

Welcome to Byfield Nursery



Learning Through Play

Reg. Charity No. 1146980

Bell Lane

Byfield

Northamptonshire

NN11 6US

01327 264230

Email: info@byfieldnursery.org.uk

Manager: Adele Taylor

Welcome to Byfield Nursery

This pack provides you with the information you need to help you settle your child into Byfield Nursery. If there is anything else you would like to know please just ask.

Opening times:

Monday 8:45am – 3:15pm

Tuesday 8:45am – 3:15pm

Wednesday: 8:45am – 3:15pm

Thursday 8:45am – 3:15pm

Friday 8:45am – 3:15pm

Sessions and fees

Morning session 08:45 – 11:45 = £12

Lunch club 11:45 – 12:15 = £2

Afternoon Session 12:15 – 15:15 = £12

Full day 08:45 – 15:15 = £26

If you need extra occasional sessions please speak to a member of staff and we will do our best to accommodate you. All extra sessions need to be paid in cash at the start of the session. We record payments for extra sessions and provide a receipt.

General Information

Please enter the premises through the small gate to the front of the main school. The gate will be unlocked between 8:50-9:10am and 3-3:15pm. Outside these times you will need to have your identity confirmed to gain entry to the school site. Byfield Nursey is situated to the rear of the main school building.

In the entrance hall your child will have a named coat peg and named drawer for their letters and pictures to go home. Please hand you child's lunch box and

water bottle to the member of staff on the door. You are welcome to stay to help your child settle if you would like to do so. Once you decide to leave please tell a member of staff and say a clear “goodbye” to your child, even if they get upset. Most children take a few sessions before they are confident to part from their parents so please don’t worry, it soon passes. You can telephone at any time throughout the session for reassurance, if necessary.

At the end of each session please wait in the entrance hall until your child is brought to you. You are welcome to leave any change of clothes and shoes at nursery throughout the term.

Absences

Please let us know by telephone or email if your child will not be attending a session as we are required to record all absences. Our contact details are on the front of this welcome pack.

Complaints procedure

At Byfield Nursery we believe that children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our nursery and will give serious attention to any concerns raised. We anticipate that most concerns will be resolved quickly by an informal approach to the nursery manager. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. Please see our policy folder in the nursery office.

Parents/carers may approach Ofsted directly at any stage of the complaints procedure. The address and telephone number of Ofsted are:

Piccadilly
Manchester
M1 2WD

0300 123 1231

Accidents

Ofsted have a requirement for all nurseries to keep a home accident book whereby parents/carers are required to formally advise the nursery of any injuries or ailments that their child has sustained prior to being left at nursery.

Please be aware that Byfield Nursery takes all accidents and incidents seriously and we record minor bumps and grazes sustained during a session in our nursery accident book. Upon collection, the parent/carer is notified of the incident and is required to sign the book to acknowledge the notification.

Bad weather closure

If the school is closed due to bad weather then the nursery will also be closed. The school will make sure that it is announced that morning on Heart FM 96.6 radio station and on the Heart FM website www.heartnorthants.co.uk

Payment terms and conditions

- Invoices covering all fees are sent out at the start of each half term
- Invoices are payable by the date specified on the invoice
- Late payment will result in an additional £5 administration fee
- The nursery reserves the right to exclude a child for persistent late or non-payment of fees
- The nursery requires half a term's notice of the intention to withdraw a child
- There will be no refunds for absences/withdrawal from nursery or for occasional closures due to bad weather
- Byfield Nursery reserves the right to amend the fees and payment terms and conditions at any time.

Nursery Education Grant

- A child is eligible for this grant from the term following their 3rd birthday

- The grant covers 5 x 3 hour sessions per week (15 hours) for all 38 weeks of the academic year. Any additional sessions will be charged directly to parents/carers
- When a child becomes eligible the nursery will organise for the appropriate forms to be completed
- Eligible two year olds can also access funding for 15 hours education, please see the government website to confirm your eligibility
- In the term following their third birthday, some children are entitled to an additional 15 hours funded education (totalling 30 hours per week) please see the government website to confirm your eligibility

Snacks

- We provide a mid-morning and mid-afternoon snack in each session. At snack time the children are provided with a variety of choices including fruit, wholegrain biscuits, milk and toast. We use this time to further develop social skills. Water is available at all times.

