



## JOINING INSTRUCTIONS

Dear Parents/Carers

Welcome to The Kinsbourne Common Nursery and Pre-School and thank you for registering with us. We hope that the time at our setting will be enjoyable and fulfilling for your child.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

These Joining Instructions aim to provide you with an introduction to The Kinsbourne Common Nursery and Pre-School, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs.

### **Our setting aims to:**

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

### **Parents**

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

### **The Team**

We are pleased to welcome a strong team of staff at our setting. Many of you will already be familiar with them and they are as follows:

Mrs Deborah Campbell (Partner, Leader of the Nursery & Pre School)  
Miss Tanya Fisher (Deputy)  
Mrs Anna Gay (Partner)  
Mrs Chloe Highsted (Nursery Assistant Practitioner)  
Mrs Sharon Hogan (Nursery Assistant Practitioner)  
Mrs Adrienne Jenkins (Nursery Assistant Practitioner)  
Mrs Michelle Roberts (Nursery Assistant Practitioner)  
Mrs Sonal Zala (Senior Nursery Practitioner and SENCO)

We are proud to say that all members of staff have experience of working with children. The majority of staff have a minimum early years NVQ Level 3 qualification or above whilst other members are undertaking training in this field.

Coming to The Kinsbourne Common Nursery and Pre-School might be the first time your child has been away from you for a significant period. During their time at the Nursery and Pre-School they will learn to socialise with children and adults. They will also learn how to play co-operatively, how to share and take turns.

### **Term Themes**

We have a range of themes organised throughout the year which are displayed on our Information Board at the Entrance Door of the Nursery as well as on our website under 'Curriculum Planning'.

### **Keyworker System**

We allocate your child a separate key worker and colour group. This does not mean that your child will be put with that group for the whole session, but it aims to assist us with the administration and organisation of the morning as well as introducing your child to a colour which they can familiarise themselves with. In some cases, we are aware that your child may know their colours, but others understandably would not. Nonetheless, it does help the children build on their confidence and encourages dialogue ready for the next stage of their development.

### **Optional Home Visits**

We may offer a home visit by the person who will be the child's key worker to ensure all relevant information about the child can be made known. The Leader or Co-Owner will also accompany the key worker during this time. If you wish to arrange a home visit, please contact us so that a mutually convenient time can be arranged.

### **Special Events**

Throughout the terms, we will include other themes such as Diwali, Harvest Festival, Halloween, Bonfire Night, Christmas and Chinese New Year. Children's birthdays will also be celebrated. Where possible, we also organise visits to our setting from people who help us. Details of these visits will be forwarded to you when this is the case.

### **Curriculum Planning**

At The Kinsbourne Common Nursery and Pre-School, we follow the Early Years Foundation Stage which is the statutory framework that all childcare environments are working towards. They cover four areas – The Unique child, Positive relationships, Enabling environment and Learning and Development. More information on the Early Years Foundation stage can be found in the setting or on our website. A member of staff will be very happy to discuss any aspects of this curriculum with you in more detail, should you wish.

Observations of the children will be carried out to watch their development and photographs will be taken to add to their 'Learning Journals'. Planning is displayed on the Entrance Door as well as a display board located in the Nursery Hall. All our planning documentation is uploaded on our website and is updated on a weekly basis. Newsletters will also be uploaded onto our website. Links will be e-mailed to you so that you can access the information instantly. However, hard copies can be provided should you prefer.

### **Revisions to the Early Years Foundation Stage (DfE, 2017)**

The Government continues to make revisions to the Early Years Foundation Stage (DfE, 2017) in order to improve/refine practice in early years settings. There are seven areas of learning and development for your child as follows:

Personal, Social and Emotional Development  
 Communication and Language  
 Literacy  
 Mathematics  
 Understanding the World  
 Physical Development  
 Expressive Arts and Design

There is also the introduction of the 'Two Year Old Progress Check (DfE. 202)' which all practitioners working with young children are required to carry out. We appreciate that many of you find some of these changes rather daunting and perhaps see it as a way of constantly assessing your child. However, the majority of activities are child-initiated with the adult (member of staff) providing support and guidance where necessary. This approach is aimed at trying to encourage the children to explore but also to provide them with valuable learning opportunities through play which may otherwise be interrupted or lost by too much adult intervention. This practice also addresses the important aspect of early intervention in children who may need additional support from their key worker as well as outside expertise. The Kinsbourne Common Nursery and Pre-School will work in partnership with parents/carers and other agencies appropriately.

