

Parc Eglos School & Nursery





Parc Eglos School, Church Hill, Helston. TR13 8UP.

Tel: 01326 572998

E-mail awilliams@parc-eglos.cornwall.sch.uk

Staff

Mr Jayne Banner

Head Teacher/Nominated Person

Mrs Allison Williams School/Nursery Administrator

Miss Madison Sycamore Nursery Teacher

Mrs Emma Penaluna Lead Teaching Assistant (Tadpoles)

Mr Chris Powley

SENDCo

Mrs Debbie Mitchell

Nursery Based Teaching Assistant (Frogs)

Ms Sue Nicholls

Nursery Based Teaching Assistant (Frogs)

Mrs Kloe Pollard

Nursery Based Teaching Assistant (Frogs)

Mrs Ellie Blanthorne

Nursery Based Teaching Assistant (Frogs)

Mrs Louise White	Nursery Based Teaching Assistant (Tadpoles)
Mrs Joanne Woods	Nursery Based Teaching Assistant (Tadpoles)
Mrs Hayleigh Richards	Nursery Based Teaching Assistant (Tadpoles)

Mrs Sarah Cosslette Lunchtime Supervisor

Mrs Sarah Wright Bank Staff: Nursery Based T.A

Our Ethos

We believe that children deserve the best possible start to their education through exciting, creative and challenging activities in which children will flourish, build confidence and independence and be ready to learn. At Parc Eglos Nursery we pride ourselves on providing high quality, child-centred, holistic care for your child in a secure and comfortable environment. We have fully-trained and dedicated staff who are able to facilitate comprehensive early year's experiences which are designed to help each child reach their full potential. We aim to provide the highest standard of child care and education in which children are actively encouraged to explore, learn and to interact with others.



Aims and Objectives

- ❖ High quality care and learning for all children in our setting.
- ❖ An environment that is safe and secure as well as creative, exciting, stimulating, friendly and welcoming to all children, parents and staff.

- ❖ A place to take learning forward and to provide opportunities for children to succeed in an atmosphere of care, safety and feeling valued.
- ❖ Well planned play, both indoors and outdoors which is a key factor in enabling children to learn with enjoyment and challenge through all areas of development, taking into account the areas of learning suitable to age and ability.

Working with Parents/Carers

We know it can be daunting to choose a nursery for your child and understand the anxiety this decision can bring as you leave your child in someone else's care. Throughout this transition you will be supported by experienced staff, including a qualified teacher, who are all committed to providing quality nursery education and care with first class family support. We work closely with families and actively encourage parents to become involved with their child's learning and fully support 'stay and play' sessions enabling time to talk with your child's key person, playing together and sharing your child's Learning Journey. We have an 'open door' policy, inviting you to share with us, and celebrate, your child's achievements - however big or small.

Nursery Information

Our setting caters for children aged 2 to 4 in a wonderful purpose-created space, which encourages your child to free flow between the indoor and outdoor environments. The Nursery garden has been thoughtfully designed with a sand and water pit and a mud kitchen as well as the more physical equipment to climb and slide, all of which are aimed to provide a stimulating learning environment, 'roofed only by the sky'. We also have a woodland area on site that we use for one session per week to explore fauna and flora whilst learning how to engage with and care for our environment.

Our Values

- ❖ Promoting British Values.
- ❖ Regarding children as individuals and unique.
- ❖ A partnership with parents/carers/school, outside agencies and the community.
- ❖ Promoting Equal Opportunities for children and staff.
- ❖ Providing opportunities for further training and development for all staff.
- ❖ Ensuring a good relationship between all the people who use the setting.
- ❖ Learning through on-going stimulating and structured play with a challenge.
- ❖ Providing opportunities for children to develop confidence and self-esteem.
- ❖ Ensuring children and staff are praised.
- ❖ Providing high quality staff.



