

# St. Vincent's Nursery Ltd

**Wiltshire Lane, Pinner, Middlesex, HA5 2LX**  
**(020) 8426 1492 / (020) 8426 1490**

## INTRODUCTION

Directors: C.A. & M.B Haynes  
Manager: Maria Carroll  
Staff Ratio: 3mths-2yrs - 1 Early Years Practitioner to 3 Children  
2-3 Year Old's - 1 Early Years Practitioner to 4 Children  
3-5 Year Old's - 1 Early Years Practitioner to 8 Children

Welcome to St Vincent's Nursery which is situated within the grounds of Haydon School. Our bright and spacious nursery specializes in caring for children aged 3 months – 5 years. We have one 3-18 month room "Buttercups", two 18-30 month rooms "Daisies and Sunflowers" and two rooms for children aged 2½ - 5 years "Busy Bee's" and "Butterflies". There is also a large grassed secure area for outdoor play and a covered patio area for free-flow play. We also have a vegetable plot for our "Butterflies" room. Our Early Years Practitioners are highly qualified and all have first aid certificates. They are experienced and caring, ensuring children feel secure and parents/carers feel confident in leaving their child with us. Enhanced DBS checks are carried out by the Management team on all staff.

Usual nursery hours are from 8.00 am to 6.00 pm, Monday to Friday, closing only for Bank Holidays and just over a week at Christmas. We offer an earlybird service where your child can attend the nursery from 7.30am. This is run using an advance booking system, with a charge of £6.75 per child, per session.

We work to a key person system where each of our Early Years Practitioners are responsible for the same children, ensuring their every need is catered for. All children's needs are met on an individual basis and under 2's have diaries that are written daily regarding feeding, sleeping, activities and nappy changes. These are available to read each evening to inform you of your child's progress. In addition every child has a development profile which you can access at any time, on request from the management team.

## St Vincent's Nursery Vision

**'Together we will nurture, stimulate, support and challenge our children enabling them to grow into confident and independent learners allowing them to participate fully in a diverse community'**

Here at St Vincent's Nursery:

We believe that every child is unique and that every day should provide exciting opportunities to explore, take on new challenges and learn in a way they choose is meaningful to them. We understand that children in the EYFS develop rapidly but at different rates. We offer a safe, inclusive and happy environment with stimulating activities that will engage children and develop their curiosity. We believe each child should be independent and confident and develop a sense of responsibility for themselves and respect for others in their community. All children have a secure, safe and fun learning environment and are supported by knowledgeable, skilled and committed practitioners, who understand children's individual needs and interests to plan for play that enables each child to develop to their full potential.



## **ADMISSION PROCEDURE**

- The Nursery operates a waiting list which parents are placed on once they have completed and returned their registration form, with £250.00 refundable deposit, returned upon terms and conditions adhered to, until the point of the child leaving.
- Child numbers will be strictly regulated to meet staff: adult ratios and the terms of our OFSTED registration
- The registration form provides the nursery with the vital information as stated on the 'Essential Information Policy.'
- Parents are required, upon registration, to show the nursery manager the child's full birth certificate of which only the birth certificate number is recorded
- All personal information will be retained for 3 years after the child leaves the nursery, under General Data Protection Regulation.

### Terms and Conditions

When a child joins the nursery, one or both parents are asked to sign the registration form, accepting the terms and conditions of the nursery.

The implications of this will be made clear in the letter given to parents at the time. These are:

- Both parents are liable for the payment of nursery fees and costs
- The contracting parent nominates who may collect the child from the nursery. At least two names and addresses will be given. Where this does not include the second parent, the second parent will not be allowed to collect the child. It is not the duty of the nursery to inform the second parent of this, but the nursery urges the contracting parent to inform the second parent that this is the case.
- The contracting parent is allowed to see the child at nursery. However, it is made clear that the second parent will not be allowed into the nursery unless the contracting parent has nominated the second parent as being able to do this or unless the second parent is a contracting parent for another child.
- The contracting parent decides on specific issues in relation to the child, such as diet or whether the child is allowed to be photographed.

The purpose of this is to ensure that parents recognise that the nursery will not be seen as a place that can be used as part of any dispute between parents. A parent, who is not a contracting parent and is not listed as an acceptable person for collecting children from nursery, will not be allowed into the nursery for any purpose in relation to that child.



## **SETTLING NEW CHILDREN INTO NURSERY**

It is of paramount importance that all children in the nursery should be treated with great care and consideration. A new child should feel comfortable, cared for and integrated into nursery life as quickly as possible.

It is also important to us that a parent/carer feels comfortable and build a bond with their child's key person. This is important for the child to see that their parents are happy in order for them to feel happy about nursery as well.

During the first settling in visit one parent is encouraged to stay (visitors declaration form must be completed) with the child and then maybe leave the child for the last half hour, this is completely down to parental preference and what they feel is best for the child. Parents are asked to bring in a family photo and if the child has a favourite toy from home that will help them to settle in (one that can ideally stay at the nursery), the child will have a peg name and the key person will be present. Children are required to do 3 settling in times before starting nursery.

### **Settling in hours:**

#### **Day 1**

**9:30-11:30** – Parent/carer will meet the key person to their child and go through 'All about me' forms (which will have previously been sent to the parents to complete at home beforehand). After the parent and key person can get to know each other and also play alongside the child. Parents can discuss anything they are worried about, their child's behaviour patterns, if any or if they have any questions with the key person. Key person is to get as much background information as possible.

