



**St Michael's  
Community Nursery**

**A GUIDE FOR  
PARENTS  
AND CARERS**

## HOW THE COMMUNITY NURSERY STARTED

In the autumn of 1992, we decided, as a Village School and community, to embark on a project to provide affordable Nursery Facilities for pre-school children. As the Early Years' Community Project, the venture was born and after extensive fund-raising, the idea of a Nursery in Mickleham Village was realised. The Community Nursery was opened in September, 1993 with two staff members and 14 children. The nursery now employs 12 members of early years staff, and we are registered to accept 26 children on any one day.

The main aim of St. Michael's Community Nursery is to provide a happy, safe, caring and stimulating environment for Pre-School children, enabling each individual to reach their full potential. We believe that each child, and their family, is unique and we foster positive relationships within an enabling environment which allows children to develop holistically. We know that children's health, well being, the development of their minds and bodies, is inextricably linked to stimulating outdoor environments. Outdoor play is a fundamental element to our environment at St. Michael's.

Choosing pre-school education and care is an important decision; it is here that the foundations for learning are laid. We strongly believe that parents/carers and nursery practitioners should work closely together to achieve what is best for your child.

The nursery follows the Statutory Framework for the Early Years Foundation Stage, and uses Development Matters in the Early Years Foundation Stage to support our practice. Both documents can be downloaded from our website:-  
[www.stmichaelscommunitynursery.co.uk](http://www.stmichaelscommunitynursery.co.uk)

## CURRENT LEADERSHIP TEAM

### **Hilary Budd ~ Manager & Designated Safeguarding Lead**

BA (Hons) Early Childhood Studies (2008)  
Early Years Professional Status (EYPS 2011)  
Forest School leader

### **Jennie Cochrane ~ Deputy Manager**

CACHE level 3 Early Years Educator (2015)

### **Charlottle Hustwayte ~ Nursery Practitioner & SENCO**

BA (Hons) English Literature 2008, qualified teacher status  
2012, level 5 diploma in teaching children with specific learning  
difficulties 2013

We are committed to continuing professional development  
for all our staff members. Please see full list of staff team on  
our website.

## NOTES FOR GUIDANCE

St. Michael's Community Nursery is registered with the Early Years Alliance and Ofsted. We are a charitable organisation run by an elected committee, which ensures that the major decision-making is in the hands of the parents/carers that use the Nursery.

The committee is responsible for reviewing both policy and practice, for the employment and appraisal of members of staff, and for fund-raising. Our Annual General Meeting, at which the committee for the following year is elected, is usually held in November and parents will be informed in good time so they are able to attend if they wish.

The Nursery supports children with additional needs within the setting and with the support of parents and outside agencies, under the framework of the DfE Special Educational Needs and Disability Code of Practice. Our staff are fully trained to support the individual needs of children who may need extra help and we have a SENCO who monitors progress.

Positive behaviour is encouraged and supported by staff. Children are consulted as to what they consider to be appropriate behaviour at Nursery. Their views and feelings have been translated into rules.

A consistent approach allows children to develop desirable patterns of behaviour. Our familiar routines ensure everyone knows what is expected of them and children are free to develop their play and learning.



Our daily activities are focused on the current interests of children, seasonal influences and what we observe during their spontaneous play.

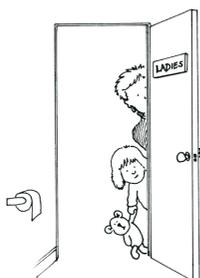
Artwork the children produce may be kept at Nursery for our displays, or it may come home on the day it is completed, or when it is dry! Please remember, creating is a process. At St Michael's, we recognise

developmental value in the process, not necessarily the end product.

### SETTLING YOUR CHILD AT NURSERY

You may find that one of the most difficult things for you and your child is having to say "goodbye" in the first weeks. We will do all that we can to make this as smooth as possible.

It is important for your child to feel confident in their new surroundings, you and your child will be invited to join us for induction days. During your visits, try to familiarise your child with all of the areas at Nursery including the toilet and outside environment.

