



## A little bit about us...

The Nursery is set in beautiful parkland and has been providing childcare since 1978. We are open all year and provide childcare and education to children from three months to five years plus a summer holiday club for five to seven year olds.

We have a dedicated team of approximately 50 members of staff. Our senior management team includes the following:

Dawn Saunders – Business Operations Manager  
Lucy Rose – Early Years Practice Manager  
Donna Forsyth – Deputy Manager  
Teresa Warren – SENCO & Inclusion Officer  
Ella Frost - Finance and Administration Manager

[ds19003@essex.ac.uk](mailto:ds19003@essex.ac.uk)  
[l.rose@essex.ac.uk](mailto:l.rose@essex.ac.uk)  
[dfors@essex.ac.uk](mailto:dfors@essex.ac.uk)  
[twarren@essex.ac.uk](mailto:twarren@essex.ac.uk)  
[nursery@essex.ac.uk](mailto:nursery@essex.ac.uk)

We are inspected by **Ofsted** (Office for Standards in Education) to ensure children get the best care and education possible. Our most recent inspection took place in February 2020 when the nursery was awarded **OUTSTANDING!**

*"Confident, strong and extremely keen little learners enter the nursery with ease"*  
(Ofsted 2020)

## Our Rooms

Our room structure means children can receive targeted care suitable for their age and stage of development; we carefully consider the needs of your child before we move them to the next room. We will work closely with you to decide when the time is right for your child to move up and will arrange trial sessions for you both so that your child is comfortable in the new room before they are left with their new key person.

Poppy room (0-14months)  
Daisy room (12-24months)  
Sweetpea & Bluebell rooms (24-36months)  
Maple & Cedar rooms (36months+)

You will notice that our rooms are natural looking with white walls and natural displays. This is purposeful to create a calming and welcoming atmosphere. We introduce colour



learn, play, discover





through displays and activities across the setting. We also play with natural open ended resources avoiding too many plastic toys which helps to develop children's creativity. All children at our setting learn through play, they play with real resources, take managed risks, make many of their own choices to promote independent young learners that feel safe to question and explore the world around them.



*"Children play, learn and explore in a vibrant and stimulating environment"*  
(Ofsted 2020)



learn, play, discover





## Key Person Approach and settling in sessions

*"Children part from their parents and carers and are affectionately greeted by staff who have an in-depth knowledge of their individual likes, dislikes and needs"*

*"All children make exceptionally good progress from their starting points, including children with special educational needs and/or disabilities and those who learn English as an additional language"*

*(Ofsted 2020)*



Your child will be assigned a 'Key Person' in each room. This dedicated member of staff will be your child's 'special person' during their time in the specific room and will observe their development, build a close relationship with them and be the main point of contact for you. It is a statutory requirement that we use this system. The key person will work closely with you and your child to help you settle; the free settling in sessions normally last approximately 1.5 hours and take place the week before your child is due to start. We will book two settling in sessions with you, however, if your child is still not ready to be left we are happy to book more for you.

Things to note;



learn, play, discover





- You can arrange to meet with your child's key person at any time. However we organise termly parent meetings with you to discuss your child's progress and development.
- You will be kept updated about your child through verbal daily feedback at the end of each session. For children under 3 years all parents will receive a daily report through our Nursery Genie system so you can check your child's daily activity and progress. Meals, sleeps and toileting will all be recorded this way.

**Please also 'like' our [Facebook page](#) and follow us on [Instagram](#).**

*"Staff have superb methods of communicating with parents on a daily basis as well as through effective parents meetings and evenings"  
(Ofsted 2020)*

### **Personal care routines**

We will endeavour to follow the daily routines for young children to support the patterns that you have implemented at home. As your child gets older, we begin to introduce routines in order to prepare children for school.

### **Nursery promises**

The nursery implements 5 nursery promises that are celebrated across the whole setting. All staff promote and role model our promises throughout every day to ensure every child equally feels welcomed, valued and accepted. We ask the children to also show care and respect for our nursery environment.

Our promises are;

- 1. To be kind and gentle to each other**
- 2. To share and take turns**
- 3. To listen to each other**
- 4. To take care of books and toys**
- 5. To use our walking feet indoors**

*"Children show high levels of respect for each other and for their environment"  
(Ofsted 2020)*



**learn, play, discover**





## Parent partnership

As your child's parents and carers you know your child best this is why we value our partnerships with parents so highly. We invite you to work alongside us to achieve the best possible outcomes for your child through regularly communicating.

