

WELCOME TO



'playing and learning for living'

WITH FULL DAY CARE and FAMILY SERVICES

KIRKSTEAD ROAD
PINXTON
NOTTINGHAMSHIRE.
NG16 6NA

01773 863105

Website www.pinxtonnurseryschool.co.uk

Pinxton 0-5 Nursery school
Community Interest Community
CHILDCARE



Dear Parents/Carers

We would like to welcome you and your child to;

PINXTON 0 to 5 NURSERY SCHOOL CIC

This booklet gives important information that you will need to know about the Nursery School - so please read on.

This is a joint Derbyshire Local Authority Nursery School and Private Community Interest Company that provides a programme of carefully planned educational play activities for children aged 0 to 5 years.

The Nursery School staff are all fully trained and are either qualified Nursery Teachers or Nursery Nurses.

Parents are always welcome in our Nursery School, if we can help in any way please do not hesitate to come and see us at any time. We are here to help you and your child wherever possible.

The Nursery School can provide continuous care and education for children from 0 to 5 years, from 7.30 am to 5.45 pm, with breakfast, dinner and tea, from Monday to Friday all year round except for Christmas and bank holidays.

Only brief details of the Nursery School can be given here, please contact nursery if you have any questions or queries.

Policies are all available in the entrance and do visit our web-site for regular information. But the best way to get to know the Nursery School is to spend some time with us - please come and see us soon.

Jayne Alton - Childcare of Director - B.ED (HONS)

THE NURSERY SCHOOL STAFF

DIRECTOR OF CHILDCARE.....

Jayne Allton

SENIOR BUSINESS OFFICER.....

Deena Tivey

STAFF WHO WORK WITHIN THE CHILDCARE

- CHILDCARE MANAGER ***Lauren Bilku-Smith***
- SENIOR NURSERY NURSE ***Grace Stephens***
- DEPUTY NURSERY NURSE ***Rachel Kirk***
- NURSERY NURSE (Room Leader)..... ***Nicola James***
- NURSERY NURSE (Room Leader)..... ***Lauren Bateman***
- NURSERY NURSE ***Jacqui Gibson***
- NURSERY NURSE..... ***Amie Sivers***
- NURSERY NURSE ***Bethany Holloway***
- NURSERY NURSE (Level 2)..... ***Nikki Brownbridge***
- NURSERY NURSE (Level 2)..... ***Chloe Leivers-Lloyd***
- SUPPLY NURSERY NURSE (Level 2)..... ***Emily Walker***
- SUPPLY NURSERY NURSE (Level 3)..... ***Sally Hancock***
- NURSERY NURSE ASSISTANT..... ***Emily Delaforce***
- APPRENTICE NURSERY NURSE..... ***Megan Adams***
- NURSERY SUPPORT WORKER..... ***Emily McCallum***
- NURSERY SUPPORT WORKER..... ***Zoe Fallows***
- NURSERY ADMINISTRATOR..... ***Charley Perry***
- GARDEN MAINTENANCE ***Ben Houghton***

In addition to the permanent Nursery School staff you may also see other people in the Nursery School as we are a 'learning' school: We learn from others and they learn from us! Teaching students from Derby University. Nursery Nurse Students who do some of their practical training with us. Students join us on 'Work Experience'.

We also have visits from other professionals such as; Speech Therapist, Advisory Teachers, Health Visitor, Social Worker, School Improvement Officers for 0-3's and 3-5's. ICT support from Lead ICT - IT Technician, staff liaison with our feeder schools to ease transfer to the next school.

We also have professionals who come to share and observe our good practice.

NURSERY TIMES

FOR UNDER 3's



The Morning Session

7.30am – 12.30am

INCLUDING BREAKFAST AND DINNER



The Afternoon Session

12.45pm – 5.45pm

INCLUDING DINNER AND TEA

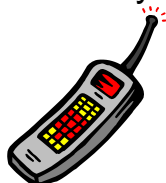
ABSENCES AND ILLNESS



If your child is ill - particularly with sickness and diarrhoea, high temperature and coughs and colds - **please keep them at home** until they are fully recovered. The best place for young children when they are ill is at home where they are unable to pass infection on to other children. We do not have the facilities to care for sick children in the Nursery School.

