



JOINING INSTRUCTIONS

Dear Parents/Carers,

Welcome to The Kinsbourne Common Nursery and Pre-School and thank you for choosing our setting for your child. Starting nursery is an important milestone for both children and their families. For some children, this may be their first experience of spending a significant amount of time away from their parents or carer. We understand that every child is different and that some children will settle quickly, while others may need more time, reassurance and support. Pre-School might be the first time your child has been away from you for a significant period. Our aim is to make your child's transition into nursery as happy, positive and comfortable as possible. We will work closely with you to get to know your child, understand their individual needs and support them as they develop confidence within the setting.

We believe that children learn best when they feel safe, secure, valued and encouraged. Through play and positive relationships, children have opportunities to develop their independence, confidence, communication and relationships with others. They will also learn how to play co-operatively, how to share and take turns. We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

Working Together with Parents

Parents and carers are an important part of our nursery community. We value the information you share with us about your child and encourage an open and positive relationship between home and nursery.

You know your child best, and the information you provide about their personality, interests, daily routines, likes and dislikes, strengths, and any areas where they may require additional support will help us ensure that we provide them with the best possible start. This information will be requested as part of the application form, which you will be required to complete. We encourage you to speak to us if you have any questions, concerns or information that you feel would help us understand your child.

Your child's keyworker will normally be your main point of contact. They will develop a relationship with your child and take responsibility for observing and supporting their learning

and development. Please speak to your child's keyworker at the end of a session, when other children have left, if you would like to discuss anything in detail. For matters relating to the general running of the nursery, you can speak with the Nursery Leader/Owner.

Settling In

Every Child Is Different

We recognise that every child is unique and will settle into a new environment in their own way. Some children feel confident saying goodbye straight away, while others may benefit from a little extra reassurance and support as they become familiar with their new surroundings. We will work closely with each child and their family to make the settling-in process a positive, comfortable and enjoyable experience, helping every child to build confidence at their own pace.

Our settling-in process is therefore flexible and will be adapted to suit your child wherever possible. Please talk to the Nursery Leader or Senior Practitioner about your child's settling-in arrangements before saying goodbye, so that we can agree on the best approach together. Parents and carers are welcome to stay for a short period, if this helps their child feel comfortable and confident, or to arrange an earlier collection while they become familiar with the setting. We will work together with each family to ensure their child has a happy, positive and supported start.

It is important that we have an up-to-date telephone number for you so that we can contact you if necessary.

Your Child's First Observations

During the settling-in period, your child's keyworker will complete a total of 5 observations to help us build a picture of your child's individual development, interests, strengths and areas where they may need additional support. These observations help us to understand your child and plan appropriate experiences for them. We will focus on the three prime areas of learning and development, which are fundamental to supporting children's early growth, wellbeing and future learning. These include:

Personal, Social and Emotional Development, Physical Development, Communication and Language

We will use the information we gather through our observations, alongside what we learn from you, to recognise your child's individual interests, preferences and strengths. This will help us to provide engaging experiences that build on what they already know and can do, while supporting them to develop new skills, confidence and independence.

Regular Attendance

We recommend that children attend the nursery for a minimum of two sessions each week, where possible. Our experience is that children attending only once a week can take longer to become familiar and comfortable with the setting and routines. We understand that every family's circumstances are different, however, and we will work with you to support your child's transition in the most appropriate way.

Getting To Know Your Child

Your Child's Keyworker

Each child is allocated a keyworker who will take responsibility for developing a relationship with your child and supporting their learning and development. Your child will also be allocated to a colour group. This is primarily used to support the organisation and administration of the sessions and to give your child something familiar to identify with. Being allocated to a colour group does not mean that your child will remain with the same group for the whole session. Children will have opportunities to interact and play with other children and adults throughout their time at nursery our child's keyworker will spend time with them during sessions and will become familiar with their individual personality, interests, abilities and needs.

Sharing Information with Us

Before your child starts, please make sure we have all the information we need to care for them appropriately.

Please tell us about anything that may help us understand your child, including:

- Their interests and favourite activities
- Things they enjoy or dislike
- Their usual routines
- Important comfort items
- How they communicate their needs
- Anything that may cause them anxiety or upset
- Anything that may help them settle
- Any relevant information about their development or additional support needs

If anything changes after your child has started, please let us know. The more we understand about your child, the better we can support them.

