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Ofsted Registered Day Nursery

(Ofsted Early Years Register URN 221 580)

Open 7.45am to 6.00pm

Monday to Friday

Sawtry Day Nursery
Sawtry Village Academy
Fen Lane,
Sawtry,
Cambs.
PE28 5TQ



Welcome

Welcome to Sawtry Day Nursery, a purpose built, fully air-conditioned Nursery set within the grounds of Sawtry Village Academy. We are well positioned for parents who work along the A1 and A14 corridors. We provide outstanding quality care for approximately 40 children from 6 weeks to school age. Sawtry Day Nursery has an 'Open Door' Policy, and prospective parents may visit at their leisure. The Nursery is registered with Ofsted and is one of only a small number of nurseries that has consistently achieved the highest judgement available from Ofsted since 2004. At the last inspection in August 2019 we were once again awarded the highest judgement of 'Outstanding' and are extremely proud of our glowing Ofsted report. The nursery prides itself in continually evaluating and updating practice, employing staff of a high calibre, and has a strong focus on training and qualifications. As a result we have an excellent reputation both locally and throughout the County.

During the pre-school years, knowledge of ourselves, relationships, the world around us, language and mathematical skills are learnt through play opportunities. Our aim is to provide a challenging, caring and emotionally secure environment where children are given the opportunity to discover and explore; to express and create; to develop and excel. Our well trained and highly experienced staff will provide developmentally appropriate activities to promote your child's physical, intellectual, emotional, and social skills and to establish the foundations for a lifelong love of learning.

Mission Statement:

We believe that every child in the community should have the chance to achieve their full potential and develop the fundamental skills for a life long interest in learning within a secure and caring environment.

We aim to support parents/main carers in their role as the prime educators of their child.

Early Years Foundation Stage (EYFS)

The revised Early Years Foundation Stage September 2012 is how the Government and those working with and supporting children describe the time in your child's life between birth and age 5.

Four guiding principles shape our practice as an early years setting. These are:

A unique child – every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;

Positive relationships – children learn to be strong and independent through positive relationships;

Enabling environments – children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers;

Learning and development – all children, including those with special educational needs and disabilities, develop and learn in different ways and at different rates, but all areas of learning and development are equally important and interconnected.

The framework is intended to provide a consistent but flexible approach to care and learning and ensure that each child will receive a quality early years experience that

supports their development, care and learning needs , but most importantly should be happy, active, exciting, fun and secure.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These are:

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children are also helped to understand the importance of physical activity, and to make healthy choices in relation to food
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities

As children grow, the prime areas will help them to develop skills in the following 4 specific areas:

- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measure
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology, and the environment
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

These 7 areas are used to plan your child's learning and activities. Your child's key person will take responsibility to make sure that they provide activities that are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

You can find further information about the Early Years Foundation Stage which includes the early learning goals at www.foundationyears.org.uk. The foundation years website is an excellent resource for parents and includes guidance on healthy eating and healthy lifestyles for children; activities to support your child's learning and development both at home and out and about plus a whole range of other resources and contacts.

Nursery Admissions

Sawtry Day Nursery is open to children from every family in the community. On request, we will provide nursery information in an alternative language or format.

Places available are offered firstly to referrals, then to siblings and then to children on the waiting list. Allocation of places will depend on availability within each room. Preference will be given to standard all year bookings.

To ensure a smooth transition into Nursery life, your child's new key person will visit your child at home to start building a relationship with both yourself and your child. We will gather lots of information about your child's likes, dislikes and care needs ready for that first visit to nursery. We will generally start with a one hour session and gradually increase the length of the sessions. The whole process of settling in will be dependent on the needs of both the child and the parents/carers. If there are tears, please rely on the advice of your key person and other members of the team, who are here to support you and provide an emotionally secure base for your child.

Fundamental British Values

Sawtry Day Nursery is an inclusive setting. Our staff have a shared understanding of what fundamental British values are and how these are promoted and valued in the nursery. Our staff would be supported in challenging any discriminatory remarks from other staff, parents or children.

Fundamental British values have been separated into 4 headings. We have unpicked what each of these headings means to us and how these are supported & promoted in every day nursery life.

Democracy

We want the children to feel valued & respected. We actively seek out children's views and listen to these. Staff act as good role models for the children and actively listen to one another. We promote choice in the nursery and the children are able to make choices about what activities they do, what time they have snack & what they eat. This is promoted visually to allow all children to participate. Children are expected to respect & listen to each other's views. We work with the children on different emotions and how we can successfully manage our emotions & express our feelings.

