



Lavender Farm Nursery  
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West Midlands  
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Nursery Manager Sian Stevens



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## Aims and Objectives of Lavender Farm Nursery

At Lavender Farm Nursery we aim to:

Provide good quality integrated care, education and support for the individual needs of children, their families and the local community, through a holistic approach provided by a multi professional staff team, in a safe, stimulating and happy environment.

We positively encourage involvement of parents/carers so that we can work in partnership.

To allow the children to reach their maximum potential we provide a balance of activities and experiences appropriate to the age and stage of development for all the children that attend.

We welcome each child and adult, regardless of their background into an environment that values, respects and can offer support.

### Opening Hours

Lavender Farm Nursery is open 8.00am to 6.00pm, Monday to Friday. We are open all year round except for the Christmas break and Bank Holidays. These dates will be published in advance.



We do advise as this is a very long day that children therefore attend for no more than 9 hours a day. We offer a minimum of 2 days or 3 half day sessions.

Children can access part time sessions 8:00am to 1:00pm or 1:00pm to 6:00pm. You can bring and collect your child at any time within the session times to suit your family's needs.

Please contact the nursery before 10.00am if your child will be not be attending on that day.

In the event of severe weather please phone nursery before you leave home to ensure that

2 members of staff have arrived.

### Fees & Terms and Conditions of Contract

<b>Session type</b>	<b>Details</b>	<b>Cost</b>
Full day	Between 8am and 6pm. Breakfast, lunch, dinner and snacks will be provided	£45
AM session	Between 8am and 1pm. Breakfast, lunch and snacks will be provided.	£29
PM session	Between 1pm and 6pm. Dinner and snacks will be provided.	£29
Term time day	Between 8am and 6pm. Breakfast, lunch, dinner and snacks will be provided. Fees will only be chargeable during term time.	£54
Term time AM	Between 8am and 1pm. Breakfast, lunch and snacks will be provided. Fees will only be chargeable during term time.	£35
Term time PM	Between 1pm and 6pm. Dinner and snacks will be provided. Fees will only be chargeable during term time.	£35

### Fees must be paid for at the beginning of each week/month between the hours of 8.30am and 5.30pm

- A £20.00 non-returnable deposit is payable. This will be deducted from your final invoice providing one month's notice is given in writing.
- Full fees are payable in the event of your child being off sick from Nursery.
- Full fees are payable for Bank Holidays and 2 weeks Christmas holiday.
- The Nursery will have an average of 2 training days per year. You will be notified of these and not be required to pay fees.
- Nappies, wipes and creams are to be provided by parents and Formula milk for those babies that require it.
- Late fees may be chargeable if children are not collected before the end of their session time, at a rate of **£15** per 15 minutes.
- In the event of fees being outstanding, a £5.00 late fee charge will be payable for each day, up to 5 working days. At this point you will, at the manager's discretion, receive notice to withdraw your child from the nursery.
- Unpaid accounts will be pursued through the court.
- One Months Notice is required if you wish to withdraw or change your child's sessions. If

withdrawing, your child's last invoice is payable 2 weeks before the leaving date.

- We will give you One Months Notice if we need to cancel or change your child's sessions

**Any Accounts left owing Money will result in your child not being able to access future services provided by Lavender Farm.**

All our staff and students have undergone checks via the Criminal Records Bureau and have had to supply two references. Everyone undergoes an induction process, and training will be ongoing for all staff.



### Staffing

At Lavender Farm Nursery we work on a high adult child ratio. We believe this is essential for providing good quality childcare.

Ofsted minimum staff ratio requirements are

Children under 2 years 1:3

Children aged 2-3 years 1:4

Children aged 3-5 years 1:8

Lavender Farm Nursery is registered with Ofsted and all our staff and students have undergone checks via the Criminal Records Bureau and have had to supply two references. Everyone undergoes an induction process, and training will be ongoing for all staff.

We can accommodate 12 children under two years old, 40 children aged two to three years and 72 children aged three to five. We also provide Breakfast and After School club services.

### Meals

At Lavender Farm Nursery meal times are viewed as an important opportunity to develop social skills and independence. Children are seated and enjoy their lunch together in a friendly and relaxed atmosphere.

Breakfast, lunch, tea and snacks are served and are part of a nutritiously balanced diet avoiding large quantities of fat, salt, additives, preservatives and colourings. Lunch is served at 11.30pm. A vegetarian option is always available and other dietary requirements can be catered for. Babies weaning can be offered the hot meal selection liquidised or mashed to meet their individual needs.



