



Smithfield House Children's Nursery

Welcome to Smithfield House Children's Nursery and thank you for considering our setting to meet your childcare needs.

This information has been put together to give you an insight as to how the setting cares for the children who attend.

Should you have any other questions or concerns, please do not hesitate to speak to a member of staff who will be happy to help you.

We look forward to seeing you and providing your child with a loving secure and happy learning experience whilst they are with us.



Here at Smithfield House Children's Nursery, we aim to provide all children who attend our setting with the skills and the confidence to help them grow to their full potential by providing them with the opportunity to learn and have fun.

Smithfield House Children's Nursery is designed in a bright, warm and welcoming way, to make everyone feel at home. Our furnishing and equipment have been carefully chosen and is of high quality and age appropriate, allowing children to learn through freedom of play in a safe environment.



The safety of your child is paramount to us and every step has been taken to ensure its priority. This has been done in a way that is non-intrusive to your child's freedom to learn through play within a secure and loving environment, where your child can grow and develop in every aspect of their early years.

Smithfield House Children's Nursery aims to achieve this by encouraging the intellectual, linguistic, physical, emotional and social skills that your child needs to develop their self-esteem and confidence, so that they can become happy and fun-loving children, becoming independent and respectful of others, with the enthusiasm to learn more.



Aims and Objectives of Smithfield House Children's Nursery:



- ✚ For our children to have fun and be happy.
- ✚ To gain confidence and become independent.
- ✚ To make friends and develop the necessary skills to do so.
- ✚ To nurture their enthusiasm to learn.
- ✚ To develop his/her own skills for them to reach their full potential in all areas.
- ✚ To feel secure, valued and respected within a warm and loving environment.
- ✚ To ensure Parents/Carers are confident in leaving their child in our care and know they will be well looked after.

Smithfield House Children's Nursery follows **The Early Years Foundation Stage (EYFS)** framework, which ensures the setting is continually providing a secure, safe and positive learning environment for **all** children.

The Early Years Foundation Stage outlines the learning pathways that naturally take place with children from birth to 5 years, through seven areas of learning. These are;

- ✚ Personal, Social and Emotional Development (*PSED*)
- ✚ Communication and Language (*CL*)
- ✚ Literacy (*L*)
- ✚ Mathematics (*M*)
- ✚ Understanding of the World (*UW*)
- ✚ Physical Development (*PD*)
- ✚ Expressive Art and Design (*EAD*)

Staff at Smithfield House Children's Nursery will provide opportunities to enhance the children's learning, through a range of adult-led and child-initiated activities. We also understand the importance of allowing each child to develop at their own pace, as an individual, whilst stretching the children's knowledge to discover, experiment and explore new ideas, feelings, objects and textures. Children are able to become engrossed in experimenting; importance is placed on the process of an activity, not the end product.

Staff facilitate children's learning, providing support, ideas and equipment, equally staff are aware of the need to allow children to play in small groups without adult involvement, where they can take an idea and make it their own. i.e. when playing 'mummies and daddies' an adult would have an idea of how their own family works, but this will be different to the child's perspective.

We provide a continuous provision of toys and arrange them at an accessible level so the children are free to choose what they want to play with, rather than limiting their learning experiences by setting out a small selection of toys. Equipment and resources are of good quality and chosen carefully to promote learning.





In planning and guiding children's activities, practitioners observe the different ways that children learn and reflect these in their practice.

The characteristics of effective teaching and learning are:

- playing and exploring - children investigate and experience things, and 'have a go'
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

Should you require further information regarding the EYFS, please speak to a member of staff; alternatively, more information is available through the Early Years Foundation Stage website.

www.gov.uk/government/publications/early-years-foundation-stage-framework--2



ADDITIONAL INFORMATION AND REQUIREMENTS:

Smithfield House Children's Nursery requests that you supply the following items for your child/children:

CHILDREN BEING CARED FOR IN OUR BABY UNIT:

- Nappies, baby wipes and barrier cream for sore bottoms.
- Teething gel or granules. Infant paracetamol i.e. Calpol, for teething/high temperature.
- Formula milk & at least two bottles to be kept at nursery.
- Spare milk, for emergencies i.e. ready-made, carton baby milk (baby unit only).
- A change of clothes, suitable for all weathers, (we do provide aprons for messy activities but sometimes the children can still manage to make a masterpiece of their own clothes!) and also in case of toileting accidents.
- Sunscreen & a sun hat (preferably with neck cover) for summer outdoor play.
- Hat, scarf & gloves for winter outdoor play.
- A toothbrush & toothpaste that can remain at nursery, the children will be brushing their teeth after lunch to encourage good oral hygiene.
- A sippy cup

