

# Curzon Crescent Nursery School & Children's Centre



*Working Together to Achieve More*

## Parent's Handbook NEG 3&4 Provision

Curzon Crescent

Willesden

London

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[www.curzoncrescent.co.uk](http://www.curzoncrescent.co.uk)

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# Information about the Nursery School

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Website: [www.curzoncrescent.co.uk](http://www.curzoncrescent.co.uk)

## The Nursery School

Curzon Crescent Nursery School is funded by the London Borough of Brent for children aged between two and four years old.

## Attendance pattern

### **Full time (eligible children only):**

9am – 3pm daily

### **Part time:**

Option A

Monday & Tuesday 9am – 3pm, Wednesday 9am – 12pm

Option B

Wednesday 12pm – 3pm, Thursday & Friday 9am – 3pm

# Vision Statement

We provide a stimulating, child centred environment, where independent and co-operative learning is encouraged through play and first-hand experience.

We foster a positive culture which values and respects every member of the centre and the wider community.

We will:

- Cultivate a zest for learning;
- Promote a healthy lifestyle;
- Encourage all children to develop a positive self-image;
- Ensure that everyone's contributions are valued;

We will support all children and their families in making positive relationships, learning together and enhancing their life skills.

# Welcome to Our Nursery

Curzon Crescent Nursery School was opened in 1938 as a purpose built Nursery School to serve the local community. In 2005 we became part of a Children's Centre, supporting children and families by offering a larger range of services and access to information on one site.

Parents are a child's first teachers and when your child comes to nursery they will have already learnt many things at home. We build on and extend these experiences, and teach the children lots of new and exciting things. Children learn more when the families and the nursery work together so we give weekly home learning to inform you about what we have been working on so you can deepen your child's understanding by talking to them about it at home too.

Parents and carers are always very welcome and below is a list of some of the ways you can be involved in the life of the centre once your child is settled:

- Joining the parents Forum
- Reading stories to small groups of children in English and home languages
- Making dressing up clothes
- Playing and sharing experiences with children
- Gardening
- Cooking
- Accompanying staff/ children on local trips
- Being a member of the governing body
- Repairing and organising books and resources
- Being a member of the governing body

More information can be found on our website:

[www.curzoncrescent.co.uk](http://www.curzoncrescent.co.uk)

# The Nursery School

We aim to create interesting spaces for children to learn, explore and investigate. We plan exciting activities and experiences so that learning is fun.

All of our work is based on the Characteristics of Effective Learning:

## Playing and Exploring – Engagement

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go'

## Active Learning – Motivation

- Being involved and concentrating
- Keeping trying
- Enjoying achieving what they set out to do

## Creating and Thinking Critically – Thinking

- Having their own ideas
- Making links
- Choosing ways to do things

As well as promoting the 3 Prime Areas of learning and the 4 Specific Areas in the Early Years Foundation Stage, we work with the children to:-

- Be curious and interested
- Want to find out and learn more
- Have respect for themselves and others
- Be emotionally resilient
- Grow from being dependent on us to being independent

**At Curzon Crescent we place high value on promoting children's learning through planning and implementing group and individual learning experiences both indoors and outdoors.**

# The Children's Centre

The Children's Centre offers a range of services and activities which include:

- Childcare facilities through the provision of a crèche for parents who are undertaking training courses run by the centre;
- A large Stay & Play area which provides activities for all children under 5 and their families, supporting learning and development through focused play sessions;
- Parenting support through information and advice groups, 1:1 support with parenting skills and training on child development;
- Family support, including support for parents with special needs;
- A base for childminders, and a contact point within the community for parents and providers of childcare services;
- Health services, including guidance on breast feeding, hygiene, nutrition, safety and health visitor support; post and prenatal care offered by midwives;
- Links with employment, training and welfare agencies, including: Citizens Advice Bureau, local training providers and further education institutions;
- Links with the Children's Information Service;
- Community Services and Outreach work.

# Nursery School Organisation

At present, the school is open for three terms a year, corresponding to the terms of the other schools in the area. The day is from 9.00a.m. to 3.00p.m.

