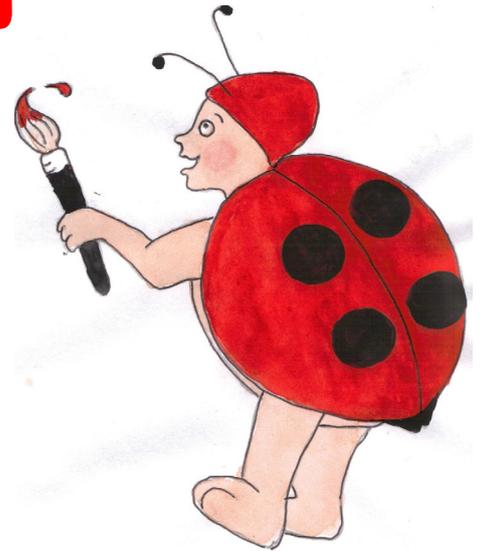


All about Ladybird



Ladybird Pre School Nursery

Cromer Road, Sheringham, NR26 8AB

Telephone 01263 824325

Email : ladybirdpreschoolnursery@btconnect.com

www.ladybirdnurserysheringham.co.uk



www.facebook.com/Ladybird-Pre-school-Nursery

1. Introduction

Why Choose Ladybird Pre School Nursery?

At Ladybird, children learn through play in a caring, friendly setting. They learn to share, and take turns while making new friends. Experiencing new activities gives a good start to education and sessions are structured to provide pre-reading skills, hand/eye co-ordination and early number concepts. The wide variety of activities offered by qualified staff in a Nursery with high staff to child ratios, and the contact with other children, helps each child to develop emotionally, socially and intellectually whatever their starting point.

Ladybird Pre School Nursery– the background

It began as a playgroup in the early 1980's. In 1991, after a massive fund raising effort, it moved to its current premises on the Cromer Road. The building has a main room, quiet room for individual and small group activities and two outside play areas, one under cover enabling year round outdoor play.

The Nursery has thus been an integral part of the Sheringham Community for 30 years. It has cared for well over 1000 children and created links with more than 500 local families. Some 'early birds' who attended in the 1980's now send their own children to the nursery.

The Nursery is registered with and inspected by Ofsted. It is managed by a Committee of volunteers. There is a high ratio of dedicated permanent staff all holding child care qualifications. Training, including paediatric first aid, is regularly updated. Each session is supervised by a qualified Nursery Practitioner. We work closely with Health Visitors and Sheringham Primary School.

The Nursery is open during term times and is registered to accommodate up to 28 children at each session.

Funding

Ladybird Pre School Nursery is a Charitable Incorporated Organisation with a registered charity No 1162069

For children starting before they are three, Parents/Carers pay per child per session unless they are eligible for two year old funding. For more information on the two year old funding please ask at the Nursery Office. The government will take over funding from the start of the term AFTER the child turns 3 years. Parents/Carers will be notified of this. Fees go towards the running costs of the building, the staff salaries, supplies of paper, paint, glue etc. Fundraising events are held throughout the year to raise money for example to fund building improvements and new equipment.

2. When can my child start?

Children may start Nursery from the age of two years. However the two year old funding is only available from the term after they turn two years of age. Their sessions can be taken in the afternoons depending on availability. The emphasis is on encouraging the children to socialise and gain confidence.

What is the role of parents/carers?

The Nursery encourages parents and carers to become involved. A home visit and settling in visits will be arranged before your child starts. At the following sessions please be prepared to stay if necessary and /or collect your child early until he/she is happily settled.

Session Times (term time only)

Morning: Monday – Friday, 9 am – 12 noon.

Lunch Club: Monday – Friday, 12noon – 12.45pm. (3+ only)

Afternoon: Monday - Friday, 12.45 – 3.45 pm

Please try not to arrive too early as we will be busy preparing for the session. Children can arrive at any time after their session starts.

