

Garden Cottage Nursery
The Square
Highden
Washington
West Sussex
RH20 4BA



Parents Contract with
Garden Cottage Nursery

01903 877718

jane@gardencottagenursery.com

<https://gardencottagenursery.com/>

Office Contacts: Jane Denman, Kirsty Tate and Philly Harris

Welcome

Welcome to Garden Cottage Nursery

We are confident that your child will be happy with us and make steps towards achieving his or her full potential.

Our Approach

Our teaching approach recognises play and first-hand experiences as the best way for children to learn and develop, it gives children the opportunity to gain and embed new skills, develop their independence, confidence and understanding. Our role as practitioners is to support these qualities and to challenge children in appropriate ways.

Aims of the Nursery

The Nursery aims to:

- Provide a safe, friendly, happy and stimulating environment for children from birth to 4 years old. With appropriate adult to child ratios.
- Create and develop a caring, welcoming community for pre-school children that will enable them to feel happy, secure and respected.
- Work closely with parents and provide a broad and balanced learning platform from the New Early Years Foundation Stage (EYFS), which fosters the intellectual, emotional, physical, moral, social and cultural development of children.
- Enable children to make an effective transition from home to school.
- Help the children become familiar with classroom routines.
- Develop independence and decision-making skills.
- Each Key worker will be monitoring the development of their key child through the EYFS they will understand their children by having the OPP and chatting to the parents/Carers at the first settling in. There are parent consultations available throughout the year where you will have time to talk about your child's development.

All this will be achieved by providing child-centred activities that:

- Enrich their communication and understanding skills.
- Challenge their physical development.
- Enable children to acknowledge their own lives, feelings and friendships.
- Stimulate children's creativity.
- Encourage each child to observe and find out about the world around them, thus developing their curiosity and to ask questions.
- We also do lots of fundraising for our local community and other organisations which helps the children to understand, respect and care for others that are less fortunate.

Extra Activities

- Around the Farm there are walks, as well as opportunities to feed and care for animals including the donkeys, lambs and chickens.
- Walled garden visits where we grow and harvest our crops
- Two Forest School's where children learn and explore.
- Cooking, Drama and Theatre
- Breakfast and snacks

Children will follow the Early Years Foundation Stage (EYFS)

The statutory framework for the EYFS sets standards for the development, learning and care of children from birth to age five. These standards are set to ensure that children learn and develop well and are kept healthy and safe. There are two separate EYFS frameworks: one for childminders and one for group and school-based providers, which we use. There are four overarching principles, these are:

- every child is a **unique child**, who is constantly learning and can be resilient, capable, confident, and self-assured
- children learn to be strong and independent through **positive relationships**
- children learn and develop well in **enabling environments with teaching and support from adults**, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
- children approach learning and development at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND).

The EYFS learning and development requirements for our setting to include the seven areas of learning and development and the assessment requirements. The seven areas of learning and development are:

The prime areas:

1. Communication and Language
2. Physical Development
3. Personal, Social, and Emotional Development

The specific areas:

4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design Development.

The assessments requirements are:

1. Progress check at age 2

In our setting we use Development Matters (DM) for curriculum guidance for the EYFS. When planning and guiding what the children learn, we reflect on the different rates at which children are developing and their interests and adjust our practice appropriately. Three characteristics of effective learning (COEL) include playing and exploring, active learning and creating and thinking critically. We do have termly topics and a calendar of activities and celebrations that take place throughout the year. We encourage cultural capital and British values.

Each child is assigned a key person, they will ensure that the child's learning and care is tailored to meet their individual needs. We use the Jolly Phonics Sound Schemes and several reading schemes depending on each individual's needs. Children are encouraged to develop a love of reading and you can support your child by reading with them regularly. They will bring a book home in their book bags, as well as a textbook which is treated as a two-way method of communicating between ourselves and parents/carers. We use Parenta so you can have a picture update of what your child has been doing. We also use this platform as an observation checkpoint of the children's development at the end of each term.

