



LITTLE SPARKS



Nursery at Sutton Park

Prospectus

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Nursery at Sutton Park

At Little Sparks Nursery, we hope to share many wonderful learning experiences with you and your child. To help ensure everything runs smoothly, we have listed below the key information you need to know.

Places

15 hour funded places are available for all 3 and 4 years old. This entitles your child to 15 hours of free Nursery education each week from the term after their third birthday* until they reach school age. 30 hour funded spaces are available for those who are eligible. Top-up sessions are also available and further information can be found on the next page.

**Please note that the 15 or 30 hour funding will start the term after your child's 3rd birthday. As far as Nursery funding is concerned, term dates are 1st September - 31st December, 1st January - 31st March and 1st April - 31st August.*

Subject to availability, your child can start our Nursery as soon as they turn 3 and sessions will be invoiced for until the funding starts the following term.

To apply for your child to join us at Little Sparks Nursery, please collect an application form from the school office.

Key adults



Mrs O'Connell
Nursery Teacher
Sparkler sessions
(Wednesdays,
Thursdays and
Fridays)



Mrs Woodward
Nursery Teacher
Firework sessions
(Mondays,
Tuesdays and
Wednesdays)
Nursery Assistant
(Thursdays)



Mr Boulton
Nursery Assistant
(Monday to
Wednesday)

Session times

Subject to availability, you can choose which group your child will attend to use their 15 funded hours.

Fireworks group

Monday and Tuesday 9:00am-3:00pm

Wednesday 9:00am-12:00pm

Sparklers group

Wednesday 12:00pm-3:00pm

Thursday and Friday 9.00am-3:00pm

Afternoon group

Monday, Tuesday, Wednesday, Thursday and Friday 12:00pm - 3:00pm

Breakfast club

7:35am-8:35am £3.50 daily

Extended Nursery provision ('Early Bird')

8:35am-9:00am £2.00 daily

Top-up sessions

Subject to availability, extra 'top-up' sessions are available for your child at £13.50 for a three-hour session. Please let us know if you would like any of these extra sessions.

Additional 'top-up' sessions must be paid for in advance, the week prior to attendance. You will be invoiced via ParentMail (see below).

ParentMail

The majority of school communication is sent out via ParentMail and we use ParentMail Pay to send out invoices. You will initially receive a link to set up an account via the email address that you have provided us with. If we are provided with an email address for both the first and second contacts for your child, both contacts will receive a link for ParentMail.

Important information

Any information, events or requests are shared through Tapestry and on our Nursery notice board outside the Nursery door. Please keep checking as we regularly write messages updating you of any changes or upcoming events. School newsletters are sent via Parentmail and are also available to view on our school website.

What to wear to Nursery

Your child is going to be very busy at Nursery and will often be involved in messy activities, both indoors and outdoors. It is best if they wear comfortable clothes and shoes that you don't mind getting dirty. If the children are worried about getting messy, it will limit the range of activities they will enjoy and participate in. Please avoid sending children to Nursery with tricky belts or shoes with laces that they are unable to do for themselves as this limits their independence. Please name all your child's clothes they wear to Nursery, especially coats, cardigans and jumpers. School uniform is available to buy at the School Shop in Kidderminster but it is not compulsory for children attending Nursery.

All children will need to bring a sun hat to go outside in the warm weather and a coat to wear in the colder weather. When warm weather is expected, please apply sun cream to your child **before** they come to Nursery.

What to bring to Nursery

Spare clothes

Please bring a change of clothes to Nursery in case of accidents. It would be helpful if these could be named and placed in a small, named bag and left at Nursery. We have a cupboard in the bathroom in which to store them. Please include socks, pants, trousers and tops which will need to be replaced when used.

Wellies for Forest School and rainy days

We are very lucky at Little Sparks to have access to a dedicated Forest School area. Each group will have a Forest School session. We provide waterproof clothing but all children will need to bring wellies and socks and wear suitable clothes that allow them to easily dress themselves in our waterproofs. Skirts and dresses make it tricky for children to put on the trousers or dungarees. We ask that each child keeps their wellies at Nursery so that they can be available for each Forest School session and for rainy days. This will ensure your child gets the most out of their experiences at Nursery.

