

# Ladysmith Federation



**Ladysmith Nursery Information Booklet**

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## **Welcome**

Welcome to our Nursery. This booklet contains some information to help your child settle into Nursery and for you to gain understanding of our aims and routines. Please feel free to ask questions of staff at any time.

We welcome your involvement and look forward to developing our partnership whilst your child is in the Nursery.

## **Ethos: Roots and wings**

In Nursery our aspiration is to nurture roots of security and enjoyment so that children are enabled to be kind, curious and playful.

Children's attitudes to learning are developed at an early age so, as the adults who interact with your children, we will display a positive and inquisitive approach to all learning opportunities.

## **Staff**

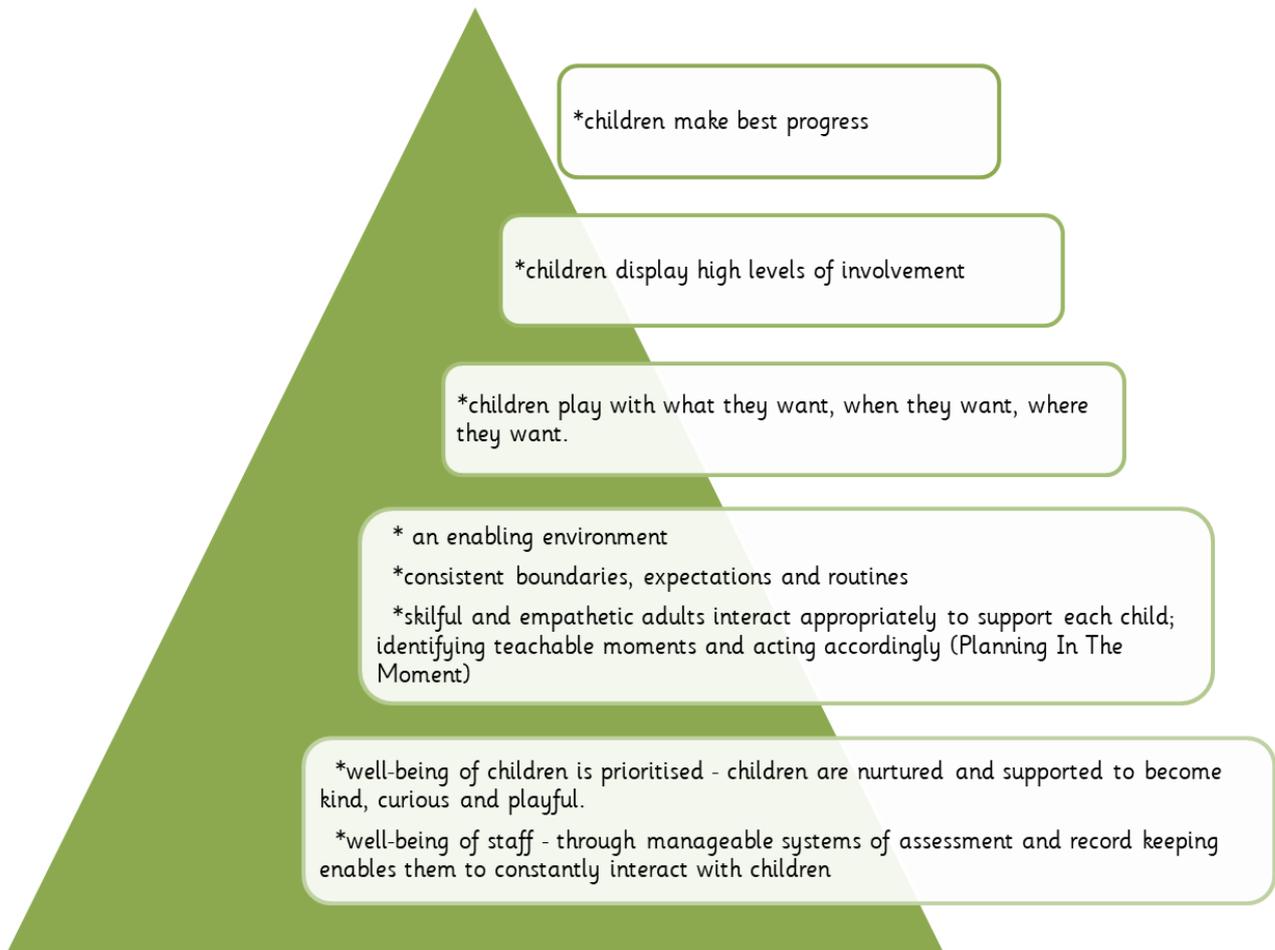
The Nursery is staffed by a teacher and nursery practitioners qualified to statutory requirements. Mrs John and Mrs Jones job share the role of class teacher.