Progression Through the Nursery and Transition to School

Garden Cottage Nursery starts from birth to 4 years old. Children will be in rooms appropriate to age and ability of their needs; **Snowdrops (3-18 months)**, **Sweetpea room (13-30 months)**, **Peach Room (24-40 months)**, **Apple Room (36-60 months)** and **Garden Room (36-60 months)** however this remains flexible. When children are in transition, whether moving class within the Nursery or preparing for School, it is achieved through consultation with the transitional leader, Key Person and parent/carer. This is monitored and is flexible. Parents will be very involved through their children's transition into each class and moving on to school.

A TYPICAL DAY

A Guide to our typical day (Peach and Apple room)

<i>Time</i>	<i>Activity</i>	<i>Comment</i>
8-8.20am	Breakfast club	A time to chat and get to know our friends.
8.30-9.30am	Reading folders (start)/name cards (self-registration) /free choice Chicken, Donkeys feed time	Snack can be prepared now with the children.
9.30-10am 11.00am	Snack time Nappies On-going walks to the farm, Walled Garden and Forest School, throughout the day	Staff/children may choose to continue with the Activity snack/free choice and do circle time at the end of the session.
10.30-11.30am	Group time, Sharing our news (Flexible)	A time to learn in a small group with a more targeted focus on numbers, days of the week etc.
11.30-11.45 am	Music and movement, singing, stories etc.	The children love this time of the day, staff have a great time too!
11.30-11.45am	Lunchtime	Children each in their room
12.30pm -1.30pm	Collection time for the morning children.	We say goodbye to those going home and hello to the afternoon children.
After lunch	Rest time/sleep time, reading/outside play	We feel that it is important that the children have a rest/sleep during their busy day.
1.30pm	PM session starts with reading folders/name cards (self-registration)	Snack can be prepared now with the children.
2.00-3.20pm	Activity/Rolling snack/free choice/free flow. Walled Garden and Forest school Visit to farm	Activities to be set up both inside and outside (using activity ideas from the planning) Snack is also an activity and has lots of learning opportunities attached to it.
3.20-3.30pm	All children help with tidying up Collecting eggs from the chickens and mucking out	This also has learning opportunities attached.
3.30-3.45pm	Group time and sharing our news	A time to learn in a small group with a more targeted focus on numbers Spanish, days of the week etc.

4.00pm-4.30pm	Music and movement /singing/games/group computer session/story time in Peach Room	The children love this time of the day; staff have a great time too!
4.30pm	Tea tie Home time evening activities, quiet time	Children staying after 4.30 will be given tea (i.e. Sandwiches, Pizza etc.)
6pm	Home time for all	Ready to start again tomorrow!

This is a guide to a typical day (weather dependent) although it is flexible as we do change the activities/routine to accommodate special events from the children's home life such as birthdays, festivals etc. As we are based on the farm, we also change the routine to enable us to join in with things such as the sheep being sheared, the combine harvester coming and feeding the lambs.

Health Arrangements and Registration

Parents/Carers must contact the Nursery with the reason why they are not attending if their child has not turned up by 10am. This is a legal requirement.

If your child is ill, please keep them at home and contact the office on 01903 877718 as soon as possible. Please telephone the office on the first day of absence.

If your child has any illness which requires medication (be it antibiotics or medication of any description, short-term or long-term) then please could you hand these to a member of staff and fill in your child's Treatment record. Any signed in Medication must be prescribed by the Doctor with the child's name on the bottle/box. Any children with temperatures and have had Calpol will not be able to attend the setting unless you have spoken to the setting about the temperature,

Following an illness, please make sure that your child is fully recovered before returning him/her to the Nursery. We would request that there is a good clear 48 hours following any sickness and diarrhoea.

Please could you complete the permission slip at the end of this document to authorise the Nursery to take your child to hospital if it is deemed necessary.

We also need you to complete the Medical Information Form within this document listing any allergies and keep this updated.

If your child will be absent from school for any reason (i.e. holidays), please could you advise the Nursery in writing, as far in advance as possible. You must let the office know if your child will not be attending on the day They are registered for.

