

*Awarded an 'Outstanding' outcome from OFSTED In November 2010*  
*And also awarded 'Outstanding' outcome from OFSTED in June 2013*



# Parent Information Pack

174 Havant Road Drayton  
Portsmouth  
PO6 2EH  
Tel/Fax - 023 9278 0099  
Mobile - 07990 752 652  
[Info@littlepeoplesnursery.co.uk](mailto:Info@littlepeoplesnursery.co.uk)

## **Introduction**

Little Peoples nursery is a 51 place day nursery which offers care and education to children aged 3mths to 5yrs.

We are open Monday to Friday 8.00am – 6.00pm, 51 weeks a year (excluding Bank Holidays)

## **Session Times**

We will try and accommodate the hours that you require as best as possible.

We recommend two sessions a week.

## **Funded Educational Sessions for 3 and 4 year olds**

This funding is for up to 15 hours per week for 38 weeks of the year for children aged between 3 and 5 years, depending on birth dates.

Ask our nursery manager for full details on availability.

We offer a secure camera entrance and security system to the nursery, all our rooms are brightly lit and spacious. We have two large garden areas, one at the rear with a large decked area, with a sandpit under cover and growing areas. Our Garden at the front, has a nature trail leading to the play area. This includes a wooden climbing frame which encourages children's gross motor skills, a boat, see saw, water and sand play. The children also have use of a light and spacious conservatory, where they can have a chance to have indoor physical activities such as tunnels, tents and ring games with friends.

## **Baby Unit Hoppers Room (children aged 3mths to 2 Years )**

Our Baby unit is for the under two year old children, this area is carpeted throughout and we have a no shoe policy. In the baby unit it includes a separate sleep room with CCTV monitoring at all times, a wet 'n' messy and eating room, a sensory room which is black and white, this includes a sparkle light box, bubble machine which changes colour when the children throw the large coloured dice, LED Projector, touchy and feely items, and a separate base room.

## **Toddlers Movers room (children aged 2yrs to 3yrs)**

This is our base room for the toddling children, this room has both access to the front and rear garden areas. In the room we have a conservatory area for messy and creative play and a eating area with doors leading to the rear outside decked area. They have free flow access to the front outside patio area which includes water and sand play, and access to the nature trail which leads out to the front garden.

All base rooms have access to the Sensory Room.



### **Preschool Explorers Room (approx 3yrs - 4yrs-11mths )**

This is the base room for our eldest children in nursery. They have free flow to the rear outside decked area. They have access to both wet n messy room and conservatory for their creative activity's and eating area. They have use of the computer to practise their immersing information and technology skills, and use of the Sensory room.

### **The Learning Environment**

This is carefully laid out in distinct areas, offering the children the possibility of varied experiences. We encourage the children in the pre-school room to free flow between the decked garden area and their base room, a range of activities reflecting those below will be on offer in the decked garden.

The areas include:

- **Building / construction areas** – This area includes the small world toys (such as farm, jungle animals, train track and cars) as well as a variety of building bricks and blocks.
- **Art and craft area** – This area includes a variety of paints, papers, pens and junk modelling items allowing the children to express their creative side.
- **Role play / home area** -This area allows the children to ‘play act’, dress up and recreate familiar scenes, such as feeding a baby, doing the washing etc.
- **Book area and quiet areas** – This area allows the children have some space for a quiet time activity – either sharing stories and rhymes with friends and carers or completing jigsaw puzzles.
- **Garden area** – Garden time allows the children to exercise their gross motor skills, giving them the freedom to run, jump and climbing.

### **Little Peoples Nursery aims to:**

- Provide high quality care and education for all the children.
- Work in partnership with parents and carers to help children to learn and develop.
- Offer children and their parents a service that promotes equality and values diversity.
- Give generous care and allocation because of our ratio of qualified staff to children
- Give children the chance to join with other children and adults to live, play, work and learn together
- Ensure Children are helped to go forward in their learning and development
- Provide each child with a Key Person who makes sure each child makes satisfying progress.
- Ensure children are in a nursery which parents can help to shape the service it offers.



## **Safeguarding children**

### **Little Peoples nursery has a duty under law to help safeguard children against suspected or actual 'significant 'harm.**

All adults working with the children have enhanced CRB checks with the Criminal Records Bureau and do not work unsupervised until these are completed.

We are required to follow procedures as laid down by the Area Child Protection Committee. Please inform us of any accidents or injuries your child has outside of nursery. If a child receives an injury outside nursery, parents are asked to give an indication of the cause; the details are recorded on a Home Incident form, which you will be asked to sign. This is normally retained in your child's confidential file, unless any **necessary** action needs to be taken, or help sought.

