



EARLY YEARS FOUNDATION STAGE

Information for Parents

Including Procedures and Information on:

Nursery session times, arrangement for late pick up, missing child procedure, illness, medicines, complaints, expectations of behaviour, healthy eating, safeguarding

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Parental Information

We are very pleased to welcome you to our nursery. Please feel free to ask any questions of our staff, as we are here to help you and your child. We hope that you will find the following information helpful:

The standard nursery day consists of the following session times

- Morning Session: 8.30am - 11.30am
- Morning with lunch: 8.30am - 12.30pm
- Afternoon only: 12.30pm - 3.30pm
- Afternoon with lunch: 11.30pm - 3.30pm
- Full day 8.30am - 3.30pm

- * **A responsible adult** must bring the child to the Nursery cloakroom to be handed over to a member of the Nursery staff at the beginning of the nursery session.
- * Children arriving earlier than this time should be taken to the Early Club and handed over to the member of staff on duty. The school drop off system is not available for nursery children.
- * Entry to Nursery is via the blue double doors into the nursery cloakroom. Please ensure that your child is in nursery by 8.50am as structured activities start from this time.
- * Any child who is not collected at the end of the nursery day will be taken to Late Club and an extra fee will be charged from 3.30pm. The last collection from Late Club is 5.45pm. This is usually staffed by a member of the nursery team which provides a familiar face to the nursery children.
- * You must inform us in writing if anyone other than child's parents is collecting them. This can be done by email to the school office stpsoffice@st-peters.org.uk or by telephoning the school office in the case of a last minute change of arrangements (01536 512066). If required a password system can be facilitated. Please ask staff for details.
- * Nursery term dates are published on the school website [here](#) , and issued to parents by letter. The Bursar deals with all matters relating to fees, vouchers and funding and can be contacted by email at stpetersaccounts@btconnect.com.
- * The nursery is registered to accept children from the term in which they become three years old. The Nursery Admissions Policy available on our [website](#) provides further details about



admission procedures, funding etc. and we will always expect that you have visited the nursery and met the Nursery Manager before registration.

- * Your child will be allocated a “key-worker” when they join the nursery. This member of staff will be responsible for the initial settling period, enabling your child to form a bond with a familiar adult. They will also be responsible for keeping a developmental record and writing your child’s report. Please note that the keyworker does not have sole charge of your child throughout the day and at times they may not be the person giving you feedback on your child’s day.
- * Children attending Sunnylands Nursery attend for a minimum of five sessions each week. In order to access the breadth of the nursery curriculum, the Nursery Manager recommends that children attend as many sessions as possible and especially those close to school age. Whilst staff will ensure that records of achievement and development are as full and accurate as possible there will be variations in the depth of evidence and knowledge of children attending for minimum sessions.
- * In the case where children attend another nursery as well as Sunnylands Nursery, parents are reminded that assessment and observation outcomes may differ according to each setting’s criteria and expectations and we cannot enter into discussions about other settings assessment.
- * Infections can spread quickly through the nursery, and we remind parents that children who are unwell should not come to nursery. If in doubt please consult staff who will advise on exclusion periods. The school will contact you if your child is taken ill during the day to arrange an early pick up.
- * All medicines must be taken to the school office where they will be recorded, and you will be asked to give written permission and directions on dosage.
- * The lunch menu is displayed each week in the office for your convenience and may also be found on our website [here](#). Please notify the school office of any dietary or religious requirements and update these if anything changes.
- * Snacks brought in should be healthy and contain minimal packaging; a piece of fruit or plain biscuit is ideal, and should be brought in a SMALL named container or disposable packaging.



An additional snack for mid-afternoon may also be brought into nursery for those who attend in the afternoons. Children in Late Club are served a small snack at 4pm.

- * Please inform the school office at the earliest opportunity if your child is ill or going to be late. Absences should be reported via your ParentMail app. If children do not attend, we will contact the parents/carers in accordance with our child protection requirements.
- * Children who attend the nursery should be appropriately dressed. Uniform is not compulsory but is available from the school office if required and we recommend our nursery clothing as being easy to wash and for children to manage during the day. If own clothing is worn, it should enable the child to move freely and they should be able to manage them when using the toilet. As paint, glue and other messy play is encouraged, please ensure clothing is not valuable and is washable!
- * Your child will need to have the following named items in Nursery:
 - A pair of plimsolls
 - A pair of Wellingtons
 - At least one change of clothing, which should include underwear, socks and/or tights
 - A supply of nappies and wipes until your child is toilet trained
 - A blue school lunch apron (obtained via your ParentMail account)

Depending on the season, the following will also be needed:

- Sun protection cream in the summer (written permission will be sought to apply this)
- A coat, scarf, sun/woolly hat, a pair of gloves

The items above must be brought in a suitable bag to be kept in the nursery cloakroom. The Sunnylands back pack is ideal for this purpose. Drawstring bags, plastic carrier bags or bags with complicated fastenings are not permitted for reasons of safety.

- * All personal belongings brought to Nursery **must** be named including any toys (small) bought into school for outside playtimes.
- * As the Nursery is within a secure gated campus, the site is very safe. There has never been an occasion where a child has been missing or lost, however should this occur, then the Nursery has a robust procedure that it will follow. If you wish to see further details of this procedure, please speak to the Nursery Manager.



- * Adults in the Nursery setting and the wider school provide a positive role model for the children with regard to friendliness, care and courtesy. Undesirable behaviours are tackled immediately and dealt with using strategies that do not involve corporal punishment, shouting or humiliation. Parents are informed of any serious situations and at all times our Child Protection and Safeguarding Policy procedures are followed.
- * Children are fully supervised at all times using the appropriate ratios for their age group.
- * As a provider of childcare, we have a responsibility to safeguard the children's welfare. This responsibility involves recognising, recording and reporting any signs or incidents which may harm the child's physical or psychological wellbeing. The Headteacher is the person who has overall responsibility for child protection in the Nursery. The responsible Governor is Mrs E Bell. Our Child Protection and Safeguarding Policy is available on the information section of our school website [here](#).
- * If you feel you have reason to complain about any aspect of your child's welfare in the nursery, please speak to the Nursery Manager or Headteacher in the first instance so that the matter can be resolved swiftly. If you still remain dissatisfied you can find information about how to contact [Ofsted](#) or call them on 0300 123 4666. The Nursery and School's Complaints Procedure is available from the School Office or from the information section of our website [here](#).