

# Information for Parents and Carers



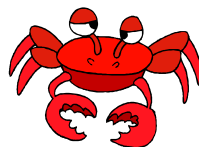
## Suffield Park Nursery

Mill Road, Cromer, Norfolk NR27 0AD

Telephone: 01263 519325

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*Providing a safe and happy place, inspiring curiosity, respect and confidence*





## Our Vision

The children are at the centre of everything we do. Partnership with parents, carers and the wider community to support children's learning and establish positive relationships is a central aspect of our practice. Our committed Nursery team aspire to provide opportunities related to children's individual needs through a rich, safe, exploratory and nurturing curriculum to ensure that all children achieve their potential, make progress and develop a love of learning.





## **Management Team**

Head Teacher: Jackie Bradford  
BSC, NPQH, International Risk Assessment

Acting Manager: Hayley Powell  
BA (Hons) in Early Childhood Studies

Room Leaders: Cath Ellis, Chrisey Smith and Emma Waddingham

Administrator: Kerry Lewis  
Finance Manager: Jenny Goodman





## Our Nursery

Our Nursery is divided into three rooms for each different age group. Staff within each of the rooms have a wealth of experience and are well-qualified.

## The Rock Pool

The Rock Pool is a beautiful 'home-from-home' environment for children aged from eight weeks to two years. We have a range of toys and resources appropriate to the children's stage of development and have regular access to our own outside area. A separate room provides sleeping and resting opportunities for the children and we have our own kitchen and nappy changing room. Staff work to a ratio of one adult to three children in this room which is in line with statutory requirements and ensures that excellent care is achieved for a maximum of six children at any time.

### The Rock Pool Team

- *Cath Ellis- Room Leader (CACHE Level 3 Diploma in Pre-school Practice)*
- *Chris Flowerday (Cache Level 3 Certificate in Work with Children)*
- *Jayne Holland (BA (Hons) in Childhood and Youth Studies)*





## The Coral Reef

This area is specifically designed to meet the needs of our 2 year old children. The Coral Reef is well resourced both inside and out and the children have free-flow access to the outdoor area throughout their sessions with us. The position of The Coral Reef within the large main room in the Nursery enable smooth transitions when the children turn three. Staff in The Coral Reef work to a ratio of one adult to four children, with a maximum of eight two years olds in each session.

## The Deep Blue Sea

The Deep Blue Sea is our three-four year old room. As well as access to a varied choice of toys and resources indoors, the children have free-flow access to a large outdoor play space. We make regular trips to the 'big school' to use the field, visit classrooms, the library and school hall. Staff provide a balance of child-initiated and adult-led activities throughout the environment. The staff in The Deep Blue Sea work to a ratio of one adult to every eight children and there are no more that forty children at any session.





## The Coral Reef and Deep Blue Sea Teams

- Chrisey Smith The Coral Reef Room Leader (Diploma in Nursery Nursing (NNEB- Level 3)
- Emma Waddingham The Deep Blue Sea Room Leader (Level 3 NVQ in Children's Care, Learning and Development)
- Ali Brooks (Level 3 Diploma for the Children and Young People's Workforce: Early Learning and Childcare Pathway)
- Dannielle Hull (Level 2 Certificate in Child Care and Education)
- Debbie Jablonowski (Level 2 Certificate for the Children and Young People's Workforce)
- Jeni Hawkins (Level 3 Diploma for the Children and Young People's Workforce: Early Learning and Childcare Pathway)
- Kerry Whincop (Level 3 Diploma for the Children and Young People's Workforce: Early Learning and Childcare Pathway)
- Laura Girling (NNEB- Level 3)
- Rhianne Craske (CACHE Level 3 Diploma for the Children and Young People's Workforce)





## Child Places

Suffield Park Nursery offers places for children aged 8 weeks to the time that they begin School Year 3, providing high quality and affordable day care.



The Nursery closes for four weeks each year, two weeks at Christmas and two weeks in August. The Nursery is also closed on Bank Holidays.





## Opening Hours

Monday to Friday	08:00 - 17:30
Saturday/Sunday	Closed
Bank holidays	Closed

The table below shows our session times.

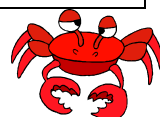
Session 1	Breakfast Club	08.00-08.45
Session 2	Morning	08.45-11.45
Session 3	Lunch	11.45-12.30
Session 4	Afternoon	12.30-15.30
Session 5	After School Club	15.30- 17.30

## Sessional Fees

The sessional fees are set out below if you require sessions which are not funded by the County Council for your child (i.e. more than the fifteen hours entitlement).

