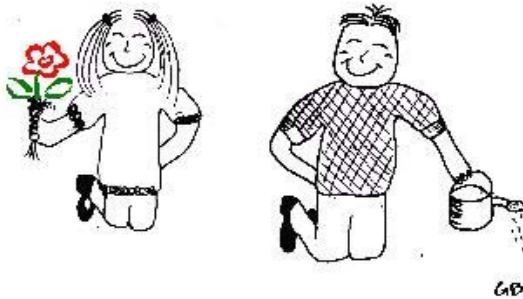


GARDEN COTTAGE NURSERY
The Square
Highden
WASHINGTON
West Sussex
RH20 4BA

Garden Cottage
Nursery



Parents
Information Booklet

01903 877718

jane@gardencottagenursery.com

Parents' Guide to the Nursery
Revised 24/11/2008

Contacts: Jane Denman and Kerry Ancliff

Welcome

Welcome to Garden Cottage Nursery.
We are confident that your child will be happy with us and make steps towards achieving his or her full potential.

HISTORY

Garden Cottage Nursery was opened in April 2000. Jane Denman, Miss Kerry Ancliff (Head) assisted by several staff will teach the children. The Nursery has its own car park and playground facilities and also takes full advantage of the facilities on offer at Windlesham House School, such as sports, golf, gym and chapel.

AIMS OF THE NURSERY

The Nursery aims to:

- Provide a friendly, happy and stimulating environment for children from 2 to 5 years old in the attractive grounds of Highden Farm on the South Downs;
- Create and develop a caring, welcoming community for pre-school children which will enable them to feel happy, secure and special;
- Work closely with parents and provide a broad and balanced curriculum which fosters the intellectual, emotional, physical, moral, social and cultural development of children;
- Enable children to make an effective transition from home to school;
- Help the children become familiar with classroom routines;
- Develop independence and decision-making skills;
- Prepare children for a smooth and easy transition to mainstream education.

All this will be achieved by providing child-centred activities which:

- Stimulate children's creativity;
- Enrich their language and literacy development;
- Form the basis for mathematical understanding;
- Encourage the children to observe and find out about the world around them, thus developing their curiosity to ask questions;
- Encourage development of manipulative skills;
- Enable children to come to terms with their own lives and express their feelings.

Children learn about themselves and their world through concrete first hand experiences which include carefully directed play and the purposeful use of language as a tool for thinking about, exploring and expressing ideas.

A TYPICAL DAY

8.00 am Breakfast

8.30 am The School day begins.

Please enter via Highden Drive. If entering via the main drive and dropping off at Little Windlesham or Windlesham House, please drive slowly as there may be children playing.

The Nursery does have its own car park facility for dropping off and collecting only. Please park carefully, as farm vehicles will need to pass through.

Children should be delivered to the main entrance.

If you feel that your child needs you to help settle them for the first few days, please come into the classroom with your child.

If you have any questions for any member of staff, please could you make an appointment for a mutually convenient time, as staff will be busy setting up the rooms at the beginning of the day. Obviously if it is something which might affect your child during the day, please let a member of staff know upon arrival.

FREE PLAY

10.00 am Children will have a break for water, milk, fruit (some supplied by the parents and prepared by the children themselves) and a biscuit.

FREE FLOW

This is where children can either come to snack time or any activity available of their choice, both inside and outside.

Donations of healthy, fresh fruit are always very welcome for snack times.

12.00-1.00pm Lunchtime for children staying

12.30 pm The morning session ends for those children not staying for lunch

The afternoon session begins

Those children coming in for the afternoon session should arrive at 12.30 pm with a good healthy packed lunch (**NO PEANUTS or nut products** please - we do have children here who have nut allergies).

The Nursery also provides a two-course healthy hot lunch daily (at a small charge) for anyone who wishes to have this instead of a packed lunch. Please inform Jane or Kerry if you would like your child to have this.

1.30 pm Pick-up time for those children from morning session who stayed for lunch

3.00 pm The children will have snack time with water, milk, biscuits and fruit.

FREE FLOW

4.30 pm The afternoon session ends
Tea begins for those children who are staying until

6pm

6.00 pm Evening session ends

Parents/Guardians collecting children from the Nursery should wait in the Entrance Hall unless otherwise directed. Please refrain from ringing the doorbell at lunchtime as this can upset some of the children who aren't going home. All other times, please ring the doorbell.

