

Welcome to Bailey's Butterflies Nursery School



# Bailey's Butterflies Nursery School Brochure

## Welcome to Bailey's Butterflies Nursery School



Dear Parents and Carers

Welcome to our Nursery, we are part of Bailey Green Primary School in Killingworth. "Outstanding school" OFSTED 2012.

We hope you will find our nursery brochure helpful and informative.

Choosing a Nursery school for your child is a very important decision. We are very proud of Bailey's Butterflies and we welcome visits from prospective parents.

Come and see us, feel the calm, happy, hard-working atmosphere and we will try and answer any questions you might have.

I am looking forward to working with you and your child. If you require any further information, please do not hesitate to contact us.

We have an 'open door' policy and welcome you into our wonderful nursery.

Yours sincerely

Mrs L R Taylor  
Headteacher  
Bailey's Butterflies Nursery School and Bailey Green Primary School  
West Bailey  
Killingworth.  
NE12 6QL

Welcome to Bailey's Butterflies Nursery School



## Mission Statement

We aim to make our Nursery a pleasant and friendly place to be, so that children can be happy at Nursery, enjoy learning and reach their full potential.

We will provide a stimulating learning environment and a variety of exciting opportunities and experiences within the Early Years Foundation Stage Curriculum.

We aim to give children the best possible start to their education by developing their curiosity, imagination and desire to learn, and where each child is valued as an individual, irrespective of their race, gender or culture.

## **Key Information**

Headteacher: Mrs L Taylor

Deputy Headteacher: Mrs K Morgan

Assistant Headteacher: Mrs J Briggs

School Nursery Teacher: Mrs G Moretti

Team Leader: Mrs W Hook

Business Manager: Mrs A Meenaghan

Admin Assistant: Mrs K Crawford

Telephone Number for School: 0191 2008356

Telephone number for Bailey's Butterflies:	0191 6438302
	0191 6438288
Mobile:	07508813295

The staff in Bailey's Butterflies will not pick up a call if they are busy with the children. The children are the priority. If you have any concerns or need to speak to someone school will address this.

Website: [www.baileygreenprimary.org.uk](http://www.baileygreenprimary.org.uk)

Twitter: @baileygreen2011

Bailey's Butterflies Ofsted Reference Number – EY539737

All letters and information can be found on the website or available in the welcome room.

If you would like to follow us on twitter please request to follow us and tell us who your child is.

Twitter is regularly checked and if there is any inappropriate photographs or language you will be removed from following us.

Enclosed is a booklet regarding our Facebook Policy, if you wish to be added to Bailey Green's Facebook page please sign the agreement form and return to school.

## **Opening Hours**

We are open from 7.30am – 6.00pm Monday to Friday 50 weeks of the year. We are closed on all public holidays and weekends and for 2 weeks over the Christmas period. We have one training day in January.

## **A Typical Day at Bailey's Butterflies**

This is just a basic plan that we follow. Plans for the week will be displayed outside of rooms.

Activities are undertaken indoor and outdoor throughout the day.

07.30am	-	08.00am:	A warm welcome and breakfast.
08.00am	-	08.15am:	Meadow – 'Wake up Shake up'
08.30am			Children will be taken to their classroom
09.00am	-	09.15am:	Welcome song and register
09.15am	-	09.30am:	Child and adult initiated play
09.30am	-	10.30am:	Snack time
10.30am	-	11.15am:	Focus Activity/indoor or outdoor, library & meadow
11.00am:			P.E. in the main school.
11.30am	-	12.00pm:	Get ready for walk and lunch at school
12.00pm	-	01.00pm:	Lunches
01.00pm	-	01.15pm:	Welcome, sing and registration
01.15pm	-	01.30pm:	Child and adult initiated play
01.30pm	-	02.30pm:	Focus activity indoor and outdoors
02.30pm	-	03.00pm:	Nursery rhymes, dance/movement
03.30pm	-	04.00pm:	Snack
04.00pm	-	04.30pm:	Outdoor play/bikes/parachute etc...
04.30pm	-	06.00pm:	Meadow – soft play, interactive whiteboard.

This is not set in stone and the day may change to adapt to the children and their learning.

Latest collection time is 6.00pm or there will a charge of £1.00 per minute, as my staff need to go home too! Thank you.

