



Marshmallows Nursery Information Pack

OFSTED Registered (URN:145378)

Marshbrook First School, Teddesley Road, Penkridge, Stafford, ST19 5BA

Tel: 01785 712780

Head Teacher: Miss Nixon
Assistant Head: Miss Gould

Nursery Managers

Mrs Bishop - NNEB Level 3, NVQ Level 5 Leadership & Management
Miss Griffiths - NNEB Level 3 Early Years & Childcare



Marshmallows Nursery Registration Form



(PLEASE RETURN THIS FORM ALONGSIDE YOUR CHILD'S BIRTH CERTIFICATE TO SECURE YOUR NURSERY PLACE)

Surname..... Forename.....

Middle name(s)..... Chosen Name.....

Date of Birth..... Gender.....

Address

..... Post Code.....

Contact Number.....

Email Address.....

Please tick your preferred sessions below

(Please note your child needs to be 3 years old and fully toilet trained to attend the Before & After School Club.
The Nursery lunch session is only offered to children who are 3 years old and attending for a full day.)

Day	Breakfast Club 7:30-8:50am (1.5 hours of 30 hour childcare) <i>(Three/four year old's only)</i>	Nursery morning session 8:45-11:45am (3 hours of 15 or 30 hour childcare) <i>(This is the only session two year olds can attend)</i>	Nursery lunch time session 11:45-12:15pm (0.5 hours of 30 hour childcare) <i>(Three/four year old's only)</i>	Nursery afternoon session 12:15-3:15pm (3 hours of 15 or 30 hour childcare) <i>(Three/four year old's only)</i>	Afterschool Club 3:15-4:15pm (1 hour of 30 hour childcare) <i>(Three/four year old's only)</i>	OR After school club 3:15-5:50pm (2.5 hours of 30 hour childcare) <i>(Three/four year old's only)</i>
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Eligible funded childcare hours: 15 Think 2 code (if applicable)(mornings only)

OR 30 30 hour code

Parent's NI Number

Preferred start date.....
(Please note: admissions are accepted termly)

Name of Parent/Carer.....



Nursery Charges From September 2022

Session	2 Year old	3/4 Year old
Morning 8:45-11:45am	£15.75	£13.00
Lunch 11:45-12:15pm (Full day only)	N/A	£2.50
Afternoon 12:15-3:15pm	N/A	£13.00

Before & After School Club Charges From September 2022

Session	3 Years +	
7:30am - 8:50am	£4.50	Including breakfast
3:15pm - 4:15pm	£4.00	Including a drink and snack
3:15pm - 5:50pm	£10.00	Including a drink and light tea

(Please note your child needs to be 3 years old and fully toilet trained to attend the Before & After School Club.
The Nursery lunch session is only offered to children who are 3 years old and attending for a full day.)

Marshmallows Nursery



Our Nursery

Marshmallows Nursery is part of Marshbrook First School, we accept 2, 3 & 4 year olds who attend a range of sessions throughout the week. As we are part of a larger school we have excellent learning opportunities such as the use of the ICT Suite, hall, school field and designated forest school area.

Our team of experienced, dedicated staff provide high quality learning experiences. Staff implement the Early Years Foundation Stage Curriculum, supporting the children's learning by playing and exploring, being active, and through creative and critical thinking, this takes place both inside and outside. The members of staff supporting the children make sure that the activities are suited to each child's unique needs.

Marshmallow's Admissions Policy

Children can be admitted from the term after their 2nd birthday up to 4 years of age, according to the terms of registration with OFSTED. Mrs Bishop and Miss Griffiths are responsible for admission arrangements. Places are allocated on a first come, first served basis, on receipt of the registration form. 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). A place in Marshmallows Nursery does not necessarily guarantee a place in the school. LEA criteria apply for admissions to school/Reception class.

Before starting your child with Marshmallows Nursery, please fill in the Registration Form provided in this pack and return to the school office with a copy of your child's birth certificate.

Session Times and Funding

Children may join us at Marshmallows Nursery for two or more full or part-time days.

