



Greenfield Nursery School

Hurst Drive, Waltham Cross, EN8 8DH

Telephone: 01992 760779

(option 1 to report your child absent, option 2 to speak to the office)

email: admin@greenfield.herts.sch.uk

Website: www.greenfieldnursery.co.uk

Greenfield Nursery School is open term time, Monday - Friday 8am – 3.30pm.

Session times are 8.50 – 11.50 am or 12.30-3.30pm.

We provide care for children aged between 2 – 4 years.

At Greenfield Nursery School, we value and respect the range of families within our community, fostering strong relationships that support children's learning and development. Each child is unique and encouraged to reach their potential through a challenging and stimulating environment.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as student, parent and volunteer helpers;
- has the chance to join with other children and adults to play, work and learn together;
- is encouraged to take forward their learning and development by helping to build on their knowledge and ability
- has a key person who makes sure each child makes progress;
- Is in a setting that sees parents as partners in helping each child to learn and develop.

Children's development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by Greenfield Nursery helps children to continue to do this by providing them with interesting activities that are appropriate for their age and stage of development.

The provision for children's development and learning is guided by the **Early Years Foundation Stage (EYFS)** from birth to the end of the Reception Year.

More information about the Early Years Foundation Stage can be found on our website www.greenfieldnursery.co.uk .

There is a guide for parents on EYFS which is available at www.foundationyears.org.uk

Working together for your child

At Greenfield Nursery, we maintain and usually exceed the ratio of adults to children in the setting that is set through the Statutory Framework for the Early Years. We also have apprentices, students, volunteers and parent helpers where possible to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide;
- Allow children to explore and be adventurous in safety.





Key person and your child

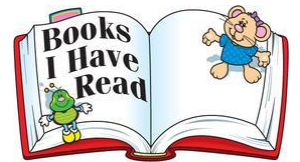
Greenfield has a key person system. This means that each child in Nursery or Pre-school has someone who is particularly responsible for them and their learning. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's needs and interests. When your child first starts at the setting their key person will visit you and your child at home and will help your child to settle; throughout your child's time at the setting they will help your child to benefit from the activities.

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be how young children think. Greenfield Nursery staff plan and provide a wide range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

Learning Journals

The key person will keep a journal of observations and photographs of your child's learning. You will be invited to share this each term and to contribute information about your child. This special book helps us to celebrate your child's achievements and to work together with you to provide what your child needs for their well-being and to make progress. This information will enable the key person to identify your child's stage of progress.



The record of achievement will be given to you when your child leaves Greenfield for you to share with their new school.

If your child is in Pre-school you will also be given a copy of the two-year old progress check.

Greenfield activities and routines

At Greenfield, we believe that care and education are equally important in the experience that we offer children. The routines and activities that make up the session/day at Greenfield are provided in ways that:

- help each child to feel that they are a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group;
- Provide children with opportunities to learn and help them to value learning.

We send activities home with children and we ask that parents help them with this – e.g. learning the words of songs or making a simple puppet to play with.

We also encourage all children to borrow books and share them with an adult at home.

We welcome parents to drop into Greenfield to see it at work or to speak with the staff

Each year we have special days for parents to enjoy learning alongside their child

We would welcome volunteers to help maintain our Centre: e.g. gardening, decorating, and cleaning. Please speak to a member of staff if you can help.

The Pre-school and Nursery sessions

We organise our sessions so that the children can choose from a range of activities helping to build their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities that introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their understanding of the world around them. The children have the opportunity and are encouraged to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.



Pre-school and Nursery children end each session with a story and singing session.



Greenfield caters for children's individual needs for rest and quiet activities during the day.



Starting at Greenfield

The first days

We want your child to feel happy and safe with us. Staff will work with you to decide on how to help your child settle into Greenfield.

Clothing

We provide protective clothing for the children when they play with messy activities; however, it is important that the clothes your child wears to Greenfield are

- suitable for messy activities – easily washed
- allow your child to be independent when rolling up sleeves or using the toilet
- suitable for the weather – as children will have access to the outside area most days of the year
- named – especially if it is uniform and the same as other children's

Shoes need to be suitable for running, climbing and riding bikes – open-toed sandals, 'croc's' and slip-on shoes are unsuitable for Pre-school or Nursery.

Children should not wear jewellery to Pre-school or Nursery.

Long clothes, such as coats can get caught up when children are riding bikes and using climbing apparatus, so are not suitable.



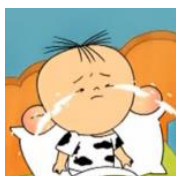
Greenfield uniform consists of a green polo shirt and sweatshirt and is available to buy from the office, but uniform is not compulsory.