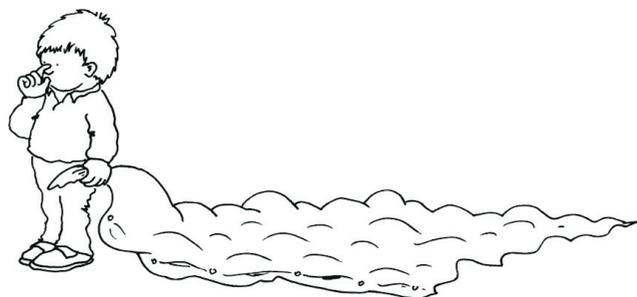


It is best that younger or older siblings are left with a friend or relative during these induction visits, so that you can devote your whole time to the child starting Nursery.

We offer home visits during which your child's appointed key person or the manager will visit you and your child at home. Parents may feel more secure and in control in their own homes, and therefore able to talk more freely about any concerns. In familiar surroundings, they may also find it easier to remember important facts about their children's medical history, their likes and dislikes and their routines.

For Practitioners, the home visit is particularly useful in helping the child to settle at Nursery. Practitioners may meet other family members, people and pets who are important to the child, creating a link between home and Nursery.

This all helps to develop a full picture of the child and allows Practitioners to plan familiarity within the Nursery environment, which will hopefully aid a smooth induction. Practitioners can gain much from observing a child in their own home.



Particular aspects of the home visit can be mentioned as a starting point for conversation with a child. This may help children feel that adults know a little about them, makes them feel important, and thus boosts a child's self esteem. Recognising a friendly adult face as soon as they enter the setting can also help children to settle more quickly.

Not many of us, even as adults, like to be left in unfamiliar surroundings with unfamiliar people. We advise you not to make too many plans for the mornings of your child's first sessions post-induction. Please make sure during this time you are on "stand-by" and easily contactable.

If you do have to leave your child crying, either phone later, or stay (out of sight!) in the car park area for a short while. You can trust the staff to let you know truthfully whether your child is settled and is happy.

We usually encourage new children to bring a favourite toy or comforter to Nursery if it will help them to settle. Your child's key person will advise you when they no longer need it.

Every child will be allocated a coat peg which will have their photograph on it. They will also have their own named, coloured tray. They will begin to recognise their tray by its colour and eventually their name. It would be helpful to us and to them if you could show them where their tray is so that they can begin to recognise it independently. Please remember to check your child's tray regularly for creations, newsletters or general information.

### **FOREST SCHOOL**

We currently offer on-site Forest School sessions on a six-week rotational basis as part of our standard provision. Parents will be informed of a child's first session prior to them attending. Children will need to have sturdy footwear/wellingtons and seasonal waterproofs. We charge a voluntary contribution fee of £5 if children attend afternoon Forest School sessions.

### KEY PERSON

Before your child starts Nursery, he/she will be allocated a "key person" who you and your child will meet at your induction sessions/home visit. Children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. Your child's key person will help to develop their 'Tapestry' learning journey.

### OUTINGS

Our village location allows us easy access to the countryside. We often take the children out for walks, nature trails and to play games.

### REFRESHMENTS

During the morning we operate a 'snack bar' system which allows your child to access a drink and snack when they are hungry and/or thirsty. We provide milk and water and ask each child to bring a piece of fruit/vegetable or alternative healthy snack for each session. Because of the choking hazard, we do not serve whole grapes, they need to be cut in half lengthways. **Please let us know if your child has any allergies.** When providing snack alternatives, such as gluten/dairy free, these need to be clearly labelled with the child's name or in the original packaging. Water is available throughout the session if your child is thirsty.

## CLOTHING

Nursery is not a fashion parade! In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send your child dressed in clothes which are easily washable and not too new. All clothing and footwear **MUST** be named - biro ink or a Sharpie works as well as sew-in nametags. Nursery uniform tops, t-shirts, sweat-shirts and fleeces are available to buy in a variety of colours.

