

# Wind in the Willows

## Nursery and Pre-school

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### Prospectus



Wind in the Willows Nursery and Pre-school

Rosen Crescent

Hutton

Essex CM13 2RG

Tel: 07980 614 191

[www.wind-in-the-willows-nursery-and-preschool.co.uk](http://www.wind-in-the-willows-nursery-and-preschool.co.uk)

## Introduction

Thank you for showing an interest in Wind in the Willows Nursery and Pre-school.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to Wind in the Willows, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs.

## Our Aims

- To provide high quality care and education for children below statutory school age.
- To work in partnership with parents to help children to learn and develop.
- To add to the life and well-being of the local community.
- To offer children and their parents a service that promotes equality and values diversity.

## General Information

Wind in the Willows Nursery and Pre-school offers sessional and full day care for children aged 2 to 4 years. Each session can have up to a maximum of thirty children. We offer the following sessions:

7.30am - 8.45am	Breakfast Club
8.45am - 11.45am	Nursery/pre-school (2-4 years)
11.45am - 12.15pm	Lunch
12.15pm - 3.15pm	Nursery/pre-school (2-4 years)
3.15pm - 5.30pm	After School Club

The Nursery operates from a purpose-built unit located in the grounds next to Willowbrook Primary School. We have our own fenced garden area and use of playground, school field and the school hall. A wide variety of resources and equipment is available for both indoor and outdoor play.

The Nursery is OFSTED inspected and receives government funding for 3 and 4 year olds and 2 year olds (subject to certain criteria). Where funding is not received, then fees apply.

## Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- Kept informed.
- Consulted.
- Involved.
- Included at all levels.

## Children's Learning and Development

We aim to ensure that each child:

- Is in a safe and stimulating environment.
- Is given generous care and attention because our ratio of qualified staff to children.
- Has the chance to join in with other children and adults to live, play, work and learn together.
- Is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do.
- Has a personal key person who makes sure each child makes satisfying progress.
- Is in a setting that sees parents as partners in helping each child to learn and develop.
- Is in a setting in which parents help to shape the service it offers.

## The Early Years Foundation Stage

Provision for the learning and development of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE2014):

- **A Unique Child**  
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- **Positive Relationships**  
Children learn to be strong and independent through positive relationships.
- **Enabling Environments**  
Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
- **Learning and Development**  
Children learn and develop in different ways and 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.

## Our Learning and Development Provision

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all children with interesting activities that are appropriate for their age and stage of development.

### The Areas of Learning and Development comprise:

#### Prime Areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

#### Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Art and Design

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what is expected that children will know and be able to do by the end of the Reception year of their education.

The Early Years Outcomes (DfE 2013) guidance sets out the likely stages of progress a child makes along their progress towards the Early Learning Goals. Our setting has regard to these when we assess children and plan their learning.

From about the age of 2 your child will want to demonstrate that she/he has the ability to carry out a variety of tasks and activities. Our sessions are designed specifically to meet the individual development needs of your child, allowing them to learn at their own pace.

Your child will grow intellectually, socially, emotionally and physically. Intellectual development will be encouraged by our emphasis on early literacy and numeracy. Social skills will be learnt through observing, listening, playing and interacting with staff and other children. Emotional experience includes sensitivity towards the needs and feelings of others. Physical development covers everything from play and dressing and toileting.

Activities for 2-3 year olds are slightly more structured as children develop their routine patterns. The focus is on the three prime areas of learning.

Between the ages of 3 and 4 your child's confidence is growing and we will continue to promote the prime areas but will also focus on the specific areas.

### Key Person

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible.

Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting she/he will encourage your child to benefit from the setting's activities.

## **Assessment**

We assess how children are learning and developing by observing them frequently. We use information that we gain from observations, as well as photographs and videos of the children to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We keep a record of achievement for each child. Your child's record of achievement helps us to celebrate together their achievements and to work together to provide what your child needs for their well-being and to make progress.

## **Parental Involvement**

Our setting recognises parents as the first and most important educators of their children. All the staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress.
- Helping at sessions of the setting.
- Sharing their own special interests with the children.
- Helping to provide, make and look after the equipment and materials used in the children's play activities.
- Taking part in events and informal discussions about the activities and curriculum provided by the setting.
- Joining in community activities in which the setting takes part.
- Building friendships with other parents in the setting.

