

# Kinder Care Day Nursery



## Early Years Foundation Stage Handbook

### Kinder Care Day Nursery

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## Our story

Here at Kinder Care, our story started in March 2007. Prior to this, Kinder had already established two nurseries in Birmingham. Kinder is a family run business, we believe that each child, with differing needs and interests, should be loved and supported as they grow.

Kinder Care aims to include parents/carers on the most important decisions at nursery. This is so that you become a part of your child's beautiful journey. All activities are carefully planned around the children's natural interests in order to promote their learning and development. Staff observe, assess all children in their care and complete a detailed development records; which are shared with parents on a regular basis.

Choosing the right day care for your child is a vital decision, this is why we work closely with our parents to ensure that their children have the best start possible. We have an extremely successful partnership between parents, children and the nursery in order to achieve the very best care and education for each individual child. We believe that a positive nursery/parent/carer relationship will enhance a child's time whilst here at Kinder.

## Our Team

Name	Job Title
Satvinder Saul	Manager
Afreen Akhtar	Deputy Manager
Sayedda Rukaiya Maulana	Deputy Manager
Aneaka Saeed	Deputy Manager
Louisa Ball	SENCO/ Nursery Practitioner
Rumana Akhtar	Nursery Practitioner
Zahraa Ali	Nursery Practitioner
Fatain Fatah	Nursery Practitioner
Afia Ahmed	Nursery Practitioner
Robia Hussain	Nursery Practitioner
Rebecca Hewson	Cook/ Domestic

## **Admission and Withdrawal of Children from the Nursery**

We operate an inclusion and equality policy and ensure that children have access to nursery places and services irrespective of gender, race, religion, colour or creed. Before your child starts attending nursery, parents/carers must complete and sign a registration form. This provides the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, doctor's contact details, health visitor contact details, allergies, parental consent, vaccinations etc.

We offer free nursery education places for three to five-year olds for 15 hours per week, subject to availability. These places will be allocated on a first come first serve basis and can be booked a term in advance. Funded places are offered termly, beginning of the term following your child's third birthday.

If you wish to withdraw your child from the Nursery, or reduce the number of sessions attended, two weeks written notice is required.

## **Settling in**

Our experience leads us to believe that children benefit greatly from a gradual introduction to their new environment. Attending a new nursery for the first time is a very big step in children's lives, even if they have previously been cared for by a child minder, or other nursery. Becoming accustomed to new people, physical surroundings and routines can be disorientating. To aid this transition, it is important that you maintain a calm and reassuring manner and that you are available to stay for the first visit, either in the room with your child, or on call. Please feel free to bring a home comforter for your child and something to offer reassurance.

Once settled, children normally attend nursery happily. However, when a child moves rooms, circumstances change at home, or after a prolonged absence, you may find that a resettling period may occur. Sharing information to help us gain a full understanding of the situation means we will be able to work effectively to assist them through this phase. Our aim is to help you and your child become settled as quickly as possible and to help your child develop a positive attitude towards the nursery. We want both of you to feel happy and secure.

## **Curriculum**

We provide a wide range of activities in bright, spacious rooms. In addition to more traditional pursuits, we have IT equipment with a range of educational software specially chosen to be the perfect complement to the rest of the curriculum. Children are encouraged to choose their own activities, and are free to move around the room and are encouraged to make choices and to share equipment, all of which boosts their early social development and self-confidence.

Our approach is very practical and sensory-focused, enabling children to learn through experience and impressions; they are guided rather than taught, which stimulates their intellect and promotes

cognitive skills, such as the ability to classify experiences. In this way a child's understanding of the world is built up, rather than imposed, and this is a great advantage to their development.

Our large outdoor and indoor play areas enable children to develop a wide range of transferable skills. We embed activities that allow all children to explore, flourish and be creative. Kinder Care has always been a diverse and integral part of our local community. The wide range of activities which promote your child's physical, intellectual, emotional and social skills as well as language development. These skills will be developed through both organised and child-initiated play which stimulates initiative and imagination. Our highly qualified and experienced staff will ensure that all children access a great quality of care and security throughout the year.

The Early Years Foundation Stage is the curriculum for all nurseries and pre-schools registered with Ofsted. This curriculum not only sets the educational criteria for the learning and development of babies and children up to the age of five years but also shapes the high standards of practice.

