

	<p><b>Ofsted comments, March 2022 rated 'GOOD'</b> (quotes from the report)</p> <p>Children are happy and enjoy their time in this well-planned and inviting environment. They engage in a range of activities and experiences, inside and outside, which help them grow and develop.</p> <p>Children develop secure relationships with staff, who are kind, caring and friendly.</p> <p>Children show high levels of confidence and self esteem.</p> <p>Children learn about different families, cultures and ways of life through discussion, books and themes. For example, children learn about each other and what makes them unique during an 'all about me' topic.</p> <p>Leaders, managers and staff strive to make the setting part of the local community and offer a range of services to help parents and families.</p> <p>Children with special educational needs and/or disabilities are supported incredibly well by knowledge and experienced staff.</p> <p>The manager and staff have a good knowledge and understanding of safeguarding and child protection.</p> <p>"Bringing Communities Nearer" - Where children thrive in a high quality, stimulating and caring environment.</p>
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## Nursery Information Booklet 2023

### Welcome to our Nursery!

Starting nursery is a huge step in your child's life. At Burmantofts Community Nursery we want to make your child's time a positive and enjoyable experience for all involved. We provide a safe, happy and stimulating environment where children can learn and play freely, feeling confident and secure.

We are a purpose built 58 place nursery, offering full and part time care for children aged 6 months to 4 years inclusive. The staff team consists of caring, experienced staff, who are all DBS checked to an enhanced level.

The nursery is situated next to Ebor Gardens Primary School adjacent to Rigton Drive and Rigton Green.

Burmantofts Community Nursery is a **Community Nursery** which means:

- The Nursery is overseen by a Board of Directors who ensures that high standards of care are being met. Through bi-monthly meetings, discussions are held, and plans are made so nursery continuously develops.
- It is a fee paying nursery but also a non- profit-making organisation.

**Our Mission Statement is** - Where children thrive in a high quality, stimulating and caring environment.

### Values of our Nursery

Nursery provides an enjoyable and stimulating surroundings where children feel happy, safe and valued and where children can learn what is expected and what is acceptable within the wider world beyond. Nursery will encourage children to express themselves as individuals through a variety of experiences and activities in a safe, secure, caring, healthy and an all-inclusive environment

To promote a healthy lifestyle with a high standard of hygiene in all day-to-day work with children and adults. We recognise the need to offer balanced and nutritious meals and give equal opportunities for both indoor and outdoor play experiences.

All staff have clear expectations of the children and recognise their individual needs and abilities, providing the opportunities for freedom to grow. Nursery encourages the children to express themselves and demonstrate their feelings within the activities and provision we provide through planned and balanced play opportunities, together with appropriate materials and equipment. We aim to teach our children the basic knowledge and give practice in skills to prepare our children for the rapidly changing world, while making sure that the children have achievable goals to work towards.

Having well organised staff and consistent routines mean we are able to observe children's individual achievements and make regular assessments. The staff and children are encouraged to develop a caring and respectful attitude to one another, regardless of race, religion, sex, background or additional needs and we promote a friendly environment, which encourages positive behaviour and life-skills, treating and valuing one another, as we ourselves would like to be treated.

Through interaction, communication and listening to the children and parents, we are able to give their ideas and wishes due consideration and by putting those ideas into action where possible, will help the children develop skills for the future and together make a positive contribution to our nursery's future.

Early childhood experiences are the foundations with which children build their future, so it is important that as a team and with our parents we offer every opportunity as first educators to cement in good practice.

*Our overarching aim is that we are consistent and positive in our approach to the children, providing a happy environment, giving praise and encouragement at every opportunity while having fun doing so.*

**Nursery Policies and Procedures** - A copy of all nursery policies and procedures are displayed within the nursery for you to view. If you have any comments to make regarding policies and procedures, please speak to the Nursery Manager or Deputy Manager

**Compliments and Complaints Procedure** - If for any reason you feel that any aspect of our nursery practice is not to the standard you expect, or have any comments to make, please ensure you speak immediately to the Nursery Manager or Deputy Manager. All comments will be acknowledged and recorded, then dealt with within 48 hours. Confidentiality will always be maintained.