## Outdoor Provision

We have a secure enclosed outdoor area which will be available to your children on a daily basis during 'free play'. This will be located directly outside the entrance to Nursery and which leads onto the front of the Church. We would also like to assure you that occasional walks will be carried out on the Common so that children are offered different types of learning experiences/activities. For example, we may explore colours of trees and carry out bark rubbing exercises.

We may also use the immediate area outside the Scout Hall for a wider range of outdoor equipment such as trikes and thus enabling children to build on their pedalling skills. Please note that outdoor daily risk assessments will be carried out to ensure the safety of your child.

## Term Dates

Below is a list of our term dates. You will note that our setting has incorporated Inset Days which is a valuable opportunity for staff training and meetings. We hope that you will understand that this is a necessity to keep up with current legislation and also to continue to make improvements on our practice.

<b>Summer Term 2018</b>	
Inset day	Monday, 16 April 2018
Term begins	Tuesday, 17 April 2018
Term ends	Friday, 20 July 2018
May Bank Holiday	Monday, 7 May 2018
Half term	Monday, 28 May to Friday, 1 June 2018
Summer Holiday Club	Monday, 23 July 2018
<b>Autumn Term 2018</b>	
Inset day	Monday, 3 September 2018
Term begins	Tuesday, 4 September 2018

Term ends	Thursday, 20 December 2018
Half term	Monday, 29 October to Friday, 2 November 2018
Christmas Holiday Club	Friday, 21 December 2018
<b>Spring Term 2019</b>	
Inset day	Monday, 7 January 2019
Term begins	Tuesday, 8 January 2019
Term ends	Friday, 5 April 2019
Half term	Monday, 18 February to Friday, 22 February 2019
Easter Holiday club	Monday, 8 April 2019
<b>Summer Term 2019</b>	
Inset day	Tuesday, 23 April 2019
Term begins	Wednesday, 24 April 2019
Term ends	Friday, 19 July 2019
May Bank Holiday	Monday, 6 May 2019
Half term	Monday, 27 May to Friday, 31 May 2019
Summer Holiday Club	Monday, 22 July 2019

## Activities

Children should not be expected to sit for longer than 10 minutes which is more likely to happen if activities are carried out in large groups and more time is spent organising the exercise. Many of the children's needs are different and they are often too young to understand and engage in the activity for longer than necessary. We will therefore carry out a sign in registration at the beginning of the session and a shortened circle time towards the end of the morning with sufficient staff in place to support and guide the children appropriately.

There will be many opportunities for children to share their thoughts and preferences with us throughout the morning. Should you wish to bring in items from home as part of a 'show and tell' exercise during circle time we will put them safely in their key worker box in readiness for this activity. However, we do not want items to be lost and if they are of sentimental value and your child is likely to get anxious because they are unable to keep hold of them during the session, it would be wiser to leave them at home. Our circle time can always be used to discuss what the children have done during their morning and it is also a good time to discuss the week's theme.

**NB: Please could you encourage your child to bring in only one item for their 'show and tell' so that they can be stored securely in the respective key worker box.**

## Snack

The setting has 'rolling snack' which is carried out under adult supervision. This enables the children to help themselves to a drink and a snack in a more flexible manner (in a smaller group) as well as continuing to provide opportunities for learning eg pouring milk/water, describing fruits etc. For health and safety reasons, please note that your child will be taught to sit at the snack table whilst they are eating and drinking and will not simply be left to roam the hall during this time. However, in order that your child has access to a drink throughout the morning, we would be grateful if you could bring with them a named water bottle too. This also allows time for children to adjust if they are reluctant to sit at the snack table at the beginning of their time at the setting.

**NB: We are now under more strict guidance to promote oral health within the early years sector and would appreciate it if you could avoid bringing in soft drinks for your**

child and provide water as previously stated. The following link provides some useful information:-

<http://www.nhs.uk/Livewell/dentalhealth/Pages/Careofkidsteeth.aspx>

It is also really important that you ensure your child's bottle is clearly named to avoid them getting mixed up with others.

