

LOVE LANE DAY NURSERY



# Welcome Pack

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email, [info@lovelanenursery.co.uk](mailto:info@lovelanenursery.co.uk). Website-[www.lovelanenursery.co.uk](http://www.lovelanenursery.co.uk).

# INFORMATION FOR PARENTS

## Contents

<ul style="list-style-type: none"><li>• Welcome, Legal framework, Opening times, Nursery holidays, Parking, Starting at nursery</li></ul>	<u>1</u>
<ul style="list-style-type: none"><li>• Security, Arrivals and departures, Absences, Meals and refreshments, Clothing</li></ul>	<u>2</u>
<ul style="list-style-type: none"><li>• Staff, Grouping of children, Nursery routine and curriculum for babies and toddlers, Nursery routine for children over the age of two, Nursery routine for children over the age of two</li></ul>	<u>3</u>
<ul style="list-style-type: none"><li>• Our curriculum for children over the age of two</li></ul>	<u>4</u>
<ul style="list-style-type: none"><li>• Special Education Needs, Parental involvement and nursery-home communications, Equal opportunities</li></ul>	<u>5</u>
<ul style="list-style-type: none"><li>• Behavior of children, Record keeping and access to information, Medication</li></ul>	<u>6</u>
<ul style="list-style-type: none"><li>• Health, illness and Medical emergencies, Complaints procedure, When it is time to leave</li></ul>	<u>7</u>

## Welcome

We are very pleased that you have chosen us as the recognized nursery for your child. We at Love Lane nursery aim to provide pre-school education and care for children of a

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email,info@lovelanenursery.co.uk. Website-www.lovelane nursery.co.uk.

very high standard and we very much hope that both you and your child will be happy at the nursery.

At Love lane, children play and learn in a warm caring environment. We respect children's dignity and independence, personal responsibility and co-operation is promoted. Individuals are expected to demonstrate a caring attitude to other children and staff members, and to assist the teacher wherever possible in caring for others and the nursery environment.

We provide children with access to a full curriculum and the nursery aims to provide a solid foundation for entry into primary school within the state or independent sector.

#### Legal framework

The nursery is registered by OFSTED (The Office for Standards in Education) under the Children Act, as a day nursery for 50 children. Thirty-nine (39) children between the ages of 0-5 years and eleven children between the ages of 3 to 8 years old for after school care. The nursery is subject to regular inspections by OFSTED.

#### Opening times

The nursery is open between the hours of 8 a.m. and 6 p.m., Monday to Friday.

#### Nursery holidays

The nursery opens all year round except for a few days at Christmas/ New Year period and Easter.

#### Parking

There are parking places on the main road. Parents must be careful not to leave handbags or valuable items on display in their cars. Children should also not be left unattended in cars.

#### Starting at the nursery

At the point of admission, parents are encouraged to attend for an initial settling-in period according to the needs of the child. Induction days usually consist of 1-hour sessions on 3 consecutive mornings. We will extend this time depending on how your child settles. On the first day of induction, the focus will be introducing your child to

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email,info@lovelanenursery.co.uk. Website-www.lovelane nursery.co.uk.

the key person and we suggest you stay with your child to help this process. We will discuss any additional relevant information relating to daily routines and dietary needs as well as getting some background on your child's earlier months/years at home. All of this information will help us care for your child's individual needs and help us to make contact in the case of an emergency.

### Security

Parents are asked when entering or leaving from the front door, to be careful not to allow anyone that they do not recognize as another parent or carer.

Staff will not hesitate to call the police if the security of the children could be compromised, and parents are asked to immediately report any suspicious persons who may be loitering around the entrance to the nursery.

For further protection of all children and staff, the nursery is equipped with a panic button alarm system, which, if activated, will automatically summon the police.

### Arrivals and departures

On arrival, parents should escort their child into the nursery and to hand him/her over to a member of staff. Parents are also required to sign in and out. To make the most of their time at the nursery and to prevent disruption to other children, parents are asked that children should arrive before 9.30a.m. Morning attendance children must be collected by 12.30p.m. (if they do not stay for lunch) and full day or afternoon attending children must be collected by 6.00p.m.