'Every Child Matters' outcomes:

- Staying safe
- Being healthy
- Enjoying and achieving
- Making positive contributions
- Achieving economic well-being.

It is a framework which we at Kinder embrace wholeheartedly, from activities, resource and staff training through to policies, practices and leadership.

"A child's experience in the early years has a major impact on their future life chances. When parents choose to use early years services, they want to know that provision will keep their children safe and help them to thrive. The Early Years Foundation Stage is the framework that provides that assurance."

DFES, 2007

Another key aspect of the Early Years Foundation Stage is the ratio between staff and children, and as you would expect, Kinder complies with the statutory requirements and in many instances, exceeds them by having a higher ratio of staff to children. This means that your child will not only benefit from individual staff attention and monitoring but also a real opportunity for the staff to get to know your child and to find the best way to help them develop.

### **How will my child be learning?**

The Foundation Stage Curriculum is designed to allow your child to learn through first hand experiences and active exploration. It supports and extends the children's knowledge, understanding and skills. Your child will be learning skills acquiring new knowledge and demonstrating their understanding through areas of learning and development.

Children should mostly develop the three prime areas first.

These are:

- Communication and Language
- Physical Development.
- Personal Social and Emotional Development

As children grow the prime areas will help them to develop skills in 4 specific areas.

These are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

### **How can I find out how my child is getting on a school?**

It is important that you and the staff caring for your child work together, and you are welcome to come and talk to staff about your child at the beginning and end of the daily session. The nursery will give you a report of your child's progress, including information from his or her keyworker. You can talk to your child's teacher at Parent's Evening.

### **Opening Hours, Holidays and Closures**

The nursery opens from Monday to Friday from 8am to 6pm. Parents are requested to arrive by 5.45pm at the latest so that the premises can close promptly at **6pm**.

Children who attend for Nursery Education Funded places may be able to choose from morning or afternoon sessions, depending on availability.

Nursery closes early on Christmas and New Year's Eve and is closed on National Bank Holidays.

### **Our sessions**

Our session times and prices are as follows:

#### **Half day sessions at £30.00**

- Morning sessions are from 8am-1pm
- Afternoon sessions are from 1pm-6pm

#### **Full day sessions at £45.00**

- Sessions are from 8am-6pm

## **Payments**

On registration, your child's fees will be discussed with you at the current rate. Fees are paid every Monday morning. A late payment fee applies if the fees are not paid on time.

If your child is absent from Nursery on days where sessions have been booked, (whether because of illness, holiday or unplanned changes to arrangements), full fees must still be paid as the Nursery is unable to recover expenses by offering places to other children.

## **Childcare Vouchers**

The Nursery is registered to accept childcare vouchers which can be obtained via an employer where a parent is employed.

## **Early Education Entitlement (EEE)**

This is provided from the DfES through the LEA and is claimed for on your behalf. You will be asked to sign a declaration that confirms that your child is attending this particular setting. All children are entitled to this funding from the term following their third birthday. Children attending for these sessions are provided with a snack (fruit/toast) for which there is a charge of £1 per week.

## **Tax Credits**

The Working Tax Credit is now available if you work 16 hours or more a week. Contact the Inland Revenue for more information on 0845 300 3900.

## **Meals**

Our menus have been nutritionally analysed using the 'Eat Well Plate' to ensure we provide a balanced and varied diet. We work within the Safer Food, Better Business Initiative and are subject to checks from Environmental Health. Once again have a food hygiene rating of 5. We offer a pesco vegetarian diet which includes fish. Meals are prepared on site, providing a varied and nutritious menu. Breakfast is a choice of cereal or toast.

## **Registration and Inspection**

The Nursery is registered under the Children Act 1989 and the Ofsted Childcare Standards 2000. We are also registered to accept Nursery educational funding.

Ofsted inspects us regularly. The Certificate of registration is displayed on the parent's information board and a copy of the inspection report is available on request or on the website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## Policies and Procedures

As part of the registration process, we are required to prepare a number of policies for the smooth running of the Nursery.