### Exercise to Music/Musical Movement

In order to promote children's health and wellbeing, our activities throughout the morning will provide many different types of physical experiences. We also carry out a physical activity towards the end of each session consisting of either Exercise to Music or Musical Movement. This will normally be carried out by Deborah Campbell (YMCA/RSA and ISTD qualified) but other staff will support her throughout this time. For many years, Deborah taught exercise to music to adults and children of varying ages and abilities. She has also undertaken ISTD examinations in Latin American and Ballroom dancing (teaching in a school of dance) and is passionate about introducing appropriate learning experiences in this field to even very young children. Children will be taught the importance and benefits of exercise as well as many other learning experiences (eg rhythm, counting beats to music etc).

### Timetable

We aim to follow the same timetable each week in order to offer the same opportunities for all the children, unless staff members feel that adaptations should be made to improve the provision or extend learning experiences. Staff will monitor these changes through recorded observations and make adjustments to resources as necessary.

Our standard morning timetable is as follows:-

9.15am-9.30am	Sign In Registration
9.30am-11.00am	Indoor Free Play (child initiated)
11.10am-11.35am	Outdoor Free Play (child initiated) – <b>First Two Groups.</b>
11.40am-12.05pm	Outdoor Free Play (child initiated) – <b>Second Two Groups</b> (Children go outside in their colour groups and thus learning the concept of taking it turns. When numbers of children attending are small, the whole group can be taken out at the same time)
9.45am-11.00am	Rolling Snack
10.00am-11.00am	Focus Activity (Adult-Led) available for children during free play if they wish to participate
11.00am-11.05am	Bell rung by member of staff to announce 'Time to Pick up the toys'. One side of Hall cleared for Exercise to Music/Musical Movement by appropriate members of staff. Children are encouraged to help tidy up by putting smaller items back in boxes.

11.05am-11.10am	<p>Bell rung again by member of staff again to announce 'Outside Play' for <b>first two groups</b>. 'Circle Time' followed by 'Exercise to Music' is also announced for <b>second two groups</b>.</p> <p>(Names of first two groups of children are called out and visual aids are used to reinforce colour groups for outside play. First two groups of children are encouraged to put on suitable clothing for outside play as necessary eg coats, gloves and hats. Other children (ie second group) are guided to the mats in the Nursery Hall and prepared for Circle Time.)</p>
11.10am-11.35am	Outside Play ( <b>First Two Groups</b> )
11.10am-11.20am	Circle Time ( <b>Second Two Groups</b> ). Nursery and Children's Choice of Songs. Discussion of theme, key worker boxes/what children have done throughout the morning.
11.20am-11.30am	Exercise to Music ( <b>Second Two Groups</b> )
11.35am-11.40am	<b>First two groups</b> of children are led back into lobby area. Outdoor clothing is put back on pegs in lobby area where appropriate and children are led back into the Hall.
11.30am-11.40am	<p>Preparation of Outside Play for <b>Second Two Groups</b> of children. Preparation of 'Circle Time' followed by 'Exercise to Music' for <b>first two groups</b>.</p> <p>(<b>Second Two Groups</b> of children are encouraged to put on suitable clothing for outside play as necessary eg coats, gloves and hats. Other children are guided to mats in the Nursery Hall for Circle Time).</p>
11.40am-12.05pm	Outside Play ( <b>Second two groups</b> )
11.40am-11.50am	Circle Time ( <b>First Two Groups</b> ). Nursery and Children's Choice of Songs. Discussion of theme, key worker boxes/what children have done throughout the morning.
11.50am-12.00pm	Exercise to Music ( <b>First Two Groups</b> )
12.00pm-12.05pm	Prepare for Parents to collect (first two groups of children put on coats as necessary ready for home time and are encouraged to sit on the carpet ready for Story Time).
12.05pm-12.10pm	<b>Second two groups</b> are led back into lobby area and are encouraged to sit on the carpet for Story Time. (Outdoor clothing is kept on where appropriate.)
12.10pm-12.15pm	Story Time
12.15pm-1.00pm	Lunch Club (Tuesday, Wednesday and Thursday)

## Adverse Weather Conditions Morning Timetable



**NB: DURING ADVERSE WEATHER CONDITIONS AND WHERE CHILDREN ARE UNABLE TO GO OUTSIDE, THE MORNING TIMETABLE WILL BE ADJUSTED AS FOLLOWS:**

