



Mapledean Nursery School

Our Nursery



Information Handbook

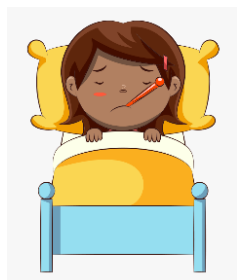
2025-2026

Mapledean Nursery Handbook

Welcome to Mapledean Nursery School. We are certain your child will have a wonderful time here with us, learning through play, fun and laughter. The aim of this handbook is to provide you with as much information as we can to enable you to settle your child quickly and understand how our nursery works.

A is for Ailments

At this young age, children pick up lots of coughs and colds. As long as your child feels generally well and is eating properly, they are welcome to come to Nursery. If your child has a temperature, however, then it's best that they spend the day at home. Please telephone the school (01494 443256) or send



an email (admin@bowerdean.bucks.sch.uk) to let us know if your child will not be attending.

If your child suffers from sickness, diarrhoea and/or vomiting then we ask you to keep them off for **48 hours** from the day of onset to fully recover. This also helps prevent the spread of illness to other children and staff. Information about these and other childhood illnesses, including details of advised exclusion periods can be found here:

www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

B is for Birthdays

At Mapledean Nursery School every child is made to feel special on their birthday, however, we ask parents refrain from bringing in any cakes or sweets for the children. We positively promote oral health and good dental hygiene and would welcome your support with this matter. There are so many children in our Nursery – and a cake for every birthday would mean a huge amount of sugar and fat! If you wish to



provide a selection of fresh berries or melon – neither of which feature in our fruit and vegetable delivery, we know the children would welcome this special treat!

We do hope that you will support us with this initiative and understand that we are doing this in the best interests of all the children. Please also remember to let us know if your child has an allergy or an intolerance to any food.

C is for Clothing



Our Nursery school provides many daily opportunities for children to have fun indoors and out of doors. On a typical day we might be digging in the giant sand pit, making 'chocolate' pies in our mud kitchen, splashing in puddles, chasing bubbles, painting or printing – or on warm days perhaps running in and out of sprinklers or paddling pools to keep cool!

Such wonderful times for children to remember in years to come – the stuff of childhood indeed, and hugely valuable learning for little ones! In order for your child to access freely these fun experiences. When it comes to clothing, however, think 'dress for mess rather than to impress'!

Children engaged in these activities are naturally likely to get their clothes grubby or wet at times, so we kindly ask that you:

- Bring your child to Nursery in shoes and clothing suitable for indoor, outdoor – and often messy play, so that they can fully engage in the range of activities on offer. Trainers or canvas shoes are safer than open-toe sandals when children are using bikes or playing with wooden blocks for example, and wellington boots are essential when the weather turns rainy.
- Send a complete change of seasonal clothing and spare shoes in to Nursery each day with your child – and please don't forget to pop in a spare pair of socks!
- Welly boots are an essential piece of Nursery kit which can be kept at Nursery. We have some spares but unfortunately not enough for everyone.



- Please provide a UV-resistant sunhat for your child to wear at Nursery on sunny days.
- Carry out regular checks of your child's Nursery spares and make sure **everything** is clearly name-labelled with a marker or printed name tape.



Please send your child to Nursery with a named bag containing a change of clothes. If appropriate, please include nappies, wipes and cream. Please ensure that you take your child's entire belongings home with you at the end of the term.

D is for Diary Dates

Look out for our weekly **Tiger Talk Learning Newsletter** which is sent to your inbox each Friday. This gives you an insight into the wide range fun learning experiences our children have enjoyed during their week in Nursery – and also keeps you informed of special events or focus weeks coming up in the current half-term. For all information about the school, including calendar dates, please look at our website www.bowerdean.bucks.sch.uk.



E is for Early Years Foundation Stage

At Mapledean Nursery we follow the statutory Early Years Foundation Stage Framework which promotes high-quality, inclusive, play-based learning experiences built around children's needs, fascinations and stage of development. Find out more in this useful guide for parents:

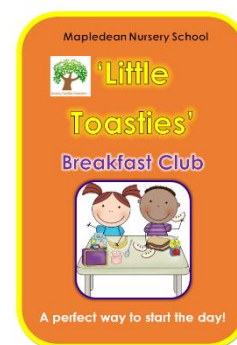
[A Parent's Guide to the EYFS](#)

[What to expect in the Early Years Foundation Stage](#)

F is for Family-friendly!

