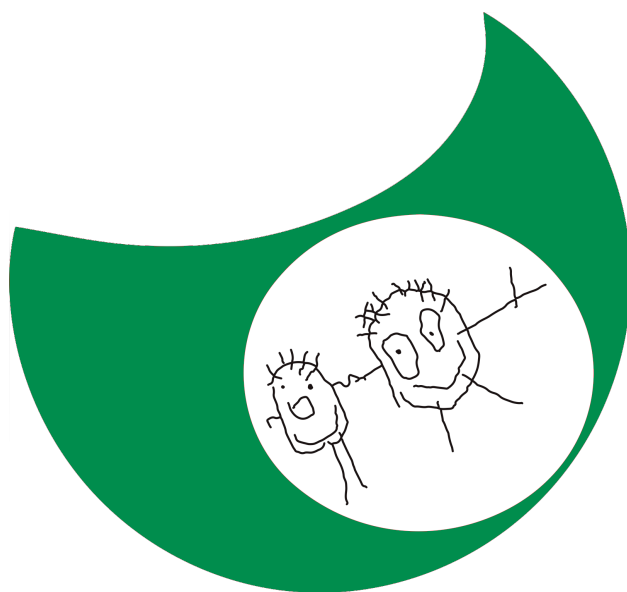


ST ERTH NURSERY



PARENT PACK

St Erth Nursery, School Lane, St Erth, Hayle TR27 6HN

Tel:01736 755690

Email: sterthnursery@tregennanurserygroup.co.uk

OFSTED URN: 2505264

HI THERE,

A very warm welcome to St Erth Nursery. We are a term time only setting operating in the grounds of St Erth Community Primary School. We opened our doors in November 2018 and took over from the previous owners (PreSchool Learning Alliance, *now the Early Years Alliance*, operating as St Erth Childcare Centre).

We hope that your child loves their time spent in our nursery and that they get the strong and necessary foundations to build on skills and knowledge.





ABOUT US

Since we opened in November 2018, we have steadily been changing aspects of the provision to improve outcomes for children. Amongst many other exciting things, we have implemented 'Forest School' and 'Beach School' sessions during the week. In addition to these, we have access to 8 and 17 seater transport provided through The Barn Nursery and Headstart Day Nursery (our partner settings) which we use to provide exciting, challenging opportunities for children in the locality.


"WE'RE ALL ABOUT OUTINGS!"

We love getting out into the community and experiencing what there is to offer. To this end, we are always keen for new ideas for outings: please let us know if there is somewhere that is fantastic to visit!

OUR TEAM

			
<p>Jan Greenfield Owner/Manager</p>	<p>Louise Nines Manager/DSL</p>	<p>Joseph Greenfield Deputy Manager SENDCo/DSL</p>	<p>Katie Dellamuro Senior/SENDCo</p>

	
<p>Stacey Key Person</p>	<p>Alison Key Person</p>

	
<p>Lucy Assistant</p>	<p>Taylor Assistant</p>

OUR ETHOS

We consider our most important role is providing a highly nurturing environment where children are loved and feel happy and safe. Here, we have a strong community spirit and give children opportunities and experiences that are unique. We actively participate in community events.

"IT TAKES A VILLAGE TO RAISE A CHILD"

We recognise that every child is an individual and carefully plan exciting and engaging activities that promote a love for learning for life! Our daily routine is fun and promotes learning through play; in a balance of child-initiated and adult lead activities.

"PLAY IS AT THE HEART OF ALL THAT WE DO!"

We aim to prepare all children to become confident individuals, eager for the next stage in their life; getting ready for school life and beyond!

"WE ARE ALL BEAUTIFUL"

We value each and every child as unique individuals. Our pedagogy centres on children's interests which we use to create exciting opportunities to extend knowledge and understanding in every area of learning

Additionally, we have exceptional links with our neighbouring school:

In the summer term, we take a group of children to visit the reception class each week so that they become aware of their new environment and are prepared for school in the subsequent term.

OUR TEACHING PEDAGOGY

Within our nurseries, you will see that our teaching reflects our commitment to fostering children's interests and curiosities. We help develop children's knowledge and understanding through a balance of adult-led and child initiated activities within an open, well resourced environment; this is to ensure that children are given the best opportunity to succeed and are ready for the next stage of learning. Additionally, we have very close links with our neighbouring school:

In the summer term, we take a group of children to visit the reception class each week so that they become aware of their new environment and are prepared for school in the subsequent term.