Learning Through Play

Children at our setting have opportunities to learn through play, exploration and interaction with others. We encourage children to become increasingly confident and independent while providing adult support and guidance when needed. During your child's time with us, practitioners will observe their interests, abilities and development. This helps us to provide experiences that are appropriate for each child and to identify where further support or encouragement may be beneficial. We warmly encourage parents and carers to share their child's achievements, interests and experiences from home. Your contributions help us to build a fuller picture of your child and celebrate their learning and development. You are welcome to bring in something from home that your child has enjoyed creating, learning about or is particularly proud of. Sharing these special moments helps us to celebrate your child's achievements and use their experiences and interests to further support and extend their learning. You are also welcome to share achievements with your child's keyworker at any time.

Family – Your Child's Learning Journal

We use Family as an online learning journal and communication tool. Your child's keyworker will use their learning journal to record observations and photographs that help show their learning and development. You will be given access to your child's journal so that you can see what they have been doing at nursery and share in their experiences. We believe this provides an important link between home and nursery and helps parents and carers remain involved in their child's learning. You may also receive nursery information and updates through Family. At the end of your child's time with us, their learning journal can provide useful information about their interests, experiences and development as they move on to their next setting.

Keeping In Touch

Good communication between parents and nursery is an important part of your child's experience. We will share information and updates with families through our usual communication channels, including Family. If you have a concern or something you would like to discuss, please speak to us rather than waiting for it to become a bigger issue. We would much rather work with you to resolve a concern early. If you need to speak to someone about your child's day, please approach the appropriate member of staff at the end of the session when there is an opportunity to talk privately.

Child Illness

Please contact us if your child is unwell and unable to attend the nursery. In accordance with our nursery policies, if your child has experienced vomiting or diarrhoea, they must remain at home for a minimum of 48 hours after the last episode to help prevent the spread of infection.

Chickenpox

Children should not return to nursery until at least 6 days after the last spots have appeared and all the spots have dried and formed scabs. If your child has chickenpox or German measles (rubella), please inform us as soon as possible. This will allow us to notify other parents and carers so they can be aware of the illness and monitor their children for any early signs or symptoms.

Medical Care

All parents and carers must complete and sign a registration form before their child starts at our setting. This form provides staff with essential information about the child, including any allergies, medical conditions, and other relevant health needs. If staff need to administer medication, such as an inhaler, an additional health care plan must be completed in partnership with the parents or carers. This ensures that staff have clear instructions on when and how the medication should be administered and any precautions that need to be followed. All medication is stored securely in a designated, out-of-reach cupboard in the kitchen to ensure the safety of all children. Medication is kept in accordance with the settings medication procedures and is only accessible to authorised staff.

Preparing For Your Child's Start

Before Your Child Starts

To help your child have a positive start, please make sure you have completed all information requested by the nursery and have spoken to us about anything important that we need to know.

Please ensure that we have:

- Current contact details for you
- The information required on your registration forms
- Details of anyone who may regularly collect your child
- Information about your child's routines and individual needs
- Any information that may help us support your child's settling-in process

Please let us know if any of this information changes.

Helping Your Child Prepare

Talking positively about nursery before your child's first session can help them become familiar with the idea of coming to nursery.

You might talk about:

- The people they will meet
- The children they will play with
- The activities they might enjoy
- Saying goodbye and seeing you again later
- Bringing a named water bottle
- Wearing comfortable clothing suitable for play

Starting somewhere new is an exciting experience, and it is completely natural for children to have a range of feelings as they adjust to a new environment. We encourage parents and carers to share openly how their child is feeling, as this helps us to understand their individual needs and provide the right support and reassurance. Together, we can help your child feel safe, secure and confident as they settle in, building positive relationships and enjoying their new experiences at their own pace.

Saying Goodbye

We understand that saying goodbye can sometimes be difficult. Try to keep goodbye routines calm, positive and consistent. Let your child know that you will be coming back and reassure them that they are safe. If your child becomes upset, please allow the nursery team to support them. Your child's keyworker will comfort and reassure them and help them become involved in an activity when they are ready. If we have any concerns about how your child is settling, we will communicate with you and work together on the best approach.

