

Established 1986

We are committed to provide the opportunity for children to learn through play
in a safe and friendly environment.

Policy and Procedure Document

Revised 8th August 2014

Please read this Policy and Procedure Document carefully and thoroughly.

IN OUR 28th YEAR OF PROVIDING QUALITY
CHILDCARE FOR LOCAL CHILDREN AND FAMILIES.



Clive Vale Nursery School

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Ofsted Approved Registration Number EY314066

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Contents page

1. Aims and Objectives
2. Admissions
3. Welcome to Parents and Carers
4. Settling in
5. Key Person and Feedback to Parents
6. Payment and Late Payment
7. Holiday Places
8. Collection of Children
9. Non Collection of Children
10. Lost Children
11. Behavior
12. Accidents
13. Tiredness
14. Toileting
15. Hunger
16. Sun Safety
17. Medication
18. First Aid
19. Infectious Diseases
20. Hygiene
21. HIV/AIDS
22. Child Protection and Allegations Against Staff or their Families
23. Special Needs
24. Equal Opportunities
25. English as a Second Language
26. Students
27. Confidentiality and Data Protection Act
28. Photographs
29. Existing Nursery Staff
30. New Nursery Staff
31. Fire Precautions
32. Non-Smoking
33. Emergency Closure
34. Outings
35. Animals
36. Insurance
37. Complaints Procedure
38. School Pick-up Service
39. Story time
40. Typical day
41. Daily Structure
42. The Staff
43. Funding
44. Practice guidelines
45. Early Years Foundation Stage Curriculum
46. Letters and Sounds
47. Welfare Requirements

1. Aims and Objectives

The aim of Clive Vale Nursery school is to ensure the happiness and security of all the children in our care.

We will provide a safe and happy environment where the children can learn through play and develop essential life skills.

We will support each child so that they become independent in dressing themselves, managing their own personal hygiene and become responsible for their own actions.

Children will be encouraged to share and communicate with their peers and adults through positive re-enforcement. All children will have the opportunity to take part in all the activities provided. Children will be encouraged to follow the nursery's 'Golden Rules'. Children will be encouraged to be respectful towards adults their peers and to behave appropriately during the session and at lunchtime.

2. Admissions Policy

We are an inclusive setting. A waiting list is used on a first come first served basis. Once a nursery admissions form has been filled out, if a space is available then your child will be enrolled. The waiting list is on-going and priority will be given to children currently on the nursery register. It is recommended **that children do at least two sessions** as this helps greatly with the settling in process.

3. Welcome to Parents and Carers

All parents and carers will be treated equally. On their first visit the parent/carer will be shown around the Nursery by a qualified member of staff. The tour will include the main rooms, the conservatory, the computer room, the cloakrooms, the children's toilets and the garden (weather permitting) both up and downstairs. The member of staff will promote the

Nursery's aims and objectives and explain this policy and procedure document. The parent/carer will be given an application form, a transition form and any other relevant paperwork. If a parent wishes to take place up at our nursery a start date will be agreed and recorded on the application form. Parents/carers will be encouraged to ask questions and to stay and observe if they wish. The Parent/Carer will not be left on their own by the member of staff.

4. Settling in Procedure

Because all children are different we understand that the settling in time varies from child to child. Parents/Carers are welcome to stay with their child if they so wish. We encourage visits before the date the child is due to start, for which there will be no charge. Nursery is then a familiar place for them on their first day. Parents/carers are also encouraged to telephone at any time to receive an update on how their child is coping.

5. Key Person Policy and feedback to parents

Parents/Carers are encouraged to discuss the progress of their child at any time. Staff will be available to discuss your child's progress or listen to any concerns that you may have. Your child will be allocated a Key Person in advance of the start at nursery and may also organize a home visit. This person will be responsible for updating your child 'Learning Journey' where your child's achievements at Nursery will be recorded through photographs, special pieces of work and observations carried out by members of staff. Your child's learning journey will be passed on to you when your child leaves nursery. Your child's Key Person will also be responsible for updating your child's Tracker Record of the EYFS. This is a more formal assessment, where your child's progress is marked against the expectations of the Early Years Foundation Stage. This record will be passed onto your child's school or next setting by the Nursery. You are free to view either of these records at any time. Your child's Key Person will be a familiar face with

whom you can share information or a point of contact if you have any concerns regarding your child's progress or well-being.

Clive Vale Nursery believes that to continue good practice, communication with parents is essential. During each school term we will ask the child's parent/carer to record their comments and feelings on how their child is progressing onto a sticky label, which will then be placed in the child's summative assessment record.

At Clive Vale Nursery we aim to hold a parents evening twice a year. This is an ideal opportunity for parents and carers to discuss their child's progress with their Key Person and to view both the 'Learning Journey' and Tracker Record. We also have a Suggestion Box which can be found in the children's cloakroom. We would be grateful for any comments or suggestions that would be of benefit to both our children and staff. All suggestions will be kept confidential.

6. Payment and Late Payment Policy

Nursery fees are to be paid weekly, half termly or termly in **advance** unless another arrangement has been agreed with Manager or Registered Person only. Bank Holidays and absences during term time must be paid for in full.

Our school year is 40 weeks.

