



## St. Joseph's Catholic Nursery Information for Parents



St Joseph's Catholic Nursery  
Dobbin Close,  
Harrow  
HA3 7LP  
Tel: 0208 863 2006  
Ofsted Registered



# **St. Joseph's Nursery Mission Statement**

At St. Joseph's Nursery  
We Love Learn and Live  
by the Example of Jesus  
Christ

# St Joseph's Nursery Prayer



Dear Jesus, thank you for our Nursery  
Please bless everybody at  
St. Joseph's

May we work and play together  
Always glad to help each other  
Happy in your love and care

Amen



## **Introduction**

St Joseph's Nursery staff would like to welcome you and your child. We look forward to getting to know you and to ensuring that your child will have a positive and happy time learning and playing with us.

Inside this booklet you will find useful information about St Joseph's Nursery~ how your child will spend their time, uniform requirements, snack times, term dates and how we aim to work in partnership with you as parents and carers.

## **Introducing your child to the Nursery**

### **Stage one**

Invitation to meet Nursery Staff and look around the Nursery June 2016 and Home Visits (to be advised)

### **Stage two**

Your child starts Nursery and meets their key worker - September 2016

### **Stage three**

Meeting to welcome new families and introduce the Early Years Nursery Curriculum - Autumn Term 2016

### **Stage four**

Meetings with parents and keyworkers - Autumn Term 2016

## **Session Times**

Your child will have now been allocated a morning or afternoon session.

Morning session      8.30 - 11.30am

Afternoon session 12.30 - 3.30pm

We ask you kindly to keep to the arrival and collection times as these provide consistency for your child's routine and also prevents any unnecessary disruption to the nursery sessions or distress to your child. Upon arrival and collection please sign your child in and out of the Nursery and help your child to hang up their coat and find their name card.

We regret that parking is not permitted in the staff car park.

## **Your Child's First Days**

For some children, St. Joseph's Nursery will be their first experience of being away from their family for a period of time. Your child's settling in period is our priority as we want to ensure it is as positive and successful as possible.

Settling into Nursery takes a different amount of time for each child therefore your child may be happy for you to leave immediately on their first day or may need you to stay for the first few minutes with them during their first days.

Once your child is settled at an activity please say goodbye to them and leave the playroom. You are welcome to stay in the quiet room and have a tea or coffee while they play. If your child is crying or unsettled, please don't worry as our staff are very experienced at settling children and it usually only takes a few minutes for them settle down. If we are unable to settle your child, and they become distressed after you have left, a member of the nursery team will contact you.

If your child finds separation difficult your child's key worker will work in partnership with you and put a plan in place ensuring that we do what makes you and your child feel the most comfortable and secure.

Once your child has settled and formed a special relationship with a member of staff they will be allocated as your child's key worker.

Your child's key worker will have overall responsibility for tracking and observing your child's development. They will also meet with you in the Autumn and Spring term for progress and development meetings and you will receive a written transition report in the Summer term. Key workers are available at the start and end of the Nursery session for you to speak to about your child.

All staff members are responsible for your child during each session. If your child's key worker is not available you may speak to any member of the Nursery team.

## **Parent Partnership**

We aim to work in close partnership with you as parents and carers.

We will do this by sending you regular newsletters telling you about the terms focus for learning and any other relevant information. All letters will be placed in your child's tray along with any pieces of work. Please check this tray daily. For any short notice updates we will send regular text messages and also put messages on the parent/carer information board. To find out what your child has been doing each day see the "What we have been learning today" notice board on the Nursery playroom door.

If you have anything you would like to share with us, or have any concerns, we have an open door policy at the beginning and end of each session where you can come and speak to a member of the team.

Termly questionnaires are given out to obtain feedback from families so that we can continually strive to improve and develop our Nursery provision. There is also a suggestion box located in the entrance lobby and parents are encouraged to give their views.

## **Learning Journals**

Your child will be given an individual learning journal. It will contain photos, observations and your child's work. It is used to record your child's progress. You can look at your child's learning journal once a month at parents' stay and chat sessions. (See below) You can contribute to your child's journal through the use of WOW cards. These are cards that you fill in recording significant moments of learning that you have observed at home. More information will follow when your child starts Nursery.

## **Nursery Lending Library**

At Nursery we like to promote a love of sharing books together. Books are available for parents to borrow from the Nursery each Wednesday.

## **Parent Helpers**

If you are interested in becoming a parent helper please speak to The Nursery Manager.

## **Uniform**

St Joseph's gold polo t-shirt

St Joseph's brown sweatshirt

St Joseph's brown jogger bottoms (optional)

**Please ensure that your child has a suitable coat and hat for the time of year and weather.**

All items with logos can be purchased from

## **Teenywear**

325 High Street, Harrow Weald, HA3 5EQ

Tel: 020 8863 3892

## **Footwear**

Please ensure your child wears comfortable and suitable footwear at all times.

They also need a pair of wellington boots which will be kept at Nursery for outdoor play sessions.

## **Spare Clothes**

Please provide your child with a spare set of clothes for each session which should include top, bottoms, underwear and socks.

Spare clothes can be left in a clearly labelled bag on your child's peg.

Please ensure no plastic bags are brought in and left in the Nursery.

Woolly hats must be worn in the winter months and sun hats must be brought in during the Summer. Please apply sun cream to your child before the Summer sessions.

**Please make sure items are all clearly labelled with your child's name.**

## **Jewellery**

Children are not allowed to wear jewellery apart from stud earrings.

## **Birthdays**

We acknowledge that your child's birthday is a very special day. If they are celebrating their birthday on a Nursery day they may wear their own clothes and are invited to donate a book to the Nursery for a special carpet time session with their friends. We regret that birthday cake, sweets and party bags are not permitted (due to food allergies). However if you would like to bring in fruit this can be shared with the children at snack time.

## **Toys from home**

Toys from home are not permitted at Nursery as we cannot take responsibility for their safekeeping. During the year children will be invited to bring in items for a weekly 'show and tell' session and this will be an opportunity for children to bring in special items.

## **Absence**

If your child is going to be absent from Nursery please call to let us know on the following number~ 020 8 863 2006.

## **Medicine**

We are only permitted to give your child medication that has been prescribed by a doctor. If they need to be given medication during the Nursery session please ensure it is clearly labelled with a pharmacy label and complete a medication form available from the Nursery.

## **Personal Information**

Please remember to update your contact details on a regular basis and inform us of any changes to your circumstances.

## **'Safeguarding Children'**

All our children and young people are precious.

We all want them to grow up happy and healthy and make the best of all their talents. In our work with children, it is our duty to ensure that children are safeguarded at all times.

If you have any questions, please ask to see our Safeguarding Policy.

**The Nursery is committed to promoting the health and welfare of all children and if staff see signs which suggest that one of the children may have been a victim of abuse, staff will (as is required by law) follow the procedures laid down by the Area Child Protection Committee.**

NB. Such action in no way infers that any parent/carer or other individual is being accused of wrong doing.

A full version of the Nursery's Child Protection Policy is available upon request.

## **Privacy Notice - Data Protection Act 1998**

We, St. Josephs Nursery, are a data controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous setting and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your setting is doing.

This information includes your contact details, EYFS assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

***We will not give information about you to anyone outside the nursery without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact the Nursery Office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[www.harrow.gov.uk](http://www.harrow.gov.uk)

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Harrow Council  
Civic Centre  
Station Road  
Harrow HA1 2XY
  
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.