What To Bring

Please ensure that anything your child brings to the nursery is clearly named. We encourage children to be active, explore, experiment and enjoy a wide range of indoor and outdoor learning experiences. Please ensure your child wears comfortable, practical clothing that is suitable for

play and changing weather conditions. As children may take part in messy and hands-on activities, their clothing may occasionally become dirty or wet. We recommend providing a set of spare clothes so your child can remain comfortable and continue enjoying their day. A named water bottle should be brought to the nursery so that your child can access water throughout their session. Nappies and changing essentials (where applicable) If there is a particular item that helps your child feel secure, please discuss this with their keyworker so that we can decide how best to support them with it.

Collection

Your child's safety is extremely important to us. If someone other than the usual parent/carer is collecting your child, please inform the nursery in advance and follow our collection arrangements. The person collecting your child may be asked to provide the appropriate password or information recorded on your registration form. We will not release a child to someone we cannot identify or authorise. If we are unsure, we will contact you to confirm the arrangements. Please keep us informed if collection arrangements change.

Optional Home Visit

Where appropriate, we may offer a home visit before your child starts. A home visit can provide an opportunity for your child's keyworker and the Nursery Leader/Owner to meet your child in a familiar environment and gather information that may help them settle into nursery. If you would like to discuss arranging a home visit, please contact us.

Fees – Fees Schedule https://0da200e0-bd7c-4586-9fde-20ecf5de59a2.filesusr.com/ugd/2c226b_73bcc8909d4c416a84c81a6f1b027135.pdf

Registration Fees – Please note that Nursery charges an initial registration fee of £50 per non-funded child, to secure a place. Unfortunately, registration fees are charged by all nursery & pre-schools for non-funded children because some parents/carers do not always turn up for their place even though they have requested it. This can at times disadvantage other children who may be potentially waiting for a nursery place.

Fees are payable monthly, and invoices will be issued at the beginning of each month. Fees remain payable if a child is absent for any reason, including holidays or sickness. Fees will also remain payable if the nursery is unable to open due to extreme weather conditions, such as heavy snow. Every effort will be made by staff to ensure that the nursery remains open wherever possible. However, the nursery may close where conditions are deemed unsafe for children, families or staff.

We are required to allocate places for children in advance of their start date to plan staffing levels and ensure that we meet the staff-to-child ratios set out in the Revised Statutory Framework for the Early Years Foundation Stage (DfE, 2026). We are also required to meet these expectations in line with Ofsted requirements. As places are allocated and staffing arrangements are made in advance, we must ensure that the associated costs, including staff salaries and premises hire, are covered. We hope you understand the reasons for this arrangement. If you require any further clarification, please do not hesitate to contact us. You may be aware of the Government's Childcare Expansion initiative, which provides eligible working families with access to funded childcare. Eligible families may be entitled up to 30 hours per week. For further information, including details of eligibility and how to apply, please

visit the Government's Childcare Choices website: <https://www.childcarechoices.gov.uk/> . Early years settings across the country receive funding from the Local Authorities totalling 38 weeks per year for eligible children. The funding is distributed as follows:

- 14 weeks in the autumn term
- 11 weeks in the spring term
- 13 weeks during the summer term

Where a term extends beyond the number of weeks covered by your funding, any additional weeks or hours not covered by the funding will be payable by the parent/carer. Please note that this charge will still apply if you choose to take a holiday during this period or if you choose not to send your child in for this additional week.

Notice of Leaving

Notice of Leaving Nursery Please note that due to demand in nursery spaces, we do request you formally notify us when your child will be leaving (at least a month in advance is necessary). Failure in notifying us not only prevents another child accessing a place, but it also means that a month's fees will be incurred. We will of course consider exceptional circumstances. We would also like to be advised ASAP if you are considering keeping your child on at the nursery when they should be leaving for Community School Nursery (the most local schools have intakes in September for children the term after they turn three years of age). Should you be considering delaying your child's entry and you wish to continue at the nursery until Reception age, please advise us in writing as soon as possible. We assume that all children are moving on unless you tell us otherwise. As children's starting points vary, it does mean that we have new children starting throughout the year which means that we must ensure that numbers are managed effectively. NB: In line with other early years settings, we are unable to reimburse parents/carers for sessions even though there may be cases where advance notice is given for holidays planned during a nursery term. Unfortunately, this also applies to sickness and unforeseen weather conditions as we are obliged to allocate places for children in advance of their joining the setting to comply with staff ratios as stated in The Revised Statutory Framework for the Early Years Foundation Stage (DfE, 2024). We also must meet the same expectations with Ofsted and subsequently staff salaries and hire of the premises need to be covered. We hope you understand our reasons for this but please do not hesitate in contacting us should you require further clarification.

