

Welcome to Chaddesley Corbett Nursery and Pre-School

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We are delighted that you have chosen our Nursery and Pre-School, and we look forward to sharing this very important time in your child's development.

Chaddesley Corbett Nursery and Pre-School is an exciting place for your child to develop and learn. The education of the children in Pre-School is led by an experienced Early Years Teacher who is supported by well qualified experienced nursery practitioners.

At Chaddesley Corbett we have purpose built, modern facilities with access to lovely outdoor areas. The children will have the opportunity to access music, PE, cooking, art and craft, forest schools, outdoor activities, early language, and maths activities to name but a few. Being part of the school community means your child will be able to access the many wider facilities that the school has to offer, especially the beautiful environment, which is incorporated fully into our curriculum to bring learning alive and create memorable learning experiences.



Starting a childcare setting can be an emotional time, for parents as well as children. We recognise this and the importance of working together to support your child and we acknowledge that parents/carers know their child best. This is especially important during the settling in period and an individual induction programme can be organised if you

When your child starts Nursery or Pre-School he/she will be allocated a key person who is responsible for settling and supporting your child, and guiding them along their learning journey. The key person will collate evidence of progress in learning and development. This is achieved through observation during play, discussions with other staff members and using information on achievements at home that you inform us about. There will be specific times during the year when you will be informed of your child's progress; however, we are happy to share this information with you at any time.



Early Years Foundation Stage Curriculum

Your child will experience a range of activities based on the seven areas of learning, during their time at Nursery/Pre-School. All areas of learning and development are important and interconnected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, the *prime* areas, are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

The other four areas are the *specific* areas, through which the prime areas are strengthened and applied.

The *specific* areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



The children play and learn through self-chosen activities for a large proportion of the day. Some activities are adult-led, such as cooking, phonics and 'joint projects'.

The experiences and activities we offer in Nursery and Pre-School take account of the following:

- Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- Personal, social, and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding, and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology, and the environment.
- Expressive arts and design involve enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas, and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Throughout the week children have an opportunity to experience cooking, PE, music and forest schools to name but a few of the enhanced activities. These are not offered on the same day every week so that your child should experience some of these activities during their time in Nursery and Pre-School.



First Aid

All staff are qualified First Aiders at Paediatric level. Any bumps or bruises are dealt with appropriately and are recorded on an Accident Sheet. This sheet will be signed by the member of staff present and the parent collecting the child will be asked to sign to confirm that they have been informed.

Illness and Absence

Please inform the School Office before 9.00am if your child will be absent for any reason.

The Nursery and Pre-School follows the 'Infection Control Guidelines' provided by Worcestershire Health and Safeguarding Procedures. Any child suffering from a doubtful rash, discharge from the eyes, diarrhoea, or sickness, should be kept at home and not return to Pre-School or Nursery until 48 hours after complete disappearance of symptoms and the last bout of illness.

All sessions missed due to illness or medical/dental appointments still require payment.

Medication

Inhalers may be administered by staff with written consent from parents / carers stating the dosage required.

Sun block, supplied by parents / carers, may be applied to a child by a member of staff if we receive written authorisation. Please refer to our policies and procedures.

Safety

The safety of the children while at Nursery and Pre-School is paramount. The front door is kept locked throughout the sessions.

Children must be signed in and out of Nursery and Pre-School by their parent/carer. Parents/Carers are reminded that they do not have the authority to let other adults into the building as this creates a Safeguarding issue in keeping children safe.

Mobile phones are not allowed to be used in the Nursery and Pre-School and must be switched off before entering the building. On no account should a phone be used to take photographs, both in or outside the premises.

Staff will only release children at the end of a session into the care of their parents/carers. Anyone wishing their child to be collected by someone else must give written permission and inform a member of staff. In an emergency, staff will accept a phone call from a parent/carer giving them the name of an already nominated person to pick up the child.

