ELJOY NURSERY

Brochure

 info@eljoynursery.com

 02085992330

Welcome to Eljoy nursery.

We hope this booklet will answer some of the questions

For information about our setting and the service we provide, contact us on 02085992330 or email us on info@eljoynursery.com or come in for an Informal chat.

Our aims at Eljoy Nursery are:

There is provision for a variety of part-times places and fees are pro-rota or according to the days and hours used. Hours are negotiated and discussed on an individual basis once application forms are received. Individual routines programme for the children are organised in conjunction with parents. We request that fees are paid **Monday** if paying weekly**.**

The aims of the Nursery are as follows:

* Building on what children have already learnt from their early experiences within their family groups.
* To work in partnership with parents/carers.
* To develop the physical, emotional, social, language and all-round learning needs of the individual child, through a variety of activities so that they can achieve their full potential.
* All children and their families have equal access to the nursery, its facilities and involvement in the learning environment.
* We recognised that racism, sexism and other inequality and discrimination are barriers that limit children's achievement and later life chances. Therefore, we aim to provide a service where the practice, curriculum and resources are inclusive and non-discriminatory and to monitor these as well as to constantly review.
* The implementation of the Early Years foundation stages, in our curriculum will ensure that every child will develop self-confidence, self-esteem, and have a positive attitude towards others and will develop their ability to learn.

Please contact us on the following number 07506312552/ 02085992330

**What kind of activities do we provide?**

**ICT Corner** (learning to use a computer)

**Painting** (Finger paints, ball paintings)

**Music time** (which consists of using musical instruments to make music and dancing)

**Sand Play**

**Construction** (Lego, wooden blocks and bricks)

**Reading time**

**Sensory experience** (using all our senses like sight, touch smell etc)

**Outdoor play** (In the **Garden,** planting flowers, learning about nature and in the **physical play area**)

**Pretence/Role Play** (playing dress up and acting like the person that would dress as such etc where a nurse outfit and treating your patients)

**Puzzles** (sometimes independently, in order to grow resilience and as a group to improve social skills)

**Mathematics** (Sorting, Counting Shapes and Numbers)

**Mirror time** (this is to improve self-awareness)

**Malleable Play** (Playdough, clay, cornflour, Shaving foam etc)

**Small world** (Toy house, small cars, Trains etc)

**Independence tasks** (washing hand, question and answer sessions in groups and putting their name on the register etc which leads to a growth in child’s communication, confidence and social skills)

**Child Protection**

We intend for our Nursery, Eljoy Nursery to be safe and free from abuse, and one in which any suspicion of abuse is responded to.

Our staff are trained to recognise any symptoms of possible abuse, neglect, emotional abuse and sexual abuse. If any concerns arise, parents will be the first point of reference and where appropriate social services or the child protection unit. Suspicions and actions will be kept confidential. Records will be kept when worrying changes are observed in a child’s behaviour, physical condition or appearance.

These records are confidential and can only be accessed by appropriate persons. Please rest assured these procedures are in the interest of the children, to ensure their well- being.

**Everyday Matters**

**Clothing**

Children do a wide range of messy activities during their time at nursery, including painting, gluing, modelling, water and sand play, as well as running and climbing outdoors. Aprons are worn when doing anything messy, but sometimes paint and other messes will find its way underneath.

Please dress your child in clothes that are not too new or precious. Flat comfortable shoes or trainers suitable for outdoors. It is very helpful if you mark clothes with your child's name and provide a spare set – pants, knickers, vests baby-grows, socks tights etc. just in case!

**Lunch**

All children have a hot meal at lunchtime; which is prepared on the premises. We try to meet the dietary needs of every child, based on their religion or cultural need. A sample menu is available to view at the nursery. Meal costs are included in your fees (Applicable to Non-Government funded children only).

**Outdoor Play**

Children have access to a covered outside play area that offers opportunities for outdoor activities all year round. On occasions we may ask you to provide appropriate clothing, footwear such as boots or raincoats for outdoor play.