**YOUR CHILD MUST HAVE AT LEAST 48 HOURS FREE OF INFECTION
BEFORE RETURNING TO THE NURSERY SCHOOL**

If your child is likely to be absent for a few days – please let us know.



**THANK YOU
FOR THE CALL!**

SAFE GUARDING INFORMATION

Parents should be aware that the school will take any reasonable action to ensure the safety of its children.

In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have a legal duty to follow Safe Guarding Procedures and inform Social Care of their concern.

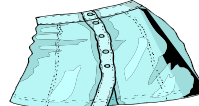
A FEW REMINDERS! PLEASE REMEMBER TO –

- Put names in items of clothing such as – coats, hats, gloves, jumpers, and wellies – in fact any item of clothing that is likely to be removed whilst at Nursery.



(This is particularly important because children often have the same item of clothing and may sometimes go home in the wrong one!)

- Dress your child in clothes they can easily manage at the toilet.



(We encourage the children to be as independent as possible – but this can be difficult for them if they are wearing such things as tight jeans, awkward belts and tights)

- Please ensure you provide adequate amounts of nappies, wet wipes and change of clothing.

Nursery does have a small stock in case of emergencies there is a small charge!!

Nursery Uniform is available. Please ask staff for details.



MEAL TIMES AND DIET

UNDER 3's Morning session –



7.30 – 8.45 Breakfast - (toast, cereals and drink)

10.00 – Morning snack - (choice of fruit / carbohydrate and drink)

11.45 -12.15 Lunch - (menus provided)



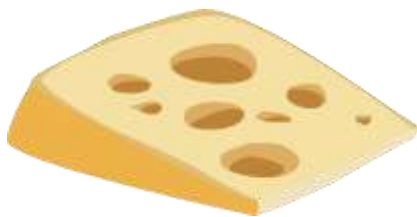
Afternoon session

12.45 – 1.15 Lunch - (menus provided)

2.00 – Afternoon Snack - (choice of fruit / carbohydrate and drink)

3.45 – 4.15 Tea time - (menus provided)

Those children with special diets are all catered for through the schools catering service. If your child has an allergy please fill in the relevant forms from Jayne and provide nursery with a letter from the hospital.



Baby Care – If your child is still on a milk diet you will need to please provide the bottles and formula milk.





FAMILY SERVICES



Baby Group

Monday afternoon – 1.00pm - 3.00pm – At Nursery

Staff – Sally

Babies under 1

Come and meet other new mums / carers, chat, share information, join in play activities.

Small refreshments provided.

Fees – Small donation towards refreshments. Thank you



Toddler Group

Friday Morning – 9.00am – 11.00am – Pinxton Village Hall

Staff – Nikki

Come and play and meet other parent /carers and children.

Play activities – construction, outdoor activities, creative, role play, story time and singing.

Snack –

Children – fruit or carbohydrate, choice of juice, water or milk.

Parents/carer – tea/ coffee and biscuit

Fees

Adult - £1.50

Under 1 – free

1- 4 years - £1.50





FAMILY SERVICES

TEDDY BEAR CLUB



Wednesday – 9.15am -10.30am – Pinxton Village Hall

Staff - Sally

By invitation only



Baby Weighing Clinic

Tuesday morning – 9.30am -11.30am (Fourth Tuesday in every month)

Your Health Visitors – Lisa or Natalie will be at the nursery to weigh your baby and discuss any problems or issues you may have.

Please book with Health Visitor

MAKING THE NURSERY SCHOOL SAFE

THE **RED DOOR** AT THE ENTRANCE TO THE NURSERY SCHOOL IS A SECURE DOOR. NO-ONE IS ABLE TO JUST WALK IN – THEY HAVE TO BE LET INTO THE BUILDING.

THIS DOOR IS OPENED BY A MEMBER OF STAFF. PLEASE DO NOT LET ANYONE IN WHILST LEAVING.