Safeguarding policies; Health and Safety policies and procedures; and Risk Assessments are in place. Relevant policies and procedures linked to Safeguarding and Health and Safety are available for inspection by parent/carers, either on the school website www.ccschool.co.uk or by request from the school office.

Emergency Action Procedures

In the event of an emergency or adverse weather, parents /carers will be contacted to collect their child. The school website is used in conjunction with text messaging to advise of closures. In addition, school closure announcements will be made on BBC Radio Hereford and Worcester and Heart FM.

Hours of Opening and Wraparound Care

The Nursery and Pre-School is open from 9.00am – 3.00pm Monday to Friday, for 38 weeks of the year.

If you need to drop your child off before Nursery or Pre-School starts, you can book them into our Breakfast Club which is open from 7.30am Monday to Friday, term time only. Please book half-termly in advance.

The charges for Breakfast Club are:

For 2-year-olds is: £7.25 per day and for 3–4-year-olds is: £6.00 per day.

All children must be collected by 3.00pm. If you are not able to collect by 3.00pm, children should be booked into our After School Club. All Wraparound care should be booked at least a week in advance and paid when booking. Emergency or one-off bookings can be made via the School Office and payment must be made via Parent Pay in advance of your child attending.

The charges for After School Care are:

For 2-year-olds: £7.25 per hour

For 3–4-year-olds we offer: 3.00pm-5.15pm is £10.00 in total, or 3.00pm-6.00pm is £11.50 in total.

Wraparound Care details can be found on our website:

<https://www.ccschool.co.uk/wraparound-care.html>

If you have not booked, and you fail to arrive on time, your child will be taken to the After School Club and a charge will be added to your ParentPay account and you will be invoiced.

Admissions

We try and be as flexible as possible, however admissions are usually only taken at the start of a new term or half-term. Please refer to the School's Admissions Policy available on our website. We ask for all applications to be sent to our finance team at least half a term in advance.

Holiday Club

We also run **Holiday Clubs** throughout the year. In total, Nursery and Pre-School is open for 48 weeks each year. Holiday Club must be booked and paid for separately, it is not covered by your Government funding. Details of our Holiday Club can be found on our website:

<https://www.ccschool.co.uk/holiday-club.html>



Payment and Funded Hours

All 3-year-olds will receive 15 hours of Government funding starting the term after their third birthday. If you are eligible, you may be entitled to 30 hours funding.

You can check this by looking at the following website:

<https://www.gov.uk/apply-30-hours-free-childcare>

The Government also offers 15 hours of funding per week to eligible children at 2 years of age.

These funded hours are available from the term after a child turns 2 years old.

To check if you are eligible for 2-Year-Old funding, please check by visiting:

<https://www.gov.uk/apply-free-childcare-if-youre-working>

We try to be as flexible as possible with how Parents can use their funding. We therefore offer the following options: Available Monday to Friday, term time only (38 weeks per year):

Holidays may be taken in term time, but payment for all allocated sessions is still required.

Time details of sessions	Details of provision
8 am to 12 noon	4 hours to include 1 hour at Breakfast Club.
8 am to 6 pm	10 hours to include 1 hour at Breakfast Club & 3 hours at After School Club. Parent provides packed lunch.
9 am to 12 noon	3 hours.
9 am to 3 pm	6 hours. Parent provides packed lunch.
12 noon to 3 pm	3 hours. Parent provides packed lunch.
12 noon to 6 pm	6 hours. Parent provides packed lunch.

