



**“where our care and commitment is your child’s happiness”**

## **WELCOME TO WESTMILL NURSERY THIS IS OUR PROSPECTUS**

Westmill Nursery is situated in the picturesque village of Westmill on the outskirts of Buntingford. Children can join us from the age of 2 and remain with us to complete their nursery education then move onto full-time school.

- Our session times are 9.20am to 1.20pm Monday to Friday
- Extended sessions until 2.20pm on Mondays, Tuesdays, Wednesdays and Thursdays for children in receipt of nursery funding.
- Children can be registered at any age as we operate a waiting list system.
- We are registered to take 18 children each session.
- The minimum staffing ratios are 1:4 children aged 2 years  
1:8 children aged 3-5 years
- We are OFSTED registered and were last inspected in March 2011. **We achieved OUTSTANDING in all areas!**
- Copies of our latest report are available upon request or can be downloaded from our website.
- We are members of the Pre-School Learning Alliance

*We will provide a safe and loving environment where children feel valued. Consistently delivering stimulating opportunities to help all children develop holistically, whilst ensuring parents/carers are fully aware and engaged in their child’s progress.*

*Our childcare will be delivered by a dedicated and motivated team of qualified practitioners who are passionate about working with your children.*

### **OUR VALUES**

*Quality of Service:* What we do is important.

*Respect:* We respect each other, our parents, children and environment.

*Integrity:* Integrity is our foundation. We honour our commitments and base our relationships on trust.

*Growth:* We invest in the development of our staff and nursery as a whole to foster sustainable long term relationships.

*Fun:* We bring enthusiasm, spontaneity and a sense of humour into our work environment.



## OUR AIMS

- To offer a happy, safe and stimulating environment.
- To provide high quality care and education to meet every child's individual needs.
- To encourage independence, social awareness and essential life skills.
- To work in partnership with parents/carers, incorporating their ideas and thoughts.
- To offer everyone associated with the group respect and values of cultural diversity.
- To inform parents/carers of their child's progress through both regular 1-to-1 contact, photographic records and written documents.
- Children thrive and learn best when PLAYING. We provide structured, adult-led and child initiated activities.
- Support children through the new Early Years Foundation Stage
- To listen and act upon the needs and choices of our children.
- To provide a positive contribution to the local community.

## OUR STAFF

All staff attend regular training both in-house and outside courses to ensure we keep abreast of current legislation and learning trends.

	<b>Position Held</b>	<b>Qualification</b>
Lorraine Pike	Nursery Manager Equal Opportunities Co-ordinator Designated Officer Safeguarding Children	BA (Hons) Education Studies (level 6)
Mandy Sweet	Leader SENCO Designated Officer Safeguarding Children	NVQ level 3 in Early Years Care & Education
Sarah Pegram	Deputy Leader (currently on maternity leave)	NVQ3 in Child Care, Learning & Development
Louise McKinna	Deputy Leader	NVQ3 in Child Care, Learning & Development
Sandra Hawkins	Play Assistant	Early Years Professional Status (level 6)
Lorna Rome	Play Assistant	NVQ level 3 in Early Years Care & Education
Karen Burns	Play Assistant	NVQ3 in Child Care, Learning & Development
Joanne Andrews	Play Assistant Health & Safety Co-ordinator	NVQ3 in Child Care, Learning & Development
Claire White	Play Assistant	NVQ2 in Child Care, Learning & Development

**ALL STAFF HOLD VALID ENHANCED CRB'S, EARLY YEARS FIRST AID & SAFEGUARDING CHILDREN CERTIFICATES**

## **THE CURRICULUM PROVIDED**

Children start to learn about the world around them from the moment they are born. Therefore we provide the children with interesting and stimulating activities that are appropriate for their age and stage of development. Westmill Nursery supports each child through the new curriculum, the Early Years Foundation Stage which prepares them to progress with confidence to the National Curriculum at the age of five. All of our daily activities are linked to each of the themes and commitments.

**The Early Years Foundation Stage** is divided into 4 themes each containing 4 commitments:

<b>Themes</b>	<b>Commitments</b>			
A UNIQUE CHILD	Child Development	Inclusive Practice	Keeping Safe	Health & Well-being
POSITIVE RELATIONSHIPS	Respecting Each Other	Parents as Partners	Supporting Learning	Key Person
ENABLING ENVIRONMENTS	Observation, Assessment & Planning	Supporting Every Child	The Learning Environment	The Wider Context
LEARNING & DEVELOPMENT	Play & Exploration	Active Learning	Creativity & Critical Thinking	Areas of Learning & Development

By following this curriculum we are able to recognise their individuality, efforts and achievements, and provide exciting challenges and opportunities for children, preparing them for the next stage of their education. Staff record children's achievements through regular photographs which are recorded in children's individual Learning Journeys and our Early Years Foundation Stage Evidence File this is available for parents/carers to see. Staff also take regular observations allowing them to plan for children's 'Next Steps' and identify any additional needs.

