

Parent as Partners

In close partnership with parents, we promote an environment of high quality day care through our key person development programme. We enable children to reach their full potential in an exciting, stimulating and educational atmosphere, geared to each child's individual need. By providing a warm, secure and caring environment, children are encouraged to progress and learn. We can achieve these goals by doing the following:

- Provide 10 hours care for children.
- Provide a safe and secure environment for the children.
- Provide National Standards Learning and fun programmes.
- Sustain a working environment that attracts and develops committed staff.
- Create a long term relationship with parents.
- Provide overall superior quality care and service.
- Quick and effective in response to parental needs.

The Nursery is registered as a day nursery with Ofsted. The proprietor is Rikke Kerler and the setting is managed by a manager.

Parent Partnership

We value the importance of parental involvement in the nursery and aim to work alongside you in every aspect of your child's development. We invite and encourage parents to partner with the nursery in a number of different ways:

- We hold biannual parent meeting for every child.
- You are welcome to make an appointment to visit the nursery during opening hours.
- Tapestry is used as an effective platform of communication between parents and the Nursery, allowing us to share the special moments of your child's time with us as they blossom and grow.
- We hold parent evenings twice a year.
- Our daysheets invite parents to keep us up to date with what is happening in your child's life at home as well as nursery.
- Quarterly newsletters and frequent emails keep you up to date with the latest news.
- The notice board in the entrance contains information that may be of interest to parents.
- We host special events, such as our Picnic in the Park to allow parents to get to know members of staff and other parents in an informal atmosphere.

Key Person

The Nursery has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what the Nursery provides is right for your child's particular needs and interests. When your child first starts at the Nursery, she/he will help your child to settle in. Throughout your child's time at nursery, the key person will help your child to benefit from the Nurseries activities and update you of their day via the daysheet. The Key Person will be responsible for the main compilation of your child's online Learning Journal via Tapestry.

Settling In

When you are offered a place with the nursery, we will arrange for a number of settling in visits for you and your child to get to know your key person and familiarise yourselves with the nursery. These visits will vary according to your child's needs and will involve leaving him/her for 30 minutes until you are both happy. These short periods will gradually increase. You are encouraged to stay as long as you like until you feel comfortable about leaving them. You are welcome to phone in to check on your child's progress at any time and use our webcam facilities. Parents can log onto our secure webcam for up to 60 minutes on days their child is in nursery.

Meals

A healthy morning snack, two course lunch and light tea are served over the course of the day. Our experienced nursery chef provides a homemade, healthy, nutritious diet, rich in fresh fruit and vegetables. The menu for the week is displayed in the entrance. All dietary requirements are catered for. Baby milks and weaning food are also provided.

The Nursery has been awarded a maximum five star 'Excellent' rating under the District Council's 'Scores on the Doors' food hygiene rating system as well as a 'Healthy Choice' award for our menu.

Special Educational Needs

As part of the Nursery's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs, which a child may have. The Nursery works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2015). We employ a designated Special Educational Needs Co-Ordinator (SENCO) who is experienced in the care and assessment of children with special educational needs. The SENCO is responsible for overseeing that the needs of children with SEN are met, for liaising with outside agencies and professionals and reviewing the SEN policy.

Tapestry

Saurus Nursery ensures that all children attending our setting will have a personal online Learning Journal through Tapestry. This platform allows us to work alongside parents to record observations, photos and videos of your child's progress whilst at nursery, with the given opportunity for parents to comment on the content uploaded for them and to add their own content for staff to keep up to date, for example when your child goes on holiday or has a special occasion at home.

On your child's first day with us they will be assigned a Key Person who will use Tapestry to build up a record of your child's achievements during their time with us and to show their personal development and progress through the different age bands of the EYFS.

Early Years Foundation Stage Framework

The Early Years Foundation Stage (EYFS), is how the Government and early years professionals describe the time in your child's life between birth and age 5. This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

The Nursery offers a range of activities that are both adult and child led. Through these we aim to encourage children to learn and develop at their own pace. There is guidance for the early years practitioners supporting your child on planning learning activities, and observing and assessing what and how your child is learning and developing. Using these enables each key person to tailor the curriculum to your child's needs and interests.

The EYFS is divided into 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge. Regular assessments will tell you about your child's progress through the EYFS. These are logged in each child's development folder.

Children should mostly develop the **3 prime areas** first. These are:

- Personal, social and emotional development;

This concentrates on the development of your child's confidence, attitudes and independence. This will teach your child about acceptable behaviour, self-control and a sense of belonging and of feeling good about themselves.

- Communication and language; and

Children are encouraged to communicate through talking, listening and thinking using their vocabulary. Through reading, storytelling, singing, etc. the children can learn about the importance of communication and the ability to link to sounds and letters. We also use visual timetables and British Sign Language to aid children's understanding.

- Physical development.

This involves the improving of skills of co-ordination, manipulation and movement. They will develop gross and fine motor skills, the ability to use a range of tools and equipment, awareness of space, ability to use the body creatively and imaginatively together with basic hygiene, self help skills and how to keep the body healthy and fit.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Policies

The Nursery policies help us to make sure that the service provided by the Nursery is a high quality one and that being a member of the Nursery is an enjoyable and beneficial experience for each child and their parents.

The staff and parents of the Nursery work together to adopt the policies and they are all reviewed annually. Copies of the main Nursery policies and procedures are available on our website. The complete policies and procedures can be found in the office. Parents are welcome to read through them at any time.

A copy of our terms and conditions forms part of this pack.

Safeguarding Children

The Nursery is committed to safeguarding children. We have a comprehensive safeguarding policy that all staff and students must adhere to. All our staff posts are subject to an enhanced DBS check. All staff members receive comprehensive safeguarding training from the City Early Years and Childcare department as well as in house refresher courses. The setting runs in accordance with the statutory staff to children ratios.

We take our duty of ensuring the health, safety and protection of all the children in our care very seriously. If we suspect any neglect or abuse we will report it to the relevant authorities.

Equal Opportunities

We treat each individual as a person in their own right, with equal rights and responsibilities to any other individual whether they are an adult or a child. We do not believe anyone should be discriminated against because of his or her colour, religion, sexuality, culture, abilities, gender or race. We aim to ensure that staff are recruited, trained and promoted on their ability to do their job.

Complaints Procedure

Staff are actively encouraged to forge open lines of communication with all parents. They will give every opportunity for parents to discuss all matters relevant to their child's care. If you are unhappy with any aspect of the nursery work, you can discuss it with the nursery manager. We aim to resolve complaints within 3 working days. The nursery maintains a written record of all complaints.

All grievances will be recorded and countersigned by the parent and the manager, with the outcome also being recorded. If however you are unsatisfied with the results, you can take the matter up with OFSTED (Telephone 0300 123 1231).