

Welcome to our Nursery



Dunchurch Boughton CofE Infant Academy and Nursery

Information for new families

Nursery Times:

The nursery operates three sessions each day.

The morning session runs from **8:45am-11:45am**

The nursery lunchtime session runs from **11:45am to 12:15pm**.

The afternoon session runs from **12:15pm to 3:15pm**

Wrap around care is available through our 'Owls Club'.

When dropping off and collecting your child, please take them to their nursery room via the nursery playground entrance.

The nursery playground gates are locked from **9.00am-11:30am** and **12:30pm-3:00pm** to ensure that the school site is secured. Access to the school during these times may only be made via the main reception entrance in School Street.

Lateness



In order to minimise disruption we ask that if your child is late that you follow the procedure set out below:

- ***Enter the Nursery by the front door (office end of the school).***
- ***Report your child's arrival to the secretary.***
- ***Say goodbye to your child at the school office and, the secretary or headteacher will accompany your child to their classroom.***

Please do not attempt to bring your child into Nursery by any other entrance. For health and safety reasons, we must know which children are on the premises and every child must be marked in school on either the official class register or in the event of coming in through the main entrance, the main reception register.

If your child is going to be in late for any reason and requires a school dinner, please let us know by 9:30am so we can ensure a dinner is ordered.

Absence from school

If your child is not attending their normal nursery session, or is going to be late to nursery, it is essential that we be notified of the reason. Please ensure you call the school office and leave a message on our absence line, contact us via the Class Dojo App or send us an email by 9:30 am.

Holidays in Term Time/Attendance

If you intend on taking your child on holiday during the school term time, please let us know by sending an email directly to the nursery manager, or by notifying us via the Class Dojo App.

Medical Appointments during Nursery Time

If it is necessary for your child to attend an appointment during school hours, please let us know in advance. Your child must be collected from and returned to, the school office so that they may be signed in and out of the premises.

Illness

If your child is not well enough to attend Nursery, please leave a message on the school answer phone before 9:30am on each day of the absence.

If your child has been sick during the night, or had diarrhoea, please do not send them to Nursery the following day. They need to be free of sickness and diarrhoea for **48** hours before returning to Nursery.

Medicines

If your child needs anti-biotics and is well enough to attend Nursery, we are happy to administer these for your child. We will need you to complete a medication form and we are only able to give medication that is prescribed by a doctor. Due to any unforeseen allergic reactions, and to ensure that your child is well enough to attend, they should stay at home for the first 24 hours of taking antibiotics before returning to the setting.



Inhalers

If your child uses an inhaler, please ask the staff in the school office for an Asthma card. This should be completed and returned as soon as possible and will help us to manage your child's condition. Please also obtain an inhaler from your child's doctor so this may be kept in Nursery at all times.

Contacts

It is imperative that we have contact telephone numbers in case your child becomes unwell. Please ensure that you have completed the 'Authorisations' form and remember to update the details when necessary. Ideally, we need three separate contacts so that someone is always available.

Dunchurch Nursery Key Person System

Each child is assigned a Key Person when they start nursery. This member of staff will have special responsibilities for a group of children within the nursery. You and your child will be introduced to your key person when they start nursery.

A Key Person will ensure that the needs of each child are recognised within the nursery so that, within the overall curriculum framework, the educational and developmental needs of each child are being considered.

A Key Person's responsibilities include:

- Ensuring that the child settles into nursery life and that they feel secure and welcome
- To build a relationship with the child and act as a point of comfort if needed
- To build a relationship with the child's family, communication with parents as necessary
- To ensure that any relevant assessments are carried out and are up to date
- To highlight any areas for improvement or areas where the child is excelling and address them

It is important to recognise that a Key Person does not shadow their children throughout the session or liaise only with their Key Group. Children are encouraged to build relationships with all nursery staff.

Nursery Uniform

Nursery children are welcome to wear their own clothes in Nursery. There is an optional nursery uniform, which can be purchased from Webb Ellis in Rugby. There are polo shirts priced at £9.99, and sweatshirts priced at £10.99 available. This is the same uniform as the rest of the infant school and can be worn throughout.

What to bring to Nursery

When bringing your child to Nursery we ask you to please provide the following items:

Please ensure that all items are clearly labelled with your child's name

- Bag or backpack
- Spare clothing (including underwear and socks)
- Weather appropriate clothing (Sun hat, cream etc in summer, Coat, hat, gloves etc in Winter)
- Comfortable, practical shoes to be worn on your child's PE days (you will be advised which days are your child's PE days during your settling in sessions)

Working with Parents

We hope that as parents you will always feel welcome at our nursery. If ever you have any concerns about your child, please speak to your child's Key Person at the end of the day or speak to Lauren Binczik, the nursery manager. There is also the opportunity to discuss your child's progress at open afternoons/evenings and parents evenings.

Class Dojo App

At Dunchurch Boughton CofE Infant Academy and Nursery we use an app called Class Dojo. This is an online platform that we use to communicate with our families and to keep you updated with the learning and experiences happening at Nursery. Weekly newsletters and key school information will also be posted on Class Dojo, and you have the opportunity to send messages to your child's key worker, other members of Nursery staff and the Nursery manager via Class Dojo. You will receive a log in email for Class Dojo when your child starts Nursery.