Although all staff take responsibility for the welfare and education of all the children, the class teachers have key person responsibility for all children and will be your contact should you wish to discuss anything specific to your child.

Mrs Sandy Williams is the school Family Support Worker and is available to offer advice and support if required.

## Learning at Ladysmith Nursery

Children learn best when they are deeply engaged in an activity. This results in brain development. Ladysmith Nursery has set up the environment in a workshop style so that children are free to choose what they would like to do and where and when they do it. Independence is gained as they freely choose resources, use them and put them away. Adults interact with children, supporting and extending learning by teaching “in the moment.”



Short focused group times happen during the day where children meet altogether and in small groups to learn new skills or take part in activities. This is carefully planned so that children have an extended, uninterrupted time for their independent learning both indoors and outdoors.

Currently, there is a group time just before lunch, just after lunch and then a storytelling session at the end of the day.

The Early Years Foundation Stage (EYFS) curriculum is made up of 3 prime areas: Personal, Social and Emotional Development; Communication and Language and Physical Development. It also includes 4 specific areas: Literacy; Maths; Understanding of the World and Expressive Arts and Design.

The Nursery environment is set up to enable children to make progress in all the EYFS areas; supported by adults who identify opportunities to teach and support them in their learning.

Snapshots of learning are recorded using an online learning journal called Tapestry and on paper where activities with groups or “focus children” are briefly recorded.

## **Characteristics of Effective Learning**

We want children to be happy, secure, lifelong learners and we promote this through the EYFS (Early Years Foundation Stage) Characteristics of Effective Learning:

### Playing and Exploring - Engagement

- Finding out and exploring
- Playing with what they know
- Being willing to have a go

### Active Learning - Motivation

- Being involved and concentrating
- Keeping trying
- Enjoying and achieving what they set out to do

### Creating and Thinking Critically - Thinking

- Having their own ideas
- Making links
- Choosing ways to do things

We have developed animal characters to represent the different characteristics. (Please see the dedicated board in the workshop for more details.) The development of these characteristics underpins and permeates everything we do in Nursery; we recognise and celebrate the importance of process over outcome.

## **The Nursery Day.**

When arriving with your child you will need to register them and choose their lunch option, hang up their belongings, remove their shoes and then please spend some time settling your child in for the session.

If children are being collected by someone who is not the regular named collector, it is important that you inform staff at drop off or school office, otherwise they will be held by us until we can confirm the arrangements.

It is essential that if your child arrives late or you have to take them out of Nursery early, you report to the office first. Please could you notify the office of any absences as soon as possible, preferably before 9.10am on the day of absence.

## **Induction**

Informal meetings will be arranged for new children to enable smooth transition into our Nursery.

We hold Stay and Play sessions where you and your child will have the chance to

- Meet and spend time with the Nursery staff
- Share with us a little more about your child and their interests
- Have a look around the Nursery
- Ask any question
- Meet other new starters
- Return Nursery paperwork

You will then be invited to a Meet and Greet session which is an opportunity for us to have a more detailed conversation about your child and their needs and interests. You also get the chance to spend some more time in Nursery, allowing your child to familiarise themselves with the environment and staff.

## **First Aid**

Due to the child's age and development, during the course of a normal nursery day, the children may get bumps and scrapes: these will be dealt with by nursery staff. There is a qualified first aider in nursery at all times.

## **Peanut Allergies**

We are a nut-free school; please do not include anything containing nuts in your child's lunch box. If your child has eaten a product containing nuts before coming to nursery, please make sure they have thoroughly washed their hands before arriving.

## **Asthma**

If your child suffers from asthma and is likely to need an inhaler whilst in school please remember to complete the necessary medical form and give it, together with your child's named inhaler, to the class teacher. The school is not allowed to keep an emergency supply.

