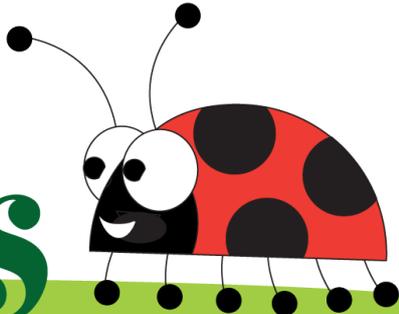


Ladybirds & Babybirds nursery




information for parents



Directors and Principals

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We believe that at Ladybirds Nursery your child can:

Seek help

Laugh and be happy

Express their feelings

Take care of themselves

Follow their dreams

Do things for themselves

Protect their mind and body

Receive and give affection

Be proud of their work.

(1989 United Nations Convention on the Rights of the Child)

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Ladybirds Nursery

Welcome to Ladybirds, an independent nursery, which opened in January 2003. We are situated in the tranquil surroundings of Highfield Park on the south east side of St. Albans. Our attractive building provides a light, airy and spacious environment. The 'Babybird' rooms cater for two years and under whilst the 'Ladybird' rooms take children up to five. There is ample car parking available. We are the directors and full-time teachers and have a wealth of knowledge and experience gained from teaching in a variety of state primary schools.

This expertise ensures your child has access to:

- A broad and balanced curriculum both indoors and outdoors (based on the revised Early Years Foundation Stage document)
- A firm basis for future learning
- A happy, secure and stimulating environment
- Fun and interactive activities to spark curiosity and promote an eagerness to learn
- Opportunities to encourage independence, confidence and self-worth
- Social interaction and support for one another
- High expectations of positive behaviour
- Gentle encouragement to move forward

These elements of our nursery will inspire your child to '**spread their wings and fly**'. As teachers we know where your child is expected to be upon starting school both intellectually and emotionally. Our happy, caring atmosphere within Ladybirds Nursery ensures that we too cherish these vitally important early years. We will work with you to lay the foundations from which your child develops.

Babybirds

The Babybirds section of the nursery consists of three rooms; a baby room (Doves), a sleep room and a toddler room (Starlings). Together these provide a homely, caring and stimulating environment for babies aged 3 months to the September after they have turned 2 years. We have space for nine babies aged from 3 months and twelve toddlers at any one time. The minimum attendance in Babybirds is 2 days per week. Ladybirds Nursery is open 52 weeks a year.

Whilst at Babybirds your child benefits from:

- A high standard of personal care
- Support and encouragement through each stage of their development
- Daily fresh air in the park/nursery garden
- Social interaction with their peers as well as their key worker and other members of staff
- Daily verbal and written feedback
- An online learning journal to chart progress and development

We understand that each child is unique and will follow their own developmental pattern. We have created a nurturing environment where each child's individual needs are met through exciting activities and their daily routine.

Key Worker

Each child has a designated key worker. This is a member of staff who is of prime importance to your child, acting as a link between home and nursery. They will address any queries or concerns that you may have. At nursery your key worker is the person with whom your child will develop the closest relationship. They are in charge of overseeing your child's care as well as their emotional and physical well being. Our routine allows your child plenty of one-to-one contact with their key worker. During this time your child's needs and capabilities will be observed and this information will highlight how the key worker will support, encourage and challenge them in the future.

We are firm advocates of working in partnership with parents to ensure consistency between your child's care at home and at nursery. Your child's key worker will be available to talk to you on a daily basis about all aspects of your child's care and development such as milk feeds, weaning and sleep patterns.

Recording and Reporting

You will receive information about your child's day at nursery in the form of a daily chart. This records:

- activities
- meals
- milk
- sleep time
- nappy changes
- ideas for activities you can carry out at home
- other key information

Tapestry is your child's secure online learning journal where you can view a variety of activities your child has taken part in across the week. The online learning journal includes photos, videos and observations all linking to the Early Years Foundation Stage curriculum. Parents can choose to contribute to this also. You will also have the opportunity to discuss your child's development and progress with your key worker in detail during parent's consultation evenings twice yearly.

Staff at Ladybirds Nursery have high expectations of all children in their care. Activities are differentiated to meet the needs of individual children including those with special educational needs. We encourage and praise your child's efforts throughout the day. We use a variety of ways to display and value your child's work e.g. murals, photographs, individually labelled work mounted on the wall and models displayed on tabletops.

Babybirds Daily Routine

Below is an example of a typical day at Babybirds although this may vary slightly between the Doves* and the Starlings.