The rule of law

Our staff have high expectations of children. We have rules at the setting and the children take part in the formulation of these rules and are supported to follow them. We have a comprehensive Behaviour Management policy, we use positive strategies to handle any conflict and praise and acknowledge desirable behaviour. We do a lot of work with the children around right and wrong and understanding our own and other's behaviour. We promote our rules in a visual way and support the children. We discuss the rules outside our setting and when possible support this with visits from local police, ambulance and fire brigade. We also focus on the skills around road safety.

Individual liberty

We support the children to make their own choices in a safe and supportive environment. We encourage the children to take managed risks and explore new activities and experiences to improve self-confidence and self-esteem. We welcome all children to the setting and encourage them to have a positive self-image. We display positive non-stereotypical pictures around the nursery and discuss and celebrate our similarities and differences. We teach empathy for all with activities including puppets, story time & group discussion.

Mutual respect & tolerance of those of different faiths and beliefs

We celebrate our diverse, rich cultural and religious society and promote mutual respect. Adults sensitively challenge any discriminatory remarks. We celebrate our similarities and differences and celebrate relevant festivals and holy days that reflect the diversity of the setting. The children have a chance to try a diverse range of foods and listen to different types of music at the setting. We value all children and differentiate our activities to ensure an equality of opportunity.

Special Educational Needs

Sawtry Day Nursery is committed to the integration of all children in its care. The Nursery believes that by early identification of additional individual needs and by taking proactive steps alongside parents/carers, other statutory professionals and agencies, all children should be able to play a full, active and equal part in the Nursery's activities.

Effective Parental Partnerships

We aim to work closely and create a genuine partnership with parents.

Each child has a key person who plays an essential role in supporting the emotional well-being of the children in their key group. In doing so they take responsibility for those aspects of your child's day that have the greatest impact on your child's well-being, learning, and understanding.

We share information with each parent/carer at the beginning and end of each session, maintain written daily records, information is posted on the parent's board in the entrance hall. We also send out information and newsletters as e-mails. Newsletters are also available as hard copies. We also offer parent consultation meetings by appointment throughout the year so that you have frequent opportunities to discuss your child's development with key staff in more depth.

Parents are encouraged to work with their child's key person to develop their child's termly 'Next Steps' and to add comments to our record keeping and Information Sharing Boards in each room. Each child has their own learning and development portfolio that is a reflection of their achievements at home and at nursery and is available parents to view and take home at any time.

We also welcome comments on how we can improve our service. We have comment/suggestion forms that are available at all times and periodic questionnaires.

Complaints

Sawtry Day Nursery is committed to providing quality childcare. We accept that sometimes things do not happen as intended. In such circumstances, we need to be made aware of the issue so that we can evaluate the situation and make the necessary improvements. We believe that most complaints are made constructively and can be sorted out at an early stage. We consider that it is in the best interests of the nursery that complaints are taken seriously and that they are dealt with fairly and confidentially.

A parent/carer who is uneasy or unsure about any aspect of the nursery provision should first discuss their concerns with the Nursery Manager, who will attempt to resolve the problem. In the event that the parent is unhappy with how the complaint has been handled, the parent is entitled to complain to Ofsted on 0300 123 1231. A brief copy of the complaints procedure along with the relevant address is located on the notice board in the hallway. A full copy of the policy is available on request.

Safeguarding Children

Sawtry Day Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Any concerns will be dealt with promptly in a way that is appropriate to each individual case. To ensure the safety of each child we will:

- exclude known abusers
- prevent abuse by means of good practice
- maintain appropriate records
- liaise with and refer to outside agencies as necessary
- maintain confidentiality
- provide support to families
- recommend that staff make access to their social networking pages private and avoid accepting 'friend requests' from parents on social networking sites.

- practitioners are not permitted to babysit children who attend nursery in order to protect both parties from possible allegations

Behaviour Management

We recognise the importance of positive, clear and effective behaviour management strategies. Our aim is to support all children in developing confidence, self discipline, and self esteem in an atmosphere of mutual respect. Practitioners focus on positive behaviour and reward children with acknowledgement, praise for effort, and kindness and perseverance.

Healthy and Nutritious Meals and Refreshments

Our kitchen facilities are regulated by Huntingdon District Council's Environmental Health Department to ensure that they comply with Food Safety legislation. We are continually inspected and awarded 5/5 – excellent in their 'Scores on the Doors' Scheme.

Breakfast is available until 8.30am.

Refreshments are provided mid-morning and mid-afternoon on a rolling snack system allowing the children to continue with their play and eat when they are ready. The children have access to fresh drinking water all through the day.

A two course lunch is provided at 12.00 midday (see menus) and a light tea from 4.00pm.

