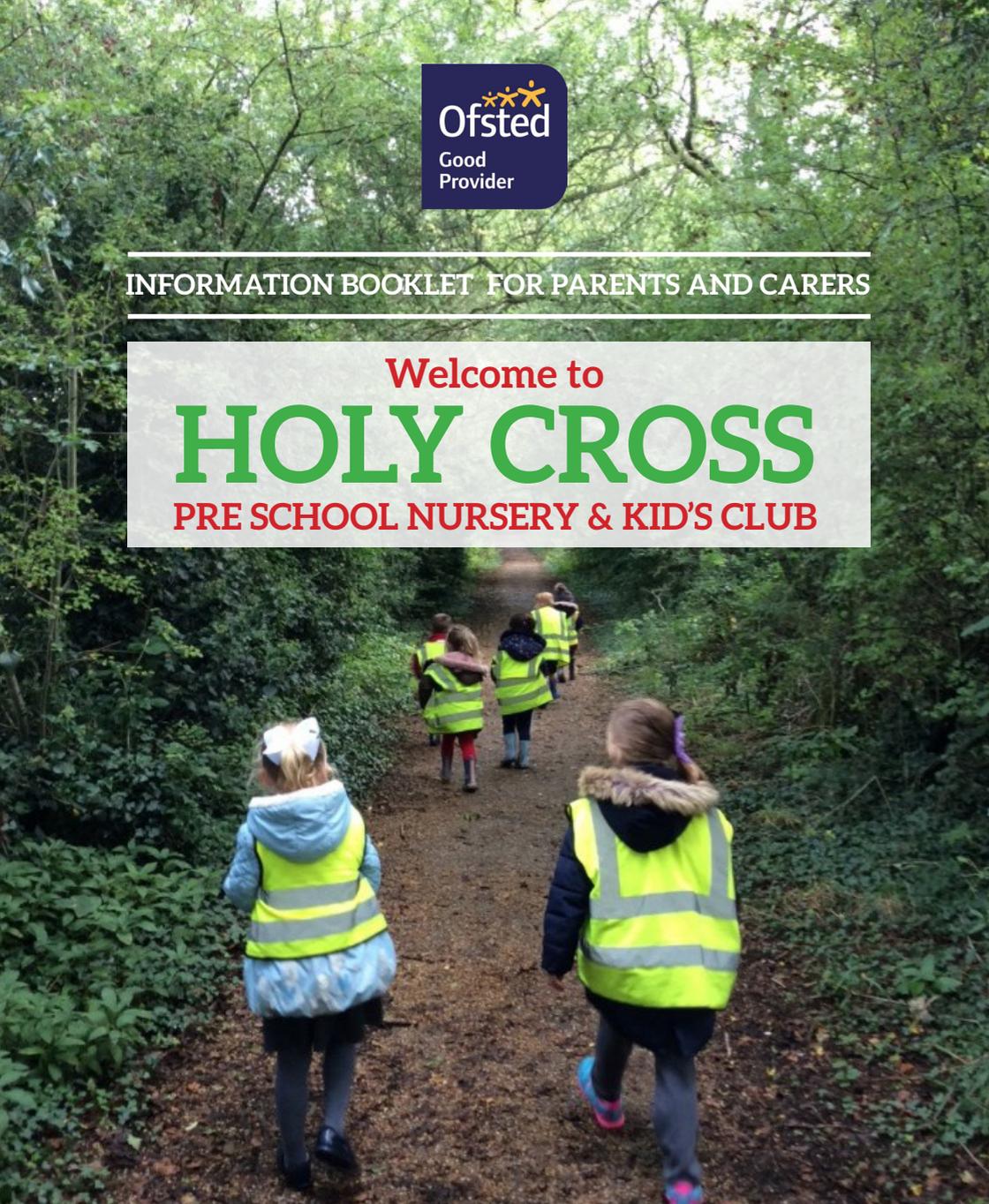




INFORMATION BOOKLET FOR PARENTS AND CARERS

Welcome to
HOLY CROSS
PRE SCHOOL NURSERY & KID'S CLUB



Holy Cross Pre School Nursery

OUR MISSION

The vision of our nursery is to provide safe, stimulating and culturally enriched care for children to enable them to learn and develop socially, physically, intellectually, creatively and emotionally through structured play activities supporting the Early Years Foundation Stage.

