



## Introduction

Chapel Field Children's Day Nursery has two settings one in Chapel Field Gardens in the Centre of Norwich which has been open since 1990 and the other is situated in the village of Trowse just outside the city within the school grounds of the primary school and opens September 2021. Both provisions are in purpose-built buildings and offer high quality childcare.

The City Nursery provides provision for 52 children per day for children aged between 3 months and 4 years- up to school age and our new setting in Trowse at the Nursery School we offer childcare for children aged 2-4+ years - up to school age.

## Our aims and ethos

The settings offer a safe and secure environment both indoors and outdoors in which children can freely explore and learn through a wide variety of play experiences. Within this happy environment, children can grow and develop to their full potential physically, socially, emotionally, and intellectually. We promote positive behaviour and encourage both children and adults to respect each other and their surroundings.

## Admission

It is important that you apply as early as possible for a place at either Chapel Field setting. A place for your child is not guaranteed and a place becoming available depends on different factors (listed below.) We advise that you do not rely on our Nursery as your only plan of childcare for when you require it.

The Nursery operates a waiting list based on:

- Staff children
- Existing families, including siblings at nursery
- Date of receipt of application
- Availability of start date
- Required sessions
- Date of Birth to accommodate progression.
- Postcode to school catchment

-If you would like to join the waiting list, please request and complete an application form and return it to the nursery or nursery school.

-Once you have completed and submitted the application form please allow 1 month to register your details.

-After this we will contact you to arrange a tour of Chapel Field and meet the team.

-After the above the Children and Families Manager, Stella, will be in contact with you when a place becomes available or if we require an update of information.

-Once a place is confirmed we will arrange an appointment with the management team to collate your details and arrange a meeting with the key person, prior to settling in visits.

## Opening times and sessions

City Nursery - Full day care, sessional care- 3 months-5 years

Opening days:

-Monday to Friday all year round (closed Christmas to new year period)

Opening hours and sessions:

-8.15am - 6pm for under 3's (A minimum of 2 days is required)

-8am -6pm or 8am - 1pm/1pm - 6pm for children over 3 years of age.

(A minimum 1 ½ days per week or 3 half sessions is required.)

## Trowse Nursery School – Full day care for all year round and term time - 2-4 years

Opening days:

- Monday to Friday all year round (closed Christmas to new year period)
- Monday to Friday term time only

Opening hours and sessions:

- 8am–6pm for 2 year olds (Min. attendance of 2 days is required)
- 8am–6pm or 8am–1pm/1pm–6pm – over 3's. (Min. attendance 1 ½ days/ 3 sessions is required)

Both the Nurseries are open throughout the year except for Bank Holidays, an annual staff-training day and the Christmas to New Year period.

\*Please note operating times may change slightly during a pandemic, in accordance with legislation and guidance from the Government.

### **Settling in period**

Both settings operate a key/co person system. You will be invited to meet your child's key person to have an informal chat. This will enable the key person to get to know your child, their individual needs and development. A series of settling in visits will follow, gradually increasing the time you leave your child. This enables your child to become familiar and confident within their new surroundings and friends. Each child is an individual and will take their own time to settle.

Your child's key person will work closely with you to discuss the appropriate time scale for your child to happily settle. No charge is made for these visits, but for insurance purposes, you must stay near the nursery premises. Additionally, we require children to attend a pre-starter, a half-day session, prior to their first registered day.

### **Security**

The Nursery has an intercom at the gate, together with a code for entry. The building has a fingerprint door entry system, therefore only allowing existing users of the nursery to enter. The Nursery grounds and children's outdoor play areas are enclosed and are not overlooked.

The Nursery school building is situated within the secure school grounds and has high level fencing all the way around the outdoor area. The main door entry is fob only so only authorised personnel can enter the building.

### **Parental Partnership**

We pride ourselves on our friendly staff team and welcoming environment. We recognise the importance of parent input, and hope to work with you, discussing your child's development and achievements. The staff team will always be happy to share information and discuss your child's day.

### **Staff Team**

Throughout the setting we have a strong supportive team who all have a caring professional approach to all children, parents/carers, families and outside agencies.

