



Thornbury Play & Learn Nursery CIC
Registered in England & Wales
Company No: 9891150

Welcome to

THORNBURY PLAY & LEARN NURSERY

**103 Thornbury Road
Bradford
BD3 8SA
Tel: 01274 669901**

Ofsted Number: EY 497491

'Our passion. Their Future'

NEW PARENTS INFORMATION PACK



***Thornbury Play & Learn Nursery is a non-profit making community interest company.
It was established by to provide a funded 2 year old provision in the area.
We have 24 places available per session (morning and afternoon) with staff ratios in accordance
with the EYFS***

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STAFF LIST

Nursery Manager

Paula Williams



Paula joined us in January 2016 and has overall responsibility for the setting, reporting directly to the Director. She is responsible for ensuring we meet the required standards and regulations and operate effectively. Paula holds a level 3 qualification in the Children and Young People's Workforce. Paula is mum to three children. She is the Safeguarding Officer and Senco for the setting.

Deputy Manager

Raheela Bashir



Raheela is mum to 2 children and joined us in January 2016. Raheela holds a level 3 qualification in Early Years Care and Education and has over 14 years' experience working in early years. She is a mum to 2 children. She joined us in January 2016. Raheela is a Key Person and Behaviour Practitioner. Raheela can speak Urdu and Punjabi.

Early Years Practitioners

Henna Shah



Henna holds a level 3 qualification in the Children and Young People's Workforce. She has 3 years' previous experience working in the Early Years. She joined us in September 2016. Henna is a Key Person. Henna can speak Urdu.

Maryam Ali



Maryam holds a level 3 qualification in the Children and Young People's Workforce. She has over 2 years' previous experience working in the Early Years. She joined us in September 2016. Maryam is a Key Person. Maryam can speak Punjabi.

Sophia Ahmed



Sophia joined our dedicated team in January 2017. She holds a BA Honours in Early Childhood Studies and has over 4 years' experience in working in Early Years. Sophia can speak Urdu and Punjabi.

Faiza Kiran



Faiza joined our team in February 2017. Faiza holds a BA Honours in Working with Children, Young People and Families and has been working in childcare for 1 year. Faiza can speak Urdu and Punjabi.

Aisha Gul



Aisha joined us in June 2017. She holds a Level 3 Diploma in Childcare and education (Early Years Educator). Aisha is fluent in Pashto and Urdu.

DIRECTOR

Abdul Sattar Abdul Sattar is a local family man who is committed to education. He is the father of 3 children. He is employed as a secondary school teacher. Abdul Sattar has ultimate responsibility for the nursery.



PARTNERSHIP AND REGISTRATION

OFSTED

Thornbury Play & Learn Nursery is registered with Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD, Tel 0300 123 1231 Textphone: 0161 618 8524E: enquiries@ofsted.gov.uk www.ofsted.gov.uk
Our registration number is EY497491.

As an Ofsted registered nursery we work within the curriculum guidance produced by the Department for Education known as the Early Years Foundation Stage (EYFS). We approach this through play. We are flexible in our approach, fitting around the unique child and their individual needs and interests.

Once a provider is registered on the Early Years Register, Ofsted carries out regular inspections to evaluate the overall quality and standards of the early years provision in line with the principles and requirements of the 'Statutory framework for the Early Years Foundation Stage'(EYFS).

We underwent a registration visit from Ofsted to ensure we meet the statutory requirements.

We will have regular Ofsted inspections to ensure that we comply with the EYFS.

We are also members of:-

- **Bradford Early Years** – Where we receive training and advice in all areas of the Early Years Foundation Stage and we can register for and claim the Nursery Education Grant.
- **Pre-school Learning Alliance** – Through PLA we receive staff training, access to a network of support, discounts on resources and insurance.



AIMS

Our aims are to provide:-

- A safe and happy environment for *all* children through provision of a wide variety of activities in the care of qualified staff.
- A safe, stimulating environment for all children to explore and develop, both individually and as part of a group.
- Excellence in early childhood education and care.
- A working partnership with parents / carers.
- Friendly, caring, qualified staff who listen and are interested in each child's achievements.
- Staff who work as part of a team to deliver the EYFS, through observation, planning and assessment which meets the needs of each child, preparing them for school.

To achieve our aims we provide:-

- Play provision in a purpose built, well maintained setting.
- A record of achievement (Learning Journey), recording your child's development in the following areas;
 1. Personal, Social and Emotional development
 2. Physical development
 3. Communication and Language
 4. Literacy
 5. Mathematics
 6. Knowledge of the world
 7. Expressive Arts and Design

(These are the prime and specific areas of the Government Early Years Foundation Stage (EYFS) and this information is contained in your child's individual folder which is available for you to view at any time. We also hope you will add your own comments regarding your child's development at home)

- Friendly staff that are committed to your child's development.
- Staff who are qualified and are continually updating their skills.
- Alliance with local children's centres, schools/nurseries and agencies.

