

Nursery Parent Information



Egerton Primary School
and Nursery

Tel No: 01565 213127

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Welcome to Egerton Nursery. We are delighted you have chosen us, and we look forward to getting to know you and your child. We have put together this document as we know this can be an anxious time for parents when leaving their children in the early days. We will hopefully answer your questions and help you and your child to settle quickly and smoothly.

Morning sessions | 8.50am – 11.50am

Afternoon session | 12.15pm - 3.15pm

Lunch is part of the afternoon session and is eaten at around 12.15pm

Little Lions is our before and after school club | 7.45am – 8.50am (everyday) or 3.15pm-5pm (Monday-Thursday only)

Parking

The cul-de-sac near the school gets very busy and we discourage parents from driving down it! To help keep our children safe if arriving for 8.50am sessions and then again at 3.15pm, please find alternative parking, Booths now have 2 free hours.

On Arrival

Unless you have booked in for “Little Lions” then the morning sessions starts at 8.50am. Please note we are unable to open the doors until 8.50am due children attending Little Lions. Please keep a change of clothes in a labelled bag on their allocated peg in the foyer. Please leave pushchairs outside there will be a member of staff on the outside door. Help your child to find their name card on the playroom door on the way in and staff will direct you to the relevant baskets. Lunch boxes and water bottles also need to be placed on the lunch trolley/water trolley and not on their pegs. Please read our “tips for settling in” which is in this information pack, it has some good tips to ensure a smooth transitions.

Collecting your child at the end of the session

The doors will be open at 11.50am and then again at 3.15pm. The children will be sat on the mat with the staff ready for pick up, they are not allowed to get off the mat until you have entered the playroom. Please refrain from asking staff questions on the door as they are there to ensure your child is safe. Any of your child's creations or correspondence are on the table please check after collecting your child from the mat. The children's lunch boxes and water bottles will be in the foyer to collect on the way out. Your child's key person or sessions leader will try really hard to give you feedback.

Children's absence from Nursery

In the event of your child being absent from Nursery, parents are required to inform the school office either via telephone or email by 9:15am. If parents fail to notify school by these times, they will be contacted by a member of staff to ascertain the reason for your child's absence. A record of all absentees will be recorded in the register.



Communication

We will communicate with parents via School Spider APP, email or letter and we use the Tapestry APP to record your child's learning journey and to send out invoices.

It is essential for ALL parents to download the 'School Spider' and 'Tapestry' app, (from the App store or Google play – both are free of charge).

Once 'School Spider' is downloaded you can choose Egerton Primary School from the menu. Your login details will be sent via the email address that we have on our records for you. You will receive these log in details in September, please contact the school office if you have any problems downloading or logging in.

We send out messages via the app instead of texts so please check you are logged in; all your children are listed and your notifications for the app are enabled. Most of our communications (invoices, accident/incident reports) will be sent via these apps. If there are any urgent messages regarding your child, we will always call you directly.

After a few weeks your key person will invite you in for a chat about how your child has settled, meanwhile they will keep you informed of the wonderful things that your child has been doing as they are settling in via Tapestry.



TAPESTRY
ONLINE LEARNING
JOURNAL



Online Learning Journey – Parent’s Guide to Tapestry

Introduction

All children attending nursery and reception will have a personal on-line Learning Journey which records photos, videos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child’s experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child’s Learning Journey and, in addition to viewing our contributions; we encourage you to add to it by uploading photos and comments, or commenting on observations made by us. **Where do I start?**

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

Changing your settings

On the computer

At the top right of your screen you will see your name, and selecting this will give you the option to ‘Edit Preferences’. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child’s Learning Journey – just tick or untick the relevant box if you would like to change this setting.

On iPhone/iPad

To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child’s Learning Journey

Once logged in, you will see your child’s observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

Adding an entry to my child’s Learning Journey

Choose the ‘Add Observation’ option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the ‘add media’ option. When you have saved your observation, you may go back to the home screen at any time by choosing ‘home’.

