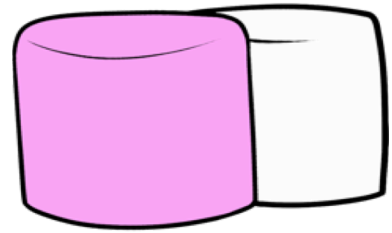
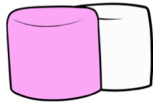


**'Marshmallows' Nursery**  
**For 2-4 Year Olds**



**'INFORMATION PACK'**

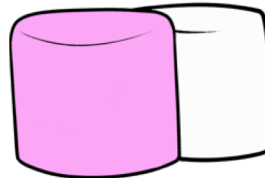
**Marshbrook First School, Teddesley Road, Penkridge ST19 5BA.**  
**Telephone: 01785 712780**



**OFSTED Registered (URN:124148)**

**Pack Contents:**

- Registration Form
- Privacy Notice
- Policy for Promoting Positive Behaviour
- Term Dates



**Headteacher: Mrs.D. Spiers**

**Early Years Foundation Stage Manager and Assistant Headteacher: Miss Jillian Gould**

**Head Nursery Nurses: Miss Lyndse Griffiths (NNEB Level 3 Early Years & Childcare)  
Mrs Nicola Bishop (NNEB & NVQ Level 4 Early Years & Childcare, Level 5  
Leadership & Management, Level 3 CCLD)**

**Play Workers: Miss Hannah Palmer (Foundation Degree EY & Childcare, Leadership & Management)  
Miss Aime Ellis (NVQ Level 3 Early Years & Childcare)  
Mrs Marie Richbell (NNEB Level 4 Early Years & Childcare)**

### **Before your child starts Marshmallows Nursery**

Before starting your child with Marshmallows Nursery, please fill in the **Registration Form and provide a copy of your child's birth certificate**. Please also complete the consent forms and return them to a member of staff.

Wherever possible please try to **name** children's belongings, particularly coats, hats, gloves etc.

### **Marshmallow's Admissions Policy**

Children can be admitted from the day after their 2<sup>nd</sup> birthday up to 4 years of age, according to the terms of registration with OFSTED. The Head Nursery Nurses are responsible for admission arrangements. Places are allocated on a first come, first served basis, on receipt of the registration form and refundable deposit. Should a number of forms be received on the same day for a limited number of places, we will follow the oversubscription criteria used by Staffordshire County Council (see [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions)).

A place in Marshmallow's Nursery does not necessarily guarantee a place in the school. LEA criteria apply for admissions to school/Reception class.

### **What your child will need**

Please send your child with **suitable** outdoor clothing as we play out even on cold days. Please provide a set of spare clothes and nappies/pull ups if your child still needs them. A bag can be left on your child's peg if you wish. During sunny periods please send a sun-hat and cream with your child's name on.

### **Settling in**

Feel free to stay with your child if you/they feel more comfortable, but they often settle more quickly, after the initial parting, once you have gone. Your child will have a keyworker who will be responsible for liaising with your child's carer and helping them settle at our nursery.

### **Aims, Learning and Play**

At Marshbrook we aim to provide the highest quality care and education for all our children thereby giving them a strong foundation for their future learning. We create a safe and happy environment with motivating and enjoyable learning experiences that enable children to become confident and independent. We value the individual child and work alongside parents and others to meet their needs and help every child to reach their full potential.

Your child will have their own personal 'Learning Journey', which is a record of their achievements. You will also be invited into school to open mornings so that you can share your child's Learning Journey with them and staff.