We have a complaints book to record any complaints which are made, this is kept securely within the office. Any complaint made however big or small will be recorded in here and ofsted will be informed if appropriate. Further action may be required depending on the situation or the information gathered which may be sufficient for this case.

If a written complaint is made then an acknowledgement will be made within 5 working days and a response on how the complaint will be dealt with, in 28 working days. The Nursery Manager will pass this information on to the Nursery Board of Directors and they will work together to co-ordinate a response.

**All Inclusive Nursery Setting** - Overall aim of Burmantofts Community Nursery is to provide a secure, caring and supportive environment in which all children are valued individually and given an equal opportunity to develop to their full potential.

A child will not be regarded as having additional needs solely because their first language is not English.

Children with additional needs, like all other children, are given a nursery place after consultation with parents/carers. We consider their individual circumstances and the ability of the nursery to provide the necessary standard of care. (See admissions Policy)

Parents/Carers will be consulted about the need for any additional services and equipment for the child. The nursery will seek guidance from professionals regarding any special medical requirements. (See Medication Policy). Staff have been on Early Support Training and are aware of the paperwork, which is used, therefore they are able to offer ongoing support to the family or introduce this way of working to a new family.

As far as is reasonable, facilities and the physical environment of the nursery will be adapted and made suitable for children with additional needs. Deployment of staff will need to be considered to meet the needs of the individual children who attend with additional needs. The Nursery Manager will ensure that staff have suitable knowledge relating to SEN and will organise training to meet children's needs.

Our aim is to make our setting accessible to all families. We have due regard to the Special Educational Needs Code of Practice 2001 and comply with the requirements of the Disability Discrimination Act 1995.

The nursery staff will adapt play opportunities and activities both indoors and outdoors, to ensure the inclusion of children with additional needs. We aim to provide a broad and balanced curriculum for all the children in our care, whilst recognising that individual children's progress may differ in various ways. We will take account of each child's educational needs and provide for them accordingly.

Parents/Carers are recognised to have a vital role in their child's care and education. We aim to establish a relationship that will enable us to learn from and to support each other.

'What do we mean by inclusion? The concept attracts anxiety, fear about 'incompetence', anxiety about risk taking, but inclusion is not a single structure. It is a process by which we acknowledge the rights of all children to be part of their local communities. Inclusion is about sharing, honesty and openness in moving forward'. *Quote – by Micheline Mason from 'Parents for Inclusion'*.

**Equal Opportunities Policy** - Burmantofts Community Nursery is committed to a policy of equal opportunity ensuring that employees and service users are not discriminated against on any basis of race, religion, ethnic origin, disability, age, sexuality or gender.

The nursery will promote positive, non-stereotypical attitudes and ensure that everyone is given the encouragement to reach their potential.

All children will be included, and their differences acknowledged and valued.

The nursery's childcare practices will be regularly reviewed to remove practices that discriminate.

Careful selection of books, posters, songs, and play equipment will actively promote positive self-images of women, men and children of all races, gender and disability or ability to enhance everyone's self-esteem and image. We will provide activities to help the children appreciate and value each other's similarities and differences.

All language used in nursery will not be sexist, racist or stereotypical. Any negative comments will be challenged positively. The response will aim to be sensitive to the feelings of those who are discriminated against and to help those responsible to overcome their prejudices. Discrimination by any adult will not be tolerated. The Nursery Manager may discuss inappropriate behaviour with the person and keep a record. This may result in a disciplinary procedure if a member of staff is involved.

The nursery will strive to ensure that all services and projects are accessible and relevant to all groups and individuals in the community within targeted age groups.

We strive to promote equal access to services and projects by taking practical steps for access for disabled people.

Through appropriate training and courses, all staff will have the opportunity to increase their knowledge in relation to non-sexist practices, awareness of different cultures and religions and special needs knowledge.

Additional Needs - Everyone will be recognised as an individual and treated with respect regardless of their needs or ability. We will ensure that each child reaches their potential and will strive to recognise their abilities, adapting activities and equipment (where possible) and liaising with external agencies involved.

We will promote individual children's ability to communicate with others. This may include liaising with speech therapists and other professionals when appropriate.