9.15am-9.30am	Sign In Registration
9.30am-11.30am	Indoor Free Play (child initiated)
9.45am-11.00am	Rolling Snack
10.00am-11.00am	Focus Activity (Adult-Led) available for children throughout free play if they wish to participate
11.30am-11.35am	Bell rung by member of staff to announce 'Time to Pick up the toys'. Children are encouraged to help tidy up by putting smaller items back in boxes. Designated staff will begin process of tidy up time - one end of Hall will be cleared in preparation for 'Exercise to Music'. (Thursday – Nursery Hall left set up.)
11.35.am-11.40am	Bell rung again to announce 'Circle Time' followed by Musical Movement
11.40am-11.50am	Circle Time (All). Nursery and Children's Choice of Songs. Discussion of theme, key worker boxes/what children have done throughout the morning. <b>First Two Groups in Hall. Second two groups in Church (St Mary's). NB: Both groups remain in the Scout Hall during this time on a Tuesday.</b>
11.50am-12.00pm	Exercise to Music (All) – in relevant hall
12.00pm-12.10pm	Prepare for Parents to collect. (All children put coats on ready for home time and are encouraged to sit on the carpet ready for Story Time.)
12.10pm-12.15pm	Story Time
12.15pm-1.00pm	Lunch Club (Tuesday, Wednesday and Thursday)

Our standard afternoon timetable is as follows (Tuesday and Thursday):-

12.30pm-12.35pm	Sign In Registration
12.30pm-12.55pm	Lunch
12.55pm-2.55pm	Free Play (child initiated) (This will include time for children to go outside all together as numbers are smaller than the morning sessions).
1pm-2pm	Focus Activity (Adult-Led) available for children throughout free play if they wish to participate
2.20pm-2.25pm	Bell rung by member of staff to announce 'Time to Pick up the toys'. Children are encouraged to help tidy up by putting smaller items back in boxes. Designated staff will begin process of tidy up time – the main area of the Hall will be cleared in preparation for 'Exercise to Music' whilst children are outside. However, Thursday sessions, equipment is left set up so space in one side of the hall will be cleared temporarily in readiness for 'Exercise to Music'
2.25pm-2.30pm	Bell rung by member of staff again to announce 'Outside Play' for <b>whole group</b>
2.30pm-2.55pm	Outside Play  (Names of children are called out and are encouraged to put on suitable clothing for outside play as necessary eg coats, gloves and hats.)
2.55pm-3.00pm	Children are led back into lobby area and instructed to go in for Circle Time. (Outdoor clothing is put back on pegs in lobby area where appropriate and children are led back into the Hall.)
3.00pm-3.10pm	Circle Time. Nursery and Children's Choice of Songs. Discussion of theme, key worker boxes/what children have done throughout the morning.  (Children are divided into two sets of colour groups either side of the Hall so that groups remain small enough and thus managed more effectively.)
3.10pm-3.20pm	Exercise to Music <b>(All)</b>
3.20pm-3.25pm	Prepare for Parents to collect (children put on coats as necessary ready for home time and are encouraged to sit on the carpet ready for Story Time).
3.25pm-3.30pm	Story Time





**NB: DURING ADVERSE WEATHER CONDITIONS AND WHERE CHILDREN ARE UNABLE TO GO OUTSIDE, THE AFTERNOON TIMETABLE WILL BE ADJUSTED AS FOLLOWS:**

12.30pm-12.35pm	Sign In Registration
12.30pm-12.45pm	Lunch
12.45pm-2.45pm	Free Play (child initiated)
1pm-2pm	Focus Activity (Adult-Led) available for children throughout free play if they wish to participate
2.45pm-2.50pm	Bell rung by member of staff to announce 'Time to Pick up the toys'. Children are encouraged to help tidy up by putting smaller items back in boxes. Designated staff will begin process of tidy up time - one end of Hall will be cleared in preparation for 'Exercise to Music'. (Thursday – Nursery Hall left set up.)
2.50pm-2.55pm	Bell rung by member of staff again to announce Circle Time
2.55pm-3.05pm	Circle Time (All). Nursery and Children's Choice of Songs. Discussion of theme, key worker boxes/what children have done throughout the morning.
3.05pm-3.15pm	Exercise to Music (All) – in relevant hall
3.15pm-3.25pm	Prepare for Parents to collect. (All children put coats on ready for home time and are encouraged to sit on the carpet ready for Story Time.)
3.25pm-3.30pm	Story Time

