



# Waverley Nursery and Pre-Preparatory Parent Handbook



**“First class care for children from  
3 months to 5 years of age...”**

## **Welcome to Waverley Nursery**

At Waverley Nursery and Pre-Preparatory we provide first class care and education to the highest standard for children from 3 months to 5 years of age.

This includes:

### **Creating a positive and stimulating environment in which children**

- Receive praise and encouragement
- Are valued as individuals
- Can enjoy learning
- Can contribute to the life of the school

### **Offering a broad, balanced and appropriate curriculum which**

- Aims to meet the needs of children with differing abilities
- Provides for equal opportunities
- Builds a secure foundation for future development
- Prepares children for future study and for recreation

### **Encouraging all children to fulfil their potential by**

- Developing self-confidence, self-esteem, self-discipline and independence
- Providing appropriate challenge to develop and extend their abilities
- Inspiring them to meet each challenge with persistence and determination
- Motivating them to focus on the task in hand and to make the most of every opportunity

### **Nurturing the development of good relationships based upon**

- The encouragement of the values of honesty, courtesy and kindness
- The promotion of tolerance and consideration of the needs of others
- The development of a commitment to personal responsibility
- Effective communication with parents and the community



## Waverley Nursery and Pre-Preparatory

Waverley Nursery prides itself on always striving to be better by continually challenging our practises to ensure that the quality of our service to children and their families is second to none.

We firmly believe that at Waverley Nursery you will find a professional, caring nursery provision that will support your child's development through their early years, followed at 2 ½ years of age by our bespoke Pre-Preparatory (Pre-Prep) education tailored to the needs of each child in our care.

### Nursery Opening

Waverley Nursery caters for children from 3 months to 5 years on either a full-time or part-time basis. The Nursery is open between 8am and 6pm, Monday to Friday, throughout the year with the exception of a week at Christmas and all Bank Holidays.

Full fees are charged for Bank Holidays, children's sickness or holidays, and should we have to close due to loss of essential amenities due to circumstances beyond our control, including severe or adverse weather conditions.

### Fees

Your child's fees are due at the beginning of the month either cheque, cash or child care vouchers are accepted.

Fees are reviewed every September by the Nursery Manager and Headmaster of Waverley School and Nursery. Should you have more than one child attending either the Nursery or School we do offer a discount to the eldest child.

### The Early Years Team

Miss Lianne Hopkins – Nursery and Pre-Prep Manager

Miss Lucy Sanderson – Deputy Pre-Prep Manager (NVQ3)

Miss Fiona Brown – Deputy Nursery Manager (NNEB)

Headmaster – Mr Nigel Woolnough

Deputy Head – Mrs Suzanne Whitcher

### Admissions

Children may attend the Nursery from the age of 3 months, subject to places being available.

If you would like to register your child at Waverley Nursery, you will be put on our waiting list until a place becomes available. Existing parent's of Waverley School and Nursery take priority on the waiting list.

Please complete the Registration Form and return it to Waverley Nursery together with the registration fee of £50.

Once a place becomes available, upon acceptance you will be required to complete an Acceptance Form and return it to together with a £100 deposit to secure your child's place.

## Sessions

All children are required to attend a minimum of 3 sessions per week.

## Settling in

We offer two visits prior to your child starting with us. It is a big step for most children when they are left for the first time and it is important that the experience is an enjoyable one for both you and your child. When your child first starts to attend, it is often a good idea if you can arrange to stay with them for a while, or at least until you feel that your child is ready to be left. If you require any guidance about this, please do not hesitate to talk to us.

## Waverley Nursery Fees September 2010 – August 2011

### Babies and Toddlers 3 months – 2 ½ years

	END TIME		
	1:00pm	3:30pm	6:00pm
8:00am	£32.00	£48.00	£60.00
8:30am	£29.00	£45.00	£57.00
1:00pm			£28.00
3:30pm			£15.00

### Pre-Prep - 2 ½ years – 5 years

	END TIME			
	11:45am	1:00pm	3:30pm	6:00pm
8:00am	£20.00	£30.00	£46.00	£56.00
8:30am	£17.00	£27.00	£43.00	£53.00
1:00pm				£26.00
3:30pm				£13.00



## Funded Early Years Educational Grant

Your child is entitled to 15 hours of Free Early Years Educational grant each week, for 38 weeks. This is currently accessed as 5 X 3 hour sessions per week.

Children are eligible for funding from the term AFTER their 3<sup>rd</sup> birthday. For example, if your child is 3 between April to July, they will receive funding at the start of the Autumn term (September).

