



# Starting Rainbows Nursery

September 2017



Dear Parents/Carers,

## WELCOME TO CRANMERE NURSERY SCHOOL - RAINBOWS CLASS!

I am pleased and excited that you have chosen to send your child to our nursery and begin their learning experiences in our school environment. I hope this booklet will help you to settle your child into our nursery and answer some of your questions. If there is anything not covered in this booklet please feel free to ask questions when we carry out the home visit or when you come in again to school.

We encourage our families to talk about starting nursery with your child so that he/she knows what to expect and look forward to. Let them know that it is a friendly place and that they will have lots of fun. Talk to them about the many activities that they will be joining in with, such as singing, building, dressing up, making lots of different things as well as drawing and music making to name but a few. As a new nursery we are fortunate to have brand new equipment and furniture and your child will be one of the first to play with all these exciting resources!

When you visit please join in the activities; show your child the toilets, where to wash their hands, how to use paper towels, where to find a drink of water, where to play and which adults to ask if they need help. We want you to enjoy yourself as well.

Please ask as many questions as you like so that you can help your child prepare for joining us. We believe that if you are happy with our nursery then that will help your child to be happy too.

I look forward to working with you and your child.

Kind regards,



Mrs Kathie Daniels  
Headteacher

## STAFF

The Nursery Class teacher's name is Mrs Janet Butt. Mrs Jo Watson is our Nursery Nurse and we also have additional staff supporting in our nursery setting, including lunchtime supervisors.

## VISITS

Mrs Butt and Mrs Watson will set up a welcome visit to the nursery prior to your child's start date. This is an opportunity to share information about your child in order to help them settle into the class. You will also be invited in for a 'stay and play' session. This is an opportunity for you and your child to come and look around the nursery and ask any other questions you would like answered.



## SETTLING IN

We understand that settling into nursery is an important time for young children and their families. For some children this will be the first time they may have been left with another person and often the first time they have been left in a larger environment. We aim to make this process as smooth as possible. All children and families are unique and as such their individual needs are taken into account throughout the settling in process. Through discussion with you and the Nursery staff, individual arrangements are agreed for each child.



### On your child's first few days:

Please arrive about 5 or 10 minutes before your allotted time to allow your child to be welcomed by the Nursery staff. Please be prepared to stay within the nursery with your child until they are settled. Feel free to read a book or play with some of the activities which will be out ready for the children. This is a positive experience and it will make it easier to help your child settle quickly.



We hope that by working with parents/carers we can provide the best possible start for your child's entry into nursery, laying firm foundations for the future.

## OUR SESSION TIMES



**Puffins class (first half of the week):** 9.00 am until 3.00pm on Monday and Tuesday and 8.45am until 11.45am on Wednesday.

**Owls class (second half of the week):** 12.15pm until 3.15pm on Wednesday and 9.00 am until 3.00pm on Thursday and Friday.

We will open our Nursery door 5 to 10 minutes before the start of each session to greet your child. We will open our door again at the published finish times for collection.

A member of the Nursery staff team will be at the door at entry and collection to welcome you and your child. It is important to arrive and collect on time. If you will be unavoidably late picking up - please telephone our school office so that we know and can explain this to your child.



If someone other than yourself or a regular person that we have met before is picking up, then you **must** phone or send a note with that person. This can be arranged via your discussion with the Nursery staff. If we are in any doubt, we will not send the child home until we have phoned you or your emergency contact.

### Extra sessions - 30 hours

We are also offering children who are eligible the chance to attend nursery all week, if they take up the '30 hour free entitlement' offer from the Government. This is a new initiative to assist working families. If you are eligible for the additional hours then your child will be able to attend both the first half and the second half of the week sessions. The main difference will be that we will designate one session as being your 'core offer' and the other will be the 'additional hours'. You will need to confirm your eligibility at the start of each term, which means that if you found that you were no longer entitled to the additional hours then your session would revert back to the 'core offer'. We can only offer this on a term by term basis.

The other main difference with the 30 hour offer is that your child would either need to be collected for lunch on Wednesday at 11:45am and then returned to school at 12:15pm, or they should start at 9:15am on that day, or you could pay for them to stay in Nursery for the extra 30 minutes. The fee for the additional time would be £3.25 per week (and your child would need to bring in their own packed lunch). This is because we have to stagger start and finish times for the morning and afternoon sessions on Wednesdays, and therefore the 'all week' timings provide 30.5 hours at school, not 30.

