least one calendar month before the changes occur. Fees are payable for ALL children's holidays, bank holidays, and for 3 staff training days per year when the nursery closes. You will be given at least one month's notice of any planned closure. You will not be charged for the three working days between Christmas and New year.

Nursery Closure due to Health and Safety

Should the nursery need to close due to health and safety reasons, fees will be chargeable to parents for up to 3 days. This is due to the nursery having to continue to make its own usual payments.

Contracts

A 'term-time only' contract will be offered to the 2yr, 3yr & 4yr old funded children and is as follows;

- Your child can only attend in the stated term times
- In holiday time you would need to book holiday club (sessions can be booked 2 weeks in advance but places are not guaranteed)
- Any extended services (Breakfast, lunch, tea clubs) are also term-time only
- If the nursery is closed to term-time only children (inset day, fun day, ect) your child cannot attend

An 'All year round' contract is

- For 52 weeks of the year
- You do not need to book holiday clubs
- You can attend even if nursery is closed to term-time only children
- You pay for bank holidays, inset days, and any holidays taken throughout the year
- You do still receive your funded sessions if applicable

Late collections

If children are late being collected a charge will be made and added to the next invoice. You will be asked to sign a form to agree that you were late collecting your child. Charges for late collections are as follows:

Up to 15 minutes - £25

Up to 30 minutes - £45

Over 30 minutes - £80

The nursery closes at 6pm and all children need to have been collected and left the building by this time.

Absences

If your child is absent from the setting, for whatever reason, please let us know as soon as possible on the first day of absence. We may be waiting for them to go on a local trip or outing. If your child is unwell or absent through sickness please let us know ESPECIALLY if your child has a contagious illness, then we can inform the staff and other parents to be on the lookout for signs and symptoms in other children. In the case of holidays, it would be much appreciated if as much notice as possible could be given. Please complete a holiday form if your child will be away due to a family holiday.

Leaving the Setting or Changing Requirements for Extended Services

If your child is going to be leaving the setting or you wish to reduce any extended services we require four weeks written notice. Failure to provide us with this notice will result in you being charged for the calendar month's fees in lieu of notice.

Withdrawal of Places

Caversham Nursery School reserves the right to exclude children whose fees are unpaid. Failure to keep up to date with the payment of fees may result in your child's place being withdrawn. If any fees remain outstanding for one calendar month your child will no longer be eligible for a childcare place. We ask that if parents/carers are having difficulty in paying their fees that they speak to the Bursar or Head/Deputy Head to try to resolve the issue.

If your child's attendance falls below 80% Governors will investigate to see if any support is required to raise attendance. Following this if it continues to be low we may withdraw your child's funded sessions.

Sickness

For the health and safety of all, sick children cannot be admitted to the setting. This includes children with diarrhoea, vomiting, and high temperatures. Children suffering from these must be excluded from the setting. If you have any doubts or questions about the fitness of your child attending the setting please speak to the team leader. This policy mirrors the guidelines set out by Ofsted. If a child falls ill during the day, the parent/carer will be contacted to take them home. Any payment of fees for extended services will still be required during any sick days that your child may have.

Childcare Vouchers/Tax Free Childcare Scheme

If you will be using childcare vouchers from your employer please let us know which childcare company so that we can register with them if we have not already done so. We also accept payments through the tax free childcare scheme.

Nursery Education Grant 15 hours Funding

All children aged three or four years old are entitled to up to 15 hours free childcare and education per week for a maximum of 38 weeks per year from the start of the term following their third birthday.

2-year-old Funding

We offer 15 hours free childcare and education for 2 year olds that fulfil Reading Borough Council's criteria. To see if you are entitled please visit www.reading.gov.uk/earlyyearsfunding and use the online eligibility checker. Information can also be found within the Nursery or ask a member of staff who will be happy to help.

30 Hours Funding

Some children may be eligible for the 30 hours free entitlement – to see if you are entitled please visit www.reading.gov.uk/earlyyearsfunding and use the online eligibility checker. We offer a limited number of places following our 30 hour admissions criteria.

Inspections

The setting is registered with Ofsted and the certificate is displayed in the reception area. We undergo an inspection of the quality and effectiveness of the care and education that we deliver. Our Ofsted number is EY479686 and our Department for Education unique reference number is 8701003. Our latest report is available from the nursery, on our website, or on the Ofsted website.

Governors

All Local Authority Schools are supported by a Governing Body. These are a generous group of people who give their time freely in supporting our nursery and New Bridge Nursery. They challenge, guide and support the Head teacher in the organisation and overview of making it the best nursery it can be. If you are interested in becoming a governor, you are very welcome to come and talk to Jean Read or Jackie Dalgleish (Clerk to Governors).

This handbook is subject to periodic review and a current version can be obtained on request. Last updated 8th July 2019

Thank you for taking the time to read this and we hope you and your child will be very happy with us.

Data Protection Officer: Contact Details

The data protection Officer is responsible for overseeing data protection within the school so if you do have any questions in this regard, please do contact them on the information below:

Data Protection Officer: Craig Stilwell

Company: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

Email : dataservices@judicium.com

Telephone: 0203 326 917