



St. Michael's Nursery

Market Place, Penkridge, Stafford, ST19 5DJ, Tel/Fax (01785) 712344

Headteacher: Mrs Zoe Cahalan

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Information

St Michael's Nursery is a small governor managed nursery which follows the school and EYFS requirements and is led by a qualified Early Years teacher. At St Michael'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.

Terms and Conditions

Before your child starts Nursery

Before starting your child with nursery, please complete 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.

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What your child will need

White polo-shirt, St Michael'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.

Settling in

Your Nursery Manager 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 your child requires a lunch, you will need to 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, there is one displayed on the nursery noticeboard. If you have any questions about lunches or any dietary requirements, please speak to the Nursery Manager.

Fresh drinking water is available to children at all times.

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

Security, Child Collection and Missing Child Policy

The premises and surrounding site is secure. Main entry and exit doors are security coded. Please drop your child off at and collect them from the door into the Nursery, off Market Square.

Please let staff know if your child is going to be late or absent by telephoning the school office on 01785 712344.

All staff are subject to a police check before being employed by us, as are students and volunteers.

Session Times, Funding and Payments

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The Nursery will be open term time only from 9am – 3.30pm. For extended care from 7.30am to 9am and 3.30pm to 6pm please see Out of School Terms and Conditions.

The following session times are available

Session	Time	Cost
Morning	9.00 - 12 noon (Snack served)	Nursery funding Or £13.00 per session
Lunch	12 noon - 12.30 pm (Hot Lunch served)	£2.50+ £2.30 for lunch
Afternoon	12.30pm- 3.30 pm (Snack served)	Nursery funding Or £13.00 per session

Children may join the nursery for two or more full or part-time days. They must do at least 2 sessions per week on different days to ensure continuity for the children.

All 3 year olds are entitled to up to **15 hours per week (term time) funded** nursery care from the school term after their 3rd birthday. If children are already receiving funded hours from another setting they are not eligible for an additional 15 hours, but may share funded hours between settings. A child may start nursery as soon as they are 3 years old but will not qualify for nursery funding until the term after their 3rd birthday therefore additional session costs will be applied. ***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/>

Additional sessions may be purchased (subject to availability).

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 booking form.

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For exceptional circumstances additional sessions to those previously booked may be available if staffing ratios are adequate.

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 two months 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.

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

You may need the following details to use **childcare vouchers**:

Account Name: Staffs County Council - County Fund

Account sort code: 30 93 83

Account number: 44093360

To ensure your payment goes to the correct school, it is critical that you ensure the childcare voucher company quote your surname and the BACS reference for St Michael's, which is 344792

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

All cancellations or terminations must be made in writing to the nursery manager 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 nursery manager. We try to accommodate such changes wherever possible.

Where a place has been held for your child to start at a specific entry point (September, January, Easter) and you choose not to take this up at that specific time, we are unable to guarantee a place at a later date.

Health & Wellbeing

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Illness

All of our Early Years staff have a Paediatric First Aid qualification which is renewed every 3 years. 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 Michael'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 Michael'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 Nursery Manager. 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 before snacks are eaten or cooking activities are undertaken. All drinks cups are to be sterilised

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daily. Clean paper towels for hands are provided for each session. Separate cleaning cloths will be provided for dishes/tables and equipment.

Equipment is cleaned regularly. The cleaning of the premises is carried out by County 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 field. 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 Michael'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 or the Nursery manager. 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.

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