

Information for Parents

Bognor Regis Nursery School & Children's Centre

The Orchard Room for Children aged 0 - 3 years

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Introduction

The Daycare provision at Bognor Regis Nursery School and Children's Centre provides high quality, integrated education and care for 42 children aged 0-5 years. In the Orchard Room, we provide education and care for twenty-eight children aged 0-3 years, 50 weeks per year. We are open from 8am to 6pm Monday to Friday. We are registered for up to twelve children under two years old and up to sixteen children aged 2-3 years old. Parents can choose from a range of sessions, (depending on availability), but children should attend a minimum of three morning or afternoon sessions, as this ensures that we provide a high quality service and consistency for the children. Please ask a member of staff for a copy of our current price list.

Staff in the Orchard Room

The lead practitioner in the Orchard Room is supported by a senior key carer and a team of key and co-carers.

All Orchard Room staff are trained and have experience of working with children aged 0-5 years. A key carer is allocated to each child when he/she starts in the Orchard Room and builds a close relationship with the child and his/her family. Wherever possible, the child's key carer participates in their daily routines including feeding, changing and sleeping. The key carer provides support and comfort when needed so that the child feels safe and secure. This gives children the confidence to explore the wider nursery environment. Key carers are also responsible for:

- collating information relating to the development of the child;
- liaising with parents;
- planning learning opportunities;
- assessing the effectiveness of the provision, in conjunction with colleagues.



Any issues about your child should be raised with your child's key carer or they can be directed to the lead practitioner. As the nursery is open from 8am to 6pm your child's key carer will not always be available, we aim to pair key carers to share groups of children and to minimise staff changes.

In the Orchard Room we focus on each child as an individual, and plan our day around the children's needs. Routines that have been established at home for sleeping, resting, eating and changing/potty training will be continued wherever possible. We take into account parents' information and use this to help us plan routines for each individual child. We aim to build a close working relationship with all parents/carers from the beginning and encourage parents to share information and talk to nursery staff daily about their child's progress, achievements and needs, both at nursery and at home.

Aims for the Orchard Room

In partnership with you as parents the Orchard Room provides a holistic approach to the care and education for children aged 0 to 3 years by:-

- providing a welcoming, secure (physically and emotionally) caring and stimulating environment;
- encouraging, supporting and challenging the children to fulfil their individual potential in all aspects of their social, emotional, moral, spiritual, physical and intellectual development;
- expanding children's knowledge about the world around them and developing necessary skills, concepts and attitudes to enable them to control, direct and foster their own learning, by building on the experiences that children bring to the Orchard Room from their home environment;
- planning broad and balanced learning opportunities, based on first hand experience, to match the children's general developmental and individual needs, with equal access of opportunity for children of different ability, gender, culture, religion, race and social/economic background;
- liaising with agencies and organisations and individuals involved in young children's care and education within the community.

Children's Learning

Orchard Room staff plan for each child as an individual. Much of our planning is based on the 'Early Years Foundation Stage' published by the DFE. Research shows that children learn most effectively by playing (doing) and communicating with adults and other children, in a carefully planned and secure environment. This enables children to begin to make sense of the world around them and build on their existing skills, knowledge, concepts and attitudes. Since play is non-threatening to children, they can explore new learning experiences through trial and error and still retain their self-esteem and self image. We plan an environment with child and adult led activities and opportunities for children to play with familiar, supportive adults to extend learning in their own chosen interests. This learning philosophy is adopted throughout the Children's Centre.

"The principles which guide all the work of all early years practitioners are grouped into four themes:

- **A Unique Child** – every child is a competent learner from birth who can be resilient, capable, confident and self assured.
- **Positive Relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- **Enabling Environments** – the environment plays a key role in supporting and extending children's development and learning.
- **Learning and Development** – children develop and learn in different ways and at different rates and in all areas of learning and development are equally important and inter-connected."

