

# Lightwater Nursery School



**Nursery Address:** Lightwater Nursery School,  
Lightwater Leisure Centre,  
The Avenue,  
Lightwater,  
Surrey,  
GU18 5RG

**Nursery Telephone:** 07730220804 (Claire Freeth)  
01276 472662 (Leisure Centre)

**Website:** [lightwaternursery.com](http://lightwaternursery.com)

**Email Address:** [lightwaternursery@gmail.com](mailto:lightwaternursery@gmail.com)

Welcome to Lightwater Nursery School a privately owned nursery – We provide care and learning opportunities for children from 2 years up to school age. The nursery school is an important start in education and care for parents as well as children and we hope you find it a friendly and approachable experience, enjoying your time with us. Above all we hope your child will be happy at our nursery and you will be able to make the most of the opportunities provided.

The nursery is located within the expansive grounds of Lightwater Country Park, based securely within the leisure centre. The Nursery School is situated close to junction 3 of the M3 with convenient commuting access for parents/carers. The Nursery School uses one large hall for it's main session and has two specifically designed outside areas. Children are encouraged to free flow between the indoor and outdoor environment.

Lightwater Nursery School is owned by Claire Freeth, Claire trained as a Montessori Teacher after her first three children had reached school age. Having had several years' experience she took over an existing nursery and re-opened as Two Rivers Montessori Nursery in 2001. Claire has completed a degree in Early Years Education and has earned Early Years Professional Status. Claire also lectures and assesses Btec Dip students and has delivered lectures at Kingston University on subjects such as "The importance of outside play". She opened Lightwater Nursery in September 2015.

## **Lightwater Nursery School Aims to:**

- Value diversity and are determined to ensure that all individuals are treated fairly, with dignity and respect.
- To develop a listening culture whereby children and adults are heard and respected.
- Encourage all children to develop positive self-esteem and become well motivated, independent life long learners.
- Value and celebrate all children and their need to grow and develop through learning by interacting with people and exploration of the world around them.
- To develop and implement a comprehensive nursery curriculum which has achievement, health, safety and wellbeing at its core.
- To encourage children's natural curiosity by carefully planning purposeful, indoor and outdoor play

activities which will sustain their interest and develop both problem solving and decision making skills.

- To be responsive to the needs of each child, using assessment to identify and plan individual next steps in learning.

### **Session Times:**

AM Session	PM Session	Full Day Session
9am-1pm	1pm-3pm	9am-3pm

During the morning session a cold healthy lunch will be provided. Children are also offered a healthy snack during the morning session and afternoon session. The nursery is open for 38 weeks a year over three academic terms in line with the local schools, please check the website for current term dates. We are closed during the school holidays.

### **The Curriculum:**

Each child who comes into nursery has already started to learn through play at home and has learnt much through involvement with the family. As staff at Lightwater Nursery School, in partnership with parents, we continue to provide stimulating activities that will benefit the whole child and build on the foundations already laid.

We fully embrace the four guiding principles which shape the EYFS curriculum:

All children are **unique** and constantly learning. They should be resilient, capable, confident and self-assured;

**Positive relationships** encourage children to be strong and independent.

**Enabling environments**, in which their experiences meet their individual needs and there is a strong partnership between practitioners and parents and/or carers.

**Children develop and learn in different ways and at different rates.**

The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

#### **There are seven areas of learning:**

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that activities are suited to your child's unique needs. They are designed to be really flexible so that staff can follow your child's needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking, which takes place both indoors and outside.