Learning Journals and Planning

Our planning and observation is underpinned by the Early Years Foundation Stage (EYFS) which describes the time in your child's life between birth and age 5. It is a very important stage, as it helps your child get ready for school as well as prepare them for their future learning and successes. From the day your child is born up until the age of 5, their early year's experiences should be happy, active, exciting, and fun and secure to support their development, care and learning needs.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development. Children should mostly develop the 3 prime areas first:

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

As your child grows, the prime areas will help them to develop skills in 4 specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

These 7 areas are used to plan your child's learning and activities. This is a little bit like a curriculum in primary schools, but it's suitable for very young children and it's designed to be really flexible so that staff can follow your child's unique needs and interests and track their progress in their individual Learning Journals. We extend their learning through thoughtful adult interaction and by enhancing the resources available to them. All of our staff that are teaching and supporting your child will make sure that the activities are suited to your child's unique needs. Children in the EYFS learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outside. We also carefully

note children's involvement in activities and their general well-being. When this area of need is fulfilled this is when we see real, in depth, quality learning.

If we have any concerns about your child's progress, we will speak with you openly and honestly and, with your permission, we are able to make referrals to and liaise with other professionals who can help to support your child's development when necessary.



Progress Checks and Profiles

When your child is 2, we will ask to meet with you to discuss your child's learning and development. Our staff will work alongside you and your Health Visitor to provide a written summary of how your child is progressing against the 3 prime areas of learning:

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

This report will form the baseline for future learning experiences necessary to promote steady progress and is a useful report that will help you to track milestones in your child's early years.

Healthy Eating

We aim to provide your child with healthy, balanced snacks and lunches which are freshly cooked and prepared in the school and nursery kitchens. We are also acutely aware of the need to offer regular physical activity to promote your child's health and fitness.

Activities on offer

We have the use of the school hall during the week to develop our gross motor skills such as kicking, balancing, ball skills and dance, as well as use of the computer suite and our Interactive Smartboard to develop our skills in the ever evolving world of technology.

We offer a range of activities to our 3-4 year old, pre-school children (Frogs) to help to strengthen their development in the Prime Areas of Learning prior to starting school e.g. weekly swimming sessions in our school pool, under the supervision of a fully qualified swimming instructor.

Transition in to school

We manage your child's transition into Nursery and then into school sensitively, supporting both parents and children through a Learning Together programme, sharing your child's progress (with your permission) with the future setting. A place at Parc Eglos Nursery does not automatically secure a place for your child at Parc Eglos School but we liaise with other schools and accompany your child on a visit to ensure they feel confident and happy.

Why Play?

Play is essential for a child to learn about him/herself. What s/he is capable of, how to get on with other people and to have fun and enjoyment.

All children need to be able to express themselves in their own way and to have opportunities to do all the things that will help them prepare for life.

When children play, so many things are involved. They have to make choices and decisions and to learn how these will affect the people they are with and the way others will react.

Children are able to use their imaginations freely, run, jump, let off steam, talk to and share ideas with others. Learn to give and take and respect other people's ideas and beliefs. Problems have to be solved and strategies worked out, quarrels settled, experiments made and sometimes compromises are made.

There are so many things learned about him/herself and the child...

It is all just Play!



Parent Communication

Miss Sycamore is available every day when you are dropping off or collecting your child to hear any comments or suggestions you may have about the nursery, our staff or your child's learning. We will share your child's Learning Journey with you at regular intervals (electronically with your permission or alternatively paper copies will be available). We have stay and play sessions termly so that you can come and experience the session with your child and gain a greater understanding of how your child spends their time with us, with the opportunity to discuss any next steps or progress that your child has made.

If you are considering a Nursery setting for your child, we strongly advise you to visit us with your child so that we can meet with you both and discuss the transition, so please ring and book an appointment.

Early Years Foundation Stage

Parc Eglos Nursery follows the government outlines for Early Learning.

