**Larkhill Garrison Nursery Prospectus**

**Terms and Conditions**

Larkhill Garrison Nursery

The Community Centre

Building 609

Willoughby Road

Larkhill, Salisbury

Wiltshire, SP4 8DG

Tel: 01980 845262

**Larkhill Garrison Nursery aims to:**

* provide support, care and education for all children
* work in partnership with parents to help children to learn and develop
* support the well-being of the children and their families in addition to the local community
* offer children and their parents/carers a service that promotes equality and values diversity.

**Parents as partners:**

Parents are regarded as members of our setting. This means they can expect to be:

* valued and respected
* kept informed
* consulted and heard
* involved & included

We aim to ensure that each child:

* feels comfortable in a safe, nurturing and stimulating environment
* receives care and attention, is nurtured and supported by sensitive staff working on generous ratios
* is provided with opportunities to play, grow and learn together with their peers and supportive adults
* has a key person who makes sure each child makes secure and robust progress

**Learning Journals**

The setting keeps an electronic Learning Journal for each child to celebrate their successes and achievements. Staff will take regular observations of the children which are then emailed via EYLog to the parent, and in turn parents & families can upload their own observations to form part of their child’s journal.

We use our observations and assessments to plan and support your child’s development. We share these assessments with families at three points in the academic year. We have an ‘open door’ policy, where parents and carers can come and share concerns, ideas or queries with staff at any point.

**Opening Times**

We are open during Wiltshire Term times only. We are open 8.00am-400pm Monday- Thursday and 8-3 Friday.

We provide care and education for children aged from 12 months to school age.

**How parents become a part of the setting**

 Our setting recognises parents as the first and most important educators of their children. We actively promote working alongside parents as partners in order to provide care, support and education for their child. There are many ways in which parents can assist us in ensuring the setting is a welcoming and stimulating place for children and adults alike, such as:

* exchanging knowledge about their children's needs, activities, interests and progress with the staff
* volunteering, celebrating and sharing skills
* make and look after the equipment, resources and materials used by the children
* play an active role in the management of the setting
* taking part in events and discussions about the activities and curriculum provided by the setting
* joining in with our nursery community activities and celebrations

**Staffing & Parent Volunteers**

Larkhill Garrison Nursery welcomes practical support from parents, they are more than welcome to stay and play (although this is temporarily suspended due to COVID19). Named photographs of all the members of staff can be found on the notice board in the hallway. Volunteering is not the only means of taking part in the life of the setting. Parents can offer to take part in a session by sharing their own interests and skills with the children. We welcome parents to drop into the setting to see it at work or to speak with the staff, although again, this is currently unavailable due to the COVID19 restrictions.

All members of staff and volunteers are DBS checked. All staff members hold Level 3 Paediatric First Aid certificates and undertake annual Safeguarding training, in addition to regular Prevent/FGM/Health and Safety, Food Handling and other early year’s related training.

**Key Persons and your child**

Whilst children will be allocated a specific Key Person, all staff in a playroom care for and share responsibility for all children. Your child's Key Person will work with you to make sure that the care we provide is right for your child's particular needs and interests. When your child first starts at the setting, they will help your child to settle and feel confident, by providing a secure base for them and they will continue to do so throughout your child's time at the setting. They will support your child as they access activities and ensure that the session planning interests and meets the needs of all individual children in the group.

**Learning opportunities for adults**

As well as gaining qualifications in Early Years care and Education, the staff take part in further ‘in house’ and external training to keep them up-to-date with legislation and current thinking, in addition to training required by law, for example Paediatric First Aid and Safeguarding.

**The setting's routine**

We acknowledge that care and education are equally important in our provision. The routines and activities that take place are provided in ways that:

* help each child to feel that she/he is a valued and respected
* ensure the safety of each child
* support children in working collaboratively and equally with their peers
* provide the children with opportunities to gain the skills required to become lifelong learners

**The day**

The setting organises the day so that children can take part in a variety of child and adult-led activities. The 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 what they see as its natural fruition. We celebrate the effort as much as the achievement. The children are also helped and encouraged to take part in adult-led small and larger group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work alongside and in partnership with others. The setting acknowledges individual children's variable energy levels throughout the day. We ensure children's individual needs for rest and quiet are met throughout the day. We have facilities for rest and sleep should it be required. Outdoor activities contribute to children's health, their physical development, risk taking and assessment and their knowledge of the world around them. Our outdoor learning environment also offers a variety of different sensory experiences.