We also invite parents in to various events throughout the year to celebrate with your child. The nursery also holds a summer fair and winter fair every year.



*"Partnerships with parents are excellent. Parents are encouraged to play an extremely active role in their child's nursery life"*  
(Ofsted 2020)



learn, play, discover





## We follow The Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage is organised into the following seven areas of learning:  
Prime Areas (these are the focus for learning for children under three years old)

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

Specific Areas (these are the focus after the child has developed in the prime areas of learning)

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

Further information about the seven areas of learning is available on request.

**Assessment of children is a statutory requirement** of the EYFS; therefore, we continuously observe and assess the children during their time at the Nursery. These observations and assessments are then used by the child's key person to record the child's achievements, learning and development and to plan his/her next steps. We will meet with you each term (every 12 weeks) to discuss your child's development and set learning targets for the next term; if you need to meet with your key person at any time before the meeting takes place, please request a meeting.

*"Their learning needs are superbly assessed and planned for by extremely highly skilled and confident staff"*  
(Ofsted 2020)

### Tapestry

The registration pack includes a permission form for Tapestry; this is an online learning journal. We use this method to record all of your child's developmental progress and achievements while they are at nursery. When you join we will set you up with an account



learn, play, discover





to access your child's journal any time you wish using a simple app. We also encourage you to upload your own observations at home; these are a great way to build parent partnership and are fantastic opportunities for conversation with your child about their home life.

Please see <https://tapestry.info/> for more information or speak to your key person if you are having problems logging on.

## Two year development check

When your child turns two we will carry out a developmental progress report to ensure your child is meeting all of their milestones, this will highlight if there are any concerns. This check will be shared with you and for some children this will also be reviewed alongside the Health visitor at our setting (integrated review).

## Learning through play

We acknowledge that all children are different, with individual interests and abilities, because of this we offer a wide range of opportunities for the children to engage in each week, the days and nature of the activities may vary each term.

**Forest schools**, we are an outdoor learning Nursery and value the vast experiences that children can enjoy in the natural world around them, the outstanding gardens that we have at our Nursery is a starting point for the children who then go on to spend time in our woodland area on campus, building dens, exploring natural objects and also developing their large motor physical development. The outdoors offers freedom and challenge that the children cannot experience in a classroom environment.

*"Dynamic and extremely enthusiastic staff lead forest school. They learn how to take risks and are provided with exceptional opportunities to learn outdoors"*

*(Ofsted 2020)*

**Healthy heart** sessions are held weekly in our campus Sports Centre, the children engage in exercise and yoga activities and use this opportunity to develop their knowledge of exercise and healthy lifestyles.



learn, play, discover





**Didi Dance** sessions are held weekly and promote singing, counting, phonic rhymes and topics of interest. The classes are a great way to develop the children's listening and attention skills as well as following instructions.

We have an **Allotment and nature garden** within our Nursery gardens; the children are responsible for maintaining this area each week and grow fruit and vegetables that they can then eat.

We have an **Enquiry based teacher** that works with our preschool children in small groups to allow children the opportunities to solve their own problems, answer their own questions and theories. Meaning topics are led by the children and used to explore the natural curiosity that the children have regarding the world around them.

*"Budding artists are provided with excellent opportunities to develop their creative talents and express themselves through art and design"*

*(Ofsted 2020)*

The nursery also has a number of **pets** within the room to teach the children to care and love for living things. Our pets range from fish to snails to chickens and birds. Please be sure to add any allergies to your child's registration pack.



learn, play, discover





## Dietary Requirements

We use a bespoke nursery catering service that prepare our food off site and deliver to us; we then cook the food and serve to the children. This service is called The Professional Nursery Kitchen.

The menu is seasonal and reflects the diverse culture of the children that attend Wivenhoe Park Day Nursery. We are always looking to improve our menus and welcome any comments or suggestions you may have.

For more information on the Professional Nursery Kitchen please see their website.  
[www.theprofessionalnurserykitchen.co.uk](http://www.theprofessionalnurserykitchen.co.uk)

We are able to cater for special dietary requirements and also promote a 'nut free' environment.



learn, play, discover





## Nappies & wet wipes

You are required to provide your child with nappies of your choice, please provide your own wet wipes.

## Nursery Bags

We will provide a bag for your child to hang on their nursery peg. This should include:

- Spare clothes (more than 1 set if your child is potty training and spare shoes are helpful too)
- Nappies and wet wipes
- Sun hat/winter hat
- Scarf, gloves, wellington boots.