As part of our practice we:

- Provide a balanced curriculum, based on the Early Years Foundation Stage (EYFS), across the seven areas of learning, using play as the vehicle for learning
- Promote equality of opportunity and anti-discriminatory practice. We provide early intervention for those children who require additional support
- Work in partnership with parents and the within the wider context
- Plan challenging learning experiences, based on the individual child, informed by observation and assessment
- Provide opportunities for children to engage in activities that are adult-initiated and child-initiated, supported by the adult
- Have a key person approach to develop close relationships with individual children
- Provide a secure and safe learning environment indoors and out

(See EYFS Policy)

### Food and Drink

Children are provided with regular drinks and food in adequate quantities for their needs. (Milk, squash or water to drink, and a healthy fruit /vegetable/bread snack is offered daily during the morning and afternoon sessions. Food and drink is properly prepared on the premises. (The senior staff have a certificate in food and hygiene).

If your child requires a lunch, you will need to purchase a school dinner at a cost of £2.15. School dinners are cooked on the premises in our 5 star kitchen and meet the government's nutritional standards. They comply with dietary and religious requirements. Menus are sent out regularly, there is one displayed in the hall and on the outer kitchen door. If you have any questions about lunches please ask to speak to our cook, Mrs Henaughan. She is happy to adjust menus if need be to meet children's needs.

Fresh drinking water is available to children at all times.

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

### Security, Child Collection and Missing Child Policy

Steps are taken to ensure the premises and surrounding site is secure. Main entry and exit doors are alarmed or security coded. Please drop your child off at and collect them from the gate at the left side of the school (from the front). The perimeter gates are locked shortly after 9.10am and not re opened again until 3.00pm.

If you are late to drop off or collect outside session hours within the school day, please report to the school office. Please let staff know if your child is going to be late or absent. Staff often have meetings/commitments after school, so if you are more than 15 minutes late,

children may have to go into after school club at a charge (see school's Missing Child and Child Collection Policy for further details).

All staff are police checked before being employed by us, as are students and volunteers.

### Session Times and Funding

Children may join Marshmallows Nursery for one or more full or part-time days.

All 3 year olds are entitled to up to **15 hours funded** nursery care from the term after their 3<sup>rd</sup> birthday (NEG funding - cut off dates are 31<sup>st</sup> August, 31<sup>st</sup> December and 31<sup>st</sup> March as agreed by the L.E.A.). Children may attend nursery on the day after their 2<sup>nd</sup> birthday, but this would need to be paid for as they would not receive funding until the term after their 3<sup>rd</sup> birthday, unless they are entitled to 'Think 2' funding. If children are already receiving funding from another Playschool or Nursery they are not eligible for an additional 15 hours, but may share funded hours between settings. Please talk to staff if you have any questions.

One off sessions may be purchased (subject to availability). Please speak to the staff.

Sessions and charges are as follows:-

<b>Session Time</b>	<b>2 Year Old Charge</b>	<b>3/4 Year Old Charge</b>
Morning session 8.50am - 11.50am	£14.55	£11.25
Lunch (for those who require it) 11.50am-12.20	£3.00	£2.00
Afternoon 12.20pm - 3.20pm	£14.55	£11.25

We charge for supervision over lunchtime. A hot lunch can be purchased for an additional £2.10 (please check as this is subject to change) or children can bring sandwiches. Dinners must be booked by 9.00am each morning.

**If your child is 2 you may be entitled to 15 hours free Think Two Funding** if your family claims any one of the following:

- Income Support
- Income-related Employment and Support Allowance (ESA)
- Income-based Jobseekers Allowance (JSA)
- Child Tax Credit and have an Annual income not over £16,190 (CTC)
- Working Tax Credit and have an Annual income not over £16,190 (WTC)
- The guaranteed element of State Pension Credit
- Support through Part 6 of the Immigration and Asylum Act
- The Working Tax Credit 4-week run

- Universal Credit

Two year olds are also eligible if they:

- Have a current statement of SEN or an Education, Health and Care plan (EHC)
- Attract Disability Living Allowance (DLA)
- They are Looked after by their Local Authority
- Have left care through special guardianship or through an adoption or residence order

Please visit [www.staffordshire.gov.uk/think2](http://www.staffordshire.gov.uk/think2) or telephone: 0300 111 8007 for more information.