- Children can start in our Nursery at the start of a term or half term once they are two years old.
- Any additional or non-funded hours will require payment.
- The first 15/30 hours per week are deemed to be your funded hours subject to your eligibility.
- We will always endeavour to offer you the sessions that suit you best. However, there are a limited number of places available for each session. This ensures compliance with the legal regulations and staff to child ratios.
- Sessions are **not** transferrable; this includes weeks that include a Teacher Education Day. This is because school only receive government funding for 38 weeks per year, whereas the Nursery is available for 39 weeks. Therefore, over the course of the year your child will get their funding entitlement. If you go over your 38 weeks, you will have the option to pay for the final week if needed.
- Once sessions have been agreed for a term, they cannot be reduced within that term neither can one session be swapped for another during that term. We submit funding at the start of term and there is a cut off for this.
- We do, however, try and have a flexible approach to how you can use your funding, and unlike some settings, this includes being able to use it for wraparound care as well as the core hours (9am -3pm).
- If your circumstances change and you need to change the sessions that your child attends, **we need a minimum of a half term's notice to make any changes.** Requests for changes to your child's attendance should be recorded on a Change of Hours form (sent to you in your Starter Pack) and either emailed to the finance team (finance@chaddesleycorbett.worcs.sch.uk) or handed into the office. Subject to the requested session/s being available, the change will be implemented from the start of the next full term.

Please note – all funding can only be applied for once you have submitted the mandatory Parent Declaration form, available for our finance team. The form is required to apply for the funding and without it you will be charged.

	3 hour session 9am-12pm or 12-3pm	Breakfast Club 7.30am – 9am	ASC 3pm-5.15pm	ASC 3pm – 6pm
2 Year Olds	£21.75	£7.25	£7.25 per hour	£7.25 per hour
3- and 4-Year Olds	£18.00	£6.00	£10.00	£11.50

- Where a child who is already attending turns 3 years-part way through the term, the 3-year-old session charge will apply from the week following their third birthday.
- An invoice will be issued for each term and will be payable within **30 days of receipt**.
- The school is cash free. You will be provided with a ParentPay account to make payments.
- If you would like to make weekly or monthly payments to your ParentPay account to help you budget, you are able to do this. Please advise us first and agree an instalment plan. Any monies paid ‘as you go’ will be offset against your termly invoice. All balances using an instalment plan must be cleared at least 2 weeks before the end of that term. No balances can be carried forward.
- The school accepts childcare vouchers and is registered with a number of providers. Please check with the school office to see if the company you use is one of them.
- The school accepts payment using the Government Tax-free Scheme. If using this method, please contact our finance team once the payment has been made, giving the code, date of payment and amount paid. Without giving this information, the school is not aware payment has been made.
- If you choose to keep your child away for sickness or holidays your fees will still be payable for your booked sessions.

Clothing and Uniform

Wellies and warm coats (clearly labelled with your child’s name) are necessary as the children have the opportunity to go outside every day. Please provide a pair of wellies to leave at Nursery/Pre-School. Nursery has a full set of waterproofs for each child for Forest School and messy activities.

Sun hats and sun cream (clearly labelled with your child’s name) need to be provided from home for each child.



Children are encouraged to be independent when going to the toilet, so please try and ensure that they can manage their own clothing as much as possible. The Nursery uniform is available online from My Clothing or you can buy it in person from School Days in Bromsgrove. Full details of the uniform that you will need can be found on the school website <https://www.ccschool.co.uk/uniform.html>

If your child is still wearing nappies or you are in the process of toilet training, please talk to our staff so that we can support you with this.

Each time that your child attends, please make sure that you send them in with a named bag that contains a change of clothes and underwear (if needed) and enough nappies, cream, and wipes to last the day. We do not provide nappies.

Parents/Carers are asked to provide water daily in a suitable container, again clearly labelled with the child's name.



We ensure all round development through observation and assessment. This is recorded in a child's learning journal; we call these 'Busy Books'. We welcome you to add to this Learning Journey with photos, pictures, achievements etc. from home.

All information given to staff from parents/carers will be treated in confidence.

Contact us

School telephone number is: 01562 777312

General enquiries, wraparound care, holiday club: email office@chaddesleycorbett.worcs.sch.uk

Nursery availability or session requests: email finance@chaddesleycorbett.worcs.sch.uk

Finance enquiries including vouchers: email finance@chaddesleycorbett.worcs.sch.uk

School website: www.ccschool.co.uk

