



St Leonard's C.E First School & Nursery

School Lane, Dunston, Stafford, ST18 9AG
01785 712488

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www.st-leonards-dunston.staffs.sch.uk

Executive Headteacher: Mrs T.A Parton B.Ed (Hons) NPQH



"This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment"

Nursery Terms and Conditions

St Leonard's Nursery is a small nursery which follows the school and EYFS requirements and is led by a qualified Early Years teacher. At St Leonard's Nursery the children are at the centre of everything we do. We offer quality learning in a happy, caring, sharing nursery setting enabling children to develop their full potential. The children's learning environment is safe, stimulating and varied. We ensure children gain the attitudes, skill and knowledge appropriate to their age and individual needs. All this is underpinned by Christian faith and belief.

Before your child starts Nursery

Before starting your child with nursery, please fill in the following forms:

1. Contacts
2. Parental Responsibility
3. Medical form
4. Food
5. Acceptable use ICT and internet
6. Use of Images
7. Learning Journey Consent
8. Parental photography

Also provide a copy of your child's birth certificate and return all forms to the school office.

All children's belongings MUST be clearly labelled.

Admissions Policy Please see the up to date Admissions Policy on our school website.

The nursery cannot accept any child to attend a session, unless the parent/carer or person with parental responsibility fully completes and signs the Registration Form and pays the first half termly fee if applicable. This is our confirmation that our Terms and Conditions have been accepted.

What your child will need

White polo-shirt, St Leonard's sweatshirt or cardigan, grey/black jogging bottoms, leggings, trousers or skirt, trainers or shoes. In the summer girls can wear a yellow checked dress (optional). Please send your child with suitable outdoor clothing as we play out even on cold days. Please provide a set of spare clothes. A bag can be left on your child's peg if you wish. During sunny days a sun-hat and cream must be provided with your child's name on. The children will be encouraged to independently apply the cream with the assistance of a member of staff. The nursery accepts no liability for children's property whilst attending the nursery sessions.

Our school uniform is available from Crested Schoolwear in Stafford.

Love to Learn, Learn to Love



Settling in

Your child's keyworker will be responsible for helping them settle in at our nursery and liaising with you to arrange a plan of induction once your child's place has been confirmed.

Food and Drink

Children are provided with regular drinks and food in adequate quantities for their needs. Your child will be offered milk or water to drink and a healthy snack is offered during the morning and afternoon sessions. Food and drink is prepared at the setting.

If children are staying for lunch you can supply them with a packed lunch from home or purchase a school meal at a cost of £2.30. School meals are cooked on the premises in our kitchen and meet the government's nutritional standards. Menus are sent out regularly and are available to view on our school website. If you have any questions about lunches or any dietary requirements please speak to the nursery staff.

Fresh drinking water is available to children at all times.

A record is kept of any special dietary requirements, preferences or food allergies, taken from the child's Admissions Form.

Security, Child Collection and Missing Child Policy

The premises and surrounding site is secure.

Please let staff know if your child is going to be late or absent by telephoning the school office on 01785 712488.

All staff are police checked before being employed by us, as are students and volunteers.

Session Times, Funding and Payments

The nursery will be open term time only from 8.55am – 3.00pm.

The following session times are available

	Session	Cost
Morning	9am – 12noon (Snack served)	Nursery Funding OR £12 per 3hr session
Lunch	12noon – 12:30pm	£2 + £2:30 (if ordering a school meal)
Afternoon	12:30pm – 3:30pm (Snack served)	Nursery Funding OR £12 per 3hr session

Children may join the nursery for two or more full or part-time days. They must do at least 3 sessions per week on different days to ensure continuity for the children. A child may start our school nursery during the year that they reach four. All 3 year olds are entitled to up to 15 hours per week (term time) government funded nursery care from the school term after their 3rd birthday and funding can be shared between settings. An additional 15 hours per week maybe available (30 hours in total) for working parents from September 2017. More information is available at: www.staffordshire.gov.uk/30hour. Applications are required by parent at: <https://www.childcarechoices.gov.uk/> It is a parent/carer responsibility to apply for their 30 hour code, the eligibility of this code MUST be checked approximately every 3 months via HMRC. If you do not recheck and confirm your eligibility for the extra 15 hours then funding will cease and your child will re-vert to 15 hours funding or you will need to pay for the extra sessions.

If you do not qualify for 30 hour funding additional sessions may be purchased (subject to availability) these MUST be booked with the school office. The prices are per child per session and apply to all children. There is no reduction for leaving before the end of the session. The fee payable is for all booked sessions. Fees are only waived in exceptional circumstances and will be reviewed on an individual basis.

