



## Prospectus & Policies Summary



St. Teresa's Catholic  
Primary School  
EY448639



Lea Community  
Primary School  
EY498966

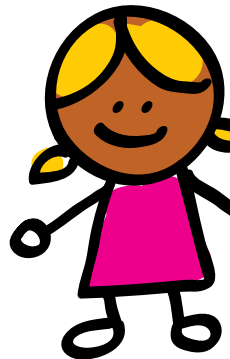


**Schools Out** and **Nursery at Lea** aim to create an environment that is attractive and supportive of children's play. Play is a free choice to explore, enhance, enjoy and experience the world around us.

We aim to provide the children with resources to offer spontaneous self discovery, memorable activities and most of all, **lots of fun.**

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## Nursery at Lea

**Welcome to Nursery at Lea** where caring for your child in a safe, free flowing and stimulating environment is our main objective.

We understand that leaving your child in the care of others is a difficult decision to make and we hope that visiting our setting and reading our prospectus will give you the confidence in us.

Nursery at Lea is privately owned and run by Sarah Allen who also has School's Out at Lea. We rent the room and outside area from Lea Community Primary school and are very proud of how we have improved the setting and resources. We aim to continue to develop the setting and learning environment.

We have extended the opening hours from school hours to full day care 7.30 – 6pm each day and are extending the setting hours to also cover school holidays. Part time sessions are also available, please ask a member of the team about options.

We have a free flow room for all children to access from 2-4 years with access to a fantastic outside area with garden area and vegetable patch, a sand shed, construction and digging area, mud kitchen, role play area, music, reading and lots more!

Our room inside has small a world area, home corner, maths area, feelings and well-being table, finger gym and dough area, sand and water, construction, music and expressive arts, arts and

crafts, ICT and reading corners. We plan to use our willow den for forest school too! We encourage all children to play outside as much as possible in all weathers.

You can access the Nursery via the schools Thorntrees Avenue entrance. If the school gates are closed you can telephone for access. You are able to leave prams outside the setting.

Our enthusiastic staff are qualified in childcare and the Nursery Manager has many years of experience. We are proud to have all staff on the online DBS update service, fully trained in paediatric first aid, Level two in food hygiene and safeguarding. We keep up to date with new legislation and Ofsted requirements to be able to offer high quality childcare opportunities supporting all individual children.

## Admission

Our nursery aims to be accessible to children and families from all areas of our local community. Admission to the nursery is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. We require a completed set of registration forms for your child before they can attend the nursery. This information will be treated as confidential and will be stored appropriately.

## Key person

All children will be allocated to a key person who is responsible for their care routines and the parents' main point of contact in the nursery. The key person's role is to get to know the child and their interests, and plan activities and experiences to extend the child's skills and knowledge. We are using an online system called Family to record your child's learning and progress throughout their time at the setting. Staff will complete observations, and online learning journey. You will be able to access this at any time and contribute to their learning.

## Settling in session

All new children will be offered settling in sessions. We recommend two sessions, the first session gives you the opportunity to fill in forms and getting to know your key person. Once your child is busy and playing we will invite you to leave the room for a short period, so your child can spend some time with the children and keyperson. You can then discuss the next visit with your key person.

## Lunch

Your child can choose to bring a packed lunch or have a hot dinner provided by the School canteen, served in nursery. Please ask about the cost of lunch.

## Government Childcare choices information

From September 2017 the government launched a new scheme to help with childcare costs. This includes offering 30 hours funded childcare. To find out

more information you may access the website at [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk) To check your eligibility for the 30 hours childcare you can use the online childcare calculator [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator). If you are eligible, submit your application as soon as possible and once you have signed up you will receive an eligibility code.

Parents on certain benefits can access 15 hours funded childcare from the term after your child's 2nd birthday.

The funded hours can be arranged with the nursery manager; there are different options available.

You can use these term time only (places limited) or spread these throughout the year.

Nursery at Lea is open all year round apart from bank holidays and two weeks at Christmas.

## What to bring

If your child is attending all year round for full sessions, nappies, wipes and lunches will be provided by the setting included in the cost.

If you are using funded hours only, we will ask you to provide nappies, wipes and you will be given the option to pay for a hot school lunch or bring a packed lunch.

We ask you to bring a change of clothes for your child in a small drawstring bag labelled with their name and shoes suitable for all weathers. If you prefer to leave a pair of wellies at the setting you can do this.

