

Fees

Our current Schedule of Fees is enclosed, and shows our sessional and discounted rates. If you have a pattern of child care requirements which does not immediately fit into our normal fee structure, please discuss this with us, as we aim to be as flexible as possible.

Payment of accounts

We issue invoices in advance for fees for each month at the beginning of that month. Payment (by internet payment, employer voucher, cash, cheque* or credit* or debit* card made payable to Loveders Nursery School) must be made by the due date shown on that month's invoice. Failure to pay in this time shall be a breach of contract and may result in a child losing its place as a result. Administrative charges will be levied on overdue invoices. Payment of this shall not be a remedy for such a breach but is merely a method for us to recover the additional costs incurred in chasing late payment. **Payment is due for your child's booked place irrespective of subsequent non-attendance.** As a concession, and entirely at our discretion, we will allow "make-up" for lost sessions if places are available. Fees for attendance over and above that booked will be included in the following month's invoice. *note, charges apply

Notice

It is important that parents advise us well in advance about their child's leaving date. This makes administration of the waiting list more efficient. It also allows us to support your child in preparing for the transition to their new setting.

As a minimum, we require one month's notice of termination or reduction of permanent booked attendance. We will try to accommodate increased or transferred bookings within this time but our ability to do this will always be subject to availability of places.

Minimum booking

We recommend two sessions per week per child as a minimum at the start for the child to get full value from attending the nursery.

LOVEDERS NURSERY SCHOOL

INTRODUCTORY LEAFLET



Principal:	Stephanie Hickmore NNEB
Address:	Priors Leaze Lane, Nutbourne, Near Chichester, PO18 8RH
Telephone:	01243 377934
Email:	school@loveders.co.uk
Web:	www.loveders.co.uk
Times of opening:	Throughout the year, Mon - Fri, 8.00 am - 6.00 pm except Bank Holidays and two weeks at Christmas
Age groups:	Two to four years
Founded:	1983

Flexibility of attendance times

Our standard sessions are, morning 9 am to 12 noon, lunch 12 to 1 pm and afternoon 1 pm to 4 pm. However, we recognise that many parents need child care outside the standard session times, so we are open between 8.00 am and 9.00 am, and between 4.00 pm and 6.00 pm, and also offer flexible bookings. Our charges and conditions for child care during these times are set out in the enclosed documents.

Aims and activities

Loveders provides an environment that is loving, secure, stimulating and challenging, in which children can explore, learn and have fun through play.

A child's first learning experiences are at home and nursery school may be its first introduction to the world of education outside home. At Loveders Nursery School, we believe it is vital that this experience should above all else be enjoyable and delivered primarily through play. In this way, children will develop to their full potential and gain the confidence and security needed to face the later challenges of "big school".

The nursery school is registered with Ofsted Early Years and will experience inspections every few years to ensure that the school meets the required standards of care set out by the Department for Education. Copies of past inspections and the Early Years Foundation Stage (EYFS) Statutory Framework are available in the parents' information areas for you to see. Our last inspection gave us an 'Outstanding' report across the board.

Our aim is to provide outstanding care and education and we constantly review our practice. We have achieved consistently embedded, the highest outcome, from the Annual Quality Improvement Review (AQuIRE).

We provide a welcoming and stimulating environment, value children's ideas and efforts and encourage your child to develop confidence and independence, curiosity and a natural desire to learn.

The EYFS is the basis upon which we plan our curriculum delivery. Children have access to play and learning in Workshops throughout the setting. Each of these provides opportunities in a particular way such as Role-play, ICT, Literacy, Art and Design and so on. In addition, themes are introduced from time to time to provide a framework for activities around which we can add stimulus to the environment in order to encourage learning. A copy of the EYFS is on display in the parents' information area.

Latest research shows that too early an emphasis on formal learning can inhibit children's broader progress, so learning through play forms the major means by which we deliver the curriculum. Free play therefore fills the nursery day, so that children make their own choices and initiate their own activities and adults can intervene to extend children's play or model what they can do. In a

Special Toys

We are happy for children to bring comforters with them if they so wish. To avoid the trauma of loss or damage, we encourage them to leave these in a safe place rather than carry them around. Please remember to ask for these when you collect your child. We try to keep toys that children bring safe, but you should be aware of the risk that they could get broken or lost.

Meals and refreshments

Rolling drinks and a snack are provided during the morning sessions between 9.45 and 11.15 am and in the afternoon between 1.45 and 3.15 pm. This time is used as an opportunity for children to join in social interaction in a small group.

A wide and balanced choice of hot and cold food is offered to the children for lunch. If your child has any particular loves or hates, or if there are any dietary matters about which we should know, please tell us by entering them on the booking form. Please update this information as it may change from time to time.

We have found that, after a long afternoon, children are better settled if they are given some light food. So, for children attending after 4.00 pm, a tea (such as sandwiches, jacket potato, pasta, cheese or beans on toast, fruit, salad, chocolate bar, yoghurt) can be provided by us, or you may provide this yourself. We can microwave prepared meals.

Training

We have a highly qualified team which is led by Early Years Professionals. The majority of the staff hold a level 3 or above qualification in child care and others are working towards qualifications. All staff regularly attend additional training sessions to add to or refresh their knowledge and skills.