A book bag for reading books

Reading books are changed on a **Tuesday** and **Friday**. One book is issued at a time and books are changed once they have been recorded in your child's Reading Diary. To receive a book, a book bag will need to be purchased or a similar item brought in to keep the books in good condition. If a book is lost or damaged, a replacement book will need to be provided by you. Please take the opportunity to share books with your child. Books provide children with imagination, narrative and language and most of all, the children love them!

At Little Sparks

Tapestry online learning journey

Each child will have an online learning journey to record their development during their time at Nursery. We will send you details of how to access this. You will be able to view your child's Learning Journey through the Tapestry website or app. You will also be able to add your own observations and photographs of your experiences together. Tapestry will also be used to inform you of activities we will be doing in Nursery as well as any additional information or reminders of things happening in Nursery. We add home learning activities every half term for you to do together. Tapestry can also be used by you to share anything your child has been doing or any concerns or queries you may have.

Lunch

Lunch is taken at 11:30am each day. Therefore, if your child does not attend the morning session, they will need to have had their lunch before they arrive.

Children will need to bring either a packed lunch or you can pre-order a school dinner (see below). **Please do not send in fizzy drinks, sweets or chocolate in lunch boxes.**

Lunch boxes should be healthy and balanced. For example;

- A good portion of starchy food, e.g. wholemeal roll or bread, wraps, pitta pocket, pasta or rice salad.
- Plenty of fruit and vegetables, e.g. an apple, satsuma, handful of cherry tomatoes or carrot sticks, a small box of raisins.
- A portion of dairy food, for example individual cheese portion or pot of yogurt.
- A portion of lean meat, fish, eggs or beans, for example ham, chicken, beef, tuna, egg or humous.
- A drink, for example unsweetened fruit juice, semi-skimmed milk or water.

Hot dinners

Our caterers, AiP, offer a selection of hot meals that you can pre-order. A hot dinner is £1.90 for Nursery children. If you would like to order a school lunch, please speak to the school office and the link will be sent to you by ParentMail.

Snack time

All children in Nursery are entitled to a free carton milk and a fruit or vegetable snack each day. Even though the milk is provided free of charge, it must be pre-ordered by you. The link will be sent to you by the school office by ParentMail. Please send in a clearly named drinks bottle for your child to access throughout the day. Please only send in water or sugar-free squash. If needed, drinks bottles can be replenished with water

'Wow' Wall!

Each child will have a super hero on our 'Wow' Wall and you will be able to use the 'Wow' slips provided to share special achievements with us. Just jot it down on a slip and pin it next to your child's photo. The children love to share these with us and their friends!

Our procedure for new children

Home visit

During the current climate we will not be offering home visits. This would usually be a time where we can introduce ourselves and learn all about your child in an environment that is comfortable for them. We encourage you to complete the Family Contribution Form so we can find out as much as we can about your child. Please take your child's birth certificate or passport to the school office to confirm their date of birth.

What happens next?

Your child will begin attending their Nursery sessions on the date agreed. Once your child has a book bag, we will provide a reading book. We adhere strictly to a **no dummies** policy at Nursery. We also ask that you do not let your child bring any toys into Nursery as they can easily get mixed up with our toys and cause unnecessary upset.

On your child's first day please bring;

- Spare clothes in a small bag (all named, including the bag)
- Wellies (named)
- A book bag (named)
- Water bottle (named)

Additional information

Contact information

It is very important that you let the school office know if your contact information changes, for example if you have a new mobile phone number or new email address.

First aid, medication and sickness

We have qualified First Aiders who will administer first aid should it be required. We are also able to administer medication to your child as long as it has been prescribed by a doctor and has the dispensing label on the medication. If your child has had sickness or diarrhea, please keep them off Nursery for at least 48 hours after their last episode.

Parking

We ask that parents/carers **DO NOT** drive up the school drive in order to ensure the safety of all children and allow access for emergency vehicles. Please consider the residents of Greatfield Road when parking at arrival and departure times of the school day as we are very keen to maintain a positive relationship with our neighbours.

Security

Little Sparks Nursery is accessed via the main school gate. There is an intercom system at the main gate which you will need to press to gain access. Our Nursery has its own secure area within the school grounds. Please inform the Nursery staff on arrival who will be collecting your child. If this changes during the day, please call the school office and advise who will be collecting your child.