

Welcome to St Cecilia's Catholic Primary School Nursery



Rooted in gospel values St Cecilia's Catholic Primary School Community lives together, learns together, and loves together

Nursery Staff

Mrs Rhodes – Nursery Manager

Miss Ryan – Nursery Assistant

Information for Parents/Carers

All of our Early Years staff are fully qualified and experienced members of staff who are paediatric first aid trained.

Our Nursery provision is inspected by Ofsted to ensure that we meet statutory requirements and Early Years Foundation Stage (EYFS) standards.

Safeguarding

Your child's welfare is of paramount importance. Nursery follows the school's robust Safeguarding Policies and Procedures.

Behaviour

Please note that negative behavior will NOT be tolerated and will be managed in line with the school's Positive Behavior Policy.

Starter Forms/Documentation

Please ensure that you have provided the school office with the following forms/documentation **before** your child starts nursery:

- Admission form
- Parent Declaration Form
- Identification (passport and/or birth certificate)
- Proof of address (utility bill/bank statement)
- Food Allergies/Dietary Restrictions Form
- Person's Authorised to Collect Children from school form

Nursery Hours

AM or PM Provision

Morning session 8:35 – 11:35

Afternoon session 12:05 – 15:05

A voluntary payment of £1.00 per week is requested for school to treat the children with additional snacks

30 Hour Provision

30 hours sessions 8:35 – 14:35

A £2.93 daily charge is applied for your child to stay in nursery from 14:35 – 15:05

Children should be provided with a healthy packed lunch

A voluntary payment of £2.00 per week is requested for school to treat the children with additional snacks

Please note that 30 hour places are limited, if your child's 30 hour place has been confirmed you should follow the guidance below:

How to check eligibility and apply

- Go to the Childcare Choices website or the [GOV.UK free childcare page](#) to check if you are eligible.
- To be eligible, you generally need to be working (or self-employed) with each parent earning the equivalent of at least 16 hours a week at the National Minimum/Living Wage.
- Your total annual household income must be less than £100,000.
- You'll need to apply for a childcare code via the Childcare Choices website, which you give to your childcare provider.
- You will also need to reconfirm your eligibility periodically.

If you are not eligible for the 30 hour childcare grant, additional morning or afternoon sessions are charged at £17.58 per day (£87.90 per week).

Breakfast Club

Breakfast Club drop-in sessions are available from 7:35 to 8:35 in the junior school hall every morning during term time. Children are offered a healthy breakfast and can choose from a variety of cereals with toast, fruit, yogurts, juice and milk.

Breakfast club daily cost £4.00

Afterschool Club

Afterschool Club is available by registration and is accessible between 15:05 – 18:00 in the infant school hall. Children are collected from Nursery and are given a healthy snack after which they can take part in self-initiated play with friends. There are also many planned activities with a different theme each week which children can take part in too.

ASC to 4.30pm £6.00

ASC to 6.00pm £9.00

Please note that if your child is collected any time after 4.30pm the full cost of £9 will be charged.

You **MUST** collect your child no later than 6pm or an additional charge will also be incurred. Repeated late pick-ups may result in termination of your contract with the Club.

Payment

Payment can be made by debit card via our payment portal 'Arbor,' by childcare vouchers or by cash to the school office.

Full payment of nursery fees (if applicable) should be made within 30 days of receiving your invoice, payment agreements may be considered by contacting the School Business Manager via email - sbm@sccp.liverpool.sch.uk

Failure to make payment by the required date may result in your child's additional hours being withdrawn. Any outstanding fees will be recovered following debt recovery procedures as set out in the school's Debt Management Recovery Policy.

Child Information Sheet

Please take a few minutes to fill in this form. It will help staff to get to know your child, and find out their likes and dislikes.

Child's name _____

Name/s of friends _____

Name/s of brothers/sisters _____

Favourite foods _____

Favourite TV programme _____

Favourite film _____

Favourite pop group/singer _____

Favourite colour _____

Favourite sport _____

Any pets at home _____

Things your child likes to do _____

Things that your child dislikes _____

Anything else you feel we should know about your child _____