Should your child become ill whilst at the Nursery, we will contact you. If your child has a temperature, we will give them some Calpol (assuming you have given us permission to do so).

Please inform the office of any changes of address as soon as possible and make sure that contact numbers are also kept up to date in case of an emergency.

Settling into the Nursey

We like the child Parent/Carer to have a minimum of two taster sessions. This is not only for the child's benefit, but also for the Parent/Carer to feel happy and secure.

Overall, children settle into the Nursery very quickly. Should your child take a little longer, we will discuss a plan with you so that everyone is happy. If you do have any queries about anything concerning starting nursery, please speak to Jane, Philly, Toshky or Kirsty.

Entry and parking at the Nursery

There is a one-way system in place for all Parent/Carers travelling to and from the Nursery which we have included as an appendices. This system is in place during drop off and pick up times only.

The Nursery has its own car park facility for dropping off and collecting. Please park carefully, as farm vehicles will need to pass through. Take note, **this is for dropping off and picking up only**, we have a strict no parking policy for walking and taking dogs for walks.

Apple Room enter via the side gate to the right of the front entrance.

Peach Room children enter via the main entrance and both ring the bell to enter classrooms.

Sweetpeas have their own entrance via the double gate in front of the Nursery.

For **Snowdrops** and **Garden Room** the entry is at the back of the nursery via the Walled Garden Car Park.

If you have more than one child at the nursery, please drop off them both off at the younger child's entrance. The older child is then able to walk through the nursery to their room.

Pick up is at the same drop off points UNLESS your child is booked in for tea (4.30-6pm) then pick up will be via **Sweetpea Gate** between **Peach Room** and **Sweetpea**.

If you are late you must notify the office and if we are not made aware you will be charged a late fee. If you need to attend nursery earlier than normal time this must be booked through the office, we cannot let children in earlier than their allocated time.

If you have any questions for any member of staff, please could you make an appointment for a mutually convenient time, as staff will be busy setting up the rooms at the beginning of the day. Obviously, if it is something which might affect your child during the day, please let a member of staff know upon arrival.

Collecting your children

If you or your assigned person is not going to be collecting your child, could you please put in writing the details of who will be collecting your child with a password. In the event of a child living with one Parent / Carer we need a copy of any order restricting a Parent from collecting their child. The person collecting your child will be asked to sign the book to say that they have collected. However, we will reserve the right to keep a child if we are at all unsure of the person's authenticity. The person **MUST** be over 18 years. If it is arranged while your child is at the Nursery, please phone the office and give a password for the person picking up.

What to bring to Nursery

- Reading Folder (supplied by the Nursery)
- Coat, hat, wellies (all LABELLED). We go out in all weathers so please ensure your child has appropriate clothing. The Nursery will supply winter and summer hats.
- Sun cream (LABELLED) if not subscribed to the nursery's supply
- Water bottles it is the responsibility for parents to bring in and collect a clearly named bottle each day.

- Changing Bag (if applicable – LABELLED). When potty training, please also ensure that adequate changes of clothing are provided, as accidents may be frequent.

Uniform

Autumn and Spring Terms: White Polo Shirt* Navy sweatshirt*
 Summer Term: White Polo Shirt * Checked dresses Plimsolls

* The white polo shirts and navy sweatshirts can be purchased through the Nursery office.

PLEASE ENSURE ALL YOUR CHILD'S UNIFORM AND BELONGINGS ARE CLEARLY AND PERMANENTLY NAMED.

This reduces the risk of items being lost and also encourages children to recognise their own name. We will write on unlabelled items with a permanent marker.

Special Occasions

We at Garden Cottage Nursery like to support charities, whether local or national, with the children themselves being involved in community outreach. We do this in different ways, for example: dressing up, performances, parents' evening, summer/winter fairs etc.

We also encourage the children in the performing arts. Every year we have Christmas nativities and Summer concerts. This is especially good for the children's confidence and self-esteem.

Helping in the Nursery

Parent helpers are always welcome in the Nursery. It makes a significant difference to the range of experiences available to the children. You will need to complete a police disclosure form (CRB), which is available from the office if you are attending on a regular basis. We enjoy having Parent/ Careers coming in to discuss what they do in their day.

