

Bowdon Nursery School - Parent's Handbook 2017-2018

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Thank you

1. **About us**

- We have both term time only and 46 weeks a year places available.
- We are a privately owned Nursery and we are open to all in our community.
- We are registered with Ofsted to provide Early Years Education.
- We are located at Bowdon Church of England Primary School, Grange Road, Bowdon, WA14 3EX.
- A qualified early years teacher will plan and oversee the quality of our curriculum.
- Our aim is to ensure that every child progresses towards school readiness throughout the year for a happy transition into primary school.
- The Nursery is situated in a separate building adjacent to the infant wing of the school. The Nursery has its own dedicated garden/play area.
- Our Nursery has a Christian ethos at its heart to nurture strong moral values including kindness, sharing and tolerance. We welcome all children from our community regardless of their faith.
- We are privileged to be part of Bowdon Parish community. We have a close relationship with Bowdon Church School and its teachers as well as with the Bowdon Parish Ministry Team.

2. **Who we cater for and when**

Our Nursery is intended for children in the year prior to reception age. Children need to be 3 years old by 31st August to be able to join the Nursery in the September after their 3rd birthday. We accept children wearing nappies and will support you when your child begins the transition to independence.

Opening times

- We are open for 46 weeks of the year.
- At Christmas we take 2 weeks off and Easter we take 2 weeks off. These will be the same school holiday as Bowdon Church School. We close for a further 2 weeks in late August. You are only charged fees for your regular booking pattern on days when we are open.
- We open at 7.45am each morning and close at 5.30 p.m. On Fridays we close at 4.30 p.m.

A number of different session lengths are available to support parents/carers with their commitments such as work or caring responsibilities.

Our aim is to be as flexible as possible and minimise childcare costs to parents/carers where possible. There are many options of session lengths and these can be different on different days. Sessions are pre-booked in advance.

Three different start times are available, 7.45 a.m., 8 a.m. or 8.15 a.m.

Sessions end at 3.30 p.m., 4.30 p.m., 5 p.m. (excluding Friday) or 5.30 p.m. (excluding Friday)

Children can be dropped off later than the session time starts and can be collected earlier, however fees will still apply as per your regular booking pattern. Please notify us in advance so that we can be ready for you.

If you prefer half or shorter days then these are available at our preschool at Bowdon Parish Centre. Sessions lengths of 3 ½, 4 ½ or 5 ½ hours are available during term time for children aged 2 to 4 years old.

3. **Our staff**

Bowdon Nursery School has a team of five staff, with three each day when there are 22 children in attendance. There will be a qualified early years teacher as one of the members of staff.

4. Curriculum & Early Years Foundation Stage

Bowdon Nursery School follows the Early Years Foundation Stage (EYFS) and our curriculum covers the following seven areas set out in the EYFS:

1. *Personal, social and emotional development*
Involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.
2. *Physical development*
Involves providing opportunities for young children to be active and interactive; to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.
3. *Communication and Language*
Involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; to speak and listen in a range of situations.
4. *Literacy*
Involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials to ignite their interest.
5. *Mathematics*
Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; to describe shapes, spaces and measures.
6. *Understanding the world*
Involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
7. *Expressive arts and design*
Involves enabling children to explore and play with a wide range of media and materials as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

Our staff will consider each child's individual needs, interests and stage of development when planning and providing activities and learning experiences and will undertake regular assessments of the children in the form of learning journeys. These will be completed by the child's key worker and discussed with the parent/carer.

When a child joins Bowdon Nursery our staff will complete an age appropriate progress check assessment which will be shared with parent/carer. We typically do this several weeks after a child has started to allow them to settle in. This means we gain a truer picture of their current development.

It is helpful for your child's previous nursery to send us a Transfer Report detailing your child's progress.

5. What the children do during their session

- 7.45 am – 8.25 am Children arrive no later than 8.25 am when the school perimeter is secured for the day.
Children and parents/carers are welcomed.
Children place their coats and bags on their own peg.
Parents/carers are welcome to accompany their child into the Nursery class if their child needs them to be there to settle in.
Each child collects their photo name card to be used at registration, they are then free to explore.

Staff are available to speak to parents/carers.

Throughout the day our teachers set up stimulating activities for the children. There is a significant period of time to choose their own activities both inside and outdoors.

Staff will support each child's learning with a 'next steps' plan for that child, as well as planned activities designed around topics and skills.