Fees are required to be paid monthly, in advance before the or on the 1st day of the month, unless this date is during school holidays, when payment will be due on the first day school re-opens. If fees are not paid within 14 days of request of a late payment a charge of £25 may be payable, if payment has not been

received by the end of the next billing period without prior agreement from the office manager sessions will be suspended. If you are having difficulty paying fees, please speak to the manager in confidence. Sessions must be booked for a half term in advance using the nursery booking form. For exceptional circumstances additional sessions to those previously booked may be available if staffing ratios are adequate, again these must be booked via the school office. Any booked session is only for the child named on the booking form and is not transferable. The nursery reserves the right to increase fees at any time upon giving a terms written notice of the proposed increase to parent/guardian. If no representations are received in writing from the parent/guardian to the increased fees then the parent/guardian will be deemed to have accepted the same and the payment shall be due as per the invoice.

If parents/carers are late collecting their children they will be asked to pay the late payment fee of £7.50 per 15 minutes, charged in addition to the hourly rate.

Method of Payment

Payments must be made in advance

Fees can be paid by childcare vouchers or online using ParentPay

Payments must be made **monthly in advance. Fees are paid for the place, not attendance.**

Dinner monies should be paid by Parentpay separately to the fees, (weekly/monthly etc.), as they are payable to Staffordshire County Catering. We ask for **dinner money payment** at least at the beginning of the week, **in advance**. Some families prefer to pay half-termly/termly in advance.

Cancellation/Termination of Nursery place

All cancellations or terminations must be made in writing to the school and this will be confirmed in writing. This notification must be a half term in advance and this notice period is payable. If you need to change the days that your child attends, please put in writing the changes and contact the school. We try to accommodate such changes wherever possible.

Health & Wellbeing

Illness

If your child becomes ill during a nursery session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of your child. Your child will be cared for until collected. In case of a minor accident, basic first aid will be administered. The parent will be asked to sign the Accident Form on collecting the child. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/legal carer to advise or discuss with him/her the course of action to be taken. PLEASE NOTE: IF THE PARENT/CARER CANNOT BE CONTACTED IN TIME, THE NURSERY LEADER WILL TAKE ACTION TO GAIN APPROPRIATE MEDICAL TREATMENT FOR THE CHILD. IN ORDER FOR US TO BE AUTHORISED TO DO THIS PLEASE ENSURE THAT YOU HAVE SIGNED THE BOX ON THE PERMISSION FORM.

Nappy Changing

At St Leonard's, we recognise that children achieve different milestones at different rates. We have facilities for nappy changing and support children to independently go to the toilet. Your child's key worker will work closely with you and your child through the process. Please provide nappies, wipes and any creams to be used for your child in their nursery bag. When children do need changing, they will always be treated with dignity and respect, see our Nappy changing policy on the school website.

Accidents

There is always a member of staff with a relevant paediatric First Aid Qualification on site and, an 'Up-to-Date' First Aid Box is kept on the premises at all times. All accidents are recorded in an accident book in accordance to school procedures. Please inform us if your child contracts an infectious illness/disease or if they have any other medical problems that we should be aware of. St Leonard's Nursery is **unable** to accept children who are ill. Please do not send them for 48 hours after they become symptom free for sickness and/or diarrhoea. Any child suffering from an infectious disease should be excluded from the nursery for the appropriate period of time advised by the doctor. The school adheres to guidelines on www.hpa.org.uk.

The Staff of the nursery will keep up-to-date records on children's health.e.g. allergies. If your child needs

medication, you will need to complete the relevant forms. Please speak to the School Office. See also the school's Health & Safety and Administration of Medicines Policies.

Hygiene

Children are encouraged to wash their hands before eating food, after visiting the toilet and after messy play (indoor and outdoor). All tables are washed with anti-bacterial spray or sterilising fluid. Equipment is cleaned regularly. The cleaning of the premises is carried out by cleaners employed by the school. Strict hygiene routines are followed in dealing with blood, vomit, other body spills and soiled clothes. Disposable gloves are worn and all soiled items are disposed of in tied bags.

In the unlikely event of a Fire

Fire drills are carried out termly. When the fire alarm sounds, the children will be evacuated onto the school playground. The toilets will be checked, by the assistant, for any remaining children. A headcount/register will then be taken to ensure all children and adults are accounted for. Emergency contact numbers will be available from your registration forms for us to contact you should it be necessary. It is therefore your responsibility to inform us if this information should change.

Health and Safety

Please see the school's Health and Safety Policy. Smoking is not permitted in any area of the school. St Leonard's is insured under the school's public and employer's liability insurance. A classroom risk assessment is carried out biannually and/or whenever any significant change takes place.

Complaints

If you are unhappy with any aspect of your child's nursery experience, please do not hesitate to speak to your child's keyworker. If you are still unhappy with the outcome, please see the Headteacher or follow our school complaints policy.

Policies

The nursery forms part of the school and as such all school policies will apply.