When you collect your child at the end of session please be prompt, the staff may not mind too much, but your child will!



3. Our Admissions policy in brief

(Please refer to the policy folder in the entrance hall for full details of our Admissions and Equal Opportunity policies in greater detail)

1. Age 2

For fee paying parents their child can start after their second birthday. For two year old funded children they can start at the beginning of the term AFTER their second birthday.

2. Age 3

In the term after your child turns three he/she will be entitled to funded attendance for up to 15/30 hours per week.

We welcome all children whatever their background and ethnicity. However, should the Nursery receive more applications for funded children than we have capacity to accommodate, the following applies;

In order that the child and his/her family can experience no disruption in the provision of their Nursery experience, priority for places will be given in the following order:

1. Children who have siblings at Ladybird Pre School Nursery
2. Parents and Carers who regard Ladybird Pre School Nursery as their primary provider and will not be using other nursery provision

3. Session Fees

Session fees are normally paid termly or half-termly. If you would find it helpful to pay weekly, please talk to the Manager to arrange it.

Current charges are as follows as of September 2017

- £15 per three hour session
- £5 per Lunch Club 12noon – 12.45pm
- 50p snack fee (see note under housekeeping)

(Fees are normally reviewed annually in the Summer term)

Please place fees (cheque, made payable to “Ladybird Pre School Nursery” or cash) in a sealed envelope with the child’s name on it and hand to the Office Supervisor or to the Nursery Manager. If you would like to pay by BACS our account details are: Account number – 65783773 Sort Code – 08-92-99 using your child’s name as the reference. If your child brings their own snack, the fee is reduced by 50p per session.

If your child is absent, fees are still due as our running costs remain the same. Different rules apply if the child is hospitalised.

Please let us know in plenty of time if you will be away for any length of time. **A month’s written notice is required if you are withdrawing your child from the Nursery.**

Please let us know as soon as possible of any illness or hospital visits/stays. A child who has been off with diarrhoea & sickness should be free of symptoms for 48 hours before returning to Nursery.

When can my child have a free place?

If your child's 3 rd birthday is between	Your free place starts from the following
1 st January and 31 st March	April
1 st April and 31 st August	September
1 st September and 31 st December	January

We will ask you to fill in a simple claim form and we will claim the funding for your child's free place on your behalf.

Your 3+ or 4 year old will be entitled to 15/30 hours a week over a minimum of 38 weeks a year, completely free of charge.

Need further information?

Visit www.norfolk.gov.uk/childcare or ring the Family Information Service on 0344 800 8001

4. Housekeeping

Clothing

Old clothes are best for playing in. We provide aprons for messy activities. Nursery polo shirts and sweat shirts are available to purchase if you wish.

We ask that sensible footwear is worn – **no wellington boots, crocs or flip flops please.**

Please be sure that your child brings a named coat to Nursery as we have outdoor play at all times of the year.

In hot weather it is also essential that the child brings a named sun hat and that you apply sunscreen before leaving your child at Nursery, we as a setting do not supply sunscreen.

Any bags or clothes brought to Nursery must be named.



Nappies

Your child does not have to be potty trained to attend the Nursery. Please put your child in pull up pants or a nappy - we will help support training if necessary. Please ensure your child is in a clean/dry nappy for the start of their session.

Toys etc from home

Please don't let children come to sessions with sweets or money, but we are happy for them to bring a favourite toy or book.

Snack Time

A healthy snack is provided e.g. bread sticks, crackers, toast, scones or crumpets and a choice of fresh fruit/vegetables; therefore there is no need to send these unless the child has special dietary needs. We do prefer to provide the snacks ourselves and make the eating of snack part of the routine of the session. However under NCC Children's Services rules, you may if you wish send a snack for your child. If you do, please ensure

that it is healthy. We cater for children with a range of allergies, so please do not send NUTS, crisps or chocolate even if your child is allergy free. If you send in a snack the snack fee will not apply.

