



## 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

[ds19003@essex.ac.uk](mailto:ds19003@essex.ac.uk)

Lucy Rose – Early Years Practice Manager

[l.rose@essex.ac.uk](mailto:l.rose@essex.ac.uk)

Teresa Warren – SENCO & Inclusion Officer

[twarren@essex.ac.uk](mailto:twarren@essex.ac.uk)

Kate Cryne – Finance and Administration Manager

[kc25224@essex.ac.uk](mailto:kc25224@essex.ac.uk)

Danielle Gill – Receptionist

[dq22010@essex.ac.uk](mailto:dq22010@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 March 2024 when the nursery was awarded GOOD.

*“Parents are extremely pleased with the progress their children make at the nursery”.  
(Ofsted 2024)*

## 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.



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Poppy room (0-14months)

Daisy & Buttercup rooms (12-24months)

Sweetpea & Bluebell rooms (24-36months)

Maple, Chestnut & Willow 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 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 are happy and settled in this inclusive nursery."  
(Ofsted 2024)



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## Key Person Approach and settling in sessions.



“The key-person system and settling-in procedures ensure that children settle quickly.”

“Children with special educational needs and/or disabilities (SEND) are well supported. The special educational needs coordinator is passionate about her role and has a good understanding of her responsibilities.”

*(Ofsted 2024)*

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;

- 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 3years 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 look out for our newsletters and ‘like’ our Facebook page.**



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*“They [parents] appreciate the excellent communication they receive about their children's development. They comment that children with SEND are supported well to make the same good progress”.*

*(Ofsted 2024)*

### **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 benefit from interactive storytelling throughout the day... They use this time to help children recognise their feelings and emotions”.*

*(Ofsted 2024)*



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



## 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



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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.

*"The leadership team is passionate about providing a high-quality service"  
(Ofsted 2024)*

## **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 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).



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## 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.

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

The nursery often engages with **external partners** to deliver workshops for children's learning and development, for example, some of the activity provision has been to offer: Yoga, Spanish lessons, Sing and sign, Diddi Dance, Super Star Sports.

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.



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Our preschool children will work in small groups to allow children the opportunities to solve their own problems, answer their own questions and theories. Any topics are led by the children and used to explore the natural curiosity that the children have regarding the world around them.

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

## Dietary Requirements



We have a wonderful nursery Kitchen Chef Manager who works with a team to prepare, cook, and serve a healthy variety of home cooked dishes for the children. 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 our menu's please see our website or request a copy of our current menu when you email or visit the nursery.

We can cater for special dietary requirements for those children with allergies and intolerances.







## Nappies & wet wipes

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

## Nursery Bags

We will provide a bag for your child to hang on their nursery peg. You 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.
- Named empty clear water bottle for the summer months

## 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.

*“The arrangements for safeguarding are effective. There is an open and positive culture around safeguarding that puts children's interests first”.*

*(Ofsted 2024)*

## 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



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implementation of an Early Years Equality Scheme and action plan within the Nursery and will lead our Equality Working Group, which helps decide and discuss the future of the Nursery in relation to inclusive practice.

Teresa is our SENCO (Special Educational Needs Co-Ordinator) and 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.

*"Parents appreciate that staff celebrate their cultural festivals which are important to them. This helps children learn about each other's similarities and differences."  
(Ofsted 2024)*

*"Staff role model and extend children's language effectively...This helps younger children to learn new words".  
(Ofsted 2024)*



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## **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.

### 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. A normal temperature for a child under 5 years old is 36.4 – 38.0°C. Please see NHS website for further information in relation to high temperatures in children:

<https://www.nhs.uk/conditions/fever-in-children/>

**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>

**GENERAL PUBLIC FEES (PER SESSION):**

	<b>AM or PM session</b>	<b>Whole day</b>
<b>0-2 years</b>	<b>£44.15</b>	<b>£88.30</b>
<b>2-3 years</b>	<b>£43.50</b>	<b>£86.50</b>
<b>3-5 years</b>	<b>£41.50</b>	<b>£83.00</b>

**\*Effective from 1st August 2025.**

**Fees are discounted for Staff & Students and will be confirmed on application with the Nursery.**



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- **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.**
- **Invoices are sent monthly.**

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.

### **Early years funding**

Here at Wivenhoe Park Day Nursery, we want our families to be aware of government support they can access when using our services. Thousands of families could be saving money on their childcare costs. But some simply don't know what support they might be eligible for, so we are sharing information from the 'Childcare choices' website who have put together all the existing childcare offers in one place, so parents can get the help that fits their family. This could be through Tax-Free Childcare, 15/30 hours Childcare, or Universal Credit Childcare. Some families might be eligible to use more than one childcare schemes together and get the most out of it.

The nursery is well versed in supporting families through their funding applications and we will talk you through it when the time comes. Visit <https://www.childcarechoices.gov.uk/> for more details.

### **Charges information**

If the Nursery must 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.



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

### **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 Dawn Saunders (Operations 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, encourage your child to pop them into their bags before entering the room. 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.

“Staff ensure each child feels welcomed.”  
*Ofsted 2024*



**We look forward to your family joining the nursery.**



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