We are very proud of the work we do to build strong, warm and lasting relationships with the families we serve and are constantly looking at ways

we can better meet the needs of our parents. We are pleased to be able to offer our families our **Little Toasties' Breakfast club** provision at Mapledean Nursery. This currently runs from 8.00 am to 9.00 am Monday to Friday. Children will enjoy a variety of breakfast options over time but will typically enjoy cereal, toast and fruit. The cost for a session is £8 but can be booked in 15min slots too for £2per 15mins. Please let Mrs Thomas know if you might be interested in booking a breakfast club place for your child.



After-school Fun at the 'Club Hub'



In addition to our breakfast club option we are delighted to offer parents the convenience of our after-school **Club Hub** wraparound care facility. This **runs every day from 3.00 – 4.00 pm**, offering children a range of interesting extra-curricular activities such as gardening, cooking, arts and crafts and boards games. The club is staffed and supported by various members of the nursery team. As with breakfast club, pre-booking is required, and payment must be made in advance. Please let Mrs Thomas know if you require further information and might be interested in securing an after-school club place for your child. Booking forms are available at the school office.

G is for Governing Body



We have a very strong governing body at Mapledean. We are part of a federation of three schools with Bowerdean and Henry Allen Nursery School in Amersham. The Federation is called the 'Growing Together Federation.' Our chair of governors is Mrs Sue Skinner who can be contacted by email susanskinner1@sky.com. A full list of all our governors including their photographs can be found on our school website.

H is for Health Eating

Our children are offered fresh fruit at snack sessions every day and we encourage parents to provide nutritious and healthy packed lunches for their



children. Please remember not to send any food containing nuts as we have a proportion of children each year with severe allergies. Many foods have traces of nuts in them without us realising so we would encourage you to read the labels carefully on all packed lunch items before sending them in to school. Remember to cut cherry tomatoes and grapes in half, lengthways to help avoid choking incidents.



Try not to pack too much food in your child's lunch box as some children find it difficult to eat everything that is on offer. If you are struggling with ideas on what to put in your child's lunchbox see:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

<https://letsgetcooking.org.uk/lets-get-cooking-at-home/>

It is so important that children remain hydrated throughout the Nursery day. We ask that you send your child with a named water bottle filled with fresh still water. Our children have direct access to their drink flask at all times.

Please do not send squash, fruit juice or fizzy drinks as these are particularly detrimental to your child's dental health, causing painful tooth decay, tooth loss and avoidable dental surgery.

I is for Independence

The Early Years Foundation Stage Guidance underlines the importance of encouraging independence in young children at home and in Nursery. While it is often easier and quicker to do things for children during our busy days, we ask parents to work with us to encourage children to have-a-go at doing simple self-care task for themselves. Sometimes our desire to help can actually hamper a child's journey towards independence.



Depending on their age and stage children can gradually learn to put on their own coat, fasten buttons and zips, pour a drink into a cup from a small jug, use a knife and fork, and go to the toilet by themselves - washing and drying their hands afterwards. Becoming increasingly independent works wonderfully in developing a 'can do' attitude, building a young child's self-esteem, and healthy attitudes towards future learning.

J is for 'Just in Time!'



We know that children make the best progress when they regularly attend school and benefit from the great learning opportunities available to them. We encourage all families to do their best to ensure that their child does not miss Nursery sessions, and that they arrive on time ready to start the session.

A reminder of the times is as follows;

08.45am – 11.45am – Hedgehog Class

09.00am - 12.00pm – Morning Sessions Oaks Class

12.15pm - 3.15pm – Afternoon Sessions Acorns Class

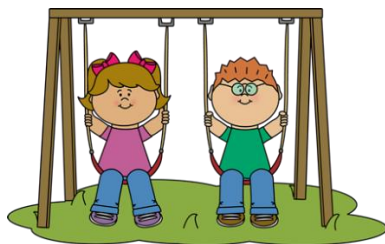
09.00am – 3.00pm – 30 Hours Funded Sessions

Please ensure that your child arrives promptly to start the session in order that they don't miss out on valuable learning experiences such as the adult-led 'Circle Time' activity. If your child arrives later than 10 minutes then we record this as a late arrival and you may be asked to wait until the teacher-led session is over to avoid disruption to the rest of the class. Being late for even 10 minutes every day adds up quickly and can mean that your child misses out on important learning.