#### **Day 2**

**10:00-2:00** – During this time the parent drops their child off or if they wish they can stay for a little bit. Staff to ensure there is lots of messy play to distract the child and this is a way to sooth them by using different smells and textures. Staff to ensure they use their picture time tables, now and next boards, etc. with the children so they know what comes next in order for them to feel less anxious about settling in.

#### **Day 3**

**10:00-4:00** – During this day the parent will drop off their child and again they can stay for a little bit or if they feel it isn't necessary just to leave and call the nursery for an update on their child.

- Nursery sessions will run as usual during visits as it is important for parents to see the regular routine of the room and see to the high level of care received by all children in the nursery.
- When a child starts nursery we are happy to receive telephone calls from parents/carers at all times. We fully understand that parents/carers may have concerns about their child and are likely to feel upset at leaving them in someone else's care. We will aim to reassure the caller, but will be honest about how the child is doing. It is absolutely fine for parents/carers to ring multiple times during the day.
- If a child remains very upset during the day, the nursery will call the parent/carer and discuss our concern.



## **KEY PERSON SYSTEM**

At St Vincent's we use a key person system. Each child is allocated to a member of staff, who will be the main point of contact to parents when they drop off and collect. Children form a bond with other staff in the room as well, so if the key carer is absent, their child is still looked after by a familiar adult.

- The key person will be allocated prior to the child starting nursery
- The key person will look after the child on a daily basis, meeting all their needs and will keep a daily diary on our Blossom app of what the child has done during the day and of which the parent will have access to
- The key person is also responsible for keeping records of the child's development. This is done via written observations, Individual plans and EYFS profiles.
- When the child is old enough to move to a new room, they will be allocated a new key person, and a full handover between key persons will take place
- On the rare occasion when a child or parent does not bond with the key person, the nursery will do the utmost to resolve this amicably and a new key person may be allocated if this is seen to be the best for all concerned.
- We always do our best to work in harmony and partnership with parents/carers and respect that they are the child's main carers first and foremost.

## **BLOSSOM APP**

Whilst you're apart from your child, you want to know that your child is safe, happy and receiving a solid foundation for their education. We use a secure online platform called Blossom to record the development of your child. Through Blossom we track and understand your child's learning more effectively and build strong, trusting parent partnerships by sharing their development with you, via a smart-phone App, allowing you to be more involved in your child's journey through nursery with us. On registration a full information pack and Parent Permission Form will be given to you.



## **SPECIAL EDUCATIONAL NEEDS**

St Vincent's Nursery is committed to providing a nurturing and inclusive environment for all children. We adopt a whole nursery approach to ensure that all your child's specific needs are met. We believe that as the parent/carer you hold the key to your child's success and we embrace working in strong partnership with you to ensure that your child can be supported to meet their full potential.

We have close connections and good relationships with a variety of professionals that may be included in your child's care, such as The Early Years Inclusion Team, Speech and Language Therapists, Occupational Therapists and Physiotherapists. If your child has any other professionals involved, we will work collaboratively in order to best support you and your child.

We are very lucky at St Vincent's to have a beautiful **Sensory Room**, this is a place where children can explore and develop their senses and skills. Our Sensory room aims to engage children who learn best through play, the children have the power to make changes within their environment through cause and effect such as changing the colours of lights. The room encourages children to become interested and engaged within their environment. The sensory room speaks for itself so please feel free to arrange an appointment where we will be delighted to show you and your child around.

All staff and children actively use **Signalong** within the nursery. Signalong is a sign supporting system that was developed to help children and adults acquire language skills where there are communication difficulties. Signalong follows the general course of language development, and is designed to encourage and support spoken language, every sign is accompanied by the spoken word. We believe Signalong is beneficial to all children so have fully integrated signing within nursery life.

The nursery has a Special Educational Needs & Disabilities Co-ordinator (SENDSCO) and their role is:

- to ensure liaison with parents and other professionals in respect of children with special educational needs
- to advise and support other practitioners within the setting
- to ensure that appropriate Individual Education Plans are in place
- to ensure that relevant background information about individual children with special educational needs & disabilities is collected, recorded and updated.

We will do all we can, along with your support to ensure that St Vincent's Nursery is the right place for your child, making sure they have a fulfilling and positive social and educational experience with us.

If you require any further information or would just like to come in to see our facilities and have an informal chat then please feel free to contact the nursery and ask for the SENDSCO.

Some of the specific activities that we offer are:

PALS – Social skills program

Attention Hillingdon

Bucket Time



## **AIMS & OBJECTIVES**

### **AIMS**

- A) To provide the opportunity for children to be happy to learn, explore and develop through stimulating activities in order to monitor and assess growth and development.
- B) To provide positive images in the child's global development.
- C) To provide and meet required Health and Safety standards.
- D) We aim to encourage the children to participate in different activities throughout the nursery.
- E) To provide practitioners who are qualified with a caring enthusiastic approach to the welfare of the children.

### **OBJECTIVES**

- A) To work in partnership with parents/carers
- B) To ensure the nursery is welcoming.
- C) To provide activities within a structured stimulating environment using the EYFS.
- D) To provide annual reports.

### **AT NO TIME WILL A CHILD**

- Be in receipt of any form of corporal punishment
- Shouted at/intimidated
- Made to appear foolish
- Made to feel bad or devalued
- Deprived of food or drink
- Isolated – away from group on their own
- If a child displays reoccurring challenging behavior, a plan of action will be put in place where you as parents and nursery staff will work in partnership to encourage positive behavior. All of our staff are trained in behavior management.