Outdoor play is healthy even in cold weather! (but not too cold.) Some parents/carers may worry that outdoor play may make the child sick. If properly clothed, cold weather will not make your child sick. Often it is healthier to be outside in the air rather than inside the warm conditions where germs could spread.

**Sweets, Money and Toys**

Please do not give your child sweets, money or toys to bring to school. We cannot guarantee that things will not get lost or broken which may be upsetting for your child.

**Sickness**

Please provide up-to-date emergency contact numbers in case your child is taken ill at nursery and we must contact you or another, named relative or friend, who will be able to come and collect your child. Every parent is asked to sign a consent form, permitting the nursery staff to administer prescribed or non-prescribed medication.

We are not allowed to give specialist medication or treatment where staff, have no training, information or there is no person with responsibility. Please discuss this with a member of staff, your child’s keyperson. All medicines prescribed or non-prescribed need to be given to your child’s keyperson and any relevant information should be disclosed.

There are occasions where we will not admit your child to the nursery, when there is a health risk to other children and staff - infectious illnesses/diseases or where the continuous care would be better met by you. We really do not have the facilities for sick children and encourage parents/carers to keep them at home until they are well.

Most of the Nursery staff have First Aid training

If your child is sick, could you please call or email to inform us.

Speak to any member of staff if you have any queries.

**Confidentiality**

Confidentiality is maintained always. If other professional agencies need to be involved to support your child/children, you will be informed. Parents will only have access to their own children’s records.

Staff will only discuss information of individual children with parents/Carers

**Parents Responsibilities**

* Inform us in writing of any allergies/food allergies/medical condiditons your child may have.
* Inform us in writing if you do not wish for your child to partake in any outings to local park library etc.
* DO NOT enter the premises on your mobile phone, if you are on your phone when you come to the door it WILL NOT be opened (this is a safeguarding issue)

**Behaviour Management**

The setting will adopt a policy which guides the boundaries around expectations of behaviour - what is acceptable and what is not. We have a no smacking policy and therefore will never use, suggest or threaten to smack to discipline or help a child learn or make a change.

We aim to provide an environment which is consistent and where Keypersons, parents/carers can discuss specific concerns and work together towards an agreed plan.

**Payment**

A non-refundable £25 registration fee is required before your child can secure their place.

Fees must be paid at the beginning of each month. A late fee will be issued if payment is not paid by the 3rd of each month. A late payment will be charged per day of £5 until payment has been made.

If you have a problem in paying your fees, please let us know we are always here to help.

We accept direct debit/bank transfer or childcare vouchers. Bank details will be given upon request.

**Registration Forms**

When you complete your registration forms we ask for emergency contacts (these contacts MUST NOT be yoursleves) and we ask that these people be contactable and live near by, so if you are going to be late then they are able to collect your child before 6.30pm.

**Collection**

Nursery closes at 6.30pm. Please be on time collecting your children, as they become distressed when it becomes late.

Children may only be collected by:

1. Known adults (18 years or older)
2. Brother/Sisters

To protect your child, we will not permit them to go home with any person who appears to be under the influence of drugs, including alcohol. As we do not have authority to refuse parents access, we will inform Social Services and the police.

Please inform us prior to collection if your child is to be collected by anyone not known to us**.** If for any reason you know you are going to be delayed, contact us as soon as possible.

A late pick up fee will be charged; the first 10 minutes will be £5 and then a further £5 for every 5 minutes after.

A £1 telephone call will be charged if we are having to make telephone calls to find out where parents are.

If your child is booked in for 1 hour or 2 hours the late pick up charge will still be charged.

**Absence from Nursery**

Please inform Nursery by 9.30 a.m. if your child is going to be absent any reason.

The Nursery phone number is **07506312552**

**It is our policy that fees are paid when children are absent from the nursery either due to illness or parents Holiday.**

**It is a term of our contract that you give 4 weeks’ notice if your child is to leave the nursery.**

**Students**

At time the setting will accommodate students on professional childcare training and who will be working within the nursery and with the children. They will always be introduced to yourself and the children. Please do not hesitate to ask who people are, if they are new to you.