## **Governing Body**

### **Chair**

Mrs C Bailey  
8 Falkirk, Killingworth  
Newcastle upon Tyne  
NE12 6QA  
Tel: 0191 268 2528

### **Vice Chair**

Mrs D Bentley

### **Teacher Governors**

Mrs L Taylor (Headteacher)  
Mrs J Briggs  
Miss E Flynn  
Mrs K Morgan

### **Parent Governors**

Mrs V Badminton  
Mrs C Dixon  
Mr S Rayson  
Mrs T Elliott

### **Community Governors**

Mrs C Bailey  
Mr D Glover

### **Co-Opted Governors**

Mrs W Hook

### **Local Education Authority Governors**

Vacancy

The full governing body meets once per half term. The chair of Governors meets weekly with the Head Teacher and walks around school speaking to children and staff.

# **Introduction**

## **Bailey's Butterflies Nursery School**

We want an Environment where:

- Children are respected, valued and listened to;
- Children are nurtured;
- Children feel happy, healthy, confident and safe, and can develop as enthusiastic learners and tolerant, compassionate individuals who are challenged and supported to be the best they can be;
- Children learn and are ready for school.

Our ethos is a holistic approach to health care and education promoting continuous good practice, which is regularly reviewed and evaluated.

We offer a curriculum in line with EYFS (Early Years Foundation Stage).

Within our Nursery we provide and promote a warm caring homely environment where children are at the heart of the setting, are valued, respected and listened to. They are encouraged and supported in making their own decisions and qualified staff are there to enhance their learning through positive play opportunities, supporting and extending their knowledge skills and their understanding of the world around them. We aim to provide children with experiences which develop skills for the future to ensure they all have the opportunity to make a positive contribution to society and of reaching their full potential to be a happy young person.

Relationships are at the very heart of all we do and we pride ourselves on the supportive and successful bonds and attachments between key person, child and family.

We in Early Years understand the concerns and responsibilities of parenthood. Staff will always be available to discuss your child's progress and development with you, and talk over your concerns. In our setting you can be sure that your child will be safe, happy and stimulated in a caring environment.

As part of a large school the nursery has access to a whole range of support services that provide valuable input to our Nursery. The Nursery works closely with the Foundation Stage Manager and the Nursery Teacher who supports in delivering the Early Years Foundation Stage (EYFS).

In common with any other day care providers our settings are regularly inspected by OFSTED to ensure we comply with the EYFS.

A copy of Medicines in schools and Behaviour & Discipline information for parents can be found in this Welcome Pack.

Information about 'How Ofsted inspect the Nursery' can be found in the Welcome Room alongside other relevant communication.

Copies of the relevant Inspection Reports can be obtained from the setting or online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

All staff adheres to Bailey Green's Policies and Procedures. These are available should you wish to read them, please ask the Team Leader.

## **Nursery Information**

### **Opening Times**

Bailey's Butterflies is open 50 weeks of the year excluding Bank Holidays.

### **Staff Qualifications**

All of our Nursery staff are qualified to Level 3 or above. The Team Leader is qualified to Level 7. A comprehensive programme of training and continuous professional development (CPD) is provided for all our staff.

### **Policies and procedures**

All policies and procedures are available in the nursery office for parents to access.

### **Admissions**

Once a place has been offered and accepted, introductory visits will be planned to assist the child's smooth transition from their home environment into Nursery. Introductory visits will be flexible to meet the needs of the child, Parent/Carer and the setting.

The Team Leader will appoint a key person for your child who will also provide your family with information about health, care and education as well as getting to know your child.

During this visit relevant paperwork with the Parent/Carer will be completed.

When taking up a place at Bailey's Butterflies parents will book their children into Nursery by completing the necessary documentation. The Team Leader and Business Manager will inform parents of the daily rate. Parents will sign a contract setting out the terms and conditions and notices required.

All payments should reach the School Bank Account a month in advance of their child's sessions.



- Discounts can be given of 15% for two full time paying children.
- Discounts can be given of 10% for two part time paying children.
- Discount is given to the oldest child and all discount will end when the oldest child moves on to primary school or in the event of the child not taking up their place.
- Parents must ensure they keep their account up to date, if arrears occur the nursery place can be terminated.
- If a child is collected late e.g. After 12.45pm or after 18.00pm there is a charge of £1.00 per minute.

## **2 Year Old Entitlement**

Parents can check their eligibility on line using the North Tyneside Citizen Portal to arrange their child place directly with our Nursery.

[https://schooladmissions.northtyneside.gov.uk/CitizenPortal\\_LIVE/Account/Login?ReturnUrl=%2fCitizenPortal\\_LIVE%2f](https://schooladmissions.northtyneside.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCitizenPortal_LIVE%2f)

Bailey's Butterflies can also assist with applications. Parents can also receive support for eligibility by calling 0345 2000109.

