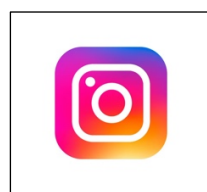




Information for Parents

**Member of the Early Years Alliance (103877)
Ofsted Registered**



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Kerswell Nursery & Forest School Mission Statement

Our aim is to offer affordable daycare for children aged 18months to 5 years for families living in the local area.

Our ethos is to offer children of all abilities, cultures and religions the opportunity to develop and grow in a secure environment that makes the child and the parent/carer feel happy and safe.



Our Aims and Objectives

The Aims and Objectives of the Nursery are:

- To create a stimulating, caring and safe environment for ALL children in our care.
- To create a developmentally appropriate curriculum to meet the needs of each individual child.
- To take account of the children's needs arising from race, culture, language and religion and to actively promote the development of positive self image.
- To create a non-sexist atmosphere by introducing appropriate toys, books and games to encourage equal development of both sexes.
- To eliminate racism throughout the organisation by welcoming ethnic minority contributions to the policies and practice of the nursery, providing positive images of different ethnic minorities and cultures using posters, toys, food, clothing and exploring festivals.
- To work in partnership with parents, carers and other professionals and to have an involvement with the local community.
- To develop and maintain strong links with other agencies and for them to recognise our professionalism.
- For Keyworkers to work with a group of children, monitoring their progress through learning journeys and termly reviews.
- To provide places for children with additional needs providing staff that are trained to give the child and parent/main carer support.
- To encourage parents/carers to become involved with the nursery activities and events.
- To support staff through their continuing professional development, enabling them to develop skills and confidence.
- To work with the local authority to provide early education places for all 3-& 4-year-olds and referred 2-year-olds.



WHAT PARENTS NEED TO KNOW

What you need to bring to Nursery

(please name all items bought to nursery)

- A small named water bottle which the child can independently use
(filled with water only)
- Water-proof coat/poncho
(to be left at nursery- we do take the children outside all year – see outdoor play policy)
- Favourite toy or comforter
(this is kept in the child's individual tray and can be accessed as required)

Please do not send in back-packs or large bags we store children's belongings in a named tray

Uniform

Here at Kerswell Nursery children are required to wear a basic uniform *(this is compulsory for all children)* which includes sweatshirts/cardigans and polo shirt, these can be purchased from Schooldays school shop in Whitton High Street. We would prefer children wear dark coloured bottoms i.e. black/grey/navy leggings, tracksuit bottoms/ skirts. **No open toed shoes/flip-flops or heavy boots.**

<http://www.schooluniformintwickenham.co.uk/page/schools>



Healthy Early Years London/Food & Drink

We follow and are part of the Mayor of London's Healthy Early Years London award programme this includes 12 themes for improving children's health, wellbeing and development. Part of our commitment to the programme includes offering healthy meals at breakfast, snacktimes and for lunch. ***We are a nut and meat free setting.***

The Preschool provides a selection of fruit, milk and water daily; **however, we ask that parents supply a piece of fruit once a week for your child to share at snack time.** We aim to celebrate festivals during the year.

Children attending the breakfast session will have access to a range of foods including a variety of wholegrain cereals, breads and fruit *(breakfast is included in the session's fee).*

Children attending the Preschool for back-to-back sessions are able to purchase a healthy lunch. Families in receipt of early years pupil premium will receive a free lunch.

Our three-week rolling menu are detailed at the end of this document

Nappies/Toilet Training:

If your child is still in nappies, please supply a named bag with your preferred nappies, wipes and cream (*if required*). We expect all children not toilet trained to be wearing a nappy unless you have spoken to your keyworker regarding potty training.

The Pros of wearing a nappy are

- They are highly absorbent
- They are easy to change
- There are a good range of sizes to change up to as your child grows

Why we ask you not to use pull ups

- They are not absorbent and tend to leak
- Once they have leaked the child is prone to developing nappy/chaffing rash
- When changing a child all their clothing including shoes has to be removed
- When taking a prolonged time to change a child this can cause them distress

Pull-ups are a useful training tool to reassure children when transitioning to pants and helping with toilet training – *always speak to your keyworker*

Accidents

Staff will deal with minor cuts and bruises, parents will be informed of incidents that occur during Preschool sessions via your Tapestry account and the accident will be recorded and held on your child's file, if your child sustains a bump or knock to the head you will be informed immediately by text. If a more serious accident occurs parents will be contacted and asked to come to the Premises. Similarly if a child is sick or unwell, you will be contacted and asked to come and collect.