FOR OLDER CHILDREN:

- Sunscreen & a sun hat (preferably with neck cover) for summer outdoor play.
- Soft indoor shoes or slippers (these must cover the whole foot)
- Wellington boots, hat, scarf & gloves for winter outdoor play.
- A few sets of underwear as well as spare socks & shoes if your child is toilet training. Crocs shoes are ideal for toilet training as they can be washed & dried easily.
- A change of clothes, suitable for all weathers (we do provide aprons for messy activities but sometimes the children can still manage to make a masterpiece of their own clothes!) & in case of toileting accidents.
- A toothbrush & toothpaste that can remain at nursery, the children will be brushing their teeth after lunch to encourage good oral hygiene.



MEALTIMES AT SMITHFIELD HOUSE

All children attending the nursery will be offered; breakfast, mid-morning snack, a two-course cooked lunch, mid-afternoon snack and a light afternoon tea. Meals will be adapted to meet the needs of any dietary, allergy, or cultural requirements. Main meals are freshly prepared by our resident cook.

YOUR CHILD'S BELONGINGS

To ensure that everything returns home with you, please label all items that come into nursery with your child/children's name. (Including shoes).

TOILET TRAINING

If your child is toilet training, we do ask that you provide, a potty for their individual use (if they use one) baby wipes and nappies or pull-ups along with their spare clothes. Crocs shoes are brilliant for children during this training as they can be washed and ready to wear again straight away. **PLEASE MAKE SURE THAT YOUR CHILD IS IN CLOTHING THAT CAN BE EASILY PULLED UP AND DOWN BY THEM TO PROMOTE THEIR INDEPENDENCE.** Jogging bottoms are the order the day! No zips or buttons please.

Toilet training is not a problem to us, so please do not worry. Staff will work with you when your child is ready for toilet training.



PARENTAL INVOLVEMENT

Smithfield House Children's Nursery value Parents/Carers and understand that they are the primary carers of their young children. Our aim is to support the vital and valuable work that you do.

In order to achieve this, we will;

- Work closely with new parents and carers, offering support and guidance and set time aside with your child's Key-Person (normally during the child's settling in sessions) to talk through information on your child that you think would help the transition to nursery.
- Any parent with English as an additional language will be welcomed and all efforts will be made to ensure that they have an equal understanding of policies and activities within the nursery setting. The nursery setting will endeavour to have our information translated into your home language on request.
- Ensure that all parents and carers have the opportunity, and are encouraged to contribute their own skills, knowledge and interests to the nursery.
- Involve all parents and carers in shared record keeping about their child. This may be done on a formal basis by inviting the parent into the nursery for parent's evenings, meetings. Or on a less formal basis when the children are collected at the end of the day and observations through our electronic system 'Family'. Or by encouraging the Parents/Carers to celebrate their child's achievements.
- Children's personal records (hard copies) will be kept in a locked cabinet in the office. All electronic information is stored on a secure server, held in accordance with General Data Protection Regulations (GDPR) This information will only be shared with individuals in the course of their work. Your child's information will be shared with Ofsted during our inspections, The Local Authority, to ensure that we are providing the correct level of support (where applicable) and The Department for Education (DfE), to ensure that all children are accessing their Free Entitlement at the age of 2, 3 & 4 years.
- Consult with parents so as not to exclude anyone when arranging meetings, making sure that times, dates and venues are convenient so as many people as possible can attend.
- Making sure that all children are cared for in accordance to the parent's wishes.
- Talk to parents daily about how their child has been throughout the day and encourage parents to contribute information about how they have been away from the nursery setting.

COLLECTION ARRANGEMENTS:

When your child joins the nursery, you are required to complete an enrolment form. Within the form you must advise us of who can collect your child in addition to yourself. Please provide a password that is known only to you and the person collecting your child. The nursery **MUST** be informed prior to anyone other than you are collecting your child. **IF ANYONE ARRIVES TO COLLECT YOUR CHILD AND WE DO NOT HAVE PRIOR NOTICE, YOUR CHILD WILL BE KEPT HERE AT NURSERY UNTIL WE HAVE CONTACTED YOU FOR CONFIRMATION.**

CUSTOMER CARE:

Smithfield House Children's Nursery understand that our Parents/Carers and children, are the most important people on our premises. Therefore, it is our aim to provide all children and parents/carers with an impeccable standard of care. We will take time to talk to our families and we encourage feedback on how we can improve our setting to maintain and improve our standards.

