



**Committed to high quality care in  
safe stimulating environments**

# **Parent Pack**

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## 1. Our Aims and Philosophy

- We aim to provide the highest standard of care.
- We aim to work in partnership with parents and their families.
- Positive self esteem and independence skills are promoted through positive praise, encouragement and confidence building.
- We will encourage and promote positive attitudes and raise awareness of all groups within our society.
- We aim to cater for the individual physical, psychological and cultural needs of our children, taking account of their religious requirements.
- Our "Investor in People" award forms the basis for developing our staff development strategy. We have a team of well qualified, motivated staff who are part of a continuous personal improvement programme designed to ensure the highest standards of care are delivered.





## 2. Our Nursery Care and Education

All our toys and equipment have been carefully selected to cover numerous areas of your child's development, these include; Creative, Construction, Exploration, Imaginary, Information Technology, Large and Small Movement, Literacy, Mathematics, Music and Science for both inside and outside play.

We follow the EYFS which is broken down into: A Unique child, Positive Relationships, Enabling Environments, Learning and Development.

The six main areas of the curriculum we follow are:

- Communication, Language and Literacy
- Problem solving, reasoning and numeracy
- Personal, Social and Emotional Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

All these areas will be taught through play based activities Safe 'n' Sound take children from six weeks to five years. We also offer out of School / School holiday care catering for children up to 14 years. The nursery and out of school club are open Monday to Friday excluding bank holidays.

### Safety

Safeguarding is paramount in the nursery. All new practitioners have to have a statutory criminal record check and three references are sought. They also undergo compulsory safeguarding training and the Manager is trained to level three. The nursery has a secure thumb identification system to enter the building and all parents are asked to inform the setting of any different people who will be collecting their child. Any visitors to the setting are asked for identification.





### 3. Partnership with Parents

Parents are children's first educators and at Safe 'n' Sound we believe that working together is paramount. We hold a parents forum every term and during the forum parents and practitioners have the opportunity to discuss upcoming events, achievements and developments to the setting. Parents are asked to abide by the nurseries policies and inform us of any changes that may affect their child such as diet or health issues. The nursery manager and key person is available each day should you have any queries. The setting has parent's evenings, parent visitor sessions and provides a newsletter every two months to ensure parents are kept up to date with relevant information. Parents are encouraged to read their child's profile and complete parent comment sheets monthly.





## 4. Starting Nursery

Starting nursery for the first time can be difficult for both parents and children often because of what we do not know. When first looking around the nursery please ask as many questions as you wish. At Safe 'n' Sound we feel there is no question too trivial when it comes to the happiness and welfare of your child. Once your child is due to start nursery we recommend that he / she has a few short trial runs before they really 'have' to be left. We also say to parents that if their child has a special object (no matter what it is or how old the child) please let them bring it in, at least for the first few sessions, it can make all the difference.

Leaving a child for the first time can also be upsetting for the parents and at the nursery we understand this. You are welcome to telephone at any time during the day to check on your child and we are also happy for the parents of young babies to visit them in their lunch hour if they wish and for breast feeding mothers to come in and feed. If there is anything else you would like to know about the nursery or if you would like to come and look around please phone us and we would be happy to discuss your requirements.

### Meals

Our meals are prepared on site daily using fresh ingredients by our nursery cook. The menu is designed to give a nutritious well balanced diet. Vegetarian options are available and individual special dietary needs are catered for.

### Drinks

Water and Milk are provided throughout the day

Meal times are a time when a child's social skills can be developed and staff aim to encourage this in addition to ensuring the children receive adequate nutrition.

### Babies 0 - 2 Years

The aim for this group is to provide a relaxed caring atmosphere in which the babies can explore and find out about themselves and the world around them. Activities are planned to provide sensory equipment to stimulate and encourage development. For this age group there is a designated nappy changing area and separate milk kitchen. We provide full sized cots, flat beds and rockers in which the children can have their daily sleeps. Each child has their own bedding, basket and peg. The babies also have their own cups/bottles for water which are





offered to them at regular intervals throughout the day. A development file for each child is kept next to their baskets and at the end of each day you will be given a diary sheet which will provide you with a record of your child's day. Additionally there will be a member of staff available to discuss all aspects of your child's day. Activities are planned alongside the children's interests and development needs. Within the baby room we always try to follow the routine of the individual baby and will provide private areas for any mums wishing to feed their babies themselves.