Children attending afternoon sessions will need to have eaten lunch before they arrive.

## Play

Play is a vital part of young children's learning. Through play, children explore ideas, feelings and relationships. Play helps to promote risk taking, allows them to make mistakes and try things out without them failing. Quality play promotes confidence and well-being.

Young children are active learners. From birth they have a need to make sense of their world. They long to explore, examine and understand it.

Early Learning includes:

- 1 Exploring, investigating, problem solving
- 2 Representing and communicating ideas and feelings
- 3 Creating imaginary worlds and stories
- 4 Interacting and exchanging ideas with others
- 5 Talking and discussing, puzzling and reflecting
- 6 Watching and listening, repeating and practising

We believe it is important to extend the Childrens joy, imagination and excitement of the world around them. Encouraging them to explore real and imaginary worlds and form positive social relationships.



We encourage children to explore their environment in a wide range of activities to support their learning through play both inside and outside.

Outside the building is a specially designed secure outdoor play space. The children have

access to the outdoors at all times during the day in All Weathers.

Please don't send your child in their best clothes. We cannot take responsibility for wear and tear on clothes.

*They will get dirty through their play.*

### The Early Years Foundation Stage

To ensure we are providing the best learning opportunities for our children we work to the governments' document known as The Early Years Foundation Stage Curriculum.



The Framework is based on a holistic view of development and celebrates the skills and competences of babies through to young children. It emphasises the connections between children's growth, learning and development and the environment in which they are cared for and educated.

It sets out seven areas of learning for children from the Birth to the age of Five:

- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Mathematics
- Understanding of the World
- Physical Development
- Expressive Arts and Design

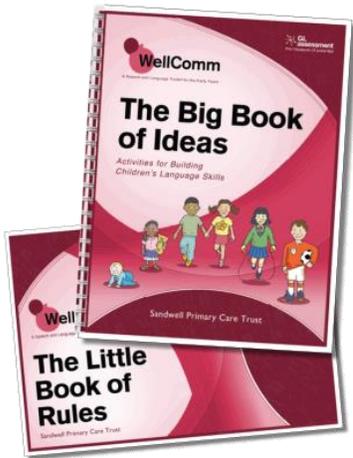
Exploration, discovery, play, communication and talk, both in and out of doors, are seen as vital to a child's learning. The new curriculum also emphasises the processes that children go through when learning and how they learn, known as the Characteristics of Effective Learning. Staff ensure a balance of characteristics are used throughout planned activities to ensure all learning styles are catered for.



Staff carry out regular observations on the children to ensure that their individual development needs are recognised and then met. Every child is recognised as an individual and it is understood that they develop at their own pace.

The Early Years Foundation Stage also sets out specific welfare requirements for the care of the children which we adhere to as a nursery setting.

## WellComm Screening



Within the daily routine of the nursery we carry out activities that promote the use and understanding of language. In addition to this, the WellComm toolkit, which can be used from babies through to five year olds, allows us to assess children's language skills development in order to provide appropriate intervention and support where necessary. Children's scores are plotted against a traffic light system with Amber and Red indicating that children may need some support. Following the assessment children are provided with appropriate activities for a twelve week period and progress assessed following this date. Activities are designed to be fun and integrated into the child's day so they are unaware of the support they are receiving.

## Collection and Security

Our premises are safe and secure, both inside and out, and admittance is only permitted to persons authorised by a member of staff.

It is the parent's responsibility to inform us who will be collecting their child from Nursery. If there is ever a change in the authorised person(s) to collect please let us know in advance. We will not release a child to anyone without the parent's prior consent.

Parents are welcome to let themselves out when leaving Nursery, but should someone be waiting to enter as you leave, please wait for a member of staff to let them in so that we know that only authorised persons are entering the premises.



We endeavour to keep the Nursery as safe as possible. All perceived risks are assessed and procedures are in place to either reduce or eliminate them.

For reasons of hygiene and safety dogs must not be brought into the playground or centre (with the exception of guide dogs).

We have a NO SMOKING policy throughout the centre and enclosed grounds.

### Helpful information

Please help staff by ensuring that all your child's clothing, including shoes, coats, jackets and hats are marked with their name. Staff cannot be responsible for Children's belongings.

As your child will be involved in messy activities such as painting, a change of clothes must be provided in case they become wet or soiled.

