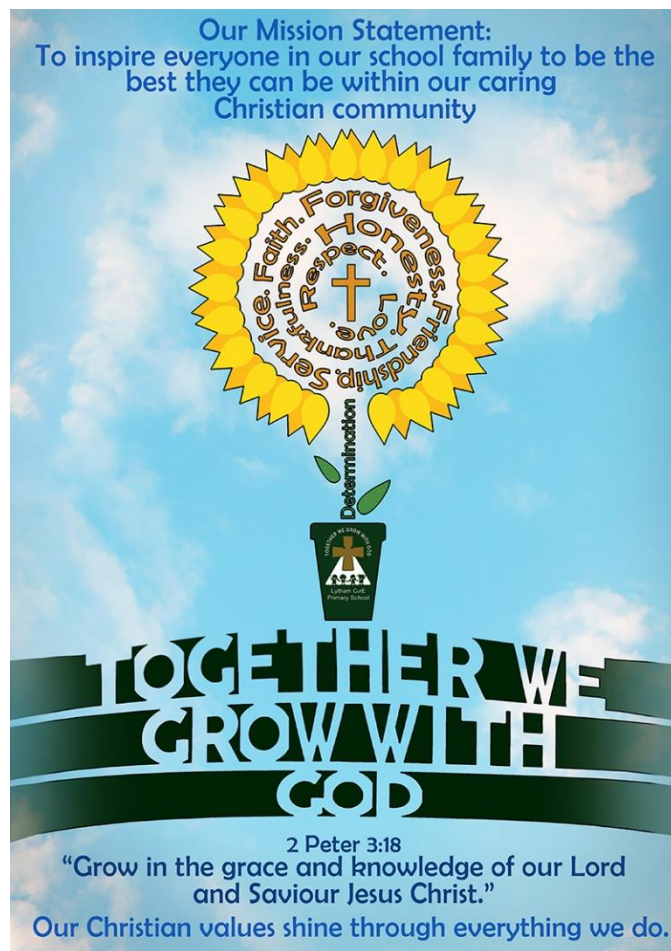




## Lytham C of E Nursery Class

### Parents' Information Pack



Contact us: 01253 726900  
Email: [nursery@lytham.lancs.sch.uk](mailto:nursery@lytham.lancs.sch.uk)

## Welcome to Lytham C of E Nursery

Lytham C of E Nursery class provides early education and childcare for children aged 3-4 years old. Starting nursery is an exciting and important time in your child's life. We would like this to be the start of a very happy and successful experience for your child and we are committed to working in partnership with you to ensure this happens. At Lytham C of E Nursery class children have plenty of space with access to a large outdoor area accessed directly from the classroom, a large playground and playing field, a 'Trim Trail' and the school hall and children's kitchen. The staff and children design the environment and space so that a balance of adult and child led activities, learning, play and rest opportunities are available each day to meet a range of interests and needs.

We hope you find the information in this pack useful.

This pack contains information about:

- Staff Team
- Opening Times
- The Nursery Day
- The Early Years Curriculum
- Key Person
- Communication
- Uniform
- Additional Needs
- Eligibility/Admissions
- Early Education Funding and Fees
- Joining Us

### Staff Team

Mrs Allison – Nursery Class Teacher

Mrs Starkie – Nursery Manager (Monday and Tuesday)

Miss Moore – Teaching Assistant and Welfare Staff

Mrs Park – Welfare Staff

### The Nursery Day

Children have the option to stay all day with lunch and access our wrap around before and after school provision, should parents require a longer day. AM/PM sessions are available. Drop off and pick up is from the external classroom door. You will access this via the green gate to the left of school. All school parents use this gate.

