



**PROBUS NURSERY HANDBOOK**  
**2020/2021**



## Who's who at Probus Nursery?

All staff are well qualified and very experienced in their roles. They undertake regular training to ensure your child receives the best possible support and early education. Our photos and information about our qualifications are displayed in the nursery entrance and the table below shows you who we all are.

### Staff Structure 2020/2021

Head of Probus School	Ms Praed
EYFS Lead	Miss Guy
Nursery Lead	Mrs Bowles (Acting Lead)
Nursery Deputy	Mrs Gatley
Nursery assistants:	Miss Pearce

### Keyworkers

Each child is assigned a keyworker within the first few days of settling into the nursery. The role of the keyworker is to help your child become familiar with the setting and to feel confident and safe within it. Luckily, we have small numbers of children in each session so that enables all staff members to develop a lovely relationship with your children. All staff will meet the needs of each child in their care and respond with sensitivity to their feeling, ideas and behaviour. Key workers will be spending slightly more adult-led time with their children, for example during singing or maths, and will be tending to intimate care needs more regularly than other staff members.



## Funding

- 15 hours free childcare for 3 and 4-year-olds
- All 3 to 4-year-olds in England can get 570 free hours per year. It's usually taken as 15 hours a week for 38 weeks of the year
- It starts from the term after your child's 3rd birthday

For further information concerning 30 hours free childcare and 2 year old funding, please log into <https://www.gov.uk>

**We accept 2-year-old funding from the term after your child turns 2 ½**

## Session request forms

After each half term holiday, a session request form will be handed/posted/emailed to all registered Probus Nursery, and new starters, for parents/carers to state which session they require for the forthcoming full term.

A letter will accompany the relevant form and it is vital session requests are returned by the stated date so the nursery can allocate and confirm places.

**For all late requests we cannot guarantee any sessions for the following term.**

**If sessions are changed an EY2C form will be provided for you to update and return.**

## Invoicing and payments

We email/post invoices in advance to all parents whose child is either non-funded or has sessions over and above 15 funded hours. We require 50% payment by the start of the term to secure your child's place with the remaining balance paid by the half term holiday as stipulated in the letter.



Any non-payment, or late payment, may result in your child's place being withdrawn.

A ParentPay account will be set up by the Academy administrator. Due to allocation of staffing, refunds for the withdrawal of children during term time will be at the discretion of the school.

## Missed sessions

Sessions unattended due to infectious diseases ( i.e. chicken pox) may be deducted from your invoice, or refunded if already paid. We cannot offer refunds or swap sessions for routine child illnesses (i.e. coughs, colds, high temperatures etc.) If your child has an ongoing condition that requires hospital treatment, alternative sessions may be offered on a case-by-case basis, subject to availability and a copy of a consultant's/GP's letter.

## If your child is ill

Please note in instances of sickness and/or diarrhoea, please keep your child off nursery for 48 hours, timed from the last occurrence. Please call 01726 882647 to inform us of their absence.

We are permitted to administer prescribed medicines and prescribed Calpol under your GP's instructions.

You will be asked to complete an Aspire medicine form which will allow us to administrate this to your child at the required time of day.

There is no need to keep your child away if they have minor ailments such as a cough or cold. A member of staff will contact you should their condition worsen.

Please contact the staff for advice if you are unsure whether to send them in.



## Accidents

Thankfully, because of our strict Healthy and Safety Guidelines, accidents tend to be rare and only minor. Should a child bump/graze themselves, it is logged in our Accident Book – a duplicate for the bump form will be given to you or put in your child's bag. If more than a graze, a member of staff will speak to you at the end of the session.

If a more serious incident occurs, you will be contacted immediately – **please make sure that we always have an up to date contact number for you.**

## What your child will need in nursery

Please make sure your child comes to nursery in casual, comfortable and practical clothes. For the top half, we recommend wearing our nursery uniform (optional). A polo shirt and sweatshirt which can be purchased from:

### **Keywear**

Address: Church Walk, Truro TR1 1JH

Phone: 01872 242233

**THIS UNIFORM IS BEING PHASED OUT AND WON'T BE AVAILABLE TO PURCHASE FROM 31<sup>ST</sup> MARCH 2021. CHILDREN WILL BE ENCOURAGED TO WEAR A PROBUS SCHOOL JUMPER FROM SEPTEMBER 2021.**



Please could you provide spare clothes for your child in a bag. These can be hung on your child's peg.

Footwear should be sensible, no flip flops. Your child will also need a pair of wellies for outdoor play.

A coat is always a must as we never can rely on our Cornish weather and we do like to get outside as much as possible.

In the summer, we ask that you apply sun cream to your child before they attend nursery and provide their own hat and sun cream to reapply if needed.

To encourage the children to drink during their session, please could you provide a water bottle filled with water. We will then refill it when needed.

**PLEASE PUT YOUR CHILD'S NAME ON ALL BELONGINGS**

## Arriving at nursery/going home

If someone different is collecting your child at the end of their session, please inform a member of staff. A safe word will be asked, so please make sure whoever is collecting knows this.

If this information has not been provided a phone call home will be made. We cannot dismiss any children without full confidence in who is collecting them, so please keep us up to date with this.



A member of staff will be on the door to greet you, a picture of your child will be placed above a peg for your child to hang their belongings on. Children then self-register by finding their picture and placing it on the 'in' board.

Your child is then encouraged to sit and join in with Nursery rhymes, ready to be registered to start their exciting day!

