



Horspath Pre-School Nursery

Information & Welcome Pack

Horspath Pre-School Nursery
c/o Horspath Primary School
Blenheim Road, Horspath
Oxford OX33 1RY

Tel: 01865 876750
Email: staff@horspathnursery.org.uk
<http://www.horspathnursery.org.uk>

Horspath Pre-School Nursery is a registered educational charity (No. 1030364)

Contact Details

Address:

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Tel: 01865 876750

Email: staff@horspathnursery.org.uk

Website: www.horspathnursery.org.uk

The Committee

Chairperson – Hazel Bridle

Treasurer – Vicky Harris

Secretary – Katie Scott

All Stars -- Heather McManus

Other members: Graham Nisbet, Tracey Sullivan, Natalie Butcher

Nominated Person -- Joanne Horne

Nursery Opening Hours

Mondays to Fridays Term Time only

Morning session - 9am to 12pm

Afternoon session - 12.00pm to 3.00pm

Wraparound Care (for over 3 year olds)

Breakfast Club - 8am to 9am

All Stars After School Club - 3.15pm to 5pm or 6pm

Holiday clubs during Easter and Summer holidays

Our Staff:

Nursery Manager: Joanne Horne

Deputy Manager: Chelsea Gale

Forest School Lead / All Stars Assistant: Becky Gough (Level 3)

Nursery / Allstars Assistant: Lisa Barney

Nursery / Allstars Assistant: Emma Wiggins

Lunch Time Assistant Allstars Assistant: Angela Gambles

Supply Cover: Karen King (Level 3)

Introduction

Horspath Nursery aims to provide high quality care and education for children aged between 2.5 to 5 years. Our aim as a nursery is to provide a safe and stimulating environment, helping all of the children to learn and develop through play. It is our aim to work in partnership with our parents, and we value and respect all of our parents and consult and inform them in the running of the nursery. We offer all children and parents alike a service that promotes quality and values diversity.

Nursery Visit

The Manager will arrange a visit for you and your child prior to starting Nursery. Your visit will give you the opportunity to observe a session, ask any questions you may have and discuss any specifics with the manager and staff. Please take this opportunity to advise the manager of any specific needs or requirements your child may have e.g. dietary or medical requirements. During the visit you will be asked to complete the necessary paperwork. Please bring along any information you may require and your child's 2 year old check from the Health Visitor.

Starting at Nursery

A child that is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child to feel confident and secure in the group. There is no set format with regards to settling as we understand every child is different and has different needs so we like to deal with each child and parent individually and to work closely with you on how best to settle your child. Your role in this settling period is very important, as we believe your child picks up on how you respond to them starting in a new environment. Settling can be a gradual process and for some can take several weeks depending on the age and personality of the child and the number of times they attend.

Some children can take longer to settle than others but please don't feel too worried if your child takes a while to settle as it is a natural process especially if this is the first time they have been away from their parents (i.e. haven't attended a Nursery setting previously). Please rest assured that we have vast experience in settling children and from that experience we want to reassure you that once they are settled they will really want to come. Often the settling period is more difficult for the parents than the child!

Daily Routine

The Nursery doors open at 9am.

When you come in to the cloakroom you need to find your child's peg to hang their coat and bag on.

For those children staying for lunch club, there is a trolley in the cloakroom that you need to place your child's lunch bag on. .

Please encourage your child to place the snack they have brought in for the Nursery on the side on entry or hand to a member of staff.

Belongings

Please ensure you label all your children's clothing as I am sure you will understand a lot of the children have the same or similar clothing. We do have a Lost Property box in the cloakroom which any unidentified items found at Nursery will be placed in, so if your child has lost something please check the box first.

We encourage each child to have the following items in their bags – nappies if required + nappy bags and wipes, a full spare change of clothes (including vests, socks and pants), sun hat and in winter a warm hat, gloves and scarf. If you wish to bring wellington boots for your child they can be placed in the bottom of the coat stands, please ensure they are also clearly labelled.

Lunch bags should be clearly labelled too and we encourage the use of ice packs particularly during the summer months.

From March we ask you to provide sun cream for your child which again is clearly labelled with their name. This should be handed into one of the Nursery staff or placed in the basket provided.