(Practice guidance for the Early Years Foundation Stage, DFE, 2007)



Nursery staff make continuous on-going observations of your child and record his/her special interests, achievements and difficulties in all areas of development. Staff use this knowledge to provide each child with opportunities to make progress in his/her learning. You can play a key part in this process by sharing your detailed knowledge of your child with the staff throughout his/her time at nursery.

Pattern of the day

A wide range of activities and opportunities are available indoors and out. Throughout most of the sessions children can choose where to play and learn both indoors and in the garden. This gives children opportunities to be active, play alone or in small groups, become absorbed in self chosen activities and to become involved in quiet activities. The staff work alongside the children to support and extend their learning.



Children with additional needs

Children have special educational needs if they need additional support and /or resources to fulfil their potential in all areas of development.

Children may need support because of a sensory or physical disability (including sight, hearing or speech), learning difficulty, or because they are more able than their peers.

Equality of opportunity

The staff believe that all children should have equality of opportunity in their education irrespective of ability, gender, culture, race, religion or socio-economic background.

The Orchard Room considers each child as an individual and makes developmental provision for ensuring access to the curriculum.



Behaviour

In partnership with you we develop strategies to promote positive behaviour including:

- talking calmly and firmly with the child;
- explaining to the child at his/her level of understanding why his/her behaviour is unacceptable but at the same time emphasising his/her positive qualities;
- removing the child from the activity or workshop after a warning, and/or encourage him/her to play elsewhere;
- planning an individual programme if the child's behaviour continues to cause concern;
- seeking specialist advice from partners including speech and language therapists and educational psychologists.

NB: These strategies are dependant on a child's level of understanding and are not all appropriate for our youngest children.

Settling in

All new children are offered three settling in sessions. These are for you to attend with your child, to help you both become familiar with the new nursery surroundings. This will also give you a chance to ask any questions. We aim to hold a parent conference during these visits, which will give you the opportunity to get to know your child's key carer and share information about your child. Some children settle more quickly than others and we aim to be as flexible as possible during the settling period.

You are encouraged to come into the Orchard Room and settle your child each day and when possible spend time at the end of the session chatting to nursery staff about your child's day. We aim to create a friendly family feel, build a good two way relationship with parents and encourage you to share information easily with nursery staff.



Bottles and feeds

Parents are requested to supply the Orchard Room with bottles (labelled with their child's name) if your child requires bottle feeding. Parents are also requested to supply formula milk (powdered if possible) or expressed breast milk for babies requiring feeds. All bottles, dummies and feeding equipment will be steam sterilised at the nursery for babies and toddlers below twelve months of age. Formula feeds will be made up by nursery staff daily. All milk feeds will be stored in the milk fridge in the Orchard Room. Feeding routines, already established, will be discussed prior to your child starting at nursery and wherever possible routines will be continued at nursery.

Meal times and snacks

The Orchard Room provides breakfast, lunch and tea. The nursery staff prepare breakfast and tea, with advice from a qualified dietician. The lunch is supplied by an outside company who cater specifically for the dietary needs of children.

Meals served at lunchtime are blended to a manageable consistency for younger children. It is essential that you inform nursery staff of any dietary requirements or allergies your child may have. Please also inform us of any likes and dislikes your child may have regarding food. If the nursery meal is not suitable for your child a substitution will be made.

The breakfast, lunch and tea menus are on a three weekly rota and parents will be given this information in advance. In addition, healthy snacks are served during morning and afternoon sessions.

Milk and water are freely available for the children throughout the day. When developmentally appropriate the children are encouraged to help themselves to drinks as and when they require them.

Sleeping and resting

Sleeping routines already established will be discussed prior to children starting nursery and will be continued wherever possible. The Orchard Room does not have a designated sleep room, but rest areas are available. Cots, buggies and rest mats and all bedding are provided.

Dummies and comfort items

Please supply dummies and comfort items for your child if he/she requires them. It may be difficult for a child to sleep or settle if he/she does not have his/her usual comfort items from home. Dummies are stored in individually named containers when not in use.

