

## **OUR AIMS**

We will provide a caring, homely, stimulating, secure and happy environment where both you and your children can feel relaxed and confident, a place you will be happy they can be left safely.

To build your child's sense of responsibility and self-confidence.

We will encourage our staff and yourselves to work together to make sure your child is provided with the most appropriate, effective care and development opportunities.

To provide regularly changing and stimulating activities in all areas of learning which will encourage your child to explore, discover and feel able to question.

We will encourage development of their spoken language and listening skills.

Create opportunities for your child to form stable relationships with both their peers and adults.

Together nurture their pre-school years in all areas of learning to give them the best possible launch into school life.

## **SAFETY**

We are very much aware of your need to feel that your child is being left in a secure environment, as parents ourselves we understand exactly how you feel, because of this we have several security policies in place.

As you enter the building we have a secure entry system, where any visitor will be identified before being allowed onto the premises. Therefore only allowing bona-fide persons on the premises at all times.

Part of our Nursery is open plan, which allows staff to call easily for assistance if necessary without leaving the children. The Babyroom is fitted with a call button for this same purpose.

During outside activities children will be fully supervised at all times, and during these activities the outside gate will be locked.

We also insist that anyone collecting your child other than yourself will have written permission from you and also use our 'safe' word system. This will be explained to you further as you register.

We offer a high level of personal presentation and professionalism. Quality care is our forte.

## **STAFF**

Our staff are all vetted and approved according to Government guidelines, which include all relevant health and police checks, our staff to child ratio is always as it should be according to the Children's Act 1989.

Our staff are appropriately qualified, again according to Government guidelines and also offer a number of working apprenticeships.

We always try to have a varied age range, which we feel provides a broader scope of experiences and encourages both new and old ideas.

We also offer work experience placements to local schools and colleges, however this is over and above our normal staffing levels, and the students are closely supervised at all times.

## **NURSERY HOURS**

Your children are welcome on a full or part-time basis, however, we do not accept children for less than two sessions per week. This is for your child's benefit as it makes settling into Nursery life much easier as it is more regular for them.

### **Monday to Friday 8am to 6pm**

Our morning session runs from 8am to 1pm and includes breakfast, if dropped off before 8.45am, snack and lunch.

The afternoon session runs from 1pm to 6pm and includes snack and tea.

We are open all year with the exception of Bank holidays, which are charged, and for approximately one week at Christmas.

Late collections are charged as a separate fee, this is £10.00 for each 15 minute period, i.e. a collection time of 1.10pm would be a charge of £10.00, where as a collection time of 6.20pm would be £20.00.

## **MEALS AND REFRESHMENTS**

We are extremely proud of our menus, as we have been awarded with Northamptonshire's 'Healthy Heart' award for our daily menus, which have been approved by their Nutritionist.

You can see our weekly menus displayed in our reception area.

Given notice special diets will of course be catered for.

Children eating with us will sit together, where good manners are expected and encouraged.

We take food and hygiene very seriously, all the food provided at the Nursery is prepared in our own kitchen, including all baby food and milk and a strict sterilising procedure is followed.

## **FACILITIES**

The Nursery is a very safe single storey building.

We have a Baby room, which is both warm and secure, offering stimulating play, music, comfort and lots of love and affection. We have a separate sleep room, which is fully equipped with cots where each baby has their own bedding and can bring along with them their own comforters. Outside play for this age group (3-18 months) is separate from that of the older children, however, there are times throughout the day when the age groups may mix.

In the Toddler room, from 18months to 3 years, it is relaxed and fun! Where early learning is combined very much with fun. There is much creativity and all the things you might not want in your own kitchen!

The Pre-school room, from 3 to school, is more structured, at times, with tables and chairs where we follow pre-school guidelines from the Local Education Authority. Although learning is still all done through play, even at this great age!

There will be **messy play** for all ages, where your children will play with water, sand, play dough and all manner of other lovely things! They will paint, chalk and draw. They will also cook, basic foods, learn what ingredients are used etc..

**Outside** there is a playground for all sorts of play, we aim to carry on all areas of learning out here as well as inside. We try to go outside at least twice a day, weather permitting.

The **toilet** facilities are especially designed with children in mind, all children starting with us on a daily basis will be provided with a tooth brush for use after meal times.