This statement outlines the services that children, parents/carers and the community can expect from our nursery, and the values that inform our work:

Our nursery aims to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop independently.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring of our services to ensure that the nursery continues to meet the needs of children and parents/carers.

Our nursery is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Our nursery is committed to providing:

- Care and activities that put the needs and safety of the children first.
- Activities that promote each child's holistic development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.



Holy Cross Pre School Nursery

EARLY YEARS EDUCATORS

We take your families fundamental needs and provide the best environment for your child to grow, learn and thrive. We take children aged 2- 5 years of age in our nursery and pre school.

We are open 9.00am - 3.15pm term time only. We are closed for ALL bank holidays and may also close for up to 5 days throughout the academic years for staff training (These dates are advised with a minimum of half a terms notice). We have 42 places available in nursery and operate at a minimum ratio of one adult to eight children with our 3-5 year olds and one adult to four children with our 2 year olds.



SESSION TIMES:

9.00am - 11.45am Morning Session
11.45am - 12.15pm Lunchtime Session
12.15pm - 3.15pm Afternoon Session

Children wishing to arrive before 9.00am or remain after 3.15pm may apply to Holy Cross Kid's Club for a place at their wrap around club. Places would need to be booked directly with Holy Cross Kid's Club and their charging policy and terms would apply.



Children are provided with a healthy freshly cooked meal, and snacks throughout the day. We work hard to provide a balanced menu to accommodate any special dietary requirements and allergies. We are committed to embracing and celebrating all cultures and encourage our children to try new foods.

SAMPLE MENU

- Snack** *Fresh fruit baskets*
- Lunch** *Homemade beef Lasagne with roasted vegetables and garlic ciabatta or Lentil chilli with couscous*
- Dessert** *Winter Fruits Lattice with Ice Cream (vegan options available)*
- Snack** *Variety of Vegetable Batons with a selection of Cheeses*

*Water is available throughout the sessions in a name water bottle provided by nursery.



Holy Cross Pre School Nursery

THE EXTRA MILE

Here at Holy Cross Pre School we endeavour to exceed expectations, understanding that only the best will do for your child. This is why we offer an exclusive range of additional services all included in the price unless stated otherwise.

- Forest School experiences.
- Wild Wednesday sessions.
- Yoga classes.
- French lessons for pre school aged children.
- Optional swimming lessons.
- Excellent food hygiene standards with all staff suitable trained.
- Highly qualified staff base including a teacher and level 6 graduates.
- Multiple qualified Forest School Practitioners.
- Little Scientist sessions.
- Induction Evening to inform all parents of our service.
- Good Ofsted rating.
- Informative confidential blog on social media.
- PE lesson in Holy Cross Catholic Primary School Hall.
- Excellent transition history, good links with all Primary settings.
- Phonics sessions.
- Non profit nursery.
- Planned activities tailored to your child's individual interests.
- Innovative technology including our giant iPad table, tablets, iPad, digital cameras and Alexas.
- Excellent parent involvement, parent workshops.
- Sign setting, we are continually exploring various ways of communicating, we use sign language alongside any verbal communication to support all children in their understanding.
- All staff with responsibility to children hold a full Paediatric First Aid certificate.
- Safe community - parent Workshops and social encouragement.
- Visits from Martin the music man.
- Offsite trips to venues such as Weston Super Mare (Our Big Family Day Out), Leicester Space Centre and Tamworth Snowdome.
- Local offsite visits to local woodland, shops and parks.



The Opportunities are Endless

Holy Cross Pre School Nursery

OUR STAFF

We are proud to have a highly qualified staff base, many of our staff are graduates with extensive experience within the early years. We ensure that all of our staff complete a comprehensive induction programme ensuring that all children in our setting receive the very best care learning and experience. We believe that children settle in best when they have a familiar adult, a Key person to relate to, who knows them and their family well.

We want our children to feel safe, stimulated and happy in the setting and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well-being and their role as active partners with the setting. We aim to make the setting a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

The Key person will offer a home visit to the family prior to the child starting at the setting (please see our home visit policy).