Personal, Social and Emotional Development

Successful personal, social and emotional development is critical for very young children in all aspects of their lives. It is also a pre-requisite for their success in all other areas of learning. It is essential that children learn some self-awareness and confidence, are able to develop the management of their own feelings and behaviour as well as build relationships with others.

Communication and Language

Language development depends on learning and being competent in a range of key skills, together with having the confidence, opportunity, encouragement, support and disposition to use them. This area of learning includes speaking and listening in different situations / for different purposes, opportunities to listen and pay attention and to be able to understand and use questioning skills.

Physical Development

Young children grow rapidly at this stage of their lives. They develop confidence and control of the way they move and the way they handle tools and equipment. They need to be active and to move about in order to develop many of these fundamental skills. We encourage children to become independent and manage their own risks in order to learn how to take care of themselves.

Literacy

Skills in reading and writing are being developed from an early age, from joining in with songs and rhymes to sharing books and distinguishing the marks that they make in to eventually forming letters.

Mathematics

Mathematical development depends on becoming confident and competent in learning and using key skills. This area of learning includes counting, sorting, matching, noticing patterns and working with numbers, shapes, space and measures.

Mathematical understanding should be developed through stories, songs, games and imaginative play so that children enjoy using and experimenting with numbers.

Understanding the World

Through exploring people of importance to them and their communities, learning about the world in which they live and the use of technology, children are developing the skills; knowledge and understanding that help them make sense of the world. This forms the foundation for later work in science, history, geography, design / technology and information / communication technology.

Expressive Arts and Design

Creativity is fundamental to successful learning. The aspects covered in this area include exploration of the use of media and materials and fostering imagination through role play, music and dance. Being creative enables children to make connections between one area of learning and another and so extends their understanding.

Safety Information

Illness

Parents are asked to keep their children at home if they have any infection and to inform the nursery as to the nature of this so that staff can alert other parents. We will then be able to make careful observation of any child who has been unwell upon their return.

Parents are asked not to bring any child into the nursery who has been vomiting or had diarrhoea until at least 48 hours have elapsed since the last attack.

Medicine

We would prefer parents to administer medication.

If medication is to be administered at nursery:-

We can only administer medicine that has been prescribed for your child.

- ❖ The container must be clearly labelled with the child's name, dosage and instructions.
- ❖ All medicines must be handed to a member of staff who will store it safely, out of any children's reach.
- ❖ Written information will be required from the parent/carer giving clear instructions about the medicine and permission for a member of staff to follow those instructions.
- ❖ We are not able to administer Calpol or any other temperature reducing medicine.

Outings

Children will not be taken off the premises without notification to and written consent from parents. There will always be 'at least' the required ratio of adults to children.

Child Protection

Should Parc Eglos Nursery have any concerns about a child regarding child protection issues, the staff will take the following action:

In an emergency, the staff will contact medical services, the parents/carers and social services. Where no emergency medical treatment is needed, they will contact Social Services and inform parents/carers.

There are some situations when parents/carers are NOT informed:

- ❖ If contacting parents/carers would place a child at risk of harm
- ❖ Where sexual abuse or fabricated illness is suspected.
- ❖ If contacting parents/carers would cause undue delay.

Parc Eglos Nursery Policy Statements

Full versions available on line or upon request.

Admissions

It is intended to make Parc Eglos Nursery genuinely accessible to children and families from all sections of the local community.

Promoting Positive Behaviour

Children respond better to praise and rewards in order to promote positive behaviour. We believe that children and adults flourish best in an environment with clear boundaries and foundations in which everyone knows what is expected of them and children are free to develop their play and learning in a safe and secure environment. We aim to work towards a situation in which children can develop self-esteem and self-discipline in an atmosphere of mutual respect and encouragement.

Safeguarding & Child Protection

We intend to create, at Parc Eglos Nursery, an environment in which children are safe from all forms of abuse and in which any suspicion of abuse is promptly responded to.