## **MEALS**

We have again been awarded 5 stars for the Scores on the Door environmental health food hygiene. In conjunction with this we also have again been awarded a healthy eating award.

All meal times are happy, relaxed occasions. The children sit at tables with their friends for lunch and tea, and the older children are encouraged to help with laying the table and serving themselves.

Good eating habits and manners are encouraged at all times.

Healthy cereals such as Weetabix, Cheerio's, Ready Brek and Shreddies along with toast is provided for breakfast up to 8.30am only. A mid-morning snack of fruit and milk/water is provided for 1-5-year old's.

Lunch and pudding is provided to all full session children.

Tea consists of a hot meal or sandwiches and fruit. A snack of milk and breadsticks is served at 5pm.

Water is provided throughout the day for all children to drink and keep hydrated.

A good variety of well balanced, nutritious food is available for your child and included in the cost of the nursery fees. All dietary needs are catered for.

All meals are prepared onsite and cooked freshly each day by our experienced cook. We do not serve processed foods and all sauces are made from fresh ingredients.

There is a menu displayed covering a four weekly period.

Due to allergies in other children that you would not be aware of, we ask that no other foods be brought into the nursery unless specific arrangements have been agreed with the Nursery Manager.

We do not allow any foods that contain nuts or raisins, again due to allergies or intolerances.

We use a local butcher for our fresh meat and a Green Grocers for our fresh fruit and vegetables.



## **PARENTAL RESPONSIBILITY**

### **Definition**

All the rights duties, powers, responsibilities and authority, which by law a parent of a child, has in relation to the child and his/her property.

### **Married Parents**

Where a child's parents were married to one another at any time following his/her conception, they each have Parental Responsibility for the child.

- This law emphasises the responsibility towards their child/ren which can be lost only if a child is freed for adoption, adopted, attains the age of 18 or dies.

### **Divorce**

If a married couple separate, or divorce, they both continue to have Parental Responsibility for their children.

### **Allocation in case of Unmarried Parents**

Where a child's mother and father were not married to each other at any time following his/her conception:

The mother has Parental Responsibility for the child

The father does not have Parental Responsibility unless he acquires it in accordance with the provisions of the Children Act or is on the child's birth certificate.



## **Acquisition of Parental Responsibility by Unmarried Father**

An unmarried father may obtain Parental Responsibility for his child as a result of:

- A formal “Parental Responsibility Agreement” drawn up in prescribed form with the child’s mother, and lodged with the Principal Registry of the High Courts Family Division.
- An application to the court for a “Parental Responsibility Order”
- A residence order being made in his favour
- Jointly registered the birth of the child with the mother (law amended December 2003)
- The death of the child’s mother (if she had named him as a guardian of their child in her will)
- A court’s decision that on the death of all those who already hold Parental Responsibility he should become the child’s guardian
- Marry the child’s mother, if he is the ‘birth father’

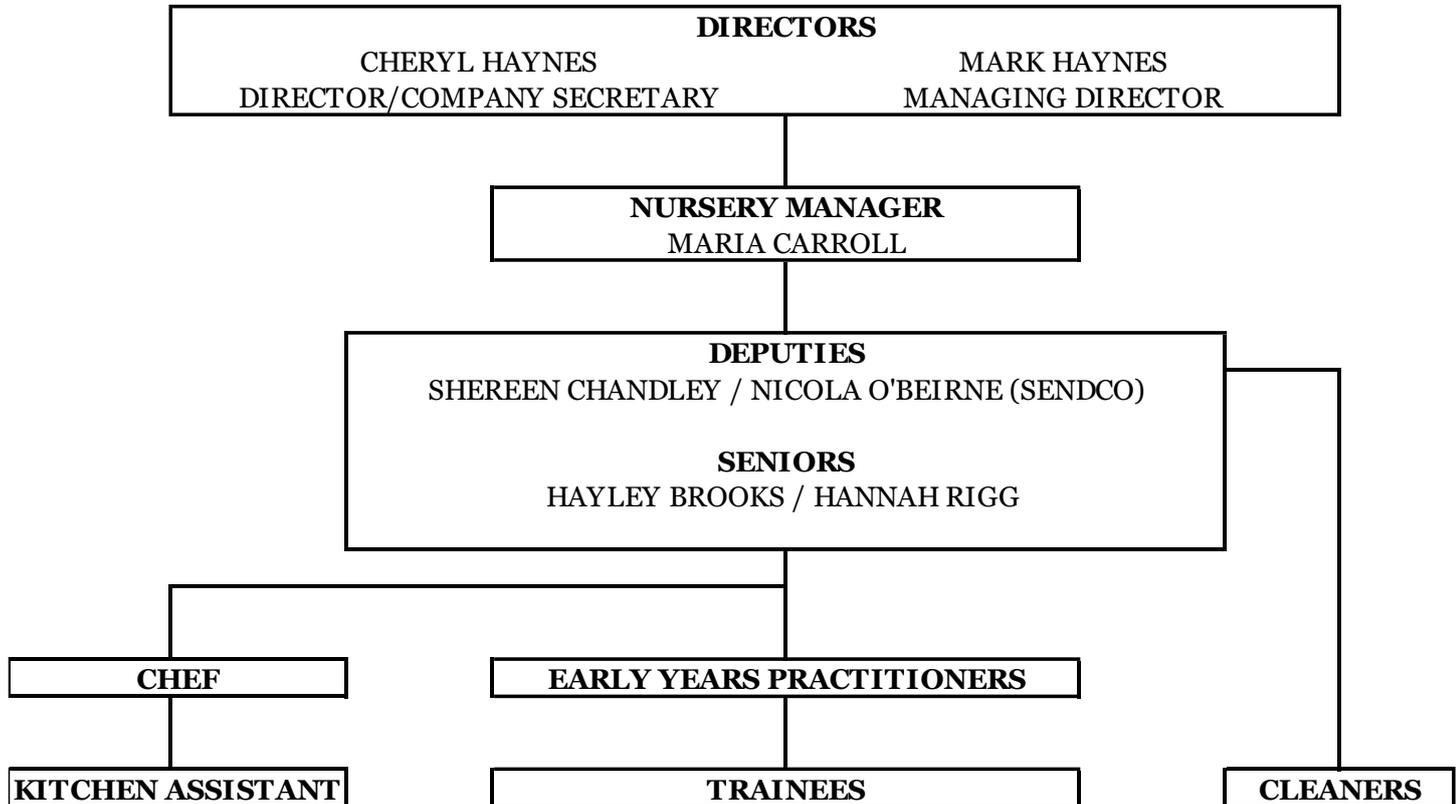
## **Effect of Unmarried Father acquiring Parental Responsibility**