**Things we can use** (do bring them in)

1. Empty boxes for junk modelling
2. Offcuts of soft wood, wool, material
3. Spare clothes, particularly underwear.
4. Old machines e.g. Tape recorders, irons etc

**Outings**

Occasionally outings are organised for the children. These will either be at a local level to the park, library or the shops as part of their learning, particularly in the area of Knowledge and understanding of the world.

Children will always be supervised with the required number of staff to ensure that this area of the Standards is met. The ratio: adult to children will be considered before any outing is carried out, including arrangements for SEN (Special Education Needs). We may ask parents to accompany us on our trips!

**The Curriculum**

**EARLY YEARS FOUNDATION AND BIRTH TO THREE MATTERS**

Children learn and develop as they explore the environment and communities in which they live.

They need lots of time to work things out at their own pace and opportunities the support their stage of development, with the support of the adults around them.

In the nursery setting, contact with other children along with the training and experience of the child-care practitioners enable learning to be developed.

We use a range of materials, experiences and opportunities to engage, stretch and develop every child’s potential.

Organisations such as QCA (Qualifications and Curriculum Authority), Local Education Authority Early Years Department also provide settings with suggestions, guidance and guidelines and resources on how best practitioners can achieve this.

The Early Years Foundation Stage is the Curriculum guidance every setting

The Early Years Foundation Stage is commonly used for the age range 0-5 years and is organised into (seven) 7 areas of learning

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development
4. Literacy
5. Mathematical Development
6. Understanding of the World

Expressive art and Design

**Curriculum Planning**

The children’s day is structured and organised and their play and learning activities planned.

They are encouraged to initiate their own play as well as having a time of structured learning. The emphasis of learning is through play and through communication and teaching by staff.

Observations are carried out by staff recording and monitoring what children are doing and their development. The observations are used to plan the activities which help with the development of the children.

The curriculum guidance for the foundation stage and birth to three matters all future learning by supporting, fostering, promoting and developing children's:

1. personal, social and emotional well-being looks at and promotes the development of self-esteem, confidence, sharing, developing social skills – ‘thank you’, ‘please’, etc., developing independence putting on their own clothes, helping themselves and their friends.
2. Attitude and reception towards their learning. Building an enthusiasm to learn and enquire
3. social skills by providing opportunity and experiences which will enable them to learn how to co-operate and work alongside and with each other and to listen to each other;

**Record Keeping**

The information we keep concerning your child are basic, but important. It will always be kept in a locked file and accessed only by staff working in the setting. Any information we need to share will require your permission.

Your child will be allocated a 'Key Person' within the staff team who will be responsible for the day to day care of your child, their development and progress is maintained through recording in the form of day-sheets, observations and other recordings.

You can discuss your child’s progress with their keyperson at any time or arrange a meeting if you need a fuller report or have specific concerns.

Parents are always welcome to visit the Nursery.

**To support learning in the Nursery adults, ensure the following:**

1. A secure consistent predictable environment
2. Consistent interaction and responses by adults
3. an environment where children can express their feelings and thoughts
4. Mutual respect
	* 1. child to child
		2. adult to child
		3. child to adult
		4. adult to adult
5. Opportunities to make independent choices
6. Ensure the recognition of the rights of others
7. Provision for all aspects of physical activity that support sensory experiences
8. Opportunities to develop relationships with adults and children in a variety of situations
9. Time and space are available to support children
10. To be able to complete tasks
11. To talk with others and to be listened to
12. To move freely
13. To allow children to make guesses not mistakes
14. Experiences are extended by representational work, writing, a wide use of language, drama, dance, music, use of number, measuring, pattern making, building etc.

The above enables the whole child to develop.

Polite Notice

Children are Parents responsibility before we receive them at the reception point and after collection from reception.

Eljoy Nursery will not responsible for children beyond reception’s main entrance.

Please keep a good watch on your children at the car park.

Thanks