



St Margaret's Nursery Handbook



This Handbook is designed to offer you information and advice as your child prepares to enter nursery life. It aims to provide you with an insight into the organisation of the nursery and will outline some of our procedures and routines to help you and your child settle in as easily and as happily as possible.

Hopefully it will answer any queries you may have about the nursery, but please contact us if anything is not clear or visit the website page at: www.st-margaretsifield.w-sussex.sch.uk under 'Ducklings Class'.

We hope that you and your child will be happy here and we look forward to developing a close partnership with you in the education of your child.

OUR AIM

Our aim is to provide a nursery in which young children can feel confident, happy, safe and secure as they learn through play and develop their self-esteem and confidence. We will achieve this by creating a supportive and stimulating environment where:

- each child's learning is motivational, challenging and enables children to develop to their full potential
- the children are encouraged to become enquiring, resourceful and independent learners
- the children are encouraged to respect the ideas, attitudes, values and feelings of others so that they can develop positive relationships
- we provide a caring environment where the staff are approachable and welcoming
- parents and their views are valued
- each child develops a sense of belonging

OUR BELIEFS

We believe that:

- nursery education is important in providing the foundations for quality learning in future years
- children learn through play
- children have a natural curiosity and an inbuilt desire to learn
- children are individuals and learn in different ways
- a secure, loving and stimulating environment will nurture a child's natural abilities

TRANSITION TO NURSERY

The nursery staff are sensitive to the needs of children and parents/carers when they first start to attend nursery. We understand that all children settle differently in their own time and the nursery is able to accommodate the differing needs of individual children. We do this through home visits, nursery visits and we call in to other nurseries which your child attends. We gather information from parents/carers and other settings to build up a picture of the child's likes and dislikes.

To help settle your child into the nursery we offer stay and play sessions. This gives your child the opportunity to play in the nursery environment with the security of their parent/carer being nearby. The number of visits required before starting will depend on the individual child as all children adapt differently to new environments.

THE NURSERY CURRICULUM

Children come to nursery to gain new experiences learned through a stimulating learning environment, which promotes the children's independence and freedom.

There are 8 workshop areas within the nursery, these are;

- **Expressive Arts and Design** - This area of the curriculum involves children in a variety of art and craft experiences and gives them the opportunity to develop their musical awareness.
- **Mathematics** - Children's play opportunities are used as opportunities for the development and extension of mathematical understanding.
- **Understanding the World** - Children are naturally inquisitive about things around them. Nursery provides opportunities that allow children to pursue their interests. Technology is part of everyday life. Nursery provides an environment that encourages technological experiences i.e. using tools, construction toys, audio equipment, cameras and interactive screens.
- **Book Corner** - Children will be introduced to nonfiction and fiction books. The children will be encouraged to handle the books in the correct way and learn that reading is fun. We encourage the children to borrow a book from the nursery to share with you at home, they can change this on a daily basis.
- **Home Corner** - This is where the children can role play. Resources can be added to this area depending on the child's interest.
- **Graphics Area** - This area involves mark making in different forms: letter writing, colouring, cutting and sticking, early stages of letter formation and pencil control.
- **Outside Environment** - The outside environment is a continuation of the activities that are going on inside, with the added benefit of large and small apparatus, sand digging area and the mud kitchen. The outside environment overlooks the pond area where the children have opportunities to pond dip, feed the birds and ducks and see how nature develops around us. We are fortunate to have access to a nature area behind the nursery where the children can bird watch, read books, bug hunt, take part in planting, woodwork and other nature activities.

The nursery follows the Early Years Foundation Stage (EYFS) 2023 and within our whole learning environment the children can explore all 7 areas of the EYFS. The 7 areas consist of:

- **Three Prime Areas**
 - Personal, Social and Emotional Development
 - Communication and Language
 - Physical Development
- **Four Specific Areas**
 - Literacy
 - Mathematics
 - Understanding the world
 - Expressive Arts and Design

The children can access all the resources and make their own choices. This will encourage them to explore, investigate and learn through first hand experiences.

Planning will be led by the children's interests and observations made and recorded on an online journal system (Seesaw) that you will be able to access. Areas of learning that have been identified as needing to be improved will be covered in interventions and focussed activities and included in the weekly planning.

Interventions

Alongside the curriculum and workshop areas we also support children through additional interventions to develop learning, writing, literacy, self-regulation, listening and attention and speech and language.