### Opening Hours:

Nursery AM - 8.45am – 11.45 am

Lunch - 11.45am – 12.30pm

Nursery PM - 12.30pm – 3.30pm

Full day - 8:45am – 3.30pm

### Lunchtimes

Children can be collected at the end of their morning session/s at 11.45am to go home or they can stay and have lunch with us and be collected at 12.30pm. Children can also arrive at 11.45am for lunch, ready for starting their afternoon session/s. Or alternatively children can arrive after lunch at 12.30 pm and stay for the afternoon session/s only. If you are dropping off or picking up at these times, please ring the bell on the green gate and a member of the nursery team will greet you.

We provide hot meals from the school kitchen. The nursery children are served before the rest of school and they eat together with their friends in the nursery classroom. If you would like your child to stay for lunch, there is an additional charge. Please contact school for the most up to date price. School meals are paid for on 'Parent Pay'. Please ask the school office for details if required. Alternatively, children can bring a packed lunch from home.

### Breakfast Club

The early morning sessions start at 7.30am and a healthy breakfast is provided if you wish your child/ren to have some. The children are then able to do quiet activities and/or play before they begin their nursery session at 8.45am. You must sign your children into 'Breakfast Club' each morning before you can leave them.

### After School Club

The after school sessions start at 3.30pm (when school ends) and finishes at 6.00pm during normal school days. A healthy light snack is provided (not classified as tea).

Nursery children can join school pupils at the after school provision.

Children must also be signed out by the authorised adult/s named on your registration form. This is for child protection and insurance purposes. If someone other than these people will be collecting your child/ren, you must give us consent beforehand.

### Playing and Learning - Early Years Foundation Stage

Our nursery class staff are all experienced teachers and teaching assistants. The nursery is overseen by our Senior Leadership Team and Governors. We learn through play and follow the 'Statutory Framework for the Early Years Foundation Stage' as well as 'Development Matters'. The underlying principles of these frameworks are:

- A Unique Child: every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- Positive Relationships: children learn to be strong and independent through positive relationships.
- Enabling Environments: children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.
- Learning and Development: children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities. Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.

Our staff are highly skilled in planning and delivering activities with your child, which provide them with the skills that they need for their overall development and the four overarching principles above. None of the areas of learning can be delivered in isolation from the others; they are equally important and depend on each other. All areas of learning are delivered through a balance of adult led and child initiated activities. Children's learning is taken forward through staff observations of children's development and interests and you will be encouraged to take an active role in this.

### Learning through Play

Through play, in a secure but challenging environment with effective adult support, children can:

- Explore, develop and represent learning experiences that help them to make sense of the world;
- Practise and build up ideas, concepts and skills;
- Learn how to understand the need for rules;
- Take risks and make mistakes;
- Think creatively and imaginatively;
- Communicate with others as they investigate or solve problems.

## Key Person

Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. You will find out who your child's key person is as they settle into nursery.

## Communication

At Lytham C of E we understand how important it is that you and the staff caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child. When your child starts nursery, we will ask to complete a questionnaire. This will provide us with detailed information about your child's needs, likes/dislikes, routine, comforters and anything else you think is significant. It's the small details which are part of daily life for you (such as family name, favourite comforter or specific toileting/rest information), which when utilised by staff in your absence make a great deal of difference to your child, bringing comfort and familiarity.

Regular opportunities for formal and informal discussions about your child and their progress are available. Soon after your child starts at our nursery, we will arrange a catch up with you to chat about your child so that we can ensure we are meeting all of their needs. We will discuss your responses from the questionnaire.

As a whole school, we use 'Dojo' as a communication tool. Dojo is an app which can be downloaded on your mobile device. It can also be accessed via the website. You will receive an invitation to join 'Dojo' once your child starts at our nursery.

## Uniform

Nursery uniform consists of a polo shirt and sweatshirt. Uniform is optional, however, we do get messy in nursery so you might like to purchase the t-shirt and jumper so as to save your child's clothes from home. You can also buy our school bags so that you can send your child into school with spare clothes and we can pop any letters or creations in at the end of the day. Our nursery uniform can be purchased from 'Top Marque Uniforms' in St Annes.