Late Payment of fees

Parents or carers will receive a written invoice for all monies outstanding - during this time extra hours will not be available. If the invoice is not paid within 7 days then a formal warning is issued. If no money is received after this letter, then the child's place at Nursery will be void and court proceedings will be taken to recover outstanding fees. For information we have a Debt Collection Agency who we pass instructions to. If a child leaves the setting with monies outstanding, it is our policy to pass such information to other local settings, unless there is dispute in place, of which we have been advised.

7. Holiday Club Places

These are not compulsory and need to be booked in advance. Holiday places are the days during mainstream school holidays, such as half term. We are open Monday to Friday from 8.00 - 6.00. Priority places are given to children attending during term time and their siblings. The hourly rate is the same as the nursery hourly rate. Please speak to a member of staff who can advise you of the current rate. Holiday club operates 10 weeks per year and is closed only for the two weeks over Christmas and New Year. The nursery will also be closed on bank holidays. We also have a holiday savings scheme. Please ask a member of staff for details.

8. Collection of Children Procedure

No child for whatever reason will be handed over to anyone other than the authorized person, unless we are given express permission to do so from the child's parent or legal guardian. The name of the person who is picking up the child must be written in the section 'special pick up arrangements' on the sign in/sign out sheet in the cloakroom and a member of staff advised. This named person will then be responsible for signing the child out on collection. You will also be asked to provide a password which we can use to verify the identity of the person picking up your child.

9. Non-Collection of Child Procedure

We expect that children be picked up at the usual time, unless the parents contact us to advise otherwise. If a child has not been picked up at their usual time, we will assume that an emergency has caused delay and we will instigate our Non-Collection Procedure.

Parents of children collected up to 15 minutes later than expected will be advised that this contravenes our registration and may take us over our adult/child ratio thus leaving us without proper insurance cover. Children collected between 15 and 30 minutes late will be deemed to be present for an additional hour and parents will be charged for this time.

Children who are not collected within 30 minutes of their expected time will become the responsibility of Child Protection Agency the person in charge will:

- Call the parents on the given contact numbers. If no-one is available they will
- Call the additional emergency contact numbers. If no-one is available they will
- Call the Child Protection Team and request collection of the child.

At all times two members of staff will be present and they and the child will remain on the Nursery premises until Child Protection Agency or the parents/carers collect the child.

10. Lost Children Procedure

If a child is believed to be missing whilst in the care of the Nursery then the person in charge will:

- Instigate a search of the premises or the last place the child was known to be, without causing undue panic amongst the other children.
- If the child is not on the premises the search will be widened to the surrounding local area.
- Contact the parents to inform them.
- If the child is still missing then the police will be contacted and a full search conducted.

At all times the correct adult/child ratios will be maintained. Security procedures will be reviewed and all relevant parties informed of findings, implications and outcomes.

11. Behaviour Policy

Praise and encouragement are used to help bring out positive behavior in every child and rewards such as stickers and hand stamps are given for anything that is positive, however small eg. sitting nicely at circle time, listening to stories, using good manners and helping others.

Children are encouraged to respect other people's feelings and to think of the consequences of their actions.

The Nursery has 'The Four Golden Rules' which are displayed around the nursery and explained to the children. Please ask a member of staff for details. The strategies that we use for dealing with inappropriate behavior are:

- Approach quickly and calmly, stopping any hurtful behavior.
- Acknowledge feelings.
- Gather information.
- Re-state the problem.
- Ask for suggestions from child and choose a solution together.
- Be prepared to give follow up support.

All staff is trained in behavior management and work together as a team to ensure a consistent approach. Shouting at a child has no positive value and should only be used in emergencies. In the event of a child's behavior endangering or disrupting others then a time-out area will be used, together with counseling. If the undesirable behavior continues then the Manager, Supervisor or Key Person will have an informal chat with the parent/carer, and a behavior modification plan will be implemented. Staff are not allowed under any circumstance to use corporal punishment. Louise Williams is our member of the team responsible for instigating behavioral management strategies, working with parents and key carers.

12. Accident Policy.

All accidents are recorded in the Accident Book: these may include knocks, bumps, bites, any type of wound, foreign bodies in eyes or mouth etc.

If there is any doubt an ambulance will be called.

Methods for recording accidents in the Accident Book are set out below; Details are entered as soon as possible after the incident in the Nursery 'Accident Book' by the member of staff dealing with the accident. An accident marker will then be placed on by the child's name on the signing in sheet, informing the parent or carer collecting the child that the accident book needs to be signed. After signing the accident book the parent/carer will be given the white top copy for their records this should be done on the day of the accident. This is a statutory action and requirement.

If the accident requires urgent medical attention and ambulance will be called. The child's parents or guardian would then be contacted and arrangements made for them to meet the child and the Nursery member of staff at the A & E department of the Conquest Hospital. The member of staff would accompany the child at all times and the child's nursery records would also be taken. The member of staff does not take the place of the child's parent/guardian and would not sign any documents in connection with the child's treatment. The member of staff would return to the Nursery after the child's parent/guardian has arrived at the hospital. Should the accident be of a serious nature the Nursery will inform Ofsted within 14

days and LADO (Local Authority Designated Officer) as soon as is practicable.