The cost per session for children under two years-

Session 1 8-8.45	Session 2 8.45-11.45	Session 3 11.45- 12.30	Session 4 12.30- 15.30	Session 5 15.30- 17.30
£3.80	£14.70	£3.70	£14.70	£10.30







The cost per session for children under three years-

Session 1 8-8.45	Session 2 8.45-11.45	Session 3 11.45- 12.30	Session 4 12.30- 15.30	Session 5 15.30- 17.30
£3.40	£13.20	£3.30	£13.20	£9.30

The cost per session for children aged three years and over-

Session 1 8-8.45	Session 2 8.45-11.45	Session 3 11.45- 12.30	Session 4 12.30- 15.30	Session 5 15.30- 17.30
£3.10	£12.00	£3.00	£12.00	£8.50

The Nursery team will do everything they can to support families in the payment of Nursery fees. Please speak to Jenny Goodman, our Finance Manager, regarding these matters or to discuss any difficulties. However, if fees are not paid on a regular basis and no efforts to make payments are made, it will result in the loss of the child's place. We rely on our income to ensure that the Nursery is sustainable and legal action will be taken to recover outstanding debt in line with our policies and procedures.





## Admission

We operate a waiting list, which is arranged on a first come first serve basis. If a place is not available at the time, and you wish to enrol your child, we will notify you as soon as a place becomes available. In addition our policy may take into account the following:

- Siblings already attending the Nursery
- Emergency admissions
- Looked after children

Parents who wish to enrol their child in the Nursery will be required to complete an admissions form and arrange a visit with the Administrator or Acting Manager to chat informally about their child's needs and to learn more about the Nursery.





## Collecting Your Child From Nursery

We ask that you let us know who will be collecting your child on a regular basis. If you have arranged for someone different to collect your child please inform the member of staff. If you are unable to collect your child and have made alternative arrangements for your child's collection, please contact the Nursery. We will not let your child leave the setting unless we have received instruction from you. Please note that collecting relatives or friends must be over 18 years of age. Siblings aged 16 and above are able to collect only if written permission is provided.

### Late Collection

We understand that there may be rare occasions when you may be late to collect your child due to circumstances beyond your control. However, it is our expectation that you will contact us to inform us of this or any alternative arrangements made. Unfortunately, late collection of children has a cost implication for the Nursery due to changing staffing levels for the different sessions and it is therefore necessary to charge parents/carers £5 for every fifteen minutes that the child remains in our care outside their session times.





### **Free Entitlement for two year olds**

Some 2-year-olds in England can get free early education and childcare. The criteria that needs to be met for this entitlement can be found online- <https://www.gov.uk/free-early-education>, alternatively you can speak to our administrator, Kerry. If your child is eligible they will be entitled to a maximum of fifteen funded hours each week.

### **Free Entitlement for Three Year Olds**

All children are eligible for a maximum of fifteen hours a week funded entitlement across thirty-eight weeks of the year from the term after their third birthday.

### **Safeguarding and Child Protection**

At Suffield Park Nursery we are committed to ensuring that all children attending our setting are safe and protected from harm. We have a legal responsibility to safeguard and promote the welfare of children at our Nursery.

"There are robust procedures in place to ensure suitable and well-qualified staff are employed to work with the children" (Suffield Park Nursery, Ofsted 2013).

All staff receive training in Safeguarding and Child Protection as a priority with four members of Nursery staff trained in the role of Senior Lead Professional with a specific responsibility for safeguarding within the Nursery.





The following staff are trained Senior Lead Professionals in our setting:

- Hayley Powell
- Cath Ellis
- Chrisey Smith
- Emma Waddingham

Our Safeguarding and Child Protection Policy is available to you on the school website and in the Nursery, please ask if you would like more details. We are committed to working with parents positively, openly and honestly and respect parents' rights to privacy and confidentiality. Sensitive information will not be disclosed without consent unless it is necessary to do so to safeguard a child from harm.

### **Health and Safety**

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a Nursery. We are committed to providing and maintaining a safe, healthy environment for our staff, children and others whom we work with. We carry out regular risk assessments of our environment and activities we partake in. We practise fire drills to ensure that staff and children are familiar with the procedure.