Suitable outdoor clothing and footwear for cold/wet weather, and a change of footwear should be provided. Wellies and a raincoat can be stored at nursery to enable the children to explore the garden in ALL Weathers (as recommended by OFSTED and the PreNursery Learning Alliance). Children will need sun protection (sun cream and a hat) during the summer months.

Children should not wear jewellery whilst at nursery in the interest of safety to themselves and the other children.

For the babies we would ask that you would provide nappies, wipes and cream in addition to at least one spare set of clothes please.

### Induction Procedure

Before your child starts nursery we recommend that you visit us to meet the staff team. Each child will be allocated a key worker. This person will become your child's main carer until they are ready to progress to the next aged room.

The key worker will be the main point of contact for parents. It is important to us that children feel safe and happy in the absence of their parents and recognise our staff as a source of help and friendship as well as authority. We understand that children cannot play or learn successfully if they are anxious or unhappy.

Your child's key worker will work with you to meet the needs of your child and offer total support for as long as it takes to settle your child. This is an opportunity for you, the parent/carer to get to know your child's key worker and ask any questions you may have. It is also a chance to help settle your child, gradually withdrawing from the environment.

Our settling in procedure aims to help both parents/carers and children feel comfortable and happy.

We also offer a home visit. Two members of staff from your child's room will visit you and your child at home. They will bring along some toys to play with. This is to enable the child to make a link between home and nursery and gives you a valuable opportunity to ask any additional questions that you may have.

### Parent/ Carer Partnerships

Our Nursery recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the Nursery and parents/carers.



The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. Parents are our partners. By working together we can ensure that every child has equal opportunity to develop to its full potential.

We encourage and welcome parent involvement in all aspects of the nursery. All new parents are given an Induction on joining, to ensure they have the opportunity to ask questions and to be given as much information as possible. We ensure that parents are informed on a regular basis about their child's progress through development update evenings held with your allocated key worker.

Our staff will on a daily basis tell you what your child has been doing during the day, what s/he enjoys doing, what s/he does well, and who s/he likes to play with.

You are invited to come in and share your views with us and we encourage parents to:

- 1 Share and discuss any concerns you may have about your child, and about the care of your child.
- 2 Share and discuss your own observations of your child's actions and behaviour.
- 3 Observe and participate in play, activities and theme work.
- 4 Attend parents meetings.
- 5 Attend our open sessions where parents are invited in for specific sessions.

Having parent involvement in their child's learning is also important. Each room encourages parent contribution to the planning and the opportunity to inform staff of any 'wow' moments that may have occurred at home.

We are aware of the importance of good communication with parents and the role it plays on developing a happy and confident child.

### Guidelines to Illness

*"Our Nursery is committed to the health and safety of all children and staff who play, learn and work here. As such, it will sometimes be necessary for an ill child to be collected early from nursery or be kept at home whilst they get better. In such cases, the provisions of the Health, Illness and Emergency policy will be implemented."*

In accordance with the procedures set out in the Health, Illness and Emergency policy, parents/carers will be notified immediately if their child has become ill and needs to go home. Poorly children will be comforted, kept safe and under close supervision until they are collected.

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out below.

As I am sure you are all aware, illness spreads very quickly with young children. With this in mind we are sure you will agree that any measures preventing the spread of illness are in the interest of all your children.

#### **Coughs and colds**

Please keep children at home if they are obviously unwell

#### **Diarrhoea and Vomiting**

This is very easily transmitted; please do keep children at home for at least 48 hours

after their symptoms have stopped.

Many children will need 48 hours at home to ensure a complete recovery. Children **must not** be brought into Nursery if they have had sickness or diarrhoea during the day or in the night & even if only one bout occurred.

### Conjunctivitis

This is easily transmitted. Children will need treatment and may return to Nursery once treatment has begun.

### Impetigo

Children may return 48 hours after treatment has begun.

### Head Lice

Children may attend if treatment is being carried out. Please do let us know, as we may then be able to avoid further cases. It is important to check your child's hair every week. A leaflet about Head Lice and the treatment of them can be obtained from a member of staff.

### Scabies

Children may return 24 hours after the start of treatment.

It is difficult to advise on the length of time children should be away from Nursery with other childhood illnesses such as Measles, German measles, Mumps and Chickenpox. Obviously children vary in their reaction to illnesses & some may have mild cases and recover quickly, whilst others are very poorly and take much longer to recover. For approximate guidelines please see our Infectious Disease policy or speak to a member of management.