These interventions include

- **Squiggle While you Wiggle** - using dance and large movements to help children develop the fine muscle control they need for writing.
- **Starter for 10 - readiness to learn** - objective is to enable learning and development skills by linking self-regulation, attention and listening skills through the use of whole-body movement, help children focus their attention and regulate their behaviour.
- **Bucket time** - aiming to develop, listening and attention and spontaneous communication through highly motivating and visual based activities.
- **Speech and language activities** - these include small group activities, aspects of narrative therapy, specific speech sound activities and language activities.

The setting will liaise with Speech and Language therapists and implement targets set for individual children receiving support from the Speech and Language service.

SESSION TIMES

Session times have been set at 3 hours in the morning from 08.30-11.30.
Lunch time is 12.00-13.00 and the afternoon session is from 13.00-16.30.

Funded only sessions are between 08.30-11.30 and 13.00-16.00 daily.

For children who are receiving 30 hours of funding, the funded hours are 8.30-3.30.

The nursery will operate 5 days per week term time only. Five inset days will occur throughout the year. Please see admissions policy for more information.

A Typical Day Session

8:30 am	<ul style="list-style-type: none">• Children will be welcomed at the nursery gate by either Mrs Hine, the Headteacher or Mr Bandara, the Deputy Headteacher, as well as a member of staff from the nursery• Parents leave the children at the gate and the child walks onto the school grounds and into the nursery building• Any messages for the nursery staff should be sent via Seesaw in the morning and not shared at the gate• Once in the nursery the children are encouraged to self-register by placing their photos onto the Numicon board• Children are then able to access the indoor environment.• Children have the opportunity to change their 'book bags'
9:00am	<ul style="list-style-type: none">• Independent learning supported by adult child interaction

9:25am	<ul style="list-style-type: none"> Welcome session. This is a time to share the learning that the children can access throughout the morning. Also a chance to think about the day of the week, weather and deliver carpet time activities
9:45am	<ul style="list-style-type: none"> Children are encouraged to access all the workshop areas Focused activities will be available to reflect the group and individual targets of the nursery Rolling snack begins
9:45am	<ul style="list-style-type: none"> Children can access the garden
10:45am	<ul style="list-style-type: none"> Children help tidy resources ready for story/circle time
10:50am	<ul style="list-style-type: none"> Story and Circle time This may include Squiggle Whilst you Wiggle, narrative storytelling, Ready to learn sessions, bucket time or a visit to the school library
11:30am	<ul style="list-style-type: none"> Funded only children leave to go home Table top toys / quiet play – such as puzzles and games. Staff members sit with small groups of children
12:00 – 1:00 pm	<ul style="list-style-type: none"> Lunch club. Children bring in their lunch bags and sit together and share their news.
1:00 pm	<ul style="list-style-type: none"> Arrival of children for the afternoon session. Children are encouraged to access all the workshop areas. Focused activities will be available to reflect the group and individual targets of the nursery including interventions and the outside environment.
2:55pm	<ul style="list-style-type: none"> Circle time/story time.
3:15pm	<ul style="list-style-type: none"> Readiness for home.
3:30 pm	<ul style="list-style-type: none"> Table top toys / quiet play – such as puzzles and games. Staff members sit with small groups of children.
4:30pm	<ul style="list-style-type: none"> Nursery closes.

Collection times	11:30am	1:00pm	3:30pm	4:00pm	4:30pm
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ASPECTS OF THE NURSERY AND SOME OF OUR POLICIES AND PROCEDURES

Management and Staffing

The Nursery Manager is fully qualified and supported by a Deputy Nursery Manager. The Early Years Educators have many years of experience in different areas of early years.

The ratio of adults in the classroom to children will be as laid down by OFSTED, namely one for every 5 children who have not yet had their third birthday, and one for every 8 children aged three and above.

A key person will be allocated to a group of children, to monitor and aid a child's development throughout their time at nursery. Your child's key person will be available for consultation by appointment.

We look forward to creating a close partnership with parents in the education of the children, and we will provide opportunities to discuss each child's development as required.

Collection Procedure

Parents are asked to wait at the end of the nursery path. Once the children have collected their belongings they will walk out to you. The children will not be released unless the appointed adult is there to receive them. In the interests of your child's safety, if a different person is delegated to collect him or her, please let us know in advance at the beginning of the day. This person must be over eighteen years of age and be able to give the correct password. Please ensure that we have up-to-date home addresses, telephone numbers, places of work and emergency contacts and passwords.

Discipline and Behaviour Management

At St Margaret's Nursery, our approach to discipline is to help children to control their own behaviour and to learn to play and be friends with other children. The children will soon get to know our basic rules, which will be discussed and explained.