The nursery will actively support parents, children and other agencies in their role to establish good structure to support the individual child to reach their full potential. The nursery will complete the necessary paperwork that assist the family to record progress and forward for future childcare providers.

Gender - Positive images of men, women and children will be promoted to increase each child's self-esteem. Children will be encouraged to use all the resources within nursery with equal attention given to both boys and girls. Praise and encouragement will be given in non-stereotypical ways.

All children will have equal opportunities to help within nursery. No tasks will be defined as having a specific role.

Race, Religion and Cultures - Parents will be encouraged to dress children in clothes that do not restrict play. Every individual's race, religion and culture will be respected and valued. Individual needs will be discussed and determined at pre-admission visits. We will endeavour to ensure that these needs are met.

We will celebrate the major festivals from different cultures and religions and will promote awareness through our themes, activities and displays.

**Safeguarding Children** - If the Nursery staff have any concerns regarding a child in our care, we will follow the Leeds Safeguarding Children Board guidelines. Parents will be involved throughout the process unless the nursery considers that child to be put at more risk if the family is informed first. **Referrals will be made by nursery to Social Care if nursery has any concerns.**

We endeavour to ensure the protection of all children and families in our care, inside and outside the nursery environment. We intend to create an environment which children are safe from abuse and any suspicion of abuse is responded to promptly and appropriately.

**Nursery Opening Hours** - Nursery is open Monday–Friday, 8.00am - 6.00pm, 51 weeks a year for paying parents  
Mornings 8.00am and 1.00pm                      Afternoons 1.00pm and 6.00pm.

Hours for children who are in receipt of the 2 or 3/4 year old FEEE Grants of 15 hours will have differing hours of:-  
Mornings 8:30am – 11:30am                      Afternoons 12:30pm – 3:30pm

A late charge is enforced for ALL late collections. This is charged at £15 anywhere within the first 15 minutes and then a further £1 per minute thereafter.

**Early Closures** - are once a month at 3:30pm for staff training.

**Nursery will close from 1pm on Christmas Eve and will not reopen until the 2<sup>nd</sup> January at the earliest.**

**Holidays** - As nursery is a charity and runs only from the income of fees, we are therefore unable to offer any holiday time, meaning that any time off nursery is charged at the full normal rate.

If you choose to take your child out of nursery for a long period of time but are unwilling to pay full fees throughout this time, then your place will be terminated, and you will not be able to apply for a place back in our nursery for a period of 4 months from your leaving date. If you choose to reduce your days prior to your holidays, then you are only able to increase your hours if the place is available upon your return.

**Nursery Fees** - Nursery Fees are reviewed in February of each year and put into place for April.

Nursery is closed for all public bank holidays. All Holiday's, Bank Holiday's, Early Closures and Sick days are charged at full rate.

<b>All Rooms</b>	<b>Full Time £250 (M-F)</b>	<b>Full Day £50 (8-6)</b>	<b>Am £25 (8-1)</b>	<b>PM £25 (1-6)</b>
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Please notify the Nursery if your child is to be absent for any reason ill/holiday. Fees are charged in full.

Fees must be paid in advance, weekly or monthly, by standing order, online or in cash, cheques will not be accepted. If paying weekly, please pay on the first session that your child attends.

2 weeks notice is required when changing your sessions or withdrawing your child from Nursery. Though increase in days can start with immediate effect, if available.

**Nursery education grant** - Nursery can gain government funding for your child the term after their 2<sup>nd</sup> Birthday, if your circumstance meets the criteria. All children are entitled to FEEE funding the term after their 3<sup>rd</sup> Birthday; the nursery will automatically sort this claim for you.

**Childcare vouchers** - We accept childcare vouchers, but you must arrange this with your employer and inform nursery. Please use the [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for further details

**Tax Credits** - If you work more than 16 hours per week you may be entitled to the childcare element of Working Tax Credit. If you have any questions, please speak to the Nursery Manager or Deputy Manager for information or ring Working Family Tax Credit on 0845 300 39 00

**Consultation with Parents/Carers** - The staff team are always available and happy to discuss your child's day or any other Nursery issues.

Parent's newsletters are produced throughout the year to keep up to date with nursery issues. You are also advised to look at the notice board within nursery as this will display the latest nursery news.