## Working in Partnership with the Parents/Carers

Working with parents/carers is a central aspect of all we do at Nursery. You know your child best and your support in their learning and development is crucial. When you have decided that you would like your child to attend Suffield Park Nursery and have completed necessary paperwork from the Nursery office you will be offered a home visit. Home visits are an extremely valuable way for you and your child to get to know us and for us to get to know you, beginning our relationship with your family in an informed and positive way. Parents are children's first and enduring educators. When parents and practitioners work together in early years settings, the results have a positive impact on children's development and learning. At Suffield Park Nursery we recognise that warm, trusting relationships with knowledgeable adults support children's learning more effectively than any amount of resources.

Parents/Carers are always warmly welcomed into our Nursery and we work hard to provide opportunities for you to come into the setting. For example to share soup and rolls with the children at harvest time, Christmas performances, sharing stories and Sport's Day.

Whilst you are welcome to discuss your child's progress with Nursery staff at any time we hold termly parents evenings to provide an opportunity for you to meet with their key person





## Key Person System

Every child who attends the Nursery is allocated a 'key person' who will be the main point of contact for you and your child. This relationship provides each child with a sense of security so that they feel confident to explore their world and form further relationships. The role of the key person is to know their individual children and to support their sense of identity and individuality. The key person is responsible for your child's Learning Story which is a record of your child's learning and development containing observations and assessments during their time at the Nursery.

## Settling In

Parents are welcome to arrange to visit the Nursery with their child before they start with us. A member of staff will show you around the Nursery and answer any questions you may have. Once admission forms are completed staff will contact you to organise a home visit where you will be able to discuss how your child will settle into Nursery.

*"Home visits enable staff to see children in a familiar and secure environment, and talk in depth with parents. As a result, children settle into the setting with a familiar adult more easily and make a smooth transition." (Suffield Park Nursery, Ofsted 2013).*





Everybody is different in how they feel about this and we would like to reassure you that our Nursery team will work to support you in whichever way you choose to manage this transition. Please be assured that if your child struggles to separate from you, staff will phone you to let you know how they are later in the session, you are also very welcome to phone us if you are worried.







## The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is the curriculum for children aged from birth until five years of age.

Four themes underpin all of the guidance within the EYFS, they are,

A Unique child



Enabling Environments

Positive Relationships



Learning and Development





Using the Early Years Foundation Stage, the Nursery environment is carefully planned to ensure that your child has access to a wide range of experiences to support their development. We consider what each child can do and build on this with careful planning to make sure that we provide for their individual needs. Our Nursery curriculum is balanced and structured and ensures that all children have equal access to all areas of learning through every day play activities and child initiated learning.

*The **three** prime areas of learning are:*

<b>Personal, Social and Emotional Development</b>	Developing relationships, self-confidence and self-awareness, and managing feelings and behaviour.
<b>Communication and Language</b>	Includes children's skills in listening and attention, understanding and speaking.
<b>Physical Development</b>	This involves moving and handling and thinking about being healthy and knowing how to take care of yourself.





*The four specific areas of learning are:*

<b>Literacy</b>	Reading and writing
<b>Mathematics</b>	Learning about numbers, shape, space and measures.
<b>Understanding the World</b>	Finding out about people and communities, technology and the world.
<b>Expressive Art and Design</b>	Involves using different media and materials and being imaginative.





## Special Educational Needs

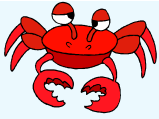
At Suffield Park Nursery we are committed to ensuring that all children receive an education that enables them to meet their potential. All children are monitored closely through our tracking procedures which support us to intervene early and provide additional support as required. Children with special educational needs or disability are fully supported at the Nursery and we develop individual programmes for their learning and development.

*"Children with special educational needs and/or disabilities are supported well in the setting. Staff work effectively with parents and other professional agencies to ensure their needs are met." (Suffield Park Nursery, Ofsted 2013)*

## Equal Opportunities

Suffield Park Nursery strives to be an inclusive setting. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual children, or groups of children. Equality of opportunity must be a reality for the children who attend our Nursery.