**The Early Years Foundation Stage** divides children's learning and development into 6 areas of learning.

- Personal, social & emotional development (PSED)
- Communication, language & Literacy (CLL)
- Problem Solving, Reasoning and Numeracy (PSRN)
- Knowledge and Understanding of the world (KUW)
- Physical development (PD)
- Creative development (CD)

For each area of learning the children are set Early Learning Goals. These goals state what is expected that children will know and be able to do by the end of the reception year of their education.

For children to achieve the early learning goals they are given Development goals, which describes the stages through which children are likely to pass as they move to achievement of the goal. Westmill Nursery uses the early learning goals and their Development goals to help us record and celebrate each child's progress in their Learning Journey's and to enable us to provide appropriate activities.

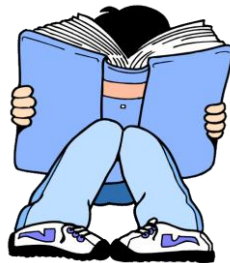
To guarantee the best possible chance of achievement for children in receipt of nursery funding they are invited to take part in extended planned activities during the session which are designed to meet their specific needs.

## **Personal, Social & Emotional Development (PSED)**



Children are given experiences and support in developing a positive sense of themselves and of others. We are able to encourage confidence, independence and respect for the world around them. Children are encouraged to work and concentrate independently and also take part in the life of the group.

## **Communication, Language & Literacy (CLL)**



In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking, listening and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and when they are ready, to use drawn and written symbols for themselves.

## **Problem Solving, Reasoning and Numeracy (PSRN)**



Practical activities to support the development of understanding problem solving, reasoning and numeracy in a broad range of contexts in which children can explore, enjoy, learn, practice and talk about their developing understanding. Children are encouraged to participate in activities that include sorting, matching, ordering, sequencing, pattern making and counting activities forming the basis of early mathematics. Equipment offered encourages enquiry, observation and discussion using mathematical language. Children will learn colour, shape and pattern as well as recognition of numbers and understanding of quantity. Through simple play and games children will be shown the concept of one more, one less, larger than, smaller than and the concept of measurement and time.

## **Knowledge and Understanding of the World (KUW)**



A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials to help them make sense of the world around them. They learn to observe the features of objects, substances and encounter creatures, people and plants recognising differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider environment. Simple tools and equipment are available to extend their technological understanding.

## **Physical Development (PD)**



A range of indoor and outdoor equipment and regular walks within the village and to the nearby park allows children the opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement. Children are able to develop confidence and enjoyment in the use and development of their own bodily skills. Adults are able to support children in using all of their senses to learn about the world around them and to make connections between new information and what they already know. A high level of adult supervision enables children to safely create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. We ensure that children are supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

## Creative Development (CD)



We place great emphasis on every child's individuality and creativity. Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experiences in two and three dimensions, music, movement, dance, imaginative role-play activities, mathematics and design and technology. A wide ranging selection of art materials provides opportunity for development of skills in painting, drawing and collage as well as those experiences already mentioned. Children are able to participate both individually and as part of a group.

### KEYWORKERS

All children are allocated a Keyworker which is a member of staff who is able to build up a bond between the child and their parent. By building up a relationship with the child, Keyworkers are able to identify the child's individual needs and work closely with them to help achieve their next Development Goal. A child's Keyworker should be the parents first port of call and it is important to share information to help the overall development and settling-in process of their child.

### FUNDING FOR NURSERY AGED CHILDREN

We are registered providers of Nursery education with Hertfordshire County Council which enables us to offer 15 hours a week Nursery funding for Nursery age children. Parents have the option to collect their children at three separate times, 12.20pm, 1.20pm or 2.20pm subject to prior arrangement with the Nursery Manager. Additional hours are charged at £4.05 per hour.

We offer extended sessions on Mondays, Tuesdays, Wednesdays and Thursdays until 2.20pm.

The funding takes effect the term after a child's third birthday and can be used over a minimum of three and maximum of five sessions per week.