- Personal, Social and Emotional
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Area	Aspect
<b>Prime Areas</b>	
<b>Personal, Social and Emotional Development</b>	<ul style="list-style-type: none"> <li>• <b>Making Relationships</b></li> <li>• Playing nicely with others.</li> <li>• Taking turns.</li> <li>• Being sensitive to others needs.</li> <li>• Making positive relationships with adults and other children.</li> <li>• <b>Self-confidence and Self-awareness</b></li> <li>• Are they confident to try new things?</li> <li>• Can they speak in a group?</li> <li>• Can they choose their own resources?</li> <li>• Can they say when they do and do not need help?</li> <li>• <b>Managing Feelings and Behaviour</b></li> <li>• Can they talk about their own behaviour?</li> <li>• Do they know some behaviour is not acceptable?</li> <li>• Can they be part of a group and learn to share?</li> <li>• Can they change behaviour to different situations?</li> </ul>
<b>Physical Development</b>	<p><b>Moving and handling</b></p> <ul style="list-style-type: none"> <li>• Do they show good control and coordination in large and small movements.</li> <li>• Can they move confidently in a range of ways?</li> <li>• Can they handle equipment and tools effectively, including pencils for writing?</li> </ul> <p><b>Health and Self-Care</b></p> <ul style="list-style-type: none"> <li>• Do they the importance of physical exercise, healthy food?</li> <li>• Do they know how to stay safe?</li> <li>• Can they manage their own basic hygiene and personal needs, including dressing and going to the toilet independently?</li> </ul>
<b>Communication and Language</b>	<p><b>Listening and attention</b></p> <ul style="list-style-type: none"> <li>• Can they listen to a story?</li> <li>• Can they respond to what they hear with comments or questions?</li> <li>• Can they listen to someone talking with them?</li> <li>• Can they listen to others whilst doing something else?</li> <li>• Can they concentrate?</li> </ul> <p><b>Understanding</b></p> <ul style="list-style-type: none"> <li>• Do they understand what people say to them?</li> <li>• Can they follow instructions?</li> <li>• Do they understand stories?</li> </ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>• Can they talk clearly?</li> <li>• Can other people understand what they say?</li> <li>• Are they confident to talk?</li> <li>• Can they chat and have conversations?</li> </ul>
<b>Specific Areas</b>	
<b>Literacy</b>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Sharing books.</li> <li>• Talking about stories, characters, events.</li> <li>• Can they tell others about the story?</li> <li>• Can they make up their own stories?</li> <li>• Can they distinguish different types of sounds? they hear rhythm in words?</li> <li>• Can they hear and say initial sounds?</li> <li>• Can they break up words into sounds...c-a-t?</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>• Can they draw and paint and tell you what it means?</li> <li>• Can they 'read' what they have 'written'?</li> </ul>

	<ul style="list-style-type: none"> <li>Do they make separate marks in their writing?</li> <li>Can they form some letters correctly?</li> </ul>
<b>Mathematics</b>	<p><b>Numbers</b></p> <ul style="list-style-type: none"> <li>Singing number rhymes.</li> <li>Counting from 1 to 20, identifying numbers, counting out objects to match numbers, pointing to objects when you count them, adding sets of numbers together, taking away objects and counting how many you have left.</li> </ul> <p><b>Shape, Space and Measure</b></p> <ul style="list-style-type: none"> <li>Using bricks to build things.</li> <li>Knowing 2D shapes. Measuring how tall/short things are.</li> <li>Doing puzzles.</li> <li>Sorting things into sets.</li> <li>Finding heavy/light, big/little, full/empty things.</li> <li>Recognising patterns.</li> </ul>
<b>Understanding the World</b>	<p><b>People and communities</b></p> <ul style="list-style-type: none"> <li>Talking about families.</li> <li>Talking about past and present events that are important to them.</li> <li>Knowing what things make them the same/different to others.</li> <li>Knowing what celebrations are important to their family and understanding other people might do different things.</li> <li>Discussing their own religion.</li> </ul> <p><b>The World</b></p> <ul style="list-style-type: none"> <li>Understanding about where they live and who is in their community.</li> <li>Talking about their world.</li> <li>Looking at plants and animals and understanding why some things change.</li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>Can they use a range of technology in the home and at school?</li> <li>Can they complete a simple programme on the computer?</li> </ul>
<b>Expressive Arts and Design</b>	<p><b>Exploring and using media and materials</b></p> <ul style="list-style-type: none"> <li>Singing songs, making music and dance.</li> <li>Painting, making collages.</li> <li>Experimenting with different materials, textures, colours, designs.</li> </ul> <p><b>Being Imaginative</b></p> <ul style="list-style-type: none"> <li>Dressing up, pretend play, cars, trains, dolls.</li> <li>Playing with others in the same pretend game.</li> <li>Being able to tell you what they are doing and why.</li> <li>Using their imagination in art activities.</li> </ul>