### Our 'Free Flow' Timetable (am and pm)

Many nurseries today offer free flow; this allows children to independently choose to move between the different environments. For some settings free flow can pose challenges as they may be based upstairs and have to find ways of accessing the outdoors, whereas settings based on one level have more opportunities of incorporating outdoors in their free flow. Free flow offers children many learning and development opportunities and it enables practitioners to fully embrace the use of the whole environment. With this in mind, The Kinsbourne Common Nursery and Pre-School will be adopting this approach at certain times during the academic year, particularly during periods of dry and warmer weather conditions. In this case, our morning timetable will be:

9.15am-9.30am	Sign In Registration
9.30am-11.30am	Free flow (child initiated) – Indoor and Outdoor areas
11.30am-11.35am	Bell rung by member of staff to announce 'Time to Pick up the toys'. Children are encouraged to help tidy up by putting smaller items back in boxes. Designated staff will begin process of tidy up time - one end of Hall will be cleared in preparation for 'Exercise to Music'. (Thursday – Nursery Hall left set up.) Outdoor area will be cleared of all hazards in preparation for this too.
11.35am-11.40am	Bell rung again by member of staff again to announce 'Circle Time' followed by 'Exercise to Music'.
11.40am-11.50am	Circle Time (All). Nursery and Children's Choice of Songs. Discussion of theme, key worker boxes/what children have done throughout the morning. First Two Groups will go/remain outside for this time. Second Two Groups will go/remain inside for this time.
11.50am-12.00pm	Exercise to Music. First two groups will remain outside for this time. Second Two Groups will remain inside for this time.
12.05pm-12.10pm	Prepare for Parents to collect. (Children put coats on where appropriate ready for home time. They will then be encouraged to go and sit on the carpet ready for Story Time.)
12.10pm-12.15pm	Story Time. (Indoors so that collection of children by parents/carers can be managed more effectively.)

Our 'Free Flow' afternoon timetable will be:

12.30pm-12.35pm	Sign In Registration
12.30pm-12.50pm	Lunch
12.50pm-2.50pm	Free flow (child initiated) – Indoor and Outdoor areas
2.50pm-2.55pm	Bell rung by member of staff to announce 'Time to Pick up the toys'. Children are encouraged to help tidy up by putting smaller items back in boxes. Designated staff will begin process of tidy up time - one end of Hall will be cleared in preparation for 'Exercise to Music'. (Thursday – Nursery Hall left set up.) Outdoor area will be cleared of all hazards in preparation for this too.
2.55pm-3pm	Bell rung again by member of staff again to announce 'Circle Time' followed by 'Exercise to Music'.
3pm-3.10pm	Circle Time (All). Nursery and Children's Choice of Songs. Discussion of theme, key worker boxes/what children have done throughout the morning. First Two Groups will go/remain outside for this time. Second Two Groups will go/remain inside for this time.
3.10pm-3.20pm	Exercise to Music. First two groups will remain outside for this time. Second Two Groups will remain inside for this time.
3.20pm-3.25pm	Prepare for Parents to collect. (Children put coats on where appropriate ready for home time. They will then be encouraged to go and sit on the carpet ready for Story Time.)
3.25pm-3.30pm	Story Time. (Indoors so that collection of children by parents/carers can be managed more effectively.)

## Key Worker System

In order to build on the relationship with your child, key workers will spend time with their allocated children during sessions. With this in mind, your child's key worker should be your main point of contact unless there are other aspects regarding the day-to-day running of the school that you wish to discuss with the Leader, Deborah. If you have any concerns or queries, please arrange to speak to the appropriate member of staff at the end of the session and when other children have left.

## Settling In

This is a very flexible process. Some children do not mind being left immediately, but others prefer their parent/carer to stay. Our key worker system helps each child to settle quickly working in partnership with the parent/carer. Often it is possible to arrange to stay for a while and/or come back early. Please discuss this with the Leader or Senior Practitioner in charge before you say "Goodbye" to your child. It is also important that we can contact you by phone if necessary. Your key worker will complete a settling in summary about your child and will discuss this with you after approximately five sessions.