Small groups of children at a time are invited for adult led activity (craft / art / story telling & language / maths games / physical activity / singing / baking). It is vital that children are given the autonomy to self select their activities where possible.

11.30 am Staff accompany the children for their school lunch, prepared by Trafford Food Services. Children eat in the school hall with their Nursery staff assisting them.

There are then further optional adult led activities or more free play throughout the afternoon.

3.15 pm There is a story and prayer.

3.30 pm – 5.30 pm Children are collected at their pre booked session finish times.

4.40 pm A light tea is served in the Nursery classroom with our staff.

6. **Our happiness pledge**

We give you our 'happiness pledge' – if within the first six weeks you feel that your child hasn't settled then you won't have to give notice. We hope you would talk to us first, as there might be that little bit of something extra or different we can do.

7. **Meals and snacks**

Children arriving at 7.45 or 8 a.m. will be served a light breakfast. We offer early morning and afternoon snacks prepared by Trafford Food Services.

Lunch is served in the school hall with food prepared by Trafford Food Services (the same options as are available to the primary school children). It consists of a main course and a dessert with milk or water. Continuity of care is very important to young children and therefore our own Nursery staff will always accompany the Nursery children, helping them with choices and assisting them when needed throughout the lunch period. Children staying beyond 4.30 pm will be offered tea. This is prepared by Trafford Food Services and served in our classroom.

You can choose to provide your child with a packed lunch/tea as an alternative to the school meal. Packed lunches will need to follow healthy options; no crisps, fizzy drinks, sweets or chocolate.

It is assumed that all children will be taking the meals provided by the Nursery unless told otherwise. The costs for meals are added to your monthly invoice. Meals are provided to you at the cost to the Nursery.

8. You're new to our Nursery

At Bowdon Nursery School we believe that solid relationships with both children and parents/carers are the key to a happy and successful nursery experience for all. We will do all we can to make the start for you and your child as smooth as possible.

Before the big day arrives you can visit us to tell us more about your child's likes, dislikes and needs. We do this by completing a document called 'Starting Points - All About Me'. Our settling in process is bespoke to each child and we will talk about what will work best for you and your child when you visit us or register.

9. How we communicate with each other

We will send you a newsletter update by email every month to give you a summary of what we plan to do over the following weeks. If you'd like extra people on the list such as Grandad or Auntie or a childminder just let us know and we can inform them too. The newsletter is intended to let you know what our learning topics are so that you can discuss them with your child. We also use the newsletter to let you know of important events such as outings, special visitors to Nursery or reminders appropriate to your child's age.

Our staff are available at the beginning and end of each session for updates. If you would like a more formal, lengthier discussion then please ask so that we can arrange an appointment time.

When children start at Nursery, families are asked to give some information about their child's interests. This information is noted down in a document called 'Starting Points, All About Me'.

All children have a key person who is responsible for maintaining individual records and act as a first point of contact for families. Staff encourage parents/carers to speak to them regularly and always if they have any concerns about their child.

We use an online journal to record observations of your child and you will receive log in details when your child starts Nursery. The journal enables you to see your child's progress with photos and for you to tell us about your child's accomplishments at home. If your child is cared for by another early years provider (nursery or child minder) we will work together ensuring your child's next steps and records are shared.

We offer formal parental consultations twice per year. Further parent consultations can be arranged when needed.

Once a year we ask parents/carers to complete a satisfaction questionnaire, but please don't wait, we are always interested to know your thoughts.

10. What your child needs to bring and what to wear

All children will need to bring with them (depending on the weather):

In cold or wet weather	In warm or sunny weather
wellies (these can be left with us), hat, scarf, gloves waterproof trousers if possible an umbrella if your child likes raindrops water proof coat, the longer the better for wet play	always apply sun screen prior to arrival sun hat sunglasses if you have them water proof jacket, the longer the better for wet play

Plus.....

- A spare set of clothes for all children, including underwear and socks (we love messy play, particularly water)
- If your child wears nappies please supply nappies and wipes in their named bag
- Please put all of the extra belongings in a drawstring gym bag if possible (these are easy to order online)

What to wear

- Clothing such as trousers with elasticated waists and t-shirts are best along with a jumper or cardigan. Long sleeved tops and long trousers are best in summer to protect from the sun.
- Wear clothes and footwear that your child can fasten independently.
- Please avoid clothing such as dungarees and shoes with laces, unless your child can tie laces.
- We will be doing messy craft, painting and playing outdoors everyday so your Sunday best clothes are best kept for Sunday!
- We have chosen not to ask the children to wear a uniform; we think it's nice to save the excitement of a uniform for 'big school'.
- It's greatly appreciated if you can label bags, clothes and shoes with your child's name.