We work hard to ensure that no child is at a disadvantage and give careful consideration to the children attending the Nursery, for example:

- girls and boys;
- minority ethnic and faith groups;
- children who need support to learn English as an Additional Language;
- children with Special Educational Needs;
- gifted and talented children;
- children who are at risk of disaffection or exclusion;
- travellers and asylum seekers.
- Children looked after (CLA)
- Vulnerable groups of children





## Behaviour Management in the Nursery

The staff team will encourage and support all children in order to promote positive behaviour. We believe that children flourish when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. Training staff in behaviour management strategies is a priority in the Nursery and a consistent approach is always maintained. We work in accordance with our Early Years Behaviour Management Policy which is available in the office if you would like to read it. Any concerns/incidents related to your child's behaviour or when your child is affected by the behaviour of another child will always be communicated with parents/carers. We ask that you keep us informed of anything that may affect your child's behaviour and strategies you use at home.





## Meals at Nursery

### *Breakfast* 08.00-08.45

This session is a social event where children have the opportunity to share breakfast with their friends. Breakfast is included in the session fees; a range of cereals and toast are provided and the children have the option of milk or water to drink. Parents may choose to give their children breakfast at home and join us at some time during the session. If your child is going to school after this session, Debbie Stern (a member of school staff) will escort them to their classrooms.

### *Lunch* 11.45-12.30

You have the option to send a packed lunch from home for your child or order a hot dinner which is prepared on site in the school kitchen. Hot dinners can be ordered on the day or in advance at a cost of £2.10. The school kitchen provides a varied, rotational menu consisting of a well-balanced nutritional diet for the children.

### *Teatime* 15.30-17.30

Children attending the school will be escorted to the Nursery by Debbie Stern at the end of the school day (3.15pm) where they will be welcomed by Nursery staff. We ask that children who attend this session bring a packed tea or snack with them to eat during this session. We can heat food for children under three years as necessary.





### *Snack Time*

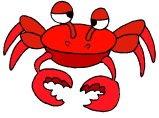
We provide a healthy snack for children during the morning and afternoon Nursery sessions. Children will be offered milk or water along with a choice of fruit or savoury snack such as a breadstick. The children frequently take part in baking activities which they may eat at snack time, for example cheese straws or fairy cakes.



We cater for children with special dietary requirements. Parents should inform the Nursery when they register their child of any particular needs. Staff will be alerted to children's individual needs relating to food allergies and will offer an alternative when necessary. Parents with weaning babies may bring in food from home for staff to prepare.







## Clothing

The Nursery does not have a compulsory uniform for children, but parents may choose to purchase a Suffield Park Infant and Nursery School sweatshirt or T-shirt. The children spend significant periods of time outdoors and the doors are open whatever the weather so we ask that you send your child in layers. Additionally, the children frequently engage in messy play activities so we would recommend that this is taken into consideration when dressing your child for Nursery! We encourage independence as developmentally appropriate for each child. It would be extremely helpful if they are dressed in clothing that they are more likely to manage independently.



Please provide sun hats, winter hats, scarves and gloves, outside footwear as appropriate. It is essential that all clothing is marked clearly with your child's name.





## Illness

If your child is ill or unable to attend their session please contact the Nursery on the first day of absence. If you are unsure if your child should attend Nursery please contact us as we will be able to make recommendations in accordance with guidance regarding different illnesses/infections. If your child has suffered from sickness or diarrhoea please ensure a period of 72 hours has elapsed since the last episode before returning to Nursery.

## Holidays

We ask that you let us know as soon as possible if your child is going to be on holiday. If your child's sessions are not funded, half of the normal fees will be payable for a pro rata two week period in any calendar year. Any additional periods will be charged at full fees. If we do not receive prior notice, fees will be charged at the full rate. Parents will not be charged for any closure periods already specified by the Nursery.





## What Will I Need To Provide?

At your home visit staff will discuss what you will need to bring to Nursery for your child. Parents/carers are required to provide nappies and wipes if necessary. It is extremely helpful to bring in a spare set of clothes particularly if your child is learning to use the toilet/potty. Children may bring in special comforters. However, we would ask that parents do not bring in any toys from home. These may get lost or broken or cause disagreements between the children. We ask that all clothing, additional items and belongings are clearly labelled with your child's name.

During sunny weather please apply sunscreen to your child before they arrive at the Nursery. The children will need to have sunscreen re-applied throughout the day during the summer months to maintain protection. We will ask you to complete a permission form for staff to apply sunscreen and give you the option to provide your own or make a donation to enable us to use the Nursery sunscreen.





We look forward to meeting you and sharing your child's journey during their time at Suffield Park Nursery. Please contact us if you would like further information about our Nursery.



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