If you or your assigned person are not going to be collecting your child, could you please put in writing the details of who will be collecting your child on the day in question. You will be asked to fill in the collection book which can be found just inside the main entrance. The person collecting your child will be asked to sign the book to say that they have collected.

However, we will reserve the right to keep a child if we are at all unsure of the person's authenticity. The person **MUST** be over 16 years. If it is arranged while your child is at the Nursery, please phone the office and give a password for the person picking up.

Please note that the Parent/Guardian is responsible for the welfare of the child when leaving the front entrance.

It is requested at this time that children do not play in the playground as this disrupts those who are staying.

Upon exit, those wishing to go south onto the A24 (towards Worthing) may drive **slowly** through the grounds of Windlesham House School and adhere to all traffic notices as children are playing.

SETTLING INTO THE NURSERY

On the whole, children settle into the Nursery very quickly. Should your child take a little longer, we welcome parents at our sessions until they feel that their child has settled in and no longer needs them there.

If you do have any queries about anything concerning starting school, please see Kerry or Jane.

WHAT TO BRING INTO SCHOOL

- Reading Folder (supplied by the Nursery)
- Lunchbox (if applicable)
- Coat, hat, wellies (all LABELLED). We go out in all weathers so please ensure your child has appropriate clothing.
- Sun hat, cream (LABELLED) in the Summer Term.
- Changing Bag (if applicable - LABELLED). If your child is in disposable or reusable nappies, please ensure your child's named bag contains an adequate supply, together with wipes/lotions/cotton wool etc. Potties are provided. When potty training, please also ensure that adequate changes of clothing are provided, as accidents may be frequent.

UNIFORM

Autumn and Spring Terms: White Polo Shirt*
Plain navy tracksuit bottoms
(can be purchased from local stores)
Navy sweatshirt*

Summer Term: White Polo Shirt *
Plain navy shorts/navy tracksuit
bottoms (can be purchased from local stores)
Plimsolls

* The white polo shirts and navy sweatshirts can be purchased through the Nursery office.

PLEASE ENSURE ALL YOUR CHILD'S UNIFORM AND BELONGINGS ARE CLEARLY AND PERMANENTLY NAMED

This reduces the risk of items being lost and also encourages children to recognise their own name. We will write on unlabelled items with a permanent marker!!

CURRICULUM

The aim of Garden Cottage Nursery is to produce a well-rounded and happy child that can make an easy transition into school life. We are very lucky to be able to take advantage of the facilities at Windlesham House School. The children will also benefit from Music and Foreign Languages each week.

Children will follow the Early years Foundation Stage Curriculum:

This is structured into the following four distinct but complimentary themes:

- A Unique Child, recognises that children are competent learners from birth the staff will encourage them to be resilient, confident and self-assured.

- Positive Relationships, encouraging children to be strong and independent from a base of loving and secure relationships with parents and key workers.
- Enabling Environments, the environment plays a key role in supporting and extending children's development and learning.
- Learning and Development, recognises that children develop and learn in different ways and at different rates, and that all areas of learning and development are equally important and inter-connected.

The statutory learning goals are expectations for most children to achieve by the end of the EYFS and can be broken down in to six main areas of development and learning:

- Personal, Social, and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development.

Planning will take place by observing the children, then using what we have learnt to inform our planning for that child's next steps. We do have a calendar of activities and celebrations that take place throughout the year and these will be introduced by staff, however if you would like your child to talk about any festival or celebration then please feel free to inform the staff so that we are able to include this in our daily plan.

We will be using the Ten Town, Jolly Phonics Sound Schemes and several reading schemes. This does not mean, however, that these will be the only schemes used as we hope to develop individuals who can fit easily into school life anywhere. Children are encouraged to develop a love of reading and you can support your child by reading with them regularly. They will bring home 2 types of reading book. The first the children choose from the Nursery library and the second is a reading book that is appropriate for their current reading level when we feel they have developed and are ready. In the very early days, reading will involve telling a story using the pictures.

They will have a Reading Folder in which these books will be put, along with a reading diary and any information we need to communicate with you. This will be treated as a two-way method of communication between ourselves and the parents.

PROGRESSION THROUGH THE NURSERY AND TRANSITION TO SCHOOL

When starting at Garden Cottage Nursery 2-3 year old Children initially will be in Peach room and progress into Apple room when they are 3-4 year olds. Here they are in transition and preparing for School.