Your child will move into the baby toddler group when he/she can walk, they may be just under or over 12 months as all children develop at different rates. The children will still have a basket, diary sheet and a developmental file and staff members will be available to discuss aspects of your child's day. During time in this group they will be introduced to singing and music time, as well as messy play activities, this may be the first time your child experiences some of these activities and with the help of the staff these will become enjoyable experiences. Children at this age will also have the option to participate in social time, this is a simple free choice group time, if children do not wish to participate they have the option to play with the toys instead. Painting, sticking and gluing are encouraged but at this age children tend to investigate the materials with their hands and are learning the movements needed to make simple marks on paper rather than focussing on making their picture pretty. There is a wide selection of free play toys available including jigsaws and Duplo. Activities are planned alongside the children's interests and development needs. In the baby toddler area we still always try to follow the routine of the individual baby. The baby room children visit the field on a regular basis with prior permission from parents. Parents are welcome to visit or ring at any time.

## Toddlers 2 - 3 Years

The main aim with this age group is to gradually encourage your child to become an independent individual. A daily routine is followed which includes story time, singing time, weather board, emotions board, group times, free play times and outside play times. The toddlers all have their own drink bottles made available to them throughout the day. There is a variety of free choice toys and messy play available and activities are planned alongside the children's interests and development needs. The toddlers have their own drawers in which their individual development files are kept. At the end of each day you will be given a diary sheet which will provide you with a record of your child's day. Additionally there will be a member of staff available to discuss all aspects of your child's day. Group times are more structured but are planned so that the children enjoy carrying out the activities planned. The activities are often planned directly from what has been observed that the children enjoy such as baking or painting etc. The activities are structured to help build children's confidence with areas such as colour, shapes and number recognition.





## Pre-school 3 – 5 years

All toys and messy play are free choice within this room, a free flow system is operated where the children, when reasonable, can choose if they want to play outside or inside. The activities are more in depth and become more challenging but the children's interests are still incorporated into them. In this room children become more involved in the planning, they will be asked what activities they would like to do and their ideas are then planned into the activities. The children also help to plan the room rules. Pre-school children regularly access the field and take part in a variety of extra curricular clubs including gardening, woodwork, cookery, animal and gym. This encourages children to learn skills they need for school such as putting on their own gym clothes. This will also increase confidence when they start school and will provide a smoother transition. Pre-school children use 'Jolly Phonics' more in depth and will focus on particular letters; they will also have a termly challenge such as 'table manners'. These are displayed on the board outside the pre-school room door. The children have their own water bottles which they have access to throughout the day and there is a 'snack bar' made available so children can help themselves to a healthy snack of fruit or salad if they feel hungry between meal times. All rooms follow the EYFS (Early Years Foundation Stage) which is broken down into 'A Unique Child', 'Positive Relationships', 'Enabling Environments' and 'Learning and Development'. This curriculum is produced by the Government and is designed to provide the basis for smooth transitions from room to room and then to school. The main focus of the EYFS is to observe children, to assess their interests and where their levels of development are. The children's interests should then be used to plan activities which stimulate and challenge the children in order to progress their learning further.





## 5. Practitioners

The nursery and out of school club has a staff structure led by an overall Co-ordinator, Nursery Manager and two Deputy Managers, one in the nursery and one in the out of school club. All staff have appropriate qualifications with five holding degrees and the rest of the full time staff holding a minimum level three child care qualification and all having a wealth of experience. On joining our team all staff embark on a continuous programme of personal development to ensure they are always providing your children with the highest level of care possible. Each room has a room leader who holds a Degree and is responsible for the running of the room, the staff and the children within the room. Each child is assigned a key person who will monitor their progress and maintain development records. This ensures there is always someone able to keep you informed of the day to day issues regarding your child. On a more formal note regular parent's evenings are held where you can discuss your child's progress in more detail.