- If you arrive please ring the bell at reception. (we will hear it ring in the Nursery)



- If you arrive by car do use the Village Hall car park. The school car park is for staff only. PLEASE DO NOT PARK INFRONT OF THE GATE - ACCESS

IS REQUIRED AT ALL TIMES. 

- It is **your** responsibility to ensure that other people who may bring or collect your child from the Nursery School are also informed of these safety precautions.

THANK YOU!

FOR HELPING US MAKE THE NURSERY SCHOOL SAFE

INFORMATION WE NEED FROM YOU



ALL CHILDREN - We will ask you to complete a Nursery School – ‘**Collecting Form**’- this tells us of family members and friends that you will allow to collect your child from the Nursery School at the end of the session – particularly if there is a last minute arrangement when you are unable to get back to Nursery yourself. You will need to remember to keep this information up to date – such as change of addresses and/or telephone numbers. You will need to tell us if you are asking someone else to collect using the procedure below;



ALL CHILDREN - Please remember to inform the member of staff when you arrive, if someone other than yourself is coming to **collect** your child. This is then recorded along with any other messages and information you wish to share with us.



We will expect you to **telephone** the Nursery School to inform us of any last minute change of plan and if someone other than yourself is coming to **collect** your child.



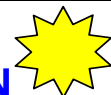
Please remember to inform us of any **change** to the information you have given to us regarding contact names and addresses, place of employment and all telephone numbers.



WE APPRECIATE YOUR CO-OPERATION.



**‘EARLY CHILDHOOD IS THE FOUNDATION
UPON WHICH YOUNG CHILDREN BUILD
THE REST OF THEIR LIVES’.**



We hope that your time spent at **PINXTON NURSERY 0-5 NURSERY SCHOOL CIC** will be happy for both you and your child.

Whilst you are with us we will be working hard to;

- Provide a **caring learning** environment that is happy, friendly and secure for all the children and their families.
- Provide a curriculum that enables all our children of all ages to grow and learn in all areas of development –Communication and language development., Physical development, Personal, social, and emotional development, Literacy development, Mathematics, Understanding the world and Expressive arts and design
- Present a curriculum that provides continuous opportunities for learning as specified in the '**EARLY YEARS FOUNDATION STAGE CURRICULUM**' and that enables the children to acquire attitudes and characteristics to learning that will form the foundation for their future development and education.
- Ensure that **ALL** the Nursery children have equal opportunity to access and enjoy the Nursery curriculum by giving consideration to individual, special and specific needs and by giving additional support where appropriate.
- Teach the children the knowledge and skills that are appropriate to their age, stage of development and level of understanding.
- Support the children in becoming independent, becoming confident to make choices and decisions and so develop their self-esteem.
- Provide a nurturing, environment where children of all ages feel safe, secure and valued and where they feel confident and curious to interact with stimulating and challenging learning opportunities.
- Provide a nurturing environment where quality care and high standards of health, safety and hygiene meet children's physical needs.
- Encourage a responsibility, respect and consideration for the well being of others in the Nursery School by establishing standards of discipline and courtesy.
- Encourage the children to become part of the Nursery community and to understand Nursery rules and routines and to be accepting of guidance given by adults.
- Provide a learning environment that is exciting and challenging and that encourages the children to be curious about the world around them.

HOW TO BOOK A PLACE

The nursery is very popular, as soon as you know you would like your child to attend Pinxton Nursery School CIC please contact Jayne (DIRECTOR OF CHILDCARE) by email Headteacher@pinxton.derbyshire.sch.uk or telephone 01773 863105 to arrange an appointment to fill in some forms.

YOU WILL NEED TO BRING THE FOLLOWING TO THE APPOINTMENT:



1. Telephone numbers -



- Doctors and health visitor
- Your telephone number and partners
- An additional emergency contact name and telephone number



2. Birth Certificate

3. 2 Year Funding Form

4. **Deposit to hold place** – This is one week's payment. (This can be paid by Bac's payment, cash or cheque on the day. Please email to confirm payment.) This will be used as your first week's payment once your child starts nursery.