A choice of milk and water are offered. All children are encouraged to pour their own drink (under supervision).

Lunch Club

Lunch Club runs from 12noon to 12.45pm. We ask that you provide your child with a healthy packed lunch. We operate a **“no nut policy”** so please do not include nuts in your child’s packed lunch.

Packed lunches are to be in a NAMED lunch box/bag with ice packs to keep them cool. We do not have the facilities to heat any items or place any items, except for medical purposes, in a fridge.

Communication

Please read the notice board in the reception area regularly. Written information such as outing letters, newsletters etc will be e-mailed to you or handed to you when you collect your child at the end of a session. The Nursery newsletter is published about every term and will tell you about events and management decisions. The Nursery has a Facebook page - please “like us” for regular updates and information.

Events and special dates can also be found on the website

www.ladybirdnurserysheringham.co.uk

If there is anything that you are unsure of please don’t hesitate to ask.

We have an open door policy so parents/carers may drop in and visit as they wish.

Photographs

From time to time we take photographs of activities at the Nursery. Most of these will only go into your child’s Learning Story but sometimes we like to use group shots in local papers to tell the Community about our events. If you prefer NOT to allow any photo in which your child appears to be used, please let us know. A permission form is included in your starter pack.

Collection of your child

If you find that you are unable to meet your child at the end of a session please ring the Nursery on 01263 824325 and tell us the name of the person who will be collecting your child (preferably someone already listed on your registration form). Please make sure they know your agreed password. Failure to contact us will result in us needing to contact you before letting your child being collected by another person. This is to ensure your child’s safety and wellbeing. In the event that your child is not collected we will action our ‘uncollected child’ policy.

6. Learning Experiences

- We aim to deliver positive opportunities and experiences to all children through planned activities based around the individual child’s interests and play.
- We work on the basis that children learn best through play.
- Some activities may not result in an end product that is visible to parents/carers, because the child has learnt more through the process of doing something.

- Children are like sponges in that they absorb from their environment, deepen their understanding through play, talking, watching, asking questions, repetition, experimenting and responding to adults and each other.
- So never be afraid that they are not learning just because they haven't got any work to take home. In fact it's the opposite, the great thing is that they don't even realise they are learning.

Session Content

Sessions are planned around the [Early Years Foundation Stage \(EYFS\)](#) approved by Ofsted who inspect us regularly. Varied topics are covered and there are visits to the local community and beyond such as:

- How to be healthy including a visit from a nurse and dentist
- Seaside and our environment – visits to Sheringham Park, Cromer Zoo, the Fire Station and Elephant Playbarn
- Nature study of bugs, beetles and butterflies, Zoolab visit
- Nativity play
- Ready for school books

(We do need to ask parents to make a voluntary contribution towards the cost of some of these events)

Curriculum

We plan our curriculum on the [Early Years Foundation Stage](#). This is the foundation for a primary school to build on. Monitoring each child's progress means that we can plan for their needs and identify any problems early. This planning and evaluation benefits the child and their family.

The EYFS principles have four themes :

- **A Unique Child**
- **Positive Relationships**
- **Enabling environments**
- **Learning & development**

What does this mean?

- At a practical level this means that by arranging the toys at the children's level we encourage independence, self-choice and sharing. Staff will encourage children to concentrate and persevere on individual tasks and to ask for help when needed.
- There will be plenty of opportunity to talk and express ideas in a way that can be understood. They will listen to stories, rhymes, poems and songs and join in when confident enough. Books are always readily available to look at and listen too, so that they begin to recognise how printed words and pictures can convey meaning. A wide range of materials for mark making and writing is offered and children are helped to understand the purpose of writing.