### With 1 session of Grant Funding

	END TIME			
	11:45am	1:00pm	3:30pm	6:00pm
8:00am	£9.00	£19.00	£35.00	£45.00
8:45am	Free	£9.50	£26.00	£36.00
12:30pm			Free	£13.00
3:30pm				£13.00

### With 2 sessions of Grant Funding

	END TIME			
	11:45am	1:00pm	3:30pm	6:00pm
8:00am			£18.50	£34.00
8:45am			£9.50	£25.00

## General Information

- Please ask to see our Policies and Procedures if required.
- Children may bring toys into nursery we ask that these are labelled and small enough to fit in their bag or tray.
- To maintain the security and safety of each child we require children to be signed in and out on a daily register.
- To encourage independence and safety we ask that children do not have lace up shoes and encourage buckle or Velcro fastenings.
- Our hot lunch meal will meet all dietary requirements as requested.
- All meals are prepared freshly each day and menus are displayed on the Parents Notice Board.



## Waverley Nursery and Pre-Prep



### Our Baby Room – Cuddly Cubs

The Baby Room caters for children aged from 3 months to 15 months approx, with a staff ratio of 1-3. The daily routine is flexible, fitting into the routine your baby has adapted to at home with regards to their sleeping and feeding in particular.

Your baby will develop a strong bond with their Key Person, this is important to ensure there is someone who knows all about your baby's individual needs. Your baby will also have his/her very own diary, which you can look through at anytime.



### Our Toddler Room – Bouncing Bears

The Toddler Room caters for children from 15 months approx to 2 ½ years. Your Toddler benefits from a variety of activities he/she is free to choose which activity to participate in. The adult led activities will be connected to a particular theme which will change each half term.

The Bouncing Bears will have plenty of opportunity within this room to explore and express themselves through messy creative play, outings, interaction and everyday experiences.



### Our Pre-Prep – Cheeky Chimps or Crazy Crocs

The Pre-Prep caters for children from 2 ½ years to 5 years. They are introduced to a more structured routine with free flow across the two rooms and the outside play area. This will include small group activities, adult led activities and one-to-one teaching.

Weekly planning involves every child's individual needs plus the basic skills of mathematics, cursive writing and phonics.

The Pre-Prep is the final stage of your child's journey before Reception; our children enjoy a large stimulating environment through self learning from everyday experiences.

### Your child's key person

A key person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and building relationships with their parents.

### Secure attachment

- A key person helps the child to become familiar with the setting and to feel confident and safe within it.
- A key person develops a genuine bond with the children in their group and offers a settled, close relationship.

### Shared care

- A key person meets the needs of each child in their care and responds sensitively to their feelings, ideas and behaviour.
- A key person talks to parents to make sure that the child is being cared for appropriately for each family.
- Careful records of the child's development and progress are created and shared by parents, the child, the key person and other professionals as necessary.

### Independence

- Children become independent by being able to depend upon adults for reassurance and comfort.
- Children's independence is most obvious when they feel confident and self-assured.



## Waverley Nursery Safe Collection Policy

### Identity Cards

Please complete an identity card with the name, telephone number and photograph of the person/persons who will be regularly collecting your child from the Nursery. Please return it to the Nursery on your child's first day.

On your first visit to the Nursery, you will meet the staff who will explain the Nursery routine to you. Please inform them who will be collecting your child on a regular basis. If it will not be you please bring a photo or give the person a password and ask them to bring ID with them.

### Change from regular collection

If another parent/carer will be collecting your child on a particular day, please inform the Nursery staff and also write down who will be collecting your child in the message book situated on the notice board.

### Arrival and Collection of Children Policy and Procedure

Children should not be left before their session time begins and should be collected promptly at the end of their session.

Children will not be released into the care of anyone other than the parent/carer or as directed by the parent/carer.

### What your child needs for each session

It would be helpful if you could supply the following items (subject to the season) for your child's comfort:

Sterilised bottles with sterile water (3mths – 1 years)

A healthy snack e.g. fruit or vegetables (2 ½ - 5 years)

Wellington boots (named and pegged together)

A complete change of clothes, including underwear and socks

Sun hat & sun cream

A winter hat and gloves/mittens

Black plimsolls for indoors and outside shoes will be required

A winter coat

*Please ensure that all items of clothing and footwear are clearly labelled with your child's name.*

## Early Years Foundation Stage (EYFS)

### Areas of Learning and Development

The EYFS is made up of six areas of Learning and Development. All areas of Learning and Development are connected to one another and are equally important. All areas of Learning and Development are underpinned by the Principles of the EYFS.

### The aspects of Learning and Development

Each area of Learning and Development is divided into aspects.

