



## **Early years setting prospectus**

Puss 'n' Boots Day Nursery

2 Lindsay Road

Branksome Park

Poole

BH13 6AR

Tel No 01202 768769

### **Our setting aims to:**

- provide high quality care and education for children primarily below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of its local community; and
- Offer children and their parents a service that promotes equality and values diversity.

### **Parents**

All parents are regarded as members who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- Included at all levels.

We expect parents' expectations as above are met in all aspects, as far as possible.

### **We aim to ensure that each child:**

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;

- is in a setting that sees parents as partners in helping each child to learn and develop;

## **Children's development and learning**

### **The Early Years Foundation Stage curriculum for children from Birth – 60mths**

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 of the children with interesting activities that are appropriate for their age and stage of development, irrespective of ethnicity, culture or religion, home language, family background, learning difficulties, disabilities or gender.

The setting provides a curriculum for the Early Years Foundation stage. This curriculum is set out in a document, published by the Qualifications and Curriculum Authority and the Department for Education, Schools and Families, called Practice Guidance for the Foundation Stage. We follow this guidance.

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and the world around them. Development is not an automatic process, however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments. The four themes of the Early Years Foundation Stage underpin all the guidance. Development matters shows how the themes and principles that inform them work together for all children in the Early Years Foundation stage. This is what we base the ethos of our nursery on and our mission statement which you are able to view as you walk into the nursery, these are:

#### **Theme:**

**A unique Child**

#### **Principle:**

**Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.**

#### **Practitioners put into practice:**

- Understand and observe each child's development and learning, assess progress, plan for next steps
- Support babies and children to develop a positive sense of their own identity and culture
- Identify any need for additional support
- Keep children safe
- Value and respect all children and families equally

**Theme:**

Positive Relationships

**Principle:**

Children learn to be strong and independent through positive relationships

**Positive relationships are:**

- Warm and loving and foster a sense of belonging
- Sensitive and responsive to the child's needs, feelings and interests
- Supportive of the child's own efforts and independence
- Consistent in setting clear boundaries
- Stimulating
- Built on key person relationships in early years settings

**Theme:**

Enabling Environments

**Principle:**

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

**Enabling environments:**

- Value all people
- Value learning

**They offer:**

- Stimulating resources, relevant to all the children's cultures and communities
- Rich learning opportunities through play and playful teaching
- Support for children to take risks and explore

**Theme:**

Learning and Development

**Principle**

Children develop and learn in different ways. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities

Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development

They foster the characteristics of effective early learning

- Playing and exploring
- Active learning

- Creating and thinking critically

**Areas of learning and development-** The areas of development are split into two different areas:

**Prime areas** – Personal, Social, Emotional development, Physical development and Communication and Language

**Specific areas** – Literacy, Mathematics, Understanding the World and Expressive Arts and Design

The three Prime areas are fundamental, work together and are move through to support development in all the others areas. Specific areas include essential skills and knowledge for children to participate successfully in society.

Each area of learning is then split into aspects

### **Personal, Social and Emotional development**

This area of children's development covers:

- Making relationships
- Self-confidence and self-awareness
- Managing feelings and behaviour

### **Communication and Language:**

This area of children's development covers:

- Listening and attention
- Understanding
- Speaking

### **Physical development**

This area of children's development covers:

- Moving and Handling
- Health and self-care

### **Literacy**

This area of children's development covers:

- Reading
- Writing

## **Mathematics**

This area of children's development includes:

- Numbers
- Shape, space and measure

## **Understanding of the world**

This area of children's development includes:

- People and Communities
- The world
- Technology

## **Expressive Arts and Design development**

This area of children's development covers:

- Exploring and using media and materials
- Being imaginative

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Our setting uses the Early Years Foundation Stage to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

## **Working together for your children**

In our setting we maintain the ratio of adults to children that is set through the Welfare requirements. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- Allow the children to explore and be adventurous in safety.