## ESSENTIAL KIT

- Wellingtons
- Season waterproof dungarees or trousers
- Separate coat
- Simple clothing with minimal fastenings, e.g., jogging bottoms/leggings
- T-shirts
- Sweatshirts/cardigan
- Spare clothing bag; pants, socks, seasonal top and bottoms

Your child may be sent home if not dressed appropriately

**Please note we are a shoelace-free zone, velcro fastenings are a superb option.**



## TOYS

Each child has an opportunity to be "star of the day". They are invited to bring something from home to show and talk about. We discourage other toys being brought in on a regular basis as they can easily get mixed up with the Nursery's toys or even damaged. If your child has a special toy that helps them to settle please speak to your child's key person who will make sure it is appropriate for use in Nursery.

## EXTENDED DAYS

On Mondays and Thursdays we offer an extended day (until 2.45 pm) where children will be involved in off-site Forest School activities and must be dressed accordingly. Children who are staying for an extended day should bring in a packed lunch as detailed below.

## LUNCH CLUB

Optional lunch clubs are held on Tuesdays and Wednesdays.

Lunch Club is an excellent way in which your child can develop important social skills; it also helps to prepare the older children for what will be expected of them when they eventually go to school. As such, the children will be encouraged to sit and eat their lunch appropriately, to unpack their lunch, eat and drink unaided and help to tidy up after they have finished.

Sharing food is not allowed and we expect the children to eat their sandwiches/savoury food before cakes, biscuits, yoghurts, etc. **DO NOT** include sweets. We appreciate that it can be tricky to provide a variety of food that your child will want to eat. Below are some useful websites for both ideas and portion sizes:

[www.nhs.uk/change4life-beta/healthier-lunchboxes](http://www.nhs.uk/change4life-beta/healthier-lunchboxes)

[www.firststepsnutrition.org](http://www.firststepsnutrition.org)

[www.infantandtoddlerforum.org](http://www.infantandtoddlerforum.org)

(search lunchboxes/portion sizes)

We do move the lunch club trolley to the hallway where it is fairly cool, however we recommend that ice packs should be used.

Any child wishing to stay for lunch clubs is welcome to have a trial period of two weeks. Staff will let you know if your child is struggling with the routine or finds the session too long. They may be able to try again the following term.

We may be able to accommodate ad-hoc lunch club requests but this will depend on adult/child ratios.

### PERSONAL HYGIENE

Your child may be able to use the toilet confidently, may have the occasional accident or be wearing nappies. Whatever stage of development your child is at, all are welcome at Nursery.

Please do let staff know your child's toilet habits: whether he/she needs reminding, whether they have a particular time to go, do they like a toilet seat/riser step/potty, do they use "special words", etc.

Please send your child with the following in a named "spare clothing bag", which should be left on their peg:

- A named change of clothes e.g. top, bottoms, underwear and socks.
- If your child wears nappies - nappies, baby wipes and disposal bags.

Any soiled clothing will be wrapped and placed in your child's "kit bag", so please check your bag at the end of each session.

Do not worry if your child reverts from their usual habits - this is quite normal. As they become more confident at Nursery, their normal habits will return.

### EXTRA DAYS

As a child progresses through the Nursery, it is natural to increase the number of mornings they attend. If you wish to increase the number of sessions your child attends, please speak to the Nursery Manager to see if there are available spaces and if extra sessions would benefit your child.

### MOVING ON

As soon as you know when, and to which school, your child will be moving, please inform the Nursery Manager. We can then liaise with the school concerned to ensure that your child's transfer is as smooth as possible.

### ILLNESS

If your child is unwell, please consider whether they would be happier with you or a friend at home, and also whether your child might pass infection on to other children and staff if they do attend Nursery.

If there is a case of infectious illness, the Nursery Manager should be notified immediately. If your child has been unwell with sickness and diarrhoea, please do not bring them back to Nursery until they have been well for at least 48 hours.

If you feel your child needs analgesic medication (e.g., Calpol/Nurofen) to "get them through the session", they will probably be happier at home.

Specific Covid-19 procedures are detailed separately.



