



# LITTLE DARWINS NURSERY



## Prospectus 2017

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# Welcome to the setting

Little Darwins is a full day care nursery set in extensive grounds and surrounded by Essex countryside. The nursery is situated next to Rettendon School which is located between Chelmsford, Woodham and Wickford on the old A130.

The nursery is open from 7am to 7pm 51 weeks per year and offers a range of care packages including:

- Full day care for babies from 3 months through to school transition
- Sessional care
- Term time only packages
- Wrap around (school day) care
- Holiday club
- 2, 3 and 4 year old funded places available.

The children are cared for by qualified early years practitioners who are trained to recognise the developmental needs of your child and create a safe, challenging and stimulating environment.

## Our Vision

We strive to continually raise the standards in all aspects of Early Years teaching and learning, ensuring all children progress and develop by embracing a broad range of key skills and the ability to be independent and committed children with ambition to succeed.

**At Little Darwins we continually aim to:**

- Care for and educate children intellectually, socially, morally, aesthetically, physically and spiritually
- give instruction in the basic skills of communication, numeracy, ICT, collaboration, problem solving & thinking
- encourage the emotional development of all children, so that they will take their place in society and contribute to it
- instill in children a sense of decency, commitment, self-reliance, responsibility, respect for others and healthy self-esteem
- encourage an adoption of a healthy diet and lifestyle

- create an atmosphere that is relaxed but purposeful and facilitate the achievement of these aims by forming the best possible relationships between practitioners, children, parents and others.

## Staff Structure

Jacque Barber (Head Teacher)

Sharon Marsh (Early Years and Curriculum Advisor)

Stephanie Mottram  
Nursery Manager

<i><b>Explorers</b></i>	<i><b>Innovators</b></i>	<i><b>Club Darwins</b></i>
<p>Chloe Warner Eleanor Bowen Tracey Moulding Lucy Bedford Rebecca Earp Lisa Brown Ashlie Lewington</p>	<p>Lucy Cook(Deputy) Rebecca Weiss Stephanie Bryant Chloe Fullerton Sarah Copsey Rebecca Earp Zanne Hunter Joanne Hemmings Sascha Goodman Marissa Parmenter Yasmin Smith Susan Simmons Jackie Smith Lynn Pethers Rebecca Goodhead</p>	<p>Sascha Goodman Isobel Chandler Ashlie Lewington</p>

<i><b>Admin</b></i>	<i><b>Hospitality Assistants</b></i>
<p>Tanya Sewell Jeanette Freeman-Smith</p>	<p>Susan Carless Raigan Barnes</p>

The day to day running of the nursery is the responsibility of the Manager who is supported by the Deputy and a team of qualified nursery nurses and assistants. There is also a finance and administration team as well as a housekeeping team to ensure the smooth operation of the facility.

# General Information

## HOURS OF OPENING

The nursery is open 51 weeks a year except for Bank Holidays, and on occasion some days over the Christmas period but notification of these will be well in advance. We are open Monday to Friday from 7am - 7pm, it is hoped that these times will be convenient for working parents.

## COLLECTION OF CHILDREN

Parents will be required to arrange dropping off and picking up times **in advance**, and ensure that their child is collected on time. Unless prior notice has been given, a penalty of £10 will be incurred for every 15 minutes that you are late picking up your child, if it becomes a regular occurrence you will still be charged.

Nursery staff **MUST** be informed and a password given if a child is being collected by anyone other than the parent / guardian ensuring the highest of security is kept at all times!!

**Staff will not allow a child to leave the nursery with any persons' unknown to them.**

## OFSTED

Little Darwins Nursery is run by The Rettendon Community Academy Community Interest Company. It opened in 2011 and operates from purpose-built premises adjacent to Rettendon Primary School, Essex.

We are registered with Ofsted and our inspection took place on 8 Nov 2012. We were awarded 'Good' for the overall effectiveness of our Early Years provision.

## POLICIES AND PROCEDURES

We keep all of the nursery's policies and procedures in a folder in the foyer and we also email them to you when your child first attends the setting. It is your responsibility to make yourself aware of these for future reference.

## Staff Ratios

Aged 0 - 2 years	1:3
Aged 2 - 3 years	1:4
Aged 3 - 8 years	1:8

## MEALTIMES

The nursery has set meal and rolling snack times during the day for the 3 months - 4 year olds to help them establish a healthy routine to feel safe and secure. Children under 1 year old have their own routine set by you from what they are used to at home to help them settle easier in to nursery life.