13. Tiredness

We are aware that each family has its own routine and views on sleep. If a child attending Nursery is noticeably sleepy or irritable we will provide a quiet area for rest. If the child then falls asleep we will allow the child to rest for a short period informing the parent or carer when they return to collect the child.

14. Toileting

When a child starts nursery he/she may still be in nappies or pull ups. We hope that by the time they reach the age of 2 years and 6 months, he or she will be starting to toilet train. Parents will be expected to provide plenty of changes of clothes including socks and shoes so that any accidents can be handled with minimum fuss. Toilet training is a part of our daily routine and a designated member of staff will be responsible for gently reminding children, who need this support. We expect that most children should have reached this developmental stage and be using the toilet with little help by the age of three. At Clive Vale Nursery we work in partnership with parents and fully support children and parents in this area of development. Your child's key person will always be available for advice and to reassure you if you have any concerns. We maintain a written record as we change your children who are not yet fully toilet trained to include name, date, time and if the pull up/nappy is wet, soiled or dry.

15. Hunger.

If a child attends Nursery early in the morning or misses breakfast at home, the child may bring with them a snack to eat on arrival. If a child is noticeably hungry, asking for a snack or becoming lethargic, we will offer a sandwich, biscuit or piece of fruit (Taking into account dietary or religious needs).

16. Sun Safety Policy.

Clive Vale Nursery believes in Sun Safety. We ensure that all children and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight. As part of the Sun Safety Policy the Nursery will encourage children to wear clothes that provide good protection. Girls' summer dresses and vest tops are not suitable as they do not protect the shoulders. The nursery will provide Nivea sunscreen factor 50+ and we ask that you inform us if this brand is unsuitable for your child. If this brand is unsuitable for your child we ask that you provide a suitable brand and we also ask that all children be provided with their own sun hat.

Hats and Sun Cream - If a child refuses to wear a hat or sun cream they will not be allowed into the garden or outside.

17. Medication

Medication is only given with the parent's/guardian's consent. The parent must sign the medication book, which records the type of medication, the dose, the date, the time that each dose must be given, and the name of the member of staff who administered the medication. The dose and time of the medication will be witnessed by another member of staff. The book must be signed each day by all concerned. The use of parents own Piriton, Sudocrem and Savlon is acceptable but its use must be signed for by the parent/carer in the medication book. Unless given by prescription Calpol cannot be administered to a child by nursery staff. All medications brought in by a parent/carer must be clearly marked with your child's name.

18. First Aid

All permanent members of staff are fully trained in Paediatric First Aid and have completed a comprehensive 12 hour course, which includes C.P.R. The First Aid Box is located in the children's toilet area. The First Aid box is properly stocked and kept out of the reach of children but accessible to adults. The First Aid Box contains the minimum standard of content following the Health and Safety Regulations 1981 (First Aid). These include; non-allergenic adhesive tape, scissors, tweezers, disposable gloves and small packets of cotton wool. The registered person is responsible for stocking the First aid box.

19. Infectious Diseases

Please do not send your children to nursery if they are unwell. It is unfair on the other children and the nursery staff.

If a child becomes unwell with the symptoms of an infectious disease whilst on the nursery premises the parent/guardian will be contacted. The child will be isolated from the rest of the group until they are collected by the authorized named person. A notice relating to the infection will be displayed on the front door to notify other parents/guardians. Confidentiality will be maintained and the child's name will not be mentioned. A list of infectious diseases for which a child should be isolated from the nursery, to prevent cross infection, can be located on the parent notice board in the children's cloakroom.

20. Hygiene

We feel that good hygiene is important to protect against possible infection, therefore good hygiene must be a matter of routine when caring for children. The following hygiene precautions are used to prevent the spread of infection.

1. Wash hands with soap and water after contact with bodily fluids eg. taking children to the toilet or changing nappies. Disposable gloves will always be worn by staff when assisting with toileting or changing nappies. We always encourage children to wash their own hands after they use the toilet. In the interests of hygiene, paper towels are provided for drying hands.
2. Cuts and open sores are to be covered with a waterproof dressing.
3. If a child has an accident which results in bleeding the following procedure will be followed; disposable gloves are to be worn, wash the wound with water and a cotton wool pad, apply a suitable dressing (taking allergies into account), blood stained dressing/cotton wool/tissues wrapped in a plastic bag and disposed of appropriately.
4. When wiping up spills of vomit, blood, faeces or urine, disposable gloves will be worn and diluted bleach (1 part bleach to 10 parts water) used to clean the area. All paper towels or tissues used, will be placed in a plastic bag and disposed of appropriately.
5. Clothes, soft toys or soft furnishings stained with blood or other bodily fluids will be washed by hand, using hot soapy water or on a hot wash cycle in a washing machine

21. H.I.V./A.I.D.S

We always apply the hygiene policy in any case of an accident resulting in bleeding to any adult or child.

We always apply the hygiene policy in all cases of sickness/diarrhea and when changing under garments.

We understand that these precautions are necessary, because we may not know that any child, adult or visitor to the setting is H.I.V. positive. It is not compulsory for the manager to be informed if a child or adult in the setting is H.I.V. positive. If the manager is made aware, confidentiality would be maintained.