REPORTING TO PARENTS

We assess the children continuously throughout the year to inform us of how they are progressing and to inform us what the next step in their learning will be. There is a parent consultation in the Autumn Term for Apple Room children, and in the Spring Term for Peach Room children. A written report will be sent at the end of the school year. However, if you do have any concerns about your child's progress please speak to either Kerry or Jane.

There is a Parents Evening each term, an opportunity for you to meet other parents and to discuss any concerns and ideas that you may have with the staff.

HEALTH ARRANGEMENTS

If your child is ill, please keep them at home and contact Jane or Kerry on 01903 877718 as soon as possible. Please telephone the office on the first day of absence.

If your child has any illness which requires medication (be it antibiotics or medication of any description - short-term or long-term) then please could you hand these to Jane or Kerry, fill in the necessary forms and inform a member of staff.

Following an illness, please make sure that your child is fully recovered before returning him/her to the Nursery. We would request that there is a good clear 48 hours following any sickness.

Please could you complete the permission slip at the end of this document to authorise the Nursery to take your child to hospital if it is deemed necessary.

We also need you to complete the Medical Information Form within this document listing any allergies etc.

If your child will be absent from school for any reason (ie holidays), could you advise the Nursery in writing as far in advance as possible.

Should your child become ill while at the Nursery, we will contact you. If your child has a temperature, we will give them some Calpol (assuming you have given us permission to do so).

Please inform the office of any changes of address as soon as possible and make sure that contact numbers are also kept up-to-date in case of an emergency.

POLICIES

Garden Cottage Nursery policy documents and information are available in the blue file in the Entrance Hall. There is also a parent's notice board in the Front Entrance Hall with up-to-date information and planning.

COMPLAINTS PROCEDURE

If for any reason parents are not happy that the Nursery is meeting the National Standards for Day Care, please contact Jane or Kerry. Alternatively, ring or write to the Regulator: Ofsted (0845 6014772).

EQUAL OPPORTUNITIES

We at Garden Cottage Nursery recognise that all individuals are unique and have different needs. Planning for learning takes account of equal opportunities by promoting all forms of diversity within long term and short term plans. When we do this, we consider the diversity of your society, not just the population represented at Garden Cottage Nursery. Such planning contributes to the process of ongoing evaluation by having a proactive view of how we shall implement aspects of equal opportunities within the curriculum.

Equal Opportunities for girls and boys is promoted by the general environment of the Nursery which includes displays, the actions of staff with regard to language and learning and the use of appropriate resources. We acknowledge that there are boys and girls represented at the Nursery, but that access to learning activities is not dependent upon a particular gender.

We encourage children to explore in a positive way the differences and diversity of people by ensuring that positive images are reflected in posters, books, artefacts, toys, dolls and models. This includes materials which explore social experiences such as bereavement, separation, starting school and disability.

We monitor our practice relating to standards for child care and education and are visited by assessors. Full time staff will have their practice monitored by external agencies such as Social Services and Ofsted. We attend training and have access to resources to increase our

knowledge of diverse cultures. We monitor equipment purchased to assist learning and consider if such materials reflect a multi-cultural and multi-faith society. (Photographic and curriculum evidence of activities presented to children to celebrate diversity is available at Garden Cottage Nursery).

Most importantly, we monitor the reaction of children to the activities presented and adjust our approach when it is felt necessary to emphasise particular features that promote equal opportunity.

Garden Cottage Nursery follows the Code of Practice for Children with Special Education Needs (SEN). The Nursery endeavours to identify children with special needs and supports parents in locating appropriate individuals and agencies for support. Our method of observation, record keeping and assessment, which operates in conjunction with parents, enables us to monitor children's needs and progress on an individual basis.

FUNDING

Parents who wish their children to receive funding **MUST** send in a copy of their child's birth certificate, along with a completed funding form (to be found within this document), without which funding will be refused. We also accept Childcare vouchers.

SPECIAL OCCASIONS

We at Garden Cottage Nursery like to extend our community to support charities, whether local or national, with the children themselves being involved. We do this in different ways - for example dressing up, performing, parents' evening, summer fairs etc.

We also encourage the children in the performing arts. Every year we have Christmas nativities and summer concerts. This is especially good for the children's confidence and self-esteem.