## **Medication**

School staff will administer medication to children for whom it has been prescribed. If your child takes medication that needs/may need to be given at school (including a Ventolin inhaler), a separate form will need to be completed for each medication. Medication will only be given if it has been prescribed and a form has been completed and signed.

## **Absence Forms**

These are available on request and need to be filled in giving reasons for any absence other than illness or medical appointments.

## **Lunchtime**

Children can have either a packed lunch or a hot school meal – which should be ordered on arrival in nursery. If your child is arriving at 12pm and would like a hot school meal please call the school office before 9.15am to place your order. A school meal costs £2.

We use +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer.

We will inform you about items you need to pay through ParentMail, such as school dinners and you will be able to pay electronically using credit or debit cards.

Further information will follow regarding how to use this service.

## **Complaints Procedure**

If you have any concerns about your child's progress at Ladysmith Nursery, please discuss them with the Nursery teacher in the first instance or Mrs Emma Brown, the Headteacher, who will be happy to resolve them with you.

## **Policies**

Our policy documents have been created to ensure the wellbeing of the children in our care and to help us maintain a high standard.

Full policies are available on request from the school office or on the school website.

## **Contact Details**

Ladysmith Infant and Nursery School  
Ladysmith Road  
Exeter  
EX1 2PS

Tel: 01392 271596

Email: [infant.admin@ladysmithfederation.net](mailto:infant.admin@ladysmithfederation.net)

### **Please remember:**

- Name all of your child's clothing as they are easily mislaid or lost. Losing clothing can be quite upsetting for young children and expensive for parents!
- To provide a change of clothes in a named bag for your child.
- As we operate a no shoes policy in Nursery please could you provide some slippers or clogs for your child to wear indoors.
- We wear wellies to Forest School and outside in our garden. If you have some your child can bring to Nursery that would be great, please could you label with your child's name. We do have a supply of Nursery wellies if not.
- To dress your child in appropriate clothing and footwear for the weather and a busy, energetic day in Nursery. Please choose clothing which enables your child to be independent when going to the toilet or changing their shoes. (e.g. no lace up shoes or belts.) Rain does not stop us from going outside so a waterproof coat is really important.
- To provide a sun hat for sunny days and apply a single application sunscreen before arriving at nursery.
- Toys are not allowed to be brought into Nursery.
- To help your child to be prepared for Nursery by knowing how to use the toilet independently. Parents of children who are not toilet trained should talk to their Health Visitor.
- To inform the office and Nursery of any changes to contact details.

Please ensure that you have read and signed the Terms and Conditions in conjunction with this information booklet.

# Ladysmith Federation

## Ladysmith Nursery Terms & Conditions

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- To register your child at Ladysmith Nursery you need to complete an Application Form and return it to the School Office.
- The Nursery opens Monday to Friday from 9.00am - 3.10pm. Parents can select a total of 15 hours per week free. Some may be entitled to 30 hours per week free – an eligibility code must be produced to qualify for the 30 hours. If not eligible for free hours, additional hours can be secured through Ladysmith Nursery at a cost of £5.50 per hour and will be invoiced half termly accordingly. We recommend a minimum of 2 sessions per week. All hours are subject to availability and confirmation from the Nursery Administrator.
- The wrap-around care (7.30am - 9.00am) and (3.10pm - 6.00 pm) is provided on site by **FISH** (Fun In School Holidays) in one of our Community Rooms. **FISH** (Telephone 08445 618847) accept children from 7.30am and drop them to Ladysmith Nursery for 9am. At the end of the nursery day, **FISH** will collect children and take them over to the Community Room until they are collected by their parents.
- Ladysmith Nursery is open 38 weeks per year – School Term Time Only.
- Hours must be booked termly IN ADVANCE in agreement with the School Office.
- All fees (*if applicable*) are invoiced half termly in advance and payment should be made promptly. Individual payment arrangements will be negotiated between the Nursery Administrator and parents/carers
- If the fees are not paid on time, the Nursery Administrator will notify the parent/carer with a formal warning, this may result in their child's place at the Nursery being forfeited.
- If at any stage a parent misses 2 weeks payments, their child's place at the Nursery will be withdrawn. Should the parent then wish to reinstate the placement they will need to meet with the Nursery Administrator to discuss availability. Similarly, for parents who pay termly or half termly, where payments are 2 weeks overdue the same process will apply.
- If you consider you have exceptional circumstances please speak to the Nursery Administrator in the School Office.
- If your child is absent due to sickness, the nursery should be notified. Unfortunately our costs do not diminish if your child is ill. Your booking and registration is for the place and not for attendance. Fees cannot be waived if illness prevents a child from attending.