If you are unsure if your child should be at Nursery, please telephone and speak to a member of staff or read The Nursery 'Promoting health and hygiene policies', available on our website: [www.stmichaelscommunitynursery.co.uk](http://www.stmichaelscommunitynursery.co.uk)

### MEDICINES IN NURSERY

If a child requires any form of medication whilst at Nursery, it is essential that you check with us to see that we are permitted to administer it. With certain medication, e.g. Epipen's, we need to complete additional paperwork to ensure we are insured to administer to your child. For all medication we have a 'Medication Book' that you will need to write appropriate instructions in.

The medicine must be in an original container and labelled with

- the child's name
- name of medicine
- dosage and timing
- any further details of importance.

Please do not send in medication without adhering to the above procedure, as no member of staff will be permitted to administer it.

### ABSENCES

Please inform us if your child is going on holiday, is poorly or will be absent from Nursery for any other reason. You can do this in writing, by e-mail to [stmichaelsnursery@btinternet.com](mailto:stmichaelsnursery@btinternet.com), speaking to us directly or by telephoning us on **01372 361021**. Our answer phone will take a message if no one is available.

## **ACCIDENTS**

Whilst we ensure that all the children in our care are supervised at all times, accidents do occasionally happen. In such instances an accident form will be completed ready for parental signature. In accordance with current safeguarding advice, we also ask parents to complete 'pre-existing injury' forms for accidents that have occurred outside Nursery hours e.g. bumps and bruises. Please let us know if your child is allergic to plasters, antihistamine or antiseptic cream.

## **PARENTS' INFORMATION**

St Michael's mail is e-mailed weekly, usually on a Sunday, to let you know about the following week's activities. We also have a Nursery Facebook page (search Friends of St Michael's Community Nursery and ask to join).

## **INFORMATION BOARD**

The Information Board displays information relevant to Emergency and Fire Drill Procedures, Insurance, Comments and Complaints and other information you may find useful.

## **REGISTRATION**

It is essential that you inform us if there is any change in the information recorded on the registration form.

## **OPENING TIMES**

Monday: 9.15 am - 12.15 pm or 9.15 am - 2.45 pm  
Tuesday: 9.15 am - 12.15 pm or 9.15 am - 1.15 pm  
Wednesday: 9.15 am - 12.15 pm or 9.15 am - 1.15 pm  
Thursday: 9.15 am - 12.15 pm or 9.15 am - 2.45 pm  
Friday: 9.15 am - 12.15 pm

We are open for 38 weeks a year, compatible with the school terms.

Please note we encourage a prompt start as late arrivals not only disrupt other children but also may find it difficult to join in the activities already in progress. Please also be prompt in collecting your child from Nursery. Staff have their own children to collect from school and may need to leave without delay.

If at any time you know you will be late or unable to collect your child in person, please inform a member of staff when you bring your child to the session so we can register it. We are not permitted to send a child home with another adult unless the Nursery and the collecting adult have been advised beforehand, even if that person is known to us, and is on your contact list.

Please note, we are required by Ofsted to implement a late collection procedure, whereby if your child is not collected by an authorised person within 30 minutes of the session ending, we are obliged to contact Social Services for further advice.

### **SESSION FEES FROM SEPTEMBER 2020**

Under-threes:	£22.50
Over-threes AM (unfunded):	£22.50
Additional hours:	£7.50 per hour

Fees are payable in advance termly, you will receive an invoice at the beginning of each term. Payment is accepted by BACS or Direct Debit. Details will be included on your invoice. We also accept childcare vouchers. Please note, late payment reminders will incur an administration fee of £10.

## EARLY YEARS FREE ENTITLEMENT (EYFE) AND FREE EARLY EDUCATION FOR TWO YEAR OLDS

We are registered on the Surrey Directory of Providers and are therefore able to claim the Early Years Free Entitlement (EYFE) and Free Early Education for Two year olds (FEET) funding on your behalf.

We currently offer the standard entitlement of 15 hours/week for 38 weeks of the year. The funding is usually available from the term AFTER child's third birthday (there can be anomalies depending on where Easter falls within a given year.) St. Michael's Community Nursery can offer EYFE flexibly over 22 hours/week to children for 38 weeks of the year (where spaces are available). We **do not currently** offer the extended entitlement of up to 30 hours a week but parents may access this through shared provision.