Confidentiality

Parc Eglos Nursery's work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in Parc Eglos Nursery can do so in confidence that we will respect their confidentiality.

Early Education

It is important that opportunity for early learning is used for the maximum benefit of the children. They must be offered a coherent programme of activities appropriate to their age and stage of development, in line with the Early Years Foundation Stage guidance. They should be presented with learning through play in the following areas of experience: Personal, Social and Emotional Development; Physical development; Communication and Language; Literacy; Mathematics; Understanding of the World; Expressive Arts and Design.

Equal Opportunities

We believe that activities should be open to all children and families and to all adults committed to their welfare. We aim to ensure that all who wish to work in or volunteer to help with our provision have a chance to do so.

Health and Hygiene

Parc Eglos Nursery promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults.

Health and Safety

Parc Eglos Nursery believes that one of its most important functions is the prevention of accidents and ill health. We do not wish any of our employees or any other person to suffer as a result of our activities or work processes. To this end, we intend to comply rigorously with all Health and Safety legislation, codes of practice, best guidance and work methods available.

Parental Involvement

Parents are the first educators of children. The aim of Parc Eglos Nursery is to support their essential work, not to supplant them.

Parental Complaints

Parc Eglos Nursery believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents / the community generally and we welcome suggestions on how to improve our services at any time.

Settling In

We want children to feel safe and happy in the absence of their parents and carers, to recognize other adults as a source of authority, help and friendship. When children go home we like them to be able to share with their parents/carers their new learning experiences in the nursery. We encourage parents/carers to visit the nursery with their children during the weeks before they join.

Special Educational Needs.

Parc Eglos Nursery believes that children with Special Educational Needs and disabilities should have a right to play, learn and be able to develop their full potential alongside other children. Whenever possible, the children with these needs or difficulties will have access to the same facilities, activities and play and learning opportunities as their peers. Everybody stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages they may face.

Staffing and employment

A high adult: child ratio with trained staff is essential in providing good nursery care at Parc Eglos Nursery.

Diet - Policy and Practice

The sharing of meals and refreshments can play an important part in the social life of the nursery as well as reinforcing children's understanding of the importance of healthy eating.

What your child needs to bring to Nursery

On your child's first day, please bring in the completed sharing sheet to share with the key person.

Every child should bring a bag to nursery each day, both to help with taking special things home and to facilitate communication between nursery and home via newsletters, etc.

Appropriate clothing dependent upon the weather; hats, covered shoulders in hot weather and waterproofs/warm coats, gloves and hats for winter months.

Children should also bring plenty of spare clothes, indoor shoes & wellies for outdoors [clearly named, please] so that they are able to access all activities in a clean environment.

Children in nappies should always bring a plentiful supply of nappies, wet wipes, etc. to every session.

Children who are toilet-training should always have a plentiful supply of underwear / clothing in case of any 'accidents'.

One comforter may be brought in (clearly named) to aid the 'settling in' process but please **NO toys.**

Prices

FEE STRUCTURE FOR PARC EGLOS NURSERY FROM 01/01/2023.

Parc Eglos Nursery is open for 38 weeks of the year [excluding public holidays, Inset Days and Flora Day] from 08.00 to 5.00pm every weekday during term time.

Breakfast Session - 8am - 9am

Over 3 years £2.38 per half hour (Including breakfast of cereal or toast)

Under 3 years £2.63 per half hour (Including breakfast of cereal or toast)

Morning Sessions

9.00 - 12.00 over 3 years £15.00

9.00 - 12.00 under 3 years £16.00

Afternoon Sessions

12.00-3.00 over 3 years £15.00

12.00-3.00 under 3 years £16.00

School Day

9.00-3.00 over 3 years £30.00

9.00-3.00 under 3 years £32.00

School Lunch (if your child stays for the school day or comes in for the afternoon session)

£2.41

Afterschool Sessions 3pm - 5pm

Over 3 years - £2.38 per half hour (to include small healthy snack)

Under 3 years - £2.63 per half hour (to include small healthy snack)

You may send a packed lunch in for your child if they stay all day or come in at 12, as long as it is a combination of healthy food.