## Session times

Our days start and end via the Cullen View side gate - although if you're running late you will have to enter via the main school entrance on Ladock Road and a member of the school staff will buzz down to the nursery building.

**Morning Session 8.45am -11.45am (side gate locked by 9:05am)**

**Lunch Session 11.45 am - 12:15pm Lunch sessions are only available to those children staying for a full day. This 30 minute session is free of charge.**

**Afternoon session 12:15pm-3.15pm**

**All day session 8.45am – 3:15pm**

Late collection is subject to a charge – see our Charging Policy on the website or ask a member of staff for a paper copy.

## Session Charges -2020/2021

If you wish to book additional sessions to the 15 hours allocated, a charge per session will be due, this is dependent on availability. Please speak to a member of staff.



### 3 & 4 year olds

<b>Morning session 8.45am -11.45am (for hours over and above 15 hours funding for 3 &amp; 4 years old )</b>	<b>£5p/h</b>
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### 2 ½ year old session charges

<b>Morning session 8.45-11.45pm</b>	<b>£5.00 p/h</b>
<b>All day session 8.45-3.15pm</b>	<b>£30.00</b>

**Please note our wraparound care – Breakfast Club & After School Club - is available to children aged 3 years plus, if already in receipt of 3/4 year old funding.**

**Breakfast Club (7:45am – 8:45) includes breakfast**

**Afterschool Club up to 1 hour (3:00-4:00pm) includes a snack**

**Afterschool Club up to 1.5 hours (3:00- 4:45pm)**

**Full session (3:00- 5:30pm)**

**To book a place either for breakfast or after school please telephone Diane or Julie on 01726 882647, alternatively you can email us at [kidsclub@probusschool.org.uk](mailto:kidsclub@probusschool.org.uk)**





## Snack time

Please bring a healthy snack in each day for your child. Please bear in mind that we are a nut free school so please do not bring in snack that contain nuts or may contain nuts. Snack time is an opportunity for the practitioners to sit down with the children and encourage healthy eating and conversations between the children.

## Lunch time

We ask that children staying for lunch bring a healthy packed lunch.

A hot meal can be purchased from the main school at a price. Please see the school office for prices.

Please ask a member of staff if you would like a paper copy of the set menu.

Cooked Lunches need to be booked through parent pay.

A vegetarian option is available.

All the children and staff sit down at the table together in the school hall where children learn to eat their packed lunches/school dinners, socialise and see their family members.

## Nappies

We always have a number of children that are at varying stages of potty training when they first start with us. Some children are in nappies/pull ups and this is fine.

Please speak to a member of staff about support or advice regarding potty training and we will be happy to help and support you and your child with potty training at home.



If your child attends nursery in nappies, you will be asked to complete an Aspire Toileting Plan for use in Early Years settings form. This gives us written permission to change your child during their session.

Please provide in your child's bag, wet wipes and nappies/pull ups.

If your child is transitioning into underwear, please provide plenty of change of clothes.

## Newsletter

Our monthly newsletter is sent to you by email, this will update you on our monthly topics, celebrations and dates to remember. It is also uploaded at [www.probuschool.org.uk](http://www.probuschool.org.uk) - click on the tab CLASS PAGES and click 'Probus Nursery'.

## Sharing WOW moments

We love to share at Probus Nursery so please don't forget to record all your child's special moments from home and put this onto Tapestry.

We love celebrating milestones and WOW moments like independent dressing or trying a new vegetable for the first time!

## Birthdays

We love to celebrate your child's birthday at nursery. You are welcome to bring in cake for your child only and share some photos on Tapestry to share with their friends. We will sing them happy birthday and make their day as special as we can.

**PROBUS NURSERY IS NUT FREE**



## Tapestry

Tapestry builds a very special record of a child's experience and journey through their early years, using an online learning journal designed and developed specifically for EYFS settings. Using photos, videos and diary entries, a teacher, Early Years practitioner or childminder, along with the child's parents, 'weaves' the story of the child and how they progress together. The Tapestry platform then works seamlessly to enable these memories to be kept as a permanent record of each child's unique life.

All information held in the platform is kept securely and can be downloaded and shared as required. Parents/ carers are able to view their child's progress, and how much fun they're having – online, through the platform as Probus Nursery share observations. Parents/carers can also upload their own thoughts and comments. Please complete the online tapestry form provided to set this account up.

## EYFS Statutory Framework

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered Early Years providers must follow the EYFS, including childminders, pre-schools, nurseries and school reception classes.

## Safeguarding



The school takes great care to safeguard all children and follows all statutory and Local Authority guidance with regard to child protection.

Our designated person for child protection is Acting Head of School Mrs A Praed and our deputy is Miss C Livingstone. Our Child Protection Policy is available on the website or a paper copy is available in the nursery setting.

## Leadership

The school and nursery is led by Acting Head of School Mrs A Praed. Probus Primary School is part of the Aspire Academy Trust and therefore does not have a Board of Governors. For information on governance please visit <http://www.aspireacademytrust.org/193/governance>.

If you have any concerns or complaints regarding Probus Nursery, you should raise them in the first instance with your child's keyworker. If you feel that matter has not been resolved, please contact Mrs Brown (Nursery Lead) and then the Head of School. Should you still not be satisfied, our Head of School will provide you with a copy of the Aspire Complaint Policy.

## Finally

We would like to remind you that all the children at Probus Nursery are treated as individuals. We believe that everyone deserves respect whatever gender, race, age, religion or ability and we take equality issues seriously.

We will not tolerate any bullying or harassment at the school. We hope that your child will enjoy their time with us.