Administering Medication

Medicine is not normally administered, however we will make an exception for any child who needs regular medication for a specific condition. We will need a letter of authorisation stating: Name of Medication, Dosage and Reason for Administration. A record will be kept on file of the time of administration and member of staff who administered medicine. (*a copy of our full accident & illness policy is available*)

Hair & Jewellery

Long hair must be tied back, no jewellery should be worn to Preschool, earrings should be studs only.

Car Parking

Parents are not permitted to park onsite unless they are in receipt of a blue badge. There is ample street parking on Wills Crescent and Grasmere Avenue, please be mindful not to park over or block our neighbour's driveways and be aware of the double yellow lines over our entrance and on the corners.

Absences (*see absence policy*)

If your child will not be attending Preschool (for any reason) you must inform us so this can be recorded on our registers. Children who are absent due to diarrhoea or sickness including COVID19 symptom should isolate for the prescribed time periods (*see health & wellbeing policy*) Please be aware funding can be withdrawn due to high or prolonged absences



Tapestry (Your Child's Online Learning Journey and Care System)

You will automatically be set up on our Tapestry System even before your child begins at the Nursery.

You are able to access the system in two ways, either by downloading the app onto a smart device or via www.tapestryjournal.com from your desktop, you will automatically be sent a notification to the email you provided the Preschool when you registered, you are able to request additional logins for additional family members or other childcare professionals like a nanny or childminder.

Once you are logged the screen will automatically default to the observation menu, there are five additional settings which you can access:

Observations Children Care Diary Reports Memos Activities

If you click on 'children' then click on the child's name you can view your child's full learning journey, you are able to add your own observations and update their 'About Me'.

We would like you complete the 'About Me' section before your child begins at Preschool.

We would like you to upload photos of your child, your family and any other adults that may be dropping or collecting your child. Use the observation menu to do this.

(Please note the 'About Me' and the photos form part of your child's transition to Preschool and their first term's learning)

Under the 'care diary' you will see notifications of any accidents, toilet training or food notes.

Under the 'report' section you will be able to access your child's two year check and termly assessments.

To the right of the screen is drop down menu under your name.

Here you can edit your preference, update your data, view downloads, and get help via online tutorials.



Timetable

8.00am Nursery Opens

9.30am Nursery Registration & Welcome (*Butterflies only*)
 Today is.... The Weather Birthdays
 Greeting Songs

9.45am Freeplay (*some of the available activities*)
 Playdough Table Role Play/Dressing up
 Construction Home Corner
 Small World Games & Puzzles
 Art & Crafts Graphics Table
 Free Painting ICT

9.45am Outdoor Play (*available activities*)
 Sand & Water Play Gardening
 Reading Area Mud Kitchen
 Role Play Shed

10.00am Snackbar Opens

11.30am Tidy Up Time

11.45pm Group Story/Songs

11.55pm Coats (*hand out work, paintings etc.*)

12.00pm Hometime

12.00pm Lunchtime (*for children staying all day*)

12.30pm After Lunch Physical Session

1.00pm-3:00pm Forest School (*see individual programme of activities*)

2.45pm-3.00pm Pick up (*soft pick up to allow parents that need to get to schools*)

3:00pm-4.00pm Late Session



LUNCH MENUS (3 week rolling menu)

*Lunch will be served buffet style, allowing children to select food with adult support,
we are a nut and meat free setting*

**Our lunch menu has been designed to meet the
dietary/religious needs of all the children**

(Vegetarian, Vegan and gluten free food can be provided on request)

Sample COLD Lunch Menus	Sample HOT Lunch Menus
Cheesy coleslaw & wholemeal pitta	Vegetarian sausage & tomato pasta
Marmite bagel	Beans on toast
Cheese, tomato & lettuce wrap	Macaroni cheese w/ sweetcorn
Egg salad cream & lettuce bap	Jacket potato w/ cheese & beans
Pasta salad	Vegetable lasagne
Mini cheese & tomato quiche	Fish finger sandwiches
Creamy hummus dip with pitta bread	Super savoury rice
Soft cheese & cucumber sandwich	Tomato, mozzarella & courgette pasta
Tuna & salad bagel	Tuna Jackets
Egg and potato salad	Baked cheese & tomatoes on toast
Hummus & veg wrap	Pitta pizzas with tomato & sweetcorn
Grated cheese and salad sandwich	Cauliflower & cheese rice
Rice salad	Quorn sausage in a wholemeal roll
Tuna & sweetcorn sandwich	Warm flatbreads w/ melted cheese and peppers
Bagel slices w/ pepper batons & soft cheese dip	Toasted muffin slices w/ cheese & beans

Kerswell Nursery & Forest School **Funding and Additional Fees**



Early Education Entitlement Statement

Kerswell Nursery & Forest School (the Setting) is registered with the Local Authority, Achieving for Children to offer the free early education entitlement to eligible families and claim the funding from Achieving for Children to deliver the entitlement hours. Kerswell Nursery & Forest School offers the following entitlement streams.