The Key person will be responsible for the induction of the family and for settling the child into our setting and will continue to work with you to ensure that the setting provides for your child's well-being, care and learning.

The Key person will be your key contact and, with prior permission from you will make links with other carers involved with your child, such as a child minder, and will co-ordinate the sharing of appropriate information about the child's development with those carers.

"Key persons know the children in their group well, regularly observing children's play and assessing their development. They weave children's interests into daily play and themed activities. The use of the outdoor areas plays a large part in the planning of weekly activities" Ofsted Report, 2018.



Holy Cross Pre School Nursery

PARTNERSHIPS WITH PARENTS

- We welcome parents/ carers into our setting on regular occasions for workshops and to join in with your child's learning. Should you be unable to attend try and send a relative or close friend to support your child. If you wish to see your child's Key Person it may be necessary to make an appointment to do this.
- We will offer three parent consultation evenings throughout the academic year and you will be invited to attend to discuss your child's progress.
- You will be provided with a full report on your child's development at the end of each academic term as well as the opportunity to attend a parent's consultation to discuss your child's progress.
- Throughout the year we will hold workshops and you will be invited to come into the nursery and work with your child. Should you be unable to attend try and send a relative or close friend to support your child.
- You are always welcome to come and view your child's work, some of which will be displayed around the nursery.
- All parents will be offered the option to view their child's development via the Tapestry App, you can comment, like and also post observations as a parent/ guardian.



Holy Cross Pre School Nursery

UNIFORM AND PERSONAL BELONGINGS

- Nursery uniform must be worn at all times, this is available to purchase from nursery. Trousers/skirts can be worn of own choice, however, these must be appropriate for weather conditions and should be practical.
- Children will wear protective overalls for play in water and craft activities and materials used will be washable. Please do not send you child in any additional special clothing to the uniform unless asked to do so.
- Children need to wear waterproof clothing for Forest School sessions, you can purchase good quality waterproofs at a very reasonable price from Go Outdoors or any other activity store. You will be required to provide suitable wellington boots for your child. These will need to be left at nursery.
- Your child will be enjoying P.E. sessions. they are required to have pumps in nursery at all times.
- Please clearly label all clothes and shoes with your child's name.
- We ask you to discourage your child from bringing their own toys into the nursery to avoid potential upset through loss or damage.

Early Years Education and Forest School

Early Years Education, embracing our natural outdoor environment

- Our work has as its core the vision of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills.
- All staff will work in accordance of the Early Years Foundation Stage - ensuring a safe and enjoyable environment underpinned by the Early Years Foundation Stage. Outdoor learning embraces the Themes and Principles; “A unique Child - Positive Relationships - Enabling Environments - Learning and Development” as well as enabling children to manage their own risk and develop care and empathy.
- Forest school is an innovative educational approach to outdoor play and learning. The philosophy of Forest Schools is to encourage and inspire individuals through participation in engaging, motivating, achievable tasks in a woodland environment. Through self awareness each child can be developed holistically and achieve their full potential. A qualified Forest School level 3 practitioner will work alongside the children on an individual, small group or whole group level. Children are encouraged to take care of themselves and their peers, and are given responsibility such as supervised use of tools fire lighting equipment.
- We enjoy all weathers making sure that children are suitably dressed and that conditions are safe. All activities are thoroughly risk assessed and staff encourage and promote safe management of risk taking.



Holy Cross Pre School Nursery

ADMISSIONS AND FEES

Nursery places will be offered based on the availability of sessions for the child's age range/stage of development.

- There are two sessions per day, one in the morning and one in the afternoon. **Full time places will be offered as a priority and if available part time places will then be considered.*
- Attendance at Holy Cross Pre School Nursery does not influence your child's prospect of an offer for a future place at Holy Cross Catholic Primary School or any of the schools in the John Paul II Multi Academy. If further information is required please refer to Holy Cross Catholic Primary School's admission policy available on their website or via their school office.
- The Nursery does not have its own defined catchment area, all parents are eligible to register their child's name. All children will be considered fairly irrespective of gender, race or disability.



Holy Cross Pre School Nursery relies heavily on the prompt payment of fees in order to function. Fees are due every ½ term in advance. Fees should be paid immediately and within 14 days of receipt of invoice. Failure to do so will incur an automated late payment charge of £5 per week per invoice, it may result in your child's place being withdrawn and all outstanding fees legally pursued. A registration fee is charged per family upon booking a place.