### Late collection

Nursery closes at 6pm. Parents and carers are to please advise the nursery if they are going to be late by phone. Though we empathize with those who are running late and understand that there could be circumstances beyond your control, a charge will be levied if children are collected late. The current amount is £5 for every 10 minutes and which we expect to be paid within 3 working days. This money is given to the staffs that have waited with the child. Two staff are required to remain with the child.

Parents are asked to supply details of persons who can be contacted to collect their children in an emergency. If no message is received from the parent and persons listed for emergencies cannot be contacted and a child remains uncollected, the procedure is that Merton Social Services are contacted.

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email, [info@lovelanenursery.co.uk](mailto:info@lovelanenursery.co.uk). Website-[www.lovelane-nursery.co.uk](http://www.lovelane-nursery.co.uk).

Please note that children will not be released to any person who has not previously been authorized by the parent or known to the nursery.

### Absences

Please let us know as soon as you can if your child is going to be absent or late. Our answer machine is on all the time.

### Meals and refreshments

Milk and refreshments are provided at appropriate times throughout the day. A two course cooked lunch is provided for children attending all day or for part-time children with prior arrangement. The nursery endeavors to cater for special dietary preferences. We will provide and serve highly nutritious and child friendly meals with concern for certain allergies, e.g.: nuts.

### Formula Milk

We will provide formula milk for your child .if you choose to provide your Childs milk, we will be grateful if you could make it up ready to be placed into our fridge and this will be warmed up and given to your child as you have specified.

### Clothing

Children should wear clothes and shoes that are easy to put on and take off. Spare clothing should be provided everyday and all items must be labeled. Please ensure your child has a draw string bag for all their clothing. (Sorry we will not accept plastic bags as they can cause hazards.)

The nursery has a uniform for our older children, which comprises of a sweatshirt and polo shirt. Uniform is compulsory and items are available from the nursery office at affordable price.

Parents are expected to provide nappies and materials for changing young children. Jewelry should be avoided, as the nursery cannot take responsibility for lost or damaged items.

### Staff

All staff is selected for their experience and aptitude. Most of our staff are formally qualified and posses qualifications which include the NNEB nursery nursing

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email,info@lovelanenursery.co.uk. Website-www.lovelane nursery.co.uk.

certificate, BTEC nursery nursing diploma, NVQ (level 2,3 and 4), or Bachelors Degree in Teaching ,and Early years Professional Status qualifications.

### Grouping of children

The nursery operates to the following ratios.

Age 0-2, 1 member of staff to 3 children

Age 2-3, 1 member of staff to 4 children

Age 3-5, 1 member of staff to 8 children

The nursery uses a key person system. This means that each member of staff has responsibility for an identified group of children. This helps to provide continuity of care, and is especially important for very young children.

Every effort is made for very young children, in particular to spend the majority of the day in care of the same adult.

### Nursery Routine and curriculum for babies and toddlers.

Early stimulation and good quality care is essential for children to develop physically, intellectually, emotionally and socially.

Love Lane Nursery recognizes the importance of early language awareness and staff members aim to provide the conditions necessary for babies and young children to develop language skills.

Independence, confidence and mobility are encouraged through a variety of activities using a strong sensory approach. Treasure baskets, heuristic play, cooking, singing and music times, outdoor play and co-ordination activities are included in the weekly time table.

### Nursery Routine for children over the age of two (2)

The nursery day is carefully balanced so that children have time to be active, time to play and enjoy, time to be quiet, time to listen, time to concentrate, and time to rest. The following daily timetable is a general framework only.

08.00am-09.30am	Arrival, breakfast and free play
09.30am-10.30am	Activity period
10.30am-10.45am	Snack time

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email,info@lovelanenursery.co.uk. Website-www.lovelane nursery.co.uk.

10.45am-12.30am	Activity period
12.30am-01.30pm	Lunch
01.30pm-02.30pm	Rest time
02.30pm-03.30pm	Activities
03.30pm-04.00pm	Snack and grooming
04.00pm-05.00pm	Activity period
05.00pm-06.00pm	Collection and free-play

The exact content of the activity periods varies day by day and is different for each group. With younger children we tend to be more flexible to their needs.