We politely ask that the packed lunch contains **no nuts, crisps, cakes, sweets, chocolate, juice** or anything that needs to be cooked or warmed up. Also, please ensure they are in an insulated lunch box with your child's name clearly displayed..

Please follow the link below for guidance on acceptable items for a healthy lunchbox.

<https://www.cornwall.gov.uk/media/7181581/healthy-lunchbox-web.pdf>

30 Hours Funding

If you think your child will be eligible for 30 hours funding please go to www.childcarechoices.gov.uk and use the online checker. If you are eligible you will be given an 11 digit code that needs to be given to Ali in the office along with your national insurance number as soon as you can so that she can check this with the local authority. Please note that applications for 30 hours funding must be done by yourself and not the setting. If you are only entitled to 15 hours funding this is done automatically and you do not need to apply for this.

All applications for the autumn term must be completed by 31st August. Failure to apply by this date will mean that you will not be able to use your 30 hours during the autumn term and you will have to wait until the spring term after Christmas.

All applications for the spring term must be completed by 31st December. Failure to apply by this date will mean that you will not be able to use your 30 hours during the spring term and you will have to wait until the summer term after Easter.

Applications for the summer term must be completed by 31st March otherwise you will have to wait until the autumn term.

If you are unsure of anything please speak to Ali and she will be glad to assist you. We do not want you to miss out on what you are entitled to but unfortunately we will not be able to do anything if you do not meet these deadlines.

2 Year Old Funding:

There has been a change to the way that 2 year old funding is allocated to parents.

Parents need to access the portal at the address below and set up an account to apply.

Citizen Portal address - <https://cornwall.cloud.servelec-synergy.com/synergyweb/>

Booking Request Form

I would like to request a place at Parc Eglos Nursery for:

Name of child: _____

D.O.B. : _____

for the following times of the week.

Please note that fees are payable in advance and must be paid even if your child is unable to attend nursery through illness or any other reason. Fees will be reduced by half for 2 weeks holiday during the school year providing we have been given 4 weeks' notice. A notice period of 4 weeks is necessary should you no longer require a place at the nursery.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WRAPAROUND CARE 8.00 - 9.00					
AM 9.00 - 12.00					
PM 12.00 - 3.00					
SCHOOL DAY 9.00 - 3.00					
Nursery Lunch					
Packed Lunch					
WRAPAROUND CARE 3.00 - 4.00					
WRAPAROUND CARE 4.00 - 5.00					

Please note, lunches are not included in the funding so therefore are payable. However, you may choose to bring a packed lunch for your child as long as it is a healthy combination of food. Lunch will be served at 12 so unfortunately children can only have lunch if they attend for the school day or come in for the afternoon session.

If offered a place, I agree to abide by the booking conditions.

I wish my child to start on: _____

Signed: _____ Date : _____

Please note that this form does not constitute the offer of a place. A formal offer of a place will be made later, where availability allows, or you will be notified that a place is not available. Thank-you

Registration Form

Child's [full] Name _____

Address _____

_____ Post Code _____ Date of birth _____

Name Parent/Guardian _____

Home Phone No. _____ Mobile _____

Work No. _____ Email _____

Name of any other Parent/Guardian _____

Telephone: Home [if different] _____ Mobile _____

Work Number _____ Email _____

Details of Doctor _____ Tel _____

Name of Health Visitor _____ Tel _____

Other Contacts

Name and address of any person collecting your child from Parc Eglos Nursery if different from information above. Children will only be allowed to leave with a named person.

Name _____ Tel No _____

Address _____

Name _____ Tel No _____

Address _____

Any information regarding your child that you would like us to know. E.g. Allergies, illnesses

Occupation (Optional): _____

Are you willing to come into nursery to talk to the children about your occupation: Yes/No

Has your child had a 2 year old check with your Health Visitor: Yes/No Date:.....