ADMISSIONS POLICY

The nursery has a maximum capacity set out by Ofsted regulations. In order to comply with these regulations we prioritise applications using the following criteria.

1. Age

The nursery gives priority to children who are aged 2 years and qualify for 2-year-old funding. There are intakes throughout the year.

If there are any spare places available during the school year they will be offered on date of birth basis to those on our waiting list.



2. Locality

Children who live locally to the Thornbury Play & Learn Nursery setting will be given priority over children living further afield.

3. Special Needs

We support children with special educational needs and have staff who have completed special educational needs training. We also have disabled access and facilities on site.

4. Access to other settings

Children who do not have a place at any other early years setting will have priority over those who have access to other facilities.

Please note that we require 4 weeks' written notice if you no longer require a place for your child.

TIMES

Sessions are available every week day morning from 8.45am to 11.45am and every afternoon from 12.15pm-3.15pm. In addition to try and offer some flexible options to our families we have now introduced the option of attending for 2 full days and 1 half day (full days 9am-3pm.) Children will need to bring a packed lunch. There are a limited number of these sessions (currently 6) which will be offered on a first come first served basis.

Please keep to these times for insurance purposes.

Term dates coincide with school as much as possible but are usually 10-12 weeks long with a break half way through term. We have three terms; Autumn, Spring and Summer.

FEES & GRANTS

Places are funded by the local authority, where the family is eligible, for 2 year olds; and for **all** 3 – 4 year olds. Grants are available from the term *after* your child's second birthday for **eligible** 2 year olds. Up to five 3 hour sessions per week can be claimed or two 6 hour sessions and one 3 hour session, please ask a staff member for more information.

NB. If the Nursery Education Funding is claimed at another setting we will only offer sessions if places are available. This is to ensure that all eligible children have equal access to early years education.

EMERGENCY CLOSURE PROCEDURE

If the nursery is forced to close during a session, e.g. due to fire or flood, staff shall contact you or your second named person to discuss arrangements for your child's collection.

KEY PERSON

Each child in our nursery will be nominated a key person. This is a member of our staff who has the main responsibility for taking care of your child, preparing any records kept, issuing any medication etc. Your designated key person is also there for any concerns you may have.



NAPPIES

Do not worry if your child has not completed their potty training; just inform their key person and bring clean nappies and spare clothes in to setting. For safety reasons we would ask that you do not use carrier bags or bags with drawstrings, small backpacks are ideal. When your child is ready for potty training we will work with you to support your child in this.

SETTLING YOUR CHILD

We shall work with you flexibly to find the best way to settle your child into the group. We encourage you and your child to attend 2 visits to meet our staff and to familiarise your child with the staff, the other children, the environment and our equipment.

BRINGING AND COLLECTING YOUR CHILD

Bringing: On arrival please indicate on the signing in sheet if someone other than yourself is collecting your child. If you are staying with your child please ensure you sign in the visitor's book as per our 'Checking the Identity of Visitors' policy.

Collecting: A member of staff will acknowledge your arrival and will bring your child to you. If for any reason the named person collecting your child is unable to do so please inform staff prior to collection by phone. **Tel: 01274 669901.** If you genuinely cannot return for your child then please inform the staff ASAP by phone and make appropriate arrangements with the Nursery Manager.

Please note: If any child has not been collected within 30 minutes of the end of the session, *without appropriate arrangements being made*, we are obliged to contact Social Care.

DAY PLAN

08.45AM-9.00AM & 12.15PM

WELCOME	Staff welcome parents and children. Children will then enter the setting where register will be taken.
PLAY & LEARN	<p>We operate on a free flow basis. Different activities are set up in the nursery and the children are free to choose where they wish to play, indoor or out. There are many activities available; for example water play, cars, creative area (painting, gluing etc), role play, book corner and construction to name just a few.</p> <p>Messy, creative and water play are an essential part of a child's learning and development and a wonderful basis for allowing them to explore their creativity. Children will get messy and we recommend that they come in old clothes or we do provide a non-compulsory uniform which can be purchased. Please provide a change of clothes in your child's bag.</p> <p>Activities are changed on a regular basis to follow each child's current needs and interest</p>



Children also have daily free flow access to our outdoor area unless dangerous weather prevents this. Please ensure your child is sent to nursery with an appropriate coat and hat/gloves.

9.30AM-10.30AM

1.30PM-2.30PM

SNACK TIME

Children can access snack when they chose. We ensure that the children wash and dry their hands ready for snack.

Children sit at low tables and are offered a healthy snack of milk or water, a portion of starchy, protein or dairy foods; fruit and/or vegetables. After snack children can return to play. Our weekly menu is available for you to view on the parents noticeboard in the Reception Area

Please inform staff if your child has any food intolerances.