Lunch Boxes & Water Bottles

Please see the healthy eating guidance information from Cheshire East below. Please put your child's **labelled** lunch box and separate **labelled** drinks bottle (water) on the lunch/water trolleys and not on their pegs. If your child has any allergy it is paramount you inform us via your "All about me" form and verbally to your key person. Please note we are a "nut free School and Nursery"

To ensure we follow good healthy eating practice can parents please refrain from putting chocolate or sweets into children's lunch boxes.

Guidance on pack lunches from Cheshire East

Produced by Cheshire East Council Health Improvement Team to encourage healthy and safe food in lunch boxes.

- The preparation and storage of packed lunches prior to consumption can pose a number of food safety problems.
- Peak periods for food poisoning occur during the warm summer months, so extra care is needed during this time.
- At room temperature harmful bacteria can multiply rapidly if they are present in food.
- Foods high in protein such as boiled egg and cooked meats are often used in sandwiches and can be perfect breeding grounds for bacteria if they are kept moist and warm at room temperature.
- If foods have been handled frequently before they are eaten, they are more likely to have been contaminated with bacteria.
- Small ice packs are available which fit inside sandwich boxes. These can be frozen overnight and then put in the lunch box to keep the food cool until it is eaten at lunchtime. Bacteria on food multiply more slowly in colder temperatures than at room temperature.

For further information on Cheshire East Council Health Improvement Team and the advice on Healthy eating and food safety, please visit:

http://www.cheshireeast.gov.uk/social_care_and_health/health_advice/healthy_living/food_safety.aspx

Things to remember

- Your child will need a labelled water bottle, this needs to be placed on the water trolley on arrival.
- Your child will need a labelled lunch box, this needs to be placed on the lunchbox trolley on arrival.
- Please supply a change of clothes in case of accidents. Children are encouraged to explore inside and out and **will get** dirty.
- Ensure **ALL** clothes are labelled including hats, coats, gloves and wellies.

Medicines

We can only administer prescribed medicines and a permission form will need to be filled in and signed.

If your child is having to depend on Calpol to get them through the day please keep them at home or if they are unable or unwilling to play independently due to “feeling poorly” we will ring a parent to come and collect them. It is crucial that we are able to contact a parent or nominated carer at **ALL TIMES**.

If your child has sickness/diarrhea we follow the Public Health England Guidelines and we have a strict rule that they do not attend Nursery for 48 hours after their last sickness/diarrhea. Please see our full health policy at the back of this document.



Funding

All children are entitled to 15 hours funding the term after they turn 3, if you think your family may be entitled to the new working family 2 year funding, disadvantaged 2 year old funding or 3 & 4 year old 30 hours funding, please visit www.childcarechoices.gov.uk to check your eligibility.

Any hours attended not covered by the funding will be charged as per the following table.

Voluntary Contribution

The 15 hours start or end of the week options will be covered by the free 15 funded hours + a £5 per week voluntary fee to cover the cost of snack and supervision at lunch times paid by parents.

The 30 hours option will be covered by either free 15 funded hours + parents paying for 15 hours, or by the free 30 funded hours. There will be a £10 per week voluntary fee to cover the cost of snack and supervision at lunch times paid by parents.

To summarise

Part time 15 hour place we ask for a maximum of £5 per week voluntary contribution for snack and lunch time supervision

Full time 30 hour place we ask for a maximum of £10 per week voluntary contribution for snack and lunch time supervision

All nappies, wipes, sun cream etc **MUST** be supplied by parents

Uniform

We are proud of the high standards that we set for our pupils' appearance and appreciate your support in this. The school uniform is:

A red school sweatshirt or cardigan with Egerton School logo (required)

A white polo shirt with Egerton School logo or a plain white polo shirt (required)

Grey or black trousers/grey skirt (required)

Please visit www.classworx.co.uk and select Egerton Primary School, you will find the nursery section options listed

Little Lions Before/After School Club

Children who are toilet trained, are able to attend our before and after school Little Lions Club. This takes place in the main schools Lions club however; nursery children do have a familiar member of the Nursery staff with them when they attend. Little Lions is only open 7.45am till 9am (everyday) and 3.15pm till 5pm (Monday to Thursday only). All bookings for Lions need to be done via the Magic Booking system.

