

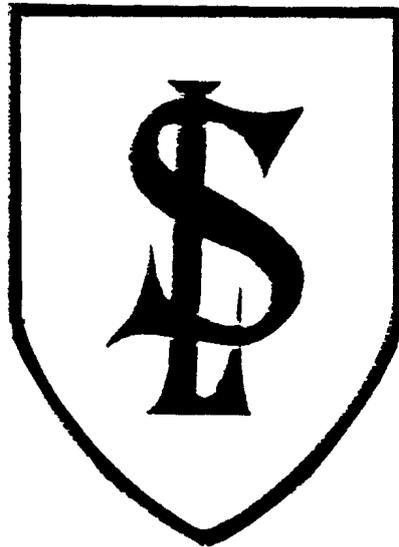
St. Luke's Catholic Primary School

Mr. A Crist
Headteacher

Shaw Lane, Prescot
Merseyside L35 5AT

Tel No: 0151 477 8580
Fax No 0151 477 8581
stluke@knowsley.gov.uk

Email:



St Luke's Nursery and Daycare Starter Booklet



Parent/Carer Information
St Luke's R.C. Primary School,
Shaw Lane,
Prescot,
Merseyside,
L35 5AT

0151 477 8580
www.stluke.knowsley.sch.uk



Dear Parents and Carers,

Welcome to St Luke's Nursery

We have two part-time classes of 26 children aged 3-4 years. The information in this booklet is designed to help you understand what happens in Nursery, how we intend to help your child develop to their full potential, become an independent individual and how you can help and be involved in the process. We hope you find the information useful.

As a Nursery we aim:

- ◆ To develop a partnership with parents/carers, enabling children to learn at home and at nursery.
- ◆ To provide an environment which encourages children to talk, to listen and to share with adults and children.
- ◆ To provide a range of activities, which enables children to discuss, think, question and learn.
- ◆ To provide opportunities for parents / carers to share the progress and achievements of their child, to contribute to our observations and assessments of their child and therefore support our planning.
- ◆ To follow the principles of "The Early Years Foundation Stage" within all aspects of our practice.
- ◆ To work with other schools and settings, in order to provide a continuity of experience and enjoy a positive transition for all.
- ◆ To interact with children so they gain knowledge and understanding of the world, of themselves and of others, whilst building a foundation for lifelong learning.
- ◆ To provide an environment, which is welcoming, safe and stimulating, where children enjoy themselves, grow in confidence and fulfil their potential.



Our Team

The staff work very much like a team and look forward to welcoming you to our school. Here are some of the staff you are likely to meet.



Mrs Carson
Nursery Teacher



Mrs McBain
Daycare Manager



Miss Davies
Daycare Assistant



Mrs McBride
Daycare Assistant

Induction / Settling in

Induction is an important part of starting nursery. We aim to ensure that your families introduction to our nursery is as stress free as possible. Some children feel comfortable straight away, whilst others take longer to get used to their new environment. We want your child to feel safe and happy in your absence as they cannot play and learn successfully if they are anxious and unhappy. We have thought very carefully about ways to support you and your child through this transition. At St Luke's Nursery we offer:

Nursery Visit – once a place has been confirmed you will be offered an opportunity to come along to a session with your child in the half term prior to them starting nursery. This offers the opportunity for you and your child to familiarise yourselves with staff, children and routines as well as have some fun together.

Home Visits - Before your child starts nursery two members of the nursery team will visit your child at home, or child minders home if this is easier. The home visit gives us the opportunity to see your child in a familiar setting and build relationships with you and your child. We find this makes for a positive start to a child's life at school. You will have the opportunity to talk with the staff about your child's particular interests and needs and ask any further questions you may have.

Settling Period – Every child is unique and some children will settle quickly while others take longer. The aim of nursery staff is to ensure your child feels happy, safe and secure without you. We ask that on your child's first session at nursery you bring them at 9:00 and pick them up at 11:00 (am session) and 1:00 and pick them up at 3:00 (pm session).

Nursery Hours

Morning Session - Monday – Friday 8:30am – 11:30 pm

Afternoon Session - Monday – Friday 12.30pm – 3.30pm



Working in Partnership with Parents

As a team we believe we can more effectively meet your child's needs if we work together. We value your input as your child's primary carer, and as an expert on your child. We rely on your partnership, so together we can provide your child with the highest quality education and care. This will make their nursery time happy and enjoyable.

Each term we will offer opportunities for you to meet with your child's key person and look through your child's record's – observations, assessments and together we will identify your child's next steps. We also have stay and play sessions for you to stay and see how your child has settled in and have fun with your child in our nursery setting.