Leaving Your Child in the Morning

We usually begin the day with register, which is taken sitting together on the carpet. We chat and look at books while waiting for all the children to arrive, and then begin by saying 'Good morning' to everyone. After this we talk about the day, date and weather, activities on offer, exchange interesting news and talk about our weekly topic. Parents are welcome to leave at any time, or they may wish to stay until informal activities begin. Whole Group or Small Group time will take place after this which is where your child will participate in phonics, guided reading, maths, literacy or handwriting activities.

If you wish to leave, and your child is unsettled, please tell a member of staff and we will do our best to make things as easy as possible for you and your child. We will phone if your child remains upset. It is always best to say goodbye to your child and so your child knows that you are leaving.

Morning / Afternoon snack

Snack consists of milk or water to drink and platters of fruit, raw vegetables such as carrots, yogurts, cheese, crackers, breadsticks and dried fruit. We ask each child to contribute to our snack by bringing in a snack item per week for the children to share at snack time. Please feel free to bring in items that you would like your children to try.

We also take the opportunity at snack time to show the children how each fruit is prepared and so it's great to have a variety! We have recently introduced 'Exploring new tastes from around the world'. We provide the opportunity for the children to celebrate the foods from their own countries, such as croissants from France. Children are offered the variety of group and rolling snacks.

Please let staff know if your child has any food allergies or special dietary requirements.

Lunch Club

Lunch is between 12pm and 12:30pm. Children bring their own lunchbox, and we would ask that it does not contain sweets or fizzy drinks. Please be aware that we are a NUT FREE ZONE. Jugs of water and cups are provided at snack time and lunch time and children are encouraged to serve themselves. Lunch time is a very social experience for the children and we try to make meal times enjoyable and interesting at the same time reinforcing good manners.

Clothing

In order to feel free to explore and experiment with all kinds of materials (including messy ones!) it is best to send your child dressed in clothes that are easily washed or not too new!

Please ensure for your child's safety and comfort that they are wearing suitable footwear that they can safely run around in outside. We ask that flip flops are not worn to Nursery as they can be a tripping hazard.

We do have Horspath Nursery clothing, bags and water bottles available to purchase:

T shirts, (£5) sweatshirts, (£10) both come in a variety of colours, available in sizes aged 3-4 or 5-6 years, Bags, (£5) and bottles (£4).

It would also be helpful if your child has practiced the skills which will make him or her independent and self-confident before coming to Nursery. These include putting on and fastening coats and shoes. Simple clothing that enables children to do this would be most suitable. Please can we reiterate the importance of naming all of your child's clothing to ensure they don't get mislaid, as the Nursery does not take responsibility for loss or damage to children's property.

The Nursery does have a limited amount of clothing and if borrowed we kindly ask that they are returned freshly laundered as soon as possible.

Toilet Usage

We encourage independence at Nursery and the process of going to the toilet and washing hands themselves. Naturally some children will still be wearing nappies when they start and this is not a problem at all, we just ask you to keep their bag stocked with nappies, wipes and nappy bags. When you feel your child is ready for toilet training, please do not hesitate to discuss or seek advice with us on how you would like us to work with your child to support them with a smooth transition from nappies to toilet.

Collection

If your child is due to be collected by someone other than the parent/ nominated carer, it is really important that you let us know when you drop off your child. We would ask you for a password that the nominated person would submit on collection. On each occasion that someone different is collecting, we ask you to fill in the details of who will be collecting your child and sign in the permissions book so that all staff are aware of who to hand your child over to.

Accidents

Should an accident occur involving your child, a description of the circumstances and the injury incurred will be entered into our accident book. You will be asked to sign our accident book as an acknowledgement of being informed when you pick up your child. If we feel it necessary we will telephone you to advise you of an incident (e.g. bump to the head) and if deemed necessary we would ask that the child be medically checked. In an emergency, if for some reason you cannot be contacted, your child would be taken to hospital accompanied by a member of staff he/she knows well. Please ensure we always have up to date contact numbers for you and your nominated carers (mobile phone numbers often change!)

Sickness

If your child is suffering from any contagious condition such as a rash, conjunctivitis, cold sores, sickness, diarrhoea or a high temperature, we ask that he or she should be kept home until the symptoms have subsided (and until 48 hours after the last attack for sickness and diarrhoea).

Parent Workshops

Parent workshops are carried out annually for 1 week between 9am - 10am.

Parent workshops are a good opportunity for parents and carers to see what happens at the Nursery, to share the experience with their child and to get to know your child's key person.

