

FERNDOWN

Day Nursery & Pre-SCHOOL

www.ferndowndaynursery.co.uk

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Welcome to Ferndown Day Nursery and thank you for your interest.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This document aims to provide you with an introduction to Ferndown Day Nursery, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs.

Our setting aims to:

- provide high quality care and education for children
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service that promotes equality and values diversity

The Early Years Foundation Stage

Provision for the development and learning of children from birth to five years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2021):

- *A Unique Child*
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- *Positive Relationships*
Children learn to be strong and independent through positive relationships.
- *Enabling Environments*

Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners, parents and/or carers.

- *Learning and Development*
- Children develop and learn at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities (SEND).

How we provide for learning and development

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Learning and Development comprise:

- *Prime Areas*
 - Personal, social and emotional development.
 - Physical development.
 - Communication and language.
- *Specific Areas*
 - Literacy.
 - Mathematics.
 - Understanding the world.
 - Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

We refer to non-statutory curriculum guidance to support our professional judgment as we assess each child's progress and level of development as they progress towards the Early Learning Goals. We have regard to these when we assess children and plan for their learning by creating a curriculum that is ambitious and meets every child's needs. Our educational programmes support children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- self-regulation
- managing self
- building relationships

Physical development

- gross motor skills
- fine motor skills

Communication and language

- listening, attention and understanding
- speaking

Literacy

- comprehension
- word reading
- writing

Mathematics

- number
- numerical patterns

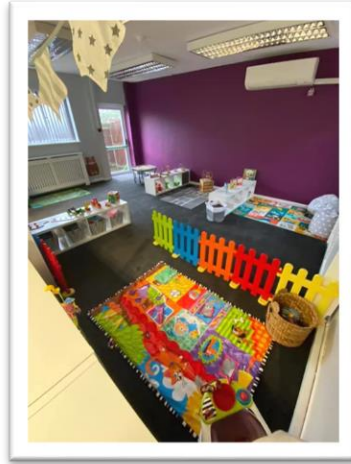
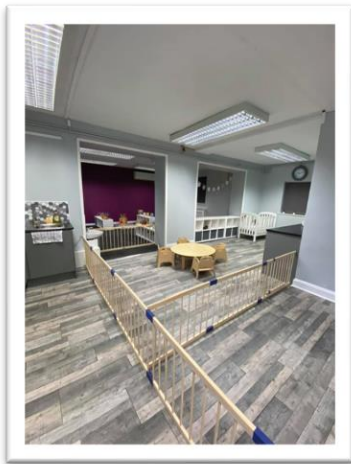
Understanding the world

- past and present
- people, culture and communities
- the natural world

Expressive arts and design

- creating with materials
- being imaginative and expressive

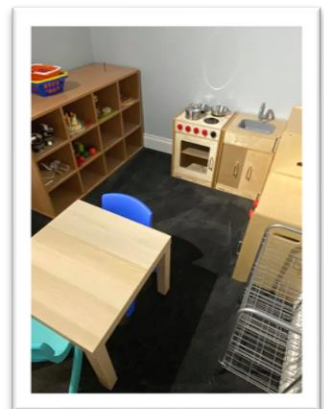
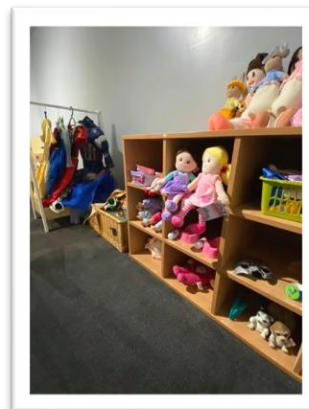
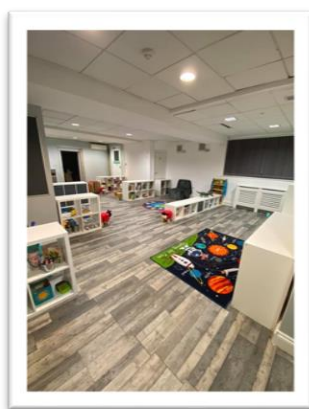
Our Nursey



Welcome to our under 2's room where we care for children aged from 3 months to 2 years old. The large, bright and spacious environment enables each individual child room to grow and develop freely. We have a cosy carpeted area where all children have continuous access to exciting and age-appropriate provision. We also have a wooden floor area where they have access to a variety of messy play activities, supporting each stage of development. Through the rear door they also have access to their own outdoor space.