Unacceptable behaviour will be handled in a developmentally appropriate way, respecting individual children's level of understanding and maturity. Children will be made aware that it is the behaviour that is unacceptable, not the child.

Every effort will be made to integrate all children and to modify disruptive behaviour, but the nursery management reserves the right to request a parent to withdraw a child if absolutely necessary, and only after discussions with the parents and with specialist advisors. In the rare case of this being necessary, the unused balance of fees will be reimbursed and funding transferred back to West Sussex.

We find children are happier and more secure in a well- disciplined and caring environment. We always praise children for good positive behaviour.

These are the golden rules of the nursery, which are expressed as positive statements and are designed to encourage good behaviour: -

- We Listen: we don't interrupt
- We are kind and helpful: we don't hurt anybody's feelings
- We look after property: we don't damage things
- We are gentle: we don't hurt others
- We work hard: we don't waste time
- We are honest: we don't cover up the truth

Children with Special Educational Needs and Disabilities (SEND)

As the Nursery Manager I'm the SENDCo within the setting and work alongside the nursery staff with the children with Special Educational Needs and Disabilities (SEND). The nursery has devised a policy and procedure which will ensure that all children have the appropriate opportunities to learn through play and that all families feel welcome. We endeavour to practise an inclusive policy at all times. Staff will attend relevant training, parents will be consulted and children's specific needs will be monitored, supported and reviewed. For more information please read the Nursery Offer on the website.

January 2024

Equal Opportunities and Racial Equality

We are all different, but in many ways the same; it is our differences which make us unique and special. It is as developing individuals that children are unique and special and it is important that we recognise the individuality of each child. Thus, in our nursery we aim to acknowledge and value each child's ability, culture, religion, language and family group, giving the children the self-confidence to progress in their development. Furthermore, we are committed to promoting the use of those resources, materials and curriculum, which prepare the children for living in a multi-ethnic society.

Parents are informed through this Handbook that the school has an Inclusion and Equal Opportunities Policy and will not tolerate any form of behaviour that offends this policy in the nursery or its grounds by anyone, adult or child. All incidents falling into the category of racism, racial harassment, or indeed bullying of any kind, will be recorded and dealt with by the management of the nursery & school in the manner deemed most appropriate.

Confidentiality

Working with children and families will sometimes bring the nursery staff into contact with confidential information. To ensure that all those using and working in the group can do so with confidence, we will respect confidentiality in every possible way.

Child Protection

Our aims are to create an environment in which children are safe from abuse, for the children in our care to feel safe and secure at all times, and for parents to feel confident in leaving their children. All members of staff, and regular volunteers who come into contact with the children, will have been cleared by the Disclosure and Barring service and will have been registered as fit and suitable persons. All members of staff will have had appropriate training in Child Protection so that they are able to recognise the symptoms of possible neglect and/or abuse, either emotional, physical or sexual. The Nursery Manager is the Designated Safeguarding Lead (DSL) in nursery and is part of the DSL team within school.

Complaints made against a member of staff

The nursery, in its Safeguarding Policy, lays down the procedure to be followed should an allegation of abuse be made against a member of staff, which includes the possible suspension of the person accused and a thorough investigation of the incident by, among others, the Police Child Protection Unit and the West Sussex Local Authority Designated Officer (LADO).

HEALTH AND SAFETY

Non-smoking Policy

The whole School campus is a non-smoking zone and we do not permit smoking/vaping anywhere within the nursery building or in the outside garden area. This policy is rigorously enforced.

Mobile Phones

The use of mobile phones is prohibited during session times in the main room and toilet areas. Phones are kept locked in the staff room or office and can only be used in this room during staff breaks. No photos are to be taken on mobile phones or personal cameras.

In the event of your child becoming ill during a nursery session

If your child becomes unwell during the session and is considered unfit to be in nursery because of the state of his/her health, you will be contacted and asked to collect him/her. If the parent is not available, the named contact will be telephoned. The nursery is equipped with a bed and suitable bedding should your child need to lie down. In the event of serious concern, the nursery may take action to have your child taken to hospital.

Please ensure that your home address, telephone number, place of work and emergency contacts are always kept up to date.

Illnesses

If your child is ill or unable to attend nursery, please ring to let us know. **If your child has suffered from sickness or diarrhoea, please keep him/her at home for at least 48 hours after symptoms have ceased.** There is a notice in the foyer giving recommended times of recovery from a variety of ailments.

