

Little Stars

at Tudhoe Moor Nursery School

Breakfast and After School Club provision for our pupils



Parent Handbook

2023/24



Welcome

Welcome to our wraparound care for children at Tudhoe Moor Nursery School. We are delighted that your child will be staying with us for extended hours and have created this pack to explain how we work and answer any questions you may have.

We aim for all children to 'reach for the stars' by creating an engaging environment which enables children to develop resilience, empathy, ambition, creativity and above all, be happy.



Opening Hours

Breakfast Club 7:45am till
9:00am

After School Club 3:00pm till
5:30pm*

*Please note there will a charge of £10 per every 15mins that a child is picked up late. This will be added to your bill.

Meet the Staff

	<p>Lauren Franklin is an Early Years Practitioner that has been with us since 2019. Lauren is the leader for Breakfast Club and your first point of call for any queries regarding these sessions.</p>
	<p>Antonia Richardson is our Play Leader. She loves working with children and her own two boys came to our nursery. Antonia will also be working with our two year olds and at lunchtimes. Antonia will be working in the After School Club.</p>
	<p>Holly Johnson has worked with us for four years as a Lunchtime Supervisor. She has two children of her own and loves working with children. Holly will be working in both Breakfast and After School Club.</p>

Contact



We believe that contact with parents is paramount. Just like during the nursery day, your child will receive observations on Tapestry of all the wonderful things that we do during Breakfast and After School Club.

If you have any questions or queries you can contact Miss Franklin about Breakfast Club, or Miss Richardson about After School Club on our main school number 01388 436 000



If you prefer to email, please message us at tudhoemoor.nursery@tudhoemoor.durham.sch.uk



Fees and Payments

Breakfast Club: £4.00
per session

After School Club:
£10.00 per session



Payments can be made in cash and given to staff at the main office, by bank transfer or through your government tax-free childcare account. You will be given a leaflet explaining how to pay using this method when you register with us.

Booking a Place

Please inform us as soon as possible if you would like to book a place at either of our clubs. Mrs Hymers or Miss Bond can allocate your child a place and this will be guaranteed for their entire time with us. If you are looking to change your days and add/remove any, please be aware that we may not always be able to provide these as our clubs are very popular. We are able to have 16 children at any one time. If there are no spaces available, we can add your child's name to a waiting list in case a space becomes available.

Drop off/ Pick-up

- Please make sure you enter and exit the building promptly. If you need to speak to a staff member for longer than a couple of minutes, please book an appointment via the office.
- Please come to the main school doors and ring the bell. A staff member will come to let you into the building.
- Children can only be collected by an authorised person on their registration forms. If you need someone added to the list, please speak to staff at the main office. As a one-off, if you require someone different to collect your child, please phone us to let us know. The adult (over the age of 16) will need to give us their full name and show ID, and tell us the password on the registration form.



Curriculum

Little Stars is an extension to your child's Nursery day. We will deliver the same fun Early Years curriculum and ensure your child has a great time, indoors and outdoors. Both clubs are run in our school hall. Food is served here and also activities are set up. Children will have access every session to outdoor play, and also soft play where possible.

We like to follow child's interests to make our sessions as enjoyable as possible as well as following topic based learning.

Absence

If your child is going to be off Nursery for any reason, please inform the main office via telephone call or email. You will still be charged for any wraparound sessions that have been booked.



Additional Needs

Children with additional needs are welcomed into our wraparound clubs, just as they are in our Nursery. We pride ourselves on managing children with additional needs and creating excellent family relationships. If you have any concerns about your child's development, please speak to your child's key person in Nursery, or Miss Franklin or Mrs Richardson would be glad to assist where they can.

The Nursery SENDCo (Special Educational Needs Co-ordinator) is Mrs Hymers. She is responsible for ensuring all children's needs are catered for including requesting additional support or resources when needed and completing support plans for some children.

Safeguarding



All of our staff receive regular safeguarding training to ensure we keep our knowledge up-to-date. If we have concerns about a child, we would discuss this with the parent (where it is safe to do so) and may need to take this further by phoning First Contact, a team responsible for child protection within Durham.

If you have any concerns about a child, you can phone First Contact on 03000 267 979

Our safeguarding lead in school is Mrs Hymers, or Miss Bond if she is not available.