Inclusion

We recognise that children with additional needs may require more support, but at the same time, as far as possible, this needs to be given within and alongside mainstream activities

Booking in

If you wish to book your child into Loveders Nursery School, please read the enclosed sheet 'What you need to do to book in at Loveders Nursery School'. If your preferences are not available, we will put your child's name on our waiting list. Deposits are only returnable under certain conditions - please see the enclosed Booking Form, Schedule of Fees and other documents.

New children

Leaving a child for the first time can be as daunting an experience for the parent as for the child and we want you to feel confident that your child is in good hands. Every child is different and some settle in more easily than others. Once you have booked your child in and we have confirmed their place, we encourage you to visit with your child for part sessions, without charge, before their booked starting date, even if they are not yet two. This is to try to make their introduction to the school as happy and relaxed as possible. A Welcomer will be assigned to help settle your child in until a Key Person is allocated.

Links with home

The nursery places a strong emphasis on Parent Partnership. We encourage strong links between nursery and home and puts a high value on parents' knowledge and understanding of their child. We ask you to keep us informed of your child's achievements outside nursery, his or her likes and dislikes and any special requirements. Children are encouraged to bring to nursery items related to the current topic and we encourage parents to continue our learning experiences and activities at home. Children regularly take home their drawings, models and other work.

Key Persons

Soon after he or she starts with us, every child is assigned a Key Person. The Key Person takes a particular interest in the welfare and development of 'their' children and maintains a record of their development, which is passed to the child's school when the child leaves. These records are available for you to see on request. Key Persons ensure that our curriculum delivery addresses the needs of 'their' children and identifies and addresses any areas of development that may need extra attention. Meetings with your child's Key Person are arranged regularly to keep you informed about your child's development.

separate, quieter room, Key Persons organise focused activities for 'their' children, using maths, writing and other educational resources from the relevant Workshops. These resources are also used throughout the setting by adults to extend children's play. Examples of the children's drawings and writing are entered into their Learning Journals. For children who have started to read, we make Oxford Reading Tree books available for them to borrow to take home.

Free play periods are an important part of the Nursery's day, giving opportunity for children of all age groups to mix, learn and develop social and language skills and to express their own creativity and individuality. For more than half of each session, except in extreme weather conditions, Free-flow offers the children the choice to play indoors or outdoors. There are three large outdoor play areas - woodchip, garden and playground - all totally enclosed and secure. Each has equipment for the children with climbing frames, slides, seesaws, play boat, vegetable plot, sandpit and lots of bikes and scooters. We have nursery pets which the children help care for.

For most of the day, children are able to mix across the age groups, which we believe accelerates their social development - older children look out for the younger ones, who may be less capable - younger children observe and learn from the older ones.



Location and premises

The school is conveniently located in rural surroundings, near Southbourne, less than a mile from the A259. Its facilities are contained in two renovated, period barns and the old farmyard is now one of the outdoor play areas.

Support facilities are also well provided. The kitchen is fully equipped for the preparation of a wide range of hot and cold food for those children who stay for lunch cooked by a qualified chef. Toilet and washing facilities are designed to encourage the children's independence, whilst still enabling staff to oversee potty training and to change nappies when necessary.

Qualified staff

Stephanie Hickmore	NNEB (Director and Principal)
Katrina Morris	BA Early Childhood Studies, EYPS (Assistant Manager)
Richard Waterman	BSc, NVQ3 Childcare (Director, Administration)
Zanda Fabriks	BA (Hons) Early Childhood Studies, EYPS (Supervisor)
Monika Okroj-Allaway	Masters Degree in Education, EYPS (Curriculum Leader)
Lisa Costa	Foundation Degree in Early Childhood (Play work Leader)
Sarah Delves-Reeves	} Level 3 in Childcare and Education (Nursery Nurses)
Denise Fowler	
Emily Johnson	
Bethan Davies	
Sabrina Muir	
Amanda Goodchild	
Stacie McCallum	
Hannah Scott	} Level 2 in Childcare and Education (Nursery Assistant)
Melanie Reeve	
Mayfred Asare	
Ashley Rule	Level 3 in Professional Catering (Chef)

All our staff are DBS checked.

Professional support

When necessary, parents can ask us to seek independent advice from health visitors, play and speech therapists and educationalists.

Car parking

There is an ample parking area. With young children about, particularly during the busy delivery or collection times, extreme care must always be taken in the car park and driveways, particularly when reversing. Also, please remember that we have neighbours who need access. The school accepts no responsibility for injury, damage or loss to persons, vehicles or property in the car park.

Free Entitlement

The school is registered with the West Sussex Early Childhood Service, offering places for eligible two, three and four year olds. Please see the enclosed explanatory leaflet.

Clothes and nappies

Please bring a spare set of clothes for your child in case we have to change him or her. Also, please label clothes clearly with your child's name.

Younger children may still be in nappies. We allocate a member of staff each day to the task of checking and changing nappies. We follow parents' guidance in helping to potty train children.

If your child is in nappies, you will need to bring a bag of spare nappies and wipes. We will let you know when these need replacement.