It is also important that children are collected on time, so they don't feel left behind and become distressed. If you have an emergency and know you will be late picking up your child, please do make us aware of this.

K is for Keeping Children Safe from Harm



We take the safety of our children very seriously as you would expect of Nursery School. From time to time we have had to contact parents urgently at the end of a session to help verify the identity of someone who is not known to us but who has arrived to collect a child.

If you have arranged for someone else to collect up your little one, please make the office aware of this. Adults who are not already known to us in connection with your child will be required to repeat a password you have given them which you have also shared with us.

Should you need to keep your child at home with you for any reason, we would kindly ask you to call the Nursery to speak to a member of staff or leave a message letting us know why your child is unable to attend.

If we do not hear from you, we will call you and ask for a reason for absence. This forms part of our safeguarding procedure to help keep children safe from harm.

Health and Hygiene

We employ several strategies to help reduce the spread of infection within our nursery school and regularly update families in line with current Government guidance about infectious childhood diseases that may be in circulation from time to time. In addition, and to keep children and staff safe and well we:

- ensure that regular, supervised hand-washing takes place for children at regular times throughout the session.
- Ensure food preparation is carried out in accordance with best practice guidelines
- maintain hygienic and systematic cleaning regimes.
- ventilate all indoor areas to ensure effective air-flow through the building
- provide antibacterial hand-sanitiser at all entry points



What should I do if my child is unwell?



We understand that where young children come together to share spaces for play and learning they are likely to come into contact with lots of common childhood illnesses and viruses. We work hard with our families to ensure that together we can reduce the risk of cross-infection among children and staff. We want everyone to be well enough to enjoy the fun and learning available to children. Regardless of the underlying cause, it is important that if your child has a temperature, is otherwise unwell, or has required Calpol or similar medication prior to the start of their nursery session, you seriously consider keeping them at home until they are fully well. **Please be aware that if your child experiences any episode of vomiting or diarrhoea they must remain out of nursery for 48hrs following the last episode.** Thank you

for your cooperation with these measures which we appreciate may cause you inconvenience from time to time - but are in place to protect other children, families and staff.

L is for Learning at Home

When your family joins our nursery, we see you as our 'Partners in Learning'. That is because we know and value



the importance of home learning and the invaluable work a parent does in



educating their child and preparing them for life ahead. By working closely with you we gain a shared understanding of your child.

Our very own '**Home is Where the Start is**' booklet gives parents lots of ideas for fun, simple activities or experiences they can enjoy with their child to support his or her learning and development. Look out for your copy, together with

our regular emails and Tiger Talk newsletters. These materials keep you up to date with what's going on in Nursery and offer up ways parents can support this learning at home, or when you are out and about as a family.

M is for Medical

When your family joins our nursery, it is vital for your child's continued safety and well-being that you immediately inform us of any existing or historical medical condition your child has that we should know about. If your child has an allergy of any kind, however mild, please inform your child's key person.

Should there be changes to your child's health or medical treatments it is important that we are able to update our records accordingly. If you require us to administer medicine to a child during nursery sessions, we will ask you to complete the requisite permission form to enable us to do so.

Bumps and Bruises

No one wants to see a child hurt, but we all realise that it is not unusual for children to have occasional accidents whilst playing. At nursery we have staff

trained to administer First Aid to any child sustaining a minor injury during a playful nursery session. Following any such incidents a member of staff completes an accident form, a copy of which will be given to the parent to sign when they arrive to collect their child. It is our policy to contact parents immediately if their child sustains a bump or injury to their head, however minor it may appear.



While we cannot prevent all accidents from happening in our Nursery environment, we monitor the nature and frequency of these closely and work hard to minimise the risk both inside the building and out of doors.

N is for Nappies and other Toilet Talk



Can we ask parents of children who are not yet toilet-trained to please make sure your child's nursery bag contains sufficient nappies and baby-wipes as well as a full set of spare clothes? We do have some items of clothing in Nursery should a child need to borrow them, but we ask that you return these to us as promptly as you can, so we don't run out!

