

Summertime Nursery and Preschool

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Ofsted number: EY493659

Welcome to Summertime Nursery.

The staff and committee would like to extend a very warm welcome to you and your child/children, and we hope that this is the first step on a long journey through the world of education that will prove to be enjoyable and rewarding for you all.

Summertime is an established 35 place nursery situated within the grounds of Thomas Hardy School. The nursery, which opened in 2007, caters for children from 0 to 5 years and is registered with Ofsted and a member of the Preschool Learning Alliance.

The manager oversees a qualified and experienced team of staff, who hold or are working towards the appropriate Early Years qualifications. Staff members receive regular training to keep their knowledge and skills up to date and so improve the care and the education that each child receives.

Aims and Objectives of the Group

Summertime is a warm, friendly environment, where each child's individual needs come first. The aim of the group is to develop happy, confident children who are interested in life and enthusiastic about the challenges they will meet.

We aim to provide a relaxed, warm, stimulating, safe environment that meets each child's needs and matches their abilities. We want to ensure that children thrive and learn through planned, play-based experiences and through child-initiated play.

Every child at Summertime is cared for with genuine warmth and affection and is valued as an individual. We aim to promote self-esteem and develop confidence from birth right through to the preschool years and to encourage the children to be considerate and respectful of other people's feelings. Summertime aims to be a safe

place where parents can feel confident that their child is getting the best start in life.

The Setting

The nursery has two units within the setting. The baby room can cater for up to 9 children ranging from birth to two years. The preschool room caters for 26 children aged between 2 and 5 years. The children in the preschool are split into two groups related to their ages and each group has its own co-ordinator.

Ducklings - 2-3year olds
Ducks - 3-4 year olds

The Management Team

The manager of Summertime is **Cathy White**. She has worked in Early Years childcare for over 13 years. She is qualified to degree level and has a Postgraduate Certificate with Early Years Teacher Status.

The deputy manager is **Natasha King** who holds a CACHE Diploma level 3. She has 20 years' experience in childcare and has worked within the Summertime team for the last 9 years.

The office manager is **Janet Furzer** NVQ level 5 management. First aid certificate

All Staff undergo Paediatric First Aid training which is updated every three years.

Designated Safeguarding Lead - Natasha King.

Special Educational Needs and Disability Coordinator - Cathy White.

The Baby Room

Annie Lawrence - Baby Room Leader - City & Guilds Level 3. First aid certificate

Zoe Aslin - Nursery Practitioner Level 2 Practitioner. First aid certificate

Alessandra D'errico - Nursery Practitioner Level 3 First aid certificate

Chloe Higgins - Nursery Practitioner Level 3

The Preschool team

Natasha King - Preschool Room Leader - Cache Diploma level 3. First aid certificate

Becki Greening - Preschool Room Deputy - level 3 childcare qualification. First aid certificate

Megan Spencer - Nursery Practitioner - Cache Diploma level 3. First aid certificate

Sophie Fuller - Nursery Practitioner - Cache Diploma level 2 & 3. First aid certificate

Molly Maidstone - Nursery Practitioner NVQ level 3 Overall First Aider

Kaylie Hathaway - Nursery Practitioner Level 2 in childcare. First aid certificate

Tammy O'Malley - Nursery Practitioner Level 4

Rebecca Harris - Nursery Practitioner Level 3

Lucy Larkham - Apprentice

Your Child's Learning

Children at the setting follow the Early Years Foundation Stage (EYFS) curriculum. Each child is allocated a key person who will plan for that child's individual needs and interests. Individual 'next step' plans will be put in place for each child and these will be shared with the parents. Parents may go online using the Tapestry Learning Journal to view their child's learning journey and to make observations and comments as well as feed back to the staff about their child. Paper copies of your child's learning journey are available on request.

Parent Partnership

At Summertime we recognise parents/carers as the first educators of their children and those people who know their children best. As such we want to involve you in the life of the nursery as much as possible. A parent partnership group meets every 3 months and parents are most welcome to join our management committee as a trustee. Monthly newsletters are produced to keep parents and carers informed about any changes to the activities and staffing at the nursery.