Once you have checked your eligibility you will receive a unique reference number which you need to bring into the Nursery to check availability.

## **Flexible Free Nursery Entitlement – 15 Hours Universal Hours and 15 Hours Additional**

In North Tyneside, all three and four year olds are entitled to free early education. At present this entitlement is 15 hours (Universal Hours) per week over 38 weeks of the year. We also now offer the 15 hours 'Additional' therefore 30 hour places. To check availability you must check online through the 'Governments Childcare Service' website. Eligible families will be issued with an eligibility code which must be verified by the nursery and then parents can check availability. Further information regarding this will be given to you once your child is in the 2 – 3 years room ready for the next stage.

Please ask the Team Leader for details regarding this or refer to your Nursery contract.

## **The Early Years Foundation Stage (EYFS)**

We believe that every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances and a safe, secure and happy childhood is important in its own right, as it provides the foundation for children to make the most of their abilities and talents as they grow up. When you choose to use Bailey's Butterflies you want to know that our Nursery will keep your child safe and help them to thrive. The EYFS is the framework that provides the assurance.

### **We ensure that planning:**

- Is shared with parents so that they can contribute and be part of their Child's learning
- Provides equal access for all children to experience all areas of the curriculum
- Provides lots of opportunities for children to learn through first hand experiences, play and talk
- Provides opportunities for children to spend time repeating activities they enjoy, practising and perfecting skills they have learned
- Is evaluated regularly

The environment plays an important part in enabling children to learn, develop and make good progress. The rooms reflect their age and stage of development. We make every effort to reflect aspects of the home to enable children to relax. Good practice established in Nursery is extended as the children move through each room complementing previous experience and building on what the children already know.

Bailey's Butterflies also work in partnership with other EYFS providers that your child may attend so that information about your children's learning and achievement is shared to ensure progression, continuity and smooth transition.

### **What are the EYFS Principles**

The EYFS is broken into four themes and these each have a Principle. The principles apply to children from birth-upwards.

**Theme 1:** A unique child

Principle: Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Theme 2: Positive Relationships**

Principle: Children learn strong and independent and form loving and secure relationships with parents/key person.

**Theme 3: Enabling Environments**

Principle: The environment plays a key role in supporting and extending children's learning.

**Theme 4: Learning and Development**

Principle: Children develop and learn in different ways and pace. All areas of learning and development are equally important and interconnected.

We hope by working through the themes and principles the children will be ready to move onto the next stage of learning at the end of their reception year.

**Key Person Role**

Each child within the Nursery will have an allocated key person. The key person works with a smaller number of children, giving them the reassurance to feel safe and cared for and building relationships with the Parents/Carers. The key person will help your child to become familiar with the Nursery and to feel confident and safe within it. The key person must seek to engage and support parents and/or carers in guiding their child's development at home.

**Parental Partnerships**

We encourage parental involvement at Bailey's Butterflies and value our relationship with yourselves in order to support your child.

The transition between home and nursery can be an emotionally difficult time for families so it is planned in a sensitive way. Introductory visits will be arranged to enable the child and yourself to become familiar with the Nursery environment and staff. Staff will be flexible to meet the needs of the child and family, and is geared towards your own individual needs. The appointed key person wherever possible will be present during the introductory visits and together with the Parent/Carer will complete an "All About Me" document which forms the first part of their learning journey and supports a smooth transition from home to Nursery.

We believe that Parents and Carers are the child's first educators and we endeavour to work in partnerships with you to share knowledge of individual children to ensure their best possible start in life. We encourage everyone to become involved in Nursery life as much as possible and value all contributions.

Key workers work closely with parents and carers to share knowledge of individual children and families and communicate with families in a number of different ways predominantly on a verbal basis every day to discuss messages from home and events of the day.

All children have a PACT book this is a two way communication book for you and the key worker to share information regarding your child.

Parents are encouraged to contribute to their children's files and offer any feedback to staff.

When parents and practitioners work together in early year's settings, the results have a positive impact on children's development and learning. Communication between home and Nursery is vitally important in working together for your child.

As well as talking we also offer opportunities for Parents/Carers to give feedback through:

- Annual Questionnaires
- Suggestion/compliments boxes - this is available to share suggestions in the main reception.
- Regular reviews with child's key person / Parents evenings – These are held on a termly basis.
- Wow slips – Parents can share with us their child's WOW moments from home.
- My learning at home sheets – We enjoy you sharing your child's learning at home and how we can extend this at nursery.