Working Entitlements

The working entitlements allows a child to access 15 hours funded childcare per week over 38 weeks (term time only) from the start of the term after their second birthday. To access the free hours at the Setting, the requirements are:-

- proof of your child's date of birth
- your eligibility code from HMRC which is valid for the period that you wish to claim your funded hours
- completion of a parent authorisation form to confirm the agreement for Kerswell Nursery & Forest School to access the funding for your child's place.

To find out if you are eligible and to apply for the eligibility code visit:-

<https://www.childcarechoices.gov.uk/>

Please apply for the eligibility code within the recommended times set out below and provide the code by the following deadlines. You must also continue to renew the eligibility code, every 3 months or as directed by HMRC to remain eligible. Otherwise you will no longer be eligible or able to access the working entitlement hours.

Child's birthday	Recommended time to apply for eligibility	Deadline to give eligibility code to childcare provider	Working entitlement access begins (start of funding term)
1 January - 31 March	15 January - 28 February	1 March	1 April (summer term)
1 April - 31 August	15 June - 31 July	1 August	1 September (autumn term)
1 September- 31 December	15 October - 30 November	1 December	1 January (spring term)

Universal Entitlements (all 3&4-yrs-old)

The universal entitlement allows a child to access 15 hours funded childcare per week over 38 weeks (term time only) from the start of the term after a child turns 3. To access the entitlement hours at the Setting, requirements are:

- proof of your child's date of birth
- completion of a parent authorisation form to confirm the agreement to access the funding for your child's place.

The Setting offers the universal hours in addition to the working entitlement hours allowing you to access up to a maximum of 30 hours per week over 38 weeks a year.

Families Receiving Additional Forms of Government Support (FRAS)

- Children, with parents/carers in receipt of certain benefits
- The child is in receipt of disability allowance
- Where the child is a looked after child

Children that meet at least one of the above may be eligible to access 15 hours of free childcare per week over 38 weeks (term time only) from the start of the term after the child turns 2 until the end of the term in which the child turns 3.

To access the free hours at the Setting, the requirements are:-

- your eligibility reference from Achieving for Children
- completion of a parent authorisation form to confirm the agreement to access the funding for your child's place.

To find out if you are eligible and to apply visit the [Achieving for Children - two year olds free childcare and early education](#)

If you are eligible for the free hours under both the FRAs stream and the working entitlement stream you will only be able to access 15 hours per week in total and it is advisable to apply under the FRAs scheme as eligibility is confirmed until your child turns 3.

Accessing Entitlements at Kerswell Nursery & Forest School (the Setting)

The Setting offer the early education entitlements on a term time only basis. Offering the full 15 hours or 30 hours where applicable per week over the maximum 38 weeks a year. The Setting's term dates can be found on our website www.kerswellnursery.co.uk

The entitlement hours are available at the Setting are as follows: -

- Five days 9:00am to 3:00pm or 8:00am to 2:00pm = 5 x 6hrs x 10 sessions = **30hrs**
- Five mornings 9:00am to 12:00pm = 5 x 3hrs = **15hrs**
- Three mornings 9:00am to 12:00pm + two afternoons to include forest school sessions 12:00pm to 3:00pm = 3 x 3hrs + 2 x 3hrs = **15hrs** (one day must be either Monday or Friday)
- Three days 9:00am to 2:00pm (one day must be either Monday or Friday) 3 x 5hrs = **15hrs**

Please note we do not offer stand-alone afternoon sessions

It is possible to split the entitlement hours with another setting. If a child is accessing the entitlement at another setting this must be declared on the parent authorisation form.

If a child does not attend an agreed entitlement session e.g. through sickness or holiday then the entitlement hours cannot be offered at another time.