Formal discussions

We have consultations throughout the year where you will be able to come and discuss your child and possible next schools. We **STRONGLY** encourage parents to attend these meetings, so we can best prepare your child for your chosen school. Your child's One Page Profile will be shared with you via e-mailed before your child leaves the nursery to forward to their next setting/school.

At Garden Cottage Nursery, we have a duty to ensure that the children and the progress that they make is monitored. By signing to say that you have read the handbook you are also confirming that you are happy for us to seek help and guidance from outside agencies if we feel that there is a need to do so however we would always consult you before this would happen.

Any parent who has a problem, whether personal or in relation to their child, must feel free to come and discuss it with Jane, Toshky or Philly at any time – the door is always open

As an **Early Years Provider**, we hold information on children in order to:

- Support their development.
- Monitor their progress.
- Provide appropriate pastoral care.
- Assess how well we, as a Provider, as a whole are doing.

This information includes date of birth, contact details, attendance information, characteristics such as ethnic group, special educational needs, and any relevant medical information.

The **Local Authority** (LA) uses information about children for whom it provides services for, to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. The information is also kept and shared with West Sussex County Council and their Commissioned Partners for the purpose of claiming funding etc but may be used for the wider purpose of planning services for children and families. It will also be shared with local health teams and partners to plan developmental checks for two-year olds and will be shared with your local Children and Family Centre. Should you have any queries regarding the information shared, please speak to either Jane or Toshky.

Policies and Information

Garden Cottage Nursery policy documents and information are available online. There is also a parent's notice board in the Front Entrance Hall with up-to-date information. Planning will be sent via email each week to keep you updated with what is happening in the Nursery and what exciting things the children have been doing.

Equal Opportunities

We at Garden Cottage Nursery recognise that all individuals are unique and have different needs. Planning for learning takes account of equal opportunities by promoting all forms of diversity within long-term and short-term plans. When we do this, we consider the diversity of our society, not just the population represented at Garden Cottage Nursery. Such planning contributes to the process of ongoing evaluation by having a proactive view of how we shall implement aspects of equal opportunities within the Learning and Development.

Equal Opportunities for the children are promoted by the general environment of the Nursery which includes displays, the actions of staff with regard to language and learning and the use of appropriate resources. We acknowledge that there are boys and girls represented at the Nursery, but that access to learning activities is not dependent upon a particular gender. We also include toilets and ramps for those with limited mobility.

We encourage children to explore in a positive way the differences and diversity of people by ensuring that positive images are reflected in posters, books, artefacts, toys, dolls and models. This includes materials which explore social experiences such as bereavement, separation, starting school and disability.

We monitor our practice relating to standards for childcare and education and are visited by assessors. We attend training and have access to resources to increase our knowledge of diverse cultures. We monitor equipment purchased to assist learning and consider if such materials reflect a multi-cultural and multi-faith society. (Photographic and curriculum evidence of activities presented to children to celebrate diversity is available at Garden Cottage Nursery).

Most importantly, we monitor the reaction of children to the activities presented and adjust our approach when it is felt necessary to emphasise features that promote diversity and equal opportunities.

Garden Cottage Nursery follows the Code of Practice for Children with Special Education Needs and Disabilities (SENCO). The Nursery endeavours to identify children with special needs and supports parents in locating appropriate individuals and agencies for support. Our methods of observation, record keeping and assessment, operate in conjunction with parents, and enables us to monitor each child's needs as well as their progress on an individual basis. Our local SEND offer can be viewed on our website.

Behaviour and discipline

At Garden Cottage Nursery, we seek to establish a nurturing environment whilst upholding values such as friendship, mutual respect, trust, openness, forgiveness, understanding, support, self-discipline and good manners. In cases of undesirable behaviour, a child will be given help in a positive manner to assist and encourage them to overcome such behaviour. Should your child be on the giving / receiving end of this kind of behaviour, you will be notified and kept informed in line with our Confidentiality Policy. All Parents/Carers will be fully involved.