SESSIONS

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We accept payments from: All registered childcare voucher companies, TAX free childcare, Direct BACS payments, Debit/ Credit cards/ Apple pay

Throughout the year there will be additional charges for trips/outings which will be advised when appropriate.



Holy Cross Kid's Club

WELCOME

As a family new to using Holy Cross Kids Club for your out of school care provision, the staff and directors would like to extend a warm welcome to you. We hope that this will be the start of a long and supportive partnership, based on trust between parent(s) / Carer(s), their children, our staff in Kids Club and the Directors.

We aim to provide high quality wrap around care provision for before and after school care for children attending Holy cross Catholic Primary School and the local community. We would like to start as we mean to go on, by providing the best possible high-quality information at all times about the club. We always welcome your suggestions / views on how to improve what we currently offer to our parents.

Finally we hope that your child enjoys attending the club and that you feel your views and support is appreciated. If you would like to make any suggestions regarding the club please email them to enquiries@holycross-preschool.com, we are always delighted to hear from you.

BACKGROUND

Kid's Club was founded in 1994, it offers an excellent quality of provision for up to 70 children per session.

Kids Club became the first out of school club in Birmingham to achieve the Quality in Play Award in 2012. We have also completed the Go Play Programme (2012) in conjunction with Birmingham Play care Network and Birmingham Local Authority's own quality Startwell Level 3 Award (2018) which promotes healthy lifestyle choices.

We continue to practice the requirements of each of these awards in our daily routines. Kid's Club also delivers aspects of the Forest School Programmes in small groups throughout the term.



Holy Cross Kid's Club

MISSION STATEMENT

Our Kids Club is open to all children aged between 2- 11 years, mainly attending although not exclusively Holy Cross Catholic Primary School, Holy Cross Pre School Nursery and the local community during term time only.

The vision of the club is to provide a safe, stimulating and culturally enriched play to enable children to learn, develop socially, physically intellectually, creatively, spiritually, and emotionally through play activities. This statement outlines the services that children, parents/ carers and the community can expect from our club, and the values that inform our work:

Our club aims to:

- Provide happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- To promote community cohesion by developing the children's appreciation of our various communities needs, including our local, national and international communities, embracing different cultures, nurturing respect and understanding.
- Promote a positive relationship with parents/ carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring of our services to ensure that the club continues to meet the needs of children and parents /carers.

Our Club is committed to meeting the needs of children by:

- Ensuring the children are safe and happy at all times.
- Letting the children have ownership and choice about daily activities.
- Listening and responding to their ideas and suggestions to improve our provision.
- Promoting their individuality celebrating their different cultural backgrounds and uniqueness and developing self confidence.
- Liaising with school staff each day to secure smooth transitions throughout the day and gain information to support how we care for each child's needs everyday.

Our Club is committed to meeting the need of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees / charges and programmes of activity through our website: <http://www.holycross-preschool.com/kids-club> and our Facebook page: **Holy Cross Pre School Nursery and Kids Club.**
- Sharing and discussing their child's achievements, experiences, progress and friendships along with any difficulties that may arise.
- Regular consultation regarding our provision to assist our self evaluation of our provision to achieve the best quality provision at all times.

Our Club is committed to providing:

- Care and activities that put the needs and safety of the children first.
- Activities to promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and highly qualified.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.



Holy Cross Kid's Club

SESSION TIMES

SESSION TIMES:

Session 1: 7.50am to 9.00am.

Breakfast (chargeable) is available till 8.20am

Session 2: 3.15pm to 4.30pm.

Light tea (chargeable) is available

Session 3 4.30pm to 5.30pm

Late collection charges apply for any child collected after 5.30pm

Holy Cross Kid Club offers care for children when Holy Cross Catholic Primary School (and other local schools) are closed for inset days. We are open as normal for all children registered and normal fees are payable outside of these hours. The days are jam packed with exciting things which have been planned for your children to do. We have previously has circus days, messy mayhem, Forest school workshops, Emergency Service days and Animal days.

Play Day Session times: 9.00am to 3.15pm



Holy Cross



Pre School Nursery



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