- If a child becomes ill whilst in our care, every effort will be made to contact the parent or carer, to arrange for the child to be collected. If the illness is of a more serious nature, we reserve the right to seek medical assistance. In extreme emergency, your child will be taken to hospital.
- You should not bring your child into the Nursery if they are suffering from any infectious illness. We reserve the right to refuse any child, who we believe is not well enough to attend on that day, or if they present a risk to any other child or member of staff. Exclusion periods are listed within the 'Spotty Book' available in the Nursery and on the school website.
- Ladysmith Infant and Nursery School staff will administer medication to children for whom it has been prescribed. If your child takes medication that needs/may need to be given at school (including a Ventolin inhaler), a separate form will need to be completed for each medication. Medication will only be given if it has been prescribed and a form has been completed and signed.
- For ongoing conditions, a long term care plan will be agreed between the school nurse/ health visitor and parents (see Health Care Plan)
- You should always notify a member of Nursery staff if your child has been administered with any medication outside of nursery hours.
- Ideally, we expect all children starting the Nursery to be toilet trained.
- To ensure optimum safety and security for your child, children can only be collected by nominated adults (aged 16 and over). If a member of staff is not entirely satisfied with a "collectors" identity, your child will not be allowed to leave our care without further investigation.
- Ladysmith Nursery cannot take responsibility for any personal items children may bring into the Nursery. Children should not bring items of jewellery, watches, money, toys or other valuables into the Nursery.
- Your child will enjoy a full and active day of learning through play, and as a result, may get a little dirty. Whilst we aim to send home happy, healthy and clean children, we would ask you to dress your child appropriately for all weathers. Please DO NOT allow your child to wear flip-flops. Sensible shoes suitable for active play only please.
- Four weeks written notice is required if you wish to cancel your child's place at Ladysmith Nursery. We reserve the right to charge four weeks fees if you do not provide this notice.
- There is a retainer fee of 60% of normal fees when holiday has been booked with at least four week's notice given in writing .
- Occasionally, Ladysmith Nursery may arrange outings and trips for the children. Parent's written consent is required before your child can participate. Extra contributions may be requested.
- Children attending Ladysmith Nursery are covered by our Public Liability Insurance policy. Full details are on display.
- We reserve the right to act in your child's best interest in the event of an emergency.

- We reserve the right to ask for a child to be withdrawn from Nursery if it is in the best interest of the child, other children or staff.
- We further reserve the right to alter or terminate this contract at any time.

++ Parents and carers acknowledge that Ladysmith Nursery will not be under liability or responsibility to the parent or child for any temporary interruption, temporary failure or delay in providing the facilities. This includes if such failure or delay is caused by temporary unavailability of staff, building or maintenance work, fire, abnormal weather conditions, government actions or by some other cause beyond reasonable control of Ladysmith Nursery. However, if Ladysmith Nursery is totally unable to provide the facilities during opening hours for longer than one day, parents and carers will receive a credit that covers their fee.

I / We understand that Ladysmith Nursery will care for my / our child in line with this document and consent to them caring for my / our child within this framework.

I /We have read and fully understood Ladysmith Nursery Terms and Conditions and have asked for further explanation on any detail that is unclear. I /we agree to accept and abide by these Terms and Conditions when registering my /our child with Ladysmith Nursery.

NB: Being in the Nursery is, unfortunately, not a criteria for Devon awarding a school place at Ladysmith. You MUST apply to Devon County Council's School Admissions Team separately in advance if you would like your child to come to full time school – it is not an automatic progression

Childs name .....

Date of Birth .....

Parent/Carers Name .....

Parent/Carers signature .....

Date of Birth .....

National Insurance Number .....

Relationship to Child .....

Date .....

Parent/Carers Name .....

Parent/Carers signature .....

Date of Birth .....

National Insurance Number .....

Relationship to Child .....

Date .....