



# Merry-go-Round Day Nursery

*Our Vision: Is to help children climb their own mountains (Loris Malaguzzi)*

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@ Riverside  
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[www.merrygoroundnursery.co.uk](http://www.merrygoroundnursery.co.uk)  
[merrygoround@btconnect.com](mailto:merrygoround@btconnect.com)

Dear Parents/Carers and Children

Welcome to Merry go Round Day Nursery. We hope you and your child will be very happy whilst attending our setting and please be assured that we do all we can to make this process as smooth as possible. Please complete and return the attached forms to the setting of your choosing.

#### Opening Hours:

Monday to Friday 7.30am to 4.30pm  
Exceptions Closed 1 week Easter, 2 weeks Christmas, Bank holidays  
Training Days Closed 2 training days (End of Spring Term and End of Summer Term)

#### Nursery Education Funding

Our nursery is governed by Ofsted (URN: EY453861) and we are registered with the local authority for Nursery Education Funding

As soon as your child is eligible for Nursery Education Funding (NEF), you will receive 15 hours of free sessions per week term time (38 weeks). An NEF session is currently 3 hours in length.

Working parents/carers may be eligible for up to 30 hours NEF per week, subject to application and meeting criteria. Parents/Carers apply via the Government Gateway. For more information, please ask staff for details.

When nursery is closed (see exceptions above) you will not be charged fees. However, Merry go Round is a full time nursery and we remain open when schools close for half term and term holidays. Full fees apply during these periods as NEF only covers term time care. Should you choose for your child not to attend during these holidays, you will be charged your child's normal fees. Occasionally, due to staff absence, you may be asked to keep your child at home to ensure adult: child ratios are met.

#### Fees

Fees are payable in advance – weekly, fortnightly or monthly. Fees are charged for the sessions booked and not for attendance. Should your child not attend nursery for any reason you will still be charged your normal fees.

Should you have any difficulty paying fees, please speak to the Supervisor or the Manager in confidence.

Fees should never go into arrears. In the unlikely event that they do so, the matter should be dealt with immediately or you risk losing the sessions and possible debt collection would ensue. Bills are prepared at the start of each term but may vary should you increase or decrease sessions.

#### Starting Nursery

Before your child's start date, you will be asked to attend a 'settling' process. This is to ensure your child feels comfortable and secure within their time at nursery and to introduce you and your child to all the staff and familiarise you with the surroundings. Settling sessions can be arranged through the Supervisor. Once your child has settled well, the Supervisor will discuss suitable sessions with you (minimum of two per week). We offer full days only for the Snugglers (under 2s), so the two session rule applies (2 sessions is equivalent to one full day).

#### Further Information

The staff team at Merry go Round Day Nursery are very approachable and will endeavour to assist you with any questions or worries you may have. Please either telephone or call in during the day to speak to the Supervisor or Manager on the telephone number above.

Managers – Nicki Ovel & Sharon Parham

Snugglers Room (for children aged 6 months to 2 years), Supervisor – Emily Ovel

Explorers Room (for children aged 2 to 3 years) Supervisor – Dawn Parry

Discoverers Room (for children aged 3 to 5 years) Supervisor (Acting Manager) – Lisa Fleet

Finance/Admin - Sarah Zaurin



# Merry go Round Day Nursery

## Reggio Approach Information Sheet

At Merry go Round we follow an Italian Approach to learning called the 'Reggio Emilia Approach'.

It is used alongside the Early Years Foundation Stage (EYFS) and shares many of the same principles.

The aim is to allow children to become independent learners within a creative and stimulating environment.

The Reggio Approach encourages children to explore, be curious and inquisitive.

The staff help them to research their interests and learn from one another, making learning fun and leading to projects around their interests.

There is an emphasis on relationships between home and nursery and information sharing is very important.

This information sheet is aimed to give you a better understanding of how your child will learn whilst attending Merry go Round.



### Community

Children are encouraged to respect their family, cultures and religious beliefs of others and accept diverse needs and backgrounds of all children in the nursery and the wider community



### Creativity

We use a range of natural resources for children to experience and investigate through their senses. There is no end product; therefore children may work cooperatively with other children on a project. This means that they won't always bring something home. It is the process that is important.



### Values

Children are encouraged to be respectful and kind to each other and the environment. We choose a different value each month to focus on.



### **Documentation**

Every child is an individual. Staff observe children's interests and record them using Tapestry Online Learning Journeys, using photographs as evidence. Parents are given access to these via their own unique login.

Parents have the option to download and print their child's Learning Journey when they leave nursery.

Children's progress is recorded against the EYFS and this is passed on to the allocated school when the child is 4 years old as a continuation of their education.



