



Nazareth Care Charitable Trust

## Introduction

We would like to welcome you to our nursery and hope that you and your child will have an enjoyable time here with us. It is understandable that entrusting your child into the care of others is probably the most difficult decision that you will ever have to make. At Nazareth House Day Nursery we aim to ensure that your child is happy, safe and cared for in a home from home environment.

We are committed to providing a safe and caring environment for children, which encourages and develops their confidence and self esteem and helps them appreciate and value each other.



## You are important to us...

We listen to the needs of our children, parents and staff. We have an open door policy, for parents to come and talk to us as we pride ourselves on being an approachable and friendly team. We welcome and take on board suggestions from parents and carers in order to provide a quality provision for your child.

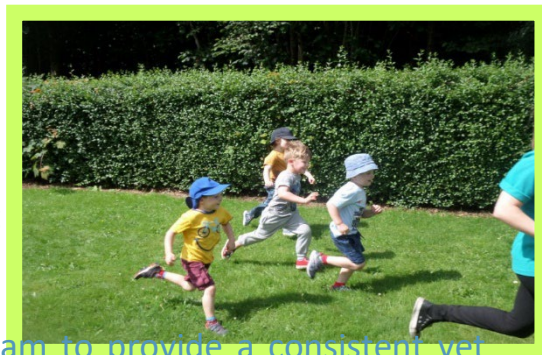
## Aims of the Nursery

We aim to provide an excellent service, which is planned and developed to the highest professional standards so that each child is supported and benefits from their time at nursery.

We aim to work together in a friendly and motivated team to provide a consistent yet flexible approach to meeting the needs of children, parents and staff.

We aim to support and extend all children's learning and development based on their individual needs and interests.

A wide range of play and learning opportunities are created where children can explore and investigate. Equipment is used to meet the needs of all children in and out of doors, which is important to their learning and development.



INVESTOR IN PEOPLE

## About Us

The Congregation of the Sisters of Nazareth was founded in 1851 by Victoire Larmenier who was born in France on 21st July 1827. On April 10th 1851 she left for London where few provisions had been made for the poor, apart from the workhouses. Victoire established a home for the elderly after great difficulty, soon she was asked to take in abandoned children and she immediately responded. She died, worn out from her labours on the 16th June 1888, leaving a legacy enshrined in the core values of Love, Compassion, Patience, Respect, Justice and Hospitality. The sisters who follow in the footsteps of Victoire Larmenier are known as the Sisters of Nazareth. Since her death, they have spread to the U.S.A, Western Samoa, India, S. Africa, Zimbabwe and throughout the UK and Ireland. Nazareth House as whole became Nazareth Care Charitable Trust in 2012 and remains a registered charity.



Nazareth House Day Nursery is a private day nursery which is set in substantial and attractive grounds of Nazareth House. We make full use of the space for recognising the beauty of nature and wildlife. We take advantage of our setting to extend planned and free play activities outdoors. The Nursery has two large soft play areas one for Under 2's which has a fixed canopy another for 2years and over which has a



built in cover area, both are suitable for babies and children to play happily and safely. The under 2's also has their own growing area for flowers and herbs. We also have a large landscaped adventure play area for all ages to use where there are also more areas for growing plants and fruits, vegetables and herbs. We have developed an area of woodland to create a

Woodland Nursery using idea's that are age appropriate from the Forest School theme, which encourages the children's understanding of their natural environment.

The building was converted into a nursery in 1972 and was extended and fully refurbished in 2011. At this time we increased our registration from 52 to 67 children. We have a current Investor's in People certificate and we have been awarded the 'Step into Quality' Award, we are also currently working towards the 'Lancashire Quality Award'. We have also received our 'Be Active Eat Healthy' and our 'Smile4 life award'. We are open all year round except for Bank Holidays.



The nursery is divided in three rooms of varying age groups, and named Bluebells (0-2 years with 15 babies and toddlers), Poppies (2-3 years with 20 children) and Sunflowers (pre-school with 32 children).