## Meals

At nursery breakfast is served from 9.15am. We provide cereals, fruit, toast and drinks. For lunch we work alongside the school canteen to provide a hot meal which is available for an additional charge or children can bring their own packed lunch. Children whose session finishes at 3 p.m. will be offered an afternoon snack of a choice of fruit and a drink.

Children whose session finishes at 6p.m. will be offered a more substantial snack, which ranges from homemade pizza, scones, muffins and cheese and ham wraps. Fresh fruit and drinks are always available.

## Fees

All fees must be paid on the first session your child attends, either weekly or monthly. If your child is absent for any reason fees will still apply.

We are registered for work paid vouchers, please ask for details. You can pay direct into the bank, cheques (over £20.00) or cash. If you fall behind with your fees by either a month or two weeks depending on payment scheme your place will be suspended until you catch up.

Changes to sessions should be requested in writing, we also ask for a notice period of four weeks. All changes are subject to availability.

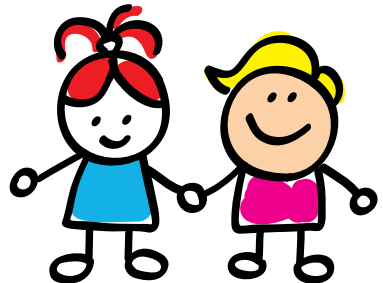
A late fee of £20 will be charged if your child is not collected on time. If this is a one-off, the fee will be waived.

## Collecting your child

All children must be collected by a person over the age of 18 years. If you are going to be late please contact us prior to end of the session on the nursery mobile – 07969 770555. If your child is going to be collected by someone not on the registration form or someone we don't know we will telephone you for permission if you haven't informed us at drop off. This is of paramount importance as we cannot let your child go if we have not been informed.

## Policies and procedures

The Nursery has clearly defined policies and procedures. Key points of the main policies are included in our Handbook. Copies of the full policies are kept at the setting and are available for parents to consult at all times.





**Schools Out is an independently owned business where staff are either qualified or working towards childcare qualifications. At all times we ensure a minimum of 2 staff are present who hold at least a Level 3 Childcare qualification. All staff are fully qualified in Paediatric First Aid and hold a level 2 qualification in Food Safety in Catering.**

### **St Teresa's Breakfast Club**

St Teresa's Breakfast Club opens at 7.30am until school starts. Children must be accompanied into school and signed in by parent or guardian.

### **After-School Clubs**

We hold After-School Clubs at both of our Schools Out sites:

#### **• St Teresa's:**

3.15pm until 6.00pm.

(We operate a drop-off and pick-up service from Penwortham County Primary School)

#### **• Lea :**

3pm until 6.00pm

(We operate a pick-up service from Lea Pre-school)

The children must be signed out of the club by a member of club staff and the person collecting them.

If a child is to be collected by someone we have never met, or who is not written on their registration form, please notify us before they arrive. If this person is under the age of 18 a written permission letter must be signed by parents first.

### **Holiday Clubs**

We run holiday clubs between 7.30am and 6pm at both of our facilities

opening in line with the holiday dates of each school. Please see separate calendar cards for these dates.

### **Activities**

We provide a rich environment in which children can take available resources, time and space to create their own play.

We also may occasionally add to this by providing adult structured activities that extend children's use of the environment.

Typical play experiences may include:

- Tyre climbing
- Den making
- Markmaking
- Drawing
- Team work
- Challenges

We provide resources such as:

- Boxes
- Tubes
- Carpet tiles
- Crates
- Tyres
- Den making equipment
- Lego
- Nintendo/wii
- Colouring and crafts
- Barbies/dolls
- Action figures
- Card/board games
- Jigsaws.

**We provide free flow play to outdoor spaces. We encourage children to play outside as much as possible in all weathers.**

Staff regularly liaise with the reception class teacher, as we are all working towards the same Early Years Foundation Stage (but in different ways).

We will be providing a 'Learning Journey' for us to share information between school, home and club.

We provide equipment and plan the environment to cover the seven areas of learning and development, which are; personal, social and emotional development, communication and language, physical development, literacy, mathematics, understanding of the world, and expressive art and design.

Your child will have a key worker who will, with your permission, do observations on your child. These observations enable us to plan for the individual child and ensure that we are meeting their individual needs. Their key worker will also help to settle your child into club and can be your first contact if you have any questions or queries.

If any child wishes to do homework, a quiet area is provided.

### **Snack time**

The children choose what they have for snack on a weekly rota. They have a wide variety of foods to choose from which includes, cereal, toast, juice (breakfast time) and pasta, hot dogs, ham wraps, homemade scones/muffins and much more.

Fruit is also available every night. The children may have juice to drink and water is available at all times.

