



Enjoy, Aspire, Achieve



www.pitmaston.co.uk

Pitmaston Pre-School Nursery



Parent Handbook
2023-24



A warm welcome to Pitmaston Pre-School Nursery

Thank you for choosing Pitmaston Pre-school Nursery for your child. We are able to offer your child learning opportunities to aid their development and learning in a fun and child centered learning environment.

We promote independence in a secure stimulating environment where learning through play is encouraged by providing a balance of child initiated and adult led activities.

Whilst learning through play each child is given the chance to be treated as an individual. We follow the Early Years Foundation Stage Curriculum and are members of the Pre-School Learning Alliance.

We are fortunate to be situated on the school site and therefore have increased opportunities for our children to visit the school and regularly use the school's facilities including the school hall for P.E, the library, reception setting and playground areas. This ensures excellent transition when the children start school.

We aim to create a challenging, stimulating and happy learning environment for all children regardless of their ethnicity, culture, religion, home language, family background, gender or ability.



Sun Safety

Your child's health and wellbeing are very important to us. Please send your child into Pre-School with a named sun hat so that we can ensure safety in the sun.

A longer lasting sun cream should be applied by parent/carers before your child arrives at Pre-School. Staff are not permitted to apply sun cream during the day. Longer lasting sun creams can be sourced in pharmacies and supermarkets.



Bad Weather

In the event of bad weather information regarding closure will be communicated via the Pitmaston Primary School website, a text to all parents and local radio.

Accidents and Incidents

Unfortunately accidents do sometimes happen even though we put measures in place to prevent them. All accidents are recorded in our accident book. We keep parents fully informed of any injuries.

PE

The children will wear their PE kit to Pre-School on the PE days and will walk over to the Key Stage One hall to commence their PE lesson.

Our PE sessions will be a combination of music and movement and will also include the use of equipment such as balancing beams, tunnels and various gross motor learning opportunities.



Home/Pre-School Nursery Agreement

Whilst your child attends Pitmaston Pre-School Nursery we want him or her to be happy, stimulated, confident and able to reach their full potential.

We will ensure:

- That your child is in a safe, happy and stimulating environment at all times.
- Discuss your child's day, morning or afternoon with you.
- Keep you informed with regular newsletters and notices.
- Inform you through the use of Tapestry and notices about your child's day and the types of activities they have experienced.
- Provide you with our welcome pack and be available to answer any questions you may have.
- Provide your child with a key person who will be responsible for your child's assessments, planning and parent meetings to discuss your child's progress.

We ask that you:

- Send your child to Pre-School for their allocated sessions.
- Ensure that your child arrives and is collected on time.
- Where possible let us know if your child cannot attend Pre-School.
- Inform us of any illness, injury or injections your child may have had.
- Tell us if you have any worries or concerns.
- Name your child's belongings.
- Let us know if you are unable to attend any Pre-School appointments.
- Pay your fees promptly, not allowing arrears to accumulate.
- Notify us immediately of any changes in home life circumstances, address or telephone numbers.
- Inform us if you are planning to take your child on holiday.

Staff List at Pitmaston Pre-School Nursery



Miss V Snape, Early Years Phase Leader



Miss G Price, Teacher



Mrs L Shurey , Nursery Teaching Assistant



Mrs L Prosser, 1:1 Support Assistant

Pre-School book bag

When your child starts Pre-School they will be given their own Pre-School book bag and asked to choose a sharing book to take home and share with you. They are sent home to encourage your child to enjoy sharing a story with you. These are not sent home as a reading book.

Each time your child brings their book back to the Pre-School they will be encouraged to choose a new book to share.



Food and Drink

At Pre-School, we believe that teaching children about healthy eating and promoting a healthy lifestyle is essential. Therefore when providing a packed lunch please keep it as healthy and balanced as possible and please do not send any nut products or sweets as we will be unable to give these to the children.

Children that attend Pre-School for an all day session need to bring a packed lunch and drink.

A snack is available for your child consisting of a variety of different fruits.



All children are entitled to free milk each day, please note if your child attends all day they will receive their carton of milk during the morning and water during the afternoon.

Water is always made available at any time during your child's day or session.

If your child has a food allergy please advise the school office and this information will be recorded on a Health Care Plan.

Contact Details

School office: 01905 423710

Our nursery email address: office@pitmaston.worcs.sch.uk

Website: www.pitmaston.co.uk

Please call this number to advise us if your child will not be attending. Please note that we will only release a child to people on the permission to collect list provided within our admissions forms. We are also not allowed to let children be picked up by anybody under sixteen years of age.

Opening Times

We offer 3 options:

Morning only session 8.40am – 11.40am

Afternoon only session 12.00noon – 3.00pm

All day session 8.40am – 3.00pm

Funding for 3 and 4 year olds.