11. Free Early Years Entitlement, 30 Hour Offer, Quality Premium and Fees

From September 2017 the government is implementing increased funded hours for parents who are eligible. This is known as the 30 hour offer. To learn more about eligibility please see Trafford's website:

<http://www.trafford.gov.uk/residents/children-and-families/early-education/30-hours-free-childcare.aspx>

This means some working parents could be eligible for 30 hours of funded childcare rather than 15 hours.

Free Early Years Entitlement (FEYE) – please read carefully

The Local Authority offers a universal Free Early Years Entitlement (FEYE). It is for 15 hours per week from the term after a child's 3rd birthday until a child joins primary school. **All children are entitled to receive this universal benefit.**

There are a limited number of FEYE places that are completely free and these will be offered to families who can demonstrate they are in financial need, for example in receipt of a type of benefit.

The FEYE will be fully administered by the Nursery on your behalf. FEYE is for 15 hours per week, for 38 weeks (term time only).

Further hours beyond the 15 hours of FEYE will be charged at standard private fee rates and during non term time weeks. Application for funding can be made on Trafford Council's website.

Quality Premium with FEYE or the 30 hour offer

Once the free places have been allocated to families in financial need, then all other places will be allocated with a Quality Premium charged alongside the FEYE. **The Quality Premium fee will be £1.78 per hour of the FEYE claimed.**

The Quality Premium enables the Nursery to offer a very high level of care and education, going beyond the statutory requirements on staffing and providing resources, consumables and experiences that are not included in the FEYE payment made to nurseries.

Should you wish to take only 15 hours of nursery education per week you can choose 2 x 7.5 hour sessions. Should you wish to take 30 hours of funded childcare then calculate the session lengths that suit your needs. Private fees will be charged for non term time weeks, unless you have chosen a term time only place.

Our pricing may appear complicated. This is because we offer many different session times in order to ensure parents/carers have flexibility to pay for the hours they need. Please see the following examples of how to calculate fees. Alternatively, please contact Mandy Herrington to ask for an individual quote.

Example 1

A child takes 2 x 7.5 hour sessions from 8 a.m. to 3.30 p.m. per week (15 hours per week in total) for 46 weeks of the year. During term time weeks, parents are eligible for 15 hours of FEYE, with an accompanying Quality Premium fee of £1.78 per hour. A Nursery lunch is taken at a daily charge of £2.40. The fees will be calculated as follows.

The term time weekly cost for the 15 hours is £1.78 x 15, plus £4.80 for the 2 lunches = £31.50 for 2 days in term time.

The non term time cost for 15 hours is the standard private fee rate of £5.55 per hour x 15, plus £4.80 for 2 lunches = £88.05

Example 2

A child takes 4 x 9 hour sessions from 8 a.m. to 5 p.m. per week (36 hours per week in total) for 46 weeks of the year. During term time weeks, parents are eligible for 30 hours of FEYE, with an accompanying Quality Premium fee of £1.78 per hour. A Nursery lunch is taken at a daily charge of £2.40. Afternoon tea is taken at a daily charge of £2.00. The fees will be calculated as follows.

The term time weekly cost for the 30 hours is £1.78 x 30 = £53.40. The term time weekly cost for the additional 6 hours is charged at the private fee rate of £5.55 per hour = £33.30. The cost of lunches is 4 x 2.40 = £9.60. The cost of afternoon tea is 4 x £2.00 = £8.00. So the total cost per week, during term time = £104.30.

The non term time weekly cost for 36 hours is 36 x £5.55 = £199.80. The cost of lunches is 4 x 2.40 = £9.60. The cost of afternoon tea is 4 x £2.00 = £8.00. So the total cost, per week during term time = £217.40.

In order to calculate your weekly Nursery costs:

1. Count the total number of hours your child will attend per week.
2. During term time if using the full 15 hours of FEYE add £1.78 x 15 (NOTE: if you qualify for the 30 hour offer then add £1.78 x 30)
3. Add the number of lunches at £2.40, and teas at £2.00.
4. Calculate the number of hours after the 15 hours of FEYE and multiply by the private fee rate of £5.55 (NOTE: if you qualify for the 30 hour offer then calculate the number of hours after the 30 hours of FEYE and multiply by the private fee rate of £5.55)
5. This is your total weekly cost during term time.
6. During non term time, add the total number of hours and multiply by the private fee rate of £5.55 per hour, add the number of lunches at £2.40, and teas at £2.00.
7. This is your total weekly cost during non term time.