An Overview of Policies at Summertime

Admissions Policy

Summertime's aim is to provide quality, affordable childcare that is accessible to all families from within the local community. Children must attend a minimum of two days a week and each session must be a minimum of 5 hours each

Equal Opportunities, Special Needs & English as an Additional Language

Summertime will ensure that all children are given equal opportunities regardless of gender, race, religion, disability, or colour. Summertime has a written SEND policy in line with the SEND code of Practice 0-25 2014. This is available for you to read along with all the setting policies, for a copy please ask a member of staff.

If a child joins our setting and has English as a second language or no English at all, we will endeavour to make the child and the whole family as welcome as possible.

We recognise the importance of the home language, culture and religion and will aim to provide translations of some documents in certain languages and can access support for families as and when required.

All staff members take part in training with regards to promoting equal opportunities and Summertime also has qualified SENCO's on site.

GDPR

Here at Summertime Nursery we comply with the obligations under the GDPR. Keeping all personal data; up to date, storing and depositing securely, not collecting or retaining large amounts of personal data. Protecting all personal data from loss, damage or misuse by ensuring the correct technical measures are in place to protect all personal data.

Website use

You can download policy's and registration forms from our website if required. Although we maintain high standards of security on our website the internet is not completely secure, we will do our utmost to protect your information. If you wish to email registration forms or any other information to us, you do so at your own risk.

If we receive information through the internet (e-mail) once received, we use strict procedures to minimise your information being used with unauthorised access.

Storage of data

All data is kept on software programmes or paper format.

All paper format data is kept in a secure location, i.e. locked filing cabinet within a secure office, with only authorised staff members having access.

All software systems are password protected; this information is only given to those staff members who need to access this information.

The lawful process of collecting data

We collect and process all the personal information given to us by parents and guardians under the lawful process. We need to process this data to enable us to fulfil the contract we hold with you. Without this we would not be able to keep our agreement and therefore your child could not be kept in our care.

The legal requirement of all medical data regarding your child is vital to keep them safe whilst in our care.

All data regarding your child's ethnicity, race and religion is processed under the requirements of the Local Authorities. In accordance with Summertime Nursery's equal opportunities policy and making sure we are meeting the Equality Act 2010.

Security

Here at Summertime Nursery we are committed to ensuring that all personal information is kept secure.

To secure all information gathered by us we have put in place electronic, physical, managerial procedures to secure and safeguard all information collected by us.

We are members the international Commissioners Office (ICO) any breach in security will be reported.

Further processing

If at any point we need to use your personal data for a new purpose, where and whenever necessary, we will seek your consent.

Your rights

Under the new GDPR you have the right to request access to any of your data held by Summertime Nursery regarding you or your child. If you wish to make a request to view your details, please contact the Nursery Manager.

If at any point you feel your data is not being handled correctly or you are unhappy with any of the above issue, contact the Nursery Manager

Complaints

We work in partnership with parents and carers and we welcome any feedback you may have. If for any reason you wish to make a complaint, then this should be addressed in the first instance to the manager who will endeavour to resolve matters satisfactorily. If this is not possible then a written complaint may be addressed to the chairperson of the group. Parents will be kept informed of the outcome of a complaint and of any relevant action. If the matter remains unresolved parents may refer the complaint to Ofsted; the address is available from the manager upon request.

Behaviour Management

It is Summertime's policy that no child will be subjected to any humiliating practice as a method of discipline. We will work to consistent guidelines and encourage positive behaviour using lots of praise and positive feedback.

All staff members are encouraged to undertake behaviour management training and there are qualified behaviour co-ordinators.

Medication.

Prescribed medications can be administered at Summertime. Where this is required, parents will be asked to fill out a medication form on arrival and to countersign when they collect their child. All medicines will be checked by staff to ensure that the child's name, date of birth and prescribed amount is recorded on the medicine and

that the medicine is in date. Any medicine that does not have these details recorded will not be given to the child. Children on long term medication such as inhalers or creams will have a book so that staff can record when the medication was administered; parents must countersign the book.

Calpol/child specific paracetamol/Ibuprofen will only be administered by a staff member if there is a valid reason and a medication permission form had been completed by the parent/carer. If the child is unwell or has a fever staff and management will not give Calpol/child specific paracetamol/Ibuprofen if it is considered the child is too unwell to attend the setting. If you have administered Calpol/child specific paracetamol/Ibuprofen to your child in the six hours prior to attending the setting you must tell a member of staff so that we can monitor them.

Sun Cream.