### **Record of development:**

Lightwater Nursery School keeps a record of development for each child, this is known as their “Learning Journey”. Staff and parents working together on their children's records of achievement is one of the ways in which the key person and parents work in partnership. Your child's record of development helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key worker will then decide on how to help your child to move on to the next stage.

### **Special Educational Needs and Disability (SEND):**

At our nursery we ensure each child is able to progress at his/her own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced working in close liaison with professionals across the range of special needs. Please visit our website to read our local offer to find out how we specifically support children with special educational needs and disability.

## **Key Person System**

Each child is assigned a key person who is responsible for ensuring that the child is happy and is progressing appropriately. Your child's key person will take the lead when noting and charting the child's developmental progress and planning their next stage. These records are used to help plan sessions around the children's needs. Your child's key person will also maintain links with you in order to ensure that your child can reach their full potential. All of the staff are involved with the children during daily activities and will contribute to your child's development. When your child first starts at Lightwater Nursery School, the key person will help your child to settle and they will help your child to benefit from the setting's activities.

At the end of the child's journey at Lightwater Nursery School a transitional document is forwarded on to your child's Reception class teacher to allow continuity of development.

## **Communication with Parents**

There is opportunity to talk with staff members and receive updates on the child's progress. Management and staff will make themselves available at the beginning and end of the sessions to talk to parents/carers if this is required. Information evenings covering aspects of the curriculum are held once a term. The two year check is undertaken in consultation with the parents, and full support given should the child need extra attention. When the child leaves for reception class the parent will receive the story of the child's developments and achievements, with appropriate information for the school.

We have a regular newsletter that will be emailed to you and also uploaded onto our nursery website.

## **Security**

The care and security of the child is paramount, all staff are checked by the Criminal Records Bureau, and safeguarding and protection policies are strictly followed.

## **At Nursery**

### **Arrivals and Departures**

On arrival the children change into their own plimsolls which are kept on the named shoe rack, children are encouraged to have a go at changing their shoes independently. Coats and bags should be hung up on your child's peg, please ensure all personal belongings are named clearly. The children will then self register by tracing their name. Children through free choice play then explore the inside and outdoors environment. During this session, the older children will be invited to join in a 'Letters and Sounds' activity if they wish. All children have the opportunity to complete a Montessori based small group activity covering all areas of learning, especially phonics and mathematics. A story time and song time will be included, along with tidy up time, and snack time.

We strongly believe that children learn best through play and their own exploration. Therefore the large majority of our day is spent in free flow so the children have free choice of the resources and environment. Our staff are always available to question, engage and encourage the children to take the next step in their learning. Although we have our snack time and tidy up time at a set time each day the majority of our time is spent going with the children's interests. Therefore no two days will ever look the same.

### **Independence**

We encourage each child to be independent, learning to serve him or herself at snack time, and to be able to change into and out of outdoor clothes, and to tidy up. Each term we ask parent's for baby wipes and a box of tissues to help us foster independence. We accept children who are wearing nappies and at the right time, we will support toilet training,

### **Snack/Lunch Time**

During the morning and afternoon a snack of fruit and milk or water is enjoyed. A healthy lunch is provided and will often consist of a selection of sandwiches, raw vegetables, fruit and breadsticks/rice cakes etc. The child's dietary requirements, allergies and likes and dislikes are discussed with the parent to ensure optimum nutrition is obtained. Please note a small charge will be added to your invoice to cover the cost of the food provided.