The practical advantages of such a status would include:

- A right to receive educational reports and provide consent to school trips
- A right to consent to treatment for, and receive medical reports about the child
- An ability to sign official papers e.g. passport application
- An ability to prevent the child’s mother removing him/her from the U.K.
- A right to object to a proposed change of name
- A right to object to a child being accommodated by a Local Authority, and an ability to lawfully remove her/him
- Being regarded as a ‘parent’ for purposes of adoption proceedings



## **STAFF STRUCTURE**



## **STUDENTS**

Student Early Years Practitioners undertake placement at the nursery and help in all aspects of nursery activities.

## **PARENTS/CARERS RIGHTS CHARTER**

- Right to be informed of future changes
- Right of choice and expression of views.
- Right to agree and disagree
- Right to be listened to
- Right to complain
- Right to responsibility of own child
- Right to respect of culture, creed, language, race, religion and opinion.



## **SAFETY REGULATIONS**

### **Smoking**

Smoking is not allowed anywhere in the nursery or nursery grounds.

### **Accidents**

Any accident, which occurs at the nursery, however minor, must be recorded in the Accident Book, which is kept in the office. Staff and parents/carers have a responsibility to inform each other of any injuries to the children, no matter how minor.

Parents/carers will be asked to sign the Accident Book on arrival to collect their child/ren.

### **Behaviour Policy**

St Vincent's Nursery promotes positive behaviour through praise and encouragement. The full policy is available at the nursery.

## **POLICY ON CHALLENGING BEHAVIOUR**

At St. Vincent's Nursery, we believe in a "Time In" approach, which refers to positive interactions and feedback children receive when they are not misbehaving. This is critical to support relationships with children. If a child shows unwanted behaviour it is dealt with at the time. The child is given a warning and if behaviour continues the child is removed from the activity/situation. Whenever a child has been removed to calm down an explanation is given to them to promote positive behavior.



## **EQUAL OPPORTUNITY**

We discourage both practitioners and children from behaving in discriminatory ways.

We will ensure that all our facilities are fully accessible to children and parents/carers and visitors with additional needs.

We will respect and learn about the practices of families from different cultural groups.

We will challenge stereotypes including the view that the normal household consists of male and female partners with shared responsibility for child-care.

We will encourage practitioners and children to value each of the different people they meet and to value the skills and potentials of others.

We have an equal opportunity policy and any attitudes, comments or actions contravening this policy are unacceptable and will be challenged.

The welfare of the children at St. Vincent's Nursery is paramount.

## **COMMENTS AND COMPLAINTS PROCEDURE**

Anyone using the Nursery may wish to comment or complain.

If you wish to speak to anyone about any concerns or worry you may have in relation to your child or our practice, we can assure you that you will be listened to and your views will be taken seriously.

Initially, you should raise any issues with your child's key person who should be able to assist you in most cases. If however the matter is not resolved or is of a more serious nature then please contact the Officer in Charge verbally, or in writing. If the Officer in Charge is not available then speak to the nominated person or member of the senior management team who should be able to assist you in most cases. They will also notify the Officer in Charge if required. We will do our very best to solve your enquiry to your satisfaction if at all possible.

If you are still dissatisfied then we will put you in touch with our Directors.

We place great value on working in partnership with all our Parents/carers and it is our belief that this is good childcare practice and essential for the wellbeing and development of all our children.



## SICKNESS AND MEDICINE

### Medicine

- If your child has been prescribed antibiotics in any form, they must stay home for at least one full day of treatment, in case of any reactions
- Please ensure that any medication is in original packaging with pharmacy label, stating child's full name and dosage, otherwise we are unable to administer it under health and safety guidance
- To meet our registration requirements we are not able to give non prescribed medication
- **Under the new guidelines from the NHS, in children under five a fever is considered to be a temperature higher than 37.5C.**
- Calpol may be given if a child has a high temperature of 38.0 or (if a child has been monitored and we feel they need the Calpol at 37.8 it will be administered and the same procedures will be followed).
- **If your child has had Calpol or any other oral suspension medication at home or in the nursery they need to stay at home until the temperature has returned to normal (37.5 or below) for 24 hours without the use of medication.**
- **Parents are not to give their children Calpol, etc. prior to coming to nursery as this can mask other symptoms. (Please inform your child's carer if your child is teething or not had a good nights sleep, etc in order for them to keep an eye on your child) If you do your child won't be able to attend nursery.**