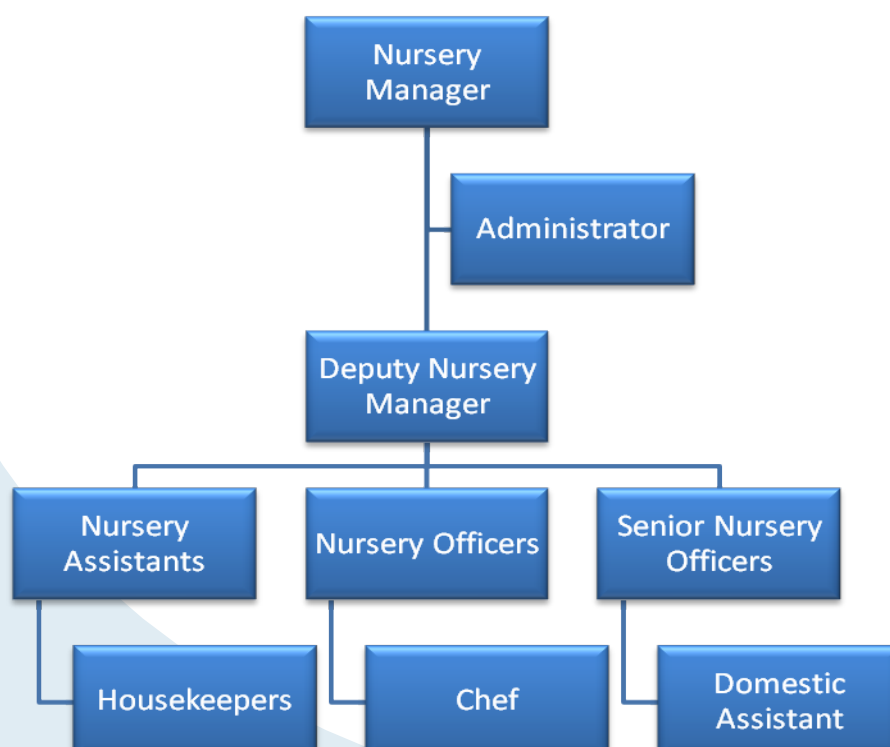
## Our Staff

Our dedicated staff, the majority of whom hold either NNEB, B.Tec and Level 3&4 NVQ in Childcare qualifications, are committed to provide a high standard of day care in a relaxed and friendly atmosphere. All staff has been vetted for their enhanced DBS (Disclosure Barring Service) clearance which is renewed every three years and Ofsted are informed of any changes. Any students or volunteers are never left alone with the children at any time.

We have a mixed age range of staff many of whom have long service records. The nursery values its individual staff in their learning and development and offers opportunities in personal growth.

Continuing professional development is encouraged for all staff to ensure that the standard of care provided by the nursery is of the highest quality. This ongoing program includes Mandatory training – Paediatric First Aid, Fire Safety, Safeguarding, Food Hygiene, Moving & Handling, COSHH, Health & Safety and Management training for senior staff members. Through supervision, appraisals and discussion we identify training needs which also helps us to evaluate our existing provision.

The staffing structure is as follows:



## Key Person System

The nursery has a open door policy which enables parents and staff to share information and discuss any issues relating to the care of their child, we operate a Key Person system where the key person co-ordinates information about the child's individual needs and development, and shares this with the parents on a daily basis and also a parents evening is also held twice a year.

By building a secure and caring relationship with individual key children and their parents, the key person will:

- Become knowledgeable of the individual characteristics of their key children;
- Learn about children's individual learning styles and stages of development;
- Become familiar with children's preferences and choices;
- Identify any key issues with a child's learning, development and well-being;



Our Staff ensure parents are kept informed about how the day is planned in the different rooms and how the development of their child is monitored. We encourage parents/carers to contribute with ideas towards their child's development.

## Children's Learning & Development

Our aim is that the children learn with enjoyment, using free play and planned activities with a range of learning experiences to develop their skills working towards the early learning goals. Our staff provide an environment which allows a wide range of choices, and they also support the children in developing independence and self confidence.



## EYFS (Early Years Foundation Stage):

The purpose and aims of the EYFS is to provide the best possible start in life for all children and to support them to fulfil their full potential. The early years of a child's life is very important to us as children become more familiar with things around them they become interested and discover for themselves ways of learning and developing and to make the most of their abilities and talents as they grow. We have an electronic system in place called eyLog for recording children's learning and development. eyLog is an integrated online and mobile application for childcare providers to easily capture and securely manage the learning journey of a child in an electronic format. We can also do the daily diaries on eyLog. We happy to use a paper version if parents prefer not to use this system.

Every child's learning takes an individual path based on their own individual interests and experiences. The record shows progress to help identify the next steps a child will need to take to achieve the early learning goals in all areas of learning and development. The key person shares a summary of their child's progress at the age of two which is shared with the parents/carers.

