



BURMANTOFTS COMMUNITY NURSERY

Ofsted comments, March 2016 rated 'GOOD'

'Children are keen to explore & they move around the indoor and outdoor areas well. Staff offer many interesting & stimulating opportunities for children of all ages. They make the most of opportunities to extend children's learning through play, discussions & group activities. Children are confident, happy & secure'.

'Staff work well together. They are dedicated and professional in their approach. Strategies are in place to continuously develop the nursery and improve outcomes for children'.

'Children enjoy their time at the nursery and form strong friendships with each other'. They make good progress in their social development in readiness for the move onto school'.

'Inclusion is given priority as disabled children and those with SEN are supported very well'.

Staff effectively carry out safety checks, keep the premises secure and are well deployed to monitor children'.

Information Booklet 2019

'Working together we aim to ensure that children are given every opportunity to make a difference in the future'

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 with 14 being level 3 or above qualified and 1 level 2 qualified. Those who are not already are training to be level 3 or above qualified. All staff are DBS checked to an enhanced level.

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

Within nursery we have two separate base rooms

Baby Room – Children aged 6 months to 2 years – 6 children with 2 members of staff

Main Room – Children aged 2 years until they leave for school – 52 children with 11 members of staff

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 non-profit-making organisation; therefore, it is a fee-paying nursery. Any remaining funds are put back into the nursery for the benefit of the children.

Our Mission Statement is - Working together we aim to ensure that our children are given every opportunity to make a difference in the future.

Goals and Values of our Nursery are

- Nursery provides an enjoyable and stimulating surrounding where the children feel happy, safe and valued and where the children can learn. Nursery will encourage children to express themselves as individuals through a variety of experiences and activities in a safe, secure, caring, healthy and all-inclusive environment.
- To promote a healthy lifestyle within nursery thus we encourage high personal hygiene/care. Nursery offers a balanced and nutritious menu to promote healthy eating and gives equal opportunities for both indoor and out door play experiences for physical play and movement.
- All staff have clear expectations of the children and recognises their individual needs and abilities, providing them 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 ensure that this is possible. We aim to teach our children the basic knowledge and alongside practical skills to help prepare the children for the next step, while making sure that the children have achievable goals to work towards.
- Having well organised staff and consistent routines 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 and other, regardless of race, religion, gender, 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 it 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 which children build their future upon, 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 providing a happy environment, giving praise and encouragement at every opportunity and 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.

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. All comments will be acknowledged and recorded, then dealt with within 48 hours. Confidentiality will be maintained always.

We have a complaints book to record any complaints. This is kept in the office and is available for parents to see at any time (See separate Sheet). Any complaint made however big or small will be recorded in here and ofsted will be informed. Further action may be required depending on the situation or the information gathered may be sufficient.

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. If you feel your comments have not been treated in a fair manner, then you should seek information from the full procedure.

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 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 paper work which is used, therefore they are able to offer ongoing support to the family or introduce this way of working to a new family. This knowledge is to be kept up to date and the Senco is to access this.

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 staffing 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.

Positive images of men, women and children with additional needs will be promoted to encourage awareness and positive self-image.

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. See Inclusion Policy.

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.

Safe Guarding Children - If the Nursery staff have any concerns regarding a child in our care we will follow the Leeds Safeguarding Children Board guidelines always. 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 nursery and outside the nursery environment. We intend to create an environment in which children are safe from abuse and in which 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 **excluding Christmas Week and Public Bank Holidays.**

Hours for children who are in receipt of the 2 or 3/4 year old FEEE Grants will have differing hours. These hours will be individual to each family and will be arranged by the Nursery Manager, supporting the families/nurseries needs.

Early Closures - are once a month at 4pm for staff training, these days alternate through out the year and are charged as normal. We also have 2 full closure days for training, which are chargeable.

Nursery has an early closure of 1pm on Christmas Eve and will then be closed until the 2nd January. The bank holidays (Christmas Day, Boxing Day and New Years Day) will be charged in full as stated above, however the 3 days we are choosing to close in between Christmas and New Year will not be charged.