Nursery Uniform

Byfield Nursery has an optional uniform which comprises of a blue nursery logo jumper and polo shirt. These are available from nursery at a charge of £7.50 each if you would like to purchase these.

Registration fee

Byfield Nursery charges a registration fee of £20 for reserving a nursery place. This fee is non-refundable and is payable when submitting the registration form. The fee covers the administration involved in setting up a child's place, as well as a book bag and nursery logo polo shirt.

There have been occasions where children have not taken up their designated place at the start of term resulting in a loss of income to the nursery, and disappointment for other children who had expressed a preference for Byfield Nursery but have had to make alternative nursery arrangements. To encourage a full take up the nursery has a policy of requiring a deposit to be paid in advance to secure a child's place.

Policies and procedures

We would like to make you aware that our nursery policies and procedures are available for you to read in the nursery office. These policies and procedures have been adopted for the well-being of all the children and it is important that parents/carers regularly update themselves on this information.

Keyworker

We run a keyworker system at Byfield Nursery which provides your family with an allocated member of staff who will be responsible for helping your child settle and progress at nursery, and for maintaining any records kept. This is the person you should speak to if you wish to discuss your child's progress or have any concerns. There is a keyworker display board in the nursery entrance hall showing which group your child is in. Please note that your child's keyworker will not only work with the key children they have been given; your child will interact with all staff members and complete activities lead by all staff members as we work as a team.

Collection of children

Only those adults named on your child's registration form in the collection authorisation section will be allowed to collect your child. It is important to keep this information up to date if circumstances change as we cannot allow anyone to collect a child who is not on the form.

Nappies/ pull-ups

Our staff are happy to accommodate changing whether using disposable or washable nappies. We will also support you and your child throughout the toilet training process. We have regular toilet reminders and all children are encouraged to let a member of staff know if they need to use the toilet. We have changing mats and low-level toilets to assist your child and you are welcome to bring your child's potty from home if you wish to do so.

Please keep your child's keyworker informed when you start toilet training and throughout the process. It is useful to discuss any strategies you have so we can help with a consistent approach. Please provide a couple of changes of clothes and shoes just incase!

Volunteering to help

There are a number of ways you can support the work of Byfield Nursery and volunteers are always welcome. Please speak to a member of staff if you are interested.

Learning through play!

We follow the Early Years Foundation Stage curriculum, further details of which are available in the Information for Parents folder in the nursery entrance hall. Each session we provide a range of activities and resources for the children to explore and participate in. Some activities will be adult led while others are available for more free play. We include lots of sensory play and craft activities. We also use the nursery garden, school playground and school hall for games and PE. Writing/drawing materials are always available and often incorporated into other situations such as the role play area. We also encourage the children to bring in occasional special items from home to talk about during our show and tell time.

What your child will need:

- Spare clothing
- Nursery uniform (optional)
- Water bottle
- Lunch box (if your child stays for lunch club)
- Wellington boots
- Suncream and sun hat during hot weather
- Warm coat and gloves during cold weather

Please clearly label all your child's belongings with your child's name!

Lunches

A healthy lunch at nursery gives children energy to learn and play. Packing a nutritious lunch helps your child to eat well and influences their future eating habits. Involving your child in planning, shopping for and preparing their lunchbox develops their ability to make healthy choices and enjoy good food.

Ideally your child's lunch box would include:

- A lean protein food such as: tuna or salmon, boiled eggs or lean meats such as chicken or beef. Vegetable protein sources can include tofu, nuts (we allow nuts at nursery unless a child has an allergy in which case we are not able to permit these) and legumes/beans.
- A carbohydrate food such as: bread, rice or rice cakes, potatoes, plain popcorn and pasta.
- Fruits and vegetables such as: whole or chopped fruit, raw vegetables such as carrot sticks, cherry tomatoes, cucumber, canned fruit in natural juice, a small salad, and dried fruit such as raisins
- A dairy product such as: yogurt or cheese
- A bottle of tap water. Please note we do not recommend sweetened drinks such as juice or cordial, and we do not allow fizzy drinks.
- We do allow the children to bring in a small treat for after lunch such as a chocolate bar, cake or biscuit, but please do not send in sweets.

We will send home any waste so you can see what has been eaten. For further lunch box ideas please see www.eatwell.gov.uk