We are very outdoor focussed within our nurseries. We like to work closely in the different communities; taking children out of the setting on a weekly basis.

IMPORTANT INFORMATION

PLEASE BE AWARE OF THE FOLLOWING:

Payment

Any sessions/additions to funded places are chargeable and we expect prompt payment. Where payments are missed we may suspend places until invoices are settled.

Add-on sessions (0845-0900/1500-1515) must be paid at the start of each week (unless otherwise agreed - *i.e through monthly invoices*)

Please note: sessions are booked on a permanent basis; where children miss sessions due to illness/holidays, sessions **must still be paid for.**

Account information:

St Erth Nursery	
Account Number:	INFORMATION REDACTED
Sort Code	INFORMATION REDACTED

Children who are unwell

If your child is too unwell to come into nursery, we ask that you inform us at the earliest possible opportunity (via phone/email). Please note that children who have been sick/had diarrhoea **must not come in** for at least 48 hours after their last bout - this ensures the safety of others.

Appropriate clothing

We love to go outside! We ask that you bring your child in with appropriate clothing for the weather:

Welly boots, overalls, gloves, hats and scarves etc. during Autumn/Winter term.

Sun cream during the Summer term.

Changes to places

We work closely with parents to meet both yours and your child's needs. If your circumstances change and you wish to alter sessions, please let us know at the earliest possible opportunity.

Mobile phones

We politely ask parents (and/or whomever is picking up/dropping off children) to leave their phones in their pockets; children & staff will want to talk to you about their (or your child's) day.

We have a **strict** mobile phone policy in place; all **visitors** to the nursery will be asked to either leave their phones/tablets/image taking device in their cars or alternatively, may be left in our office.

We have a zero tolerance policy regarding this.

Alcohol & substance misuse

Should a parent/carer/whomever is picking up children be suspected to be under the influence of alcohol/drugs, **we will not let children go from the nursery as we have a duty of care.**

Abusive/intolerant behaviour towards staff and/or children

Will **NOT** be tolerated & will be reported. In the unlikely event that you have a grievance and/or feedback, we welcome this in a professional manner. Please speak to a manager and we will work to resolve any issues; we have an *open door policy*.

TAPESTRY


Here at the nursery, we use a system called 'Tapestry' to track your child's learning and development. We take guidance from the Statutory Framework for the EYFS to ensure that all children meet appropriate milestones for their ages. Parents can instantly access their child's learning journal at any time from their mobile devices/ computers.

We like to work closely with our parents and carers and encourage you to add photos and videos from home. This is a fantastic opportunity for the children to show us what they have been up while at home or if you have been away; we always encourage children and parents to tell us about exciting things happening at home!

You can access your child's learning journey at any time from home. Simply go to:

www.tapestryjournal.com

Login with your username and password (provided on induction) and you will have full access to your child's records.



The image shows a login page for Tapestry Online Learning Journal. It features a blue header with the logo and title. Below the header, there are two input fields: 'Email address' and 'Password'. A blue 'Log in' button is positioned below the password field. At the bottom, there is a link that says 'Having trouble logging in?'.

If you require any help in accessing your child's Tapestry account, please contact Joe and he'll be happy to help.

NURSERY RULES

We promote fundamental 'British Values' in our nursery which we interpret to mean that our children are:

- Democratic
- Understand rules
- Have freedom and choice
- Respect each other



Additionally, these principles are applicable to all staff, parents and visitors to the setting.

The way in which we cultivate British Values is through our practice;

- Reinforcing our nursery rules
- Encouraging children's choice
- Encouraging independence (accepting that children will say 'no')
- Accepting each others' wishes
- No discrimination

We always promote positive behaviours through reinforcing our nursery rules:

We have and use:



RELEVANT POLICIES

WELCOME AND FAREWELL POLICY

All children, parents, carers and their families (where appropriate) and visitors are warmly welcomed into nursery.

Each child has their own **key person**. Please drop your child to their key person at the start of their session and let them know if there's any relevant information that needs passing on (e.g. if the child is tired, if they haven't eaten yet, etc). As our setting is fairly small your child's key worker may not be available at all times, however, most staff will be familiar with and to your child.