Clothing

Your child will be most at ease in loose, unrestrictive clothing, which he/she can manage easily. A coat or jacket is essential as the children use the garden throughout the year and the weather can be unpredictable.

Please make sure that clothing is clearly marked with your child's name.

Some of our activities can be messy. We do have protective clothing but it will help if you send your child to nursery in clothes that you and your child will not worry about.

Paint on clothes should be washed out in cold water with soap. Detergents or hot water tend to set the stain.



Coat pegs and bag labels

All children will have a named coat peg. In the Orchard Room children will also have a space to store correspondence to and from home, spare clothing, nappies, Wellington boots etc.

Parents are welcome to leave labelled bags on children's coat pegs (no plastic carrier bags please), with spare clothing, comfort items, nappies etc. Laminated labels are available for easy identification.

Full-time children will have an allocated space in the bathroom to store spare nappies, creams etc.

Nappies and potty training

We request that parents provide nappies, pull-ups and any creams used for nappy change times for their child. Nappies are changed throughout the day as required.

Potty training routines already established are discussed prior to your child starting nursery and continued wherever possible. Please inform us of any changes to routines. Please supply extra underwear for your child during potty training.

Parents and the Orchard Room

Information about what your child has done during their session with us can be shared with you verbally at the end of each session. For younger babies we will also share information via a home/nursery book which the nursery provides. This also has space for you to note things that have happened at home or anything which you feel may affect your child. Information in the book will not detail everything your child has done during each session, as we encourage parents to chat to staff whenever possible about their child's day.

It benefits each child when the home and nursery work together and there are lots of ways you can help us and support your child during their time with us. These include: providing dressing up clothing that the children may recognise from home, coming in to read stories with the children, taking an interest in displayed work throughout the nursery, and sharing with us achievements and any concerns that you or your child may have.



Transition to Nursery School

During the term before your child's third birthday you will be given a possible transfer date to the Nursery School. This will be shortly after your child becomes 3, but can be negotiated. Children between 3 and 5 years spend the main part of the day in the Nursery School setting. Breakfast, lunchtime, after school and school holiday daycare will continue to be provided. Keyworkers will be responsible for children during session hand-over times and will pass on any relevant information. Wherever possible, children will have taster sessions in the Nursery School prior to moving, with their key carer from the Orchard Room. Parents will be invited to come and spend some time in the Nursery School with their child when they first transfer. We aim to be as flexible as possible in making this a smooth continuation of your child's nursery experience. The children will already be familiar with many of the Nursery School staff from their time in the Orchard Room.

Further information leaflets are available on the Nursery School. Please ask a member of staff.



Personal belongings

Although reasonable care is taken, we cannot take responsibility if toys or jewellery get lost or broken. They are really best left at home unless they are comfort items.

Health

Hearing, vision and development checks can be undertaken at the nursery by colleagues from the Health Service. Please liaise with your child's key carer.

If your child is ill please let us know and keep him/her at home until fully recovered (or in cases of diarrhoea or sickness, until 48 hours after the last attack).

Please let your child's key carer know if they are receiving any medical treatment. If your child needs prescribed medication administered while at nursery please inform your child's key carer. Staff cannot administer medication that is not prescribed except nappy creams, teething gel and sun cream. Pain relief medication can only be administered if it is prescribed. You will be asked to complete a medication form.

Child protection and safeguarding procedures

The responsibility for safeguarding children belongs to everyone. Children will only be safe if families, communities and professionals work together to promote their welfare. All children should be safe and able to develop their full potential. The protection of vulnerable children is vital and child protection procedures must be effective and work consistently across organisational boundaries.

The School and Centre has developed comprehensive procedures to ensure that children's need for protection from harm and exploitation is paramount. If you have any safeguarding concerns please tell your child's key carer or ask for the designated member of staff.



Charges

All sessions in the Orchard Room are chargeable (please see current price list), except for those who are entitled to two year funding. The Nursery School is maintained by the LA and children are entitled to fifteen hours of free education and care (the term after their third birthday). Parents have the opportunity to 'buy' extra sessions, if they require full day care.