TIDY UP

Children are encouraged to help tidy up throughout the session and particularly towards the end of the session.

11.45AM-12.15PM

LUNCH TIME

Those children who are staying for a full day session will sit down to eat their packed lunch, supervised by staff members.

11.45AM/3.00PM/3.15PM

HOME TIME

Time for home. Staff will bring your child to you and are available for daily feedback. Please don't forget to take all their works of art home with you.

SICK CHILDREN AT NURSERY

When a child arrives at nursery ill or becomes ill during the session our policy is to send that child home. (*Please refer to our Children who are Ill or Infectious Policy*). This ensures that the child has his / her needs met in the most appropriate setting and also protects other children and adults from the risk of infection.

If your child is unwell please keep them at home until the risk of infection is over and they are better able to cope with nursery. **In particular we would stress that in the case of stomach bugs children must remain at home for a period of 48 hours after their last bout of vomiting or diarrhea.**

Please see the attached infectious diseases form for information and advice on the most common infectious diseases.

SAFEGUARDING CHILDREN

We hope the time your child spends with us will be happy and fulfilling. To help achieve this, the welfare of your child must be our highest priority and our group follows Safeguarding Children guidelines approved by Children's Social Care.

In order to ensure that no misunderstandings occur and that the children are protected, nursery staff may occasionally need to clarify points with you. Please do not be offended as this is to safeguard the children



and everyone involved in their care. We should point out that any concerns that we may have about a child, that are not satisfied by our enquiries, will be reported to the appropriate authorities.

We also ask parents / carers to inform us of any injuries or occurrences (including minor injuries) that happen away from the nursery. We will ask you to complete a simple form which will be stored in your child's confidential records. Naturally, we will inform you of incidents that happen in the group. All of our staff are currently trained in Paediatric First Aid. Copies of certificates are available on request.

As part of our Safeguarding Children procedures we will not release a child into the care of anyone without the prior permission of the parent / carer. You therefore need to inform us who will be collecting your child at the end of each session, when signing your child in. If this should change, then please ring us on 01274 669901 to advise who will be collecting your child. If the person is not known to us then please advise them of your password. Also please inform us if anyone is legally not allowed access to your child.

We must also advise that the use of mobile phones is not permitted anywhere within the nursery. To safeguard children we will ask anybody using a mobile phone to turn it off.

The Prevent Duty

All early years setting have a duty to protect children from the risk of radicalisation.

We do this by promoting the 4 fundamental British values of:

- Democracy, (we make decisions together)
- Rule of law, (understanding rules matter, as cited in Personal Social and Emotional development)
- Individual liberty, (freedom for all; children should develop a positive sense of themselves)
- Mutual respect and tolerance for those with different faiths and beliefs (treat others as you want to be treated)

Full details of our Safeguarding procedures can be found in our Safeguarding Policy which is available in the reception area. This includes information on the following matters:

- Key Personnel
- Roles and responsibilities of the Designated Safeguarding Officer
- Confidentiality and sharing information
- Integrated practice
- Meeting statutory requirements
- Parental partnership
- Common Assessment Framework
- How our setting will put this Safeguarding and Child Protection policy into practice
- Recognising inappropriate behaviour displayed by members of staff or any other person working with children
- Intimate and Personal Care
- Children who may be particularly vulnerable
- Children who are missing from Home and/or from Education
- If you have a concern about a colleague
- Staff Training
- Safer Recruitment



- The Prevent Duty & Promoting British Values
- Use of mobile phones
- Cameras: photography and images
- Key service contacts: Establishing a professional code of practice
- Recognising abuse
- Confidentiality and sharing information
- Safeguarding Processes Flowchart

COMPLAINTS

Thornbury Play & Learn Nursery believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting.

We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

Complaints can be made either verbally or in writing. All complaints will be logged together with their outcome. Complaints will be investigated and the complainant will be notified of the outcome within 28 days.

You may approach Ofsted directly at any point:

Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD, **Tel** 0300 123 1231 **Textphone:** 0161 618 8524E: **email:** enquiries@ofsted.gov.uk.

POLICIES

As a nursery setting we have a number of operational policies which are kept in setting and can be accessed by parents or carers in the reception area during our opening hours.

The policies include:

- Behaviour Policy
- Checking Identity of Visitors
- Closure policy
- Complaints
- Emergency evacuation
- Equal Opportunities
- Health and safety
- Managing Children who are Ill or Infectious
- Medication Policy
- Missing Child Policy
- Recruitment and Selection
- Safeguarding children



Special needs
Uncollected Children Policy
Whistle Blowing Policy

If you would like a copy of any of our current policies please ask a member of staff.

We hope you and your child will enjoy your time here at Thornbury Play & Learn Nursery and that this booklet has gone some way towards answering any questions you may have. If you have any further queries regarding your child's time here then please just ask.