- Problem solving, reasoning and numeracy develop through activities involving matching, sorting, sequencing and counting everyday objects. Simple rhymes help them learn number sequences.
- Creativity is developed when children express themselves through music, dance, dressing-up, crafts, painting and cooking. Interest in gardening and growing our own vegetables is encouraged. We have a raised gardening bed in the playground.
- Through experimenting with natural and man-made materials they can explore their environment. Information about other cultures, beliefs and religious festivals are part of the annual calendar.
- The outdoor under cover play area is open every day and in good weather children play individually and in groups on bikes, climbing frames, the sand pit and water table in both playgrounds.
- The safe use of tools, health and hygiene is woven into all activities.

How does Ladybird Pre School Nursery differ from Sheringham Primary School Nursery?

Ladybird Pre School Nursery is guided by the Pre School Learning Alliance principles of learning through play. We have a higher staff to child ratio and offer places to children after their second birthday. The school nursery takes them only once they are government funded after they are three years old. Both settings work within the EYFS. We can offer three year olds sessions from 9am – 3.45pm, including a Lunch Club.

7. Your child's Key Person

Your child will be allocated a key person who will be with your child until they leave Ladybird Pre School Nursery. The key person approach is aimed to create close attachments between the staff, the child and his or her family. The key person will be responsible for as much of the physical care of your child as is practical. They will do their best to ensure that your child is valued and take into account your family culture. They will nurture the child's sense of identity as a family child as well as someone who belongs at Ladybird Pre School Nursery.

The key person will:

Support the child's transition

- For some children, being at nursery is their first experience away from their parent or carer and they need a special person to relate to.
- The key person has special responsibility for greeting and settling the child every day, in so far as this is possible.

Support the family

- The key person has an interest in the welfare of the child and the family

- The nursery tries to give continuity of care for the family by assigning siblings to the same key person.

Provide emotional support for the child

- The key person provides the child with security, order, consistency and routine; because of this, they can support the child in taking risks in order to develop new areas of competence.

Assessing and planning for the child's progress

- The key person is the keeper of specific knowledge of the child, shared with the parent and refined through daily observation of personal routine and preferences.

The key person's deeper knowledge of the child enables her to recognise and celebrate achievements e.g. a new friendship, jumping from a step or pedalling a bike. The key person creates and maintains the child's Individual Plan, maintains the child's records and liaises with other agencies such as Health Visitors and Speech & Language Therapist.

Who are our 'Key Persons'

Christine Wright	Nursery Practitioner	Diploma in Children and Young People's Work Force Level 3
Jo Bircham	Nursery Practitioner	BTEC National Diploma in Nursery Nursing Level 3
Becky Gabriel	Nursery Practitioner	Level 6 BA in Early Years Studies
Antonia Neath	Nursery Practitioner	Childcare Diploma Level 3
Kate Daniels	Nursery Practitioner	Level 2 Supporting Teaching and Learning

The Learning Story

- The Learning story is designed to be a record of your child's achievements while at Ladybird.
- Examples of your child's activities will be collected through their normal participation in the life of the Nursery.
- It will include a variety of observations, examples of your child's work, photographs and conversations.
- Based on the interests and knowledge of your child his/her Learning Story will focus on the [Early Years Foundation Stage](#) described in the appendix to this booklet.
- We very much hope that as parents and carers you will contribute to your child's story. This helps us to build on interests outside the nursery and gives the child something to talk to us about.

Do let us have :

- Photographs of family celebrations, outings and holidays
- Comments on what your child has done at Ladybird
- A note of when your child does something new at home e.g. fastens their coat, writes their name, draws a picture
- Comments on a trip e.g. shopping, the beach, the woods, going swimming
- Tickets, leaflets and mementos are welcomed whenever you can send them

The story will be shared with you regularly throughout your child's time at Ladybird Pre-School Nursery and will be available for you to look at whenever you choose. We like you to add your comments to the Learning Story whenever you can.

When your child leaves, the Learning Story will be given to you and is yours to keep, and share with your child's new setting.

8. Behaviour Management

The nominated Person with special responsibility for Behaviour Management is Vanessa Harris.

Our setting believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example.