Grandparents, childminders and close relatives are all welcome to join us. Please speak to a member of staff for more information.

Nature Warriors

This is an opportunity for small groups of children to experience the outside environment by going on a nature walk to either to Shotover or the local Nature Reserve. All parents must complete a Permission slip before the children will be allowed to leave the Nursery site.

Our Daily Timetable

Here is an overview of a full day at Horspath Nursery.

During the summer months or good weather we have an open door policy where children can play inside or outside under supervision.

9.00am - Morning Welcome

Parents/carers are welcome to come in, look around and help to settle their child.

9.05am - Registration/Calendar/Story or Topic

Parents/carers usually leave at this point as the group prepares to start the day.

9.10am – Group time activities

Children will participate in activities such as: Phonics, Guided reading, Maths, Literacy and Hand writing. This will enable the children to have a smooth transition to school.

9.20am – Morning Exercise

Children participate in activities such as running around the field, yoga, stretches and sticky kids.

9.30am - Morning Activities/Free Flow

Children choose from a wide variety of activities. Inside the Nursery there is a language, maths and creative activity, as well as role play, construction, sand, water, mud and sensory activities. Outside activities include sand play, Stones, bikes, role play in the play house, ball games, parachute, climbing frame and water play.

10.30am - Tidy Up Time / Toilet / Handwashing

Children are encouraged to help tidy the Nursery so that they begin to understand that equipment and toys should be cared for and looked after.

10.40am - Group time

This is an opportunity for the children to discuss anything exciting going on in their lives or any adventures they have had with Toby Ted or to read or look at books independently.

10.45am - Snacktime

Children are offered a variety of fruit, vegetables, cheese, crackers and dried fruit at snack time. They drink water or milk. Staff and children sit together during this time, encouraging children to develop manners and understanding of the importance of healthy eating.

11.00am - Outside Activities

11.45am - Music time

The children gather on the carpet to round off the day with singing, dancing and rhymes or story followed by our goodbye song.

12.00pm - Home time

12.00pm – 12.30pm Lunch time

The children bring a packed lunch and eat it together. Lunch time is open to both the morning and afternoon children.

12.45pm - Afternoon Activities/Free flow

Children choose from a wide variety of activities. Inside the Nursery there is a language, maths and creative activity, as well as role play, construction, sand, mud, water and sensory activities. Outside activities include sand play, water play, mud play, bikes, role play in the play house, parachute, ball games, climbing frame and use of the school field.

2.00pm - Outside Activities

2.30pm - Tidy Up Time / Toilet / Handwashing

The children are encouraged to help tidy the Nursery so that they begin to understand that equipment and toys should be cared for and looked after.

2.40pm - Snack Time

Children are offered cheese, crackers, yogurts, dried fruit and milk or water. Staff and children sit together.

2.50pm – Story, rhymes & going home song

3.00pm - Home Time

Parents/carers arrive to collect their children.

Some children will stay and join in with the All Stars After School Club. Children remain on the carpet during collection time.

About Our Nursery

Horspath Nursery is situated in the grounds of Horspath Primary School next to the main building. It has its own separate and well equipped outside play area and we are allowed to use many of the school's facilities including the hall and outside adventure playground.

Our Nursery offers education and care for children from the age of 2½ years.

The Nursery employs a high ratio of staff to ensure the children attending the Nursery are given an excellent start to their formal education. All of our staff are selected for their personality, commitment and most of all their dedication to working with children. All staff are fully vetted according to legal requirements and we constantly encourage continued professional training.

The curriculum is planned carefully to provide a wide range of exciting play opportunities, to develop basic skills and the knowledge necessary for a smooth transition to school. Our staff teach children in small groups and spend much of their time working with the children on a one to one basis. This ensures that activities are tailored to meet children's individual needs and gives opportunities for each child to be supported and extended where appropriate. The staff also assess the children regularly so that they can quickly identify areas where children need extra help or show particular strengths which can be encouraged.

The Nursery Committee

Horspath Nursery is a registered charity, overseen by a committee of elected parents who help to run the Nursery voluntarily by keeping the accounts, maintaining the premises, allocating places and fundraising. The Committee often changes every year as children begin or leave the Nursery.