We encourage children to take turns, share, be self-confident, listen to each other, treat each other with respect and value each other's religions and opinions. Our Golden rules help us to implement all the values!!

Staff are detailed within our staff structure.

We are open for 51 weeks of the year.

The times we are open are 8.30 am to 5.45 pm Monday to Friday.

We provide care and education for young children between the ages of 3 months and 5 years.

### **How parents take part in the setting**

Our setting recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities in which the setting takes part; and
- building friendships with other parents in the setting.
- Providing show and tell items, sharing holiday or cultural experiences and celebrating festivals or religions with the setting.

### **Joining in**

We welcome parents contributing their own skills, knowledge and interests to the activities of the nursery. We provide opportunities for parents to contribute, in whatever form this may take.

### **Key persons and your child**

Our setting has a key person system. This means that each member of staff has a group of children for whom s/he is particularly responsible and will spend their key family time with. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, s/he will help your child to settle and throughout your child's time at the setting, s/he will help your child to benefit from the setting's activities. Your child's key person will complete the development folder on your child.

### **Children's development folders**

The setting keeps a development folder for each child. Staff and parents working together on their children's development folder is one of the ways in which the key person and parents work in partnership. Your child's development folder 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 with you to keep this record. To do this you and s/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

### **Learning opportunities for adults**

As well as gaining qualifications in early years care and education, the setting staff take part in further training to help them to keep up to date with thinking about early years care and education.

From time to time the setting holds learning events for parents. These usually look at how adults can help children to learn and develop in their early years.

### **The setting's timetable and routines**

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the session/day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

### **The session**

We organise our sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. The setting caters for children's individual needs for rest and quiet activities during the day.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom/s.

### **Snacks and meals**

The setting makes snacks and meals a social time at which children eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

### **Policies**

Copies of the setting's policies can be obtained from the nursery manager; these include Safeguarding Children policy, Whistle Blowing policy and a Behaviour Management Policy, amongst others.

The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the setting work together to adopt the policies and they are reviewed on an annual basis. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

## **Safeguarding the Children**

Here at Puss 'n' Boots Day Nursery, Safeguarding the children is our highest priority and all practitioners have a duty of care to make sure all children are kept safe here at nursery, in the outside world and at home.

On occasion practitioners may have a cause for concern about a child/family and this will be dealt with via our safeguarding policy and the safeguarding record will be kept.

Any safeguarding records on your child will be kept and if necessary we will pass these documents onto other agencies including social services, a new setting or school. Parents are informed when we will be sharing this information unless it may put the child at significant harm and then this can be shared without consent. These records are kept confidential and can only be seen by the nursery safeguarding officers. Parents and Guardians may view these records at any time if they wish and must ask in writing to look at the files.

It is important to make clear to children, if appropriate, that any disclosure they make will be treated with sensitivity but may need to be shared with other professionals if it is considered necessary to protect the child or someone else from harm.

Also Puss 'n' Boots Day Nursery will routinely receive Domestic Violence Alerts and Multi Agency Risk Assessment conferences information and these will be kept by the nursery.

## **Special needs**

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. Our Special Educational Needs Co-ordinator is set out within our staff structure.

The setting works to the requirements of the 1993 Education Act and The Special Educational Needs and disability Code of Practice (2014).

## **The management of our setting**

The setting is owned and governed by Fiona and Scott Garvey.

## **Fees**

The fees are payable monthly in advance. For your child to keep her/his place at the setting, you must pay the fees. We are in receipt of nursery education funding for three and four year olds; where funding is not received, then fees apply. You may also be eligible for two year old funding.

## **Starting at our setting**

### *The first days*

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. The setting has a policy about helping children to settle into the setting: a copy is enclosed in this prospectus.

## **Clothing**

We provide protective clothing for the children when they play with messy activities.

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 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. The practitioners are always ready and willing to talk with you about your ideas, views or questions.