**NB: We recommend that children attend our Nursery/Pre-School for a minimum of two sessions per week. Experience has confirmed that those children attending only once a week take longer to settle. However, we do understand that for a number of reasons attending more than one session can be difficult for families and we will work with this to ensure each child's transition to our Nursery/Pre-school is established as quickly and as smoothly as possible.**

## Learning Journals

Your child will have a Learning Journal which will be maintained by the allocated key worker. The Learning Journal has been designed to show more detailed observations on your child in order to monitor progress. At the end of your time at our setting, you will be encouraged to present this Journal to your allocated primary school. This will form a picture of your child's preferences/needs during their time with us and hence aid their transition into their new setting.

As a way of including you in your child's learning, you may be asked to participate in an activity at home which can be either photographed or brought into show their respective key worker. You can of course always do this without being asked, particularly if there is something that your child has managed to achieve which you would like to share with the key worker and the rest of the group.

Other appointments such as parent/carer consultations will be carried out appropriately and organised in a manner that will consider staff ratios and thus not impact on the safety/supervision of the children.

Please remember that we are learning too and will need time to build a picture of the different children's characters, abilities and age ranges.

**NB: E-Learning Journals coming soon! More details to follow.**

## Artwork and General Correspondence

We have recently introduced a system for storing children's artwork if they are not collected by the parent/carer at the end of the session. This may be because the artwork is still drying (wet paint, glue etc) or it may simply have been inadvertently left behind. Where this is the case, the artwork will be stored in a blue box consisting of individual twin lock files which will include each child's name so that it can be retrieved by parents/carers more easily at the end of the next nursery session. However, there may be other instances where the keyworker has held back some work for their learning journal but you will of course be advised should this be the case. All other artwork will continue to be displayed on the blue table in the nursery hall for collection by parents/carers. The blue box will be situated next to the table and we will also use this for any copy correspondence that you may need returned eg progress checks etc so it will be important that you check it as regularly as possible.

## Makaton – Language Programme

The nursery staff will be showing the children basic Makaton signs throughout the sessions e.g. at snack and singing sessions. Makaton is a language programme using signs and symbols to help people communicate. We will be using basic Makaton signs as part of our inclusive practice and wanted to make you aware of this as the children may use the signs they have learnt in nursery at home. Please note that research has confirmed that using Makaton signing can help to promote speech and language in very young children. Likewise it is also proven that children who adopt the use of signing will immediately drop this once their speech and language is more developed.

## Nursery Story

Deborah Campbell and her Mother have written a nursery story which describes the animals in our Logo entitled 'The Six Special Friends'. The story has been edited, narrated and downloaded onto an audio CD with animation of the animals. This is also displayed in poster format (placed on our nursery wall next to the sliding doors in the Church Hall). We will be telling the story (at selected times over the course of the year) using our nursery toy props (Witty Owl, Robbie Rabbit, Frankie Fox, Sid Squirrel, Billy Badger and Spike Hedgehog).

'The Six Special Friends' was created to make the Nursery logo more visual to children so that they would feel welcome and subsequently a part of our setting. The story also covers basic topics that will enhance the children's learning and development and has been downloaded onto our website. Please take a moment to share this with your child at <http://www.kinsbournecommonnursery.com/#!/our-story/cee5>

Deborah is currently working at developing a series of other short stories using the animals in the logo which will be linked to various themes throughout the year. In addition, there will be a variety of recognised/published stories presented during the course of each term. Most of the stories will involve using audio CDs and props which are particularly appropriate for our age range of children.

## Fees

Fees are payable termly in advance. Invoices are given out at the end of one half term to be paid at the beginning of the next. Fees continue to be payable if a child is absent for any reason or extreme weather conditions occur where it is not possible to open the nursery (eg snow). Nonetheless, every effort will be made by staff to ensure that the nursery remains open unless it is deemed unsafe to do so. Each child's attendance at The Kinsbourne

Common Nursery and Pre-school is conditional upon continued payment of any necessary fees.