Breakfast time is from 7.00 a.m. - 8.30 a.m.

This meal consists of a variety of cereals, toast and fresh fruit and a drink.

Morning snack is rolled out from 10.00 a.m.

The children will have a drink with a little something to eat.

Lunch time is at 12.00 noon

The menu for this meal available on request.

Afternoon snack is rolled out from 2.30 p.m.

The children will have a drink with a little something to eat.

Tea time is at 4.30 p.m.

The menu for this meal available on request.

## SETTLING IN

A deposit of one month's fees is required to secure a place for your child. This is fully refunded on your first month's invoice. Your regular booking pattern is reserved when your deposit has been paid.

Children who are funded are exempt from paying the deposit. Thereafter one calendar month's written notice is required to cancel your booking for any reason or to arrange a new booking pattern if space is available. Alterations to your regular booking pattern cannot be made on a monthly basis and days/sessions cannot be swapped or changed. Occasional extra days may be arranged subject to availability and must be paid for in advance or on the day.

Once you have paid the registration fee and booked a space for your child we will then arrange a settling in period running up to their start date. This period will vary depending on your child's individual needs.

Members of the nursery team will visit you in your home first and then we invite you to spend some time visiting the room where your child will start nursery. We have an expectation that the parent, carer or close relative will stay for most of the session during the first week, gradually taking time away from their child, increasing this as and when the child is able to cope.

### **SPECIAL EDUCATIONAL NEEDS**

At some stage during their time in nursery or school children may require extra assistance to enable them to achieve their full potential. Our Special Educational Needs Co-ordinator, Stephanie Mottram, is available to support children and families who may need it.

### **ABSENCE, ILLNESS AND MEDICINES**

If your child is too ill to attend nursery or your child will be absent from nursery you should make contact with the nursery office as soon as possible. You may phone or e-mail stating your child's name and the reason for their absence. We are able to administer medicines. You will be asked to complete a medicine form which must be signed by a parent or guardian.

### **CHARGING AND REMISSIONS**

We have a charging policy that clearly explains how we receive payments, give refunds and other important details such as 'notice periods and late payments.

### **MENUS AND MEALS**

We provide hot nutritious meals on a daily basis using fresh ingredients. We have a food policy that ensures all our meals are of a very high standard and in line with government guidelines. All meals are provided by The Professional Nursery Kitchen and full details of our menu is available on request and from [www.theprofessionalnurserykitchen.co.uk](http://www.theprofessionalnurserykitchen.co.uk)

## UNIFORM

Uniform is available for children if the Parents wish to purchase it.

## CHILD PROTECTION

At Little Darwins **ALL** staff are responsible for safeguarding and promoting the welfare of children and all have received training to carry out this role. Staff are also required to be alert to and report anything they feel constitutes inappropriate behaviour by other members of staff. Little Darwins has a child protection policy and follows the Essex guidelines on child protection. The Manager is the Designated Safeguarding Lead within the setting

## TRANSITION TO PRIMARY EDUCATION

Transitions into primary school starts well before the children reach school age. Because so much of what we do will be done across the two phases of school and pre-school by the time the children officially start school they will already know the staff of the school, other children and the geography of the building. There will be open days and evenings for parents to meet the staff and spend time in the school building before their children officially start school.

## COMPLAINTS PROCEDURE

If at any time you have a concern regarding the care and/or education of your child, please discuss this at first with the room leader. If you feel your concern has not been addressed than please ask for a copy of our complaints policy.

## FREE EDUCATION ENTITLEMENT GRANT (FEEG)

### **What is the Free Education Entitlement Grant?**

FEEG has been introduced by the Government to provide a free early education place (at least part-time) for all 3 year olds and all 4 year olds. If you have a 3 or 4-year-old child you will be eligible for this.

### **How much is the grant?**

The 15 hours has to be taken over five three hour sessions either 9 - 12 or 12 - 3 or 9 - 3. If your child attends a full time place the Funding entitlement will be applied on the invoice. The funding can be shared between two different settings as long as

adds up to 15 hours per week.

The grant is paid over the school year which is divided into three terms because the grant is for nursery education available during school terms only. Payment therefore does not cover what would be normal school holidays.

### **Which children are eligible for grant?**

The grant will be available for all children from the start of the term following their third birthday until they start in a reception class.