### **What to wear (Uniform)**

Your child needs to be practically dressed for play and exploration of the world around them. We recommend your child wear clothes suitable for play as they have access to a wide range of resources, including messy ones, and it is not disastrous if these items get dirty. We strongly suggest navy blue tops as we find these tend to show less dirt. It is good for the children to practice the skills that will make them independent therefore simple clothing that they manage themselves is a good idea as it enables them to use the toilet when they want to without being too dependent on others help. Please no belts. Once again please ensure that all shoes and clothing are clearly named. Children often require a change of clothes during the day please could you supply this in a named bag which can be hung on your child's coat rack. If your child is not toilet trained then we will work with you to support them through this process when they are ready, however we do not provide nappies and wipes so should your child still require them then you will need to supply them – again in a named bag. In warm and sunny weather we advise that children bring in hats to wear outside and have already had sun block applied to them. Wellies need to be provided and left in nursery.

### **Nursery Events**

At the end of each term we hold a "Party Day", when we wear party clothes, play party games, and eat party food a small donation is requested for this.

In the Autumn Term we hold a concert based on the Nativity, in which all children are involved. During the Summer Term, a Sports Day is held. At the end of the Summer Term we hold an assembly, specifically for the children leaving to enter Reception Class at school.

### **Equal Opportunities**

Children are admitted regardless of race, colour, creed or ability. We welcome the diversity of family life and encourage children and parents to contribute their home language, stories and artefacts from their everyday life to the Nursery School. Nursery is proud to be involved in the "Every Child A Talker" Government initiative.

### **Fees 2017/18**

	<b>Fees per day</b>	<b>Snack/ Lunch per day</b>
<b>AM</b>	£24.00	£2.00
<b>PM</b>	£12.00	50p

Invoices are issued at the beginning of each term and payment must be made by the deadline stated on the invoice.

Children are entitled to Free Early Years Education for 15 hours or 30 hrs a week from the term after they become three. Free entitlement hours are taken as the first 15 hours or 30 hrs, thereafter an additional charge will be made of £6 per hour. If you have any concerns regarding any of the above charges please speak to Claire Freeth.

We are registered for FEET funding (funding for two year old's) and Early Years Pupil Premium.

We are registered with many Childcare Voucher Scheme's; this is currently a tax free way of saving for childcare via your company of work. Please see Claire Freeth should you require more information.

*We require **6 weeks notice** when removing a child from Lightwater Nursery School or 6 weeks fees in lieu of*

*notice.*

## **Enrolment**

If you would like your child to attend Lightwater Nursery School you should complete the forms below and return them to Claire Freeth. Applications and allocation of days and availability are made on a first come basis.

## ENTRY FORM

Child's full name, as on birth certificate		
Child known as		
Date of birth		Male / Female
Who has parental responsibility?	Email Address for main contact	
Who, if anyone, has legal contact?		
Main address of child	Telephone contact: Home: Mobile 1: Mobile2: Work:	

Names of parent/s and other adults at this address (including surnames)*	
Name	Relationship to Child
Names of other children at this address	Relationship to Child and age

Other address where child regularly spends nights (e.g.; shared custody)	Telephone contact:
	Home:
	Mobile 1:
	Mobile2:
	Work:

Names of parent/s and other adults at this address (including surnames)*	
Name	Relationship to Child
Names of other children at this address	Relationship to Child and age
Are you registered at a Children's Centre? If yes which one.	

Has your child experienced other childcare? When and where?	
Who will look after your child when not at Nursery?	

Which religion, if any, do you practice?	
What language/s is/are spoken at home?	
Do you have a school preference?	

When would you like your child to start? And which days? (we recommend a minimum of two days a week)	
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Nursery Use Only: Date received:	Age of child at 1 September ..... Offer sent:
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Please continue over if necessary

## HEALTH FORM

Child's full name							
Doctor's name Address							
Doctor's telephone number							
Are all immunisations up to date? Including MMR, and Tetanus?							
Please list all infectious diseases your child has had.							
Is your child a vegetarian or vegan?							
Please list all medical allergies to foods, and treatment							
Please list other medical allergies and there treatment.							