### **Fees**

All fees **must** be paid on the first session your child attends club, either weekly, monthly or each half term. If your child is absent for any sessions fees still apply.

Price includes breakfast and afternoon snack. Please bring a packed lunch for lunch time, drinks are available all day **Please note** that holiday weeks must be paid for in advance.

We accept cheques or cash but cannot accept cheques for less than £20.00. We are also registered for work paid vouchers, please ask for details.

A late fee of £20.00 will be charged if you are later than 6pm collecting your child. (If a one off then the fee will be waived).

**4 weeks notice period** - if you decide to drop regular sessions we need four weeks notice for changes to commence to take into consideration staff and activities.

Separately, if you have agreed to pay for your sessions either weekly or monthly and you fall behind by two week or monthly, sessions will be suspended until fees paid in full.

### **Holiday club bookings**

Holiday sessions booked will still be chargeable if not taken up, unless 2 weeks notice is given prior to the start of the holidays.

## Collecting your child

All children **must** be collected by 6pm. If you are going to be late, please contact us on the mobile number provided.

If your child is to be collected by someone we do not know please let us know before they arrive. This is of paramount importance as we cannot let your child go if we have not been informed.

## Absences

If your child is going to be absent from After-School Club; please let us know as soon as possible. You can contact us on the mobile number provided before 3pm. It is important that you let us know, rather than the school, so that we are not looking for a child who is absent.

## Complaints procedure

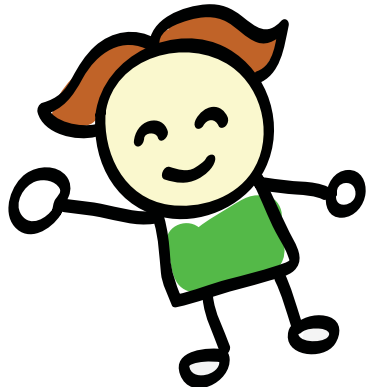
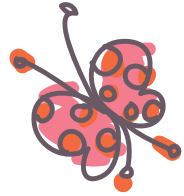
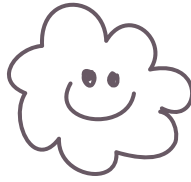
We feel it is important to deal with complaints fairly and promptly.

If an incident occurs, parents are encouraged to speak to the manager or owner. The incident will be recorded and includes a written record of the outcome. Below is the name and address of OFSTED with whom we are registered;

## Applications, Regulatory and Contact Team (ARC)

OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

**Tel: 0300 123 1231**





# Summary of Policies

**This is a summary of our policies. For a copy of our policies in full please ask a member of staff. We will ask you to sign to say have you have received a copy.**

## Safeguarding

We encourage children to feel secure, safe and valued, self assured, confident and proud of their achievements.

The childrens' welfare is paramount, therefore it is our duty to make referrals if we have concerns. This would be discussed with Parents where necessary.

## British Values

Schools Out operates in a diverse area and are proud to promote and celebrate our varying culture, backgrounds, ethnicity and beliefs. Mutual respect is at the heart of our aims and ethos.

Our children know and understand that it is expected and imperative for respect to be shown to everyone. This respect is demonstrated regardless and includes showing respect to one another irrespective of culture, background, ethnicity and belief as well as to the setting and resources within it. Children learn that their behaviour choices have an effect on their own rights and those of others.

We believe in restorative practice to settle disputes between children. All members of Schools Out should treat each other with respect at all times.

## Mobile phone policy

We ask you not to use your mobile within the setting please.

The staff are also asked to put these away during working hours in a secure place. All visitors will be asked to turn off mobile phones as a precaution and students will be advised of storing arrangements. (a mobile is in place for club business only)

## Social network policy

Staff are **not allowed** to access these web sites during working hours and we ask you to not 'friend request' any staff member to keep confidentiality within the setting.

## Admissions

It is our intention to make our setting accessible to children and families from all sections of the local community, having access to the setting through open, fair and clearly communicated procedures.

## Childcare practice

We believe that children settle best when they have a person to relate to, who knows them and their parents and who can meet their needs. We want the children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. All children under eight will be allocated to Key person.

## **Parental involvement**

We believe that children benefit most from early years education and care when parents and settings work together in partnership.

We encourage involvement through our parent involvement board and record of achievement. If you would like to come in and take part in activities you are more than welcome. We also have 'Learning Journeys' for children to share between school, home and club.

## **Accidents and incidents**

We follow the guidance of the reporting injuries, diseases and dangerous occurrences (RIDDOR) for the reporting of accidents and incidents.