Invoicing

The voluntary charges and any fee paying sessions will be invoiced monthly at the start of the month, this will be sent via email and you will be given 30 days to pay. Please pay on-line, our bank details are on the invoice, government tax free voucher scheme or you can use child care vouchers.

Egerton Nursery Fee Structure 2025-2026

3 & 4 YO		2 YO	
Session (8am or pm)	£19.00	Session (8am or pm)	£24
Full Day 8:50 am-3:15pm	£39.00	Full Day 8:50 am-3:15pm	£48
Lions Before/After School Club – Only available if toilet trained			
7.45am start (inc breakfast)	£8	7.45am start (inc breakfast)	£10.00
6pm (inc light tea)	£16.70	6pm (inc light tea)	£18.50

Tips for Settling in at Egerton Nursery

For many children, starting in Nursery is their first step towards independence and there are some important lessons to be learnt:

- **That it is possible to feel safe and happy whilst parents or carers are not present for a while**
- **That other adults can be a source of authority, help and friendship**
- **That new play and learning experiences can be enjoyed in the group and shared with parents and carers afterwards**
- **Explore the joys of new and developing friendships with other children**
- **Develop a positive attitude to learning through play**

Giving your child a chance to learn these positive lessons by working with our Nursery staff helps to make the settling-in period as easy as possible. Here are 12 tips to help you:

1. Attending an induction before you start will make the place and people feel familiar. It gives you an idea of what goes on and enables you to talk about it afterwards with your child.
2. Avoid starting at a time when there has been a disruption to routine at home. A new baby, a spell in hospital, moving house or even a long holiday can require a settling down period before the child tackles anything else new.

3. Before starting Nursery talk to your child cheerfully and positively about all the good things that will happen there.
4. Be prepared to stay with your child in the group until he or she is ready to be left alone. All children are different and this might take anything from a few minutes to a few weeks or months. It is a good idea in any case to stay for a while for the first session.

6. It might be possible to arrive a little later than the others on the first day. That way you arrive to a quiet and settled group in which the children are already busy and the staff are free to introduce the people and the activities. If not please bring your child into the playroom and settle them. The supervisor or your child's keyperson will come and introduce themselves and have a chat about how best to settle your child.
7. When you judge that your child is ready to be left, say goodbye. Don't be tempted to creep away while the child is occupied. This might seem easier at the time but it can cause the child to feel let down and mistrustful.
8. It is easier for a child to accept a parent/carers departure if there is a clear explanation of what is going to happen. 'I am going to the shops and I'll be back after storytime' can help the child envisage where you will be, understand the timescale involved and realise that you will be back.

9. For children who find parting hard, it might help to have a very brief separation at first – just to post a letter or nip to Booths! Separation time can then be extended gradually. During this period it is particularly important to be punctual. If a parent/carer is not there at the time he or she promised, the child's newly built confidence can be upset.
10. Share any relevant information with staff, in particular toileting habits and routines, special words your child uses for familiar objects etc., this can help staff reassure and help your child feel more comfortable and relaxed when you are not there.
11. Phone contact will be made as soon as possible to reassure the parent/carer where a child has been distressed when the parent left. Equally, parents or carers can phone Nursery at any time
12. **DON'T WORRY!** Children develop very quickly at this age, a child who seems unable to manage alone for even a second can have a very different attitude in a week or two. Just be calm and practical about it, reassure the child that he or she will be able to manage soon, helping him or her to make friends and get used to the activities.

Policies & Further Important Information

Notice Period

If you decide to remove your child from Nursery, we will need at least one-half terms notice, if this notice period is not met you will be charged for the remainder of the term on your child's last day.

Sun Protection

During our summer months we ask parents to apply a high protection sunscreen prior to their child coming into Nursery, staff will then re-apply after lunch, parents **MUST** supply their own labelled sun cream for their child.

No Smoking Policy

Smoking/vaping is not permitted in the Nursery building or the grounds. Any person found smoking will be asked to leave the premises immediately or alternatively to extinguish and dispose in the appropriate manor.

Mobile Phones

Parents are not to use their mobile phones inside the nursery building at drop off and pick up. Any visitors are required to leave their mobile phone securely in the nursery office until they leave.