Our Baby room is located at the rear of the building with its own sleep area and changing facilities. This ensures that each child's routine is mirrored whilst in our care which supports the transition from home into nursery. Each child's needs are carefully assessed and through working with all parents/carers we ensure we always provide the best possible care for each individual child. Each day a 'daily record' sheet is completed with information about your child's day for you to take. We continuously review each child's needs and development, working with the parents/carers through verbal hand overs, all about me documents and care plans which are completed and reviewed regularly to ensure we can provide the best possible care.

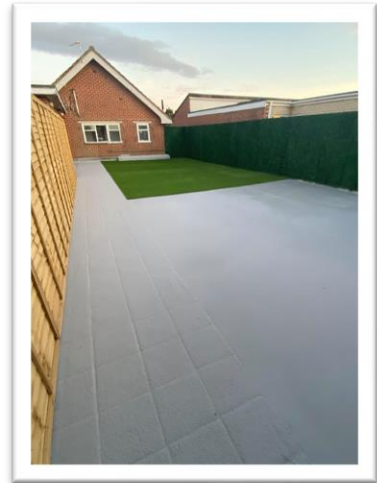
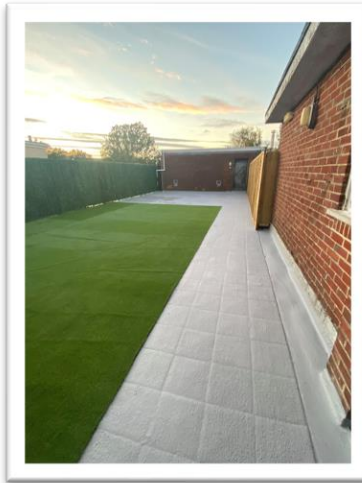
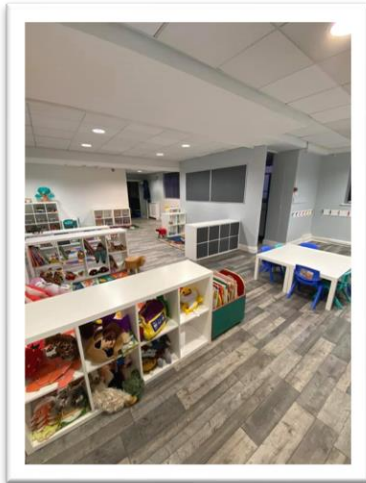
Pre-school Room



Welcome to our pre-school room where we care for children aged from 2 years to 5. The children have a variety of rooms and spaces available to them including: a self-contained art room, where they can explore their artistic ability, develop their senses through a range of messy play activities and self-select a variety of resources. A role play room filled with a wide range of provision to spark their imaginations. A sensory room for them to experiment and explore with lights and activities. In the main pre-school room they have access to a construction area, small world corner, exploration area, mathematics corner and cosy reading area.

The toilets are conveniently situated at the heart of this area helping to promote their independence with toileting knowing theirs always an adult nearby.

The children also have access to a large roof top garden.



Local Outings

We are very lucky to be located in Ferndown town centre, and have lots of different places close by! We will familiarise the children with their local environment and take them out to the local shops to buy their fruit, visit the park, explore for natural resources and go to the post office to post letters.

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement
- active learning - motivation
- creating and thinking critically - thinking

We aim to provide for the characteristics of effective learning by observing how a child engages with learning and being clear about what we can do and provide to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them. We use information that we gain from observations of the children, to understand their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We may make periodic assessment summaries of children's achievement based on our on-going observations. These help us to build a picture of a child's progress during their time with us and form part of

children's records of achievement/learning journeys. We undertake these assessment summaries at regular intervals, as well as at times of transition, such as when a child moves into a different group or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observations carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Learning journeys/Tapestry

We use an online learning journey called tapestry to keep a record of achievement for each child. Your child's learning journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record and we encourage your input; you will be able to access this from home via a computer or smart phone.

Clothing

At Ferndown Day Nursery we promote learning and exploring through play. This can sometimes involve getting very messy or dirty. We will of course take precautionary measures to protect your child's clothing and provide aprons where necessary. We request that your child always has a spare set of clothes and appropriate clothing dependant on the weather.