## Following the EYFS framework we follow the principles and the four guiding themes:

**A Unique Child** — By observing and creating learning experiences we can recognise children develop at different rates in different ways. We use praise and encouragement to encourage to build a positive attitude in learning.

**Positive Relationships** — We recognise that children learn to be independent from secure relationships with their peers and adults. We aim to build positive relationships with children and their families.

**Enabling Environments** — We recognise that the environment plays an important part to extend children's learning and development. We encourage a positive attitude to learning which reflects individual children's interests and abilities.

**Learning and Development** — We recognise that the environment plays an important part to extend children's learning and development. We encourage a positive attitude to learning which reflects individual children's interests and abilities.

The Childcare Act 2006 provides for the EYFS learning and development requirements to comprise three elements.

- The early learning goals - the knowledge, skills and understanding which young children should have acquired by the end of the academic year in which they reach the age of five.
- The educational programmes – the matters, skills and processes which are required to be taught to young children.
- The assessment arrangements – the arrangements for assessing young children to ascertain their achievements.

The EYFS Framework includes seven areas of learning and development which are all are interconnected. Staff support the three prime areas of Learning and Development for the youngest children and planning activities are widened to incorporate the four specific areas as they grow. Focussing on objective led planning/learning we aim to teach all children to have a clear understanding of what they are trying to achieve and how they recognise achievements.

The Prime areas are:-

- Communication and Language.
- Physical Development.
- Person Social and emotional Development.

The Specific areas are:-

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



## Communication and language

We provide opportunities for babies and children to talk and communicate beginning with gestures, facial expressions and speech in a wide range of situations, to respond to adults and to each other. We teach them to practice and extend the range of vocabulary and communication skills they use and to listen carefully. There are opportunities for all children to explore, enjoy, learn about and use words and text in a broad range of contexts and to experience a rich variety of books. We include things for curiosity which help children as they ask questions and talk about and use repetition in songs, stories and rhymes.

## Physical Development

We show children how physical activity is healthy and fun and helps improve their health, social skills, well being as well as co-ordination. We have a wide range of resources that stimulate from a young age to handle, manipulate and enjoy a variety of textures. We have a range of wheeled toys and items for fetching and carrying. Our furniture is age appropriate for babies to pull themselves up and move around with confidence. There are lots of opportunities for music and role play across the age groups. We plan for our different age groups using our extensive grounds to provide a stimulating and challenging natural environment. Children have the opportunities to explore and investigate experience changes in weather conditions and seasons. We have free flow access from all the rooms to our outdoor areas.

## Personal, social and emotional development

We support times of transitions during the day and between settings, promoting an inclusive ethos and provide opportunities for each child to become a valued member of the group and community. We promote a strong self-image and self esteem and develop their confidence in their own abilities. We provide opportunities for children to interact effectively and develop positive attitudes to themselves and others, and develop confidence in their own abilities. We provide opportunities for children to interact effectively and develop positive attitudes to themselves and others.



## Literacy

We encourage children to look at books and other printed materials. We use CDs of rhymes and stories along with puppets and story sacks. Words are displayed around the room and outside on everyday items for them to recognise. We encourage mark making and point out signs and symbols and what they represent. We support children in recognising and writing their own name. If we feel a child is ready phonics is used in their learning process.

## Mathematics

Children are given opportunities to develop their understanding of number, measurement, pattern, shape and space by providing an environment, in which they can explore, enjoy learn and solve problems. Numbers are use in rhymes and stories from a range of cultures and other languages. We provide a range of resources for children to sort, match and count throughout their play. We give children plenty of opportunities to compare quantities, and develop the vocabulary to describe what they are doing.

## Understanding the World

Children are given the opportunities to solve problems, make decisions, experiment, predict, plan and question in a variety of ways. Children explore and find out about their environment, people and places that have significance in their lives. We show them how to observe and recognise changes that occur in everyday situations. We use books, props and puppets to share and talk about different cultures. We invite parents who have families from other countries to share their practices and also people from the community to share experiences.

## Expressive Arts and Designs

We encourage children to explore and share their thoughts, ideas and feelings through a variety of art, design and technology, music, movement, dance as well as imaginative and role play activities both in and outside. We show babies how things work and have ICT equipment for exploration as well as a range of different textured materials. We plan imaginary experiences for children to act and take part in.