In the event of an injury during a nursery session

If your child is hurt at nursery they will be looked after by a member of staff who is trained in paediatric first aid. You will be immediately informed should the need arise. At the end of the session you will be asked to sign an accident book that will contain all the information regarding the accident. In the event of serious concern, the nursery may take action to have the child taken to hospital.

Please ensure that your home address, telephone number, place of work and emergency contacts are always kept up to date.

Medication

If your child needs to use an inhaler/spacer please label it clearly with your child's name and 'instructions for use'. Inhalers should be kept in a transparent bag with a name label and handed to a member of staff for safe keeping. It is often sensible to obtain one inhaler for nursery and one for home. This avoids problems at the weekend if the inhaler has been left at the nursery.

Only medicines that are prescribed by a doctor for an ongoing problem will be administered by a member of staff with a witness. Parents/carers are required to give precise details in a health care plan to a member of staff. We will enter details of doses and times given on the administering medicines form and ask you to sign it each day to show that you have been informed of what has been administered. **All medicines must be given directly to a member of staff.**

Milk, Drinks and Fruit

The Health Departments' Welfare Food Scheme allows for children under the age of 5 to receive, free of charge, 189 ml (a third of a pint) of milk each session they attend the nursery. If your child is allergic to any foods please inform us on the Application form.

Children are not permitted to bring any sweets or chocolates, additional drinks or food to the nursery. This could make other children envious or even ill if shared with the wrong child.

Milk, if appropriate, or water is provided in the morning and afternoon. Please provide a water bottle that is clearly named.

Birthdays

We love to celebrate the children's birthdays and I know it's very tempting to bring in lovely sweets and cakes that your child can then share with their friends. As stated previously, we do not permit children bringing in sweets. There is of course no obligation for any family to bring in anything for their child's birthday, but if you feel you would like to do something then we would be very happy if you would rather donate a book to the nursery collection which could be read on your child's birthday or mark making materials. The nursery has an Amazon wish list.

Working in Partnership with Parents

We recognise that parents are young children's first educators and that children have made considerable progress and achieved much in their development before coming to nursery. We welcome parent's involvement in the nursery and its associated activities. When the child starts nursery a member of staff will talk to the parent about their child and will use this information to complete a profile sheet. Any special needs, health problems, etc. will be noted at this time.

We subscribe to the view that parents and nursery staff working together will benefit the child. The information that parents should be aware of, relating to what's going on that week in the nursery and any other items of interest, will be shared via Seesaw or in the School's weekly newsletter.

Clothes and Jewellery

Please ensure that all items of clothing are named.

Please dress your child in clothes that you don't mind getting dirty or stained and that are easy to cope with when going to the toilet. Please ensure your child's clothes are clearly marked with his or her name.

Please note: children at Nursery must have the opportunity to use paint, glue and do 'messy' creative activities. They wear protective aprons but do remember that they are not experts with the tools they are using – accidents happen! All our paints are water based so soaking should remove stains.

We discourage jewellery, especially bracelets, rings, and so on. Jewellery can be dangerous when playing and children get upset if it gets lost or broken. If children have pierced ears, studs or small sleepers are preferred for your child's safety.

Slippers are not to be worn in the nursery. If your child comes to nursery wearing wellington boots please bring a spare pair of shoes. Please provide a spare set of named clothes on your child's peg in case of 'emergencies'.

If your child is not yet out of nappies we will be pleased to help you with potty training, continuing the routine you have established at home. Please supply enough disposable nappies, wipes etc. for your child's needs, clearly labelled with his or her name.

Admissions and eligibility

It is the current policy of St Margaret's Nursery to admit children after they have reached the age of 3 years.

The Nursery is registered under St Margaret's C of E Primary School with OFSTED to take up to 36 children aged between 3 and 5.

Every effort will be made to offer the sessions that parents request, but in order to maintain a balanced distribution across the five days, mornings and afternoons, it may be necessary to offer alternative times. Once a child has been accepted by the nursery, parents can be confident that a place will be reserved for the child for as long as it is required. Admission to St Margaret's Nursery does not guarantee a place at St Margaret's School or any other Infant or Primary School. Please see website for full details of the Admission policy www.st-margaretsifield.w-sussex.sch.uk

Proof of Date of Birth

The original child's birth certificate must be submitted at the time of initial registration. A copy will be taken by a member of staff. The nursery is required by West Sussex County Council to verify the date of birth of all claimants for the free entitlement. Copies will be destroyed and not kept on file due to data protection.

PERMISSION SLIPS

Please return all permission slips ASAP to ensure that all records are complete and ready for your child's start date.