Social Media

Staff at Garden Cottage Nursery are not allowed to request or be friends with parents of children at the nursery on any social media website, this is stated clearly in their contract and nursery policies. This is for the safety of the children and staff. We would therefore request that you do not make any requests for staff to join you on social media sites as they must decline. If a staff member does make a request, we would kindly ask that you inform either Jane, Philly, Toshky and Kirsty.

Private Work

Please note that if staff are used for private work, Garden Cottage Nursery no responsibility for this and staff have a duty of care to the nursery and the children within it as stated in their contract. If private work affects the ability of staff to be fully fit and effective in their jobs, then we will have no choice but to stop it altogether.

Outings

We aim to take the children on outings to various places of interest as well as regular visits to the farm, Walled Garden, our Forest School's and surrounding grounds. We also invite professionals into the Nursery, depending upon the topic we are studying. Parents/Carers will be informed beforehand and forms may need to be filled in. Parents/Carers may be asked to contribute towards the cost of an outing and will be informed accordingly.

Holidays

Please let Jane, Philly Toshky know well in advance if you are planning to go on holiday. Garden Cottage Nursery regrets that it is unable to refund fees in these circumstances.

Adverse Weather Conditions and Closure of Nursery

If there is doubt that the Nursery might be closed because of adverse weather please look out for emails from 7am as this will inform you. Please take a look at www.gardencottagenursery.com
In the case of closure, please refer to our policy

Complaints Procedure

If for any reason parents are not happy that the Nursery is meeting the National Standards for Day Care, please contact Jane, Philly or Toshky. Alternatively, ring or write to the Regulator: Ofsted (03001231231).

Ofsted Inspection Report

Our Ofsted Inspection Report is available to download from www.gardencottagenursery.com. Any parent without access to the internet, please ask Jane, Philly, Toshky or Kirsty.

Lunches

All children staying for lunch will have a hot lunch. We use Zebedees Lunch Box for hot lunches which have proved hugely popular nutritious and healthy. Their website is www.zebedees.co.uk if you would like further information. The menus can be found within the Nursery on the notices boards and on the website www.gardencottagenursery.com. They are also shared on the weekly news letter.

Food

We would like to emphasise that NO PEANUTS or nut products are permitted within the Nursery as we have a no nut policy.

Breakfast and Tea

Breakfast: We offer children porridge or zero-sugar cereal, which is normally Rice Krispies with milk.

Tea: We have sandwiches (egg, jam, ham), pizzas. Sometimes there might be something else that we may have cooked in the setting.

If there is any further information you require please ask Jane 01903 877718



Garden Cottage Nursery commitment to safeguarding and child protection.

Children Young People and Learning

01243 777807
family.info.service@westsussex.gov.uk

www.westsussex.gov.uk

Family Information Service

1st Floor, The Grange
County Hall
Chichester
West Sussex
PO19 1RG



Dear Parent/Guardian

As the registered provider of child care at Garden Cottage Nursery and Forest School, we have a commitment to the safeguarding and protection of all children regulated by Ofsted.

The purpose of this regulation is to protect children, to provide reassurance to parents and carers and to ensure that services meet the requirements of the Early Years Foundation Stage and Childcare registers, as appropriate. Ofsted's Childcare Inspectors carry out regular inspections to ensure the provider continues to meet these requirements and that the children are well looked after.

Early years and childcare providers have specific legal duties to safeguard and promote the welfare of the children in their care. They must act on any incidents, concerns or allegations related to their setting or children who attend. Where necessary, they must take action to protect children from harm.

In most circumstances, before taking action, a practitioner in the setting will talk to you about any concerns related to your child and what happens next. However, practitioners must always ensure that they put the needs of the child first. Actions taken by the provider are always made in the best interests of children and designed to help families access the support that they need to ensure their children are healthy, safe and well cared for. We must recognise that any thought of harm, or potential harm, to a child will cause anxiety for parents but not taking any action could result in greater harm.

We have asked your childcare provider to bring this matter to the notice of all parents so that you are fully aware of the procedure they must follow in these circumstances.