All the staff have been trained to a Level 3 qualification or above. Also, all staff carry out additional training including Child Protection/Safeguarding children and Early Years First Aid and some staff attend Food Safety in Catering. We also employ Apprentices who are working towards a Level 3 in childcare at Chapelfield Nursery and they grow with the supportive and knowledgeable team around them.

## Provision

City Nursery - We have 4 group rooms:

<u>Room name</u>	<u>Age range</u>	<u>No. of children</u>	<u>Staff/child ratio</u>
Jellybabes	3 months – 18 months	9	1 : 3
Jellytots	1 year – 2 years	8	1 : 3
Rainbow	2 years – 3 years	11	1 : 4
Creepy Crawlies	3 years – 5 years	22	1 : 8

(The age ranges within the rooms are approximate)

Trowse Nursery School - We have 1 main group room which provides an environment for children aged 2 years – 4+ years and each day the children are divided into key groups to provide age appropriate care for the children.

<u>Group name</u>	<u>Age range</u>	<u>No. of children</u>	<u>Staff/child ratio</u>
Caterpillars	2 years - 3 years	8	1 : 4
Butterflies	3 years - 4+ years	16	1 : 8

(The age ranges within the groups are approximate)

## Care Learning and Development

We implement and promote the Statutory Framework for the Early Years Foundation Stage, “*Setting the Standards for Learning Development and Care for children from birth to five.*”

We aim to provide experiences and further opportunities based on children’s interests and learning through play. The most important factor is for children to feel valued and secure within our fun and caring environment. The two groups offer a wide variety of activities and play experiences, to enable your child to develop to their full potential.

### Nursery - Jellybabes Room 3 months – 18 months (Approximate)

Jellybabes provides a relaxed and loving atmosphere into which parents can feel assured that each child’s key person we will work closely in partnership with you to provide the highest quality of care. The focus of this room is to be flexible ensuring every baby is nurtured with love and cuddles and their individual routines met. We liaise with parents/carers to establish a suitable routine to accommodate both home and Nursery life.

We offer a range of activities both indoors and outdoors, which encourage and promote all round development, from music to relaxation and physical stimulation to social skills all of which will enable your child to reach their full potential both physically and emotionally.

The staff take great pride in offering not only a visually stimulating room with various mobiles and chimes, but also provides other forms of sensory exploration for example spaghetti play and body painting.

### Nursery- Jellytots Room 1 year – 2 years (Approximate)

Jellytots offers a gentle, friendly atmosphere based on warm and caring relationships between staff and children. The provision of this room is for eight toddlers offering a variety of small group play to encourage many areas of development including personal, social and emotional progression. At the same time the staff enjoy observing and supporting each child’s individual character blossom. As they develop and become more inquisitive, we provide our toddlers with activities such as arts & craft, sand & water play by involving stimulating and educational resources.

The garden area aims to support the toddler’s physical development but also incorporating many small world play activities, story areas and creative play under our covered area in all weathers.

### Nursery and Nursery School - Rainbow Room and Caterpillars group 2 - 3 years

Rainbow and Caterpillars provide reassuring and cheerful environment into which children are welcomed. This group offers tabletop activities as well as a quieter comfy area for stories or relaxation. Creative and messy play is always great fun to explore with sand, water, cornflour, and jelly. Also, physical equipment is offered with challenging opportunities including obstacle courses, bikes, pushchairs, and hoops.

As Personal, Social and Emotional development continues to grow, children are encouraged to share by small group work and free flow play throughout the room. All the children have opportunities to reach their full potential in all areas of development at their own pace.

Children are encouraged with self-care skills such as hand washing and toileting. Staff will liaise and provide support for each family to help make the transition from nappies to potty or toilet as easy and as stress free as possible.

### Nursery and Nursery School - Creepy Crawlies and Butterflies group 3 - 5 years

Creepy Crawlies and Butterflies are exciting groups which explore a range of play equipment to help children develop an array of skills, and great care is taken to choose materials that will create an inspiring sensory experience. As well as toys, we use real life props, such as brushes and gardening tools, and small-world play to help build a child's imagination and language skills. Construction play is also available to help children develop fine motor skills and problem solving.

Some activities we provide enable children to explore sounds and letters at their own pace and some also introduce children to mathematical language and concepts such as counting, sorting, matching, number, and shape recognition. Sequencing is also introduced through fun games, activities, rhymes, and everyday experiences.