Come rain or shine we always enjoy our outdoor space. In the warm weather we ask that you provide your child with a sun hat. The nursery provides sun cream which is water resistant, hypo-allergenic and SPF factor 50, although if you prefer you may provide an alternative brand. We will of course ensure your child is protected with the sun cream you desire.

During the cold weather can you please ensure your child has a coat, hat and gloves.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

We also ask that you provide us with a pair of slippers for your child to wear whilst with us, these will need to be named and remain at the nursery.

Uniform

We are currently sourcing a uniform supplier

Personal Items

We understand that children have comforters and toys they wish to bring into nursery. This can support your child during their transition; however, nursery is a very busy place and sometimes items may get lost or broken. Please ensure that any toys which are valuable or very special are not brought into the setting, as we cannot guarantee that they will not get broken or lost.

Your child will have their own peg card with their name and picture on to identify where they can hang their bag and coats etc. This is to promote to children who want to bring their personal items into the nursery, that they have a 'safe' place to store their treasures. Where possible we try to store their 'special' toys in their own bag and share them at circle time, however children can have their 'special' toy or comforter if needed at any time

Booking your child into our nursey

When you enrol, we need to know the sessions and days you wish your child to attend. If you wish to increase the sessions your child attends, we will of course try to accommodate this as soon as possible. If the requested session is not available at the time, your name will be put onto the waiting list. If you need to reduce or cancel any of your child's sessions, four weeks' notice is required in writing.

Settling in

At Ferndown day nursery we pride ourselves on ensuring each individual child has the smoothest transition into the setting, therefore we will work with you to agree the best process for your child. The settling in period is completely free of charge to ensure all children are completely settled before their agreed start date. On the first settling in session, we advise you to stay with your child for approximately one hour. On your child's first induction you will be asked to complete forms and go through the nurseries policies and procedures. From then onwards your child's key person will work with you to increase the times your child spends at the nursery until fully settled into the setting. This is a vital process which we feel should not be rushed, however alternative settling in may be considered and accommodated with the Manager's consent

Key person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, they will help your child to settle and throughout your child's time at the setting, they will help your child to benefit from our activities.

Snacks and meals

Breakfast	Variety of cereals, toast, crumpets and porridge.
Morning Snack	A selection of fresh fruit
Lunch	Please provide a packed lunch from home
Afternoon Snack	A selection of fresh fruit
Light Supper	Wraps, sandwiches, beans on toast, crackers

Milk is provided at breakfast, morning and afternoon snack, water is provided at all other meal times and throughout the day. We encourage all of our children to sit together around the table at meal times. Staff model positive body language and communication during this period and encourage manners. We provide cutlery and cups depending on the age and stage of development of each child and provide opportunities for each child to meet their next steps with regards to self-help skills and feeding.

Existing Injuries and accident forms

Any accident that occurs on the nursery premises will be documented on a Accident Form. If appropriate to do so, we will telephone and inform you of the injury. If your child arrives to nursery with an existing injury this will be recorded on a home accident sheet in line with the nursery's policies and procedures.

Sickness/Absences

Full fees are payable for sickness, absences and holidays. No charges apply to nursery closure, i.e. bank holidays. We display a sickness information and guidance poster in the entrance hall where you will find all the legislation with regards to incubation periods. For example if your child has sickness and/or diarrhoea, they must be clear of all symptoms for at least 48 hours before returning to nursery. This is to ensure your

child has made a full recovery and to prevent further illness within the setting. If you are ever unsure, please contact the nursery.

Emergency Contacts

We require a minimum of 2 emergency contacts to be given on your child's personal record. The 2 named persons will be contacted if parent/carers 1 or 2 are unreachable

Medication

Ferndown day Nursery has a very strict policy on the administration of medication. We are happy to administer any prescribed medication which is still contained inside the prescribed box and/or has the prescribed label on. It is a requirement that the Administration of Medication Sheet is completed and signed by yourself and a staff member before we can administer the medication. The medication will be given in line with the nursery's Medication Policy and the directions on the prescribed label. Unfortunately, we are unable to administer any medication which is non-prescribed with the exception of nappy creams etc.