As a footnote to this section, whatever age your child is, we will allow them to progress at their own pace and in their own time to allow them to feel confident and relaxed as they learn, and it is not only the babies who get lots of cuddles, whatever your child's age, there will be plenty of whatever they need to make them happy.

## **NURSERY CURRICULUM**

We will provide daily activities, which will encourage your child to develop new and existing skills. All activities are planned for the children.

Planning in the Baby room is based on Birth to Three Matters. Through using the guidelines provided by the Early Years Development and Childcare Partnership, staff will provide appropriate learning opportunities, which will promote becoming;

- A strong child
- A skilful communicator
- A competent learner
- A healthy child

Children aged 3 to 5 have planned activities based on the Foundation stage. The foundation stages outline the early learning goals and stepping stones, which should be completed by the time your child finishes their Reception year at school. We aim to provide opportunities, which will encourage your child to achieve these goals.

The 6 foundation stages are;

- Mathematics
- Creativity
- Knowledge and understanding of the world
- Communication, language and literacy
- Physical development
- Personal, social and emotional development.

Progress books, records and examples of your child's work is kept to show you how they are progressing in their development, which you are able to look at, at any time.

## **CLOTHING AND EQUIPMENT**

It is essential that your child comes to Nursery with a complete change of clothes and when toilet training then two or three may be advisable as accidents do happen. We want your child to be comfortable and be able to have fun, so please ensure that they are wearing appropriate clothing.

During the colder months please ensure they have a warm coat, hat, gloves etc, and if possible a pair of wellies.

In the lovely summer months, you will need to have a sun hat and sun cream for their protection.

We do ask that none of the following are not brought into Nursery;

Jewellery, valuables, money, sweets or soft drinks.

If your child has a particular 'something' that makes them feel more relaxed and at home, then of course, these things can be bought with them.

## **EQUAL OPPORTUNITIES**

Our Nursery promotes equal opportunities while at all times holding the interest and welfare of the children as our highest priority.

Each child is valued as an individual regardless of race, creed, cultural background, ability or gender.

Our learning programme encourages children to develop their understanding and awareness and awareness of cultures and background other than their own and show respect for others as individuals.

## **GOOD BEHAVIOUR**

As parents ourselves we are fully aware that our children do not always behave as we would like them to, going through different stages and phases, which is all part of learning and growing up. With this in mind we promote the following guidelines to achieve good behaviour.

When a child behaves in an unacceptable way, for example, hitting or biting one of their peers, then we would take the child to one side and talk with them as to why this is not an acceptable way to behave. Where possible we would ask the child to apologise for what they have done to help them further understand their behaviour. If this does not have the desired outcome we would then use a method called 'time-out' where the child would be taken to one side and given time to reflect on their behaviour, always accompanied by a member of staff.

If the behaviour were to persist we would contact yourselves in order to discuss steps we could both put in place to try to overcome the issue at home as well as in Nursery.

## **CHILD PROTECTION**

We abide by the Northamptonshire Social Services policy on Child Protection and if we feel that there is a cause for concern over the well being of any child attending the Nursery we will inform the appropriate authority.

## **MEDICATION**

Medication will be given to your child at Nursery only in accordance with written instructions and a signed authority from yourselves. When medication is administered, this is done so by a member of management and a witness who then both sign our medication records.

## **HEALTH AND SAFETY**

For all of our children's protection no child suffering from a contagious disease will knowingly be admitted to Nursery, for example childhood illnesses such as chicken pox, sickness conjunctivitis etc.. In the case of conjunctivitis, sickness or diarrhoea 24 hours away from Nursery is our policy. If a child is brought back to Nursery within 24 hours they will not be accepted onto Nursery premises.

When a child becomes unwell during Nursery hours we will make them as happy as we can and contact yourselves to come and collect them. In some cases, after a contagious illness it will be necessary to have a Doctors Certificate to state that they are well enough to return to Nursery.

## **PROPRIETOR**

The Nursery is owned by Lesley Grant, who has a family of her own. Lesley has 3 children, William and twins George and Olivia.

As a working mother she is able to fully appreciate how important childcare is to you. With this in mind the way the Nursery has been set up and run, is to provide as close to home from home as possible for your children. She has established a very homely, secure and safe place for you to bring them, where they will be well cared for in the way you would want them to be.