A child aged three by:

- \* 31 March will be eligible for grant in the Summer Term
- \* 31 August will be eligible for grant in the Autumn Term
- \* 31 December will be eligible for grant in the Spring Term

Children will still be eligible if they join in the middle of the term and we can apply for funding.

*The nursery has funding for 38 weeks per year. These weeks are split as follows:*

- *Summer Term (May-July) 13 weeks*
- *Autumn Term (September-December) 14 weeks*
- *Spring Term (January-March) 11 weeks*

Here at Little Darwins we are able to offer 2-Year-old Funding. If you believe you may be eligible, please do not hesitate to speak to the Manager or our Admin team.

## **The EYFS**

The Early Years Foundation Stage (EYFS) is a framework of guidance for every registered early year's setting (including schools) working with children from birth to 5 years. It consists of four Themes & Principles, each of which is underpinned by a set of commitments which detail how the principles should be put into practice. This means that every person working at Little Darwins must provide an environment where all young children feel included, safe and valued.

As parents you should be confident that while your child is being cared for and educated at Little Darwins their individual learning is nurtured, developed and extended through a wide range of positive experiences and play.

## THE EARLY YEARS FOUNDATION STAGE AT LITTLE DARWINS

The Early Years Foundation Stage will help all of Little Darwins practitioners working with your child to provide appropriate play and learning experiences for their individual stage of development. It will enable us to recognise your child's strengths, plan for their needs and interests and identify where they might require more support to develop new skills. Within our setting your child will be able to take part in well planned play, in a variety of different environments. This may be indoors or outdoors, working with an adult, with a group of friends or on their own.

The Early Years Foundation Stage places emphasis on the outdoor learning environment and at Little Darwins we are fully committed to this. We believe that being outdoors has a positive impact on children's sense of well-being and helps all aspects of their development.

The following list sets out all the different skills and stages of development, which need to be nurtured within young children. Each area of Learning and Development is important and each is linked to the others:

- ❖ **Personal, Social and Emotional Development**
- ❖ **Communication and Language**
- ❖ **Literacy**
- ❖ **Mathematics**
- ❖ **Understanding the World**
- ❖ **Creative Development**
- ❖ **Physical Development**

### Personal, Social and Emotional Development

This area of learning and development ensures that children are provided with experiences that support their emotional well-being, helping them to know themselves and what they can do. At Little Darwins we strive to provide activities that engage and interest your child encouraging them to learn and try new things. As they build relationships with the adults and children around them their social skills will develop and they will become more confident and independent. This also encourages them to be aware of other people, their needs and how their behaviour affects others around them.

## Communication and Language

This area of learning and development looks at how your child communicates, how they build language through speaking and listening, and how they learn about words and writing. We will encourage all children to express their ideas and to listen to others. Practitioners at our setting will offer lots of opportunities to explore language through books, play and sharing stories and rhymes. Your child will have the chance to explore sounds, identify different sounds around them and later learn to link sounds to letters as well as being helped to recognise that words have meaning.

### Literacy

The children at Little Darwins will be encouraged to make marks and as they develop they will start to form letters and begin to understand about writing. The children take part in Jolly Phonics which will enable them to begin to write simple regular letters and progress into words. We encourage each child to be able to hold a pencil effectively to be able to form recognisable letters, most of which are correctly formed.

### Mathematics

This area of learning develops mathematical understanding through children's early learning experiences such as stories, songs and imaginative play. Your child will also begin to learn about numbers and how to solve problems in practical ways such as: games, talking, counting and rhymes. Your child will learn about shape, size and pattern, as well as developing an understanding of mathematical words and ideas.

### Understanding the World

This area of learning and development helps your child make sense of the world around them. It lets them explore and investigate objects and materials, encounter creatures, people and plants and question how and why things work. At Little Darwins children will have opportunities to design, build and construct with a variety of materials and tools. They will begin to learn about information technology through computers and programmable toys. Your child will also be able to find out about past and present events in their own lives and explore their local area. This area of learning also enables children to explore their own cultures and beliefs and those of others.

### Creative Development

This area of learning and development involves your child in exploring and experimenting with ideas, materials and activities using all their senses. This enables them to develop their curiosity. It will also help your child to share their thoughts,

ideas and feelings through a variety of art, movement, music, imaginative and role play activities.