Every child is entitled to 15 hours of free funding per week. If your child is attending for more than the funded hours fees will be payable in advance at the cost of £4.60 an hour. You will be invoiced and non payment will result in a reduction in your child's hours or a loss of the place. Working parents are now entitled to up to 30 hours free early years provision for three and four year olds the term following their third birthday if parents meet the eligibility criteria. Parents must apply every 3 months for the additional free hours through the government's online Childcare service <https://childcare-support.tax.service.gov.uk> which is open for you to register. **Eligibility for the additional free hours is determined by HMRC through the online application.**

Additional Hours:

Any additional hours taken once free entitlement is used up are charged at **£4.60 per hour.**

Pre-School fees are calculated on a termly basis and are payable in advance.

A full and detailed explanation of how 3 and 4 year old funding works is available on the website.

www.pitmastonprimary.co.uk

Parent Partnerships at Pitmaston Pre-School Nursery

Here at Pitmaston Pre-School Nursery we believe in working closely with parents and carers to build up good relationships with families and bridging the gap between Pre-School and home.

Parents are encouraged to discuss their child's progress at any time with their child's key person or with the Pre-School Teacher.

We do appreciate that drop off and pick up times are busy so please approach us and make a time that's convenient to both parties.

Twice a year you will be invited to sign up for a Parent's Evening with your child's key person and strongly advise you to attend these meetings as they are a really lovely opportunity for your child's key person to discuss their progress with you and for you to voice any concerns or questions you may also have. These are confidential meetings which enables us to discuss your child's development both at home and at the nursery. There will also be an end of year report.

Volunteers:

We welcome parents into Pre-School to help during sessions, if you would like to do this please contact a member of staff who will arrange for the appropriate checks and induction meetings to be completed.



Medication



Short Term Medicines:

We are only permitted to administer medications that have been **prescribed** by a UK doctor, dentist, nurse or pharmacist. Any medication brought into Pre-School must be in its original packaging. The pharmacy label displaying the child's name and details of dosage and instructions must be visible.

Parents/ carers will be asked to complete a short term medication form stating the above details along with their signature giving staff their full permission to administer the medication to their child.

Parents/ carers must hand the medication to a staff member so that the relevant paper work can be completed and the medication can then be stored in accordance with the instructions on the packaging and most importantly be out of sight and reach of children.

Please also advise us if your child has been given any medications at home and at what time.

Long Term Medicines:

If your child requires long term medication such as inhalers for asthma, you will need to provide the Pre-School with an inhaler and Aero chamber which can stay at the Pre-School.

You will be asked to fill out a health care plan for your child stating the following information:

- Name of child
- Date of birth
- Medication to be administered
- Reason for medication
- Describe symptoms
- Plan of action and dosage instructions



You will then be asked to sign the plan along with all staff members at Pre-School.

Child Illness

If a child feels unwell during Pre-School hours, staff will offer the child the appropriate care and a phone call will be made to the parent/ carer or emergency contact to ask for the child to be collected and taken home. The Pre-School appreciates that this can sometimes cause disruption for parents/carers but would ask them to collect their child or arrange for them to be collected by another party at the first available opportunity. In the event that it is a different person collecting the child parents/carers must inform the school office.

Please keep us informed of any changes to emergency contact details, including changes of phone number.

The Pre-School has an exclusion period which must be adhered to for the following:

Illness	Exclusion Period
Chicken Pox	For 5 days from onset of rash
Sickness and or/ diarrhoea	No return to nursery until 48 hours after the last episode of symptoms.
Conjunctivitis	No exclusion but treatment recommended
Slapped Cheek	Until clinically well
Impetigo	Until lesions crusted/healed or 48 hours after starting antibiotics
Head lice	No exclusion but please treat your child and detection comb hair every couple of days.
Measles	5 days from onset of rash
Mumps	5 days from onset of swollen glands
Rubella	6 days from onset of rash
Scabies	Until 1 st treatment completed
Scarlet fever	24 hours from commencing antibiotics
COVID-19	Follow latest guidance as detailed by the government and NHS.

The above information follows the infection guidelines for early years and childcare providers 2012, information provided by West Midlands Health Protection Unit.

If your child has any of these illnesses please inform the school office.

TERM DATES FOR ACADEMIC YEAR 2023-24

AUTUMN TERM 2023

TERM STARTS Wednesday 6th September 2023
Training days Monday 4th and Tuesday 5th September 2023
HALF TERM Monday 30th October 2023 – Friday 3rd November 2023
TERM ENDS Thursday 21st December 2023
Training Day Friday 22nd December 2023

75 days

SPRING TERM 2024

TERM STARTS Tuesday 9th January 2024
Training day Monday 8th January 2024
HALF TERM Monday 12th February 2024 – Friday 16th February 2024
TERM ENDS Friday 22nd March 2024

67 days

SUMMER TERM 2023

TERM STARTS Monday 8th April 2024
HALF TERM Monday 27th May 2024 – Friday 31st May 2024
TERM ENDS Friday 19th July 2024
Training day Monday 22nd July 2024

53 days

TOTAL 195 days

Other Dates: Good Friday
 Easter Monday
 May Day
 Whitsun Bank Holiday

Friday 29th March 2024
 Monday 1st April 2024
 Monday 6th May 2024
 Monday 27th May 2024

Settling In

We offer a warm, caring, friendly environment to help both children and families to feel welcome, safe and secure. We do our best to ensure your child's transition into Pre-School is as smooth as possible.