Two year olds can start with us via paid or funded sessions the term after their second birthday, children will need to be fully mobile to attend, children who are not yet fully mobile may be able to join us but staff would need to assess this on an individual basis, based on the child's needs and any additional funding they may require.

All 3 year olds are entitled to up to a 15 hour funded Nursery grant from the term after their 3rd birthday (NEG funding - cut off dates are 31st August, 31st December and 31st March as agreed by the L.E.A.). 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.

There is a £2.50 supervision charge for a 3 year old over lunchtime.

If you are a working parent, you may be entitled to 30 hours' funded childcare. You will need to visit www.childcarechoices.gov.uk for more information. You can also register on this site to obtain a code in order to claim your funded childcare. If you are entitled to 30 hours, up to 15 hours can be used for wrap around care, so you can make up your hours from the following sessions. If your child is 2 you may be entitled to 15 hours 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 or telephone: 0300 111 8007 for more information.

Method of Payment

Fees can be paid using Parent Pay or childcare vouchers. 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 Marshmallows 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 also be paid using Parent Pay. 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.

Settling in

When we have received your child's registration form and birth certificate we will invite you to come for a settling in session with your child (A member of staff will arrange this with you close to your child's start date). During this session the children have chance to explore the Nursery environment whilst you fill out relevant paperwork and ask any questions you may have.

What your child will need

At Marshmallows Nursery we wear school uniform, you are able to view this on the school website and you will be provided with a uniform list upon your child's settling in. We also ask that you send a suitable outdoor coat in the winter months and a rain coat in the summer. Please provide a set of spare clothes and nappies/pull ups/wipes (if your child needs them). We ask that you label all of your child's items clearly with their name, staff will take no responsibility for the loss of items that are not clearly labelled. During the summer term please send in a sun hat and apply sun cream before your child attends Nursery. Staff do not reapply sun cream during the day so please apply a day sun cream.

Aims, Learning and Play

At Marshbrook First School & Marshmallows Nursery 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/carers
- 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 or water to drink, and a healthy fruit/vegetable/bread snack (e.g. toast or crumpets) is offered daily during the morning and afternoon sessions. Food and drink is properly prepared on the premises and all staff are trained in food hygiene. If your child requires a lunch, you can provide them with a packed lunch or purchase a school dinner at a cost of £2.50 (please check as this is subject to change). 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 a member of staff. We are happy to adjust menus if need be to meet your child'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.

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 a member of the Nursery Team so that we may work together to help your child. Many young children have 'accidents', which is why we request a spare sets of clothes be sent each day. If your child is not ready to start toilet training, we require nappies to be provided. Please can you ensure your child comes in, in a clean dry nappy. Routinely staff will change children's nappies when needed, however if your child is only in for a 3 hour session and their nappy is dry they will not be changed. All children attending afternoon sessions must be fully toilet trained. When children do need changing, they will always be treated with dignity and respect (see our Toileting and Nappy Changing Policy on the school website).

All members of staff hold a relevant First Aid Qualification and, an 'Up-to-Date' First Aid Box is kept on the premises at all times. Minor accidents are recorded on accident forms and you will be informed of this upon collection. 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 Nursery 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 as advised in the Nursery policies. 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. Staff are only able to administer medication if it has been prescribed by a doctor. 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 fluids and soiled clothes. Disposable gloves are worn and all soiled items are disposed of in PHS controlled waste 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 cleaned with anti-bacterial wipes before snacks/meals are eaten or cooking activities are undertaken. All drinks cups are sterilised 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.

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. 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 10 minutes late, children will go into the after school club at a charge (see school's Missing Child and Child Collection Policy for further details). All staff are DBS checked (Disclosure Barring Service) before being employed by us, as are students and volunteers.

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 and building will be checked for any remaining children.

A headcount/register will then be taken to ensure all children and adults are accounted for.

You will need to provide emergency contact numbers 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, we also ask that you do not bring hot drinks onto the school premises. Marshmallows Nursery 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 & emotional, personal, language, 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. If you are still unhappy with the outcome, please see the Head Teacher 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 Nursery and can be found at www.marshbrook.staffs.sch.uk/index.php/policies/