22. Child Protection & Safeguarding

All members of Nursery Staff have a duty to report to the Manager any change in behavior or noticeable bruises/injuries as soon as they are found. During daily routines any uncharacteristic behavior, indicators of distress or anxiety displayed by a child will be recorded in the incident book.

The Manager will decide, in consultation with the staff if necessary, whether these injuries/changes in behavior are significant, taking into account their knowledge of the child and family.

If there is any doubt the Manager Bill Hamilton will inform Children's Social Care Duty and Assessment Team about the details noticed/observed.

The Manager, under normal conditions would inform the parents of the procedure and that Children's Social care Duty and Assessment Team have been contacted. The welfare of the child is paramount and therefore any information given to a member of staff concerning Child Protection may be disclosed to the appropriate authority.

No child will be given into the hands of anyone other than the authorized person/persons responsible for the child.

No access to the Nursery is available to the general public. Both the front and back doors are kept locked at all times. All visitors must sign the visitor's book.

Louise Williams is the designated Child Protection person the deputy being Sharon Brooks and a number of staff has undertaken child protection training, both basic, Intermediate and advanced.

Allegations made against a member of staff or their families; If an allegation is made against a member of staff then full co-operation will be sought from those in charge and the individual member of staff. See staff

handbook for further details Ofsted and LADO will be informed. [Please refer to our full safeguarding policy on the parent's notice board.](#)

23. Special Needs Policy

Our Nursery has used the DfEE Code of Practice on the identification and assessment of Special Educational Needs, to devise a policy and procedure that will ensure that all children have the appropriate opportunities to learn through play and that all families feel welcome.

Consultation between parents and Nursery Staff will plan the settling in program for each individual child.

Vicky Quaife is the Nursery SENCo (Special Educational Needs Co-ordinator), the Dupty Caroline Sims (there are two other fully trained SENCo Practitioners in the Nursery Bill Hamilton and Laura Dockerill). She works closely with SEN children, their parents and families. Vicky is trained in Makaton and has attended SENCo training within the last 24 months with reference to the implementation of 'The Code of Practice' All Nursery Staff are responsible for taking a close interest in all the children's progress and individual needs and will work one-to-one with a child if extra support is required. Through ongoing observations, if we feel there may be a cause for concern then Vicky or another member of staff will discuss such concerns directly with the parents. After agreement from the parents, outside professionals will be contacted. Children's progress and needs will be monitored and methods of observation by all staff, will be shared with professional individuals (eg. Speech Therapist or Early Years Worker) and the child's parents at all times.

The Nursery provides some equipment for children with Special Needs; Specialist equipment can also be purchased through the 'Bursary Fund' from ESCC. Staff will attend relevant training to ensure they keep up to date with the requirements of all children who have SEN.

TALL (talking and listening learning) group runs alongside snack time. It caters for up to six children who Vicky feels would benefit from being in a smaller group. This can include; behavior problems, speech and language problems, communication difficulties or even shyness. These children will also be included in larger groups on other days. Clive Vale Nursery is a fully inclusive setting and will embrace children of all abilities into the life and activities of our school.

Clive Vale Nursery caters for a full ability range and the presence or absence of a special educational need is not a factor in the allocation of spaces

24. Equal Opportunities Policy

It is the policy of the Nursery that all the children and parents are entitled to equal treatment and equal access regardless of race, culture, gender, class or ability. We recognize and welcome individual differences. These differences provide positive input, which a wide diversity of culture can contribute to the community as a whole. We undertake to identify and eliminate all activities that unfairly discriminate on the grounds of perceived differences. We are aware of the need to acknowledge our own bias and welcome opportunities to do so.

Any child, who is found to be using inappropriate language, practice or attitude, will be challenged. We will respond in a way that is sensitive to the feelings of the victim and help those responsible to understand and overcome their prejudices.

25. English as a Second Language

The Nursery is aware that some children will have a home language other than English. We will value this linguistic diversity and provide opportunities for these children to develop and use their home language in their play and learning through our planning and in partnership with the parents. We will encourage parents to continue using their first/home language with support. To aid transition into our setting we can involve outside professionals including the introduction and help of an interpreter. As a matter of interest we have a teacher to teach our children French twice a week in term time and we as a matter of course teach the children signing at circle times.

26. Students

At various times during the year we have students working alongside the Nursery Staff, gaining experience in Early Years. These can include placements from Bexhill and Hastings Colleges, Hillcrest, Filsham Valley, The Grove, Helenswood and St Richard's secondary schools. Clive Vale Nursery's student liaison officer and the person who is responsible for any students is Dawn Leaney. These students are all CRB/DBS checked and are not allowed to be left alone with the children and do not get involved with toileting. They are not part of the staff children ratios of the setting.

27. Confidentiality

Clive Vale Nursery processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about your child from their previous setting.

We hold and use you child's information to support their teaching and learning, monitor and report on how well they are doing, provide them with pastoral care and to assess how well the setting is doing.

The information we hold includes yours and your child's contact details, your child's national curriculum assessment results, attendance information, ethnic group, special educational needs and any relevant medical information.