Each child's Key worker produces a profile which includes samples of your child's work, photographs and written comments. This profile is available for you to view at any time. You are encouraged to record your child's 'home learning experiences' too.

**Settling Your Child into Nursery** - At Nursery we have a Key worker System. Your child will be allocated a member of staff (their Key worker), who will be the main person responsible for your child's care. As we work on a shift system, the Key worker may not always be available, but other members of staff within your child's room will be happy to speak to you.

The Key worker will work with parents/carers to ensure their child has a smooth introduction into Nursery. It is essential to start the introduction process gradually, visiting nursery for short periods of time before building up to full sessions/days; therefore, we follow the following procedure:

1. If you are accessing the 2 year old grant, nursery staff may want to do a home visit as the first point of contact.
2. Child and parent/carer will attend nursery together and staff will handout the relevant information to be completed about their child, this will also enable the Key worker time to discuss nursery details, answer any questions and identify your individual needs and those of your child. This takes around 20 minutes.
3. Child and parent/carer again will attend nursery together, however the child will stay in the nursery with staff while the parent/carer is taken to the parent's room so that if staff need any further information this can be gathered. This takes around a half hour.
4. Child will stay in nursery without carer for around 1 – 1 1/2 hours and the parent carer is able to leave the premises as long as the enrolment form is completed.

**Meals** - The Nursery will provide meals throughout the day for those accessing full sessional care. WE do not follow a weekly menu as we use the food delivered from Fareshare , producing exciting new daily meals for the children to enjoy. The Fareshare food are also made available upon a stall for the parents to access freely. We get a fresh delivery every Tuesday and a frozen delivery every other Wednesday.

Parents can discuss any special dietary requirements with the staff and cook, we provide the option of a vegetarian or Halal variation.

<b>9:15am</b>	<b>Sanck</b>	<b>Fruit/vegetable, treat, milk or water</b>	Offered to everyone
<b>11.45pm</b>	<b>Lunch</b>	<b>Well balanced 'home cooked' meal Pudding, fruit and a drink of water</b>	Not offered to children accessing the 15 hrs FEEE sessions
<b>1:15pm</b>	<b>Snack</b>	<b>Fruit, treat, milk or water</b>	Offered to everyone
<b>4.00pm</b>	<b>Tea</b>	<b>Small tea e.g., sandwich, beans on toast... Pudding, fruit and a drink of milk or water</b>	Not offered to children accessing the 15 hrs FEEE sessions

**Nappies and Toilet Training** - If your child is in nappies, please provide an adequate supply. Nursery does provide wipes. Any other creams should be provided and labelled with your child's name to avoid cross infections.

When your child is ready for toilet training you can discuss their needs with your child's Key worker. This ensures that a consistent approach is being used both at home and at nursery. Potties are provided. When toilet training, we recommend that you send your child in clothing that they can easily fasten and unfasten. This helps to avoid accidents. Please ensure you also send an adequate number of cloths to change into just in case of accidents, including a spare pair of shoes and socks.

**Clothing and Personal Property** - Children of all ages are involved in a variety of activities, mostly messy ones! Please consider this when dressing your child for nursery; always provide a spare change of clothing. Aprons are provided but accidents still happen.

Please ensure your child has suitable outdoor clothing as all children participate in outdoor play. Nursery does provide, waterproof trousers, coats, mittens and woolly hats for cold conditions and sun hats and sun cream for warm days. All clothing should be clearly marked with your child's name.

We ask that children do not bring food, drinks, toys, money or other valuables to nursery. The nursery does not accept any responsibility for loss or damage to yours or your child's belongings.

**Collection of Children** - Children must be collected by a person over the age of 16 years unless arranged and agreed by the manager with the relevant disclaimer being signed by the parent/carer. If any person, other than the parent or a person known to us is to collect your child, nursery staff must be informed beforehand and introduced where possible. We may ask to see photographs and arrange a password for this person to use. We have the right to check the identity of the person collecting your child before we allow them to be taken.