### Administering Medicine

- Parents must fill in a consent form prior to medicine being given
- Only prescribed medication will normally be administered
- The medicine must be clearly labelled with the child's name and be in the original containers, it must be handed in to the office for safe keeping
- All medicine must be kept in the locked cabinet (in the office) or the fridge (in the milk kitchen) where children cannot access it
- The key worker allocated on the day is responsible to ensure medicine is given by a level 3 member of staff, if not qualified they may NOT WITNESS OR GIVE the medication, a level 2 may witness, but not give medication. Staff must comply with the following guidelines:
  - a) Collect the medicine and make sure the correct name is on the correct bottle and that the parents have filled in the consent form
  - b) Read the instructions carefully, and then check the dosage to be administered corresponds with the dosage the parent has signed for. Confirm the details with another member of staff
  - c) Give the medication to the correct child reassuring them at all times
  - d) Depending on the child's age, prepare them before hand as to what will be happening, especially if the child seems upset
- Replace the medication back in the locked cabinet or fridge



- Fill in the administration form ensuring person who gave medication and the witness sign in the appropriate place and place a tag on the child's peg for the parents to sign to acknowledge it has been given at the correct times
- Observe for any adverse reactions or side effects
- Never exceed the stated dose
- Calpol will only be administered if a child suddenly becomes ill with a high temperature (37.8/38.0 or above) and we would contact parents first for verbal permission (written permission is obtained on our registration form when a parent registers their child), the normal administration of medicine procedure would follow
- Students, trainees or assistants must never be allowed to administer or witness medication

## **Temperatures**

- Calpol may be given if a child has a temperature of 38.0 or (if a child has been monitored and we feel they need the Calpol at 37.8 it will be administered and the same procedures will be followed).
- If the nursery feels it may be down to teething the child will be monitored for one hour. If the temperature does not reduce, the parent will be contacted to collect the child.
- However, if other illnesses are present in the nursery, then the child will need to be collected immediately, to ensure the wellbeing of the child and others as giving Calpol could mask other illnesses.
- On return to nursery, following time off for illness, all children must be able to participate fully in the nursery routine which includes accessing outdoor activities. Exceptions to this will only be made if there is a specific medical reason i.e. requested by Dr or Hospital, or if child has a plaster cast on (water activities). Other than this, if a parent feels a child is just not ready to participate fully in nursery activities, for example going outside, then they are not ready to return to nursery. As well as the child possibly needing more time to recover, the nursery has to run to strict staff/child ratios.

## **Anaphylaxis:**

- Children who suffer from Anaphylaxis are to have a clear care plan in place and are to have x2 Auto Injectors at nursery at all times.
- Children are not allowed to be at nursery without these.
- Auto Injectors should be clearly labelled with the child's full details on it.
- If a child has suffered an Anaphylactic Shock they will not be able to return back to nursery for 48hrs and until new Auto Injectors has been given to the nursery.



## Sickness

<b>Sickness/Illness</b>	<b>Time needed to be away from nursery</b>
Sickness and/or diarrhoea	48hrs from last bout of sickness/diarrhoea and should be eating and drinking normally
Conjunctivitis	Min 48hrs and until eyes completely clear of infection
Chickenpox	5-7 days or until blisters have completely scabbed over
Hand, foot and mouth	5-7 days
Impetigo	5-7 days or until skin is completely clear of infection
Head lice	1-5 yrs Until appropriate treatment has been given under 1yrs Until all gone as cant use chemical treatments
Measles	5-7 days from onset of rash
Covid-19	1 week until all symptoms are gone and the household are clear from any symptoms

*This is a rough guide to how long your child should be off. Please consult management team if your child is diagnosed with a contagious illness*

When a doctor advises a liquid only diet, the child must be kept at home until a normal diet has been resumed. Babies must also be on full strength milk.

Please inform the office, on arrival, of any illnesses or medications your child has been prescribed and whether they have been given any medication at home prior to coming to nursery.

Due to a review under environmental health, if a child has symptoms of any contagious illness or disease and you are advised to see a doctor, if the doctor says they are unsure or says it is not infectious or contagious, the child can only return to nursery if the doctor puts in writing on headed paper with an official stamp.

We apologise for any convenience this causes but we have a legal duty to protect children, where possible, of being exposed to diseases or infections.

The above guidelines must be followed to prevent the spread of infection to other children and staff.

**Thank you for your cooperation and understanding in this matter, which assists us in the smooth running of the nursery.**



## **Asthma**

We aim to work in partnership with the parents to ensure that the needs of children suffering from Asthma are met.

1. All children suffering with asthma will participate fully in all activities
2. All asthma medication must be labelled with the child's name
3. Children should have immediate access to their reliever inhaler and parents are required to leave an inhaler to stay at nursery.
4. The environment must be favourable to children with asthma e.g. no smoking, no furry or feathery pets
5. Written records e.g. letter detailing information from parents i.e. what, when, and how medication is to be taken, also what to do if their asthma gets worse.
6. This information will be available to all staff
7. Prior to a child being given inhaler/medication the parent must fill in a permission slip and every time a child is given/takes medication, this must be recorded in the medicine book and the parent or person collecting the child has to be informed and will be required to sign the medicine book
8. The parent can give long term permission
9. Inhalers will be taken on any trip or outings
10. Inhalers will be checked on a monthly basis to ensure they are still in date.

**St Vincent's Nursery has a Defibrillator on the premises and is kept in the office, top left hand shelf.**



## BRITISH VALUES

As a nursery setting we keep ourselves up to date with government guidance so we continuously update our staff to give all children the best start in life.