The door is open between 9am - 9.15am and 3.00 - 3.15 p.m. to help parents and carers with other children attending local schools. During these times the door is supervised by a member of staff to ensure no child leaves the premises unsupervised.

We start the day with a group time and a targeted learning session. This means that, if you arrive late you will not be allowed to drop your child off until after these sessions finish, which will be 9.45am. In order not to disrupt children's learning we will ask you to wait in the reception area until 9.45am, with your child.

**Should you arrive later than this you must report to the school office to ensure that a lunch is provided.**

**Please telephone and let us know if your child is unable to attend nursery for any reason. If a child is absent and we have not received notification of the reason, we will contact you to find out why they are not at school.**

Please let staff know who is going to collect your child, as we will not permit them to leave the premises with anyone not known to the nursery.

Other than sickness, any absences must be authorised by the Head in advance; we ask that you write a letter requesting time off for your child and explaining the reasons behind the request.

**It is very important that your child attends regularly and is on time – their learning will suffer if they do not.**



# Equal Opportunities

We actively promote equal opportunities at the centre and all children, parents, carers and staff are respected and valued as individuals, irrespective of their race, culture, class, sexual orientation, gender, religion or age.

We welcome the diversity of culture and experience we have at Curzon Crescent and feel we can learn from children, their families and our colleagues.

We will help your child develop confidence ensuring that they feel they belong and have responsibilities as part of the group and as individuals.

Our resources and activities aim to reflect the diversity of children's experiences and cultures. We encourage children to use their home language especially when they are settling, and we support all children to become confident speakers of English.

The children will be encouraged to take part in the full range of activities on offer, making sure that sensitive or timid children are included.

Staff will challenge stereotyping and actively discourage domination of particular activities by one gender. We believe it is important for both boys and girls to be involved in all activities on offer within the nursery.

Name calling and racist or sexist comments are not acceptable and will always be challenged. Bullying will not be tolerated and children will be helped to be assertive in a non-violent manner and guided to share and take turns, and use language to express themselves and negotiate.

Staff will discuss these issues with children as they arise. We will also challenge any discriminatory or derogatory remarks or behaviour in adults.

# Special Educational Needs

At Curzon Crescent we believe that all children should have a right to equal access to provision and inclusion in all events. If a child is perceived as having a special need, either by parents/carers or staff, the school will work in partnership with the parents in establishing what this is, and helping the child achieve targets that we agree together. At all times concerns are discussed with parents/carers and any action taken is with their consent.

We have close links with a speech and language therapist team who work with children, train staff and offer support to parents. If you have any concerns with your child's speech and language, please let us know so that we can ensure that your child receives the necessary support and help while at Curzon Crescent.

Our Special Educational Needs Co-ordinator (SENCo) is Lucy Cox and the policy for Special Educational Needs is available on our website.

# Safeguarding

We are all concerned with children's well-being, and are committed to working in partnership with you to make the welfare of the children our first priority.

All children must feel that it is acceptable to talk openly about their feelings and know that staff will be prepared to listen. We encourage children to protect themselves through discussing issues as they arise.

Working together with parents, we aim to create a safe environment for children at home and at nursery, but it is important that children are listened to and supported, and where necessary, appropriate action taken. We have a legal obligation to protect all our children, and a legal responsibility to report any unexplained injuries or concerns affecting your child's physical and emotional well-being.

Please raise any concerns you may have with your child's key-person or a member of the Senior Leadership Team.

## Accidents

We do our utmost to ensure that the premises are secure and your child is safe as they play, but unfortunately, accidents do occur from time to time, and we have staff trained as First Aiders to deal with these.

If your child needs medical attention they will be given it by one of our staff and we will talk to you when you come to pick up your child. Parents/Carers are always asked to sign the accident record to show that you have been made aware of the accident and any treatment given. If it is serious we will phone you and ask you to come straight away.

# Health and Safety

The health and safety of all users of the centre is of paramount importance and below is a list of rules that we ask you to follow in order to make your child's time with us an enjoyable experience.