The Nursery prides itself on serving high quality and nutritious food and has been awarded the 'Soil Association Food for Life Early Years Award'. To achieve this award the nursery has to demonstrate a commitment to ensuring that food is locally, responsibly and ethically sourced.

Our meat is free range and obtained mainly from Moor Farm, Newborough, Peterborough and sometimes supplemented with free range meat from our local butcher here in Sawtry.

We purchase eggs and potatoes on a weekly basis from a farm in Sawtry.

Our milk is organic from cows that are mainly fed on grass and not grain so improving the quality of life for the cows and providing omega-3 rich milk for the children.

We grow fruit and vegetables in our nursery garden and purchase locally grown fruit and vegetables from the fruit farm at Lutton and from other growers in the community.

We purchase local homemade jams that have a high fruit to sugar content.

Our meals are therefore rich in minerals and vitamins with lots of fresh fruit and vegetables and low in salt and sugar. The children are encouraged to try all foods, but are never forced.

For our younger babies, we work with parents to offer a balanced weaning programme. This is regularly reviewed with parents on an individual basis.

Please ensure that Nursery staff are aware of all cultural or dietary requirements. All rooms have a copy of all dietary requirements and allergies clearly displayed.

Forest Schools

Sawtry Day Nursery offers a structured forest school programme for children throughout the last year before the children start school. A range of Forest School activities organised by our Forest School lead are included each week as part of our regular programme in our pre-school room.

The principle vision for Forest Schools is to enable each child attending the sessions to have the opportunity to develop an inquisitive and positive relationship with the natural world. Activities planned by qualified practitioners prove to increase confidence, self-esteem and respect, communication and language skills, have a positive attitude to learning, and allow the children to develop holistically to their full potential.

The philosophy of forest Schools is to inspire individuals of any age through positive outdoor experiences and provide them with an opportunity to appreciate and understand the wider natural world by encouraging a responsibility for nature.

Nursery Hours and Sessions

Effective from September 2019

Session	Fees
Full week	£225.00
Full day	£48.00
Morning**	£34.00
Afternoon**	£32.00
Extra hour	£6.00

Full Week: 5 days x 10.25 hours between 7.45am – 6.00pm

Full Day: 10.25 hours between 7.45am – 6.00pm

Morning: Up to 1.00pm

Afternoon: From 1.00pm

- Our sessions offer you complete flexibility allowing you to drop off and pick up your child at any pre-agreed times during your chosen time period.
- Our fully paid fees include the cost of providing freshly prepared meals using a broad range of locally sourced organic and free range meats, organic milk and other food products, some produced locally here in Sawtry and others chosen as British produce. The fees also include snacks and drinks, singing and signing for all children, air conditioning and extensive gardens. And of course highly qualified and well trained staff.
- Fees are payable for 51 weeks per year. Fees are charged over bank holidays, family holidays and periods of illness. There is no charge for the week between Christmas and New Year. We use a system called Parent Admin and once registered on the system will generate monthly invoices. We manually add payments received to your account so please allow us a few days to do this. All extras etc will be added to this account which can be viewed on the Parent Admin app which can be downloaded to your phone or device.
- Fees are payable by the 14th of each month for that month. Where fees have not been received, a reminder will be sent out and will include a 5% late charge.
- In order to ensure the emotional security of your child we require a minimum booking of two sessions on two different days. This will be 2 days in the younger room and can be 2 half days in the pre-school room.
- Where a morning or afternoon is booked, any additional half hours or hours will be charged as per the hourly rate. All drop off times and collection times are to be agreed in advance to ensure appropriate staff ratios are maintained at all times.
- Please let us know in advance if you need to drop off your child earlier or collect later than usual to ensure that appropriate staffing levels are maintained.
- Please note that priority will be given to standard all year bookings.

- Collections after 6.00pm are charged at £20.00 per hour, minimum charge £10.00.
- Fees are reviewed annually and any increase will commence on 1st September.
- Sawtry Day Nursery requires 6 weeks notice in writing should you no longer require your Nursery place. All fees are payable during this notice period or may be paid in lieu.

Deposits

- The Nursery requires a deposit of £50.00 per day to secure a Baby Room place. A deposit may also be requested when there are a limited number of places in one of the other rooms. This is paid on confirming a start date. The deposit will not be refunded for any day that is subsequently changed or no longer required. The deposit is credited against your child's first month.

Reduced Childcare Costs

Siblings

- There is a 10% discount applied to the payable element of older child's fees when a second child attends nursery.
- Discount is not applied to the value of the funded hours. Please ask for details.