Your child's provider will also have policies and procedures around safeguarding which should be shared with you. You can request to see these at any time. If you have concerns regarding the safeguarding of your child, please contact Ofsted by email enquiries@ofsted.gov.uk or phone 0300 123 4666. If you have a concern about an adult working or volunteering with children who may have behaved inappropriately, please report it to the LADO team using [the referral form on the WSSCP site](#) or you can contact the team by email LADO@westsussex.gov.uk or phone 0330 222 6450. You can also contact the Family Information Service by email family.info.service@westsussex.gov.uk or phone 01243 777807.

Yours sincerely Paul

Wagstaff

Assistant Director of Education and Skills

Please download sign and return from page's 12-16 to the office

NAME OF CHILD.....

PARENTS HANDBOOK:

I have read and understood all of the above:

Signed.....

Please print:

Date:

**GARDEN COTTAGE NURSERY
PARENTAL/CARER CONSENT**

Name of child:		
Name of Parent/Guardian:		
	YES	NO
I am happy for a photo of my child to be included in the newsletter (which goes to parents only)		
I am happy for my child to be included on the website		
I am happy for my child to be included in press & publicity		
If your child attends another setting, are you happy for Garden Cottage Nursery to contact them?		
Transport my child in their cars (Child's seat will need to be provided)		
Take my child on outings (Further permission will be sought depending upon the nature of the outing)		
Put suntan lotion on my child if necessary, (Parents must provide lotion)		
Put hypo-allergenic plasters/creams on my child in the event of an accident		
Take photographs of my child for display within the Nursery		
Birthday List: parents like to send invitations		
For the use of the photo observations I am happy if my child's photo (group shot) is on another child's journal		

Please provide the car number plate of the person collecting your child most often:

Parent/Carer signature :

Date.....

GARDEN COTTAGE NURSERY MEDICAL FORM

Name of child:	
Name of Parent/Guardian:	
Please give details of any allergies, sensitivity to drugs, (including Food allergies or dietary requirements)	
Please give details of any medication that needs to be taken on a regular basis at the Nursery and why.	
Please give details of immunisation history to present date	
Please could we have details that might affect the welfare of your child	
Please give details of any circumstances at the birth of your child that may affect their learning and development and any outside agencies involved ?	
2 and under Children that are teething. We try and be sympathetic with children that are teething and will	
Do you agree to your child being given <u>Calpol/Paracetamol</u> if with a very high fever Any Children with temperatures will be sent home we do not allow children in who have had Calpol before they come to Nursery. 2 yeas and below obviously temperatures can be course by teething and this will be the discretion of the staff.	Yes / No

Parent/Carer signature :

Date.....

**GARDEN COTTAGE NURSERY
MEDICAL EMERGENCY TREATMENT CONSENT FORM (CONFIDENTIAL)**

Name of child:	
Name of Parent/Guardian:	
Childs date of birth	
Childs religion	
Town, County and Country of Birth	
Nationality	
Medical History	
Blood type	
Name and Address of Next of Kin (Parent / Carer)	
Name, Address and Number of a person locally who could be contacted in an emergency if the parents are unreachable and relationship to child. This is an Ofsted requirement.	
1 st Emergency Contact: Name, address and Phone Number:	
2 nd Emergency Contact: Name, address and Phone Number:	

I understand that in an emergency every effort will be made to obtain my consent to an operation and/or administration of an anaesthetic but if this proves impossible, I hereby authorise Jane, Kirsty, Philly, Toshky and Louisa to act in loco parents:-

Please sign below:

Signed..... Date.....

NAME IN BLOCK CAPITALS.....

Garden Cottage Nursery two-year Progress Report **(2yr old's only)**

Child's Name:		Date of Birth:		Age in Months:	
Key Worker		Date of completion			

Communication and Language	
Personal, Social and Emotional Development	
Physical Development	

Child's Strengths and Interests	
Next steps/ How to support me	

Parent/Carers Comments	
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Garden Cottage Nursery Appendix: One way system

Windlesham House School - One-Way System