We have our own supply of Calpol and Piriton on the premises, this will only be administered in exceptional circumstances and after verbal consent is given. If your child has a high temperature the Manager/Deputy will contact you/the emergency contact to inform you that your child has a temperature, then you may advise the officer in charge to administer Calpol, a nonprescribed medication, to your child. A 'Calpol Medication Form' will be completed and the medication will be administered and witnessed by first aid trained staff. You will be requested to collect your child and if necessary seek further medical attention. It is our policy that if a child is unwell they cannot be cared for by us. With regards to Piriton medication, this will be administered only with your prior written permission. If your child starts to display signs of an allergic reaction we would try wherever possible to contact you before administrating the Piriton. The same procedure as above would be followed.

Late Collection/Insurance

Due to staffing ratios set by law and insurance, late collection fees apply. It is the law that if a child is not collected and you are not contactable after 6.15pm, the nursery is required to contact Social Services Department.

A £5.00 fee will be payable if the late collection is after 1.00pm on any morning sessions or after 6.00pm on any afternoon or full day sessions and a further £5.00 for every 15 minutes after 1.15pm and 6.15pm. If you are aware that you will be late collecting your child, please inform us as soon as possible.

Opening Times, Fees and Funding:

Early Start Day:	7.30am – 6.00pm	£57.75
Full Day	8.00am – 6.00pm	£55.00
Morning Session	8.00am – 1.00pm	£27.50
Afternoon Session	1.00pm – 6.00pm	£27.50
Preschool Day	9.00am – 3.30pm	£35.75
All Hours are charged at a flat rate of £5.50 Flexi hours (available on request subject to staff ratios)		

Ferndown Day Nursey offers a 5% discount for children who attend full-time and a 5% sibling discount is applied for any additional children who attend the nursery on the same session.

All fees are due on the 1st of the month for that month and are payable by standing order/cash or bank transfer.

A £50 deposit is required on booking your child's place at Ferndown. The deposit is retained in full until your child leaves the nursery, i.e. to go to school or until four week's notice has been given and final payment of fees received. If you are only using government funding deposit is not payable.

We are open for 50 weeks each year, closed for two weeks at Christmas and all bank holidays.

A limited number of term time spaces are available

Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk to the nursery manager: Sade who will be able to assist.

Funding for two year olds-

Depending on your personal circumstances, your child may be entitled to 2-year-old funding. For more information, please have a look at: www.dorsetforyou.com/twoyearolds to find out if you are eligible. If so you can apply online or call: 01305 221066 for more information. Some parents will also be issued with a 'Golden ticket' directly from Dorset County Council. This automatically confirms your eligibility to receive the 2-year-old funding

Funding for three and four year olds

All families with a 3 and 4 year old child are eligible for the universal funding offer of up to 15 hours a week term time or a total of 570 hours taken throughout the year. this can be used term time or stretched over 50 weeks. (A child becomes eligible for the funding the term after their 3rd birthday).

Tax-free Childcare and 30 Hours Funding

Tax-free childcare and 30 hours childcare are two separate government schemes, to help parents with the cost of childcare. To qualify for either scheme, parents must be working and each earning at least £120 per week (on average) and not more than £100,000 per year. Parents can use Tax-Free Childcare alongside the 15 and 30 hours funding but can't use it at the same time as they receive childcare vouchers, universal credit or tax credits.

Tax-free childcare

Parents are able to open a new childcare account and for every £8 you pay into your account; the government will pay in an £2. You are entitled to receive up to £2,000 government support per child per year towards your childcare costs. Payments to the nursery are then made directly from this account

30 hours funding

The extended entitlement for 3 and 4 year olds will support parents to get back into work, or work more hours. If you are eligible, you can get an additional 570 hours funding a year, so 1140 hours in total either taken as 30 hours per week term time or stretched across the whole year.

Tax credits and universal credits for childcare

Depending on personal circumstances some families will qualify to receive either tax credits or universal credit to help with the cost of childcare

Policies

Our staff can explain our policies and procedures to you. Copies of which are available via the website or within the setting.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data that we collect is:

1. processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed
4. accurate and, where necessary, kept up-to-date
5. kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed
6. processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure that people looking after children are suitable to fulfil the requirements of their role and help to protect children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies, when necessary, to help families in difficulty.

Special educational needs

To make sure that our provision meets the needs of each individual child, we take account of any special educational needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is Sade Haskell

Starting at our setting

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting, we strongly recommended at least one settle session of one hour alongside a parent.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or to respond to any questions.