The government announced that promoting British values was to become part of the early year's curriculum (this means that as part of Ofsted's inspections, early years providers will be inspected on how these values are promoted within the setting).

According to the Department for Education, the fundamental British values can be broken down as the following:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of different faiths and beliefs

Please see our information board in our corridor and display boards within the rooms to see how we promote British Values in the nursery



### Five To Thrive

Five essential things you do every day that help your child's growing brain.

#### **Talk** to me whenever you can!

I will learn the words I need to learn, develop and communicate with you and others.

I need you to **play** with me. I will copy what you do and this will help me grow in my understanding of the world around me.

Sometimes I get stressed. Sometimes you do too. When we **relax** together I learn from you how to regulate my feelings.

I need your touch, eye contact and engagement so I feel safe and cared for. I will learn to engage with others as I grow up.

When you notice every little thing I do and **respond** back to me, we form a vital attachment that will help me to communicate with other people.



## **THE CHARACTERISTICS OF EFFECTIVE LEARNING**

The Characteristics of Effective Learning and the prime and specific areas of learning (all detailed in section below) are all interconnected. They should also underpin everything that practitioners offer in the environment. The characteristics describe how a child learns.

When children are left to explore a stimulating learning environment on their own, they will learn through playing and exploring. However, this is not enough. Children need support from a skillful practitioner, who has the knowledge of when to intervene and give guidance. This support will help children make significant progress in their learning.

Practitioners must not push children; they must look closely at their emotional and intellectual abilities and find out what they can do.

When planning activities or experiences practitioners must remember the different ways in which children learn and reflect these in practice.

### **Playing and exploring**

Finding out and exploring

Playing with what they know

Being willing to 'have a go'

### **Active learning**

Being involved and concentrating

Keeping trying

Enjoying achieving what they set out to do

### **Creating and thinking critically**

Having their own ideas

Making links

Choosing ways to do things



## **EYFS (EARLY YEARS FOUNDATION STAGE)**

**The Statutory Framework for the Early Years Foundation Stage** sets out all the legal requirements of the **EYFS** relating to Learning, Development and Welfare. It also includes detailed Information on Providers obligations under the framework.

**The Principles, which guide 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 all areas of Learning and Development are equally important and interconnected.

## **The 5 outcomes for Children from Every Child Matters**

<b>Being Healthy:</b>	Enjoying good physical and mental health and living a healthy lifestyle
<b>Staying Safe:</b>	Being protected from harm and neglect
<b>Enjoying and Achieving:</b>	Getting the most out of life and developing the skills for adulthood
<b>Making a positive contribution:</b>	Being involved with the community and society and not engaging in anti-social or offending behaviour
<b>Economic well-being:</b>	Not being prevented by economic disadvantage from achieving their full potential in life



## THE AREAS OF LEARNING AND DEVELOPMENT

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:

**Communication and Language** development involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

**Physical Development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

**Personal, Social and Emotional Development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Providers must also support children in four specific areas, through, which the three prime areas are strengthened and applied. The specific areas are as follows and educational programmes must involve activities and experiences for children, as follows:

**Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

**Understanding The World** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive Arts and Design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, roleplay, and design and technology.



### **30 HOURS FUNDED CHILDCARE**

Working parents are entitled to receive 30 hours of funded childcare for 38 weeks of the year for their three or four year old child (from the term after their child's third birthday).

The additional hours will be available where both parents are working (or the sole parent is working in a lone parent family) each parent earns at least the equivalent of 16 hours a week at the national minimum or living wage and less than £100,000 a year.

To check your eligibility, please refer to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

***St. Vincent's Nursery offers a limited number of fully funded 30 hour places.***

### **FREE EARLY EDUCATION ENTITLEMENT**

Two, three and four year olds can access free early education entitlement sessions across the borough. Two year olds can access free early education only if their parents meet eligibility criteria but all three and four year olds can receive the entitlement from the term after their third birthday.

A funded place can be provided for up to 15 hours of childcare a week for up to 38 weeks a year (a maximum of 570 hours a year). If you want to access these hours over more than 38 weeks, fewer hours would be provided each week.

Please contact us for further information about how we offer the 15 and 30 hours funded childcare.

***St. Vincent's Nursery offers a limited number of fully funded places for 2, 3 and 4 year old children.***



**NEW FEES WITH EFFECT FROM 1<sup>ST</sup> JANUARY 2021**

**3 Months - 3 years Full Time**

<b>NO. OF DAYS</b>	<b>DAILY FEE</b>	<b>WEEKLY FEE</b>	<b>MONTHLY FEE</b>
5 DAYS	£72.50	£362.50	£1,570.83
4 DAYS	£75.00	£300.00	£1,300.00
3 DAYS	£76.50	£229.50	£994.50
2 DAYS	£78.00	£156.00	£676.00
1 DAY	£80.00	£80.00	£346.67

**3 Months - 3 Years Part Time (8am-1pm or 1pm-6pm)**

<b>NO. OF DAYS</b>	<b>DAILY FEE</b>	<b>WEEKLY FEE</b>	<b>MONTHLY FEE</b>
5 X ½ DAYS	£55.00	£275.00	£1,191.67
4 X ½ DAYS	£57.00	£228.00	£988.00
3 X ½ DAYS	£58.00	£174.00	£754.00