### **Communication and Dialogue**

We provide activities that encourage children to speak, listen, learn letters and sounds through Phonics. This helps to extend vocabulary and children learn to take turns in speech and respect the views of others.



### **Child Initiated Learning**

Children choose what to play with staff observe children and plan activities around each child's interests. This ensures that children's learning is progressing and that their voice is heard



### **Exploration of the environment**

The learning environment is very important and children use real objects. It is the responsibility of all staff to ensure that resources are meaningful and challenging both inside and outside. All activities are open ended so that children can re-visit them throughout the day. We have free-flow from inside to out and room to room throughout

### **How you can help us to support your child**

Donate recycled & life like resources i.e. pots, pans, wooden items, tools, baskets etc

Share books/ stories and read to your child every day

View your child's Tapestry Journal and share home experiences on there

Show an interest in your child's creations

Ask about their day in nursery

## Information

Please ensure you have read through this pack fully, completed it in full, and signed/ ticked all the relevant places, especially the Allergy & Collection information. We cannot allow children to be collected by any person not on your collection list so please write details of all persons who may collect and ensure they know your unique password.

When you and your child arrive for the first time at the setting, you will be greeted by staff that will assist you with the arrival routines such as putting your child's lunch box and bag in the right place. Please ensure all belongings are clearly named as we have many duplicates and cannot be held responsible for losses.

If you are booked in for breakfast time (7:30am to 8:30am) you are welcome to send something in, otherwise we have a selection of cereals to choose from.

Please arrive promptly as Keyworkers begin circle time at 9am and this is a very important social time for the children to spend time together and get to know each other and is a focussed teaching session.

If your child needs a comforter and/ or pacifier, do bring it along. However, please be aware that it could get lost or broken and nursery cannot accept responsibility if this happens. Your child will be encouraged to keep it in their bag.

Ensure all your child's belongings are clearly named, especially coats, hats and lunch boxes. This will prevent any anxiety your child may suffer if they have the same as someone else

If your child still needs a sleep during the day, please inform staff. Children may rest in a quiet area (or sleep room for under 2's). We cannot enforce sleep if your child refuses.

All children are provided with a healthy snack each morning and afternoon, with a carton of milk or water in their own personalised water bottle

If your child is staying at lunch time, please pack them a healthy, nutritious lunch and a drink (no fizzy drinks please). If your child prefers their fruit to be peeled, please do so in advance. We do not have facility to heat up food for children, so no hot lunches (except under 2's where food can be heated in a microwave). Hot food can be brought in using a flask if your child prefers a hot meal.

As we follow the Reggio Emilia Approach, our nursery day involves lots of exploration of the natural environment and lots of very messy play. Please dress children in play clothes that you don't mind getting soiled. We cannot be held responsible for expensive items being damaged. Also, clothing should be weather appropriate such as wellington boots on wet days, sun hats on sunny days.

Finally, please take a moment to read through our policies, which are on display but can also be emailed to you for your convenience. Staff are available if you have any questions.

## FAQ

What is a Keyworker/ Key Person?

A Keyworker/ Key Person is the person allocated to your child when they start at nursery. They are responsible for a group of children, making them feel safe and cared for. The Keyworker/ Key Person will get to know your child really well and plan their Next Steps of learning.

How can I check my child's progress?

We will provide a Next Steps Ladder every term so that you can see your child's progress as they become skilled, confident learners. Please download Tapestry Learning Journey app so you can also add photos and messages.

When should I pay my fees?

You will be issued a bill at the start of each term. Payment is required in advance, weekly, monthly or termly. You are welcome to pay the entire balance in one go, but this must be done at the start of the term. If fees go into more than two weeks arrears, you risk losing your nursery place.

How can I pay my fees?

We accept cash and cheque in the setting. You will be provided with a receipt for each payment. You can also pay via internet banking using the following details:

Account Name: Merry go Round Day Nursery

Account number: 93663817, Sort Code 20-39-64

If you require attendance/payment proof for Tax Credits etc, please email Admin at [merrygoround@btconnect.com](mailto:merrygoround@btconnect.com) and allow up to 5 days for this to be processed.

Should you be having difficulty in keeping up with fee payments, please see your child's Supervisor straight away who can assist with payment plans.

How do I get information about nursery events?

We send out emails – Information Tuesday - showing events and activities, also term dates and when the nursery is closed. We also display posters in the entrance for local events. We also have a Facebook page [www.facebook.com/MerryGoRoundDayNursery](https://www.facebook.com/MerryGoRoundDayNursery) and you can find lots more information on our website [www.merrygoroundnursery.co.uk](http://www.merrygoroundnursery.co.uk)

I have concerns about my child, what should I do?