Incorporated in our planning is promoting British values in our setting and celebrate British Festivals and celebrations. We teach children to listen to each other and wait before speaking and how to have a conversation. We teach children to be kind, helpful and respect others and about manners by being polite and saying please and thank you. We teach them about appropriate behaviour, learning right from wrong, about taking turns, sharing and showing a mutual respect and tolerance for those with different faiths and beliefs.

If a child's progress is giving us concern in any of the areas of learning and development staff will discuss this with the child's parents/carers and agree the best way to support the child.

## Characteristic of Effective Learning

We ensure that our environment incorporates the Characteristics of Effective Teaching and Learning. The characteristics are:

**Playing and Exploring** – children investigate and experience things, and 'have a go'

**Active Learning** – Children concentrate and keep on trying if they encounter difficulties and enjoy achievement.

**Creating, thinking critically** – Children develop their own ideas, make links between ideas and develop strategies for doing things.



## British Values

We actively promote British Values in our setting:

- **Democracy:** We make decisions together and give children opportunities to develop inquiring minds in an atmosphere where questions are valued.
- **Rule of Law:** Understanding rules matters. We teach children how to manage their own feelings and behaviour and learn right from wrong.

- Individual Liberty: Freedom for all. We reflect on their differences and help children to develop a positive sense of themselves.
- Mutual Respect and Tolerance: We teach children to treat others as they would want to be treated and learn to share and respect other's opinions.

## Activities & Routines

Children are actively encouraged to learn through play and the day is planned and activities are organised to each child's individual age and stage of development. The key people in each room ensure that your child's individual needs are met throughout the day with a balance of child initiated and adult led activities. The nursery adopts flexible routines to allow for activities to be fully enjoyed by the children. All the children are encouraged to take part in the routines and activities within the nursery although the individual needs of the children will always be taken into account. Babies will always follow their home routine as far as possible.

## Equal Opportunities

The nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or child. The nursery Staff are sensitive to and value the differences that make all adults and children unique and are committed to encouraging positive role models. We welcome any children that have English as an additional language and gather information and find ways to help and support them in the daily routine.



We learn and celebrate about different cultures and festivals from around the world to encourage their learning and knowledge of our Multi Cultural society.

We also have a nominated member of staff responsible for the role of ENCO (Equality Named Co-ordinator).

## SEN

We have a positive partnership with parents and will always consult parents if we feel a child is having difficulties. A child's progress is always observed, monitored and recorded as appropriate. Nursery will liaise with other professionals to ensure that we are offering effective provision for those with additional needs. We recognise the importance of regular liaison with other professionals to make and maintain good communication and working relationships. We always ensure that parents are involved and included in this interaction at all times.



We are wheelchair friendly with an automatic door with push button entry at an accessible height and we have a disabled/visitor's toilet, all doorways and gateways are of an appropriate width to accommodate wheelchairs.

We aim to achieve inclusion and diversity through our policies & procedures, staffing, relationships with parents & carers and through links with the local and wider community.

Our nominated members of staff responsible for the role of SENCO (Special Education Needs Co-ordinator) are Allyson Jackson and Steph Pinder. Further information is available on our Local Offer SEND with is available on request and can also be found on our website.

We have a nominated member of staff to support you and her role is called PICO (Parental Involvement Co-ordinator).

A notice board displays information of interest to parents, and regular Newsletters are also sent out to update parents of what is happening in the nursery.

## Parental Involvement

It is important to us that we always try and make our setting welcoming for all parents and carers and their families and friends. We aim to develop strategies to communicate with all parents and carers and try to work in partnership with you to contribute and support your child's development. It is also important to build up a good relationship with you as parents and that you feel more confident in sharing your ideas or concerns.



We like to involve our parents who are from different countries to help us with information bringing in visual aids and foods.

We welcome any support parents and carers can give during any fundraising events, suggestions to raise funds is also very much appreciated.

## Snacks & Meals

We recognise the importance of providing a nutritionally balanced diet to ensure healthy growth and development. Our menus are varied where children have the opportunity to try a variety of foods and any special diets are catered for. We provide food that is low in salt and sugar and do not add any extra salt in cooking.



The health and well being of children are important to us and we promote healthy eating and physical exercise. We support children to make healthy choices for a healthier life style.