In summer a hat is useful to protect from the sun, it is best if your child's shoulders are covered with a T-shirt. Sun cream will also be a useful protection from the harmful rays of the sun, please apply to your child before coming to school.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Attendance

Regular attendance is important to your child's development. If for any reason your child is unable to attend please inform us on 01992 760779. Please Press option 1 to advise us if your child will be absent and option 2 to speak to the office. As part of our safeguarding procedures you will receive a text message if your child is absent and we don't know the reason – please respond to this promptly. To prevent the spread of infection children who have had diarrhoea or vomiting are not allowed to return until 48 hours after the last episode. If your child is unwell with a temperature please keep them at home.



It is important that we should be informed if someone unknown to the staff is to collect your child from Greenfield. Please tell a member of staff or telephone us on 01992 760779. It places both the staff and 'collector' in a difficult position if members of staff are unaware that an arrangement has been made for another adult to collect your child.

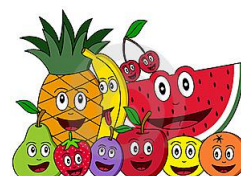
If you are late collecting your child at the end of the morning session they will go into our lunch club. There will be a £5.00 charge for this extra care. If we need to provide a lunch for your child an extra charge of £2.00 will also be made. Late collection from the afternoon session will be charged at £5.00 per 5 minutes.



For reasons of safety we ask you to bring your child right into the classrooms at the beginning of the session. Please try to arrive promptly so that your child is here for the whole session.

Snack

A healthy snack is available for children during the nursery session. Water is available for children to drink during snack time and throughout the day. Milk is free at nursery and each child is encouraged to take a carton at the end of their session.



We ask for £12 a term towards the cost of snacks. Please give this to the school office.

Safety and protection of your child

A safe and secure environment is crucial to any parent and carer. Regular risk assessments are carried out.

Greenfield complies with the Ofsted requirements to safeguard and promote the welfare of children as detailed in the Statutory Framework for the Early Years Foundation Stage.

Child Protection

The Centre works in partnership with parents to support children in every way possible. However, the Children Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of children. As a result, if concerns are raised within the school or a child or parent reports a situation involving possible abuse, we would not be able to guarantee confidentiality. It would have to be referred to Social Services. This is in line with Government and Hertfordshire Policies.

Designated Persons for Child Protection are:

Deborah Harrison, Joanne Page, Marina Halili and Lisa Moore.

Policies

Copies of Greenfield's policies are available in the Office, and on our website.

All policies are reviewed regularly. This review helps us to make sure that the policies are enabling Greenfield to provide a quality service for its members and the local community.



Special needs

As part of Greenfield's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice. A copy of the school local offer is on our website.

Our Special Educational Needs Co-ordinator is: Deborah Harrison

Fees

Pre-school fees

Pre-School sessions will be free from the term AFTER your child's 3rd birthday.

If you are in receipt of benefits, you may be entitled to free places up to 15 hours per week for your 2 year old – please speak to a member of staff in the School Office.

Pre-school fees are £15 per session, payable half-termly in advance. Fees must still be paid if children are absent without notice for a short period of time. Any outstanding fees must be paid by the end of each half term to secure your child's place for the next half term.

If your child has to be absent over a long period of time, talk to a member of staff. Please complete a holiday request form for long periods of absence/holidays.

For your child to keep their place at Pre-School, you must pay the fees.



Breakfast and Lunch Club



	Per day
Breakfast (8am to 9am)	£5.00 – breakfast provided
Lunch club (11.50 to 12.30pm) Please collect by 12.30 as we have no care facility for your child after this time. Thank you	£5.00 for care – please provide a packed lunch

Nursery

Nursery sessions are morning or afternoon, 15 hour free child care per week.

We can offer 30 hours for those who qualify. Please check your eligibility on the government website www.hertfordshire.gov.uk/parents. There are limited places available. The 30 hours is from 8.50am– 3.30pm Monday-Thursday, Friday 8.50am -12.30pm. If you wish your child(ren) to stay until 3.30pm on Friday fees are payable at a cost of £15.00 per session. You will need to provide a packed lunch for your child.



Buggies and children's bikes

Buggies should not be brought into the building but can be left outside the entrance to the Centre. Please feel free to bring your younger children into the centre with you. Unfortunately, we are unable to 'house' children's bikes or wheeled toys, if your child comes to school on a bike or scooter you may leave it opposite the main entrance door (without obstructing the footpath) at your own risk.



Car Park

Our car park is very small and is only for the use of staff. As the car park is County Council property, cars other than staff cars are not covered by County insurance in case of accidents. ***Please note that parking on the zigzag lines is dangerous and illegal.***

Governors

The Governors have supervision over the running of the school and are always ready to listen to your views. Governors can be contacted through the School. Please see our website for a full list of Governors – www.greenfieldnursery.co.uk.

We hope that you and your child enjoy your time at Greenfield Nursery School and that you both find taking part in our activities interesting and stimulating. Members of staff are always ready and willing to talk with you about your ideas, views or questions.