Medical information

All of our staff hold a paediatric first aid certificate and this is renewed every three years. If your child has a medical condition, please ensure this is written in your registration pack. The wraparound staff may need to discuss this further with you and in some cases come up with a medical care plan.

Our staff are trained to deal with any minor cuts, bumps or scrapes. For anything more serious (eg a suspected broken bone, or something requiring stitches) we would notify a parent immediately.

For something serious which requires immediate medical attention, the following actions are taken:

1. 999 are phoned
2. Parents (or emergency contacts) are then notified

If your child receives regular medication (or needs it as a one-off) there will be a form to fill out. Staff can give medication only as stated on the packet/bottle. All medicines must be brought in with the prescription label on otherwise these will not be accepted.

If your child has an allergy, this also needs filled out in the registration

pack. Staff will discuss this with you and we will ensure that our menu caters for these needs.

If your child is unwell, we may phone you to come and collect your child early. If they are vomiting or have diarrhoea, they will need to be off nursery for 48 hours. You are welcome to phone the nursery if you are not sure if your child needs to stay off or not.



- Follow adult directions
- Move around the setting safely and appropriately
- Respect themselves, other people and the setting environment
- Make informed choices developing an understanding of their impact on others
- Not hurt others physically or verbally
- Speak kindly to others.
- Always walk inside.
- Look after and use appropriately, the equipment both inside and outside.
- Share and take turns.



Behaviour

In the Early Years Foundation Stage, children are still learning about boundaries and what is acceptable in terms of behaviour. We teach tolerance and patience to help our children develop into kind and well behaved members of society. We aim:

- To promote positive behaviour
- To provide a harmonious, fair, consistent and safe environment for all
- To provide an environment where effective teaching and learning can take place
- To help children feel good about themselves and achieve their potential taking into account a child's stage of development and emotional needs.
- To encourage self-discipline and help children to make positive choices and develop an understanding of the impact of their behaviour on others

All children will be encouraged and supported to enable them to:

Where issues do arise we will work together with parents to discuss any behavioural need and to find ways to improve it.





Menu

Here is an example menu for Breakfast and After School Club.

	<u>BREAKFAST</u>	<u>TEA</u>
Monday	Choice of Cereals/Porridge/Ready Brek served with wholemeal toast, seasonal fruit and fresh juice/milk	Bagels with cream cheese served with seasonal vegetables
Tuesday	Choice of Cereals/Porridge/Ready Brek served with wholemeal toast, seasonal fruit and fresh juice/milk	Make your own wraps, ham, chicken served with seasonal vegetables
Wednesday	Choice of Cereals/Porridge/Ready Brek served with wholemeal toast, seasonal fruit and fresh juice/milk	Beans on wholemeal toast served with mixed salad
Thursday	Choice of Cereals/Porridge/Ready Brek served with wholemeal toast, seasonal fruit and fresh juice/milk	Make your own sandwiches, tuna, sweetcorn, cheese served with seasonal vegetables
Friday	Choice of Cereals/Porridge/Ready Brek served with wholemeal toast, seasonal fruit and fresh juice/milk	Cheese and selection of crackers served with seasonal vegetables

All dietary/ religious needs can be met. Please speak with Miss Franklin or Mrs Richardson to discuss your child's requirements.



Termination of contract

We reserve the right to terminate a place at our wraparound clubs due to:

- Non-payment or continual late payments
- Lack of compliance with policies
- Lack of parental co-operation/ disrespect
- Failure to complete or return required forms
- Physical or verbal abuse to any person
- Continual disciplinary problems
- False information given by any parent verbally or in writing

If your child's place is terminated and there is money outstanding, a bill will be sent along with your letter of termination.

If you wish to terminate your child's place, we require 4 weeks' notice in writing.



Policies



Little Stars wraparound care is part of Tudhoe Moor Nursery School and as such, follow the same policies and procedures. Copies of these policies can be found on our website www.tudhoemoor.durham.sch.uk

If you have any questions about the policies, please speak to Mrs Hymers.

Complaints

We like to think that everything will run smoothly, but if you do ever need to make a complaint you can contact the following people:

1. Your child's key person, usually their group leader.
2. Mrs Hymers- Head teacher
3. Chair of Governors- Kevin McMullan

Photographs

Little Stars follows the same rules as Tudhoe Moor Nursery School for using photographs and videos. The consent form completed in your registration pack will be shared with Little Stars and applied in the same way.