**Please read our full Safe guarding Policy.**

Our way of working with children and their families ensures we are aware of any problems that may arise and can offer support including referral to appropriate agencies when necessary to help families in difficulty.

### **Professional boundaries**

On induction our staff members are made aware of our professional conduct policy. We would like to ask for your support and compliance with these procedures. The key Aspects include:

- Agreement not to make any comments about the nursery, staff working there or children attending the nursery on any social networking sites. Equally not 'befriending' any nursery staff on social networking sites.
- Not to exchange any personal contact details or personal information with nursery staff, with the intent to arrange baby sitting arrangements and favours. Nursery staff are unable to do this.
- To follow our confidentiality policy by keeping nursery information to yourselves and raising concerns or queries to the nursery manager or deputy and not to an outside third party.

The EYFS ensures:

- Children learn through play
- Nursery staff work closely with parents
- Your child's learning at home is taken into account
- You are kept up to date with your child's progress
- The welfare, learning and all-round development of children with different backgrounds and levels of ability, including those with special educational needs and disabilities

There are four main principles of EYFS:

### **Theme – A unique child**

1. Principle - Every child is a competent learner from birth who can be resilient, capable, confident and self assured.

2. **Theme - Positive Relationships**

Principle – Children learn to be strong and independent from a base of loving and secure relationships with parents and / or a key person

3. **Theme - Enabling Environments**

Principle – The environment plays a key role in supporting and extending children's development and learning.

4. **Theme - Learning and Development**

Principle – Children develop and learn in different ways and at different rates and all areas of learning and development are equally important.

Please ask the room leaders for specific details about how we use the EYFS to plan for your child's learning and development.

The EYFS guidance sets out development matters, the likely stages of progress a child makes along their learning journey towards the early learning goals, we have regard for these when we assess children and plan for their learning.

Little Peoples nursery uses the practice guidance of the EYFS to plan and provide a range of play activities which help the children to make progress in the areas of Learning and development.

Observations are key to assess how young children are developing we use the information from observations to plan the children's next steps in the learning. These observations can be written notes or photographs.

As your child's first and best educator we believe you know your children best and we will give you opportunity to contribute to assessment by sharing information about what your child's likes to do at home.

2.

### **The role of the Nursery Staff**

- Give time and attention to each child
- Talk with children about their interests and activities
- Help children to experience and benefit from the activities we provide
- Allow the children to explore and be adventurous in safety
  
- Work in partnership with parents and carers
  
- Provide a safe and secure learning environment

### **Your Child's day**

Little Peoples Nursery organises the day so that children can take part in a variety of child chosen and adult led activities, these take into account the children's changing energy levels throughout the day. We can cater for the children's individual needs for quiet times during the day.

Outdoor activities contribute to children's health, their physical development and knowledge of the world around them.

### **Snacks and meals**

We make sure snack and meal times are social times at which children and adults eat together and talk. It provides a fantastic opportunity to promote healthy eating and hygiene. Children have the choice of full fat milk or water at meal times and fresh water is always Available throughout the day.

We freshly prepare cooked meals everyday, for a lunch time meal for the additional cost of £2.50 per meal per child.

We always consider children's dietary needs when cooking or preparing meals and make sure these are met. We have provided copies of the following Policies and Procedures please ask the nursery manager if you wish to view all policies and procedures.

We offer the following types of foods for snacks:

- Variety of fruit and vegetables
- Toast / crumpets
- Crackers / breadsticks
- Dried fruits – raisins etc

**Here is a sample menu :**

Bacon and cheese pasta bake  
Jelly and fruit  
(TEA) served at 4.00pm - Sandwiches and vegetable sticks

Sausages mash, mixed vegetables with gravy  
Fruit salad  
(TEA) served at 4.00pm Soup

Chicken curry, hidden vegetables and rice  
Angel delight  
(TEA) served at 4.00pm Cheese and crackers and vegetable sticks

Spaghetti Bolognese  
Strawberry Yoghurt and fresh fruit  
(TEA) served at 4.00pm Mini scotch eggs, mini sausages and vegetable sticks

Cottage Pie and hidden vegetables  
Banana Custard  
(TEA) served at 4.00pm Mini ravioli



## **Little Peoples Nursery additional Information**

### **Clothing and Belongings**

- Please clearly label all your child's clothing and belongings.
- Please always provide a change of clothing, in case of accidents during play or Toileting.
- We recommend your child wears old, or, practical, easily washable clothing as, although we provide aprons, your child will sometimes get wet or messy when having fun exploring new materials.
- Also sensible shoes for safety during physical play.

We can supply nursery T-Shirts for £4 each and Gym Sacks £4.70

### **Nappies**

Please note: we cannot use terry nappies as we do not have the facilities to deal with soiled napkins.

We will ask you to provide your own child's supply of nappies and cleaning wipes, these will be labelled and stored in the changing areas.