## Safeguarding

If we are concerned for the wellbeing of any child in our care we have a duty to inform the Children and Families Hub at Essex County Council. Our aim is always to work with families. We will inform you of any plans to make onward referrals and will work alongside you and support you. However we do not have to inform you first if we believe that in doing so we may put the child in additional danger. Please see our Safeguarding Policy for more information.

*"Managers and staff are extremely knowledgeable about their responsibilities with regards to safeguarding children"*  
(Ofsted 2020)

## Inclusion

Teresa Warren has been working at the Nursery since 1998. Her role is to help promote, co-ordinate and monitor equality of opportunity for children and their families. Teresa will support the implementation of a single equality scheme within the Nursery and will lead



learn, play, discover





our Equality Working Group, which helps decide and discuss the future of the Nursery in relation to inclusive practice.

Teresa works to ensure that we are meeting the specific needs of your child; sometimes this means that we may need specialist advice from other professionals, if this is the case we will keep you informed and share all information with you. Please see our Special Educational Needs Policy (SEND) and our local offer for further details.

## **Celebrations and Festivals**

Our Nursery is very multi-cultural; we embrace this by learning about a wide range of countries, cultures and traditions. Each room will vary in the way they introduce these topics, depending on the age group of the children.

If there are any celebrations you would like us to introduce to the children or any events you would like to lead please inform your key person or speak to Teresa [twarren@essex.ac.uk](mailto:twarren@essex.ac.uk)

It is important that your child maintains your home language and continues to use it alongside English. We use visual aids and timetables to support children's communication and understanding. We have a selection of dual language stories you may borrow to share at home as well as a collection in various languages.

*"Children who learn English as an additional language are expertly supported"  
(Ofsted 2020)*

## **Sing and sign**

The nursery is a fully trained and affiliated nursery in Sing and Sign. Sing and sign is similar to Makaton using signs to support communication. The children are introduced in signing from when they start in Poppy room and upwards.

Our three nursery signs are;



**learn, play, discover**





## Sing and Sign Vocabulary

Drink



Mime tipping a cup up to your lips

Eat



Bunched fingers moved towards your mouth

Toilet



Third finger crosses your body to make two small upward brushes high on the opposite collarbone

## Guidelines for illness / Infectious illnesses

If your child has a high temperature/fever and you feel they would not cope with a busy Nursery day or are not well enough to play outside it may be suitable for them to rest at home.

### ANTIBIOTICS:

A child on antibiotics should only be at Nursery if they have had the antibiotics in their system for 48 hours and are well enough to attend.



learn, play, discover





DIARRHOEA and/ or VOMITING:

Exclusion of 48 hours from last episode of diarrhoea or vomiting.

CHICKEN POX:

Exclusion of (at least) 5 days from the onset of the rash.

All blisters should be scabbed over and the child should be able to cope with the Nursery day.

HAND, FOOT AND MOUTH:

No exclusion, however, while the child is unwell he/she should be kept away from the Nursery. The child should be able to cope with the Nursery day.

IMPETIGO:

Exclusion until lesions are crusted and healed and / or 48 hours after commencing antibiotic treatment.

SCARLET FEVER:

The child can return 24 hours after commencing appropriate antibiotic treatment. The child should be well enough to cope with the Nursery day.

CONJUNCTIVITIS:

No exclusion.

HEAD LICE:

No exclusion. Treatment is recommended only in cases where live lice have been seen.

HIGH TEMPERATURE:

Staff will contact parents/carers if their child's temperature is raised and will follow the Nursery's policies and procedures. Normal Thermoscan ranges by age:

0 – 2 years 36.4 – 38.0°C

3 – 10 years 36.1 – 37.8°C

**If you require us to administer medicine for your child you must complete a medicine form before we can administer the medicine.**







### OPENING TIMES

<b>FULL TIME:</b>	<b>Monday to Friday</b>	<b>8.00am</b>	<b>to</b>	<b>6.00 pm</b>
<b>SESSIONS:</b>	<b>Morning</b>	<b>8.00am</b>	<b>to</b>	<b>1.00 pm</b>
	<b>Afternoon</b>	<b>1.00pm</b>	<b>to</b>	<b>6.00 pm</b>
<b>Funded users only</b>		<b>1.00 pm</b>	<b>to</b>	<b>4.00 pm</b>