### Lunch time

Lunchtime on Mondays, Tuesdays, Thursdays and Fridays will be at 12.00 noon when the children will help set up the tables for their lunch and sit down to eat together. This is a very social event and we have plates, bowls, cups and cutlery to help make the experience as homely as possible. Please provide your child with a packed lunch on those days. Your child should have lunch at home on Wednesdays, unless you have taken up the additional hours offer (see above under 'extra sessions'). Please note we operate a healthy school scheme and we have a number of children who have an allergy to nuts so we respectfully ask that lunch boxes do not contain nuts or chocolate. If you believe that your child may be eligible for free school meals please speak to Mrs Sawyer or Mrs Peters in our school office.



## OUR DAILY ROUTINE



Children and Parents are asked to wait outside nursery until a member of staff opens the door and welcomes them in. The children's first task is to register their name and put their book bag into the book bag box. At the start of the session the nursery teacher will begin to gather the children together for the start of the day.

You will be shown this on your first day. Children are then able to choose where they would like to play.

When registration has closed the outdoor area is available for the children to use.

Children are free to move throughout the Nursery and take part in a variety of activities. During the session, children will have opportunities for a snack and drink which comprises water, milk and fruit. This is a quiet time where fruit is shared and information exchanged. Everyone helps to tidy up towards the end of the session. Children are encouraged to tidy the area they have been working in. The session finishes with group time.

We may talk about ideas in relation to our topics, singing, or share a story. At the end of the session Parents/Carers are asked to wait outside the Nursery until staff open the door. The children remain seated until they are collected.

## HOW WE LEARN IN NURSERY



We know that children learn through play. They are encouraged to join in all the activities, to be independent and to make choices. We offer a rich and varied curriculum in a safe but inviting environment. We understand that children develop at their own pace, but with encouragement and opportunity they will reach their full potential. Children learn best when they are happy, safe and secure. The staff are there to guide and teach and they will get to know you and your child well during your time here. Our environment is planned to enable the children to have the opportunity to extend and develop their thinking and learning across all areas of the curriculum. Although the resources in each area tend to reflect a particular curricular area, they are planned together enabling children to consolidate and apply their learning in a way that makes sense to them.



Our lead Nursery Teacher will plan specific learning experiences that are appropriate to the needs of the children whilst providing the children with many opportunities to follow their own interests. The Nursery team will work with groups and individuals to meet each child's specific needs. Our environment consists of several areas, with each area offering a different variety of learning experiences for our children. Some of the areas are drawing and writing, book corner and listening area, puzzles and fine motor skill activities, building and Small world play, number, exploring and role play to name but a few. We also have high specification interactive whiteboards to



enhance and extend the learning opportunities and interests of the children. We have the facilities of the whole school to use and are included in many whole school activities and events. We also have a timetabled session in the small PE hall and music room.

## RECORD KEEPING/PARENT CONSULTATIONS



In order to plan for your child's development, all staff contribute to observations on your child's development. These begin with the information you share with us on home visits and build up during your child's time with us. We collect written observations, children's drawings and photographs of things they have done at Nursery. We aim to invite you to meet with your child's teacher twice during the year to discuss your child's progress.

## CHILDREN'S ILLNESSES



If your child is absent from Nursery then please inform us of the reason and about any infectious illness so that we can inform other parents/carers.

The following procedures apply:

### Illness - appropriate action

- **Conjunctivitis:** Please do not bring your child to nursery if their eyes are 'gunky'. Wait until 24 hours after treatment has been started.
- **Chicken pox:** Please do not bring your child to nursery until the last spot has scabbed.
- **Hand, foot and mouth:** Please do not bring your child to nursery until the last blister has dried up.
- Following a bout of **sickness or diarrhoea**, we ask that you keep your child at home for a full **48 hours after the last episode**.

Should your child become ill in Nursery, we will try and contact you as soon as possible so that they can be collected. We also use a text-message system to contact parents with school information. Please help us to keep contact numbers up-to-date by letting us know immediately of any changes to your details regarding contact numbers and addresses, including e-mail addresses. We also need to keep details of a second contact in case of emergencies.

## ACCIDENTS AND ACCIDENT REPORTING

All accidents requiring treatment are recorded in our accident books and you will be informed by a member of the Nursery staff team if any incidents



occur. If in our opinion a child requires medical treatment, we will contact you immediately.

## **ABSENCE**

We ask that you ensure your child makes full and regular use of the place offered to them. If for any reason your child will not be able to attend, for example due to illness, please could you telephone to let us know.

## **SAFETY AND SECURITY**



A security system operates in our school and nursery; please help us maintain a safe and secure environment. All visitors are asked to report to reception to sign in and wear a visitor's badge. If anyone different is picking your child up from nursery please inform the Nursery staff or the school office.

## **INTIMATE CARE OF CHILDREN**

During their time at Cranmere Nursery School your child may need intimate care. This will be provided in conjunction with parents (where possible). Staff who provide intimate care to children have a high awareness of child protection issues. This can be when cleaning up a child after they have soiled themselves, or helping them to change clothes when wet. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The team recognise that there is a need to treat all children with respect when intimate care is given and no child would be attended to in a way that causes distress or pain.