We welcome parents to drop into the setting to see us at work or speak with staff.

A weekly classroom activity sheet is posted on the nursery notice board at the beginning of each week informing you of the activities and tasks the children will be completing.

Regular newsletters keep parents informed about nursery events, topics and other relevant information. We also have a Facebook page that has regular news feeds and posts to advise of daily or weekly updates or announcements.

The notice board will display a middle and long term curriculum planning, staff information and qualifications. Each key person's daily/weekly curriculum plans are always available to discuss, as are your child's individual progress. Please feel free to ask about these at any time.

There will be termly parent/key person consultation sessions to discuss your child's progress.

We hold fundraising events throughout the year to assist with the purchases for additional resources for the nursery.

## The Setting Timetable and Routines

Our nursery believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the setting are provided in ways that:

- Help each child feel that she/he is a value member of the setting.
- Ensure the safety of the child.
- Help children to gain from the social experience of being part of a group.
- Provide children with opportunities to learn and help them to value learning.

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in outdoor child chosen and adult-led activities, as well as those provided in the indoor playroom.

<b>Morning Timetable</b>	
7.30am – 8.45am	Breakfast Club (including breakfast and free play - indoor/outdoor)
8.45am	Welcome/self- registration/free play – indoor/ outdoor
9.30am	Carpet time
9.45am	Snack
10.00am	Hall time – PE/music/ drama/movement/games
10.30am	Singing time
10.40am	Free play - indoor/outdoor
11.20am	Tidy up and story time
11.45am	End of morning session
11.45am – 12.15pm	Lunch Session (optional)
<b>Afternoon Timetable</b>	
12.15pm	Welcome/self- registration/free play -indoor/outdoor
1.00pm	Group activities/puzzles
1.45pm	Hall time – PE/music/ drama/movement/games
2.15pm	Snack
2.30pm	Singing time
2.40pm	Free play - indoor/outdoor
2.55pm	Tidy up and story time
3.15pm	End of afternoon session
Change of activities to incorporate After School Club	
4.45pm	Tea time – rotational menu
5.15pm	DVD/outdoor play (depending on seasons)
5.30pm	End of After School Club

## **Admissions Policy**

Once we have received a completed registration form, your registration fee and a copy of your child's birth certificate your child will join our waiting list.

Once a place becomes available, you will be contacted by the nursery principal, usually half a term before entry when an induction session will be arranged.

## **Settling In**

We recommend that you introduce your child gradually into the nursery routine. A named key person will be allocated to your child on admission.

Wind in the Willows welcomes all children and we aim to respond appropriately to each child's background and individual needs. We ask parents to give us as much notice as possible if a child has any particular educational or additional needs. This will enable us to explore with parents and any outside professionals how we can provide most effectively for your child.

## **Delivery and Collection of Children**

Parents are requested to deliver and collect their children punctually. The children must be taken into the nursery reception area at the start of each session. The nursery staff will bring the children out to the reception area at the end of the session. Children who stay for lunch should also be collected from the reception area.

Children may only be released to persons authorised to collect them. The names and photographs of these persons should be provided to the nursery and are kept in the child's personal file.

Should circumstances arise whereby the parents are unable to collect the child or the named person who is Loco Parentis is unable to collect, then the parent should telephone the nursery giving a full description of the adult and name/password.

If a child is not collected within one hour of the nursery ending and we have not been able to make appropriate contact, then we will telephone social services.

## **Refreshments**

The sharing of refreshments plays an important part in the social life of the children. We offer a healthy diet of fresh fruit, fresh vegetables, cheeses and dried snacks along with a drink of milk or water. Drinking water is also readily available throughout each session.

Children's medical and personal dietary requirements are respected at all times.

## **Lunch Session**

The children can stay for lunch from 11.45am until 12.15pm. They will need to bring in their own packed lunch and a drink in named container. This will cost an additional £3.00 per session which is payable daily.

In order to promote healthy eating and to comply with any allergies we may have within the setting, we ask that your child's lunch does not include sweets, chocolate (including sandwich fillings), cereal bars, biscuits, nuts, egg or fizzy drinks. Any of these items will be removed and returned at the end of the session.

Each table is supervised by a member of staff to provide support and ensure good eating habits.

## **Clothing**

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Wind in the Willows Nursery has a unique uniform presented in either a sweatshirt and/or polo shirt featuring the nursery logo, which can be purchased directly from us.

