

# Welcome to Whinney Banks Nursery



## Nursery Staff:

- Mrs Colegate - Foundation Stage Leader
- Mrs Fox - Senior Foundation Stage Practitioner
- Mrs Hillerby - Foundation Stage Practitioner
- Miss E Iredale - Foundation Stage Practitioner

# Whinney Banks Nursery

## Nursery Session times are:

- **Morning** – 8.45am - 11.45am

The red Nursery door will be open from:

8.45am – 9.00am to drop off your child

11.30am – 11.45am to collect your child

- **Afternoon** - 12.30pm - 3.30 pm

The red Nursery door will be open from:

12.30pm – 12.40pm to drop off your child

3.10pm – 3.30pm to collect your child

If the red Nursery door is closed when you arrive please take your child to the main office to sign them in.

- If you need to collect your child early from their session please inform a member of the nursery staff at the beginning of their session and then collect them from the office where you will be asked to sign them out.

**PLEASE ENSURE YOU COLLECT CHILD PROMPTLY FROM THEIR NURSERY SESSION.**

**If there are any problems please ring the school office on (01642) 817713.**

# The Foundation Stage



On entry into Nursery at age 3 your child will be joining the Foundation Stage. They will remain within the Foundation Stage until they leave Reception after they are 5 years of age.

Your child will be starting their journey towards the Early Learning Goals. The areas of the curriculum are:

The Prime Areas:

- Communication and Language.
- Physical development.
- Personal, Social and Emotional development.

The Specific Areas:

- Literacy.
- Mathematics.
- Understanding the world.
- Expressive Arts and Design.

Within your child's nursery education there is great emphasis on the importance of play and how this develops your child's learning and skills.

The children access both the inside and outdoor nursery where they explore, play, socialise and develop their skills while learning.

The children have a structured routine throughout their nursery session, which includes free flow inside and outside, whole group time, small group time, stories, phonic activities, maths activities, gross motor activities, fine motor activities including dough disco, speaking and listening, exploring the world around them and creative activities.

If you would like to know more about the Foundation Stage, please do not hesitate to ask Mrs Colegate.

# Rewards

- We use stickers to reward individual children for being helpful or kind, for sharing, for remembering our rules, improved behaviour etc.
- We also have a Care Card system, where children can be rewarded with a sticker from any member of staff around the school for their kind, caring and helpful actions.
- Each member of staff have their own unique stickers they give to the children for their help and kindness around school.
- The children work hard in their session and love to get recognition for this from both the staff and their parents.





# Snack Time



## Milk and Fruit time

Our children have a cup of milk or water and piece of fruit every day. These are provided free of charge.

There are occasions where we have a different snack, such as toast or we may taste the cooking we have made that day. Therefore, it is important to let the Nursery staff know if your child has any food allergies.

Your child will be given a water bottle on their first day of nursery which will be filled up with fresh water each session. Your child's water bottle will be accessible for them throughout their session and will be recognisable to them by their photograph.

Weekly donation...

We ask parents for a small voluntary donation of 50p per week which goes towards buying play equipment or treats for the children.

# School Rules

We introduce the school rules in the nursery and our children quickly become aware of our standards and expectations within their sessions.

Some examples of our rules are:

- I do as I am asked first time.
- I speak politely and kindly to others.
- I have kind hands and feet.
- I listen carefully when other people are speaking.
- I put my hand up when I want to speak.
- I work and talk quietly with an inside voice.
- I always do my best.
- I help look after our school and other people's work and belongings.
- I move around safely outside.

Some of our outdoor rules are:

- We climb up the climbing walls on the play frame but come down the stairs safely.
- One child at a time on the climbing walls.
- We ride our bicycles on the roadway path not on the green surface.
- We learn to negotiate space and be aware of other children.

These rules are an important part of the children's learning.

In nursery we learn to make the 'right' choices and learn to understand that our actions have consequences.



## In the nursery:

- We work hard as a team to provide a safe, stimulating and happy learning environment.
- We are very proud of the children's achievements within nursery. We celebrate their successes and support their learning in many different ways.



- The children have access to a variety of different experiences within the Nursery setting, which include both indoor and outdoor learning, all help to contribute to their development and learning.
- When the children arrive at nursery they will be given a coat peg where they can leave their bags and coats. Your child will also be given a tray where we will put any of their learning from the sessions and any letters we need to hand out to parents. It is important that you check your child's tray at the end of each session.
- You will also find a Parent's notice board in the entrance to nursery where any letters or important notices will be displayed for your convenience.
- If you have any questions or concerns about your child's progress or how they are settling in, please speak to Mrs Colegate.



# School Uniform

We encourage all our children to wear school uniform.