All 3 and 4 year olds can get 570 hours free childcare per year. This can be used with a childminder, nursery, pre-school or another type of childcare. They may also be able to get another 570 hours per year. This means that your child will be eligible for a free place the term after their third birthday. Some 2 year olds can get 570 hours per year. If you receive benefits, you may be eligible. We can only do this once we have a copy of your child's Birth Certificate and completion of an early years funding form which will be handed to parents in plenty of time for the funding to start. In line with this, we are an inclusive setting which does not charge top up fees. We also participate in the voucher scheme. Please contact Anna Gay for further details on how this process may be initiated.

For a comprehensive list of our fees, please refer to '10.14 Schedule of Fees' which is located on the website under 'Policies and Procedures at:-

<http://www.kinsbournecommonnursery.com/policies---procedures>

**Registration Fees** – Please note that a charge of £50 per child is required when registering for a place at our nursery which is non-refundable. Unfortunately, registration fees are charged by all nursery & pre-schools because some parents/carers do not always turn up for their place even though they have requested it. This can at times disadvantage other children who may be potentially waiting for a nursery place.

### **Voluntary Contribution**

We would be grateful if all families would provide a **voluntary** snack and toy contribution totalling £30 per term in order to help finance the 'extras' and thus enhance the nursery care.

### **Notice of Leaving Nursery**

Please note that due to demand in nursery spaces, we do request you formally notify us when your child will be leaving (at least a term in advance is necessary). Failure in notifying us not only prevents another child accessing a place, but it also means that a term's fees will be incurred. We will of course consider exceptional circumstances.

We would also like to be advised ASAP if you are considering keeping your child on at the nursery when they should be leaving for Community School Nursery (the most local schools have intakes at September for Winter Born and January for Summer Born, although there are exceptions when only one entry is applicable ie September). Should you be considering delaying your child's entry (ie summer born) and you wish to continue at the nursery, please advise us in writing as soon as possible. We assume that all children are moving on unless you tell us otherwise. As children's starting points vary, it does mean that we have new children starting throughout the year which means that we have to ensure that numbers are managed effectively.

**NB: In line with other early years settings, we are unable to reimburse parents/carers for sessions even though there may be cases where advance notice is given for holidays planned during a nursery term. Unfortunately this also applies to sickness and unforeseen weather conditions as we are obliged to allocate places for children in advance of their joining the setting in order to comply with staff ratios as stated in The Revised Statutory Framework for the Early Years Foundation Stage (DfE, 2017). We also have to meet the same expectations with Ofsted and subsequently staff salaries and hire of the premises need to be covered.**

**We hope you understand our reasons for this but please do not hesitate in contacting us should you require further clarification.**

### **Clothing**

Please remember to dress your children in suitable clothes to cover indoor and outdoor activities. In the meantime, please do not forget that messy play and painting is very much a part of the children's learning. We sometimes do at Nursery what you may not want the children to do in your homes! Nonetheless, we will have aprons available for painting activities which the children will be encouraged to wear.

### **Discipline**

Staff praise and encourage the children whenever possible. The children are encouraged to say "sorry" to one another. Sometimes it may be necessary to remove a child from a situation for a short period 'to think' which usually means sitting on a chair a little away from the other children where they can watch but not participate. Any difficult behaviour that is not in character will be mentioned to the parent/carer, as it may be a symptom of something else. More information about discipline is found in our behavioural policy which is in our policy file located in the main hall and on our website under:

#### **7.0 MANAGING BEHAVIOUR**

##### **7.1 Promoting Positive Behaviour August 2017**

### **Child Collection**

If your child is to be picked up by someone else, we would ask you to inform us and sign the 'Child Collection Book' to say that this is going to be the case. We will also be asking that you pass on the relevant password (put on your Registration Form before starting at our setting) to the person who will be collecting in your absence. Please remember to do this as we will not release a child without this information but will nonetheless make every effort to make contact with you to clarify the situation. The safety of our children has to be considered by the setting at all times. Once we are familiar with those collecting your child on a regular basis, there will be no need to ask for this information. However, please bear in mind that some staff will not always know the person collecting the child when other staff may do and your co-operation to provide the appropriate password would be appreciated when this is the case.

### **Child Illness**

Please let us know if your child is unwell and is therefore unable to attend the session as it helps us to keep our records as accurate as possible. We would request that you also acknowledge our settings policies and that if a child has just been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting. After diarrhoea or sickness, parents are also asked to keep children home for 48 hours.