Your child will need a PE bag (or similar type) with a change of clothing and nappies/wipes (where necessary).

All clothing must be clearly labelled with your child's name.

To ensure safety for your child, jewellery is not permitted at the nursery.

## **Special Educational Needs and Disabilities**

As part of the setting's policy we aim to make sure that it's provision meets the needs of each individual child, taking into account any additional supporting needs that a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0-25 years (2015).

Our Special Educational Needs co-ordinator is Rachel Coe.



## **Safeguarding Children**

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures our awareness of any problems that may emerge and can offer support at all times. This may include referral to the appropriate agencies when necessary, mediate throughout meetings and offer our help to families that may be in difficulty.

## **Policies**

A complete copy of our policies, procedures and privacy notice are available in the setting.

We have procedures in place for the recording and sharing of information about you and your child that is compliant with the principles of the General Data Protection Regulations (2018). The data we collect is:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical organisational measures.

## **Complaints**

Wind in the Willows Nursery believes that all our children and their parents should always be afforded courtesy and prompt attention to their needs and wishes. Our intention is to ensure that parents/carers have access to a member of staff with whom they can discuss their concern. We endeavour to do our best to ensure that we provide a high standard of care and a good service to parents. To ensure this, we have adopted the following procedures for handling complaints.

The principal has the ultimate responsibility to bring any concern to a prompt conclusion making full investigations and keeping parents/carers advised of the progress. Should a

parent/carer have a concern over their child's welfare or any aspect of Wind in the Willows Nursery the following procedure will apply:

**Step 1 :** The complaint should be raised verbally with the key person who is obliged to act appropriately to resolve the situation. If the situation is not dealt with to your satisfaction:

**Step 2:** The complaint should be raised with the principal, who will investigate the complaint and arrange a time convenient to yourself to discuss the matter with you.

In the unlikely event the situation is not dealt with to your satisfaction the complaint may be referred to the Ofsted complaints Investigations and Enforcement (C.I.E) Department on 0300 123 1231 who will carry out an investigation.

They will have their own policies on dealings with complaints, which they will make available to you on request.

It is our hope that parents never need to use this procedure. The principal's door is always open to parents.

However, if you need to complete a complaint record the information that is gathered will be shared with you throughout the whole procedure until a satisfactory conclusion has been reached.

## Sessions and Fees

Fees are payable on a weekly or half termly basis. Weekly payments are due on the first session that your child attends. Half termly payments are due on the first week of the half term. Some childcare vouchers are accepted.

Times for the free government funded (15 or 30 hours) sessions over 38 weeks can be used for the following sessions:

8.45am – 11.45am

12.15pm – 3.15pm

Where funding is not received, then fees apply.

7.30am - 8.45am	Breakfast Club	£ 6.50
8.45am - 11.45am	Nursery/pre-school (2-4 years)	£16.00
11.45am - 12.15pm	Lunch	£ 3.00
12.15pm - 3.15pm	Nursery/pre-school (2-4 years)	£16.00
3.15pm - 5.30pm	After School Club	£ 8.50

Late payment fees will be charged at a rate of £1 per day while fees remain outstanding and your child's place may be at risk.

A late collection fee of £5.00 will be charged if you are late collecting your child from the nursery.

### Uniform

Wind in the Willows has an optional uniform featuring the nursery logo. Prices are as follows:

- Polo shirt - £13.00
- Sweatshirt - £14.00

## Kit List

What to bring on your child's first day.

Disposable nappy users:

- Pack of nappies/wet wipes/nappy sacks.
- Nappy cream (if used).
- Two sets of spare clothes.
- One diary book with photographs of the named persons who may collect your child.
- Sun hat (if necessary).

Children who are toilet trained (or are being toilet trained):

- Two sets of spare clothes (including ample supply of spare underwear for those children being toilet trained).
- One diary book with photographs of the named persons who may collect your child.
- Sun hat (if necessary)

Please ensure everything is labelled clearly and in a named bag.

If you require any further information, please do not hesitate to contact Mrs West on:

Telephone : 07980 614191

Email : [windinthewillowsnursery@yahoo.co.uk](mailto:windinthewillowsnursery@yahoo.co.uk)

Website : [www.wind-in-the-willows-nursery-andpreschool.co.uk](http://www.wind-in-the-willows-nursery-andpreschool.co.uk)