The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

We require all staff, volunteers and students to use positive strategies for handling any inconsiderate behaviour, by helping children find solutions in ways which are appropriate for the children's ages and stages of development. Such solutions might include, for example, acknowledgement of feelings, explanation as to what was not acceptable and supporting children to gain control of their feelings so that they can learn a more appropriate response.

We work in partnership with children's parents.

Parents are regularly informed about their children's behaviour by their key person. We work with parents to address recurring inconsiderate behaviour, using our observation records to help us to understand the cause and to decide jointly how to respond appropriately.

For full details of our approach to Behaviour Management, please refer to the full policy which is kept in the entrance. Please ask if you would like your own copy.

9. Safeguarding / Child Protection

Our designated person (a member of staff) who co-ordinates child protection issues is:

Vanessa Harris the Nursery Manager

Our designated officer (a committee member) who oversees this work is:

Alice Vargo

We ensure all staff and parents are made aware of our safeguarding policies and procedures. Please do not hesitate to contact the Nursery Manager or Chairman if you are concerned about the welfare of a child. Alternatively you may go directly to Children's Services telephone 0344 800 8014.

We provide adequate and appropriate staffing resources to meet the needs of children.

Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed.

Full details of child protection and safeguarding are extensive and cannot be included here but the full policy is available in the policies file in the Nursery entrance or on request from a member of staff.

10. Privacy

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

We keep two kinds of records on children attending our setting:

Developmental records

These are the Learning Stories and include observations of children in the Nursery, photographs, samples of their work and summary developmental reports.

These are usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child's parents/carers.

Personal records

These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or safeguarding/ child protection matters.

These confidential records are stored in a lockable file or cabinet and are kept secure by the Manager in a safe place.

Parents/carers have access, in accordance with our Access to Records policy, to the files and records of their own children but do not have access to information about any other child.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

We retain children's records for twenty one years after they have left the setting. These are kept in a secure place.

Going to school

We liaise regularly with Sheringham Primary School especially in the term before the children enter. Reception Teachers visit us and individual visits to the school are organised with Nursery staff. Forms to enrol your child at a Primary school can be found at www.admissionsonline@norfolk.gov.uk. Alternatively telephone 0344 800 8001. It's a good idea to start the process approximately 1 year before the child is due to start. With your permission we may pass information and recorded observations about your child to Sheringham Primary School to ease his/her transition. If your child will attend a different primary school you may have to make your own arrangements for transition but we will help wherever possible.

11. About the Committee

- Ladybird Pre-School Nursery is run by a Committee working alongside the staff. (see list of names on the notice board in the entrance)
- It is a registered Charity not a business.
- Any surplus income is spent on renewing equipment and buildings. However, the authorities treat us as a business with regard to Taxation, Employment Law, Health and Safety, Data Protection etc.
- Some committee members are parents who have children at nursery whilst others once had children here who have moved on to school, some are just people passionate about early years' education.
- Meetings are held every term.
- If you feel that this is something that you would like to be involved in, then please speak to a member of staff or existing committee member. *New recruits are always welcome.*

12. About the Fundraising Group

If the committee isn't for you then maybe you could offer some time on the Fundraising group. You don't have to be on the Committee to belong to the Fundraising group and it meets in the evening termly.

We are constantly trying to think up new and innovative ways of raising money. Please ask one of the staff to put you in touch with the group if you have any fundraising ideas or would like to help in any way.

Fundraising Group Co-ordinator; Helen Jewers

Collecting tokens and vouchers

We regularly collect school vouchers from all major supermarkets. Please see notices in the entrance lobby from time to time.

We are registered with easyfundraising, this means that if you shop online you can raise funds for the nursery whenever you shop at no extra cost to yourself. Log on to www.easyfundraising.org.uk for details – see notice in the lobby.

We very much look forward to welcoming you to Ladybird Pre School Nursery. If you have any questions at all please don't hesitate to ask.

Vanessa Harris, Nursery Manager