### STAFF FEES:

	<b>Morning</b>	<b>Afternoon</b>	<b>Whole Day</b>
<b>0 - 3yrs</b>	<b>£29.75</b>	<b>£29.75</b>	<b>£51.75</b>
<b>3 - 5yrs</b>	<b>£27.70</b>	<b>£27.70</b>	<b>£48.20</b>

### STUDENT FEES:

	<b>Morning</b>	<b>Afternoon</b>	<b>Whole Day</b>
<b>0 - 3yrs</b>	<b>£28.75</b>	<b>£28.75</b>	<b>£50</b>
<b>3 - 5yrs</b>	<b>£26.50</b>	<b>£26.50</b>	<b>£46.10</b>

### GENERAL PUBLIC FEES:

	<b>Morning</b>	<b>Afternoon</b>	<b>Whole Day</b>
<b>0 - 3yrs</b>	<b>£31.80</b>	<b>£31.80</b>	<b>£55.30</b>
<b>3 - 5yrs</b>	<b>£29.80</b>	<b>£29.80</b>	<b>£51.85</b>

- Flexible benefit is available for members of University staff and helps reduce your childcare costs, please ask for more information.
- Childcare vouchers are accepted at the Nursery.
- We are part of the tax free childcare scheme.

The nursery is committed to excellence in the care of children and we want every child to be given the best opportunity to settle in and become part of our nursery family. We believe that this is achieved by regular and consistent nursery attendance. We therefore require each child to attend a minimum of two sessions spread over more than one day each week.



**learn, play, discover**





### Early years funding

- 15 hours funding is available for some two year old children please visit [www.essex.gov.uk/Education-Schools/Early-Years-Childcare/Help%20paying%20for%20childcare/Pages/Two-year-old-Free-Early-Education-Entitlement.aspx](http://www.essex.gov.uk/Education-Schools/Early-Years-Childcare/Help%20paying%20for%20childcare/Pages/Two-year-old-Free-Early-Education-Entitlement.aspx) for more details.
- The term **after** your child turns three, they will be entitled to claim Free Early Education Entitlement from the government, 15 hours of childcare per week, over 38 weeks of the year (term time). You will be responsible for the full fees at our published rate outside of term time. Please ask Reception for further details.
- Pupil premium is allocated to children whose families have a low income, the money is used to enhance the Nursery provision, please indicate on your funding form if you think you may be eligible.
- 30 hours free funding is also available for working parents when their child is three years old or over. Please see the HMRC website for further information.

### Charges information

If the Nursery has to close or we take the decision to close due to events or circumstances that are outside our control, we shall be under no obligation to provide alternative childcare facilities to you. If the closure exceeds 3 days in duration (excluding any days when the Nursery would otherwise be closed), we will credit you with an amount that represents the number of days the Nursery is closed in excess of 3 days.

We charge a late fee for parents who are consistently late collecting their child, please see our terms and conditions for further information.



learn, play, discover





## Complaints

If you have any concerns regarding the services we provide, please discuss these with your child's key person, or alternatively the room senior. If these concerns have not been resolved to your satisfaction please contact Donna Forsyth (Deputy Manager) or Lucy Rose (Early Years Practice Manager) Customer satisfaction is of paramount importance to us. For further information please see our complaints policy.

## Polite request

Unless we specifically request otherwise your child should not bring any of their own toys to the Nursery. If they do bring toys with them, we accept no responsibility for any loss or damage to those toys or injury they may cause to other children in the Nursery.

**For access to our policies and procedures please visit the Nursery  
Reception parent's information area.**

### **Please remember:**

- *It would be helpful if you call us when your child is absent, otherwise the staff will call you to find out why your child has not come in.*
- *Immediately inform us of any changes to your contact details.*
- *Keep us informed as to the identity of the person/s who will be collecting your child.*
- *If the person collecting your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not pass your child into their care.*
- *Inform us if your child is the subject of a court order and provide us with a copy of such order on request.*
- *Immediately inform us if you are unable to collect your child from the Nursery by the official collection time.*
- *Inform us as far in advance as possible of any dates on which your child will not be attending the Nursery. We may contact you if your child does not attend without explanation. We have a duty of care to check everything is okay and also to make sure we have the correct dinner orders and staffing levels for the children.*



learn, play, discover





*"Staff effectively help children to be confident, purposeful and capable learners who are well prepared for starting school."  
(Ofsted 2016)*



learn, play, discover