May we point out that a place at Parc Eglos Nursery does not secure your child a place at Parc Eglos School. Thank-you.

Registration and Consent

All children who attend must be registered. Therefore, would you please complete the enclosed form accurately and return it as soon as possible.

I agree to my child's learning journal being sent to me electronically, via email YES/NO

Activities your child takes part in may be photographed, recorded visually or verbally for which we need your permission. These may be used in our brochure and published on the school website.

I agree to my child being recorded visually or verbally and agree to these photographs possibly being used in the brochure and on the website.

YES/NO

I agree to any emergency medical treatment necessary during my child's attendance at Parc Eglos Nursery. I authorise the staff to sign any written form of consent required by the hospital if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

YES/NO

I give consent for my child to have sunscreen applied by a member of Parc Eglos Nursery staff. Sunscreen provided by:

Parc Eglos Nursery [] One provided by me []

I agree to abide by Parc Eglos Nursery policies and procedures.

YES/NO

I consent to my child's progress details being given to the next setting / school when they leave Parc Eglos Nursery.

YES/NO

Signed _____ [Parent / Carer]

Date _____

Consent Form for Local Trips Outside of the Setting

Sometimes our planning involves taking small groups of children on foot to very local amenities, such as the church, park or museum.

Please complete and sign the form below in order to give permission for your child to take part.

I give consent for my child _____

to be taken out on short trips by foot during Parc Eglos Nursery sessions.

Does your child suffer from any illness or allergy? Yes [] No []

If yes, please give details.

Please ensure that your child has any medication with them that might be required. E.g. Inhalers.

I consent to any emergency medical treatment that my child may be given.

Yes [] No []

I consent to my child being photographed whilst out of the setting.

Yes [] No []

Signed _____ [Parent / Carer]

Date _____

Parentmail

School Name: Parc Eglos Nursery, Parc Eglos School

Please write in **BLOCK CAPITALS** (except email address)

Parent's Name: _____

Child's Name: _____ Class: **Frogs / Tadpoles**

Child's Name: _____ Class: **Frogs / Tadpoles**

Child's Name: _____ Class: **Frogs / Tadpoles**

E-Mail Address (Primary): _____

E-Mail Address 2: _____

(Optional)

E-Mail Address 3: _____

(Optional)

Mobile Number (Primary): _____

Mobile Number 2: _____

(Optional)

Signed: _____ Date: _____

Name of Child.....

Pupil Ethnic/Cultural Information:

Ethnicity: (Data Source: Parent Pupil Other)

- White – Cornish
- Traveller of Irish Heritage
- White and Black Caribbean
- Any Other Mixed Background
- Bangladeshi
- Black – African
- Any Other Ethnic Group
- Other White British
- Gypsy/Roma
- White and Black African
- Indian
- Any Other Asian Background
- Any Other Black Background
- Refused
- White – Irish
- Any Other White background
- White and Asian
- Pakistani
- Black Caribbean
- Chinese
- Information Not Yet Obtained

First Language: ENGLISH or OTHER (please specify).....

Asylum Seeker: Refugee Status: Traveller Status:

Religion:

- Anglican
- Hindu
- Muslim
- Roman Catholic
- Buddhist
- Jewish
- No Religion
- Sikh
- Christian
- Methodist
- Other Religion

Data Collection Document: Parc Eglos Nursery January 2023

Name Name of Child	
Name Name of Parent/Carer	
Does either parent/carers or child have English as an additional language?	
DoesD Does either parent or carer serve in HM Forces?	

Has yo Has your child ever been in receipt of Two Year Funding?	
Does Does your child attend any other setting/child-minder? If yes, please provide details.	
Has y Has your child previously attended another setting? If yes, please provide details.	
Signed Signed:	
Date: Date:	