It is the responsibility of Parent/carers to ensure their child has had sun cream applied before they attend a session at Summertime Nursery. You may wish to supply Summertime with a bottle of cream with your child's name written on for us to 'top up' when required. With your written permission, we can also apply additional 'top up protection' using a children's hypo-allergenic sun cream with a high SPF factor supplied by the nursery. It is also requested you send your child to nursery with a named sun hat.

Diarrhoea & Vomiting

It is the group's policy to exclude any child who is suffering from diarrhoea or vomiting. Children should NOT attend nursery for at least 48 hours after the last bout of illness. Please see the nursery 'illness and infections' leaflet for further details.

Collection of Children

Parents will be asked to complete a data sheet giving information about their child and who has permission to collect their child or children.

It is important that you attach photographs to the registration form of all the people you have named as authorised to collect your child and provide a Password. This ensures staff can recognise relatives/friends at the door prior to giving them access

to the building. If you are unable to print photographs yourself, you can email them to us, and we will print and attach them here.

Summertime will only allow a child to leave with a person named on the data sheet unless parents have informed us that someone else is picking the child up.

Identification will be sought from the person who is collecting (PREFERABLY PHOTO ID) if staff members have not seen them before and will be asked for the password.

If for any reason a child has not been collected, Summertime will ensure that at least 2 staff members remain with the child. All contact numbers will be rung for up to 1 hour after the time that the child was due to be collected.

If the child has still not been collected from the setting and a cause for the lateness has not been established Summertime will then contact the social services duty officer and /or the police.

Lost Children

In the unlikely event of a child going missing all staff will alert the manager or senior member of staff on duty for that day. Children will be asked if they have seen the missing child and staff will search the surrounding areas and the setting. Summertime will notify the parents /carers and police and the incident will be recorded. Ofsted will be informed and notified of the outcome.

Photos & Observations

Whilst your child attends Summertime practitioners will be making observation of their development and interests to build a portfolio in line with the Early Years Foundation Stage (EYFS) framework. These may be shared with other professionals. A nursery camera will be used to take the photos, and these are developed on site using the nursery photo printer. Please sign the permission statements at the back of the data form if you are happy for this to happen.

Outdoor Play/Suitable Clothing

Summertime has a fantastic area for supervised outdoor play which we utilise a great deal, however we can only take the children out if they have suitable clothing. For

example, in the winter, they need a warm coat, gloves and hat; in summer they need sun hats and sunscreen.

Food and Drink Provided

Summertime will provide each child with a small snack during the session and milk and water will be offered to the children to drink. Parents will be asked to bring in a water bottle for their child and this will be refilled throughout the session. **Sleeping Babies and Children**

Children sleep in either a cot or snuggle sack and are monitored every 10 minutes. Babies and children will not be rocked to sleep in pushchairs.

Invoicing and Fees

Invoices for the nursery are prepared at the beginning of each month and payment is due in advance.

Invoices are emailed to all parents and the beginning of the month and payment should be made within 14 days. A late payment of £25 could be charge if not received.

0-2 years	£6.30 per hour
2-5 years	£5.95 per hour

From the age of 3 years ALL children are entitled to 15 hours of government funded childcare which can be used term time only. A maximum of 10 hours can be taken in one day. If you are a working parent, you may be eligible to claim 30 hours' free childcare. This can be taken as 30 hours per week term time only or 17.5 hours per week stretched over the year. (to apply for 30 hours and a tax free child account go to www.dorsetforyou.com/30hours) Some two year olds may be able to access government funded childcare - for more information please see Cathy.

Holidays/Sickness/Change of Hours

If your child attends the nursery on a full-time contract 50 weeks of the year you will be charged 50% of your usual fee when holiday is taken. A month's notice is required to receive the holiday discount. A holiday form must be completed or an email sent to office@summertimenursery.co.uk

If your child is on a term time only contract (38 weeks of the year) we will charge 50% of the usual fee during holiday time to keep your space. If your child is off sick

from nursery, fees are still due as normal. If you require a change of hours, a month's notice will be needed. Please note that days cannot be swapped.

Please note that the nursery closes for up to two weeks at Christmas

Finally

This booklet is designed to give you an overview of the setting, all the policies and procedures are also available to read. If you require any further information please do not hesitate to speak to the Manager, Cathy White. Cathy is on site most days or you can call her on 01305 257756, email office@summertimenursery.co.uk

We look forward to welcoming you and your child at Summertime Nursery

September 2020