There is a virtual tour of school available on the website.

There will be a staggered intake for the first week from Wednesday 6th to Friday 8th September. This will ensure we prioritise the well-being of children and parents, ensure calm transitions into the setting and build strong relationships with pupils. Parents are able to bring their child right up to the door to say goodbye to their child at the door and watch them go in. If your child has a comforter or teddy that will help them to feel more secure please send these in.



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On a daily basis your child will need to bring:

- A named bag containing spare clothes including socks/ tights.
- Appropriate named coat for the weather.
- Their nursery book bag containing their sharing book that will be provided by the nursery when your child starts.
- If your child will be with us for lunch, a healthy packed lunch and drink must be provided.
- If your child attends on the day that we take part in a PE session, they should come dressed in their Pitmaston PE kit consisting of a short sleeved white polo shirt with school logo and black shorts with black pumps.
- If your child is still toilet training please supply plenty of changes of clothes to include all items this will include, underpants/ knickers, socks/ tights, trousers/skirts and tops, wipes, creams and nappies etc.



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What should your child wear?

Our Pre-School wear a navy blue Pitmaston polo shirt with comfortable trousers or leggings. This means that the children are free to explore and experiment with all kinds of materials including messy ones. Please ensure the clothes that you send your child in can be easily washed. Simple clothing which they can handle themselves will help them to become more independent when changing and going to the toilet. Buckles, laces, clasps and belts make this difficult so please try to avoid if possible.



As we spend time outside, even during the colder months, please ensure your child has suitable clothing for example coat with hood (not a gilet/ body warmer) and hats, gloves, suitable shoes etc.



During the summer months please ensure that your child has suitable cool clothes and a named hat. Please do not send your child in crocs, sandals or flip flops as these can prove problematic and unsafe when the children are being very active running and climbing and can sometimes cause accidents.

What you need to provide that will stay at nursery:

- A pair of named wellies and a spare pair of socks which can stay at the nursery on a permanent basis.
- A named water bottle.



Key Person

Every child is allocated their own key person, over time these staff members will build their relations with your child and family, forming a comprehensive understanding of your child's individual needs and achievements.

The key person will build on their information, providing a comforting, safe environment within which your child can develop and reach their full potential.



Learning Journals:

Every child has their own record of achievement throughout their time with us. We use an online system called Tapestry. Staff will carry out observations and collect photographs of your child as they develop their various skills and record their progress onto their learning journal. Parents can access and add their own observations and comments to Tapestry. Full training will be given and passwords for secure access will be issued.



Arrival and Collection

Your child's safety is always of paramount importance whilst they are at Pre-School therefore we have put into place a number of safety procedures for picking up and dropping off your child.

When bringing your child to Pre-School we ask that you **do not** park in the school car park. **This is for staff only.** You can access the Pre-School Nursery by walking alongside the main drive and to the side blue gate at the front of school. This gives a quieter route for our youngest children to enter. The gates will be opened and closed promptly after drop off.

Our Pre-School day commences at **8.40am** and we ask that parents arrive promptly so that the children can have a smooth start to their day.

Your child will enter into the Pre-School where a member of staff will be available to welcome your child. You will be required to sign your child in using our signing in sheet on drop off at the gate.

Our **morning session** finishes at **11.40am**, when the **Pitmaston Park** gate will be opened so that you can walk up to the Pre-School to collect your child. You will be asked to sign your child out during this pick up time.

Our **afternoon session** begins at **12.00noon**, when Pitmaston Park gate will be opened by a member of staff who will walk your child into Pre-School. You will be asked to sign your child in at the gate.

Please note that due to safeguarding procedures within the school site we can only keep this gate open for a period of **ten minutes** after our official start time for the afternoon session so we ask that you arrive promptly. If your child's session ends at 3pm please ensure that you are as close to the gate as possible to make the collection smooth and prompt for signing out. Individual handovers will be given at this point.

We will be locking the gate after this time and you will need to walk around to the school's main reception where you will be asked to sign in and walk through the school to bring your child to the nursery building.

Please note if this occurs it means that a member of staff has to leave the Pre-School to let you back into the school which has an impact on ratios and the running of the children's afternoon session.

Please note that we will only release a child to people on the permission to collect list provided within our admissions forms. We are also not allowed to let children be picked up by anybody under sixteen years of age.

Please note we are only able to bring the children to the Pitmaston Park gate for collection. If you have siblings that attend the school you will need to arrange for them to use this gate too.

If you arrive late to collect your child after their session has ended you will be asked to pay a late fee of **£5.00 for every fifteen minutes** you are late. You will also need to access the school office for collection via the main entrance.

We do understand that occasionally there are circumstances beyond your control that will prevent you from picking your child up on time, however we would ask that should this occur please telephone the school office by 2.45pm to let us know what is happening.

It can be very distressing for children if their parent/carer is late.