Please ensure that your child:

- Is brought to their classroom each morning;
- Is wearing sensible shoes/trainers that enable them to run, jump, climb etc. (open-toed sandals are not permitted);
- Does not wear necklaces or hooped earrings;
- Is collected each evening by a known, responsible person;
- Walks while inside the school building;
- Does not climb on tables, chairs, benches or other equipment not specifically designed for climbing on;
- Has appropriate clothes for the weather conditions;
- Has a full set of spare clothes on their peg (e.g. pants, vest, socks, t-shirt, jogging trousers)

Also, please ensure that:

- You do not smoke anywhere within the centre grounds or premises;
- You do not use your mobile phone in the centre;
- While settling children in, or if you are going to be on centre premises for a longer than usual length of time (e.g. reading stories, cooking etc), you sign the visitors book in the office and wear a visitors badge;
- No dogs except guide dogs are brought onto centre premises;
- All buggies and pushchairs are folded up and stored in the buggy store —staff will show you where this is;
- You do not open the door to anyone or hold the door open — even for someone you know;
- You do not leave your bag or valuables unattended as the centre will not be responsible for items that are lost or stolen.

# Illness and Medication

## If your child is ill

We expect children to attend nursery regularly unless they are ill. But of course if they are unwell they will not benefit from the nursery activities and they may well be infectious to others. Please inform us if your child is diagnosed with any of the following; Chicken Pox, Mumps, Measles, Conjunctivitis, Ringworm, Swine Flu, Vomiting or Diarrhoea.

**We ask that you contact the school if your child is ill so the appropriate reason for absence can be recorded in the register and authorised.**

We do not administer medication except in special circumstances such as regular medication for asthma etc. In these circumstances you will be asked to complete a form, which will be kept with the medication.

If your child is on antibiotics they are not usually well enough to participate in the nursery activities and so we would advise you to keep them at home until they have finished the prescribed course of treatment.

It is also very important that you keep your child at home and inform us if they have vomited or had diarrhoea. Your child will need to stay at home until they have been free of symptoms for **48 hours**. This is to prevent illness spreading through the nursery, and comply with regulations set by Brent and Harrow Health Authority.

We do have periodic outbreaks of headlice, so it helps if you check your child's hair regularly.

**Please ensure we have up to date telephone numbers for you or a carer, should we need to contact you if your child becomes ill at nursery.**

# Behaviour

Children learn by example, and staff model appropriate behaviour by being caring, supportive and respectful to each other and all users of the centre.

We encourage appropriate behaviour in the children by praising their achievements and using positive reinforcement, e.g. "Good walking inside". We do not do anything that could cause a child to feel hurt, humiliated or intimidated.

We work within limits and boundaries, which we make known to the children, and try to make the rules clear, fair and positive. Occasionally, a child will find it hard to keep within boundaries of acceptable behaviour. The staff are very experienced and will explain why something is not allowed or why something must be done.

We will not tolerate swearing or bullying, smacking, hitting, kicking, spitting or biting. Some children may do these things, but we try to understand what is causing this behaviour and to redirect the child's anger or aggression in a positive way.

We listen to the children's concerns or grievances and encourage them to sort out their own disagreements as far as possible, with our support. We help children to talk about their feelings, see the consequences of their actions and to take responsibility for them. We encourage self-discipline and the ability to listen to others.

We never smack the children and we ask that you do the same.

Please do not become involved in childhood disputes. All centre matters are dealt with and it is a child protection issue if you reproach or frighten another person's child, or question them about their behaviour.

# Everyday Matters

## School Meals

Our School meals are provided by Caterlink and all the children will receive a hot lunch that meets the Government's healthy eating guidelines. There is always a vegetarian option and all meat that is served is Halal. Please ensure that your child's key person is aware of your child's dietary needs so that they can be met.

School meals must be paid for in advance.

If you are receiving Income Support or Jobseekers Allowance you are entitled to a free school meal, but this **must be applied** for prior to your child starting at nursery. Contact Brent's Customer Services Team on 0208 937 3110 to apply. You will need to have your National Insurance number and your child's date of birth to hand.