**Chicken pox - Children should not return to Nursery until at least 6 days after the last spot erupts and all the scabs are dry. With Chicken pox and German measles please inform us as soon as possible so that we make the other parents/ carers aware and they can check their own children for the initial signs.**

## Medical care

All parents must complete and sign the registration form before starting at our setting which gives staff vital information such as allergies and other medical conditions. Should staff need to administer medication (i.e. asthma inhalers) an additional section needs completing in order to clarify how this should be carried out (Care Plan). All medicines are locked in a filing cabinet for safety.

If an accident happens during the session, staff will administer first aid and contact you if necessary. At the end of the session, parents must sign the accident book as an acknowledgement that the incident occurred and first aid administered. If a serious accident occurs on our premises, we would endeavour to contact you immediately but if your child needs to go to hospital then the medical form would accompany the child.

## Fire Procedures

We carry out fire drills every six weeks using a whistle to notify the children. Copies of our fire procedures are kept on the noticeboard in the lobby area as you enter the Nursery. Copies are also kept in the policy folder on the table located on the right-hand side of the entrance to the Nursery hall for parents/carers. We also have a Fire Log which is kept up to date.

## Policies and Procedures

We have in place a full list of policies and procedures which are available in the Nursery and Pre-School, should you wish to refer to them at any time. These are located on the right-hand side of the entrance to the Nursery hall (St Mary's) and left-hand side of the lobby area (Scout Hall) for parents/carers. They are also available on our website:

<http://www.kinsbournecommonnursery.com/policies---procedures>

## Child Protection

The Kinsbourne Common Nursery and Pre-School have a statutory duty, under the 1989 Children's Act to safeguard and promote the welfare of children. It is this setting's policy to contact the relevant department i.e. Children's Services if there are concerns about a child's welfare. The child's confidentiality will be respected at all times. Please refer to our Policy or speak to Anna Gay should you need further clarification.

## Parent Help

There is no expectation at The Kinsbourne Common Nursery & Pre School for parents to stay and help. Nonetheless, if you feel that you wish to, please speak to Deborah as you will be most welcome.

## Breakfast Club and Lunch Club

Breakfast Club runs every morning Monday-Friday from 8.30am. until nursery opens at 9.15am We provide the children with healthy cereals, toast/crumpets with spreads, milk, water and fruit.

Lunch Club runs on a Tuesday, Wednesday and Thursday. **Please note that we operate a no NUT and no EGGS policy. A packed lunch will be provided by parents and brought in on the appropriate morning(s). All lunchboxes will be stored in the kitchen area and checked by a member of staff before children start to eat to ensure that no food**



**contain nuts. Likewise, children's lunchboxes will be monitored to check that children have eaten and drunk sufficiently.**

Both clubs provide great learning opportunities for children and a time which allows them to sit with their peers and socialise. Please let us know if you would like your child to attend either of these clubs.

### Final Notes

Throughout your time at the setting, we will continue to update you via newsletters and other correspondence which will be uploaded onto our website and a link will be sent to you via e-mail. However, please do not hesitate to contact us should this form of communication be difficult for you and we will arrange to provide a hard copy.

Once again, we would like to take this opportunity to thank you for choosing The Kinsbourne Common Nursery and Pre-School and hope that you will be very happy with us.

Best Wishes

Deborah Campbell, BA EY (Open), Anna Gay (Msc Social Work  
Practitioner, Bsc (Hons) Social Care)

§ the Nursery Team

[kinsbournenursery@btinternet.com](mailto:kinsbournenursery@btinternet.com)

[www.kinsbournecommonnursery.com](http://www.kinsbournecommonnursery.com)

Deborah Campbell (07956 463128) Nursery Hours: Mon, Wed, Friday - 9am- 1pm or Tues  
and Thurs – 9am-3.30pm

Anna Gay (07956 659790) Main Office

Address: The Kinsbourne Common Nursery and Pre-School  
St. Mary's Church Hall,  
Luton Road, Kinsbourne Green,  
Harpenden, Herts. AL5 3QE  
(Mon, Wed, Thurs, Fri)

Address: Kinergy (Tues)  
The Kinsbourne Common Hall  
Luton Road, Kinsbourne Green,  
Harpenden, Herts. AL5 3QE