**3 -5 Years Full Time**

<b>NO. OF DAYS</b>	<b>DAILY FEE</b>	<b>WEEKLY FEE</b>	<b>MONTHLY FEE</b>
5 DAYS	£64.75	£323.75	£1,402.92
4 DAYS	£67.50	£270.00	£1,170.00
3 DAYS	£69.00	£207.00	£897.00
2 DAYS	£70.00	£140.00	£606.67
1 DAY	£71.00	£71.00	£307.67

**3 - 5 Years Part Time (8am-1pm or 1pm-6pm)**

<b>NO. OF DAYS</b>	<b>DAILY FEE</b>	<b>WEEKLY FEE</b>	<b>MONTHLY FEE</b>
5 x ½ DAYS	£50.00	£250.00	£1,083.33
4 x ½ DAYS	£53.00	£212.00	£918.67
3 x ½ DAYS	£56.50	£169.50	£734.50

Earlybird Sessions = £6.75 per child, per session



There is a discount of 10% for child and sibling. This ceases when a sibling leaves and only one child remains attending St. Vincent's Nursery. This also only applies to 'paid for' places of child and sibling (i.e not for any Funded hours).

Nursery times are from: 8.00 am to 6.00 pm.

Part time sessions are: 8.00 am to 1.00 pm and 1.00 pm to 6.00 pm

We offer an earlybird service whereby your child can attend the nursery from 7.30am. This is run using an advance booking system, with a charge of £6.50 per child, per session.

These sessions finish promptly at 6pm, and therefore a £10.00 late collection fee will apply and a further £10 charge will be made after every 10 minutes or part of.

The fees are calculated in the following manner. Having established what the weekly fees are you multiply that by 52 and divide by 12 to give twelve equal monthly payments. Please note that fees are payable for 52 weeks of the year whether or not your child attends, i.e. sickness or holidays, including Bank Holidays.

In any case where your child may not attend nursery for a longer period of time for example due to a pandemic or other reason for lockdown to be enforced by the Government, a reduced retainer fee will be applied to hold your child's future place. Failure to pay the reduced retainer fee may result in the loss of your child's place.

A late payment charge will be incurred if your payment for monthly fee's, earlybird sessions, extra days or late collection fee are not paid within two weeks of issue of the invoice (with the exception of childcare vouchers and tax free childcare payments). There will be a £15.00 charge and this will be enforced without exception.

On registration you will be asked to bring in your child's birth certificate and a deposit of £250.00. The deposit will be refunded when you leave the nursery, but is non-returnable if you fail to commence sessions.

If a parent wishes to take their child/children out of Nursery for more than four weeks in any one year consecutively, this is including the Christmas week, they will be entitled to a 50% reduction after that period. In other words, the first four weeks must be paid in full and any weeks thereafter would be half the normal fee. However, we must receive four weeks' notice of any period where a 50% reduction will be made.

Change in fee's due to age will be applicable from the first full month after the child's birthday.

If your child attends nursery for any extra days, these will be charged for based on the daily rate as per your monthly fees.



# St. Vincent's Nursery Ltd

## Terms and Conditions Pack

Please complete all sections and bring to nursery when  
registering your child



Age	Vaccinations		Please delete as necessary
8 weeks	6-in-1 vaccine - Diphtheria, Tetanus, Whooping Cough, Polio, Hib, Hepatitis B		Yes/No
	Pneumococcal Vaccine		Yes/No
	Rotavirus		Yes/No
	Meningitis B		Yes/No
12 weeks	6-in-1 vaccine		Yes/No
	Rotavirus		Yes/No
16 weeks	6-in-1 vaccine		Yes/No
	Pneumococcal vaccine		Yes/No
	Meningitis B		Yes/No
1 Year	Hib/Meningitis C, Pneumococcal Vaccine, Meningitis B, MMR Vaccine		Yes/No
Annually from 2 years - 17 years	Flu vaccine		Yes/No
3 Years, 4 months	MMR vaccine		Yes/No
	4-in-1 Pre-school booster - Diphtheria, Tetanus, Whooping Cough & Polio		Yes/No
	Any other vaccinations - please give details:		
<b>Has your child had any of the following illnesses?</b>			
<b>Whooping Cough</b>	Yes/No	<b>Mumps</b>	Yes/No
<b>Measles</b>	Yes/No	<b>Chicken Pox</b>	Yes/No
<b>German Measles</b>	Yes/No	<b>Scarlet Fever</b>	Yes/No
<b>Does your child have any allergies (please include non-food also) or dietary requirements (please state):</b>			
<b>Does your child have any Medical Conditions ie Asthma, Diabetes, Special Educational Needs or Disability, etc (please state):</b>			



## REGISTRATION, TERMS AND CONDITIONS

<b>Child's First Name/s</b>		<b>Surname</b>	
<b>Gender</b> (please delete as necessary):	Male/Female	<b>Date of Birth</b>	
<b>Address and Postcode</b>			
<b>Home Telephone</b>		<b>Contact Email Address</b>	
<b>Religion</b>		<b>Ethnic Origin</b>	
<b>Main + Other Language Spoken</b>		<b>Marital Status</b>	
<b>Mothers Name</b>		<b>Fathers Name:</b>	
<b>Mothers Mobile Telephone</b>		<b>Fathers Mobile Telephone</b>	
<b>Work Phone Number</b>		<b>Work Phone Number</b>	
<b>Place of work</b>		<b>Place of work</b>	
<b>Mothers Occupation</b>		<b>Fathers Occupation:</b>	
<b>Any Other Contact Numbers and Names/Relationships</b>			
<b>Doctors Name</b>		<b>Doctors Telephone Number</b>	
<b>Doctor Address</b>			
<b>Health Visitor Name</b>		<b>Health Visitor Telephone Number</b>	
<b>Health Visitor Address</b>			
<b>Social Worker? Yes/No</b> If yes, please provide name & contact number			
People Authorised To Collect Child			
Name	Relationship to Child	Contact Number	Password
<p><b>In the event of an emergency, if nursery staff are unable to contact parents or any other contact number, I hereby give my consent for my child to be treated with medicine i.e Calpol, by the Officer In Charge or to have emergency treatment by a doctor:</b></p>			
<p><b>I hereby give consent for my child to have suncream applied during summer months (minimum SPF 30)</b></p>			
<p><b>I understand that any carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Social Services Department.</b></p>			
<b>Sign</b>		<b>Date</b>	
<b>Print</b>			