Further details about school meals and prices is provided on a separate school meals information sheet.

## Sweatshirts

We do not have a nursery uniform, but you are welcome to purchase a sweatshirt with the centre's logo on the front. They are reasonably priced and can be obtained from reception.

We sell drawstring bags with the nursery logo on which are useful to keep on your child's peg for their spare clothes.



**Jumper: £8.00**



**T-shirt: £7.00**



**Bag: £5.50**

## **What to wear at nursery**

The children at Curzon Crescent have the opportunity to take part in a range of activities, so it is advisable that their clothing is:

- Easy for the child to manage (buttons and belts should be avoided);
- Warm in winter and offering protection from the sun in summer.

Clothing and shoes need to be comfortable and easy to manage, so that children can become independent by caring for their own needs.

Jogging bottoms, t-shirts and shoes with Velcro fastenings are ideal.

Footwear should be suitable for outdoor and indoor play, again with manageable fasteners to aid independence. Please do not send your child to school in sandals such as flip-flops as they offer little protection and affect your child's ability to run and climb.

**ALL** clothing and footwear should be named.

Children experience a wide range of activities at nursery, including water play, painting, modelling with clay and cooking. They are likely to get messy, so please ensure all clothes are washable.

Please ensure your child has a set of spare clothes on their peg. Children often get so involved in their work that they forget to go to the toilet, and it can be very embarrassing for them if they are unable to get changed.

**Should your child need changing and there are no spare clothes available on their peg we will call you or a carer to bring some to the nursery.**



## **Milk and Snacks**

Curzon Crescent follows Government and Borough Policies regarding healthy eating, and **we ask you to bring fruit, crackers, bread sticks, cucumber, carrots, tomatoes, dried fruits and other healthy snacks** for the children to share.

Free milk and drinking water is available throughout the day and the children are encouraged to help themselves regularly, as young children can soon become dehydrated when they are very active. Please do not bring in sweets, nuts, cakes, biscuits, crisps or fizzy drinks as many children may have allergic reactions to these foods.

## **Children's Birthdays.**

We enjoy celebrating each child's birthday by making a cake together, and you are very welcome to bring in some fresh fruit juice and fresh fruit for your child's class to share. **Please DO NOT bring in a birthday cake.**

## **Library books & Story and Learning Sacks**

Your child can take home a nursery book every week. We also offer a story and learning sack lending service where your child can take home an exciting bag of resources to develop their language and communication skills. Maths bags and equipment to help your child acquire a good pencil grip are also available - please see your child's teacher or key person.

## **Home Learning**

Your child will receive a home learning book and every week. We hope you have fun helping your child by talking to them about their learning and return the book to nursery the following week where we will also talk to them about their work. The home learning will develop your child's thinking, talking, mark-making and counting. The information will give you some ideas about how you can help your child to learn at home too.

You can also add photos, stories, drawings and any examples of things you have done together to their book to share with us at nursery. Please write in the 'Parent Comment' section – we value your contributions towards your child's learning.

# Complaints Procedure

We aim to provide a high quality service, but occasionally things do not go as they should. If you have any worries or concerns, please discuss them with your child's Key person or Class Teacher. It is always better to air these openly, so that they can be resolved quickly and to everyone's satisfaction.

For more complex issues that cannot be resolved straight away it may be more appropriate to make an appointment with the Lead Teacher or Deputy Head Teacher.

The complaints procedure is as follows:

- 1) You should first raise any matter of concern with your child's Key person, Lead Teacher or Deputy Head Teacher
- 2) If you are not satisfied with the response you should raise the matter with the Executive Head Teacher.
- 3) Should you feel the concern has still not been adequately addressed, you should take your complaint to the Chair of Governors.

Please address correspondence to:

The Chair of Governors  
Curzon Crescent Nursery School  
Curzon Crescent Children's Centre  
Willesden  
London  
NW10 9SD

A copy of the Complaints Policy is available on our website [www.curzoncrescent.co.uk](http://www.curzoncrescent.co.uk). Alternatively, ask at reception to see a copy.