5. Starting date.



PAYMENTS



You can pay by the following:-

- BAC's
- Vouchers
- Cash
- Cheque

You must always be one week in advance with payments or if paying monthly a month in advance



Deena our administrator will send you a statement when payments have been made. If paying by vouchers or bacs please send notification of weeks paid for and the amount by email or in writing to Jayne Allton – Director of Childcare.

HOLIDAYS



- You are entitled to two weeks pro-rata holidays in which you do not pay. (Please ask staff for a holiday form)
- We close one week at Christmas and one week in the summer – bank holiday week. Which you are not charged for. (This allows us to deep clean the nursesey). We are not open at weekends and on bank holidays

PLEASE NOTE IF YOUR CHILD IS SICK OR DOES NOT ATTEND DUE TO CIRCUMSTANCES AT HOME YOU ARE STILL REQUIRED TO PAY.

BABIES & TODDLERS

FROM 3 MONTHS UNTIL THE END OF THE TERM IN WHICH THEY ARE 3

Hourly rate £7.50- Minimum of 3 hour session.

BREAKFAST, MORNING SESSION & LUNCH

7.30 am to 12.30 pm

COST - £37.50

**FULL DAY
£75.00**

LUNCH, AFTERNOON SESSION & TEA

12.45 pm - 5.45 pm

COST - £37.50

PLACES ARE AVAILABLE ALL YEAR ROUND - EXCEPT FOR CHRISTMAS & BANK HOLIDAYS.

OUR RELATIONSHIP WITH PARENTS AND CARERS IS VERY IMPORTANT TO US.

WE BELIEVE THAT;

- We should develop a partnership with parents so that by working together we are able to provide the best possible care and education for their children.
- We should value the knowledge parents have of their children and that as their child's first carers and educators, parents can support the Nursery School in meeting the individual needs of their child.
- We should work closely with parents to ensure a smooth transition for the children from home to Nursery and also from Nursery to Infant School.
- We should value the views of parents and the contribution they are able to make in the day to day life of the Nursery School.
- We can support parents with the demanding and challenging role of bringing up young children by joining with other agencies to offer additional family services.
- We can extend our learning environment to offer parents and carers opportunities to further their own knowledge and skills and so encourage confidence building and self esteem.



Text to parents

We use 'texting to parents' to communicate school news, updates, reminders and events. Please keep us up dated with your mobile.



Taster Sessions

In order for you and your child to feel relaxed and confident with our nursery we provide taster sessions before your child starts. This is free. If you require additional sessions you will be charged.

A few tips to prepare

- Talk to them about coming to Nursery – what they will be playing with and what they might do.
- Sound positive and tell them how much they will enjoy it!
- Try to hide your own anxieties – little children are very quick to pick up on your worries!
- When they start Nursery make sure they know where to find their coat and where to find the toilets.

REMEMBER – some children settle well others may take a lot longer. Stay positive and stick with it – they'll get there.

IF YOU HAVE ANY CONCERNS OR QUESTIONS CONCERNING YOUR CHILD IN THE NURSERY SCHOOL – PLEASE COME AND TALK TO THE NURSERY STAFF. WE WELCOME COMMENTS AND FEEDBACK FROM PARENTS.

PLEASE SPEAK TO ANY MEMBER OF THE NURSERY SCHOOL STAFF OR THE DIRECTOR OF CHILDCARE. PARENTS MAY ALSO APPROACH OFSTED.

PINXTON 0 to 5 NURSERY SCHOOL CIC

Address: Kirkstead Road
Pinxton
Nottinghamshire
NG16 6NA

Telephone: 01773 863105

Email: **DIRECTOR OF CHILDCARE**

headteacher@pinxton.derbyshire.sch.uk

OFSTED: 0300 123 1231

Voucher / Internet Payments

Pinxton Nursery School CIC – Ofsted Number – EY368202

Account Details – Pinxton Nursery School CIC

The Cooperative Bank

Account No - 65284609

Sort Code - 08-92-99

Direct Debit Details:

Please forward all details of payments made to our Bank to headteacher@pinxton.derbyshire.sch.uk and the dates covered by any payments made.