WHAT TO BRING WHEN YOUR CHILD'S STARTS IN NURSERY

When your child starts nursery, you will need to bring: -

- If applicable, nappies, wet wipes and nappy sacks in a named bag. Any creams must be accompanied by a signed consent letter giving permission for staff members to apply the cream.
- During the summer months: sun hat, children arrive with sun cream already applied. Please bring a named bottle for the staff to reapply for children staying all day.
- Bag of named spare clothes, this can be left on your child's peg.
- Named water bottle

Nursery Fees

The free entitlement is funding provided by the Government via West Sussex County Council to ensure that children between the ages of three and five have access to good quality early education. It is designed to meet part of the cost of nursery education and pays for either 3 or 6 hours per session Monday-Friday for up to 38 weeks in the year. St Margaret's Nursery charges £6.50 for additional hours outside of funding.

All children are eligible for the free entitlement at the start of the term following their third birthday. It is the nursery's responsibility to make the claim for your child. You are asked to confirm your child's date of birth by the production of a birth certificate or passport and to ensure that your child is enrolled into the nursery on Headcount Date which will be normally at the beginning of the term.

Please note two important points:

- St Margaret's Nursery can only claim for the number of sessions per week that your child will be booked to attend, so if you seek further sessions during the term after the Headcount date you will be asked to pay the full charge.
- If you feel it will be in your child's best interests, you can divide his or her funded sessions between two or more settings, but if one of the settings will be a Local Authority nursery the funding for all five sessions will automatically go to that nursery and you would have to pay the other nursery in full. You must inform St Margaret's Nursery if the total number of hours booked with us, plus those booked with other settings, exceeds 15 hours. If it does and we are not informed, and if our claim for funding on your behalf is rejected by the Local Authority, you will be liable to pay the full charge, back dated to the start of the term.

The charges for St Margaret's Nursery, with effect from 01 April 2024, are as follows:

- Funded only sessions. If your child is eligible for two, three and four year old 15 hour funding then the session hours will be either 8.30 -11.30, 1-4 minimum 5 sessions per week or minimum 8.30 -3.30 5 days a week for 30 hour funded children. If you would like to extend this session then the extra cost will be £6.50 per session
- Children who are not yet eligible for the Early Years Free Entitlement will be charged: £19.50 per day 15 hour funded or £45.50 3.30 finish or £52.00 4.30 finish per day 30 hour funded. Minimum 5 days per week
- Free Entitlement funding each term is up to 15/30 hours per week depending on which you are eligible for, this may be claimed over 38 weeks.
- Some families may be entitled to the Extended Free Entitlement which is an extra 15 hours a week of free childcare. To receive this you have to meet the eligibility criteria. Please ask if you would like more details of how to apply.

No refund can be made when children do not attend their scheduled sessions if, for example, a child has been ill or has been absent on holiday.

If you would like to make changes or cancel sessions then this needs to be in writing and 4 weeks' notice given. Changes to sessions will depend on availability and there may be a waiting list.

Nursery Policies and Procedures

The full range of policies and procedures is available on the school website.

NURSERY OPENING TIMES

The nursery is open Monday to Friday, term time only

Morning session	8.30-12.00
Lunch	12.00-13.00
Afternoon session	13.00-16.30

Collection times 11.30, 13.00, 15.30, 16.00 & 16.30

Please be advised that the school gates are open from 8.30-8.50am. We would ask parents to be as punctual as possible when arriving.

School transition

Although we are owned by the Governing body of St. Margaret's school there is no guarantee that your child will be offered a place in the reception class. You are required to apply separately to the school.

In the summer term before your child leaves the nursery we will:

- Ensure that the children are informed about moving onto school through stories, pictures and circle time.
- We will also encourage teachers of the schools the children will move to, to visit the children in the nursery environment.
- We will pass on any information regarding the child in regard to stages of development with parental permission.

CONTACTING US

Please write to:

Nichola Rea, St Margaret's Nursery, The Mardens, Ifield, West Sussex, RH11 0AQ

01293 421080 or email on nichola.rea@stmagsifield.co.uk

If you would like to discuss any aspect of your child's needs or development please feel free at any time to speak to your child's key person or to the Nursery Manager.

IF IT IS AN EMERGENCY

If you need to speak to the nursery during normal school hours then please telephone the nursery direct on 01293 421080 or email Mrs Rea on nichola.rea@stmagsifield.co.uk

Or

01293 521077 and speak to a member of staff at the main school office. They will either take a message or put you through directly to the nursery.

Always make sure that we have YOUR up-to-date contact numbers for your home, your workplace, your mobile and your emergency contacts.