Please consider the following carefully before sending your child back to Nursery.

- 1 A child sent back too quickly often picks up another illness.
- 2 Children often appear well at home, but experience a lack of energy when confronted with a busy Nursery session.
- 3 In the case of chickenpox children may return after all spots have completely dried up. However, do remember that children scratch and knock off scabs easily and this can lead to infection when playing in the sand etc.

Fortunately, due to the vaccination programme these illnesses occur less frequently now. Below we indicate the minimum number of days off that child will need but do think carefully and if in doubt check with Staff before returning children to nursery.

German measles	6 days minimum
Measles	4 days minimum
Mumps	5 days minimum
Chickenpox	5 days minimum



We hope that these guidelines will be useful. We do not want to encourage absence from Nursery but would like to prevent illness whenever possible.

### Equal Opportunities

Our Nursery is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

The Nursery's equal opportunities procedures aim to help everyone involved in the Nursery to counteract and eliminate both direct and indirect discrimination in decision making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

The Nursery aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The Nursery will endeavor to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

The Nursery recognises that achieving the objectives of our equal opportunities policy relies on the active involvement of parents/carers, as set out in the Partnership with Parents/Carers policy. As such, the Nursery will both welcome and encourage parents and carers to get involved in the running and management of the Nursery, and to comment on the effectiveness of its policies and procedures.

The Nursery will facilitate regular opportunities for consultation with parents/carers about the service that the Nursery provides, as a means of monitoring the effectiveness of the equal opportunities policy.

## Special Needs

Our nursery is aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.



The nursery is committed to the integration of all children in its care. The nursery also believes that children with special educational needs and/or physical disabilities have a right to play, learn and be able to develop to their full potential alongside other children. Whenever possible, children with special educational needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers. Everybody stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages that they may face.

The needs of children who may have SEN during their time at nursery must be addressed and we acknowledge that these children require the greatest possible access to a broad and balanced curriculum. Staff regularly carry out observations and assessments on all of the children. If during this process a need for further support is highlighted then parents/carers will be involved in writing an Individual Education Plan (IEP). This involves targets/aims that staff and the parents/carers can work on together to support their child's development.

Effective assessment and provision can only be secured where there is the greatest possible degree of partnership between parents and their children, the nursery and other outside agencies including social workers, therapists, health visitors etc.

## Safe Guarding Children

As professional child carers, we have a responsibility to the children in our care, which includes being aware of possible signs of abuse (physical, sexual, emotional and neglect). We have guidance notes issued by Sandwell MBC and we have a duty to follow their safe Guarding Procedures and to report any concerns we may have regarding a particular child. Many of our staff including the Deputy Managers and the Manager have attended courses on Safe Guarding.

We would like to stress the importance of open discussion with the staff on any problems you may be experiencing at home which could have an influence on your child. We would also ask that you inform and show us any injury your child may have sustained at home, before leaving them in our care at nursery. We will ask you to complete an 'Existing Injury Form'.

At Lavender Farm Nursery we recognise that parents/carers always want what is the best for their children and usually know how to meet their needs.

Bringing up a young family is a positive and rewarding experience but we acknowledge it can be stressful and demanding. We work alongside parents/carers to enable them to care for their children. Staff are available to discuss ways of managing challenging behaviour and other issues or concerns you may have.



At Nursery we have a duty to follow Sandwell's Safe Guarding Procedures. Whenever possible we will share our concerns with you before contacting Sandwell Social Services Children and Families Team. However the welfare of the child is our first priority, so there may be times when we may speak with Sandwell Social Services Children and Families Team before advising you. If you know that your child has hurt themselves or is upset, then please let us know.

### Complaints procedure

If you have any concerns, worries, comments or complaints in the first instance please speak to:

- 1 Your key worker
- 2 Any other member of staff
- 3 Sian Stevens (Nursery Manager)
- 4 Deborah Walker (Head Teacher)

We will do all we can to help. However, if you wish to take your concerns further you can contact:

OFSTED Early Years Directorate  
West Midlands Regional House

Building C  
Cumberland Place  
Park Row  
Nottingham  
NG1 6HJ

Tel: 08456014771

[WWW.OFSTED.GOV.UK](http://WWW.OFSTED.GOV.UK)

### Policies and Procedures

The nursery has extensive policies and procedures which are available for you to read whenever you wish. Please feel free to make any suggestions you feel may benefit the children and the setting regarding these.