We promote healthy eating and provide a morning snack at 10.00 a.m. which includes toast and fresh fruit and vegetables, a cooked lunch at 11.45 a.m. and a light tea at 3.00 p.m. again with fresh fruit and vegetables, all meals are cooked fresh daily on the premises. These are included in the sessional fees. We have received the Healthy Hero's & Smile4Life Awards.



## Settling Your Child

We recommend that parents and carers arrange settling in sessions before your child starts nursery with us. The settling into nursery life is a very important process, both the parent and the child are given time to settle into the new environment. The number of settling in sessions varies to cater for your child's individual needs, as some children take longer to settle than others.

## Arrival & Departure

In order to keep within the Ofsted's Statutory staff to child ratio's, it is important for children to be brought and collected at the agreed times. This is especially important for those children who start and finish at 1.00pm. We do try to be as flexible as we can and take into account family working times, so if you feel you may have difficulties meeting the collection times please discuss them with the nursery Manager.

If there are any emergencies and you are going to be late please let us know as soon as possible. Also it is important that you inform us and if possible introduce us to anyone who may be collecting your child.

If your child for whatever reason is not going to be attending nursery please let us know as soon as possible to help the cook to prepare for snacks and meals.

## Security

We have a secure door into the nursery with a key pad which only permanent staff know the code to, all visitors must ring the 'Reception' button to gain entry. There is a two-way mirror and an intercom in Bluebells for entry when the office is unmanned. The gates to the nursery playgrounds and car park are kept bolted at all times to ensure no child can leave the playground unattended.

In all the rooms staff have a list of family and friends who have been authorised by you to collect your child from nursery, if anyone does arrive who hasn't been named, the child will not leave until you have been contacted and permission is obtained. Children will not be released into the care of anyone under the age of 16 and any

Parent or carer suspected of being in an unfit state will be challenged and asked to arrange an alternative collection. There is also a password system in place should you wish to use it.



## Clothing - What to Wear:

We want to encourage children to feel free to explore the environment and all kinds of materials, including messy ones, therefore we would suggest to send your child in clothing that is easily washed and not too new. We also advise that you bring into nursery extra clothing in case of toilet accidents, mealtime mishaps or messy play for your child to change into, although aprons are provided sometimes clothing can become dirty. Please ensure that all personal belongings e.g. coats, hats, cardigans, cups, food pots, bottles and lids etc. are clearly labelled to avoid confusion and the wrong item being taken home.



We would appreciate it if you could bring in a pair of wellies for your child to keep at nursery so we can let the children have a short run about outside even in wet weather. We do have all in one rain suits as well as umbrellas available for the children.

For health and safety reasons we strongly advise that you do not bring your child in “wedgie” and “flip flop” style shoes in the attempt to avoid any injuries during play.

Whilst we appreciate some children may like to bring their own favourite toy to nursery and although we do our utmost to prevent we can not guarantee against loss or damage.

## Sun Safety:

The nursery takes precautions to ensure that children are protected from the harmful effects of the sun. We provide legionnaire style hats and Factor 50 sun cream where a contribution is required this is to avoid confusion with so many bottles. If your child is particularly allergic please provide your own sun cream with the bottle clearly labelled. When there is



extreme heat, the children are kept inside during the hottest part of the day. We use the canopy in our under 2s area and built in covered area for two years and over for added protection.



## Sick Children

We would appreciate it if you did not send your child to nursery if they are unwell, if you are unsure please ring the nursery for advice. Please refer to the 'Guidance on infection control in schools and other childcare settings' within your application pack for infections and illnesses that require exclusion from nursery and notify us as soon as possible. We ensure all staff with any of these infectious diseases do not attend nursery in compliance with the Health Protection Agency. We take all necessary steps to stop the spread of infection within the nursery. If a child becomes ill during the nursery day parents/ carers will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet calm area with their key person where possible.

Please advise us if your child suffers from asthma or any other conditions which may require medication at any time, were a care plan can then be put in place. We make sure children or adults who are more vulnerable are kept informed of any illnesses.

You will be contacted if your child becomes unwell at nursery and will be asked to collect them. In the event of an emergency the emergency service will be contacted.



## Medication

Prescribed medicine will be given and recorded on our medical form and any medication will be stored correctly. Calpol will only be given if we have had written consent on the application form, but we will contact you prior to this being administered.

## Health & Safety

The Health & Safety are top priority in the delivery of our service. The nursery aims to make children, parents/carers, staff and visitors aware of Health & Safety issues and to minimise the hazards and risks to enable children to thrive in a healthy and safe environment.

