



Egerton Primary School  
and Nursery

Tel No: 01565 213127

Email: [admin@egerton.cheshire.sch.uk](mailto:admin@egerton.cheshire.sch.uk)

Website: [www.egerton.cheshire.sch.uk](http://www.egerton.cheshire.sch.uk)

# Nursery Parent Information

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 9am-12 noon**

### **Afternoon session 12pm-3pm**

Lunch is part of the afternoon session and is eaten at around 12.10pm

**Little Lions is our before and after school club – 7.45am - 9am 3pm-3.30pm or 3pm-5pm**

**Children in their final year of Nursery and who are toilet trained, are able to attend our before and after school Little Lions, the club will only run if demand is sufficient.**

### **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 9am sessions and then again at 3pm, 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 9am. Please note we are unable to open the doors until 9am 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 12pm and then again at 3pm. 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 staff either via telephone, email or using the Family APP by 10am. If parents fail to notify Nursery 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 Family (our software), email or letter.

**It is essential for ALL parents to download the Family app, (from the app store for iphone or google play/play store for android) as the majority of our communications (invoices, accident/incident reports) will be sent via the app.**

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 Family.

## **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 or juice) on the lunch/water trollies 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 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](http://www.cheshireeast.gov.uk/social_care_and_health/health_advice/healthy_living/food_safety.aspx)

### **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/diarrhoea 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/diarrhoea. Please see our full health policy at the back of this document.

### **Things to remember**

Your child will need a labelled water bottle, this needs to be placed on the water trolley on arrival.

If your child attends all day they will need a labelled lunch box.

Please supply a change of clothes and do not put your child in their Sunday best! Children are encouraged to explore inside and out and **will get** dirty.

Ensure **ALL** clothes are labelled including hats, coats, gloves and wellies.

## **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](http://www.childcarechoices.gov.uk) to check your eligibility.

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

## **Voluntary Contribution**

We offer the government “free” hours (15 or 30). The use of the word “free” is misleading because there is a cost to childcare providers for offering this service.

The government funding paid to Nursery only covers the actual cost of the childcare, with no additional costs met for resources, hygiene supplies, snack, sun screen and on-line learning journals.

In-line with other settings in Knutsford, we ask all our families who are accessing the “free” funded hours to pay the voluntary charge.

Here at Egerton Nursery we have always had our families best interests at heart, **we have kept these charges to an absolute minimum and ask for £1.25 for every funded hour**. We hope you understand we need to cover our costs so that we can continue to serve our community by providing experienced, qualified staff and delivering excellent early years care and education.

However, if you would prefer not to pay the charge please advise Louise via email to “opt out”

[lray@egerton.cheshire.sch.uk](mailto:lray@egerton.cheshire.sch.uk)

If you do opt out, please ensure you supply labelled nappies, wipes and sun cream. Nursery will continue to supply snack and milk.

## **Little Lions Before/After School Club**

Children in their final year of Nursery and 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 and 3pm till 5pm. 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 2024-2025**

Over 3's		Under 3's	
Session (3 hours)	£19.50	Session (3 hours 9am-12pm only	£24)
Full Day 9am-3pm	£39.00		
<b>Lions Before/After School Club – Only available if toilet trained</b>			
7.45am start (inc breakfast)	£8		
8.30am start	£4		
3.30pm finish	£4		
5pm (inc light tea)	£10		

## **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:

- 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.
- 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.
- Children are ready to part from their parents/carers at different ages. If your child is going through a very 'clingy' patch, it might be better to delay admission for a while unless a parent or trusted friend can stay in the group with the child.
- Before starting Nursery talk to your child cheerfully and positively about all the good things that will happen there.
- 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.



- 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.
- 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.
- 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.
- 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.
- 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.
- 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
- 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, this (sensitive skin) product is provided by Nursery for funded children.

For parents with children who have extra sensitive skin or would prefer to use their own please provide a labelled bottle for staff to use.

### **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.

## **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 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 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 Nursery Manager 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 excluded from the Nursery 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/finances/sessions – [nursery@egerton.cheshire.sch.uk](mailto:nursery@egerton.cheshire.sch.uk)

Manager – [ajackson@egerton.cheshire.sch.uk](mailto:ajackson@egerton.cheshire.sch.uk)

You will find all Egerton Primary School and Nursery policies on our website, please visit [www.Egerton.cheshire.sch.uk](http://www.Egerton.cheshire.sch.uk)

## Egerton Nursery Term Dates 2024-2025

	School Closes	School Re-opens
Autumn Term		Wednesday 4 <sup>th</sup> September
Autumn Half Term	Friday 25 <sup>th</sup> October	Tuesday 5 <sup>th</sup> November
Christmas	Friday 20 <sup>th</sup> December	Monday 6 <sup>th</sup> January 2025
Spring Half-Term	Friday 14 <sup>th</sup> February	Monday 24 <sup>th</sup> February
Easter	Friday 4 <sup>th</sup> April	Tuesday 22 <sup>nd</sup> April
May Day	Friday 2 <sup>nd</sup> May	Tuesday 6 <sup>th</sup> May
Summer Half-Term	Friday 23 <sup>rd</sup> May	Monday 2 <sup>nd</sup> June
Summer	Friday 18 <sup>th</sup> July	

**School re-opens for Autumn Term 2025-2026  
Wednesday 3<sup>rd</sup> September 25**