Late charges

Staff in the Orchard Room are scheduled to work in relation to the number of children at any given time. It is therefore very important that you collect your child on time. If you are late this may result in a member of staff having to work beyond their working hours. Please inform nursery staff if you are going to be late. We are aware that occasionally you may be held up. Late charges will be applied (as detailed in your Nursery contract).



Financial difficulties

Parents experiencing financial difficulties should discuss these with the School and Centre's business manager as early as possible in order to reach an arrangement regarding payment of fees.

Invoicing and payment

Fees are payable monthly in advance. Payment is due on the first working day of each calendar month and the School's business manager will send you an invoice the week before.

Late payments generate additional administration and we therefore charge a late payment fee (as detailed in your Nursery contract).

If fees are not received, a reminder letter will be sent out one week after the fees are due. If fees are still outstanding after two weeks, the business manager will request a meeting with parents where an arrangement must be made regarding the fees. If parents are not willing to meet with the business manager, they will receive a letter three weeks after the initial fee due date informing them that their child's nursery place will be withdrawn. The debt will then be returned to West Sussex County Council Debt Management Section for action to recover the outstanding amount. This is a most undesirable outcome. The Nursery understands that some parents may experience financial difficulties from time to time and would like to work together to minimise disruption to the child's care and education.

When are we open?

The Orchard Room is open 50 weeks per year. The Nursery will be closed during the last week in August and one week between Christmas and the New Year. We are also closed for five staff development days throughout the year and all statutory public holidays.

Disability equality

The Governors and staff of Bognor Regis Nursery School and Children's Centre are committed to creating a positive atmosphere within the School and Centre, which makes everyone feel welcomed and valued. We acknowledge that there is still some discrimination against people with a disability within our society and wish to work towards the elimination of this and to promote a positive image of disabled people.



If you are not happy with any aspect of the nursery please share your concern informally, initially with your child's key carer, Lead Practitioner and then the Headteacher.

If you are not satisfied with the response and wish to take the matter further, the Headteacher will put her verbal response to you in writing and explain how to continue to the next stage of the procedure which will involve the school's governing board.

The school and daycare provision is registered and inspected by Ofsted. When you have exhausted the school's full complaints procedures you may consider completing an online complaints form on the Ofsted website or writing to:

OFSTED
Office for Standards in Education
Piccadilly Gate
Store Street
Manchester
M1 3WD
www.ofsted.gov.uk/onlinecomplaints

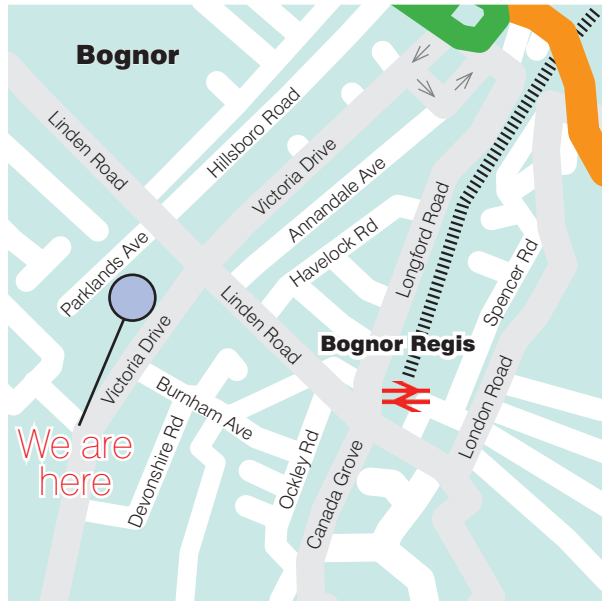
Thank you for choosing to send your child to the Orchard Room. We hope that you will very much enjoy your time with us.





Bognor Regis Nursery School
Children's Centre

A Sure Start Children's Centre



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