## **SAFEGUARDING**

We are fully committed to the safeguarding of each and every pupil in our care and you can find a copy of our Child Protection Policy on our website. The designated Safeguarding Lead (DSL) in Cranmere Primary and Nursery School is the Headteacher, Mrs Kathie Daniels. In her absence the DSL is Mrs Gooden who is also our Special Needs Co-ordinator. The nursery has a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves please let the Nursery teacher know. We are duty bound to follow up any unusual marks or injuries by reporting them to the safeguarding authority who may need to follow them up.

## **CLOTHING**

### **Uniform**

To help your child develop a sense of belonging to our school community we ask that they wear a school sweatshirt, T-shirt and bring in a school bookbag. All items are available from our school uniform suppliers. Further details are available from the school office.

## Other clothing

Please dress your child in comfortable clothes that are easy to manage so that your child can learn to be independent. Young children need to wear clothing that enables them to go to the toilet easily and independently so dungarees, belts, braces, lace up shoes and tight fitting clothes are inappropriate. We have spare clothes available in case of accidents and would appreciate that these are washed and returned promptly.



Aprons are provided to protect the children's clothes when necessary, but we ask that children come to school in washable, practical clothes. On most days children need to have warm clothes to wear outside. When it is sunny we advise that children wear clothing that protects them, as well as a sun hat and sun block that you put on at home.

**ALL CLOTHING SHOULD BE CLEARLY LABELLED** especially coats and boots. We also recommend that children do not come to school wearing long skirts or flip-flop type footwear as these can be dangerous when climbing in the outdoor area. As we are outdoors in all weather, wellies are a must. Please provide a pair of wellington boots which your child can leave in school.



## Hair

Hair should be tied back so that it does not get in the way of play and learning. We will have lots of paint, water and sand that the children will get right into! As you may already be aware, sometimes 'little friends in our hair' (headlice) come to visit, which is another reason to tie hair back. Please make regular hair checks at home and if you do spot any 'little friends' in your child's hair, please let us know.

## TOYS FROM HOME



Occasionally children like to bring a toy from home to show other children or an adult in the Nursery, or just for security. Could you please discourage this as much as possible. Treasures can easily be lost or misplaced which can be very upsetting for the children.

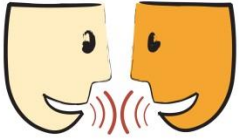
## FRUIT/SNACK



Each day we set aside time for children to have a drink and a snack. The nursery provides milk or filtered water for the children to drink and fruit or vegetables e.g. apples, carrots as well as occasionally breadsticks, crackers or other healthy alternatives.



## PARENTS



Communication with Parents and Carers is very important to us and this partnership between school and home begins on our home visit. We hope the partnership will continue to develop throughout your child's stay at Nursery. Please come in and talk to us if you have any worries or concerns - sometimes a chat is all that is needed to set your mind at rest.

If you would like to come in and help, please talk to the Nursery teacher who will let you know what you need to do. We welcome any parents who wish to help and can arrange via our school office team for you to have DBS check in line with our safeguarding procedures in school.

## NEWSLETTERS AND NOTICEBOARDS

We try to keep you informed about events in Nursery through regular newsletters and the school's weekly newsletter. We also ask you to keep an eye on the various notice boards for daily information. The notice boards near the Nursery entrance keep you informed of our Friends and Families team events.



Communication is a two way process, so if there is anything you would like to know, please ask.

We hope you enjoy our Nursery!

## Useful information:

### School office:

Mrs Sawyer and Mrs Peters - 020 8398 5580 - [info@cranmere.surrey.sch.uk](mailto:info@cranmere.surrey.sch.uk)

For reporting absences and for getting messages to and from the class teacher.

### Puffins class (1<sup>st</sup> half of the week):

Monday & Tuesday from 9am to 3pm

Wednesday from 8:45am to 11:45am

**Class teacher** - Mrs Butt

**Senior Nursery Nurse** - Mrs Watson

**Nursery assistant** - Mrs Hibberd

### Owls class (2<sup>nd</sup> half of the week):

Wednesday from 12:15pm to 3:15pm

Thursday & Friday from 9am to 3pm

**Class teacher** - Mrs Butt

**Senior Nursery Nurse** - Mrs Watson

**Nursery assistant** - Mrs Purdue

Further information and policies are available our website:

[www.cranmereprimary.org.uk](http://www.cranmereprimary.org.uk)

The Government website checker - for 30 hours eligibility is available at:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

Surrey county council early years information (including FEET funding for 2 year olds) is available at:

<https://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare>

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