At the end of the session/day your child's key person or another staff member who has been working with them will **feedback** any relevant information to you. Their **Learning Journeys** are available at any time, and we welcome any contributions you would like to make.

In the upstairs playroom, your child's nappy changes sleep times and any other relevant information is recorded.

We operate an **open house** policy once your child starts attending nursery. This means you can call in at any time to collect or visit your child. We are very conscious of **safety and security** and do not allow anyone who is unknown to us to stay on nursery premises unaccompanied. All visitors have to sign the visitor's book which is authorised by a senior member of staff.

We will not allow any child to go home with a person we don't know. All details of adults **authorised** to collect your child must be on their record card. **If someone else will be picking them up please let us know in advance, giving full name, password and a description (or ideally, bring the person in to meet the child's key person)**. Please be aware that only people aged 16 and over can collect children from nursery, unless we have written consent from you. If someone we do not recognise comes to the nursery we will ring you before allowing your child to leave with them.

If you are going to be late collecting your child, please let us know as soon as possible. Charges may be levied at the discretion of the nursery owners. For insurance and staff to child ratio purposes, please drop off and collect your child at their agreed time.

If your child has not been collected by after 4pm we shall make every effort to contact you or the nominated emergency person on your child's record sheet. If by 4:30 pm we have been unable to contact you or a nominated person, and have not heard from you to make arrangements for the collection of your child, we will contact the duty **social worker** at Penzance Social Care Services for their advice and possibly intervention.

UNPLANNED CLOSURE POLICY

We strive to provide high quality child care and education for your child at all times. On occasions there may be circumstances when that quality of provision may be difficult to deliver, for example: if there are severe staff shortages, an interruption to the power supply or adverse weather which makes access to nursery difficult. Should the manager deem it appropriate the following procedures will take place.

Procedure:

- As soon as senior staff become aware of a problem the manager/owner will be informed.
- A decision about whether the nursery should close will then be made. Should it not be possible to maintain minimum standards, as laid down in the EYFS standards guidance 2007, the nursery will close.
- If a decision to close is made all parents will be informed by telephone as soon as possible.
- Should the nursery have to close after the start of a session parents will be contacted immediately. Staff will stay with children until their parent's, or persons nominated to collect their child, have arrived.
- If a limited service is to be operated, children whose parents go to work will be given priority for allocation of places. Grant only children will be asked to stay away until normal service can be resumed.
- Alternative sessions will be offered in lieu of time missed unless the child attends full time where an appropriate reduction will be made.
- In line with LEA policy, this will not apply to Nursery Education Grant (3 & 4 year old funded) places where, unfortunately, if time is lost for reasons beyond our control we cannot make up sessions.

- Only sessions that are funded by the parents will be reimbursed as time in lieu, not the Nursery Education Grant funded part of the session.

SETTLING IN POLICY

We recognise that parents must feel confident in leaving their children with all our nursery staff. Our policy is to make sure the transition from home to school is made as smooth as possible for both the child and parents. That they feel happy and confident when in the care of staff at the nursery.

To accomplish this we shall:

- ✚ Offer a **settling in period** where parents can attend each day with their child. The parent can gradually leave their child for a short period of time each session, increasing this time when both parent/s and the child feel confident.
- ✚ Ask parents to provide a 'settling in' bag or box with familiar items such as comfort toy or blanket, favourite book, bottle, dummy, photo of Mum/Dad, Brother, Sister, or any other item parents feel appropriate.



- ✚ **Reassure** parents whose children seem to be taking a long time to settle into the nursery. It takes some children longer than others.
- ✚ Introduce new families into the group on a staggered basis, for example no more than two new children per day for a week, rather than ten children at once!
- ✚ Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedure aims to help parents and their children feel comfortable enabling them to benefit from the play opportunities on offer.
- ✚ All parents are welcome to **call in** or **telephone** at any time during their child's day at nursery to see how they're getting on.
- ✚ Allocate each child a **key person**. This key person will take a special interest in their key child, providing reassurance, security, safety and continuity of care. S/he will be responsible for planning for the child's level of development whilst also being the first point of contact for the child's parents.
- ✚ See **Key Person Policy**.