We will not give information about you or your child to anyone outside the setting without your permission unless the law or our rules permit it. We are required by law to pass some of you child's information to East Sussex County Council and to the Department for Education (DfE) and local NHS agencies. We will pass on individual pupil records to the receiving setting when a child moves from one setting to another. This includes when a child moves to reception class in primary school.

Data in Transit will be held securely never left in a car or on a lap top not belonging to the Nursery.

YOU CAN ASK TO SEE THE INFORMATION WE HOLD ABOUT YOU AND YOUR CHILD.

If you want to see a copy of the information we hold and share about you then please contact Bill Hamilton or your Key Worker.

28. Photographs and Video Photography

As a method of recording activities, assessments, festivals and celebrations, events and outings we will take photographs and videos of all the children in the Nursery. These may be used in displays or for OFSTED/Quality Assurance evidence. Such photographs and videos are also used in your Child's Learning Journey. These photographs may depict a group of children to indicate group involvement in an activity.

If you do not wish your child to be photographed please make the staff aware and confirm this in writing on your child's application form.

29. Existing Nursery Staff

All Staff are qualified and experienced in Early Years/Childcare Development & Education. Continuing professional development opportunities are always available through relevant training.

All Staff are checked by the Disclosure & Baring Service and have enhanced disclosures.

30. New Nursery Staff

On appointment staff will have the appropriate qualifications and experience for their positions. References are always taken up.

All new staff will need to hold the enhanced disclosure form from the DBS.

31. Fire Precautions

All staff are made aware of the Fire Drill and Emergency Exits. They have been instructed in the use of fire extinguishers (this equipment is serviced and checked yearly) and where they can be located. The Fire Procedure is displayed throughout the Nursery Premises and all new staff and students must read this. Fire Drills are carried out at regular intervals and the time taken to vacate the Nursery recorded in the fire drill book. A risk assessment under the Regulatory Reform (Fire Safety) Order 2005 has been undertaken and is reviewed on a regular basis.

32. Non Smoking Policy

Smoking is forbidden on the Nursery premises. including the front path and driveway.

33. Emergency Closure Procedure

In the event of emergency closure the Manager Bill Hamilton would contact each child's parent/carer. If there is no response on the emergency contact number, then the child would be cared for until collection

34. Outings

As we are fortunate enough to have a large garden for us to play in, the children are not often taken out of the Nursery grounds.

Occasionally we may visit the local shops or park where ratios are kept at 1:3. We take out children in our Holiday club at a ratio of 1:3.

We do however have an annual outing to Clambers at the White Rock in Hastings Bill Hamilton undertake a full Risk Assessment before the visit takes place.

During the visit the adult child ratios are correctly maintained at 1:4.

Contact numbers for parents will be taken, a list of all children and staff including their special needs, a first aid kit and any necessary medication, the accident book and spare clothes. A fully charged mobile phone will be carried at all times. If an accident occurs that requires hospital treatment, the parent will be asked to meet their child and a member of staff at the nearest hospital. Please also read the accident policy.

Holiday club outings follow the above pattern of preparation by the Manager and staff.

Transport to a venue may be by coach, the settings own 7 seater car or taxis hired in. If the trip is to use multiple cars a main register will be used alongside sub registers for each car or taxi/car used.

Any risk assessment for the school or outside visit can be viewed on request to Bill Hamilton or any member of the team. such risk assessments are reviewed on a yearly basis or sooner as may be appropriate.

35. Animals

The Nursery has several goldfish and a rabbit. We also occasionally have baby chicks in the setting. The children are always supervised and reminded to wash their hands thoroughly after touching or handling any animals

36. Insurance

We are insured with Ace Europe. (Insurance documents on Parents Notice Board).

37. Complaints Procedure

Our aim is to provide a good standard of service to your child and hopefully get things right the first time.

We will listen sympathetically to any complaints or comments and treat them fairly and without bias.

Please feel free to discuss any complaints with the Nursery Manager/Owners or any chosen member of staff. Anyone who has a child at nursery has a right to complain if they believe something has been done incorrectly or badly or if something has not been done and should have been.

Should a complaint from a parent be put in writing or in electric form to the setting, we will investigate the complaint and take appropriate action. We will provide the parent and OFSTED with the results of our findings and actions, within 28 days in writing or electric form. Records will be retained for a period of 10 years

If you feel your complaint is serious you can discuss it with OFSTED at the National Business Centre Piccadilly Gate Manchester M1 2WD. alternatively you can telephone the OFSTED Complaints and Enforcement Department on 0300 123 1231.

38. Pick up service from local schools.

Clive Vale Nursery offers a pick up service for children who attend local primary schools. This service applies at lunchtime for reception class children and at the end of the day for our After School Club.

The children will be collected by a member of the Clive Vale Nursery Staff and either driven or walked to their drop off point. The children will be accompanied by a member of staff at all times. The pick up service has no charge but is subject to a minimum of 2 hrs in the setting. (Please see the admissions policy Spring term 2014 on the parent notice board). In the event of a car accident, the member of staff will seek medical attention if necessary and will inform the nursery manager, who will then arrange for parents to be contacted and informed. Please also refer to the outings and accident policies.