PTA

Many parents help us by raising money through holding special events. We have an active Parent Teacher's Association. The PTA not only raises money for the school but also gives practical help at school events, for which we are all grateful. If you would like to sign up to the mailing list and find out more, please email:

DunchurchInfantPta@gmail.com.

Parking

Like most schools, parking is an on-going problem! Cars should **never under any circumstances** be parked in the area enclosed by zigzag lines nor should this be used as a dropping off zone. You will note also that the school car park is very small and this is for staff members only. Please do not use it to either reverse into or turn around. Cars may be parked in any of the surrounding streets but please do be considerate of the residents. If necessary, please park in the centre of the village and walk the final distance to school.



At the end of the day, children are never permitted to leave the school premises to find their parent's parked car. We only release children safely into the care of a known adult.

Payments

Invoices are issued to parents/carers on a termly basis via Email. Payment methods including bank details are included within each termly invoice you receive. Various payments methods are available including bank transfer and tax-free childcare schemes. If you wish to pay via cash or cheque, please return these in a sealed envelope to the school office (cheques should be made payable to 'Dunchurch Nursery'). If you have any difficulties paying the invoice in full or would like to discuss your fees, please do take the opportunity to speak to the Nursery Manager or Finance Administrator in the school office.

Funding

Universal Nursery Education Funding is available for all children from the term after their 3rd Birthday providing they turn 3 before the end of March, August or December. You will then be entitled to receive Nursery funding for up to 15 hours per week 38 weeks per year in a Nursery of your choice. Depending on eligibility, some parents may be entitled to an additional 15 funded hours per week.

The introduction of the Working Parent Entitlement funding from April 2024 means that some children may be eligible for Nursery funding for up to 15 hours per week the term after their 2nd Birthday according to eligibility. The extension of this funding from September 2025 means that some parents may be eligible for funding from when their child turns 9 months old.

Some families may also be eligible for 2help funding, 2Help funding provides eligible two-year-olds with up to 15 hours of free childcare per week from the term after their second birthday. The funding is paid directly to the setting, so there is no charge for these hours. Families may choose to pay for any additional hours or optional extras, such as meals or activities, but these are entirely voluntary and do not affect access to the funded place.

Parents will need to apply for any additional funding the term before they intend to use it in a childcare setting through the 'Best start in life' website where parents/carers can also check their eligibility and the funding they are entitled to.

<https://beststartinlife.gov.uk/childcare-early-years-education/>

Other funding options may be available for some families including EYPP (Early Years Pupil Premium) and DAF (Disability access fund). More information relating to these funding options can be found at:

<https://www.gov.uk/get-extra-early-years-funding>

Milk

Milk is provided free of charge for nursery children.

Food

Nursery children have the option of a hot meal at lunchtime. These are cooked daily in our own kitchen and menus are posted on Class Dojo for the week ahead. If your child would like to bring a packed lunch, this is also an option.

For a packed lunch, we ask you to provide only 3/4 healthy items. This supports our teaching of a healthy lifestyle and by only providing 3/4 items, ensures that the children have plenty of time to finish their lunch. There is no need to provide a drink as all children are provided with a drink of water at lunchtime.

Please ensure that no food items containing nuts are brought into Nursery.

Please ensure that packed lunches are brought in non-breakable, clearly named containers.

Drinks

Water is provided throughout the day so please do not send in any additional drinks for your child. Each child is given their own water bottle which is filled daily and sterilised weekly.

Fruit Scheme

We are fortunate in that we are part of the government's fruit scheme initiative. This scheme enables all of our children to have a free piece of fruit every day at school.

The fruit is served mid-way through the session along with a drink of either milk or water, as part of a social time. The idea behind the initiative is that healthy eating is promoted. Experience has shown us that children who decline fruit at home are more than happy to eat it at school, alongside their friends. This means that there is no need for children to bring any form of snack e.g. biscuit/cake from home.



Before & After School Care

Outside of our nursery sessions we run our **Owls Club**; a safe and happy environment for children aged between 2 years 9 months and 7 years both before and after school. The club offers a range of activities and offers a definite 'home from home' feel.

The club is based in one of our nursery classrooms and has its own kitchen, toilet and entrance which is accessed via the nursery garden.

The club operates between 8.00a.m. and 8.45a.m. each morning and 3.15p.m and 6.00p.m each afternoon. The ratio is 1 adult to every 8 children and a minimum of 2 adults are in attendance at all times.

Personal Possessions - Jewellery

The wearing of any kind of jewellery in Nursery is discouraged. Children with pierced ears may wear small studs, not sleepers, for safety reasons. The nursery does not accept responsibility for the loss of any jewellery or for any accident caused by wearing jewellery.

And Finally...

If you have any questions at all about your child settling into nursery, please do not hesitate to ask us. We want the transition from home to nursery to be a very happy experience for both you and your child and we are always happy to help or answer any questions that you may have.



USEFUL INFORMATION

School Telephone Number: 01788 810292 (option 3 for Nursery)

School e-mail address: office.infant@dunchurch.covmat.org

Nursery Manager e-mail address: Lauren.binczik@dunchurch.covmat.org

School and Nursery website: www.dunchurchinfant.covmat.org/