## REGISTRATION, TERMS AND CONDITIONS

- No child will be allowed to leave the Nursery with any person other than his/her parent/carers unless the Nursery staff have been notified by the parents/carers in advance. Please take special note of this as it could cause problems for all concerned.
- The Nursery has a written children's discipline policy, an accident procedure and a complaints procedure. All of these can be obtained on request from the Nursery.
- Please note that children **MUST NOT** attend the Nursery for a period of at least 48 hours following any period of vomiting, diarrhoea, conjunctivitis, or any other contagious disease. This must be strictly adhered to stop infections spreading.
- No child to attend who is displaying symptoms of Coronavirus i.e high temperature of 37.5° or above, a new, continuous cough or a loss or change to sense of smell or taste.
- If your child is on antibiotics, they must stay home for at least the first 24 hours of commencing the treatment.
- In the event of a child becoming ill during the Nursery session, the parents will be informed immediately, so the child can be collected.
- If your child is ill he/she can only attend at the management's discretion.
- Any concerns or problems that may arise should be discussed with the Nursery Manager.
- If you need to speak to your child's key worker or any other staff member in the evening, please allow 10 minutes before their shift finishes.
- We require one month's written notice if your child is leaving the nursery. If your child leaves the nursery without us receiving a full month's notice, then we reserve the right to retain your deposit.
- We require one month's written notice if you are decreasing your child's sessions with us. Failure to provide this will result in full fee's being charged until the required notice period is reached.
- Change in fees due to age will be applicable from the 1<sup>st</sup> full month after the child's birthday.
- The nursery reserves the right to give one months' notice of termination of your child's place.
- The £250.00 deposit will be refunded when you leave the nursery, but is non-returnable if you fail to commence sessions or have outstanding fee's on your account.
- All fees are paid one month in advance by standing order on or before the 1<sup>st</sup> of each month. The nursery will not accept any payment of fees by cash.
- The fees are reviewed annually and you will be notified in writing at least two months in advance of any rise in the fees.
- A late payment charge will be incurred if your payment for monthly fee's, earlybird sessions, extra days or late collection fee are not paid within two weeks of issue of the invoice (with the exception of childcare vouchers and tax free childcare payments). There will be a £15.00 charge and this will be enforced without exception.
- If your child is absent from the nursery for **any** reason, fees are still to be paid in full.
- In any case where your child may not attend nursery for a longer period of time for example due to a pandemic or other reason for lockdown to be enforced by the Government, a reduced retainer fee will be applied to hold your child's future place. Failure to pay the reduced retainer fee may result in the loss of your child's place.
- No refunds will be made if the nursery is closed due to 'acts of god' or environmental factors beyond our control.

## GENERAL DATA PROTECTION REGULATION

We will only use your personal information in relation to our childcare service. From time to time we would like to send you information about our nursery by email/Parentmail/phone but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about our nursery. We will keep your information secure and will never share it except if required to do so by law. By ticking this box, you are consenting to us holding and processing your data and sending you information. You can of course ask us not to contact you by email/Parentmail/phone at any time (for marketing purposes only – not applicable for matters directly relating to your child)

**Registered by: Ofsted - Registration No. EY330072**





Please tick your requirements. If you need any full days please tick both a.m. and p.m. sessions:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

**Preferred Starting Date:** \_\_\_\_\_

Once your days have been agreed there is no guarantee that alternative days will be available. Should you need to change your start date, please give the nursery as much notice as possible.

Please indicate any religious festivals you would like the Nursery to celebrate.

Festival: \_\_\_\_\_ Date: \_\_\_\_\_

Any other special arrangements: \_\_\_\_\_

**We will take an annual photograph of all children in the nursery and this will be displayed in the nursery and available for parents to purchase. We also include photographs in the termly newsletter. Please advise if you do not wish for your child to be included.**

I have read the registration terms and conditions and agree with them:

**Parents signature:**

**Officer in Charge signature:**

**This agreement was signed on:**

**Full Original Birth Certificate Seen:**

**Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Number: \_\_\_\_\_**

<b>Parental Responsibility:</b>	<b>Mother:</b>	<b>Father:</b>	<b>Both:</b>

*Last updated: 04/06/2020*

*Registered in Cardiff No 3232678  
Registered Office : 108 Field End Road, Ruislip, Pinner, HA5 1RL  
[www.stvincentsnursery.co.uk](http://www.stvincentsnursery.co.uk) email: [enquiries@stvincentsnursery.co.uk](mailto:enquiries@stvincentsnursery.co.uk)*

# St. Vincent's Nursery Ltd

Wiltshire Lane, Pinner, Middlesex, HA5 2LX  
(020) 8426 1492 / (020) 8426 1490

*How to find us...*