### **Method of Payment**

Fees can be paid by cash, cheque or childcare vouchers. Please make cheques payable to Staffs County Council and put them in an envelope for the attention of Marshmallow's Nursery or Marshmallow's Before and After School Club. We ask for payments to be made **half termly in advance** please. **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 pay goes to the correct school, it is critical that you ensure the childcare voucher company quote your surname and the Bacs reference for Marshmallows, which is 232396**

Our charges are relatively low in comparison with other settings as Marshmallow's is a non-profit making organisation. To this end we would appreciate prompt payment. It may be necessary for us follow up on persistent non/late payers with a request that their child/children should not attend the session. Parents with arrears of over two weeks will receive a billing letter reminding them of charges, along with an invoice of the amount outstanding. Should a month pass without payment, the school's arrangements for debt recovery will come into operation and the matter will be referred to the LEA debt collection team.

Please can **dinner monies** be paid **separately** to the fees, (weekly/monthly etc), as they are payable to Staffs County Catering. We ask for dinner money payment at the **beginning** of the week, **in advance** please. Some families prefer to pay half-termly/termly in advance. Cheques for lunches need to be made payable to Staffordshire County Council.

### **Toileting, Accidents, Sickness and Medication**

At Marshmallows, we recognise that children achieve different milestones at different rates. If your child is not toilet trained please do not worry. Talk to your child's key worker so that we may work together to help your child. Many young children have 'accidents', which is why we request a spare set of clothes be sent each day. If your child is not ready to start toilet

training, we require nappies to be provided. When children do need changing, they will always be treated with dignity and respect (see our toileting and nappy changing policies on the school website).

There is always a member of staff with a relevant First Aid Qualification on site and, an 'Up-to-Date' First Aid Box is kept on the premises at all times. Minor accidents are recorded in an accident book.

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.

'Marshmallows' is **unable** to accept children who are ill. Please do not send them for 48 hours *after* sickness and/or diarrhoea or with conjunctivitis as these are particularly contagious. Any child suffering from an infectious disease should be excluded from the Nursery for the appropriate period of time advised by the doctor. 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 Miss Griffiths or Mrs Bishop. See also the school's Health & Safety Policy (including administration of medicines).

### Hygiene

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.

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 sterilised (usually in the dishwasher) 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. All cleaning is carried out in the evening after the children have gone home.

### 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 upper Early Years/Year 1 playground. 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 *your* responsibility to inform us if this information should change.

### Health and Safety

Please see the school's Health and Safety Policy (including administration of medicines). Smoking is not permitted in any area of the school. Marshmallows is insured under the school's public and employers liability insurance

A classroom risk assessment is carried out biannually and/or whenever any significant change takes place. The toys and equipment on offer provide opportunities for children, with adult help where necessary, to develop new skills and concepts in the course of their play and exploration.

The equipment and toys we provide:-

- ♦ are appropriate for the various ages and stages of the children in our care.
- ♦ offer challenges to develop understanding of the world, physical, social and emotional, personal, language, and creative and intellectual skills.
- ♦ feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- ♦ include a range of raw materials which can be used in a variety of ways to encourage creativity.
- ♦ conform to all relevant safety standards or regulations, are sound and made well.
- ♦ are checked regularly by staff and replaced when necessary.

### Complaints

If there is anything you are unhappy about, please do not hesitate to speak to your child's keyworker or the Early Years Manager, Miss Gould. If you are still unhappy with the outcome, please see the Headteacher or follow our complaints policy, which is the same as that of the school and can be found on the school website.

### Policies

Please refer to the following school policies which have been adopted by Marshmallows and can be found at [www.marshbrook.staffs.sch.uk](http://www.marshbrook.staffs.sch.uk): e-safety, missing child and child collection, complaints, child protection and safeguarding, whistleblowing, disability equality scheme, racial equality, equal opportunities, educational visits, health and safety (including administration of medicines, use of visitors and outside agencies, EYFS, confidentiality, use of videos and photographic images, toileting, nappy changing).