8.00 a.m.	Children begin to arrive at nursery Free play
8.15 a.m.	Breakfast
8.45 a.m.	Nappy changing (or sooner if necessary)
9.00 a.m.	Explore the outdoor environment, either in the garden or on a walk around the park.
10.00 a.m.	Singing/musical activities
10.15 a.m.	Drinks and snack
10.30 a.m.	Planned activities/free play
11.00 a.m.	Nappy changing (Starlings)
11.30 a.m.	Lunch time
12.00 p.m.	Nappy changing (or sooner if necessary)
12.30 p.m.	Nap time
2.45 p.m.	Planned activities/free play begins (or sooner if children awake) Drinks and snack Nappy changing (or sooner if necessary)
3.45 p.m.	Garden play/exploring the park
4.00 p.m.	Nappy changing (or sooner if necessary)
4.30 p.m.	Tea time Free play/story time/singing.
6.00 p.m.	Session finishes.

*The Doves will keep to their own individual sleep and feeding routines throughout the day.

The nursery is open 8am-6pm, you may drop off and collect when suits you across the day.

The Importance of Play

We aim to make your child's stay at Babybirds as enjoyable as possible. We plan a range of stimulating activities that are age appropriate. These are firmly rooted in play, which is a vital medium to help children make sense of the world around them.

1. Discovery Play

Helps children find out about objects, their size, shape, texture, colour, sound, smell and function.

2. Creative Play

Enables children to make something original and explore materials such as paint, glue, play dough etc.

3. Physical Play

Encourages children in their gross motor development e.g. rolling over, crawling, balancing, climbing, walking.

4. Imaginative Play

Develops children's imaginary skills through role play which mirrors the world around them and teaches them how to behave in social situations.

5. Manipulative Play

Encourages fine motor skills such as grasping, shaking, turning as well as hand-eye co-ordination.

6. Social Play

Teaches children how to respect one another and build healthy friendships through parallel play, co-operation and sharing.

7. Sensory Play

Excites and stimulates all the child's senses whilst promoting their language.

Early Years Foundation Stage

All our planning is underpinned by this curriculum framework for learning that sets the standards for learning, development and care for children from birth to five. It has four main themes:

- ***A Unique Child***

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

- ***Positive Relationships***

Children learn to be strong and independent from positive relationships.

- ***Enabling Environments***

Children learn and develop when their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.

- ***Learning & Development***

Children develop and learn in different ways and at different rates, including children with special educational needs and disabilities. All areas of Learning and Development are equally important and inter-connected.

Nursery Environment

Our building is divided into two sections by a large central reception. To the left of the front door, are the kitchen, staff toilet and staffroom. Children only have access to the kitchen when accompanied by an adult e.g. for a cooking activity or at meal times. Parents can leave folded buggies in the outer lobby and chat to other parents at the start and end of the day. To the right of the reception is where the children are based. Ofsted prescribe the minimum amount of space necessary per child; we are fortunate to have a great deal more than this.

Doves

The Doves room is designed to facilitate group activities, quiet play and rest. Activity mats are dotted around the carpeted area, bouncer chairs, baby gyms and floor cushions also provide stimulation for the younger children. A cosy area houses soft toys and 'feely' books and compliments the 'investigative' wall with mirrors, cogs and spinners. A quarter of the floor is covered with vinyl to facilitate art activities, messy play and meal times. A segregated milk kitchen is situated in a corner of the room for the storage of feeds. We have a 'no shoe' policy in the Doves room with shoe covers available for parents to wear when they enter.

Starlings

The Starlings room is larger than the Doves with about one third vinyl flooring to facilitate their creative activities and sand and water play. A cosy book corner is adjacent to the wooden role play area. At nap time the children sleep on mats in their darkened room. Once awake, they move through the double doors from Starlings into the Kingfisher room leaving their friends to sleep on.

Sleep Room

Our sleep room is specially designed to ensure that the small babies can rest in a calm environment. Each child has their own designated cot. In the Doves room we try and adhere to the sleep routine that you and your baby have developed at home. When a child is sleeping staff are vigilant at checking them every five minutes. This is recorded. A sleep monitor is also connected to the Doves room. To maintain consistency between home and nursery we ask that you bring in sheets and/or blankets with your child's name on and a comforter if necessary.

Nappy Changing Room

Our nappy changing room is equipped with two changing mats, a sink and plenty of storage space. We ask you to provide nappies, wipes and cream with your child's name clearly written on them. These are stored away and an immediate supply is kept in a basket with your child's name on for easy access. When you feel that your child is ready to start potty training please discuss this with your key worker. This ensures that we are all consistent in our approach, which in turn assists your child with this important stage in their development.

Garden and Parkland

We have access to the outside garden from the main teaching room in the pre-school. The outside environment is divided into a patio area for wheeled toys with a wooden caravan and rocket, and a grassy section that houses the mud kitchen. A dedicated garden for the babies is always available.