### Physical Development

This area of learning and development will support your child in learning how to use and control their own body, developing and improving skills of coordination, control, manipulation and movement. Children will be involved in activities and play which allow them to develop both large and fine motor skills by using a range of equipment and tools. The children at Little Darwins will be involved in thinking about the importance of being healthy, through physical activity and learning about healthy food choices.

## The Key Person Approach

The Key Person approach gives every child the reassurance to feel secure, safe and cared for in a nursery environment, helping them to become familiar with the nursery environment and to feel confident and safe within it. Research has shown that a key person approach is the most effective way of ensuring that children develop a strong relationship with a significant adult in the nursery.

Here at Little Darwins we recognise every child's individuality, efforts and achievements and believe that relationships between adults and children are crucial for the child's happiness and security.

The Key Person meets the needs of each child in their care and responds sensitively to their feelings, ideas and behaviour. The key person will offer security, reassurance and continuity. The Key Person is in the best position to understand your child's individual needs and to share information with you as parents and carers about your child's life at nursery.

A Key Person you will help each of their key children to develop relationships with other members of staff and children. Each child will be observed in their play so that plans for future opportunities and experiences best meet their individual needs and interests.

The Key Person has the responsibility to complete each of their key children's learning journey folders and may ask you as parents and carers to contribute learning experiences that happen outside of nursery into this folder. Your child's learning journey is shared between the Key Person, you and your child and it is yours to keep when your child ends their time at Little Darwins.

# Our Rooms

## EXPLORERS

Our Explorers caters for children between the ages of 3 months-2 years. We aim to ensure the babies are with experienced practitioners. The toys are set out in a variety of areas in the room to enhance Stimulation and entertain your child whatever their ability.

We are more than aware of how difficult it is not only to leave your child for the first time, but to leave them in general. This is why it is vital we make as smooth a transition as possible. We provide a settling in visit and a free trial to settle not only you as a parent, but also your baby. This helps us develop our relationship and understand preferences and individual needs.

We ask parents to provide all babies up to a year with their own formula milk and weaning foods. Parents are also asked to provide nappies, creams and a small bag containing a change of clothes and a comforter that may help them settle throughout the day.

## INNOVATORS

The children have a large spacious room to explore in and have the option of developing interests.

There are a variety of activities within the room to help your child's development, from discovery play and mathematical development, to a variety of arts and crafts. Children have the opportunity to explore the environment, develop interest in mark-making, textures, problems solving and creating a masterpiece to send home.

Children are also learning to develop their interests in role playing, developing their imagination and using objects to replicate something else.

Each child has their own Key Person, which will be displayed with the room on a notice board. This person works closely with a small group of children, making sure that they are reaching their full potential. We use regular reflection and evaluations in making sure that your child is being monitored correctly.

Older children will be prepared for their transition to school. Each child is planned for as an individual as each child as they all have very different needs. The children are encouraged to develop independence within the setting. The room is set out so the children can choose what they want to explore according to their interests. Daily observations and actively listening to the children help to determine their likes/dislike and their current needs. All this information goes towards planning and influencing their day into something of relevance and interest, while incorporating as many EYFS outcomes as possible.

Working in partnership with parents is very important at Little Darwins. We have an open door policy with all parents being welcomed to discuss any concerns or issues they may have and to also be able to view their child's learning journey.

We plan events and celebrations throughout the year were parents can come along and join us. We believe that as parents you are your child's main educator and therefore we feel it is important to work in partnership to create an outstanding flow of communication.

### CLUB DARWINS

Our Club caters for children aged between 4 years and 11 years. Our Holiday Club aims to provide a homely environment for children to play, exercise and learn. Activities are wide ranging and include a balance of both indoor and outdoor play. The club is set in the grounds of Rettendon School and so the Holiday Club has access to superb resources such as a large sports field, swimming pool and a learning barn.

Activities are structured to ensure accessibility and enjoyment whilst learning about new things and socialising with friends. Here is a selection of the activities planned for this summer's club:

swimming, sports, dance and games, practical challenges to encourage problem solving, weekly walk into the surrounding countryside, arts and crafts, cooking and bike and scooter riding.

All of the activities above are inclusive. The only exception is if coaches are required, then there will be a small surcharge for transport. The club fees are inclusive of all meals and snacks including breakfast and Tea for before and after - school club.

The Club is open from 7am to 7pm daily offering before and after School Club.