We understand, too, that toilet-trained children can often have the odd mishap, or just need a little help when they go to the bathroom. Our staff are of course very happy to do this, but we would ask you to consider providing your child with loose and comfortable clothes to make undressing/dressing easier and quicker. Please remember to label clearly all items sent to Nursery belonging to your child.

Unless you are actively toilet-training your little



one – which we are happy to support you with, it is helpful to staff if your child wears taped nappies rather than the pull-

up type training pants, as these make changing times much more difficult. Thank you for your understanding.



We are aware that many families are struggling to potty-train their children, with the important prospect of school looming for many parents in September. Using the toilet is a skill to be learned just like any other and requires patience and lots of practice. As always, our staff are eager and ready to support your toilet training efforts here in Nursery School. Please feel free to share your strategies, struggles and success stories with your child's key person so that together we can achieve success! Here are some links to

websites you may find helpful, offering advice and top tips on a range of early toileting matters. Good luck!

[How to potty train - NHS](#)

[Advice for children with constipation - ERIC](#)

[Potty training: how to start & best age to potty train - ERIC](#)

O is for Outdoor learning

We are very fortunate at Mapledean Nursery to have wonderful outside-learning spaces. This is such a bonus for our young children, given how much they love spending time playing outdoors!

We have a snuggly Storytime Shack for sharing books together, a Woodland House for great pretend play, mud-kitchen, block-building site with adjacent covered jumbo sand pit, raised beds for planting and growing, slides, wheeled toys, nature garden with willow-tunnel, den and natural 'sound wall'....and so much more!



As previously mentioned we would ask you to make sure your child has a pair of named waterproof boots with them to use on rainy days and for nature garden work and trails. We have a few spares but may not always have the size your child needs.

P is for Parking

For the information of families new to our Nursery, and as a further reminder to others, please be aware that use of the car park in front of our Nursery building is **not permissible** to parents of children attending Nursery. This car park is for the exclusive use of Mapledean Nursery School and Family Centre Plus staff - together with 'Blue Badge' holders, official visitors and families attending appointments at either setting.



Please also note that our drive is shared with Chepping View Primary Academy site where parking restrictions remain in place. Parents are not to use this area

which includes an emergency passing place, to drop off, pick up children or park their car.

We hope you understand that these measures are in place to ensure the continued safety of child and adult pedestrians accessing our nursery. Please note that entry gates to the car park will be routinely locked for designated periods throughout the day.

Q is for Questions and Queries

We do our very best to make sure we provide clear, current and relevant information to our families throughout their time with us. To help us maintain effective communication, please ensure you have informed the office in writing of a change of phone number or email address. We text and email

parents regularly and don't want any family to miss out on any key information. The best email address to reach us is admin@bowerdean.bucks.sch.uk

This handbook is for you to keep for your time at Mapledean. In addition, we provide parents with regular updates by email, letter or via our text messaging service. You will also receive a weekly Tiger Talk Learning newsletter with details of our nursery week – together with upcoming dates for your diary, and you will be sent a half-termly newsletter with information and reminders about forthcoming events. Please also see our website: [Mapledean Nursery School](http://www.mapledean.nurseryschool.co.uk)



We are proud of the warm and close relationships we build with our families, year on year, and we want you to feel able to come to us with any questions or concerns you may have. We ask that you make an appointment to meet with your child's key person or to speak with Mrs Lyons. Brief informal chats at the beginning and end of the sessions are welcome but please be aware that staff are very busy at such times ensuring the safe handover of children.

Apart from informal day-to-day discussions with parents, we give you the opportunity to meet regularly with staff to discuss your child's progress to date. This gives families an idea of how their little one is settling in at Nursery – and to share ideas to support their learning journey with us.

Finally, please be aware that we can direct families to further expert help and advice should they need it. Being a parent is one of the toughest yet most

important jobs in the world – and family life rarely runs smoothly! Please know that whatever you need from us – we are here to listen and support you in any way we can.

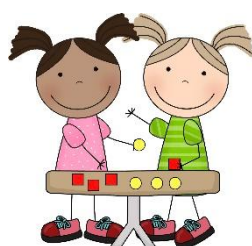
R is for Reception

The office is staffed five days a week from 0900 – 1530. We have one telephone line: **01494 443256**. If your call goes to answerphone, please speak slowly and leave a clear message, so we can get back to as soon as possible.