The uniform is as follows:

- Bottle Green jumper / sweatshirt / cardigan
- Grey skirt / trousers
- White Polo shirt / shirt / blouse
- Checked green dresses in summer
- Black flat sensible shoes / trainers – it is particularly important that children do not wear shoes with high heels
- Due to our daily use of the outdoor area please ensure that your child comes to nursery with a coat and suitable footwear, such as wellington boots.
- In the summer months it is also important that your child has sun cream applied before the start of their session.
- We have some school caps the children can wear in the sun but, if you would prefer you can send in your own sun hat.

It is very important that all of your child's clothing is labelled, as you can appreciate one green jumper / cardigan looks very much like another!





# Information

## Jewellery

For health and safety reasons no jewellery is allowed to be worn except for a small pair of stud earrings. It is advisable for you to remove your child's earrings for our PE days.

## Toilet trained

We expect all our children to be toilet trained when they join nursery. If your child has an occasional accident they will be changed into clean dry clothes. We would be grateful if all parents could bring a change of clothes to leave on their child's peg in case of any toileting accidents. Their soiled clothes will be left on your child's peg for you to take home at the end of the session.

If your child has several accidents we will ask you to work with the Foundation Stage Leader to plan a programme to achieve full continence.



## Dental Health

Our nursery children take part in a daily dental hygiene scheme where they learn to brush their teeth for 2 minutes in each session.

## Picking up children

**If you have not informed us about a change to the adult collecting your child then they will not be able to leave nursery until we have spoken to you personally. It is very important to keep us informed of any such changes and you should inform Nursery staff at the beginning of your child's session.** Any person collecting your child must be over 18 years of age.

## Use of mobile phones

Please note that the use of mobile phones is not permitted anywhere within the nursery setting.

## Accidents

Your child is in a safe and nurturing environment where we allow them to develop their skills. If they have an accident at nursery this will be recorded in our Accident book and the adult collecting your child will be informed and asked to sign the book. If we feel you need to be informed then someone will call you to inform you of the accident.

## **15 Hours Provision**

Whinney Banks Primary School offer 15 hours Nursery provision, either morning or afternoon.

### **30 hours free childcare**

We work closely with other providers who can offer a further 15 hours provision. Please speak to Mrs Colegate who will contact your other provider to ensure continuity of education and support.

Parents can check their eligibility for 30 hours free childcare via Childcare Choices at: <https://www.childcarechoices.gov.uk> or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>.

Parents wishing to access the 30 hours free childcare entitlement from September 2017 will need to apply using the Childcare Service System.

Here is a link to the online Childcare Service:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>. If parents only want to claim the universal (school) 15 hours free entitlement they do not need to apply.

If you have any queries regarding the 30 hours free childcare entitlement please contact the Family Information Service on 01642 354200.



# Attendance

- In Whinney Banks Nursery we pride ourselves on the range of experiences we offer the children, the fun the children have as well as having many different opportunities during their nursery sessions. Therefore, the attendance of your child is very important for the development of their social and academic skills and we ask that you make every effort to bring them into nursery every day.
- At the end of each week the children who have full attendance are entered into an attendance draw. If their name is pulled out of the hat they will win an attendance medal and have their picture on the attendance board.

At the end of each half term the children are visited by Mr Grimes who gives the children with full attendance a certificate and a gift.

- You must contact school (01642 817713) each day your child is absent from Nursery stating the reason for their absence and this will be recorded on your child's record. Failure to contact school or if your child's attendance falls to an unacceptable level could result in your child losing their nursery place.



## Holidays

- The school no longer grants leave of absence to allow children to accompany their parents on holiday in term time and all such holidays will normally be treated as unauthorised absence. Parents must complete a Leave of Absence form, available from school, and return it to the Head Teacher at least 2 weeks in advance of any absence. The Head Teacher may ask to speak to you in person.



# Punctuality

- For the children to fully experience the different opportunities available to them it is important that they are punctual to nursery.
- They will be accessing different activities from the moment they self-register, right up until the end of each session.
- The Nursery red door will be open from 8.45-9.00am and 11.30-11.45am for drop off and collection from the morning session. It will also be open from 12.30-12.40pm and 3.10-3.30pm for drop off and collection from the afternoon session.
- When the Nursery red door is closed you should take your child to the main school office where you will need to sign them in stating the reason why they are late.
- If you need to collect your child early from their session you should go to the school office to sign them out along with the reason for taking them early.
- If you are late collecting your child from their nursery session we will call you and your child will be taken to the school office, where you will need to collect them.
- If you are running late for any reason it is important that you call the school office on 01642 817713 to let them know you are on your way.
- We ask that you make every effort to drop your child off and collect your child on time.