39. Story time

At story time the children are divided into two groups. Group 1 children who will be going to school in the following school year and Group 2, two year olds and three year olds who will be remaining in nursery for the

following school year. This gives Nursery Staff the chance to read age appropriate stories depending on the children's abilities and understanding.

40. A typical day

When the children arrive they are encouraged to find their own name tag and choose a peg for that day. On their peg they will hang their bag and their coat. They will then change into their soft indoor shoes. Some parents accompany their children into the nursery and this gives them the opportunity to share any information with staff concerning their child.

All parents must sign the signing sheet in the cloakroom when their child arrives and again when they collect their child.

After saying goodbye the children are free to choose what they would like to play with, seek out their friends or talk to nursery staff about any 'news'.

Those children who are unsettled will be encouraged by staff to join in an activity with other children. If any parent has any concerns when leaving their child they are encouraged to call after a short time to check on their child's progress. There will be a planned adult led activity which is ongoing, usually in relation to a current interest. This may involve gluing, painting, modeling, cooking or gardening. Other small group activities may be simple mathematics games, small world activities, letters and sounds activities, mark making or play dough. Once the children have had a chance for free play they are divided according to key person when they have the chance to play with toys that involve their own interests.

Once the children have been split into their key person groups they will have circle time with their key person. During circle time children will have time to chat to their key person or take part in an activity which has been planned for them. After circle time the children are able to play with toys of their own choice or that have been selected, by their key person, to meet their interests. At 10.20 we have tidy up time followed by storytime. From 10.30 the nursery operates freeflow. At this time children are able to choose from a number of activities both indoors and outdoors. The activities offered during this time are a mixture of child led activities and adult led activities. During this time, children are able to become engrossed in their play and learn from their own interests.

Lunchtime is at 12.00 pm.

Children staying for lunch wash their hands and then sit in small groups at a table. All children need to bring their own packed lunch. Clive Vale Nursery

promotes healthy eating to all children. As part of our healthy eating policy, chocolate including biscuits and sweets in any form eg. fruit winders are to be discouraged in their lunchbox. Please also think about fruit shoots, pepperamis, cheese strings, high fat crisps and dairylea dunkers are a few examples of processed, high salt foods that are aimed at children. Good substitutes are cheese pieces, low fat crisps, fresh fruit, dried fruit, sunflower seeds or low sugar cereal bars. We have also been advised by Environmental Health to ask parents to keep children's lunchboxes in the fridge at home before coming to nursery. Lunchboxes should be out of the fridge for no longer than half an hour. This lessens the risk of contamination from high risk foods.

After lunch the children go into the garden until 1.15 when the afternoon session starts. The afternoon runs along similar lines to the morning. After school club starts at 3.30.

41. Daily Structure

Daily Structure timetables can be found displayed around the setting.

42. The Staff

Mrs. Sian Hamilton: is the Registered Person and Owner of the Nursery. She has completed the HCDUFA foundation course and has an NVQ3 in Early Years Childcare has passed first aid and has a Level 2 Award in Food Safety in Catering.

Mr. Bill Hamilton: is the Manager and Joint Owner, has a B.A.(hons) degree in Early Years. He also passed first aid and has a Level 2 Award in Food and Catering, Level 2 award in Health and Safety and SENco level 1,2. Safeguarding Levels 1 ,2, 3. . Responsible for health and safety the accounts, book keeping, Bill is also responsible for the day-to-day running of the Nursery, staff management and the care learning and play environment.

Laura Dockerill: Nursery Practitioner. Senior Supervisor. Has completed the HCDUFA Foundation Course, Post Foundation Course and NVQ 3,4 in Early Years, she is also a qualified SENco levels I, 2 & 3 has taken courses in Child Protection Basic & Advanced, Makaton, Behavior Management, Level 2 Award in Food Safety in Catering, First Aid and Persona Dolls.

Louise Williams: Supervisor Nursery Practitioner & Child Protection/safeguarding Officer. NVQ 3 in childcare, Cache level 2 in child care has Level 2 Award in Food Safety in Catering, Child Protection Basic &

Advanced and First Aid. Louise has passed the Foundation Degree in Early Years at the University of Greenwich

Emma Roberts: Nursery Practitioner NVQ 3 qualified First aid trained.

Vicky Quaife: Supervisor Nursery Practitioner, Nursery SENco. Has a Cache Diploma level 3 in Child Care and Education, Food and Hygiene Certificate and First Aid. Vicky has passed the Foundation Degree in Early Years at the University of Greenwich.

Caroline Sims: Nursery Practitioner and Deputy SENco Has completed the HCDUFA foundation course and has first aid. Caroline recently passed her NVQ3. Undertaking Foundation Degree in Early Years.

Sharon Brooks: Nursery Practitioner and EYFS Curriculum Manager and setting Deputy Manager has a Dip HE in Educational Studies, BA Degree and is an Early Years Professional. Deputy Child Protection and safeguarding. First Aid.

Tanya Kewley: Has passed an NVQ3 in Early Years, First Aid trained.

Holly Fuller: has passed an NVQ3 in Early Years. First Aid trained.

Dawn Leaney: Nursery practitioner & Student Liason Officer NVQ 3 qualified First aid trained.