Mrs Thomas is our Business Support and SENCO and Mrs Etienne who works part-time as Administrative Assistant are available at the Reception desk during operational hours to answer your queries and be of any assistance they can.

S is for School Fund



Each term we ask families for a donation of **£15** towards our school fund. Money is used to purchase items such as fruit, snacks, plants, play dough and cooking ingredients for the children. Your voluntary contributions are much appreciated and allow children to have better learning opportunities. Donations can be handed into the school office or given to a member of staff. If you are unable to make a monetary donation, we are always happy to receive items such as: tissues, wet wipes, antibacterial surface spray, cheap plain flour, vegetable oil and table salt (to make play dough). Thank you in advance for your contributions.

T is for Tracking children's learning

Our nursery uses an electronic learning platform called **Class Dojo** to share children's development steps and experiences at nursery with families. Parents are provided with a unique code allowing them to log in, post messages and photos of their child's learning at home and view posts uploaded by nursery staff. When a child leaves Mapledean Nursery School, parents are invited to download their child's content to keep electronically or print off. During the

summer holidays all Class Dojo content is deleted relating to children who have left the setting.

U is for UV rays

As the seasons change, it is always lovely to see the children playing freely outside in the sunshine. We will remind at such times that to be protected against the sun's harmful rays and stay hydrated, children should bring to Nursery a named **sunhat** together with their drink of water in a named bottle. Children's skin burns very easily – even on cloudy summer days, so don't forget to apply sun-screen before bringing your child to school. Please visit the following websites for further advice on keeping your child safe in the sun: **NHS** [sunscreen and sun safety](#), **The Early Years Alliance** [how to be safe in the sun](#), **Cancer Research** [Sun Smart](#)



V is for Visitors

From time to time, we have a range of visitors to our school. These include invited professionals, therapists, key members of the community visiting to provide educational support to our children and prospective parents looking to send their child to Nursery with us.

We regularly welcome our Early Years Advisory Team and supportive representatives from our Governing Body, and each year we have students from local schools and colleges on placement with us as part of their childcare practical experience modules. Staff from our other Nurseries often visit to share good practice too.



We would like to reassure you that we follow stringent guidelines regarding visitors entering our Nursery which are in place to help us meet our safeguarding obligations to the young children in our care. These include identification checks, a formal signing-in procedure which always requires visitors to wear a named badge on the premises, and a vetting procedure which is in place for students, volunteers, supervisory and temporary staff.

W is for Weather Watch

Should we have the need to close the nursery due to bad weather, every effort will be made to inform you as early as possible via text message. We will also advertise the closure on the Bucks County Council website. Log on to www.buckscc.gov.uk and click on 'schools' and 'school closures.' You will appreciate that many of the staff do not live locally and in the event of heavy snow we may need to close. It is also important that the site is made safe for everyone to use.



X is for eX-tra-ordinary!

During your time with us, we will be working hard to give our children something out of the ordinary! We believe that childhood is the most special gift of our lives and we go the extra mile at Mapledean to ensure that children enjoy a wide range of high quality learning experiences during their time with us.

Our Nursery calendar is filled with many special events each year including; celebrations of cultural festivals; Kindness Week, World Book Week; local and national fund-raising events; Christmas Pantomime, Communications Week; Mini-marathons and other family fun days; Farm visit and so much more!

We hope that your child will join other children, who have passed through our doors, in remembering their time at Mapledean Nursery School with great fondness as they grow up through the years. Our earliest experiences of learning are truly extraordinary, laying a strong foundation for future learning in the years that lie ahead.

Z is for Zebra Crossing

We politely ask that you park away from Nursery, avoiding private roads, and escort your child in to Nursery on foot. There is a Zebra-crossing attendant on duty outside the Nursery grounds during school drop-off and pick-up times to help families safely cross Cressex Road.

We hope you have found our brochure helpful. We have consulted widely to ensure we have provided you with as much valuable information as possible about Mapledean Nursery School. Should you have any further questions or queries, however, we are always ready to help you.

For further information about Mapledean Nursery School provision, please visit:

<https://www.mapledeannurseryschool.co.uk>

Linda Lyons

Headteacher, Mapledean Nursery School