We will also ensure that:

- We have a clean, tidy nursery environment.
- We answer the telephone as quickly as possible or return messages that are left on the answer machine.
- Find out what makes our families happy.
- Keep our families informed about staff changes.
- Investigate all complaints and respond within 5 days.

PARTNERSHIP WITH PARENTS/CARERS

Parent/Carer involvement is invaluable to us, we encourage this as much as possible, seeing this as being an important factor in your child's learning.

We always have an open-door policy and welcome you into the nursery, to discuss individual progress and concerns with your child's Key-Person.

Our staff will be happy to offer any suggestions on matters such as weaning or toilet training etc.

Please feel free to telephone the nursery at any time if you require reassurance concerning your child's wellbeing. We will do our best to let you talk to your child's Key-Person on the telephone personally, but if this is not possible, we will convey the message to you on their behalf.

Famly is an electronic recording system which further enhances the partnership between Smithfield House and our Parents/Carers. Messages can be sent direct to your child's key worker once you have activated the invite that you will be provided. For parents who will not be starting straight away the Famly app allows you to upload milestones and pictures from an early age onto your child's learning journal in readiness for them joining our Smithfield Family.

Staff are able to track each child's development clearly whilst keeping everyone involved in the child's learning journey. Parents/Carers are also able to upload special events directly to Famly so that this is also included, thus providing a 'whole' picture of the child's interests as they develop.

Information on your child's day is continuously refreshed through our system allowing you to see information in real-time

The children are also learning how to use the Famly as curiosity gets the better of them. They take pictures of their friends and carers.

YOUR CHILD'S RECORDS

We keep records of your child's development and progress throughout their time with us, to ensure that they are progressing and developing as they should. This also provides us with the opportunity to observe any areas of development that may need extra support. Each child and their Parents and Carers are linked up to our Family system. This allows us to send information and observations directly to you. Additionally, the system allows Parents and Carers to add their own observations to their child's profile.

When it is time for your child to move on to the next unit, their records will go with them. This will provide their new Key-Person with the information needed to continue your child's learning.

Before your child leaves the nursery to go onto full time education, you will be invited to an informal Parents and Carers evening to discuss your child's progress and the information in their "Transition to School" booklet. This will be filled in by your child's Key-Person, using the information gathered throughout your child's time with us. You will be given the opportunity to add any comments to the booklet. A copy of the booklet will then be forwarded to your child's school to provide their new teacher with as much background information about your child before he/she begins school.



If you decide that we are your chosen setting the registration process is simple:

At the time of your initial visit, you will be given an enrolment form. Once this is completed just pop it back to the Smithfield House Children's Nursery.

SESSIONS AND FEES

Session times	Under 3's	Over 3's
8.00am-6.00pm	£98.12	£98.12
8.00am-1.00pm	£51.82	£51.82
1.00pm-6.00pm	£49.61	£49.61

*Children must attend a minimum of four half day sessions or two full days.

No refunds will be given for days when the nursery is closed for bank or other public holidays and other designated days, nor for days when your child is absent due to illness, holiday, or as required under the Nursery's Policies and Procedures. In addition, no refund will be given if your child is excluded for non-payment of fees.

Administration fee.	£100	Non-refundable administration fee. Payable once your child's place has been confirmed
Deposit.	£1500	The deposit is payable once your child's place at the nursery has been confirmed. This is refundable when your child leaves the nursery provided all fees due have been paid and the necessary one full calendar months' written notice has been given.
Late collection fee.	£40 per 15minutes.	Payable on Collection.
Late Payment fee	£50	If payment has not been cleared by the 5 th of the month. *Fees must be paid in advance of the month NOT in arrears*
Replacement parent nursery access fob	£45	Payable upfront to receive a new fob.
Interest payable on late payments from the date when the payment is due until the date when it is cleared in our account.	Charged at 1.5% above the base rate from time to time of Barclays Bank PLC.	Payable on presentation of the invoice.