An extension of our outdoor area is the beautiful parkland that surrounds Ladybirds Nursery. We endeavour to explore the park frequently in small groups so the children benefit from investigating their environment at 'first hand'. This includes visiting the duck pond (which is closed off by a gate), the maze, orchard, rose garden, boules area and park/swings.

Milk feeds and Meals

We provide all bottles, beakers and powdered formula. During your child's settling in session your key worker records the type, amount and frequency of formula or breast. Formula milk of your choice is provided up until the age of one when ordinary cow's milk is given. As far as possible we try to adhere to your child's feeding routine. If for any reason there are changes to your child's feeds please notify your key worker or the staff in the room.

We provide cereals and toast for breakfast. Healthy snacks are available across the day e.g. fruit, rice cakes, bread sticks etc.

You provide your child's lunch and/or tea. This gives you the opportunity to cater for their individual needs and preferences whilst accommodating any allergies. Children never share each other's food and we have a 'no nut' policy. Food brought in from home should be clearly labelled with your child's name and the date. We store it appropriately, heat it as necessary and serve it whilst strictly adhering to Health and Safety guidelines. Environmental Health inspect us regularly and we have always been awarded the highest hygiene rating of '5'.

Settling In

Enrolling at Ladybirds Nursery is an important milestone for your family. Prior to starting we ask you to complete and return an 'all about me' sheet to help us build a picture of your child. We then invite you to join us for two free 'settling in' sessions prior to starting. During this time you meet your key worker and discuss your child's routine and how we can aid the transition between home and nursery. These procedures aim to help parents and children feel at home in our friendly nursery. We want to ensure that children benefit from what we have to offer and feel confident that their carer will return at the end of each session. Once your child begins you are welcome to email or phone the nursery during the day to receive an update on your child. Please leave a message if the phone is unattended and we will call you back.

Transition to Starlings room

We organise settling in sessions when children change rooms as we recognise that familiarity with their environment and those around them is of paramount importance. Your keyworker shares information on your child's likes and characteristics with the Starlings room. You meet your child's new key worker prior to the move. Generally children transfer from Doves to Starlings around the age of 19 months.

Transition to Kingfisher/Fun focus sessions

The September after your child turns 2 years old they transfer to the Kingfisher (morning sessions) and fun focus afternoon sessions. Further information is available in the 'Ladybirds' brochure. This session is an opportunity for children to mix with others, play co-operatively and be part of a bigger group. A large part of each session is outside in the garden/park. Activities are differentiated to stimulate children of different aptitudes.

What I Need to Bring

Please ensure that all of your child's belongings are **clearly labelled** and placed in a named drawstring bag. This hangs on your child's personal peg.

- A seasonally appropriate change of clothes.
- On colder days: hat, coat, scarf and mittens.
- On warmer days: sun hat and sun block.
- On wet days: all in one waterproof suit and wellies (we have storage space to keep wellies here)
- Sheet, blankets or grobag and a cuddly toy (sent home weekly for washing).
- Nappies, wipes, creams etc.
- Your child's meals clearly labelled with their name and lunch / dinner (jars, ice cubes or frozen meals)
- Pacifier (if required).

Ladybirds Nursery does not allow certain items to be brought in from home e.g. jewellery, toys or sweets. Carrier bags can be dangerous and as such are not to be left at nursery.

Safety, Security and First Aid

The staff ratio is 1:3 for each baby under 2 years, this rises to 1:4 for children aged 2 – 3 years. Consistency of staff is of vital importance for the safety and wellbeing of young children. We are fortunate to have a stable staff team and never call on agencies.

Millie's Mark is the gold standard in paediatric first aid for childcare providers. The Early Years Foundation Stage (EYFS) guidelines, which childcare settings in England are required to follow, currently state that just one person with a current paediatric first aid certificate must be on the premises and available at all times. Ladybirds Nursery is proud to have been awarded Millie's Mark as a nursery that goes above and beyond these minimum requirements. Ladybirds has 100% of staff trained in paediatric first aid, and ensures that knowledge and practice is kept alive and in the forefront of practitioners' minds so that they are confident, ready and capable.

Fire drills are carried out on a regular basis. We assemble in the boules area directly outside the building. Evacuation cots with wheels are used for the Doves. CCTV incorporating 24 hour recording allows staff to monitor all visitors, the nursery garden and outside perimeter. A separate video door entry system ensures that only authorised people are granted access into the building. A second secure door will only open when the outer door is shut. This can only be opened by a member of staff and allows access to the children's rooms.

The registration form requires you to nominate 2 'authorised' people who could collect your child if you were unable. It is imperative that you notify us immediately if any changes occur or an 'authorised' person is deleted or added. On the rare occasion that you require another adult to collect your child we will expect them to produce a password that we you have given us.

Parents are not permitted to use any mobile devices in the building. The online learning journal requires a secure log in, provided by us, to allow access to your child's videos, photographs and observations.

