

# Willow Nursery School

## Catkins Class

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# About Catkins Class

**Address:** Willow Nursery School  
Goldstone Crescent  
Dunstable, LU5 4QU

**Contact No. (during school hours):** 01582 662 600

**Opening Times:**

**Morning Session: (Tuesday to Friday)** 8.45 to 11.45

**Afternoon session:(Monday to Friday)** 12.15 to 3.15

Catkins' Class is open to children from their second birthday.

Parents can book morning or afternoon sessions, as often as required each week. All day places (8.45 am to 3.15 pm) may be available, subject to numbers.

Places must be booked and paid for at least a week in advance. Bookings should be made via the school office. Currently, the charge is £15 per session.

We also offer places to children via the "Two Year Old Funding" initiative. If you think your child might be eligible for a funded place, please contact your local Children's Centre.

Catkins' Class has twelve spaces for the morning session and sixteen spaces for the afternoon session. The lead practitioners for the group are Mrs Moira Puttrel and Miss Zoe Tyler and they are supported by Miss Ella Patterson and Mrs Rebecca Cashmore.

Catkins' Class meets in Room 4, which can be entered through Room 3. The room is specifically furnished and resourced to meet the needs of two year old children. This includes a changing area and a space to rest. However, the children in Catkins' Class will have access to the rest of the Nursery School when appropriate to their needs.

Catkins' Class is led and managed by the Headteacher and Governing Body of Willow Nursery School. Children who attend Catkins' Class will be offered a place in the Nursery School in the term following their third birthday.

## A Typical Day

- The children in Catkins' Class will have opportunities to play outside each day. There is a small garden outside Room 4 and also a larger playground area with a wide variety of equipment and resources.
- Please ensure we have a supply of your child's pull-ups, wipes, spare clothes etc
- The curriculum for Catkins' Class is planned by the qualified, experienced staff, using the Statutory Framework for the Early Years Foundation Stage, as a guide.
- Typical activities for Catkins' Class include art activities, sand and water play, construction, role play, snack time and story time
- Milk and water is available for the children during the session
- Children will be offered a snack of fruit during the session. Parents are asked to donate fruit which can be shared among the children e.g a bag of apples/bananas/oranges

## Registration and Fees

The school's "New Starter" form must be completed for all children attending Catkins' Class.

- Sessions can be booked via the school office, on a regular or occasional basis, subject to availability.
- The current charge for a session is £15
- Booking forms must be accompanied by payment
- Catkins' Class has places available for children living in Central Bedfordshire who are in receipt of "Two Year Old Funding". This funding is available for families who are in receipt of specific income based benefits. If you think your child may be eligible, please contact your local Children's Centre.
- There will be twelve places in each morning session and sixteen places in each afternoon session.
- The morning session runs from 8.45 to 11.45
- The afternoon session runs from 12.15 pm to 3.15 pm
- Late penalty charges will apply where children are not collected on time.
- Children will need to be signed in and out by their parent/carer at the beginning and end of each session.
- No credits or refunds will be given for cancelled sessions

## Sickness, Accidents and Emergencies

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the registration form, to arrange collection of the sick child. The child will be cared for until collected.

In a case of a minor accident, basic first aid will be administered. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

All accidents and emergencies are entered in the Accident/Incident Log.

If your child is unwell and cannot attend a booked session, please let the school know as soon as possible.

In accordance with the school's policy on administering medicines, we can only give children medicines that have been prescribed by a GP. Where this is the case, parents must complete a Medication Consent Form.

# Settling In Procedures

Different children need different amounts of time to settle in. The settling in period is the time before your child stays for full sessions. It is a time for you and your child to get to know their key person and other staff, while giving your child the reassurance of having you around. It is also a time for you to get to know how the Nursery staff work and what kinds of experiences we offer the children.

Our aim is to settle children at their own pace. The process often goes like this:

1. Your child spending time in Catkins' Class with you. We suggest an hour to begin with. You can do this on one or more than one occasion.
2. You spend a session with your child in Catkins' Class. If appropriate, you may decide to leave your child for twenty minutes or so, but please remain on site
3. Child comes to Nursery at usual start time and stays for one hour without the parent.
4. Child comes to Nursery at usual start time and stays for two hours without the parent.
5. Child stays for full sessions.

Your keyworker will help you in deciding when to move your child from stage to stage. All of the visits before staying for a full session are free of charge.

# Supporting Information

The following policies are available on the school website,  
[www.willownurseryschool.co.uk](http://www.willownurseryschool.co.uk)

- Complaints Procedure and Policy
- Health and Safety Policy
- Safeguarding Children Policy
- Accident Procedures
- Special Needs Policy
- Equal Opportunities Policy
- Behaviour Management Policy
- Administration of Medicines Policy
- Missing Children Policy
- Uncollected Children Policy

If you require a copy of  
any of the documents mentioned, please contact  
Mrs Leigh Davies,  
Headteacher

## Contact Details for Ofsted

Ofsted

National Business Unit

Royal Exchange Buildings

St Davis Square

Manchester

M2 7LA