### Our curriculum for children over the age of two.

We recognize the importance of early years for all later learning and our curriculum is planned using, as a framework, six broad areas of learning, which are termed the Early Learning Goals, which are:

1. Personal, Social, and Emotional Development
2. Communication, Language and Literacy
3. Problem Solving Reasoning and Numeracy
4. Knowledge and Understanding of the World
5. Physical Development
6. Creative Development

The Schools Curriculum and Assessment Authority (SCAA) drew up the above areas of learning for three and four year olds and OFSTED inspects the nursery under these, as well as fourteen other standards. Recent reports are available on the OFSTED website ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)).

In our curriculum, there is a focus on conceptual development. Young children learn best by doing and being involved, so the nursery possesses a wide range of manipulative equipment designed to promote effective and enjoyable learning. Also, Social and Physical Development is not over-looked.

We place emphasis on academic skills in problem solving, reasoning and numeracy and Language, which will dovetail into the National Curriculum at 'big school'.

By the time children leave us, we aim for them to be able to;

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email, [info@lovelanenursery.co.uk](mailto:info@lovelanenursery.co.uk). Website-[www.lovelanenursery.co.uk](http://www.lovelanenursery.co.uk).

- Recognize the alphabet and say the corresponding sounds; read and write three letter phonic words, write their own name; have knowledge of and sing a variety of traditional and modern nursery rhymes. Recognize and count numerals up to 20, and beyond, understand that all numerals have a value, carry out simple addition and subtraction operations (by demonstrating this practically).

Our curriculum is presented in a very cross curricular fashion, and all children would have acquired some knowledge of;

- Simple scientific concepts (including hot / cold, air, magnetism, seasonal changes, life cycles, growth and change.).
- Geographical concepts (including continents and their names, oceans / seas and their names, places such as their neighborhood, town, country).

The educational work at love lane nursery is guided by a rich blend of educational philosophies, including Montessori, and Forrest school which we find particularly appropriate with the plentiful supply of excellent manipulative equipment. Older children experience individual reading groups as well as music, which are taught by a specialist tutor.

#### Special education needs

At Love lane, each child is respected as an individual. The EYFS is designed to ensure that each child's particular needs are met. Teachers recognize that the level and pace of learning may vary with individuals. All children have access to a broad and diverse curriculum. However, in certain circumstances, individuals may require additional support in order to progress and develop, where possible, we aim to provide this support. A separate and detailed statement on the identification and assessment of special educational needs is available on request.

#### Parental involvement and nursery-home communications

Our nursery seeks to maintain a relaxed, friendly attitude towards parents, and we ask parents to co-operate with this spirit. Appropriate parental involvement and constructive feedback is welcomed.

Whole nursery and class topics are planned on a regular basis, and parents are given an opportunity to participate in some way with their child's education.

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email,info@lovelanenursery.co.uk. Website-www.lovelane nursery.co.uk.

The highlight of the nursery calendar is the Christmas production, in which all children participate in performances like; the Christmas Circus, the Nativity, and the Twelve Days of Christmas.

In the summer there is a Fun Sports Day for all children and parents.

Open Days for parents and Parent's evenings are arranged at particular times within the nursery year.

The nursery notice board keeps parents informed with nursery activities. This board is also available for parents to use, but postings must be cleared by the Head of Nursery.

### Equal opportunities

The nursery values the importance of developing positive self-esteem. All that a child brings with them to the nursery-their language, culture and religion, family background, and gender, is valued in order for children to feel accepted and accepting of themselves and others.

We ensure that pictures and other materials used realistically portray the ethnic composition of London's communities. All care is taken to ensure that what is taught contains no negative stereotypes about gender, race, disability, or family structures.

We have the same expectations of boys and girls, and they take part in the same activities.

We are keen that our staff is drawn from a variety of backgrounds, and no one is employed who holds views contrary to equality of opportunity.

Notwithstanding all that is said above, we feel that our best contribution to equality of opportunity is to ensure that all our children receive the best possible start in life. Our separate and detailed policy on Equal Opportunities is available on request.

### Behaviour of children

The nursery aims to develop good standards of behavior in children. A premium is placed on courtesy and good manners.