**Snacks and meals**

At Larkhill Garrison Nursery, snack and mealtimes are a valuable social activity in which children and adults eat together. We serve fruit during the morning session. We offer milk or water to drink at lunchtime. Water is available throughout the sessions, for the children to help themselves to. We respectfully request that your child’s lunch box contains a healthy, varied lunch where possible.

**No nuts, grapes or popcorn.**

We cannot allow children to bring or consume anything that contains nuts or is a nut based product due to life threatening allergies. We request that if your child is bringing food into the setting that you check the ingredients to ensure that it does not contain nuts, this includes chocolate spread. We discourage popcorn and grapes as these are a common cause of choking. Children attending the setting during the afternoon will require a packed lunch. We have facilities to reheat food with the exception of fish/seafood.

**Policies**

Copies of the setting's policies and procedures are available. If you would like a copy of them, please speak to a member of the management team, and we can copy them or email them to you. They are also available via the EYlog system.

The setting's policies help us to make sure that the service we provide is of a high standard and that your expectations of us are clear. We aim to ensure that being a member of the setting is an enjoyable and beneficial experience for each child and their parents/carers.

The staff and parents of the setting work together to adopt the policies and they have the opportunity to take part in the annual review of them. You will be informed of any changes to our policies via email. This review ensures that the policies are relevant, meet statutory requirements are enable the setting to provide a quality service for its members and the local community.

**Admissions Policy**

Admission is given on a ‘first come-first served’ basis; however there may be occasions where staff members’ children, serving military families or social service/health referrals take priority on our waiting list.

We periodically refer to our waiting list and give courtesy calls to see if you wish to remain on it.

**Safeguarding children**

Our setting has a moral & legal obligation to safeguard children against harm.

Our practice guards against the likelihood of abuse in our setting, however, we have a procedure for managing complaints or allegations against members of staff.

Our open way of working with children and their parents ensures that if an issue does arise, it can be dealt with confidentially, swiftly and in a sensitive, professional manner. None judgmental support can be given should it be required and external agency referrals can be made.

Our Designated Safeguarding Lead is Lu Piggott. Our Deputy Designated Safeguarding Lead is Natalie Woodward (Manager).

**Additional needs**

Our setting acknowledges that all individuals have needs, simply on varying levels. The setting adheres to legislation as laid down by the statutory requirements and the SEN Code of Practice (2015). We work in partnership with external agencies when required to ensure that the individual needs of the children are met, this includes those with additional needs. Time and bespoke support is provided for those who require it. My Support Plans, Individual Support Plans and applications for EHCP and Inclusion Support Funding will be completed if required. All support plans and applications will be formulated in partnership with parents/carers.

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| Our Special Educational Needs Co-ordinator is: Lu Piggott / Deputy Manager |

**The management of our setting**

We are managed by the trustee board of TNB Garrison Early Years and Play. The day to day management of the TNB nurseries is overseen by our Executive Coordinator, Sarah Hawkins.

The committee is responsible for:

* processing and safeguarding the setting's finances
* ensuring the setting provides consistent good quality care
* supporting empowerment and development of the staff body
* providing guidance and support for the management and staff team

The TNB group is discussed at an AGM. The Annual General Meeting is open to the parents of the children attending our setting. It is a shared forum for reviewing the previous year's activities and achievements and shaping the future to include changes to our local and wider community.

**Fees**

The fees are payable monthly in advance. You will receive an invoice at the beginning of every calendar month, detailing the sessions your child is booked in for, any payments received and your outstanding balance. Fees must still be paid if children are absent with or without notice. If your child has to be absent over a long period of time, you may wish to speak to **Natalie Woodward (Manager).** However fees must be paid to retain a child’s place. We are in receipt of nursery education funding for two, three and four year olds; where funding is not received, fees apply. As of January 2019, a deposit of £30 will be required for those families applying for a space. This will be refunded once entitlement funding has been received by the setting, or, if they leave prior to reaching the age when funding is granted, it will be refunded as the child leaves the setting (once four weeks’ paid notice has been given).

