



Childhaven Community Nursery School Essential Information Form



Child's full name:

Date of birth:

Child's home address:

Postcode:

Parent/Carer details:

Mother's/Carer's name:

Address (if different from above):

Home number:

Mobile number:

Work number:

Father/Carer's name:

Address (if different from above):

Home number:

Mobile number:

Work number:

Email address:

Please provide details of anyone else , other than Parent's, who are permitted to collect your child:

Name	Address	Contact Number

Emergency Contact Details:

If your child is taken ill or has an accident we will try and contact you immediately. If this is not possible we would be grateful if you could provide details of someone who lives in the Scarborough area that we could contact:

Name	Telephone number (home and mobile)	Relationship to Child

Health Information:

Doctor's name and address:

Doctor's contact number:

Health visitor name and contact number:

Does your child have any special health requirements?

Does your child have any allergies?

Details of any other agencies/professionals working with your child:

Other information:

Languages used at home:

Ethnic origin:

Festivals, customs or traditions celebrated at home:

Thank you for taking the time to complete this form.

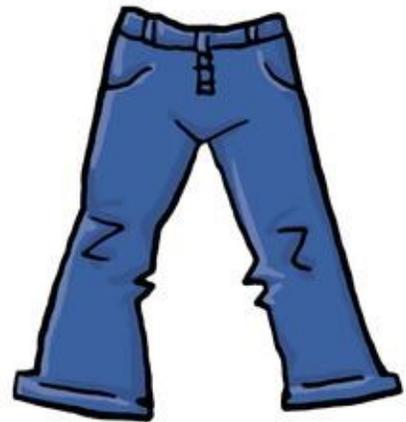
Thank you for choosing Childhaven Community Nursery School for your child. We have a wonderful opportunity to make sure they receive the best possible education, develop their individual talents and strengths and encourage positive attitudes to learning - important both now and in the future.

Like you, we want your child to be happy at Nursery and settle quickly. To support this, we have included details about Nursery life, organisation and general practices. We hope that you find this information helpful. Further details can be found on our website, which includes important policies, procedures, current inspection reports and additional information - www.childhaven.n-yorks.sch.uk

Whilst these details are relevant to all our children, please contact us if you wish to discuss any aspect relating to your individual child.

What to wear?

- * We do get very messy at school so it's best not to send your child in anything too precious as it will more than likely end up with paint or mud on it!
- * As the majority of children will just be starting to use the toilet independently it's probably best to send them in clothes that are easy to pull up and down.
- * We do go out in all weathers so if it's a really rainy day bring their wellies etc.
- * We do have spare clothes/ waterproof clothes at school, just incase.
- * We have a lot of children which means a lot of coats. Please write your child's name in their coats and hats so that they don't get muddled up.
- * We do have a lost property box, so if something does go missing don't forget to check in there.
- * For safety reasons we do ask that children do not wear lace up shoes or open toed sandals at school.



School bags

It's handy for child to bring a bag to school so they can keep a spare set of clothes in there. We also ask that if your child is in nappies that you pack spare ones a packet of baby wipes.

A school bag is also handy for other reasons:

Choosing a school bag together can help get them excited for school.

It's a good place to keep their pictures/ creations on the way home.

If they have a comfort toy we can put it in their bag to keep it safe is necessary.

School correspondence (newsletters etc) will sometimes be placed in their bag.

PLEASE WRITE YOUR CHILD'S NAME ON THEIR BAG



Consent information

I give permission for:	Signature	Date
Outings, trips, walks to the local area (park, Sainsburys, Pet shop, train station etc)		
Sharing information with other professionals, e.g. health visitor, educational psychologist, occupational therapist, GP, or speech therapist.		
Photographs of your child to be used on our classroom displays.		
Uploading of photographs onto our : website		
Facebook page (advertising)		
Facebook closed group		
Other social media platforms		
Newspaper		
Posters/school information leaflets		
I will not write anything on social media that could be offensive or upsetting towards a group or individual.		
First aid and emergency medical treatment		
Use of plasters when needed		
Use of nappy rash cream when labelled and provided by parents (We do not provide cream for hygiene reasons).		
To apply my child's own provided sun cream or one provided by nursery.		
My child to be involved in Christmas activities including a Christmas performance.		