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email,info@lovelanenursery.co.uk. Website-www.lovelane nursery.co.uk.

Our main method of ensuring good behavior is by good example from kind, firm and consistent teachers, and by ensuring that children are fully involved in challenging, interesting and appropriate activities.

It should go without saying that physical punishment (smacking, slapping or shaking), mistreatment excessive shouting sarcasm, ridicule, humiliation etc. has NO place within the nursery and is a dismissal offence for staff.

Our aim is to help children form good and lasting relationships with others. Staff understands the need to demonstrate kindness, fairness and consideration to all adults and children in order that they will learn to do the same. Realistic boundaries of behavior are set and expectations take into account the age and developmental stage of individual children. Age appropriate goals form a framework for expectations.

Some of our minimum expectations for the behavior of children over the age of two are:

To say 'please' and 'thank you'

To wait until an adult is free, before speaking

To be polite to others

To share toys and equipment

Not to push when lining up etc.

Our separate and detailed policy on reinforcement of good behavior is available on request.

#### Record keeping and access to information

Record keeping is vital for administrative purposes, and, as a record of your child's development. All records that the nursery keeps on your child can be examined at anytime.

Class teachers and key persons keep daily records of individual progress. For our older children, end of term records are written at the end of Spring, Summer and Autumn terms.

Teachers are always available to discuss your child at the end of each session.

#### Medication

In certain circumstances, medicines may be administered as long as a doctor has prescribed them and full written permission from the child's parents / carers has been given. The medicine must be clearly labeled with your child's name.

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email,info@lovelanenursery.co.uk. Website-www.lovelane nursery.co.uk.

If the administration of your child's medicine requires technical / medical knowledge, it cannot be administered without staff members receiving suitable training from a qualified health professional.

### Health, illness and Medical emergencies

If a child falls at the nursery, the parents or emergency contact will be contacted and requested to collect him / her as soon as possible. Most teachers are first aiders who have been trained to deal with simple accidents which may occur at the nursery.

In the case of a serious illness or accident, the parents or emergency contact will be called immediately along with a medical professional, and the appropriate action taken, including transportation to hospital if necessary. In accepting a place at the nursery, parents will have already consented to emergency action being taken in their absence.

All accidents will be recorded. Parents will be asked to sign an accident form. A copy will be given to the parent and a copy is kept for our records.

Children must not attend nursery if unwell. In this regard please note that the nursery cannot accept children who are suffering from certain, mainly infectious illnesses. The nursery is not allowed to exercise discretion and must follow the guidelines on exclusion periods provided by the Local Authority. The Head of Nursery will provide more details on request.

Please remember to let us know your emergency contacts, or your telephone number changes

### Complaints procedure

All complaints are to be referred to the Head of Nursery. Complaints will be sympathetically heard and discussed and will be acted upon if the Head of Nursery feels they are warranted, and are possible within the scope of the operation of the nursery.

Parents who have serious concerns about care issues may also contact OFSTED, which have a formal complaints procedure. Their details are: OFSTED Early Years Directorate, Piccadilly Gate, Store Street, Manchester M1. Telephone: [0300 123 1231](tel:03001231231)

### When it is time to leave

Love Lane, Mitcham, Surrey CR4 3AU.

Tel, 02086404837/07712341663.

Email, [info@lovelanenursery.co.uk](mailto:info@lovelanenursery.co.uk). Website-[www.lovelanenursery.co.uk](http://www.lovelanenursery.co.uk).

We only ask for one month's notice, but of course we would appreciate it if you could give us as much notice as possible. This termination must also be put in writing. At the end of the placement, subject to the required notice, the deposit paid on commencement of the place will be refunded within one month, less any amounts outstanding.

Parents are asked to tell the nursery about their positive experiences at Love Lane nursery. This will be kept for our memoirs in the nursery.

### School fees & Holiday

As a private Nursery, the School fees collected from parents are the main source of our revenue consequently, we expect all parents/carers to pay for their children fees as usual since their spaces are still held for them when they are away on holiday unless a previous arrangement/agreement was in place at the time of registration.

The management would appreciate it if we could count on your support and understanding.