Please do not allow your child to bring toys, money or jewellery to nursery as loss or damage may occur. If your child has pierced ears please send them with studs, not hoops, for the child's safety. Staff are not responsible for any jewellery worn at nursery. Jewellery may be removed by staff, if it is thought to be a risk to the child at nursery.

### **Health Matters**

#### **Illness**

Please keep your child at home if they are unwell. We follow Department of Health guidelines on exclusion for infectious or contagious illness, and we are always happy to advise you. To clarify our exclusion policy for some common diseases/ailments:

- Chickenpox – about 7 days from onset of rash, or until all spots scabbed over.
- Mumps - Until swelling has subsided.
- German Measles – 4 days from onset of rash.
- Whooping Cough – 21 days from onset of the cough.
- Measles – 7 days from onset of rash.
- Hand Foot and Mouth Disease – If the child is unwell, and /or until all the lesions have healed.
- Diarrhoea and/or vomiting – Children must be kept away from nursery for at least **24 hours** after the last case diarrhoea and/ or vomiting has stopped. We will contact you to collect your child if they develop it at nursery.
- Children who are unwell and have a temperature of 38.5 ° C (101° F) or over must be kept at home. You will be asked to collect your child if they have a temperature, or become unwell.

- Impetigo – must not attend till sores have healed. Medical treatment should be sought.
- Scabies- must not attend until medical treatment complete and condition is better.
- Threadworms – no need for exclusion, but must be treated promptly.

**Broken Limbs** – Children can return once plaster is set & on medical advice.

**Stitches** – Children can return once stitches are removed, or on medical advice.

**Please note:** If your child requires 1:1 attention they should be kept in the home environment.

### **Head lice**

Please check your child's hair regularly. If head lice or eggs are found the whole family needs to be treated. Solutions are available from the chemist, or a well-recommended treatment is the "Wet- Combing" method. If you find lice in your child's hair, wash their hair every night for the first week. Use lots of conditioner, and while this is still on the hair, comb thoroughly with a fine- tooth lice comb. For the second week repeat this process every 3 days, and it should be clear in about 2 weeks. Once the hair is clear, use this method every week to keep your child's hair free from lice.

### **Medicine**

We require written consent to administer any medication. We will not administer any paracetamol suspension or 'over the counter' medicines, unless these have been specifically prescribed by your child's doctor. If a child is ill enough to be on antibiotics or other medicines, they need to be 24 hours into the course before returning to the nursery.

### **Accidents**

If a child has an accident at nursery, staff will administer First Aid. All accidents are recorded, and you will be asked to read and sign the accident sheet. In the case of an accident requiring urgent medical attention, we will contact you, and, if necessary, take your child to hospital and meet you there. You are asked to state your wishes on this matter, and give your consent on your child's admission form. **Parents will be informed at once of any head injury sustained by a child.**

### **Special Needs**

The nursery has a special Needs Co-ordinator (SENCO). Children with special needs are welcomed into the nursery, where they will have the opportunities to become an involved member of the group. The nursery will liaise with parents, and other professionals according to each child's needs.

## **Behaviour Management**

**We have a behaviour management policy, which we work to; parents are requested to read this.** Children are encouraged to learn to share and care for others, and to develop problem solving skills; this is discussed and reinforced with the children. Adult handling of behaviour is consistent, and any unwanted behaviour will be managed fairly and with a quiet and firm manner. All incidents requiring adult intervention will be recorded. Providing a safe environment for all the children is paramount. Bullying of others is firmly discouraged, and strategies agreed with parents to stop this. Your tolerance would be appreciated if your child is treated unkindly by another child. We are available at all times to discuss any concerns you may have.

## **English as an Additional Language**

We work with Portsmouth Early Years & Childcare Partnership to seek and provide support for parents and children as needed.

## **Complaints, Requests and Suggestions**

We welcome your suggestions to improve our service. Staff are always available to discuss any concerns or problems, and will do their best to resolve them. This will be recorded in order to ensure action is taken to your satisfaction.

In the event of further difficulties, the nursery Manager will mediate. If the matter remains unresolved, it will be referred to the Head teacher and the chair of Governors who will meet with all parties to resolve the matter. Parents are welcome to contact OFSTED if they are unhappy with any aspect of the nursery:

Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA

Early years 0300 123 1231

## **Outings**

Consent for your child to go on local outings is included on our admission form. We always ask for special written consent, before taking your child further a field or on public transport. We ensure there are enough staff to accompany the children. The following ratios apply during local outings under 2s (one staff member to every two children), Two to threes (one staff member to every three children) and three to fours (one staff member to every four children). Safety harnesses are used in buggies, and reins or wrist straps worn by all children. Please ring if you are going to be late dropping your child, in case a walk is planned.