### WORKING TOGETHER FOR YOUR CHILDREN

Westmill Nursery works in partnership with parents and recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents can take part in making the Nursery provide a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their child's needs, activities, interests and progress with their child's Keyworker.
- Helping at sessions. Having an additional pair of hands makes an enormous difference to the children.
- Sharing their own special interests with the children.
- Helping to provide, make and look after the equipment and materials used by the children.
- Taking part in events and informal discussions about the activities and curriculum provided by the nursery.
- Joining in community activities in which we take part in.
- Building friendships with other parents.
- Read and acknowledge our Home/School Agreement
- Take note of any requests made to ensure our half-termly plans

Please feel free to come into the Nursery if you would like to see us at work or to speak with the staff.

## **THE SESSION**

During the session children can choose from and work at a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them gain new skills, as well as helping them to learn to work with others. Please ask a member of staff for a 'routine plan' to see what we do during a typical morning.

## **STARTING WESTMILL NURSERY**

### **The First Days**

Great care is taken to ensure a smooth transition. To make sure that this is the case, the staff will work with you to decide how best to do this and offer you and your child 'settling in' sessions prior to the official start date to familiarise the children, to staff and the new environment. A 'settling-in record' is also completed by staff and parents.

Westmill Nursery has a policy and parent booklet about helping children to settle in, a copy is available.

Each child has their own locker and coat peg where they can place their belongings. Lunchboxes are safely stored in the fridges.

### **What to wear/what to bring with you**

- We have a uniform consisting of a bright red polo shirt and sweatshirt all embroidered with the nursery's logo. We hold a stock of these which are available in either 22", 24" or 26". Prices are very reasonable:
  - Polo shirts £5.50 each
  - Sweatshirts £7.25 each.
- All other clothing needs to be easily washable, not too new and above all the children can undo/take down/pull up themselves.
- Shoes that are not lace-up as the children then cannot learn to take their own shoes on/off.
- Please supply Wellington boots all year round.
- In Summer, please apply sun lotion, sun hats etc. (please refer to our 'Sun Protection Policy, permission is need if you wish us to re-apply sun lotion during the session).
- If in nappies/pull-ups a cotton changing bag is provided. You will be required to keep this topped up with spare nappies and wipes. Nappy sacks are provided by the nursery.
- If toilet training please bring in change of clothes.
- **PLEASE NAME ALL ITEMS BROUGHT INTO NURSERY**

## Snacks and meals



At Westmill we make snacks and meals a social time at which children and adults eat together. We provide drinks and nutritious snacks for the children. Do tell us about your child's dietary needs and we will make sure that these are met.

A typical snack:                   Organic fruit and variety of savoury snacks, i.e. wholemeal pitta bread & cheese, rice cakes, bread sticks  
Choice of organic milk, fresh fruit juice or water

Lunchboxes: Please provide your child with a named lunchbox. All yoghurts should be in pots.

**PLEASE DO NOT GIVE YOUR CHILDREN NUTS/NUT BASED FOODS IN THEIR PACKED LUNCHES IN CASE OF ANY UNKNOWN NUT ALLERGIES.**

## Fees

Our current level of fees is £15.75 per session, payable half termly in advance. We have a policy covering our procedure for 'non-payment of fees'. Fees must still be paid if children are absent for a short period of time. If your child has to be absent over a long period of time, please talk to the Nursery Manager. Fees also continue to be payable if the Nursery has to be closed for safety reasons (please see our emergency closure policy).

## Illness

Please do not send your child to the Nursery if they are ill, and keep them away for 48 hours after the last signs of illness has gone. This will help stop infections being passed on.

## **Policies**

We have written policies on the following matters which are available upon request:

- Admissions
- Acceptable Use (mobile phones & cameras)
- Behaviour management
- Safeguarding Children
- Allegations of child abuse against a member of staff
- Confidentiality
- Equal Opportunities
- Health & Hygiene
- Safety
- Parental Involvement
- Special Educational Needs/Disability
- Settling-in
- Staffing & Employment
- Food & Drink
- Comments and Complaints
- Lost Child
- Outings
- Emergency Closure
- Sun protection
- Non-collection of Children
- Student Placement
- Non-payment of fees
- Whistle Blowing
- No Smoking
- Intimate Care

We hope that your child's time at Westmill Nursery will be a happy and productive one and both you and they soon feel part of our nursery community. If you have any queries or would like to register your child please speak to a member of staff at any time.

**Please visit our website: [www.westmillnursery.co.uk](http://www.westmillnursery.co.uk)**

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Tel: 01763 273005

Tel. out of nursery hours – 07791 170416