**Health and Safety** - Please notify the nursery if your child is absent for any reason.

Many childhood illnesses are contagious. If your child is suffering from a rash, sticky eyes, vomiting or diarrhoea they must **not** attend Nursery until clear of symptoms for 2 full days. This eliminates the risk of the infection spreading. Nursery will follow the 'Guidance on infection control', issued by Health Protection Agency. **The Nursery Manager reserves the right to exclude any child.**

Should your child become ill or experience an accident whilst at nursery, every effort will be made to contact you. Please ensure that the nursery has alternative and up to date emergency contact numbers.

**The Nursery Manager reserves the right to take your child to your doctor/hospital in an emergency.**

Only prescribed medication will be administered to your child on the condition that parents/carers complete a medication request form.

The door to nursery is always locked. On arrival ring the bell and wait for a member of staff to open the door. Do not let anyone into the nursery as you arrive/leave. Ensure the door securely closes behind you.

Fire drills are frequently carried out in nursery. This ensures that both the staff and children are familiar with the evacuation procedure. For further information on your child's health and safety please speak to a member of staff.

**Parking** - The Nursery does have a small staff car park. This is not for use by parents.

**Zero Tolerance** - We would respectfully like to remind all parents and carers that our service has a zero tolerance of abusive language, raised voices, physical intimidation or assault against any member of staff. Any abusive behaviour may risk the loss of a childcare place.

#### **Data Protection**

Burmantofts Community Nursery understands that all personal data including photos, name, address, phone number, DOB, email, NI number, NHS number are all confidential information and will not share with anyone other than the relevant staff employed by BCN and outside agencies such as Leeds City Council for grant claims. Information sharing with other organisations will be done with consent only, these agencies may be college, university, social care, NHS, speech and language.

**WE HOPE YOU HAVE GAINED ALL THE INFORMATION YOU REQUIRE AND LOOK FORWARD TO MEETING YOU SOON.**

**Karen Johnson (Nursery Manager) and Burmantofts Community Nursery staff team.**

## General Information

### 2, 3 & 4 year old 15 hours FREE childcare. Sessions times

Morning – Monday to Friday 8:30am–11:30pm      Afternoon – Monday to Friday 12:30pm–3:30pm

### None funded place charged at £25 per session. Session times

Morning 8:00am – 1:00pm      Afternoon 1:00pm – 6:00pm

**Late collection** – if you are late collecting your child at the end of your session you will be given a late charge even if you phone ahead.

We want your child to get the most out of their time at nursery, to do this they need to attend for the full 3 hours every day. Please bring your child to start their session on time.

If you have an appointment and need to drop off later or collect earlier or your child is ill, please inform Nursery.

**0113 2408764      07410948357**

### Every day please send your child with

Suitable additional clothing items such as coat, bag, sun hat, woolly hat, scarf, gloves and nappies. All personal items should have their name written in.



### Do NOT bring to nursery

Toys, mobile phones, bottles and dummies are not to be brought into nursery from home. Dummies will only be used if a child is terribly upset and for sleep time. Nursery will not be responsible for any loss or breakages.

### Playing outside

We are incredibly lucky to have so much amazing outside space to play, therefore we do play outside in all weather, please send your child in suitable clothes and shoes for the weather. When it is hot please put sun cream on your child before they come to nursery and bring a sun hat.

### Messy play

We love painting, gluing, sand, water, baking, basically anything where you get messy. We do encourage the children to wear aprons, but they do sometimes still manage to get dirty, so please send a spare set of clothes in their bag. Any unlabelled clothes or unclaimed items will go in the lost property box out in the entrance hall.

### Potty training

When your child is ready for potty training, please let your child's key person know and we will be happy to help them at nursery once they are confident and doing well at home.

### Snacks

We provide a healthy snack and drinks for the children during their session, there is no need for you to send any food in for them.

### Key person

You will be told the name of your child's key person. This member of staff will help your child to settle into nursery, they will be the one who knows your child best and will be able to tell you about your child's time at nursery and how they are developing, by keeping an up to date profile on your child. This can be shared with you via email. Photos and experiences from home or nursery can be shared this way, maintaining GDPR at all times.

IF YOU WOULD LIKE TO KNOW ANYTHING ELSE OR HAVE ANY QUESTIONS, PLEASE CONTACT NURSERY OR SPEAK TO YOUR CHILDS KEY WORKER

**WELCOME TO BURMANTOFTS COMMUNITY NURSERY**