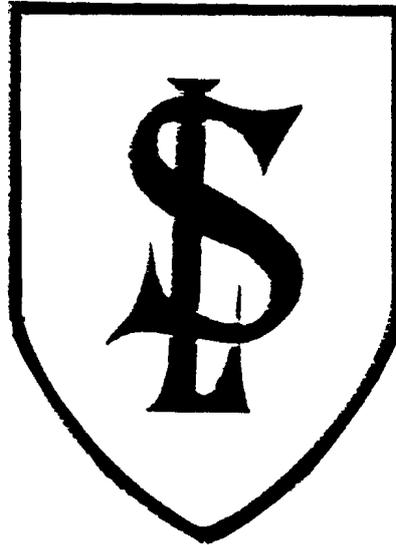


# St. Luke's Catholic Primary School

Mr. A Crist  
Headteacher

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Merseyside L35 5AT

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## St Luke's Nursery and Daycare Starter Booklet \*COVID 19 Updated version



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

0151 477 8580  
[www.stluke.knowsley.sch.uk](http://www.stluke.knowsley.sch.uk)

**Nursery Hours**

Morning Session - Monday – Friday 8:40am – 11:40 am

Funded 30 hours (ECO) - Monday – Friday 8.40am – 3.00 pm



Dear Parents and Carers,

### **Welcome to St Luke's Nursery**

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 other 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 inclusive environment, which is welcoming, safe and stimulating, where children enjoy themselves, grow in confidence and fulfil their potential.



# Our Team

The Nursery staff look forward to welcoming you to our school.



Mrs Andrews  
Nursery Teacher  
and SENCO



Mrs McBain  
Nursery TA and  
Daycare Manager

## Induction / Settling in

**Due to COVID 19, some procedures have been temporarily suspended. In place of Nursery and Home visits, families will be offered an appointment in school for each child and 1 accompanying adult.**

**At present, when children start in Nursery, adults will not be able to accompany them into the building.**

Induction is an important part of starting nursery. We aim to ensure that your family's 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. During your Nursery appointment, you will have the opportunity to chat about your child and their experiences and interests. This will help us to get to know your child better.

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 am and pick them up at 11:00am as these times are less busy.



## Working in Partnership with Parents

**Due to COVID 19, we will limit the amount of letters etc sent home.  
We will use the class dojo system to share newsletters etc.**

**Book bags should be brought in on Monday and will be sent home  
on Thursday.**

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.

When safe to do so, we will offer opportunities for you to meet with the Nursery staff and talk about your child, their current assessments and next steps. We also hope to 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.

We love it when photographs, pieces of work, comments or information about your child's learning or their current interests are sent to us via class dojo.

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 messages or you can use the class dojo system to send a message. If you need a more private moment, or need to speak to us at length you can make an appointment to see or speak with the Nursery staff.



## Further Information

### Illness and medication

**COVID 19**—If your child shows symptoms of COVID 19, please follow the latest government guidance by keeping them at home and informing Nursery. If your child develops symptoms of COVID 19 whilst at Nursery, you will be contacted to come and pick them up. Please follow latest government guidance if a member of your household tests positive for COVID 19.

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 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 sign them in or out at the school reception at the main entrance.

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, to be paid in a lump sum half termly, at the beginning of each half term. Staff will inform parents of the accumulative cost via a post on class dojo. During each session children are provided with a piece of fruit, provided by the Free Fruit For Schools Scheme.

For your child's safety we ask that no jewellery is worn. If ears are pierced, small stud earrings should be worn.

We encourage lots of exploring through messy play in Nursery. Your child may get paint, mud, flour or water on their clothes. Children should have a bag (school pump bags are available) with several spare changes of clothing in, including underwear. Each child will be given a peg outside the nursery where they can hang their coat and pump bag. Can we ask that, due to limited space, large backpacks are not used.

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/Velcro shoes. Please remember to label all pieces of clothing, including pumps and coat. Encourage your child to be independent when taking on and off their pumps/shoes, coat and jumper/cardigan.



## **Daycare and ECO Admissions Policy**

8 Daycare and Extended Childcare Offer places (ECO) are available in the Nursery. ECO places are allocated on receipt of your validated voucher code , which you can apply for by contacting- [www.knowsleyinfo.co.uk](http://www.knowsleyinfo.co.uk) or ringing 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 Daycare 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 Daycare 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, giving one months notice.

### **Daycare Hours and Cost**

#### Monday - Friday

ECO 8.40—3.00 pm government funded 30 hours extended childcare offer.

Paid Daycare 8.40—3.00pm government funded 15 hours plus £18 per day for 3.2 hrs

#### **After School Club:**

3:15 — 4:30 = £5 daily

3:15 — 5:30 = £7 daily

Nursery children can attend after school club. An application form must be completed. These are available in the main school office.



## 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 and drink.

- **Rest time**

- mattresses are provided and children are encouraged to have a rest, to help recharge their batteries, in a soothing calm environment.

- **A variety of experiences**

- children have access to the indoor and outdoor resources and environments and also the sensory room and activity room.

- **Story time/song time**

- The children enjoy a variety of traditional and modern stories and songs at the end of the session.