Nursery Policies

All our policy documents are available in full in the reception area. Individual copies are available upon request. Below is a brief outline of key areas.

Staff training and development

The staff team are our single biggest resource. The qualifications and experience of our dedicated staff are extended through regular in-service training. All staff are cleared by the Disclosure and Barring Service (DBS) before joining us.

Attendance

If your child is unable to attend nursery for any reason please telephone or email the office as soon as possible. Ladybirds Nursery regrets that refunds cannot be given for any absences. At the end of your child's day it is vital they are collected before 6pm as this may be distressing for them and result in staff remaining after nursery hours. A 'late' charge, currently £10 per 15 minutes may be imposed. Please inform us of any holiday dates in advance. The nursery will be closed over all bank holidays and will close at lunchtime on Christmas Eve or the closest working day to it if it falls on a weekend. Ad hoc extra sessions may be available.

Sick children

We appreciate that it is difficult for working parents to arrange childcare at times of illness. However, we believe that it is in the best interests of your child and the other children at Ladybirds Nursery if sick children are not sent in. Children who become ill during a session are made comfortable in a quiet area of their room. The first contact person listed on your child's registration form is telephoned. In most cases we will ask that your child is collected from nursery immediately. Please keep your child at home until they are fully recovered; this means 48 hours after the last bout of sickness and/or diarrhoea. We can provide information for parents of infection periods and exclusion times for most common illnesses. In the case of an emergency we will contact you to inform you that your child is being taken to hospital. If your child is prescribed with antibiotics of any sort they must stay at home until at least 24 hours after the first dose has been administered.

Admission Policy

We have an inclusive admissions policy where any child of the appropriate age will be admitted to the nursery after their registration form has been completed and their fee paid, subject to availability. Once the nursery is full a waiting list is opened. Places are prioritised as follows: those requiring full time, then 4 days a week, then 3 days, then 2 days. Siblings are accommodated whenever possible. Parents are informed in writing if a place can be offered approximately 16 weeks prior to the appropriate starting date. If applying for an immediate place parents are contacted as soon as possible after receiving the registration form. If the nursery is unable to offer a place the parents can opt to remain on the waiting list.

Equal opportunities

We treat every child equally irrespective of gender, ethnic origin, culture or religion. All children and adults are treated with equal concern and anti-discriminatory practices are followed.

Special needs

We are pro-active in ensuring that appropriate action can be taken when a child is identified as having special needs. Children with special educational needs are supported by our SENCO who will liaise with you and outside agencies if appropriate, to plan and implement a support plan. See our 'local offer' on our website.

Safeguarding children

The protection of the child is the nursery's first priority. We have an environment in which children are safe from abuse and any suspicion of abuse is promptly and appropriately responded to. We comply with the procedures approved by the Hertfordshire Safeguarding Children Board (HSCB).

Parental Involvement

Parents are the first educators of their young children. You are welcome in the nursery especially at the start of each session to settle your child. If you wish to share a special skill e.g. music, cooking or art we would be delighted. We ensure all parents are fully informed of their child's progress and any other aspects of the nursery. Tapestry, the online learning journal allows you to share moments from home. We welcome the contributions of parents, whatever form they take.

Behaviour Policy

We believe that children and adults flourish best in an organised environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear or being hurt or hindered by anyone else. The nursery ethos is one in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. In extreme cases the nursery reserves the right to suspend a place if a child's behaviour is detrimental to the safety, learning and behaviour of others.

Complaints

In the first instance all complaints should be addressed to the Key worker who will attempt to rectify the issue. Parents can then contact the Directors and arrange a meeting if still dissatisfied. If parents are still concerned they may contact the compliance team at OFSTED (the regulatory body)

on: 0300 123 4666 or email: enquiries@ofsted.gov.uk.

The complaints address is:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Fee Structure for Babybirds

A non-refundable registration fee of £40 is payable to be placed on our waiting list. Once we have offered you a place and you have accepted we require a deposit to guarantee the place. The deposit for children who will attend nursery full time is £600.00 and part time is £400.00.

FULL TIME WEEKLY (Monday – Friday 8am-6pm)	£330.21 (includes a 10% reduction for full time attendance)
DAILY (8am-6pm)	£73.38

There is a 10% reduction for full-time attendance.

Any extra ad hoc sessions requested will be charged at an additional 7.5% to the above prices. These must be paid for in advance

All fees must be paid a month in advance and received between the 1st and 7th of the month. Fees are calculated on the sessions attended and then divided by 12 (months) to create a fixed monthly charge.

We regret that no refunds can be given for non-attendance of a child for any reason.

Ladybirds Nursery accepts childcare vouchers. There are various schemes to help parents pay for childcare. Visit www.childcarechoices.gov.uk for further information.