Morning sessions are between 8.00am and 1.00pm and afternoon sessions are between 1.00pm and 6.00pm. Though times can be different for those children in receipt of the Education Grant.

A late charge is enforced, and this is charged at £15 anywhere within the first 15 minutes and then a further £1 per minute there after. This applies to morning session ending at 1.00pm and afternoon sessions ending at 6pm.

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 in to place for April. All Holiday's, Bank Holiday's, Early Closures and Sick days are charged at full rate.

All Rooms	Full Time £230 (M-F)	Full Day £46 (8-6)	Am £23 (8-1)	PM £23 (1-6)
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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 or 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.

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

Childcare vouchers - We accept childcare vouchers, but you must arrange this with your employer and inform nursery.

Tax Credits - If you work more than 16 hours per week you may be entitled to the child care element of Working Tax Credit. If you have any questions, please speak to the Manager, Deputy or ring WFTC 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 and observations. 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 with in 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 are required 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 a separate part of the building 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 3 meals daily for those accessing full sessional care. The weekly menu is displayed on the notice board. Parents can discuss any special dietary requirements with the staff and cook, we also provide the option of a vegetarian or Halal meats variation.

8.15am	Early morning snack	Cereal and a drink of milk
Not offered to children accessing the FEEE funded sessions		
12.15pm	Lunch	3 course well balanced 'home cooked' meal, fruit and a drink of water
Not offered to children accessing the FEEE funded sessions		
4.45pm	Tea	Variety of sandwiches and a drink of milk
Not offered to children accessing the FEEE funded sessions		

Healthy Snacks - A fruit or vegetable snack and a drink of milk or water is offered to all children in nursery around 10:00am and 2:00pm, daily.

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 amount 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, water proof 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. **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 car park. When dropping off or collecting your child, please ensure that you do not block the school entrance. Be patient with other users, as dropping off and picking up times can sometimes be delayed. Should an incident occur please inform nursery.

Vehicles must not be left on nursery property. The nursery does not accept responsibility for any theft or damage to vehicles whilst on our property.

Zero Tolerance - We would respectfully like to remind all parents and carers that this 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.

Nursery Closure Information for 2019

Tuesday 8th January 2019 – Nursery closes at 4pm

Wednesday 6th February 2019 – Nursery closes at 4 pm

Half term holidays Finish Friday 15th February 2019 - Return Monday 25th February 2019 (**1 week closed**)

Thursday 7th March 2019 – Nursery closes at 4 pm

Easter holidays Finish Friday 29th March 2019 - Return Monday 15th April (**2 week closed**)

Good Friday Bank Holiday Friday 19th April 2019

Easter Monday Holiday Monday 22nd April 2019

Friday 3rd May 2019 – Nursery closes at 4pm

Spring Bank Holiday Monday 6th May 2019

Spring bank holidays Finish Friday 24th May 2019 - Return Tuesday 4th June 2019 (**1 week closed**)

Spring Bank Holiday Monday 27th May 2019

CLOSED - Monday 3rd June 2019 – Staff Training – Domestic Violence

Tuesday 2nd July 2019 – Nursery closes at 4pm

Summer holidays Finish Friday 19th July 2019 - Return Monday 2nd September (**6 week closed**)

Wednesday 4th September 2019 – Nursery closes at 4pm

Thursday 3rd October 2019 – Nursery closes at 4pm

Half Term holidays Finish Friday 25th October 2019 - Return Monday 11th November (**2 week closed**)

Friday 29th November 2019 – Nursery closes at 4pm

Christmas Holidays Finish Friday 20th December 2018– Return Tuesday 7th January 2019 (**2 weeks closed**)

Nursery closing at 1pm on Christmas Eve – Tuesday 24th December 2018

Bank Holiday Wednesday 25th December 2018

Bank Holiday Thursday 26th December 2018

CLOSED between Christmas and New Year (Friday 27th, Monday 30th & Tuesday 31st December 2018)

Bank Holiday Wednesday 1st January 2019

CLOSED - Monday 6th January 2020 – Staff Training