## Accidents

Whilst every effort is taken to provide a safe environment for the children, accidents may happen. All accidents and incidents will be recorded and an account of which is given to parents/carers. In an emergency the ambulance will be called then the Parent/Carer will be contacted. A senior member will accompany the child to hospital and arrangements will be made to meet the Parent/Carer at the hospital.



## Management of the Setting

### (Policies, Safeguarding of Children and Health & Safety)

#### **Policies:**

The nursery policies, procedures and risk assessments are documented and are monitored internally as well as a company, where they are reviewed and amended as appropriate. They are all available for parents and carers to read or obtain copies on request.

We have many risk assessments in place to cover all areas of the nursery both in and out doors. A daily walk through is carried out by delegated staff members to ensure all children are kept safe.

#### **Safeguarding of Children**

The welfare of the children is always paramount and that all necessary steps are taken to protect them from harm. We work with children, parents and the community to ensure the safety of children and to give them the best possible start in life. Staff, parents and students recognise their responsibility to safeguard and promote welfare of children by protecting them from any abuse, neglect and bullying.

We feel children learn best when they are healthy, safe and secure and when their individual needs are met they can grow in confidence. We encourage children to take risks and highlight the importance of keeping themselves safe by teaching them to recognise and avoid hazards.

We have due regard for need to prevent children who may be vulnerable to radicalisation and extremism and are aware of the on line risk on the internet and follow the LSCB (Lancashire Safeguarding Children Board) procedures and guidelines.

We promote an environment where children are listened to and develop a positive self image and a sense of independence. The nursery environment aims to nurture children to

establish and sustain positive relationships within their families, peers and with other children.

We have a designated person for Child Protection with a deputy.



## Pre-school Free Entitlement

Nazareth House Day Nursery is an 'Eligible Provider' of the Free Entitlement for Lancashire County Council. Our three and four year old children receive the 'Universal' 15hrs per week Free Entitlement towards their fees. These can be requested as 'Term Time only' hours or spread across 51 weeks (excluding Bank Holidays).

From September 2017 some three and four year old children may be entitled to claim for 30 hours Free Entitlement. You can check to see if you are eligible to receive the 'Extended' 15hrs Free Entitlement via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

There is also 15hrs per week Free Entitlement available to eligible two year olds, which can also be requested as 'Term Time only' hours or spread across 51 weeks (excluding Bank Holidays), you can check your eligibility via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

## Payments

All fees are invoiced per calendar month and are payable a month in advance. Invoices will be issued 2 weeks before the 1<sup>st</sup> of the month and therefore payment must be received within this time. Fees must be paid in full, including any days absent for sickness and holidays.

### Voucher Schemes:

We do accept voucher schemes from employers and we currently have Computershare, Edenred, Kid-diVouchers, Sodexo, Fideliti, PES, The Salary Exchange, RG Childcare, Co-operative and Care4 voucher scheme accounts in place. The government also has options you can choose from to assist you in your childcare costs, these are Tax Free Childcare, Tax Credits for Childcare and Universal Credit for Childcare. Information on these options and which is right for you can be found via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

## Concerns, Queries & Complaints

We aim to provide the best possible service for the children. However there may be occasions when parents/carers feel they have concerns that may need to be discussed.

It is important that you let us know if you are dissatisfied in any way about the service we provide. Please let us know of any concerns, so that we can investigate and discuss the findings with you.

## Transition to Primary School

Nursery Staff prepare children by talking about their new school, role play making new friends and looking at books about school.



The nursery aims to work in partnership with parents/carers and other settings to prepare and share information and any support that your child may need. We offer support and understanding during the period of adjustment. Teachers from school are invited to the nursery to meet your child as well as discussing their development.

Staff will complete the 'Early Years Foundation Stage Transition Document' and forward it on to the relevant school (with your permission) after sharing this with the parents who are invited to make their comments. We ensure that every child has the opportunity to enjoy a challenging environment as well as receiving positive learning and development experiences which are tailored to meet their needs.

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**Ofsted Registration Number EY445791**

**Full Day Care for ages 0-4yrs**

**Registered Charity Number 11136666**

Nazareth Care Charitable Trust

Registered Office—Larmenier Centre, 162 East End Road, East Finchley, London N2 0RU

Registered Company in England and Wales—Company Number 05518564

Charity Number England and Wales 11136666, Scotland SCO42374