Useful Links

EYFS <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Early Years Practice Procedures https://411de8f5-121d-4156-aaa2-b92c4ea54c09.filesusr.com/ugd/ff1efb_fc75c72eee964c289471f361e029eaad.pdf

Caring for a Newborn <https://www.nhs.uk/baby/caring-for-a-newborn/>

Lullaby Trust <https://www.lullabytrust.org.uk/>

Children's Toothcare <https://www.nhs.uk/Live-well/healthy-teeth-and-gums/taking-care-of-childrens-teeth/>

Best start in life

<https://beststartinlife.gov.uk/>

A Final Welcome

We are delighted to welcome you and your child to The Kinsbourne Common Nursery and Pre-School. Starting nursery is a significant step for your child and for you as a family. We will do everything we can make the transition as smooth, reassuring and positive as possible. We look forward to getting to know your child, celebrating their achievements and working together with you throughout their time with us. If you have any questions before your child's first session, please do not hesitate to contact us.

The Kinsbourne Common Nursery and Pre-School

St Marys Church Hall

Luton Road, Kinsbourne Green

Harpenden, Herts. AL5 3QE

Email: thekinsbournecommonnursery@outlook.com

Telephone: 07494160777

Website: www.kinsbournecommonnursery.com

We look forward to welcoming you and your child.

Becky Shipley & The Nursery Team

Fees and Payment Policy

Purpose

At Kinsbourne Common Nursery, we rely on the prompt payment of fees to ensure that we can continue to provide a high-quality, safe and consistent service for all children and families.

This policy sets out our expectations regarding the payment of nursery fees and the steps we may take where fees remain unpaid.

Payment of Fees

All nursery invoices are due for payment immediately upon receipt, unless an alternative payment arrangement has been agreed with the nursery in advance.

Parents and carers are responsible for ensuring that fees are paid in full and on time.

Overdue Accounts

Where an invoice remains unpaid, the nursery will contact the parent or carer to remind them of the outstanding balance.

If payment has not been received within 14 days of the invoice due date, the nursery reserves the right to take further action.

This may include:

- Applying reasonable interest or an administration charge to the outstanding balance, where permitted by law and where this has been communicated in advance.
- Requiring the outstanding balance to be paid before the child continues to attend nursery.
- Suspending or terminating the child's place where fees remain persistently unpaid.

Persistent Non-Payment

If fees remain outstanding after the 14-day period, the nursery may review the child's continued place at Kinsbourne Common Nursery.

Before taking any decision to terminate a place, the nursery will normally contact the parent or carer and provide an opportunity to discuss the outstanding balance and any circumstances affecting payment.

Nothing in this policy prevents the nursery from taking action sooner where there is a significant or persistent failure to pay fees.

Financial Difficulties

We understand that families can sometimes experience unexpected financial difficulties.

Parents and carers who anticipate difficulty paying an invoice should contact the nursery as soon as possible, preferably before the payment becomes overdue. We will consider requests for a payment arrangement on an individual basis.

Any agreed payment arrangement must be confirmed by the nursery in writing.

Childcare Funding and Other Payments

Where fees are partly or wholly covered by government funding, tax-free childcare, childcare vouchers or another payment scheme, parents and carers remain responsible for any fees or charges that are not covered.

Any additional charges must be paid in accordance with the nursery's normal payment terms.

Communication

All reminders and notices concerning unpaid fees may be sent by email, letter or other contact details provided to the nursery by the parent or carer.

Parents and carers are responsible for ensuring that the nursery has up-to-date contact and billing information.

Thank you for your continued support,

The Nursery Team