Inclusion Funding

- The Social Inclusion Fund is available through Cambridgeshire's Early Years and Childcare Service and may be accessed to support children with needs in relation to Child Protection, Socio/Economic, Health/Medical, Behaviour, and Family Concerns.

Working Tax Credit:

- See www.gov.uk for eligibility criteria.

Government Nursery Education Funding:

- Further details are available online at www.childcarechoices.gov.uk.
- We offer a limited number of fully funded 2 and funded 3 places. If your child attends nursery for no more than 11 hours per week and for 51 weeks per year, their nursery care and education may be provided completely free of charge. Availability may vary from term to term.
- The Government's Universal 'Nursery Education Funding' is available to all children aged 3 (the term after the term in which they are three) and 4 years. The 570 hours is spread over 51 weeks and equates to 11.17 hours per week.
- We also offer the Extended '30 hours' funded sessions to those families who meet the criteria. This is spread over 51 weeks and equates to 22.35 hours per week.
- The funded hours are divided over the first 3 days of the week. As the hourly rate provided by the local authority is less than the amount that we need to be financially viable, there is an additional charge made to cover administration and consumables. Any remaining days are charged at full price. Please ask for details.
- Where only two days are required, please ask in the office for our options available.
- We reserve the right to charge £4.00 to cover the admin charge of swapping days
- Additional days or hours are added to the Parent Admin account.
- Please note that priority is given to standard all year bookings, so there may be limited availability of free NEF funded places and the sessions available may vary from term to term.

Salary Sacrifice Childcare Voucher Scheme:

The Nursery is registered with several childcare voucher providers under the government's employer supported salary sacrifice childcare voucher scheme for those parents who are already registered on the schemes.

Tax free childcare

Working parents can save up to 20% on their childcare fees. For every £8.00 paid into the account, the government will add a further £2.00. Please see www.childcarechoices.gov.uk for more details. There is a calculator on the site to help parents make the right choices as other government benefits may be affected.

Clothing

Please dress your child in older, inexpensive clothes as we offer a wide choice of messy play activities both indoors and outdoors. A change of clothing should be provided in a named bag in case of accidents. It is really helpful if all clothing that may be removed is labelled with your child's name, so that it can be returned promptly.

For a large part of the day, the children have access to the outside play areas. In order for your child to have the opportunity to benefit from all of our learning opportunities, please provide clothing suitable for outdoor play.

Clothes that your child can put on and take off easily by themselves are ideal especially when potty training, encouraging and allowing your child to practice independence skills.

The nursery provides sun hats and sun cream. Please provide your own cream if your child has an allergy to certain brands.

The Nursery cannot be held responsible for any lost items.

Babies

We ask that parents supply at least one change of clothes. We provide dry wipes, certain brands of formula, pureed or mashed fresh vegetables, and/or meals.

Staffing Arrangements

Please find enclosed information about our staff team. Sawtry Day Nursery enthusiastically supports a programme of continuous personal development so that staff develop a deeper understanding and knowledge of working with young children. We currently operate with a team that is extremely well qualified, including those who are working towards higher qualifications. Our team have a range of qualifications from level 2 early years to level 6 degrees in Early Years (please see staff qualifications list that is available in the hallway).

We provide staff cover from 7.45am until 6.00pm. In order to meet our insurance and registration obligations, the Nursery can not accept any children outside of these hours. Should you be unavoidably delayed at the end of the day, please make and inform us of your alternative arrangements for the collection of your child to avoid further charges and to ensure that the Nursery maintains adequate staffing levels.

Security

Access to the Nursery is via a secure Biometric fingerprint system. Access is from 7.45 am to 6.00 pm, Monday to Friday. By placing your finger against the reader when you drop off your child and then again when you collect your child, you will be electronically logging your child in and out of the nursery and at the same time unlocking the door. Whilst your child attends nursery, fingerprints are stored as a mathematical code rather than as a picture. When a fingerprint is added to the system, it takes a number of points from the surface of the finger and also from the depth creating a 3D image. This is then double encrypted and stored as a bar code. It is virtually impossible to recreate the impression of the fingerprint. In order to safeguard your child, we ask that parents do not allow their child to press the green button to exit the nursery.

There are also digital locks on all garden gates to prevent unauthorised access to the Nursery and the garden.

Visitors should ring the bell to gain entry. Children will only be permitted to leave the Nursery with prime or nominated carers. Alternative arrangements, including collection by emergency contacts, require specific prior notification. We can be contacted via the ParentAdmin system.