A complete set of policies is available for you to read on the parent's information board and includes:

- Concerns around person's in a position of trust policy.
- Conduct of staff within the nursery policy
- A good practice in child protection policy - a framework for voluntary and independent organisations.
- Special educational needs and disabilities policy
- Statements on child protection policy
- Safe guarding children policy
- No jewellery policy
- Settling in policy
- Missing child policy
- Statement of parent as partners policy
- Uncollected children policy
- Infection control policy - hygiene in the kitchen
- Infection control policy - babies hygiene
- Visitors to the nursery policy
- Student on placement policy
- Behaviour management policy
- Administration of medicine policy
- Staffing and employment policy
- Sick children policy
- Inclusion policy
- Key worker policy
- First aid policy
- Fire safety policy
- Equal opportunities policy
- Confidentiality policy
- No alcohol drinking policy
- Lock Down Policy

## Procedures

- Nappy changing procedure
- Hand washing procedure
- Cleaning of bodily fluids

- Grievance and complaints procedure
- Exclusion procedure - for illness/communicable disease
- Staff disciplinary procedure
- Cleaning of toys procedure

Our policies are intended to act as guidelines for good practice and are in place to ensure the well-being of the children. However, they are considered to be working documents and as such are subject to change to meet the demands of changing conditions or attitudes.

## **Illnesses**

We understand that you have work/study responsibilities and are confident that you will appreciate our responsibility towards the health of all of the children. If a child becomes ill while in Nursery, we will notify you and ask you to collect your child as soon as possible. It is therefore very important that you advise us of any changes to your contact details as soon as they occur. A list of childhood diseases and their exclusion periods can be found in the Nursery policy folders which are on display in the entrance hall and a further copy is held in the Nursery office.

## **Administration of medicine**

We are only able to administer medicines that have been prescribed by your child's GP or over the counter. If your child needs medicine while in Nursery you will need to complete a medication form at the beginning of each day and to sign it when you collect your child to ensure that you are aware of the medicine given to your child on that day. If your child has been prescribed antibiotics, they should not attend Nursery for at least 48 hours and then only return to Nursery as normal.

## **Accidents/ Incidents**

Each member of staff holds a recognised first aid certificate that specialises in care of babies and young children; these are renewed every three years. Although every effort is made to ensure your child is kept safe, accidents do happen. If a child is involved in an accident, emergency first aid treatment will be given, an assessment of the child's condition made, and an account of the accident and treatment given will be recorded in the accident book.

When you come to collect your child, you will be informed of the accident and asked to read and sign an accident form. Should a child be involved in an accident that requires hospital treatment you will be informed immediately and arrangements will be made. In all instances where it is felt necessary to take a child to hospital an ambulance will be called. Nursery staff will act in loco-parentis (in the place of parent/carer).

## **Child Protection**

We are required by law to inform the relevant agencies of any concerns that we have about a child who is or may be at risk of harm. Should this occur you would be informed by the Nursery Manager of

our concerns and the actions to be taken. Nursery staff will then support you and your child in any way possible. Nursery staff have received Child Protection training by the local Area Child Protection Committee which is regularly renewed.

## **Outings and Visitors**

We aim to provide our children with experiences to enhance their learning and knowledge of the world. As well as arranged and trusted visitors, such as owners of unusual pets or the police, we take the children out into the local environment. For example: we may visit shops, the aquatic centre or go on a bus ride. Children interested in animals, have been taken to the farm or zoo and those demonstrating growing physical skills may visit a soft play area or park with more challenging apparatus.

## **Parent/Carer Involvement**

Parental partnership is strongly encouraged by the nursery. Each child has been allocated a **key worker** for assessment purposes but because of staff shift patterns you may not see your child's key worker every day. We try to keep parents as up to date with what is going on in the Nursery as is possible. We do this by sending out monthly newsletters or by putting up posters and notices.

### **As a Parent or Carer, how can I help my child?**

The Foundation Stage Team recognise the significant role you play in educating your children and the importance of an effective partnership between home and school. All the fun activities you can do at home with your child are important in supporting their learning and development. If you make the time every day to do some of the following things it will make a real difference to your child's confidence as a learner.

*"A child's experience in the early years has a major impact on their future life chances. When parents choose to use early years services, they want to know that provision will keep their children safe and help them to thrive. The Early Years Foundation Stage is the framework that provides that assurance."  
DFES, 2007*

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We are regulated by **OFSTED**

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