The FEET funding Entitlement entitles eligible two year olds to 15 hours of free education for 38 weeks of the year. To be eligible to apply for FEET your family must meet either the automatically funded or financial criteria as detailed by Surrey County Council. Nursery staff will be able to advise you on criteria details. FEET funding is usually available from the term after a child's second birthday.

## EARLY YEARS PUPIL PREMIUM (EYPP)

The nursery may be able to claim additional government funding to improve the education we provide for eligible disadvantaged three and four year olds. Most children who were eligible for FEET funding will attract EYPP the term after their third birthday.

Each child's attendance at the Nursery is conditional upon continued payment of fees. Eight weeks' notice of leaving or reducing hours is required or fees will be charged in lieu. There is an annual review of fees and a half-term's notice will be given of any increase.

If you have any difficulties in paying your fees, other arrangements can be made. Under certain circumstances assisted places may be available. Please speak to the Treasurer. All matters concerning fees are treated with the strictest confidence. Whilst we recognise attendance at Nursery is not statutory, frequent absence may give us concerns for the welfare of your child. Persistent non-attendance may lead to the relinquishment of your child's place.

Only very occasionally, and due to circumstances beyond our control, such as snow days, the Nursery may have to close at very little notice. We are unable to refund session fees for such unforeseen closures, for a child's sickness, isolation or for holiday taken during term-time.

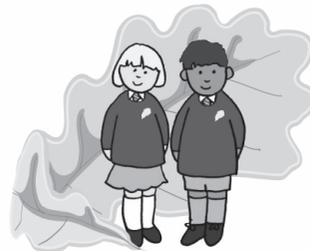
### **FUND-RAISING**

To supplement Government funding, we hold several fund-raising events throughout the year. Your help with these will be greatly appreciated. Raising extra funds enables us to update, renew and improve the range of activities, resources and facilities available to your child. Please remember we are a community nursery and we expect parents to engage with community events, fetes, quiz nights, etc.

## AN INTRODUCTION TO THE LOCAL SCHOOL

A big hello to all of the parents joining the community here in Mickleham!

Both the Nursery and School serve the community of Mickleham, Westhumble and its surroundings. In keeping with the tradition of a church school, St Michael's has been educating the local children in the beautiful and idyllic surroundings of Mickleham and Box Hill for over a century. In partnership with St Michael's Nursery, we aim to provide an excellent start for your child's formative years and very much look forward to our open days where we can introduce you to our lovely school and team.



**St Michael's  
School**

Links between St Michael's Nursery and St Michael's School are close. We share a commitment to the fundamental principles that celebrate that each child is unique and that they learn best through investigation and exploration. A stimulating and broad curriculum allows children to develop their skills, positive attitudes to school and a love of learning. Children are encouraged to keep trying, even if they encounter difficulties and to enjoy their achievement. This they can do in a nurturing and small school setting.

Children from St Michael's Nursery have many opportunities to visit St Michael's. For example, to take part in PE and Forest School activities and to share each other's Christmas plays.

Well before they start school, they meet their new school friends and get an idea of where things are. As a staff we

work together to get to know your child and ensure that they have an easy transition to us here at St Michael's. This approach plus a shared belief in children's early experiences of learning, makes the transition from Nursery to school as seamless as possible.

We look forward to welcoming you at our open days!

*Sandra Peers  
Head of School*

### AND FINALLY...

In this leaflet we have tried to set out the aims and organisation of the Nursery.

If you have any questions or concerns, please feel free to ask or discuss them with a member of staff. We hope your time spent with the Nursery will be happy and rewarding for both you and your child.

Full policy documents (including Admissions, Behaviour, Child Protection, Covid-19, Education, Special Educational Needs, Health and Safety, Equal Opportunities, British values and Prevent Policies, etc.) are available for viewing. They are also available on our website:

**[www.stmichaelscommunitynursery.co.uk](http://www.stmichaelscommunitynursery.co.uk)**

Our policies are regularly reviewed and updated. Reports from Ofsted are also available for view.