The Staff ratio is:

- 0 - 2 1 member of staff to 3 children
- 2 - 3 1 member of staff to 4 children
- 3 - 5 1 member of staff to 8 children
- 4 - 14 1 member of staff to 8 children

The nursery manager is responsible for the day-to-day running of the nursery, leading the team and ensuring practitioners embark on the relevant training.





## 6. Out of School Club

### Activities

We have a large range of equipment / activities including computers, games consoles, T.V., board games, construction activities, team games, music, drama, art & craft. Trips will be organised in the holidays to include places of particular interest such as theme parks, cinema, leisure centre, bowling, Fun Junction, museums, walks, treasure hunts and other exciting activities. We also organise themed days for particular occasions such as Halloween, Easter and various charity days. Sessions are organised to provide both structured activities and free choice. Within this we have such activities as Gardening Club in which the children can experience 'hands on' the growing of various plants. Please see the web site for the photo galleries of our latest trips.

### Meals

Fresh fruit, sandwiches and drinks are offered in the after school session. A two course freshly prepared cooked lunch is supplied during the holidays.

### Admission

To register your child please contact us on 01482 871953 / 07818063792 or call in and have a look around. We are registered with Ofsted, if you would like to view our Ofsted inspection report, or our clubs policies, please don't hesitate to ask.

### Transport

All vehicles used to carry children are fitted with suitable safety seats and the mini bus drivers have PSV licenses, which is a legal requirement, but only adhered to by a small number of providers.





## 7. Policies and Procedures

We have Policies and Procedures for the following: -

- Admissions Policy
- Administration of medicine policy
- Behaviour Policy
- Disciplinary procedure
- Complaints Procedure
- Equal Opportunity
- Inclusion Policy
- Parental Involvement
- Sick child

Our Policies and Procedures are reviewed on an annual basis.

Please ask Kerry if you would like a copy of any of our policies or procedures.

## 8. Childcare Vouchers

Did you know you can save money on your childcare with childcare vouchers which can be accessed through your employer?

By using childcare vouchers to pay for your childcare you could save up to £1196 per year since the vouchers are exempt from Tax and National Insurance. This represents a potential family saving of £2393 per year.

Vouchers are available from a number of suppliers and may be used at any childcare establishment as part payment for your childcare costs.





## 9. Check List

Please use this check list below to help you find the right nursery and Out of school club for you and your child.

1. Ask about security inside and out. Are there intercoms and access control systems on the entrances or can anyone gain access?
2. Are all policies and inspection reports displayed or accessible? It is your right to have access to these?
3. Are the children happy in a relaxed atmosphere?
4. Are all staff friendly and approachable and their qualifications available for you to see?
5. Are there adequate staff on duty or are staff made up with students? If so this is illegal.
6. Are there policies and procedures in place in the pre-school room to facilitate a smooth transition from nursery to school for your child?
7. Does the nursery operate an equal opportunities policy?
8. Do children have their own personal development file? Ask to see an example.
9. How much children's art work is on display?
10. Are there extra costs e.g.. for meals, snacks, nappies etc or are they included in the daily fee?
11. Does the nursery have an out of school club attached to provide continuity of care/staff when your child/children go to school?
12. Are any vehicles used to transport children fitted with appropriate safety seats?
13. Do drivers hold appropriate driving licence's and have valid insurance?, Not all clubs employ mini bus drivers with PSV licences and this could effect their insurance. Ask to see a copy of the drivers licence to be sure.
14. Do the children have the opportunity to experience a mini farm with a range of farm animals and plants on a daily basis?

Not all of the above are legal requirements but WE believe they are good practice

We advise you visit several nurseries before making your choice. Although Ofsted are ensuring minimum standards are achieved you will find a wide variation in the quality of child care provision between nurseries.