### **Learning Journeys**

Every child's learning journey is personal to them based on their own individual interests and experiences. This file contains their "All About Me" document, photographs, observations and other evidence recording the learning and development of your child. Your child's learning journey file is also for you to access and contribute to at any time. Your child's key worker will let you know where these are kept.

### **Physical Activity/Outdoor Play and Outings**

In our Nurseries we are aware that physical play is the first and most frequently occurring expression of play in young children. They love to move and to be active therefore we offer physical activities that are meaningful, appealing and enjoyable.

Outdoor play is an important part of the daily routine and we ensure that all children have regular access to the outdoors. Where possible this is reflected through free flow which is a seamless flow of activity both in and outdoors throughout the day. Children will access outdoor play in all weathers so could we please ask Parents/Carers to provide suitable clothing and sun protection cream to enable all children to access the outdoors. We also use Bailey Green School to access larger outdoor spaces.

We are also aware that a healthy lifestyle needs a balance of physical activity and rest and quiet times. We recognise the need for sleep or rest periods for individual

children and therefore provide quiet, supervised times/areas where children can sleep or rest when they need to.

Outings are a valuable part of a child's experience and whenever possible we incorporate these into the routine. Parental involvement in trips out of the Nursery is actively encouraged. All Parents/Carers will be asked for their consent, in writing, to take their child out of the building.

### **Safeguarding**

At Bailey's Butterflies we have a commitment to safeguarding children and promoting welfare. Our Child Protection Procedures are in line with our Local Safeguarding Children's Board (LSCB). All staff must adhere to the Safeguarding Procedure and have a duty to safeguard and protect children.

All staff have regular Safeguarding training.

North Tyneside's Front Door provides information, support and services for all families, children and professionals:

*North Tyneside Council Front Door  
Quadrant West  
Silverlink North  
Cobalt Business Park  
North Tyneside.*

*Tel: 0345 2000109*

A robust Recruitment Procedure is in place for all Employees and all of our staff have an enhanced DBS.

The safety of children in childcare provision is paramount and we ask parents, carers, and visitors not to use mobile phones and cameras whilst in the Nursery setting.

In the interests of safety we ask parents, carers and visitors not to hold any doors open that may allow access to others.

We will only allow your child to go home with people we have met. If you are sending someone to pick up your child (grandma/friend) who we haven't met you must ring school and let us know. We will give you a password to give to them that will allow pick up.

Please could you complete an EVF4 form which enables us to take your child out on small walk. If we are going on an outing/trip we will always let you know.

## **Complaints**

We have a complaints policy in place across the school all parents will be informed of this on their child's admission to nursery.

## **Equal Opportunity**

All staff, children, parents and carers are valued as individuals in their own right and are treated with equal concern and respect within our Nurseries. The Equal Opportunities Policy will be adhered to in line with Ofsted requirements.

## **SENCO**

We have an appointed Special Educational Needs Co-ordinator (SENCO) who supports children with any special/additional needs or English as an additional language. At Bailey's Butterflies we offer a fully inclusive service and will work closely with parents to ensure their child's individual needs are catered for.

You will find a copy of this guidance to Special Education needs and Disability (SEND) in our welcome room.

## **Other Professionals Linked to Setting/Students**

Bailey's Butterflies receive support from the Childcare Quality Improvement Team who give advice to staff on areas such as Ofsted, EYFS, Planning and SEN.

Other professionals linked to the Nurseries are Health Visitors, Social Workers and Speech and Language Therapists.

We encourage placement students providing experiences that contribute to their studies.

## **Staff Ratios**

The following ratios apply:

Under 2's 1:3

Under 3's 1:4

Over 3's 1:8

## **Security and Access**

Bailey's Butterflies has a secure entrance to prevent access by unauthorised persons. Parents are asked not to let anyone into the Nursery or hold doors open.

Parents must sign their children into the setting on arrival and out on departure. Each room has a register for Parent/Carers to do this which is then collated onto a Nursery register. We also use a 'passcode' system when your child is to be collected by a different child/minder carer.

### **Non Collection of Children**

In the event that your child is left at Nursery after the usual Nursery closing time you will be contacted. If you are unable to be contacted then the emergency contact will be used. If by half an hour after the Nursery's normal closing time no contact has been made with the Parent/Carer or emergency contact then the Team Manager will contact the out of hours duty Social Worker.

### **Missing Child**

In the event of a missing child the staff will immediately search the area to check that the child is not just out of sight. Where it is found that a child is not in the vicinity the Police will be called. This will then be followed by a call the Parent/Carer to inform them of the missing child and that the police have been informed.

### **Healthy Eating and Nutrition**

At Bailey's Butterflies we offer a balanced and nutritious menu and cater for vegetarians and other diets.