In order for the Nursery to continue to run, it needs as many parents as possible to get involved and help with its running by either standing on the committee or helping in other ways such as fundraising or offering up specific skills that can be called upon when necessary (e.g. carpentry, plumbing). It is only through this support from parents that we are able to keep childcare costs as low as they are.

There are regular meetings that are advertised in advance on the notice board. Please come to these meetings and offer your support and ideas. The AGM is usually held in July and because we are a charity, the charitable trust states that at least ten parents must be present at the meeting to nominate committee members etc.

General Committee roles and duties include:

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| Chairperson | – Overall responsibility for the running of the Nursery |
| Treasurer | – Responsible for Nursery finances |
| Minutes Secretary | – Taking of minutes at committee meetings |
| Fundraising Committee | – Raising money for the Nursery |

Fundraising is a big part of the Nursery's income. Various events will be held during the year. Some of our most successful events have been bingos/raffles, village talks, Christmas fetes and cake sales. We ask that all parents get as involved as possible; by donating items for events, helping at events, helping with maintenance issues or giving an annual donation.

Early Years Learning Alliance

Horspath Nursery is a member of the Early Years Learning Alliance. The Early Years Learning Alliance offers advice and training to ensure that we are constantly in touch with new thinking in the field of childcare and education. We receive monthly magazines offering practical advice and up to date information, and have access to a range of professionally produced publications.

The Early Years Learning Alliance provides training for both staff and parents. More information about this is available upon request.

Funding and extra sessions

Government funding for five 3 hour sessions per week is available for all three and four year olds, applicable the term after turning three.

Every child over the age of 3 years at the beginning of the term will be entitled to 15 funded hours each week over a 40-week year.

For children attending more than 15 hours per week the costs are as follows (based on £4.50 per hour):

Morning session	- £13.50
Afternoon session	- £13.50
Full Day	- £27.00

Children who are 2.5 years old and are not eligible for the Two Year Old Funding the fee is £5.00 per hour.

We also run a "holiday system" where we ask parents to fill out a quick form to advise us when their child will be away from Nursery on holidays etc. This enables us to advertise spare places and re-sell to other children who may not have been so lucky to get as many sessions as they would like. This extra income all goes back into the running of the Nursery and helps us to buy new toys and activities for the children to participate in.

Invoices will be sent out every term (6 terms) We accept cheques, BACS and childcare vouchers.

Please discuss any financial circumstances that could affect your payment schedule with the Manager or chairperson prior to starting at nursery.

Please note that the Government only pay for 38 weeks of the year and the Nursery opens for 40 weeks as we choose to open for an extra 2 weeks in line with the School, this means that we will need to invoice you separately for these weeks. To discuss your options please contact the Manager.

All Stars – Extended Hours: 8am-6pm

The Nursery offers wraparound care for its 3+ year olds through their "All Stars Club".

All Stars is run from within the Nursery building and the School playground or hall, by the Nursery staff and includes Breakfast club from 8am - 9pm with breakfast and After school club running from 3.15pm to 6pm. The After school slot gives the children the opportunity to join in organised activities between 3.15pm and 5pm (a choice of two each day) including football, dance, singing, cricket, cookery and art & craft. Tea is served at 5pm followed by free choice each night.

All Stars sessions require booking and payment in advance as places are limited and are allocated on a first come first served basis. There is the opportunity to book adhoc places/days if there is availability on that particular day, payment is required on the day when place is booked, but please note adhoc places are not guaranteed:

Prices are as follows:

Breakfast Club (includes breakfast)	£4.70
All Stars 3.15pm-5.00pm (includes extra curricular activity)	£8.00
All Stars 5pm-6pm (includes tea)	£4.50

Nursery Holidays

The Nursery is closed during bank holidays and school holidays. The Nursery is also closed for a number of inset days. All Nursery closure dates are on our annual calendar which can be found on the website and in the cloakroom.

Allocation of Places

Horspath Nursery has an excellent reputation and each year we find that the Nursery places are highly sought after. To ensure your child gets a place we encourage you to put their name on the waiting list as early as you know that you would like them to attend.