Please ask to speak in confidence with your child's Keyworker or Supervisor, who will offer advice and, if needed, sign post you to the relevant person. It might also be suggested that you speak with the SENCo, Manager or Deputy Manager for further assistance. We are here for your family as well as your child, please don't hesitate to speak with us.

What should my child bring with them to nursery?

### Clothing and Nappies

We provide nappies/ wipes for children under 3 years. If your child is over 3 years and in nappies, you will need to bring enough nappies for the whole session/day and a pack of named wipes.

You will need a change of clothing, all of which should be placed in a named, drawstring bag. No carrier/ plastic bags please.

If your child is potty training, please inform staff and ensure you provide good supply of underwear and socks, also plenty of training pants if your child is using them. A change of clothing is also advised, all of which should be placed in a named, drawstring bag.

For all other children, it is advised to provide a change of clothing, including underwear as accidents can, and do, happen.

All clothing should be appropriate for the weather and should be clearly named. We go outside in all weather; sun, rain and snow.

### Food and Drink

If your child is staying for lunch, please provide a healthy, nutritious lunch in a named lunch box. Don't forget to include a drink, and a spoon if required, and cut fruit if your child prefers it served that way. We provide water throughout the day in a named bottle. It is advised not to send peanuts in lunches due to some children having allergies.

You are welcome to bring in a cake on your child's birthday for the children to share.

If your child has any allergies or special requirements, please add this to the registration forms and inform staff

### Toys

You are welcome to bring toys into the nursery, however, we cannot be held responsible if they are lost or damaged

Checklist - you will need to bring the following with you on your child's first session

- Registration Forms - please ensure you have completed them in full
- Child's Birth Certificate
- Child's Red Book
- Change of clothing
- Nappies and wipes if required
- Child's comforter and/or pacifier if they need it
- Lunch (if booked)
- Appropriate clothing for the weather

## Nursery Education Funding

### Free childcare for 2, 3 and 4 year olds (NEF)

All three and four-year-olds in England are entitled to free childcare from the term **after** their third birthday. This is often taken as 15 hours per week (or 30 hours per week subject to eligibility) for 38 weeks of the year. Some two year olds are also eligible.

#### Free childcare for two year olds

Low income families visit <https://www.herefordshire.gov.uk/family-support/free-early-education-childcare/2> to see if your two year old is eligible for free childcare, and apply online.

Working families will need to apply via their Government Gateway. You will need to set one up if you do not already have one, visit <https://www.gov.uk/apply-free-childcare-if-youre-working>

You'll need information about you and your partner (if you have one), including:

How much you spend on childcare

Any benefits you or your child get

Your income

Check your eligibility for free childcare for your two year old and apply online

An application form is also provided in this registration pack. Please detach from the pack and send it to the address at the bottom of the form or bring it into nursery with your documents and we can apply online for you. If eligible, this funding starts from the term **after** their second birthday.

Funding is granted by Herefordshire Council, not by the nursery.

#### Three and four year olds - 15 hours a week (universal free childcare)

Every child is entitled to receive 15 hours a week free childcare for 38 weeks of the year. This funding starts from the term **after** their third birthday and will remain in place until the start of their Reception Year at school.

#### Three and four year olds - 30 hours a week

Eligible working parents of three and four year olds could have 30 hours of free childcare a week over 38 weeks of the year, or 22 hours per week if stretched over the whole year.

The 30 hours extended free childcare is available to eligible working parents of three and four year olds who already access, or will access, the existing universal 15 hours free childcare.

You must register and complete a successful application to receive an eligibility reference number. To complete an application, please visit <https://www.gov.uk/apply-free-childcare-if-youre-working>

Check your eligibility and sign up on the government childcare website for your reference number

Sign up should take about 20 minutes.

Once you have successfully completed the application you will receive a DfE Eligibility Reference Number (DERN). You should take this, along with a note of your National Insurance number and evidence of the date of birth of the child, to your chosen childcare provider as proof of your eligibility. You will need to reconfirm through your government gateway every three months to ensure you continue to receive funding. Failure to reconfirm will result in your extended free childcare stopping. You will, however, still be entitled to the 15 universal hours per week.

#### How you can use your free childcare hours

Different providers give you different ways to use the free hours you are entitled to.

Termly (over 38 weeks) unless entitled to the 30 hour element where you can spread over the full year using 22 hours per week.

Funding only covers our main sessions, 8:30 to 11:30 and 12:30 to 3:30 up to your weekly allowance. All other sessions will be charged for

Shared between a maximum of two providers

When your child starts nursery, we will claim the funding for these free hours and it is paid directly to us once your child is registered. You will be expected to complete a funding form and an EYPP form if your child is over 3 years old. All information is kept securely and only shared with Herefordshire Council NEF department.