In line with our social media/mobile technologies policy; staff members **cannot** accept 'friend requests from parents/carers'. Should you choose to contact the school facebook page, please be aware that the team will contact you in school working hours 8:30-3:45pm.

Admissions:

To secure a place you must have completed an admissions form. Once we have received the completed form a member of staff will contact you to discuss your preferred sessions and our settling in process.

Session times:

Our **morning session** runs from **8:30- 11:30** (doors open from 11:20 to enable you to collect your child by 11:30)

We kindly ask that you pick up on time, thank you.

Our **afternoon session** runs from **12:30-3:30** (doors open at 3:20 to enable you to collect your child by 3:30)

If your child attends for the full day you will be asked to provide a packed lunch

All children should be collected from the front room. Dropping off and collecting times can be busy so we ask for your patience.

If you are consistently late at picking up your child a rate of £4:00 per 15 minutes will be charged. If your child is not collected by 11:30/3:30 and we haven't received a telephone call informing us why, then we will contact the emergency contact numbers.

Additional sessions/ non funded hours	Price
Morning session	£16(2year olds) £13 (3year olds)
Lunch session	£4.50
Afternoon session	£16(2year olds) £13 (3year olds)
All day: £36	8:30-3:30

Healthy Schools

As part of our Healthy Schools initiative we do ask parents/carers to contribute 60p a week to fund cooking activities and local trips within the community.

Mrs Rose will collect this in reception on a morning whilst completing registers.

Thank you



Typical session outline:

8:30/12:30 start
free flow play with a combination of adult and child led activities
11:10/3:10 whole school singing/music/story
11:20/3:20 doors opened for home time

Lunch club 11:15-12:30





Settling in: We really want all of our children to have gentle transition into nursery and we understand how difficult this process can be, for both the child and the parents. To help your child settle we do ask that you stay at nursery with us for their first full session. If your child is finding the transition into nursery difficult we may suggest a number of different strategies to support them with this process. If you are worried about your child's transition then please speak to your child's keyworker or other member of staff so they can offer you some reassurance.

Keyworker: all children have a keyworker (Mrs Anderson, Mrs Clough, Miss Ingle, Mrs Pearson, Miss Metcalfe and Miss Rose) Your child's keyworker will: create a special learning journey book, email you photos about the interesting and exciting things they've been up to, lead special group times including Island time and complete all assessments that are shared with you termly. The head teacher (Mrs Firth/Mrs Curtis) will usually welcome you in with Mrs Rose at the beginning of sessions.

What is Island time?

A special keyworker group time to chat about our : lives, thoughts, feelings and interests. It's called Island time because it's like being sat on our own private little Island away from the rest of the world,



What is Jabadao?

Is a word to describe developmental movement play. Jabadao was founded in 1985 and uses music, movement and dance to support children of all ages enhance their physical development. We also do yoga and practice mindfulness at the end of these sessions.

Who is Kathy?

Kathy Seabrook leads an interactive musical session with us once a month. She brings an array of instruments for us to listen to and play (including saxophone and flute), we sing songs and even have a little dance.

What is Heuristic play?

In their book, *People under Three*, Elinor Goldschmied and Sonia Jackson coined the term heuristic play, to explain how to provide a more structured opportunity for this kind of activity. Heuristic play 'consists of offering a group of children, for a defined period of time in a controlled environment, a large number of different kinds of objects and receptacles with which they play freely without adult intervention'. It is particularly useful for children in their second year who often seem unwilling to engage in any activity for more than a few minutes. According to the Oxford Dictionary, 'heuristic' means helping to find out or discover (we use things like: pegs, wooden objects, bottle tops, corks, spoons, pine cones etc and let the children explore and discover for themselves).