Privately paid fees – the table below gives daily fee rates

Our fees for privately funded places are £5.55 per hour plus a small charge for lunch (£2.40) and / or tea (£2.00):

Session Length	Time Start	Time Finish	Session basic cost	Lunch charge	Tea charge	Total session cost
7 and ¼ hours	8.15 am	3.30 pm	£40.24	£2.40	N/A	£42.64
7 and ½ hours	8.00 am	3.30 pm	£41.63	£2.40	N/A	£44.03
7 and ¾ hours	7.45 am	3.30 pm	£43.01	£2.40	N/A	£45.41
8 and ¼ hours	8.15 am	4.30 pm	£45.79	£2.40	N/A	£48.19
8 and ½ hours	8.00 am	4.30 pm	£47.18	£2.40	N/A	£49.58
8 and ¾ hours	7.45 am	4.30 pm	£48.56	£2.40	N/A	£50.96
9 and ¼ hours	8.15 am	5.30 pm	£51.34	£2.40	£2.00	£55.74

9 and ½ hours	8.00 am	5.30 pm	£52.73	£2.40	£2.00	£57.13
9 and ¾ hours	7.45 am	5.30 pm	£54.11	£2.40	£2.00	£58.51

12. **How to apply and admissions**

Please complete the online registration form. This is available on the Bowdon Church School website and on the Bowdon Nursery School website.

When a place is offered to you, a £200.00 deposit is requested to confirm your booking. This deposit is retained and deducted from your final invoice. Bookings are made with the intention of children attending for the whole year on a term time only or 46 week a year basis prior to their start in a reception class.

Admission criteria

1. Children of Bowdon Church School teaching staff.
2. Children who will have a sibling attending Bowdon Church School in the year in which the child joins Nursery.
3. Other local children.

Please note that Bowdon Church Primary School has an admissions policy that is entirely separate from the Nursery. A place at the Nursery does not guarantee a place at Bowdon Church Primary School.

13. **Assessment and progress procedures**

Observations of your child are regularly recorded to help staff to plan activities to help develop each child's progress. Every few months a tracking exercise is completed by your child's key worker to assess the development of each child. This information can be seen by you at any time, and will be shared with you at your parental consultation. A report is written when a child leaves to join primary school and this is shared with you and a copy given to the school your child will be joining.

14. **Behaviour policy**

Children will be encouraged to:

- Share and show consideration to other children and staff.
- Look after toys and equipment and help to tidy up.
- Listen to adults during large and small group activities.
- Take turns to speak during large and small group activities and listen to their friends when it is their turn to speak.
- Keep some areas as quiet and peaceful as possible (book corner, listening area).

Children will be praised and encouraged when they behave appropriately. Inappropriate behaviour will be dealt with quickly and quietly by:

- Asking a child to move away from an activity.
- Encouraging a child to apologise.
- Explaining to the child why the behaviour is inappropriate.

If there is a concern about a child's behaviour this will be discussed with the parent/carer. Staff will ask any adult visiting the Nursery to use a positive approach to children's behaviour and allow a member of staff to deal with situations quietly and calmly.

15. **Further Policies and procedures**

During your child's settling in sessions you can read our full policies and procedures.

16. Special educational needs and disability

We aim to work with parents/carers and, if appropriate, outside agencies to support every child at the preschool whatever their needs. We have a dedicated Special Educational Needs and Disability Coordinator.

We follow our Educational Needs and Disability policy; this is in the policy manual and is available for you to read.

We ask parents/carers to inform staff of any concerns they may have regarding their child and staff will speak to parents/carers if a concern arises at Nursery.

17. Parking

There are five spaces available for parents/carers of Nursery children. These spaces are for drop off and pick up, not as waiting spaces. The spaces are on the right hand side as a vehicle drives through the entrance gates. Please read the information on the sign adjacent to the car parking spaces. A permit will be issued to your family and the area will be regularly monitored.

18. Terms and conditions

Please see the separate document named Terms and Conditions for more detail.

Thank you

Thank you for reading our handbook. If there is anything else you would like to know or discuss then please do let us know. If there is something you think we should include in this handbook then we would be interested to know your thoughts.

Bowdon Nursery School

t: 07912 205 469 - administration and enquiries

e: bowdonnurseryschool@gmail.com

w: bowdonnurseryschool@gmail.com