Katie Hendy: Apprentice from South Coast College NVQ 2 qualified undertaking Diploma level 3.

Ellie Clement: Apprentice from South Coast College NVQ 2 qualified undertaking Diploma level 3.

Sharon Robinson: Practitioner and 2 year room deputy supervisor, NVQ 3 SENco, child protection first aid.

Chrissy Helsdown: Practitioner NVQ3 first aid.

All staff are CRB/DBS checked to enhanced level, are trained in Paediatric first aid following a comprehensive twelve hour training session retaken every three years. Staff training is on going and can include; behavior management, music for early years, management and planning, observation skills, literacy and numeracy, child protection, inclusion and food hygiene.

43. Funding

Early Years Educational Entitlement (EYEE)

We here at Clive Vale are part of the East Sussex County Council Scheme to offer parents/carers and their children a flexible 15 hours of child care per week for 38 weeks a year this amounts to 570 hours which if required can be stretched over 50 weeks. The funding taken over 38 weeks gives 3 x five hour sessions either am and pm. The am session is 8.00 - 1.00pm and the pm session is 1.00 - 6.00pm. Should you take advantage of the 50 weeks stretched offer we add a further 30 free hours to the 570 making

600 hours over the 50 weeks which gives 3 x four hour sessions either am or pm. The other change is that if you move your child mid term the funding stays with the school and is not transferable. You would have to wait until the start of a new term to get funding elsewhere. Please ask a member of staff if you wish to take the benefit of these extra hours that are free for your child.

A child attending mainstream school: - In the reception class the school automatically receives the grant even if the child attends only half days. Times that the EYEE does not cover must be paid for in full at £4.60 an hour.

Clive Vale Nursery School will inform you when your child is eligible to receive the EYEE and you will be asked to sign a headcount form, to confirm which sessions are being claimed and whether your child attends another setting. You will be informed of how much your Child's fees will be each week. Two year old funding is also available at Clive Vale Nursery School for eligible children. Please ask Bill Hamilton for further information.

Parents please note that EYEE covers 15 hours per week for 38 weeks the Nursery operates 40 weeks of term times per year therefore parents/carers will be expected to pay for the two weeks not covered by EYEE at the current rate of charge.

44. Practice Guidelines

During your Child's time at Clive Vale Nursery we will record all our observations in their Tracker Record and their Learning Journey Scrap Book. These observations cover the seven areas of learning

Planning ensures that each area is implemented throughout the year. Our Planning consists of;

Long Term Planning-This provides an overview of the range of learning opportunities that will be offered and guarantees that all seven areas are given equal emphasis. Short Term planning that being weekly and on a daily basis. This planning will take into account the differing levels of ability a child may have. Activities are evaluated and these evaluations used in future planning and to assist in the recording of observations for the Childs Learning Journey in line with the New Foundation Stage Curriculum.

45. The New Early Years Foundation Stage Curriculum (EYFS)

At Clive Vale Nursery we follow The Early Years Foundation Stage Curriculum (EYFS), which was revised in September 2012. The EYFS exists to support all professional working within Early Years to help children. And was developed by a number of Early Years experts and parents. The EYFS explains how children will be learning to support their healthy development, and also gives practitioners a guideline of where children should be in their development.

Children should mostly develop the three prime areas first. These are:

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

These prime areas are the ones that are most important for children's future learning and development. As children become confident in the three prime areas this will help them develop skills in the four specific areas of learning These are:

1. **Literacy**
2. **Mathematics**
3. **Understanding the World**
4. **Expressive Arts and Design**

These seven areas of learning are used to plan for children individually and are also used to track children's progress on a termly basis.

Children are learning in all these areas in a wide variety of ways. The most important part of learning at this stage is that it should be fun. At this age children are learning to make friends and be part of a group. They are becoming more independent. They are talking about their play and their thoughts. They enjoy playing the part of the adult, either in the home or acting out a job such as a firefighter.

All children learn in different ways that suit them.

Children's learning can take place anywhere. This can be in a pre-school setting, at home, in the garden, with a child-minder or other carer. We all have the skills to help children learn.

The New Early Years Foundation Stage Curriculum was updated in 2012 and underpins everything that we do, from planning, to observations and

recording children's progress. This forms the basis of how Ofsted will inspect us and develops positively the outcomes for the children at our setting. As part of the revised EYFS we are now required to carry out a **two year check** in order to highlight any ongoing additional needs that a child may have. This check will be completed by the child's key person in partnership with the parents, and will take place between the ages of 2 and 3 years.

The aim of the EYFS is to help children achieve the Every Child Matters five outcomes which are:

- **Staying safe**
- **Being healthy**
- **Enjoying and Achieving**
- **Making a positive contribution**
- **Achieving economic wellbeing.**
-

The EYFS aims to help children achieve 5 outcomes by:

1. **Settings standards**
2. **Promoting Equality of Opportunity**
3. **Creating a framework for partnership working**
4. **Improving quality and consistency**
5. **Laying a secure foundation for the future learning and development.**

The EYFS has four Principles which are grouped into 4 themes as follows:

1. **A Unique Child** - Principle- Every child is a competent learner from birth who can be resilient, callable, confident and self-assured.
2. **Positive Relationships** - Principle - Children learn to be strong and independent from a base of loving secure relationships with parents and/or a key person.
3. **Enabling Environments** - Principle - The environment plays a key role in supporting and extending children's development and learning.
4. **Learning and Development.** Principle - Children develop and learn in different ways and at different rates and all areas of learning and development are equally important and inter-connected.