In the event that when claiming the funding that you are not entitled to the free hours you have agreed to access at my setting for example not declaring hours at a different setting, not renewing an eligibility code then you will be charged my standard hourly rate for any hours accessed in the term. Persistent absence of more than 4 weeks may result in your entitlement being withdrawn.

Additional Charges

The entitlement hours cover basic childcare only, if a parent wishes to purchase additional hours outside of the approved funded entitlement hours, forest school sessions lunch or consumables then the following charges will be applied - these will be invoiced monthly via the parent/carer's Tapestry account

- 18mths – £13:50 per hour
- 2yrs – 10:50 per hour
- 3 & 4 yrs - £7:50 per hour
- Forest School Session 1:00pm to 3:00pm - £15.00
- Lunch -£3.50
- Nappies – 50p

Attendance Policy

(EYFS Statutory Framework – 3.11-3.12)

This policy aims to help staff at Kerswell Kids Nursery & Forest School (the Setting) to have clear understanding and processes to support all children in the Setting in order to raise the outcomes for children and to provide early help and support at the earliest opportunity. By offering information and practical suggestions about promoting, supporting, recording, and monitoring the attendance of children.

Aims of this policy

- The policy aims to meet the requirements as outlined in the EYFS
- To build a positive culture of good attendance for all children and to begin to establish a good routine of attending an education setting which in turn helps them to be school ready.
- To have a positive impact on children's learning and development, including promoting language and communication skills.
- To enable staff to have a knowledge of the safety and wellbeing of children accessing the setting
- To help children to build and maintain positive relationships with their peers and with trusted adults.

Promoting Attendance

At the Setting we encourage and support children to have good attendance throughout their time with us, we do this by:

- Having welcoming atmosphere, where children's arrival is acknowledged and staff are positive and pleased to see both children and parents.
- Having a morning routine so children know what they will be doing when they arrive.
- Building good positive relationships between children, staff, and parents/carers.
- Being sensitive and supportive around families' circumstances.
- Being aware of the potential needs of both the children and their parents and thinking about if there are any reasonable adjustments that can be made to support children or parents with SEND.
- Offer support/guidance to parents/ carers who struggle to get their child ready in time.

Expectations we have for our parents/carers

At the Setting we believe in order to support a child in feeling settled and able to access the learning opportunities there is a necessity for good attendance. For all children, a stable and consistent environment plays a crucial role in their overall well-being and developmental progress.

As part of our parent information, we will highlight the importance of regular attendance for all children as well as the process of notifying the Setting *if* a child is not able to attend any session, they are due to attend. We will ask parents to adhere to the agreed hours of attendance for each child highlighting the importance of bringing their child to nursery at the beginning of the session and collecting them at the end of their session.

Procedure if child is not attending

We know that children do suffer from illnesses and there may be times when they are not able to attend in these circumstances.

Recording and monitoring attendance

In line with the EYFS we must hold a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person."

In line with the EYFS we will be

- Keeping full registration details for each child, as specified in the EYFS.
- Keeping accurate information about parents, carers and others who may accompany the child to and from the Early Years setting (Including records of who does/ does not have a legal right of access to each child.)
- Consistently and thoroughly follow up on all absences for individual children and their siblings and keep record of your child's attendance and any reasons/explanations for non-attendance.
- Conduct regular audits on attendance, looking at patterns and potential increases in absence.

If a child does not attend and we do not receive any contact from parents or carers, we will attempt to make contact child's parents or carers, if we are not able to contact them we will attempt to make contact with the contacts provided through the child's registration documents.

If we do not have an explanation of absence, or if we have any concerns regarding the child's absence, we will follow the flowchart of actions – see annex 1.

Children at greater risk of harm

At the Setting we are aware that non-attendance, poor attendance, inconsistency in attendance or frequent lateness may be a sign or indicator of further concerns or where early help support for the child and/or family is required. It is important that we recognise that there are some factors that mean a child is potentially at greater risk of harm than others and that where there are multiples of these factors the level of vulnerability is increased.

- Concerns around sleep, nutrition, cleanliness, development.
- Family dynamics changing through bereavement, separation, divorce.
- Family facing financial hardship - benefits, change in employment, housing.
- Families for whom English is an additional language.
- Children with Special Educational Needs or Disabilities
- Families where early help support has been reoccurring.
- Children who are classed as a Child in Need
- Children on Child Protection Plans.

When a child's place includes entitlement funding, we have a duty to inform our funding partners of a child's absence.

Date statement created: September 2025

Date policy reviewed: May 2026

Date of next review: May 2028

Policy most relevant to: Staff/Parents