Intimate Care Policy

Please refer to the school website for our intimate care policy.

Missing Children

One member of staff covers the playroom door and one member of staff covers the outer door at departure time. The outer doors are locked at all other times. In the unlikely event of a child going missing, a member of staff will search the inside of the building thoroughly and quickly. One member of staff will then search the grounds at the front of Nursery and Bexton Road, a second member of staff will search the rear Nursery grounds and the school grounds. A third member of staff will remain with the children of the session. If the child is still missing the parent/carer and the police will be notified.

Key Person policy

Egerton Nursery recognises and embraces the importance of children's attachments in their early years. 'Each child must be assigned a key person (a safeguarding and welfare requirement - see paragraph 3.26). Providers must inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate' (EYFS 2021).

Children are appointed a key person as soon as their sessions and staff rotas have been secured. On their child's first induction parents are introduced to all the staff and spend time sharing information and familiarising themselves with the environment and the settings routines. A welcome pack is then sent in the weeks prior to the children starting containing lots of information and necessary forms and gathering of crucial information.

The key person is often one of the first contacts with the family and they are able to build strong relationships and get to know them well. They support the child on transition and information concerning the child's learning and development and wellbeing is shared on a daily, weekly and termly basis. Parents are invited in to chat a few weeks after their child has settled and an open evening is held in the Summer term. They put together a progress pack from the child's starting point and an electronic learning journey of their time at Egerton Nursery.

Key persons have an excellent understanding of development and is therefore able to flag up any concerns to ensure early intervention and best outcomes for the child. They plan for children's next steps and interests. At Egerton Nursery we provide a safe environment and encourage children to take risks in their play in a safe environment. They are all trained in safeguarding children and the signs to look for and procedures to follow. All staff are paediatric first aiders. They work closely with the team following the settings policies and procedures and other outside professionals in a multi-agency way.

At Egerton Nursery we do not just supervise the children we spend time with them down at their level playing alongside finding 'teachable moments' and scaffolding their learning. Key persons get to know their children well and able to support them and move them on in all areas of development. All the staff act as good role models.

Complaints Procedure

Here at Egerton Nursery, we endeavour to meet all our children's and family's needs and wishes. Any parent who has a concern about an aspect of our nursery provision talks over his/her concerns with the EYFS Lead first of all. Most complaints should be resolved amicably and informally at this stage. If this does not have a satisfactory outcome or the problem re-occurs parents approach the Head Teacher at Egerton Primary School and follow their complaint procedure – please see the primary school's complaints policy on the website.

Policy on Health

Egerton Nursery is committed to the health and safety of all children and staff that play, learn and work here. As such, if a child is feeling unwell it may be necessary for the child to be collected early from a session and/or to be kept at home whilst they get better.

Confidentiality is maintained as required. Any child may be sent home at the discretion of the session supervisor, if they exhibit any of the following symptoms of;

Measles

Rubella

Mumps

Meningitis

Chicken Pox (may return when spots have dried up & child well)

Hand Foot & Mouth (may return when spots have dried up & child well)

Unexplained rash until checked by Health Authorities.

Pyrexia (fever) temperature

Vomiting

Diarrhoea

Conjunctivitis (Once on treatment for 24 hours the child can attend)

Impetigo (Once on treatment for 24 hours the child can attend)

Other communicable diseases

Please note parents are asked to keep their child at home for at least 48 hours after the last bout of sickness or diarrhoea.

Staff, carers and children with blood borne viral infections, including HIV and Hepatitis B should not require exclusion. Staff are aware of infection control procedures and are incorporated into the working ethos of Egerton Nursery.

All situations requiring these safe practices will be dealt with in the same way, ensuring:

- individuals will not feel discriminated against
- safety of all, in the event of individuals unknowingly having HIV or Hepatitis B.
- a limited need to know about a person's HIV or Hepatitis B status.

Our Contact Information

If you have any questions at all then please speak to your child's key person or call us on **01565 213127** (option 3) or email:-

admin@egerton.cheshire.sch.uk

You will find all Egerton Primary School and Nursery policies on our website, please visit **www.Egerton.cheshire.sch.uk**