Illness

We follow the Health Protection Agency's 'Guidance on Infection Control in Schools and other childcare settings'. A poster is displayed on the Office door. We are not permitted by Ofsted or Environmental Health to accept children who have had sickness and diarrhoea in the last 48 hours or any child who has a communicable illness. Children who have a rash or a temperature should be seen by a doctor. Our aim is to prevent infections spreading through the Nursery.

If your child is unwell, you will be contacted and asked to make alternative arrangements. Please check with your doctor when your child may return to Nursery. If antibiotics are prescribed for your child, the Nursery requires exclusion for 12 hours to ensure no allergic reaction. Prescribed medicines can be administered by level 3 or above Nursery staff. Insurance restrictions determine that non-prescribed medication will only be administered at the discretion of senior management.

Emergency Numbers

We ask that two additional contact numbers be provided so that if for any reason you can not be reached an alternative carer can be contacted. Additional contacts do not necessarily need to live close by. They are sometimes contacted to obtain up to date contact numbers. These can be updated on the ParentAdmin system by sending us a message.

No Smoking Policy

Sawtry Day Nursery is committed to protecting all employees, children, parents, carers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006. Smoking is prohibited within the Nursery building and within the fenced garden area. Sawtry Day Nursery has also agreed to adhere to the Smoke Free policy adopted by Sawtry Village Academy. All persons, on entering the academy site, either on foot or in a vehicle, are politely requested to refrain from smoking.

Parent/Carer Suggestions/Comments

Sawtry Day Nursery has a strong ongoing commitment to the provision of quality childcare and education.

We appreciate any constructive comments both positive and negative which will help us to monitor and evaluate our practice and the quality of service that we provide for you and your family.

Sawtry Day Nursery Ltd.
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Sawtry Day Nursery

Use of Images Consent Form

Internal Use of Images.

We regularly use photographs showing children involved and enjoying activities as part of their learning and development. We include these photographs in your child's 'Learning Journey' and these are regularly shared with you and available for you to take home at any time. When your child leaves Nursery, the 'Learning Journey' is available as a download as a reminder of their time at Nursery.

We also use photographs around the Nursery for children to enjoy looking at, or use them as part of homemade books or visual reminders 'to wash hands' etc.

It is a requirement of the Data Protection Act that we have your consent to this.

The Nursery has adopted certain safeguards in order to minimise the risk to your child:

- Only appropriate images will be taken - i.e. children will be appropriately dressed and in designated areas
- Images will be kept securely and destroyed after their required time
- Appropriate levels of supervision will be undertaken at all times

Do you give consent to your child having images taken according to the above guidelines?

☐

Yes

☐

No

Do you give consent to images of your child as part of a group to be included in other children's learning journey?

☐

Yes

☐

No

Name of Child.....

Signed

Relationship to child

Date.....

External Use of Images.

There are occasions where we use photographs externally. We are sometimes asked to write articles promoting good practice or there may be other opportunities that arise to publicise the Nursery. Additional and specific written permission will be obtained for the external use of photographs involving any images of your child where your child's identity can be determined.

The Nursery has adopted certain safeguards in order to minimise any risk to your child

- We will avoid the publication of your child's full name with any image on any of our Nursery material/website, etc.
- Only appropriate images will be taken - i.e. children will be appropriately dressed and in designated areas
- Images will be kept securely and destroyed after their required time
- Any external photographer will have the validity of their organisation checked
- Appropriate levels of supervision will be undertaken at all times

Minimum Exclusion Periods for Common Illness and Disease

DISEASE	PERIOD OF EXCLUSION
Antibiotics prescribed	first 12 hours including antibacterial eye drops
Chicken Pox	5 days from when the rash first appeared
Conjunctivitis	None/12 hours after eye drops administered
Diarrhoea / Sickness	48 hours from last episode of diarrhoea and vomiting (NB. exclusion from swimming for 2 weeks after final bout following cryptosporidiosis)
Gastro-enteritis, food poisoning, Salmonella and Dysentery	48 hours or until advised by the doctor
Hand, Foot and Mouth	None as long as clinically well.
Impetigo	until the lesions are crusted and healed or 48 hours after antibiotics
Pediculosis (lice)	None
Pertussis (Whooping cough)	21 days from the onset or 5 days from commencing antibiotics
Poliomyelitis	until certified well
Ringworm of scalp	until treatment has been given
Ringworm of the body	until treatment has been given
Scarlet fever	24 hours after antibiotics commenced
Slapped face/Fifth disease	None as long as clinically well
Warts (including verrucae)	None. Feet must be covered

Further guidance on these and other illnesses is available on the Health Protection Agency (HPA) poster on the office door.

All information is regularly updated in line with local authority and HPA guidance.