To further look at the Principles and Themes of the EYFS please look on the EYFS board in the cloakroom.

Below is a brief explanation of the areas of the curriculum that we follow in the setting on a daily basis.

- [Personal, Social and Emotional Development](#)

This area is about children becoming competent learners, wanting to join in with new things and even starting new ideas of their own. This area of learning is mainly concerned with becoming confident and developing social skills. It concentrates on three aspects which are, making relationships, self-confidence and self-awareness and managing feels and behavior. Being secure in these aspects helps children to become competent learners.

- [Communication and Language](#)

Children need to be able to communicate effectively for all other aspects of learning. At this stage children will be learning new words rapidly and developing language skills. They will learn them at home, from friends and in the pre-school setting. They need to practice these new skills. By spending time talking and listening to your child you are helping in this process. Give children the language to copy. They will make mistakes at first; rather than keep correcting them just repeat what they have said using the correct language.

Communication is not just about being able to talk. Children need to be able to listen and understand what is being said. We can give children the confidence to talk about their ideas and thoughts by listening to them. The aspects of communication and language are listening and attention, understanding and speaking. Being able to communicate effectively, whether this be through makaton signing, using makaton symbols or speech, is fundamental to all aspects of learning and creating a language rich environment we are supporting children to become effective communicators.

- [Physical Development](#)

Along with the other two prime areas of learning, physical development underpins children's learning. A child's physical development has an effect whether or not they will become an active learner. This area of development deals with both gross and fine motor skills. It supports their use of equipment, large and small, and also includes aspects of self-care like hand washing and toileting. The Aspects of Physical Development are moving and handling and health and self care.

- [Literacy](#)

This area of learning concentrates on building the foundations that are needed in order for children to learn to read and write. This involves listening for and trying to pick out initial sounds and rhyming sounds. This can be supported by reading rhyming books, singing nursery rhymes and opportunities for mark making. Here at Clive Vale Nursery we have time set

aside for children to play letters and sounds games. More detail about this is given below. The aspects for this area of learning and development are reading and writing.

- Mathematics

This area of learning is concerned with counting and number recognition as well as problem solving and using mathematical language such as bigger, smaller, heavier, lighter etc. The children are given lots of opportunity to develop their mathematical skills through their own play and adult led activities. The aspects of this area of learning and development are numbers and space, shape and measure.

- Understanding the world

This area of learning helps the children to understand the world that they live in and how things work. They learn about the world by talking about home and past events, the jobs that people do, by using construction toys and ICT equipment and by taking about the features of their environment, both indoor and out. The aspects of understanding the world are people and communities, the world and technology.

- Expressive Arts and Design

This area of learning is about developing children's confidence in their ability to be creative. Children should have the opportunity to re-create experiences in a variety of ways. Children are given the chance to express their ideas by drawing, modeling or painting. When children draw or paint what they have learnt they will remember. Children are encouraged to draw what they see. This is not the same as copying something or colouring something in. Children are given the opportunity to explore different materials, such as play dough, clay and fabrics. They may paint with fingers, rollers and sponges as well as brushes. Pens, pencils and crayons all have different effects.

This area also covers music and pretend play. Children are encouraged to develop their imagination in many ways. This can be through role play, acting out everyday situations in the home corner. Pretending to have a tea party is a way of practicing skills they have learnt. They may also use small world toys, such as farm animals or dinosaurs. A box of dressing up clothes allows them to become doctors, police officers or fire fighters, in fact anything they want. Again aspects of this area of learning and development are exploring and using media and materials and being imaginative.

46. Letters and Sounds Policy

We will encourage children to hold a pencil correctly and use scissors safely. We will also encourage children to recognize their own name in print and where a child shows interest we will support the writing of their own

name. At Clive Vale Nursery School we follow phase one of the letters and sounds programme, which concentrates on sound work and building foundations for children so that they are ready to learn reading and writing in their reception year. Phase one of letters and sounds can be found on the national strategies website at <http://nationalstrategies.standards.dcsf.gov.uk>.

47. Children's Welfare

The EYFS now covers the children's welfare and there are 5 welfare requirements which we work towards in our setting as read in the document above they are:

1. Safeguarding and promoting children's welfare.
2. Suitable person.
3. Suitable premises, environment and equipment.
4. Organization.
5. Documentation.

Thank you for taking the time to read our Policy and Procedure Document

On your child's application form you will need to sign to say that you agree with all our policies and procedures. This is an important document. If there are any questions regarding its content please see a member of staff.



Please re-read this document from time to time as it is reviewed and amended three times a year once each term.

This policy document has been reviewed and updated by Bill Hamilton, Sharon Brooks and
all the
Nursery Team at Clive Vale Nursery School in August 2014.

Next revue date 5th January 2015
Signed by

W E Hamilton B.A (hons) Manager