Every child in the Nursery has a 'Home/School Book'. These books are used to inform you of what we have been doing in nursery that week to inform discussions that you can have at home. You can also write in the book to share any of the wonderful things that you have been doing at home or places you have visited. We love it when photographs, pieces of work, comments or information about your child's learning or their current interests are added to the book.

Your child will also bring a book bag home weekly with two books in it for you to share. These will be books from the class library. Book bags can be purchased from the school office.

At the beginning of each session staff are available for you to pass on quick messages or ask questions. If you need a more private moment, or need to speak to us at length you can make an appointment to see the Nursery Teacher or your child's key person.



Further Information

Illness and medication

If your child is ill, please phone the school office and we can mark the absence appropriately in the register. If your child should suffer from sickness or diarrhoea during the course of the year, please keep them at home for 48 hours. (This is in line with NHS guidance) If your child has a minor accident we will inform you with an accident form at the end of the session. If your child becomes ill or has a more serious injury, they will be looked after by someone qualified in first aid and you will be contacted.

In many circumstances, children on temporary medication are probably not fit to be at nursery. Medicines should only be brought to school when essential, that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. We do not accept medicines that have been taken out of the original container, nor make changes to dosages on parental instructions. Parents/carers will be asked to complete Form Med 1 – Parental/Headteacher Agreement for School/Setting to Administer Medicine to record details of medicines in a standard format, in the presence of a member of staff. This form confirms with the parents/carers that a member of staff will administer medicine to their child. We will complete and sign Form Med 2 - Record of Medicine Administered to an Individual Child each time we give medicine to a child. In all circumstances, the dosage and administration of medicine will be witnessed by a second adult.

Asthma medication is kept in a medical box and should be labelled with written instructions as the dosage and the name of the child. You are also required to fill in a small form. Some children in our school need individual care plans and these are set up with parents, the school nurse and the SENCO. (Special Educational Needs Co-ordinator)

Absences

If your child is going to be absent because they have a medical appointment, or are sick please telephone school or notify us in advance.



General Information

We ask that all children are dropped off and picked up by a responsible person. We also ask you to inform us if there is a change to the person picking your child up either at the beginning of the session or through a phone call to the school office.

If you are bringing your child late to nursery or picking them up early for an appointment, please do this through the school reception.

Children are provided with a carton of milk and a healthy snack each day. We ask for a weekly voluntary contribution of £1 towards this. At the end of each session children will be provided with a free piece of fruit.

For your child's safety we also ask that no jewellery is worn.

The children wear a nursery uniform which consists of a red jumper with the school badge on, a blue polo shirt, navy blue jogging bottoms and black pumps. Please remember to label all pieces of clothing including pumps.

Each child will be given a peg outside the nursery where they can hang their coat. Children should also have a bag (school pump bags are available) with a spare change of clothing in and where they can store their pumps.



Child Care Admissions Policy

The Nursery admits children from the age of 3 years. Extended child care places are available in the Foundation Stage Nursery. These places are allocated on receipt of your validated voucher code , which you can apply for by contacting- www.knowsleyinfo.co.uk or ring 01514435635 or 08000852022 option1

- Parents/carers interested in registering their child should contact the School. They will be informed of the availability of places .
- Parents/carers will be required to complete an application form.
- If the child care places are available for the child, a starting date will be discussed and agreed with the parent/carer. The number of sessions that the child shall attend will also be agreed.
- If the Nursery has no child care places available, parents/carers will be informed and the child's name will be added to a waiting list.
- When a place is no longer required, parents/carers should inform school.

Child Care Hours

Monday - Friday - 9.30 - 3.30 government funded early years childcare offer 30hours
8.30- 3.30 government funded plus £5 per day for the extra hour

After School Club:

3:30 — 4:30 = £5 daily

3:30 — 5:30 = £7 daily

Nursery children can attend after school. An application form must be completed.



Examples of daily routines for children accessing Daycare

- **Toilet and hand washing**
 - children are encouraged to use the toilet and wash their hands at regular intervals and always prior to eating.
- **Lunch**
 - Children sit together with their friends and the staff. We encourage them to bring a healthy packed lunch.
- **Rest time**
 - mattresses are provided and children are encouraged have a rest, to help recharge their batteries, in a soothing calm environment.
- **Teeth cleaning**
 - each child is encouraged to brush their teeth 30 minutes after their lunch. We ask parents to provide their child with a toothbrush to do this.
- **Outdoor**
 - children always have access to the outside environment.
- **A variety of experiences**
 - Children have access to a range of activities such as painting, using musical instruments, role play and Little Superstars
- **Tidy time**
 - All children are expected to contribute to tidying the class room when the activities are over and when they have finished an activity.
- **Ongoing snack**
 - Freshly prepared, healthy snack is available for all children throughout the afternoon, along with fresh, filtered drinking water.
- **Story time/song time**
 - The children enjoy a variety of traditional and modern stories and songs.