The aspects for each area are:

### Personal, Social and Emotional Development

- Dispositions and Attitudes
- Self-confidence and Self-esteem
- Making Relationships
- Behaviour and Self-control
- Self-care
- Sense of Community

### Knowledge and Understanding of the World

- Exploration and Investigation
- Designing and Making
- ICT
- Time
- Place
- Communities

### Communication, Language and Literacy

- Language for Communication
- Language for Thinking
- Linking Sounds and Letters
- Reading
- Writing
- Handwriting

### Problem Solving, Reasoning and Numeracy

- Numbers as Labels and for Counting
- Calculating
- Shape, Space and Measures

### Physical Development

- Movement and Space
- Health and Bodily Awareness
- Using Equipment and Materials

### Creative Development

- Being Creative – Responding to Experiences, Expressing and Communicating Ideas
- Exploring Media and Materials
- Creating Music and Dance
- Developing Imagination and Imaginative Play

The six areas of Learning and Development together make up the skills, knowledge and experiences appropriate for children as they grow, learn and develop.

Although these are presented as separate areas, it is important to remember that for children everything links and nothing is compartmentalised.



### Outings

We try to plan as many outings as appropriate and your involvement in these activities is greatly appreciated. Please refer to our Outings policy for further details.

### Parental Involvement / Key Worker meetings

Parental involvement is actively encouraged and helps create a very friendly, informal atmosphere for everyone. You are invited to a keyworker meeting, to look at your child's work and discuss their development with their Key Worker. These meetings will be on a termly basis, although please do not hesitate to arrange a meeting with the Nursery Manager and/or Key Worker if you have any concerns.

### Arriving and Leaving Waverley Nursery

When you bring your child to the Nursery each day, please observe the Waverley traffic guidelines. Please do not park your car in the lay-by immediately in front of the school. This is a dropping off zone for older children. We also ask that you reverse into the parking bays to minimise the risk of accidents when you drive away.

Please walk your child to his/her room and hand him/her into the care of the Nursery staff.

At the end of your child's session once your child has been handed over to you; please make sure they stay with you as the car park is very busy.

### Coats and Bags

Your child will be allocated their own peg for their coat, hat, and bag.

They will need to keep a pair of slip-on plimsolls or trainers for music and movement in their bag.

Please make sure that all your child's clothing and footwear are clearly labelled. If items get lost, it is impossible to find them unless they are named.



### Nappies

We will provide a selection of nappies for children within the Baby and Toddler Room. The children will be changed 3 times a day or as and when required. Baby wipes will be used or if preferred cotton wool and water.

If you prefer your child to have reusable nappies then we ask parents to provide all equipment necessary to use the materials.

### Pre-Prep Toileting

It is very important that before your child starts in Pre-Prep, they are toilet trained. They must be able to use the toilet, flush it and wash their hands afterwards. We have special toilets and wash hand basins suitable for their age group.

Please also teach your child to wipe their nose.

Obviously accidents do happen and there should be a change of clothes in their bag. A carrier bag is also very useful.

### Ballet/French Lessons

Once a week, a Ballet Teacher & French Teacher visit Waverley to teach Pre-Prep and school children who would like to learn. This is a 30 minute lesson. They also get the opportunity to do a ballet mime examination during the year, if they would like to enter. There is an additional charge for these activities, please speak to a member of the office staff for more details.



### Uniform

Pre-Prep children are required to wear a basic uniform. This is one of the ways in which Waverley is fostering and encouraging a close relationship between the Pre-Prep and the School.

The uniform consists of:

White Polo T-Shirt

Waverley School Crew Neck Sweatshirt (available from Jacksons of Reading)

Grey Full Pleated Skirt or Trousers (available from Jacksons of Reading)

Black Plimsolls

Full details can be found on the Pre-Preparatory Uniform List

### Pre-Prep Timetable

08:00 - 08:30 Breakfast club

08:30 – 09:15 Children's choice

09:15 – 09:30 Children assemble in their Key Worker room, to discuss 'Phonics of the week', 'Show and tell', 'Weather', and Plan their choice of activity. Also for registration

09:30 – 10:50 Structured EYFS activities, inside and outside

10:50 – 11:00 Tidy up time for hand washing

11:00 – 11:15 Snack in Key Worker room

11:15 – 11:45 Key Worker activity

11:45 – 11:45 Grant session children go home

11:45 – 12:00 Stories/Songs and hand washing

12:00 – 12:45 Lunch time

12:45 – 13:00 Garden time

13:00 – 13:00 Am children go home and Pm children arrive

13:00 – 13:15 Children assemble in their Key Worker room, to discuss 'Phonics of the week', 'Show and tell', 'Weather', and plan their choice of activity. Also for registration

13:15 – 14:35 Structured EYFS activities, inside and outside

14:35 – 14:45 Tidy up time for hand washing

14:45 – 15:00 Snack in Key Worker room

15:00 – 15:30 Key Worker activity

15:30 – 15:30 Grant session and Pm children go home

15:30 – 15:30 Extended hours children attend after school club

15:30 – 16:00 Outside play

16:00 – 16:30 Hand washing and snacks

16:30 – 17:30 Children's choice

17:30 – 18:00 Quiet activities/Home time

**Waverley School and Nursery**

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