Depending on the times your child attends, breakfast, lunch and a snack tea are offered as well as a mid-morning snack.

We recognise that food is part of a child's family, culture and religious belief so we welcome any information regarding your child's eating routine, this should also include any allergies your child may have.

During the Nursery day we will ensure fresh drinking water is available and children are encouraged to drink this. Milk is provided with snacks, which will be fruit or vegetables where possible. Staff sit with the children while they eat and they provide a good role model for healthy eating.

Lunch is provided in the main school this is a lovely opportunity for siblings in school to see their brothers and sisters.

## **Health**

### **Health & Safety**

We have a strict Health & Safety Policy and appointed trained Health & Safety officers in each building. Alongside this, thorough Risk Assessments are in place.

### **Fire/Evacuation Procedure and Contingency Plan**

Fire Procedures and contingency plans are in place in the case of an emergency. Details of these will be explained to you when you complete the admission paperwork.

Fire procedures are displayed in all rooms and entrances. They are displayed on a red border.

Regular fire drills are held in Nursery. There are fire assembly points at the front of our car park. We also have 3 evacuation cots for our non-walkers. In the event of an emergency children would be evacuated to Bailey Green School.

### **Accidents/Incidents**

Bailey's Butterflies have qualified First Aiders at work and Paediatric First Aiders on site.

Children often have accidents and this may happen whilst they are in our care. All accidents are recorded by the witness and signed by the Team Leader. You will be asked to read and sign the Accident Form. Please let us know if your child has an accident at home as you will be asked to record this on a Nursery Report Form.

### **First Aid**

There is always a member of staff on duty with a Paediatric First Aid Qualification. We ensure that there is always a First Aider accompany children on outings.

### **Sickness and Medication Policy**

We have a Sickness and Medication Policy which we adhere to as well as taking guidance on infection control from the Public Health England, you will find a copy of this guidance in our nursery entrance or on the Parent's noticeboard.

If your child should become ill whilst in Nursery, a member of staff will contact you and if necessary, request that you collect your child. In the meantime staff will ensure the child is comforted, encouraged to rest and if needed for temperatures, cooled down using appropriate methods. A Sickness Report Sheet will be completed that you will be asked to sign on arrival.



Nursery staff are not permitted to administer medicines other than those prescribed by a Doctor and with your prior consent. Any prescribed medication that your child is taking must be clearly labelled with the child's name, date of birth, dosage and the date it was prescribed, then handed to staff when dropping off your child. You will then be asked to complete a Medication Form detailing reasons for the medication, dosage, frequency etc. When staff are administering the medication, they will first get it checked by another member of staff. After giving the medication, they will then record the details in a medicine file, which will be signed by both staff, the Team Leader and also by yourselves when collecting your child. The Medication Policy will be discussed during your visit to complete the relevant paperwork.

## **Charging Policy**

### **Fees**

All fees are due in advance of the following month, for example if your child is starting 1<sup>st</sup> April then the payment will need to be in our bank by the end of March. We do not give refunds for absences. Fees are calculated over the 50 weeks opening times of our setting, therefore each month will be the same amount. Please see price check list below for the monthly amounts. Our preferred way of payment is by bank transfer - sort code: 20-59-42 account number 43957543. However we also accept childcare vouchers, cheques and cash.

<b>Days of Attendance</b>	<b>Monthly</b>
0.5	£121
1	£181.50
1.5	£302.50
2	£363
2.5	£484
3	£544.50
3.5	£665.50
4	£726
4.5	£847
5	£907.50

Please prefix your reference with BB then your child's surname then initial for example Daniel Smith would be BBSMITHD.

Additional days can be booked upon request with the Team Leader, again these must be paid in advance.

Debts are not allowed to build up and non-payment will result in your child's place being terminated.

A discount of 20% will be given for two full time siblings attending the setting.

A discount of 10% will be given for two part-time siblings attending the setting. Discount is given to the eldest paying child and will stop when the eldest child leaves to attend primary school.

If you are eligible for 2 year funding or 3 year funding you can arrange with the Team Leader a pattern of care to suit your needs. You will be able to receive funded hours and paying hours together.

### **Dinner Money**

If you are paying fees for your child this includes all snacks and lunches. However, all children receiving a funded Nursery place must pay for school meals which is currently £4 per day, this covers the lunch cost and supervision over the lunch period. Lunches can be paid by bank transfer, cash or cheques and must be paid weekly in advance or on the day your child stays. If your child is absent and you have already paid for lunch a credit will go onto their account.