BEHAVIOUR AND DISCIPLINE

At Garden Cottage Nursery we seek to establish a loving environment upholding values such as friendship, mutual respect, trust, openness, forgiveness, understanding, support, self-discipline and good manners. In cases of undesirable behaviour, a child will be given every help in a positive manner which will assist and encourage them to overcome such behaviour. Should your child be on the receiving end of this kind of

behaviour, you will be notified and kept informed of the matter in line with our Confidentiality Policy. All parents/carers will be fully involved.

OUTINGS

We aim to take the children on outings to various places of interest as well as regular visits to the farm, woods and surrounding grounds. We also invite professionals into the Nursery, depending upon the topic we are studying. Parents/Guardians will be informed before hand and forms may need to be filled in. Parents/Guardians may be asked to make a contribution towards the cost of the outing and will be informed accordingly.

LUNCHES

We use Zebedees Lunch Box for hot lunches which have proved hugely popular. If you would like your child to have a hot lunch at a cost of £2 per day, please indicate on the attached forms. Their website is www.zebedees.co.uk if you would like further information.

HOLIDAYS

Whilst we do not approve of children taking holidays during the school term, we recognise that occasionally you may have to go on holiday during this time. Please let Jane or Kerry know well in advance if you are planning to do so. Garden Cottage Nursery regrets that it is unable to refund fees in these circumstances.

HELPING IN THE NURSERY

Parent helpers are always welcome in the Nursery. It makes a significant difference to the range of experiences available to the children. You will need to complete a police disclosure form (CRB), which is available from the office if you are attending on a regular basis.

INFORMAL DISCUSSIONS

Any parent who has a problem, whether personal or relative to their child, must feel free to come and discuss it with Jane at any time - her door is always open.

FORMAL DISCUSSIONS

Every year, we hold parent meetings to advise on and discuss further schooling. Here we would go through the Development Records and inform you as to how your child is progressing. We STRONGLY encourage parents to attend these meetings.

OFSTED INSPECTION REPORT

Our Ofsted Inspection Report is available to download from www.gardencottagenursery.com. Any parent without access to the internet, please ask Jane or Kerry.

If there is any further information you require, please ask a member of staff or speak to Jane or Kerry

Please sign and return this page to the office

NAME OF CHILD:.....

PARENTS HANDBOOK:

I have read and understood all of the above:

Signed:.....

Please print:

Date:

NAME OF CHILD

NAME OF PARENT/GUARDIAN

Please delete as applicable:

I WOULD / WOULD NOT LIKE MY CHILD TO BE INCLUDED ON THE WEB SITE.

I AM HAPPY / NOT HAPPY FOR MY CHILD'S NAME/PHOTO TO APPEAR IN ANY PUBLICITY eg Newspapers, Magazines

I WOULD BE HAPPY / AM NOT HAPPY FOR THEIR WORK/PICTURES TO BE DISPLAYED ON THE WEB SITE.

MY E-MAIL ADDRESS IS:

.....

Please provide the car number plate of the person collecting your child most often

.....

SIGNED:.....

Date:.....

PARENTAL CONSENTS:

I

PARENT/GUARDIAN

of

give permission for the staff of *Garden Cottage* Nursery to:

Take my child on outings YES/NO
(further permission will be sought depending upon the nature of the outing)

Transport my child in their cars YES/NO
(Child's seat will need to be provided)

I would like a hot lunch (£2 per day) YES/NO

Take photographs of my child for display within the Nursery YES/NO

Include my child's name and telephone number in a list given out to parents YES/NO

Put suntan lotion on my child if necessary YES/NO
(parents must provide lotion)

Put hypo-allergenic plasters/creams on my child in the event of an accident YES/NO

Signed Parent/Guardian

Date

MEDICAL FORM

Please give details of any allergies i.e. sensitivity to drugs:

.....

Please give details of any medication that needs to be taken on a regular basis:

Please give details of immunisation history to present date:

.....

Parents Information:

Name and Address of parent:

.....

.....

Telephone Numbers:

Home

Business

Mobile

Name and Address of a person locally who could be contacted if the parents are unreachable

.....

.....

Telephone Numbers:

Home

Business

Mobile

If it is felt that your child is unwell and unable to continue their session at school, you will be contacted. The numbers supplied above are therefore very important and need to be kept up-to-date.

Do you agree to your child being given Calpol/Paracetamol if a member of staff feels it is necessary? **YES/NO** (delete as necessary)

Signed Parent/Guardian

Date