Could we also ask that your child comes dressed appropriately for the weather – sun hat/cream, wellies and waterproof coats etc are essential as we do go outside every day. A pair of wellies that your child can leave at nursery is a good idea. We do have spares in Nursery which your child can use if needed.

## Additional Needs

Our policies and procedures within school enable us to cater for all individual needs whether it's CAF (children requiring additional support) SEND (special educational needs and/or disabilities), and our gifted and talented children. Parents play an integral role in and are regularly updated on progress.

### Eligibility/Admissions

Any child aged 3 – 4 years is eligible, subject to a place being available for them. Nursery attendance does not automatically assume a school Reception place and the normal admissions criteria and process applies as with all children applying for a school place with us.

### How do I pay for my Nursery Place?

#### Early Education Funding 15 and 30hrs

Every 3 & 4 year old is eligible for up to 15 hours of funded early education, from the term following the child's third birthday until they start school. Parents can choose to access the funded childcare flexibly and use more than one provider to meet their needs. The funding is available for 15 hours per week for 38 weeks. Some parents may choose more flexibility and use the funding throughout the year. A total of 570 hours is available.

The 1st September 2017 saw the introduction of an extended entitlement of 30 hours funded childcare for 3&4 year olds. This initiative is aimed at working families who can access a total of 1,140 hours – 30 hours per week over 38 weeks per year, it can be used flexibly and with one or more childcare providers. More information about this and eligibility for 30 hours can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

### Parental Agreement

Before your child takes up their funded place we ask that parents sign a parental agreement which stipulates the number of funded hours our provision will be claiming on behalf of your child. This form will also detail other childcare providers 'claimed for hours' if parents choose to spread their hours across multiple providers. This is to assist with any over claims and potential disputes around the allocation of funding.

### Fees

Additional nursery hours may be purchased outside of the funded hours and these are charged at: £5.00 per hour.

Reserved places must be booked at [nursery@lytham.lancs.sch.uk](mailto:nursery@lytham.lancs.sch.uk). In addition, subject to availability, one-off bookings may be made. One-off bookings cannot be made more than a couple of weeks in advance to ensure that we can give priority for people making regular bookings. Please complete the booking form attached to this pack. Further copies can be obtained from the nursery or school office.

### Wrap Around Care

Charges are:-

- £5.00 for Breakfast Club
- £7.50 for After school club

### Payment of Fees

Invoices are sent out in advance, with payment due by the end of the previous term.

### **Payment Methods**

Childcare Vouchers (for existing childcare users), 15 Hours Free Childcare, 30 Hours Free Childcare, Parent Pay, Tax Free Childcare Scheme.

Consistently overdue invoices will result in the reserved place being forfeited and ultimately referred on to the Local Authority Debt Collection Service.

### **What do I do next if I want to book a nursery place?**

If you are considering using the nursery and want to come and spend time with us to see what we get up to you are most welcome by arrangement. This informal visit can then help you to make an informed decision about the suitability of our Nursery for your child.

If you do decide you would like to access a place, please telephone **01253 736900** and email a copy of the application form to **nursery@lytham.lancs.sch.uk** or you can come into school with your completed form. The nursery teacher will agree a date when your child can start attending and arrange settling in sessions with you.

### **Important Information**

Lytham C of E Nursery cannot accept any child to attend a session unless a completed and signed 'Application Form' and 'Parental Agreement' is submitted by the parent/guardian. We will also need to see and photocopy your child's birth certificate.

Parents/guardians are responsible for ensuring that contact details provided are kept up to date. To contact the nursery during a session, please telephone **01253 736900**.

Please use the following link for an application form and parental agreement or pop into school and collect the forms.

<https://www.lytham.lancs.sch.uk/nursery>

Thank you for considering our wonderful nursery,

Lytham C of E Nursery Staff Team