Learning stories: A 'Learning Story' is a record of what a teacher (or parent) has seen a child (or group of children) doing whilst at school or at home. The written **story** may be as short as one paragraph or one page or longer. They are used as a celebration of the wonderful ways in which the children view and engage with the world and people around them. The learning stories are very special to us and the children which is why we value any comments or contributions you would like to make to them. Please feel free to take your child's learning story home with you (just please bring it back, we have a signing out/in sheet so we don't lose any), have a look through, chat with your child about the photos and if you get chance, write a little comment on it. If you have any photos /drawings about a special time or moment then please feel free to add them into your child's learning story, we'd love to hear all about it.



Illness: if your child is unwell and unable to attend then please contact us to let us know. If your child is absent due to sickness and/or diarrhoea then our policy is for them to remain absent from school for 48 hours after their last bout of sickness. Certain illnesses will require a longer period of absence such as chicken pox, a member of staff will be able to inform on our policy depending on the illness. If your child becomes unwell during the session we will contact you (or someone from the emergency contact list) to come and collect them.

Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet. **Only medicines prescribed by a doctor will be given once a form has been completed**

We will not be able to administer non prescription medicines such as Calpol/paracetamol/nurofen.

Mobile phone and camera use on premises:

For children's safety, the use of mobile phones whilst on nursery premises is prohibited. In addition, please note that parents / guardians and visitors are not permitted to use any recording device or camera, including those on a mobile phone, on the premises without prior consent from the Senior Management Team.

During special events and performances, photographs may be taken by parents / guardians for personal use only (not to be uploaded onto any social media platform and not to have any other children in the background).

Social media and online safety guidelines:

As detailed in the Technology and Online Safety Policy available on our website, we ask that if parents have any queries, concerns or complaints about the nursery these should be raised with us directly and not through social media platforms. **We also respectfully ask that you do not have links to our staff through their personal social media accounts.** Whilst Technology and Online Safety is continually evolving, as an organisation we aim to empower both adults and children with the knowledge to identify online risks. The safe use of technology and the implementation of systems and controls are of great importance in safeguarding children. Your support in this is vital; for further details please see www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety and www.internetmatters.org.





Lunchtimes at Childhaven (11:15-12:30):

If your child is staying for lunch this will take place in the basement. The tables are set up with their packed lunches and a member of staff then takes them down stairs to wash their hands and get ready for their well earned lunch. Each table has a member of staff to support the children whilst they are eating, once finished they can play on the ground floor and outdoors.

Healthy lunch box tips...

Base the lunchbox on foods like: bread, rice, pasta and potatoes. Choose wholegrain where you can.

If your child doesn't like wholemeal bread try making a sandwich with one slice of white and one slice of wholemeal..

Keep a small selection of bread in the freezer. Make lunchboxes more interesting by using different shapes, like bagels, pittas and wraps. Try different breads cut into different shapes.

Wraps and pots of fillings can be more exciting when they get to put them together. Dipping foods are also fun and make a change from a sandwich each day.

Get them involved. They are more likely to eat it if they helped make it.

Add salad to sandwiches-it all counts towards your child's 5 a day.

Always add veg. Cherry tomatoes, carrot sticks, cucumber, peppers all counts towards their 5 a day. Adding a small pot of hummus or other dips may encourage them to eat vegetables.



Be adventurous and get creative with what goes in their lunch box.

If your child really likes crisps try reducing the number of times you include them in their lunchbox and swap for homemade plain popcorn or rice cakes.

Try chopped apple, peeled satsumas, strawberries, blueberries, halved grapes or melon slices. Add a squeeze of lemon juice to stop them from going brown.



Swap fruit bars for dried fruits but remember to keep them to mealtimes as they can damage your child's teeth.

Tinned fruit counts. Add some tinned fruit (in juice not syrup) in a small pot to their lunch-box.

WE HAVE CHILDREN WITH SEVERE NUT ALLERGIES, PLEASE CAN YOU ENSURE THAT YOU DO NOT PACK ANY NUT PRODUCTS IN YOUR CHILD'S BOX. This includes Nutella.