**Curry Rivel Church of England Primary School & Little Pips Nursery**



**‘Healthy trees bearing good fruit’ – Matthew 7 v 17**

**Key nursery Information**

It is our intention to make Little Pips accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to Little Pips through open, fair and clearly communicated procedures.

**Our Nursery is;**

* **Open from 7.30am until 5.30pm Monday through to Thursday and 7.30am-5.00pm on Fridays**
* **Open for 52 weeks of the year, we always close for bank holidays and two weeks at Christmas**
* **Our baby room currently takes a maximum of 12 babies per day**
* **Our main Nursery currently takes a maximum of 32 children per day. ( 8, 2 year olds and 24 ,3-4 year olds)**

**Booking sessions**

Sessions must be booked and confirmed via one of the Nursery Managers. Any change of hours request must go via our Nursery Managers .

**Waiting list**

If the sessions you require are not available you will have the option to be added to our waiting list. Session availability changes throughout the year and our Nursery Manager will keep you updated, via email, as to when your child can begin Nursery. **Being added to our waiting list is not confirmation of your child’s booked sessions.**

**Settling sessions**

We recommend children complete four to six settling sessions within our baby room and at least two within our main nursery. Any additional settling sessions are chargeable. During your child’s settling sessions you will be asked to complete all relevant nursery paperwork and sign various permission forms. You will sample a variety of our policies. A reminder to please check our website or speak to a Manager for hard copies of any of our polices or procedures.

**Observation and assessment**

For most children we use an online system ‘Tapestry’ to record learning and development.

**In our baby room** you will have information daily via the ‘Care journal ‘of how your child has eaten, slept and records of any nappy changes. You can also expect weekly photographs and/or videos of your child enjoying activities.

**In our main nursery** you will receive photographs and/or videos but they may be less frequent.

**Across our nursery our children will always be busy and engaged in lots of fun and exciting activities planned thoughtfully to support their learning and development. As a team our priority is always to be ‘in the moment ‘therefore, we may not always capture this for tapestry.**

**Fees and late charges**

Please see our Nursery fees policy, you will need to sign and agree to this policy before your child begins Nursery with us.

**What do I need to bring to Nursery?**

Please see our ‘Starting Nursery checklist’

Your child will be involved in messy activities at Nursery and although the staff will encourage them to wear aprons whenever possible, we would advise that your child does not wear ‘good / expensive’ clothes to nursery as accidents can happen. It is helpful if you mark all your child’s belongings with their name as it can be difficult for our nursery staff to locate unnamed items.

We always purchase paint that is ‘washable’ however, we are aware that at times our paint can stain – Please be mindful of this when dressing your child for their Nursery day.

Children are not permitted to bring toys from home as they do become upset if items become mislaid or broken. In the baby room favourite comfort toys are of course always welcome

**Illness**

Children must stay away from Nursery for 48 hours following any episode of sickness and diarrhoea.

We will update you via Tapestry with any contagious illness we have reported to us so that you can make an informed decision regarding your child attending nursery.

We reserve the right to send any child who we do not feel is well enough to be at nursery home throughout their nursery session .

**Food and drink**

Your child will require a water bottle or beaker containing **water only**.

For children in our baby room who require formula milk, please bring a brand new tub of formula to Nursery which will be labelled and left on site alternatively you can provide a small pre-measured pot containing your child’s formula daily. **This must be clearly labelled with the number of ounces your child requires**. Your child’s key-worker will let you know when this formula runs low via your Tapestry care diary.

You can order a hot lunch from our kitchen or provide your child with a packed lunch. Your child’s packed lunch must contain at least one piece of fresh fruit, vegetables or salad. Your child’s packed lunch must not contain fizzy drinks or sweets.

Your child should bring a morning snack to Nursery in a labelled bag or container. Morning should be fresh fruit, vegetables or salad.

**Medication**

Medication must have its original label clearly displayed. You will be required to complete a medication form before we administer any medication.

If your child has a medical condition one of our Nursery Managers will complete a medical care plan to ensure your wishes and medical advice is followed whilst they are here at Nursery. Children with asthma and severe allergies will also require a medical plan. Medical plans must be complete and agreed before your child begins with us at Nursery.