Is your child allowed to eat?	Beef	yes	Fish	yes	All fruits	Yes
	Chicken	yes	Eggs	yes	Dairy products	yes
	Lamb	yes	Jam	yes	Wheat products	yes
	Pork	yes	Marmite*	yes	Birthday cake	yes

\*Marmite is a vegetarian spread

Please could you tell us if your child has any medical conditions, or special needs, which may require particular care.



Signature of parent/guardian							
Date							

### Ethnicity

To prevent unintentional discrimination, please tick the appropriate box to indicate your ethnic group.

<p style="text-align: center;"><b>White</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>British</td></tr> <tr><td><input type="checkbox"/></td><td>Irish</td></tr> <tr><td><input type="checkbox"/></td><td>Any other White background</td></tr> </table> <p style="text-align: center;"><b>Asian or Asian British</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Indian</td></tr> <tr><td><input type="checkbox"/></td><td>Pakistani</td></tr> <tr><td><input type="checkbox"/></td><td>Bangladeshi</td></tr> <tr><td><input type="checkbox"/></td><td>Any other Asian background</td></tr> </table> <p style="text-align: center;"><b>Chinese or other ethnic group</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Chinese</td></tr> </table> <p style="text-align: center;"><b>Other (please state)</b></p> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	<input type="checkbox"/>	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>	Chinese	<p style="text-align: center;"><b>Mixed</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>White and Black Caribbean</td></tr> <tr><td><input type="checkbox"/></td><td>White and Black African</td></tr> <tr><td><input type="checkbox"/></td><td>White and Asian</td></tr> <tr><td><input type="checkbox"/></td><td>Any other Mixed background</td></tr> </table> <p style="text-align: center;"><b>Black or Black British</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Caribbean</td></tr> <tr><td><input type="checkbox"/></td><td>African</td></tr> <tr><td><input type="checkbox"/></td><td>Any other Black background</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td><input type="checkbox"/></td><td>Prefer not to say</td></tr> </table>	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Prefer not to say
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Has your child had a two year check with your Health visitor Yes / No

If yes were any issued raised and do we have permission to contact your Health visitor? Yes / no.

## PERMISSION FORM

### Permission for Outings

I the undersigned, give permission for my child to attend group outings providing there is adequate supervision.

Child's full name

Date

Signature of parent/guardian

### Permission for Photography/Video

I the undersigned, give permission for my child to have his/her photograph taken at Lightwater Nursery School, to be held on the Nursery computer and appear on the slide show in the Nursery. (We do not use photographs in any printed or website publicity.) I also agree photos of my child involved with his/her peers at nursery activities may be shared within the other children's learning journey folders

Child's full name

Date

Signature of parent/guardian

I the undersigned, give permission for my child to have his/her photograph and video taken by other parents, at Lightwater Nursery School Concerts, Sports Day, and other events to which parents may be invited, or I will withdraw my child from such events. I also understand that any photo's I take **must not** be posted on any social media site.

Child's full name

Date

Signature of parent/guardian

### Permission for medical sticking plaster

I give my permission for a medical sticking plaster to be applied to a minor cut, scratch or graze if the Lightwater Nursery School staff deem necessary.

Child's full name

Date

Signature of parent/guardian

### Permission for Emergency/Operative Treatment

It may be necessary to seek treatment for your child from a doctor or casualty department of a hospital. As a delay in these circumstances is highly undesirable, we would ask that you give your consent below in case such an emergency should arise.

In the event of a sudden illness or accident affecting my child, and if recommended by a Doctor, I agree to emergency treatment, including any operative treatment and/or administration of a general anaesthetic to my child.

Child's full name

Date

Signature of parent/guardian

Please give permission for us to share information with appropriate outside agencies.

Is your child registered with a children's centre yes / No

Parents signature