## **Absences or sickness**

It is important that club be notified if your child is to be absent.

## **Food Hygiene**

In our setting we provide and serve food for the children on the following basis – meals and snacks.

We maintain the highest possible food hygiene with regard to purchase, storage, preparation and serving food. Snack times provide a good social time whilst providing nutritious food, meeting the needs of individual children.

The setting regards snack times as an important part of the settings day. We promote healthy eating at snack times.

## **First Aid**

Our staff are fully qualified in first

aid. At the time of admission, we ask for written permission for emergency medical treatment or advice if your child has allergies or health issues.

We will highlight your child's name on the signing in and out sheet if on medicine or has an accident during the day.

## **Partnerships with other agencies**

We work in partnership with local and national agencies to promote the well being of all children.

## **Weather Protection**

We play outside as much as possible, all year around. We have forms which we require parents/guardians to sign to allow us to apply sun screen to children during the warmer, sunnier months.

## **Managing Allergies**

On admission we ask you to provide any information on your child's allergies or illnesses. If this changes whilst your child attends please inform us immediately.

## **Student placements**

We offer student placements so they may gain the experience to contribute to the successful completion of their studies. All students are required to complete a Disclosure and Barring Service (DBS) to meet the 'suitable person' requirements of Ofsted.

## **Risk Assessment**

This setting believes that the health and safety of the children are of paramount importance. We make sure that our setting is a safe and healthy

place for children, parents, staff and visitors by assessing and minimising the hazards around them.

### **Fire Safety**

We ensure our premises present no risk of fire by ensuring the highest possible standards of fire precautions. Where necessary we seek advice of the fire officer.

### **Equal Opportunities**

We will ensure our service is fully inclusive in meeting the needs of all children. Our setting is open to all members of the community.

Schools Out welcomes children from all backgrounds, regardless of colour, race, religion, language or disability.

We aim to promote awareness of the importance of equal opportunities, and through play we hope to give the children a better understanding and a positive attitude towards them.

### **Special Educational Needs**

We support parents and children with Special Educational Needs and meet those needs through a range of SEN strategies.

### **Administering Medicines**

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to let your child administer their own medication as part of maintaining their health and well being. i.e. asthma inhalers

### **Employment of Staff**

We provide a staff ratio in line with

the welfare requirements of Early Years Foundation Stage to ensure that children have sufficient standards, individual attention and to guarantee care and education of high quality.

### **Fees**

#### **Work childcare vouchers**

Please inform us of any scheme you pay with and we can register if we aren't with them already.

You may pay weekly, monthly or at each term, whichever you prefer.

A late fee of £20.00 will be charged if you are later than 6pm collecting your child. (If a one off then fee will be waived)

We update our policies and procedures regularly but will inform you of any changes.

### **Complaints procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

**OFSTED**, Piccadilly Gate, 26-32 Store St, Manchester, M1 2WD. Tel: 0300 123 1231

### **Privacy Notice**

At settings we respect the privacy of the children attending the nursery and afterschool clubs and the privacy of

their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required is erased after your child has ceased attending our setting.

We will use the contact details you give us to contact you via phone, email and post, so that we can send you information about your child, our settings and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- have obtained your prior permission. You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:
- we will not be able to continue to care for your child if we do not have sufficient information about

them

- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

### **Pledge to parents**

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.

- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

**If you would like to read our full policies please ask a member of staff for a copy.**



# Contact details:



 Find us on  
**Facebook**

**Search:**  
Schools out at St Teresa's

## Schools Out at St Teresa's

St Teresa's Primary School, Stanley Grove,  
Penwortham, PR1 0JH

**Tel:** 07548 239349

**Email:** info@schoolsoutcc.co.uk



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**EY448639**



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Nursery at Lea

## Nursery at Lea

Lea Community Primary School,  
Greaves Town Lane, Lea, Preston, PR2 1PD

**Tel:** 07967 770555

**Email:** info@schoolsoutcc.co.uk



Nursery @ Lea  
**EY498966**



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Schoolsout at Lea

## Schools Out at Lea

Lea Community Primary School,  
Greaves Town Lane, Lea, Preston, PR2 1PD

**Tel:** 07866 810738

**Email:** info@schoolsoutcc.co.uk



Schools Out @ Lea  
**EY498966**

And finally...



“**Schools Out** means a **great deal** to both the staff and myself as every day is enjoyable and different. We have so much fun with the children we sometimes wonder who the kids really are! Can I take this opportunity to say a big **thank you** to all those who support Schools Out.”

Sarah Allen  
Managing Director  
Schools Out



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