**Invoices and Payments**

The nursery will give a months’ notice of any change to the fee or hours structure. Four weeks’ notice must also be given by parents/carers should they wish to change their child’s hours/sessions or withdraw their child from the nursery. Parents will be liable for four weeks fees if notice (in writing) have not been received.

Payment must be made within 7 days of the invoice being generated (usually on the first working day of the month). If payment is not made by the date specified, children will only be able to attend for their funded hours until the bill has been paid in full (‘no pay-no stay’ policy), this could result in your non funded hours being given to someone else on the waiting list. If payment has not made in time, a £10 late payment charge will be levied.

**Late collection**

Parents are asked to sign the late book should they arrive late to collect their child. Should this happen more than twice it will be classed as repeated late collection and £10 will be charged to cover the cost incurred by the setting for additional staffing. **Should you incur a penalty charge on 3 occasions or more then the penalty charge will rise to £100.**

**Settling-in and Transition**

We want your child to feel that they belong in our setting. To make sure that this is the case, we will work with you on how best to support your child to settle in to the setting. In order to support your child settle and feel secure, they need to attend at least 2 settling sessions with a parent or carer before their official start date. We also strongly recommend that children attend for a minimum of two sessions per week (on different days), in order for the child to become familiar with routines and build a secure relationship with their Key Person and their peers. Settling sessions aim to familiarise children and parents with their Key person and children’s new surroundings. We acknowledge that this transition takes time, and that time frame depends on each individual child. No formal start date will be given until all parties concerned agree that the child is ready to start and a plan is in place. Communication will be encouraged between all parties to ensure that the settling process is clear and honest. Our current procedure however, reflects the restrictions imposed due to COVID19.

**Clothing**

We provide protective clothing for the children when they play with messy activities and we actively encourage them to wear it, although we do not advocate forcing the children to wear such clothing.

We have uniform available to buy at a reasonable cost, so the children can come to nursery and explore and be creative without fear of spoiling expensive/good clothing. We request that the children wear appropriate clothing for the time of year, as the children have access to outdoor play activities throughout the day. We discourage the use of open toed sandals and flip flops, for health and safety reasons. We also discourage the use of hooped or dangling earrings. We encourage the children to be independent, so wherever possible, please make sure your child wears loose clothing, such as joggers, so they can develop their self-help skills independently. **We do ask that all items of clothing including coats, hats, bags and lunch boxes are labelled. Draw string bags are not permitted in the playrooms.**

**Contact Details**

Parents must inform the nursery of any changes in their contact or their emergency contacts details. The persons listed as emergency contacts have permission to collect your child. Any other person must be given your child’s passcode and show ID to a member of staff, in addition to verbal or written consent from parents. The nursery must be able to contact someone at all times in case of an emergency. The nursery will not permit any child to leave the nursery with an unknown person or a person under 18 years of age.

**Absence**

Parents/carers must inform the nursery if their child will be absent (planned absence) or if they are absent because of illness.

**Illness**

We follow the Health Protection Agency guidelines for all infection and illnesses. A copy can be viewed in the office or by visiting the Health Protection Agencies website. We reserve the right to refuse entry to the nursery if a child has had a dose of Calpol/Nurofen etc, if a child is poorly enough to warrant a dose of such medication, they should not be in a setting. This will help prevent the spread of infection, but will also allow the child time and the opportunity to recover fully before returning to the setting.

**Anti-Biotics**

If your child is prescribed antibiotics by your doctor they are not allowed to attend for 48hrs following commencement of treatment. If after this time the course needs to be administered we can assist in this providing a Medication Administration form is completed. Staff will administer prescription medicines after the first 48 hours only with permission of parents and if child is well enough to attend. A record is kept of dosage, time administered and by whom. Medicine must carry the pharmacists label and the child’s name and correct dosage.

**Nappies & wipes**

The nursery does not supply nappies, wipes or creams. Staff will inform parents when supplies are running low. You are required to replace items immediately otherwise it will result in a charge of £1 a nappy if two requests have been issued. **Please note: Nappy bags/sacks are not to be stored in the children’s personal bags, as they pose a health and safety risk.**

**A copy of the full Policy Booklet is available on request.**