Due to the high demand for places we do have to have a system for the allocation of places, and therefore places are allocated on the following priority basis:

1. Residency in Horspath Village
2. Siblings in the Nursery or at Horspath Primary School
3. Special Needs
4. Date of registration

Information Flow

Information flow between parents and committee/staff is really important to us at Horspath Nursery. We try hard to keep parents and carers as up to date as possible. Email is our preferred method of contact as this allows us to inform parents faster and helps us waste less paper! Regular updates are sent out on email so we ask you to provide us with an email address that is checked regularly on starting the Nursery. Our website, www.horspathnursery.org.uk, is updated with all activities and notices so should be a major source of information for you. We also put lots of useful information on our noticeboard in the cloakroom area of the Nursery so when you drop off/pick up your child you should find lots of useful information there too.

Policies

The Nursery complies with the law by having policies which are regularly reviewed and updated. All new parents are shown a copy of the policies document. A copy of our policies is also available on the website and a copy is on display in the cloakroom for you to read. Any comments or suggestions regarding the policies are welcomed. The policies give information on behaviour, safeguarding and complaints etc.

Complaints

A complaints book can also be found in the cloakroom. Should you have any complaints or concerns at any time we encourage you to talk to our Nursery Manager in the first instance or the chairperson.

Safeguarding children:

Our Nursery believes that children have the right to be secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. We comply with the procedures approved by the Area Child Protection committee. We intend to create an environment in which children are safe from abuse and in which suspicion of abuse is promptly and appropriately responded to. If we have any safeguarding concerns we reserve the right to collect evidence and seek advice from other professionals.

Inclusion, Equality and Diversity

We aim to provide equality of opportunity for all members of our group, including those with special educational needs. The high staff to child ratio allows us to work closely with all the children and pay special attention to those who may require it. We work in close liaison with many professionals across the board, and operate in accordance with the statutory Codes of Practice.

Health and Safety

Please be assured our Nursery strictly complies with all legal requirements and those regulations laid down by Ofsted, Oxfordshire County Council and the Early Years Partnership, Criminal Records Bureau, Fire Officers and Environmental Health

officers. We frequently review our Health and Safety management system and are regularly inspected by Ofsted.

Training

All Staff are qualified and experienced in Childcare. They all hold level 2/3 qualifications in Childcare or are in training. In addition, they have training in Safeguarding, First Aid, Special Educational Needs, British Values, FGM, Safer Recruitment, Equality and Diversity and various other early years' issues.

Record Keeping and Key Worker System

The Nursery staff keep regular records of the children's development through observation and one to one activities. Notes are recorded in children's profiles covering all the areas of learning. In addition, all children are given a key worker when they start at the Nursery; this member of staff will keep a special eye on them and help them to get used to the routine. This member of staff will also complete the child's Foundation Stage Profile which is filled in gradually during the time he or she is in the Nursery and then sent on to his or her Primary School. The Profile records what the child can do in each of the seven areas of the curriculum.

The Profiles are accessible to parents at any time and you are welcome to make comments or help staff complete the different sections. Please ask your child's key worker if you wish to see your child's Foundation Stage Profile. Parents evening is also an opportunity to go through your child's profile with their key worker. There is a list on the notice board of key workers and the names of the children they are responsible for.

Appointments with the Manager/Key person

If you would like to discuss your child's care, and your query is fairly brief, please come into the Nursery at the end of the session for an informal chat. However, if you would like a longer discussion, please make an appointment with the appropriate person at a time suitable for you both.

Our Curriculum: The areas of learning and development

Horspath Nursery curriculum is based on **Statutory Framework for the Early Years Foundation Stage**. All staff must consider the individual needs, interests, and stage of development of each child in their care, and must use this information to plan a challenging and enjoyable experience for each child in all of the areas of learning and development.

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, the prime areas, are:

- communication and language
- physical development
- personal, social and emotional development.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design.

Horspath Nursery provides activities and experiences for children, as follows.

- Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- Physical development involves providing opportunities for young children to be active and interactive; and 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.
- 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.
- Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- 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.

- 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.

Terms and Conditions of Enrolment

Holidays and Sickness

If you take your child out of Nursery during term time, the fees for the whole term must still be paid. This also applies to any extra sessions booked.

Withdrawing a child from Nursery Enrolment

Should you wish to withdraw your child from enrolment in the Nursery, four weeks written notice must be given, and all the fees must be paid up to date. This includes children who are leaving to go to school.

If you would like your child to attend Horspath Nursery, then we would be delighted to welcome them into our setting. Please complete and return a registration form. Forms can be found on our website, emailed on request or collected from the Nursery.

We look forward to welcoming you to the nursery.

The Horspath Pre-School Nursery Team