Our wide range of equipment, indoors and out, promotes and develops all types of physical skills and our aim is for children to gain confidence and control over their movements from pencil/scissor control to riding a bike/scooter and use their space appropriately.

Our garden offers a variety of age-appropriate equipment, with tricycles, and balance beams, as well as stimulating features and sensory play areas, a sand pit, wildlife areas, storytelling areas and planting.

All transitions are supported to school by providing many activities which prepare them for change and a large emphasis is placed on the encouragement of independence and self-care.

Nursery life enables children to gain confidence, promotes and develops self-esteem, independence, and self-care skills, encourages sharing, communication, and co-operation. This is achieved through a wide range of activities and children are encouraged to extend their vocabulary, listen, and respond to others, individually and as a group.

### **School readiness**

The staff will support each individual so that they will be ready to move to big school.

Within the setting we embrace school readiness and work closely with the reception class and teachers to ensure any transitions are as successful as possible. If your child were to go to Trowse school the environment will be familiar for them as we will use the school field, school hall and other areas so their surroundings will not be brand new to them, but places they recognise.

## **General Information**

### **Toileting**

We ask you to provide nappies or training pants for your child. If your child is ready for toilet training, the staff team will be happy to work closely with you and your child. We ask you to provide spare clothes, just in case! Potties and training seats are always available, and independence is encouraged. Nursery provides baby wipes, and we ask you to supply nappy cream if required.

### **Clothing**

We provide a wide range of messy play both indoors and out. Although we provide aprons, we recommend that children wear clothes, which will not cause upset if they become messy. There are many opportunities for outdoor play, so the correct clothing is important for the different weather conditions. It is helpful if your child has at least one full change of clothes and each item is clearly labelled with his/her name.

### **Festivals and Celebrations**

We acknowledge and celebrate important events in children's lives such as new babies, birthdays, and holidays. Also, we value each families own celebrations through varied experiences i.e. through music, dance, food and books.

### **Recording development**

All children have an accurate record of development, which is completed by each child's key person on computer software called Family. Family links to the Early Years Foundation Stage and practitioners capture children's memorable experiences as well as monitor development and learning. It also enhances the precious times of fun through the visual aid of photos and is a unique journal shared online with parents, who are able to see special moments and view their child's progress.

At Chapelfield we also have a Special Book which each family gets to keep at the end of their child's Nursery days which is full of treasured photos and artwork.

### **Home learning**

Children's early experiences are paramount for their future success, and these are influenced by many factors including the impact of their early play, education, and care, which is why we pride ourselves in being an excellent setting. At Chapelfield parents and key persons work together in partnership to ensure every child is supported individually. At the beginning of nursery life development levels are attained and parents are provided with a 'What to expect' book which supports parents with levels of development and also ideas to progress learning. Then during attendance children's development is tracked by the key person and shared with parents. In addition to this we have home learning information and resources - 'Learning Together' for parents to take home and share with their children. We believe together we can make a difference.

### **Sleep and Rest Times**

Provision for sleep and rest time is accommodated throughout the day to meet individual requirements of each child's ensuring their wellbeing is supported. There is provision for a child to have a rest or quiet time if needed.

### **Food/Snacks/Drinks**

At both settings we provide lunch and tea. A seasonal menu is devised to ensure a healthy and balanced diet. We provide a hot meal at lunchtime and a light meal for tea. Our meals are prepared from fresh ingredients. All dietary needs are catered for including medical and religious needs; however we cannot cater for parent/child preferences. There is a vegetarian menu available if required.

If your child is weaning, we would ensure to work closely with you regarding your child's mealtime needs. Food is well presented, and mealtimes are a positive, social event for the children. Meal costs are inclusive of your sessional charge for under 3's. There is separate charges for over 3's and funded children.

Water is available throughout the day. Milk is offered at snack times and teatime.

At morning and afternoon snack a variety of fruits and savoury options are offered.

### Sickness policy

Children should not attend Chapelfield if they are unwell. If your child has had sickness and/or diarrhoea, the setting has a 48-hour exclusion policy, advised by Public Health England and Norfolk County Council.

If your child becomes unwell during a session, a member of staff will contact the parent/carer to arrange for the child to be collected.

The Nursery should be informed if your child has a communicable infectious disease or illness confirmed by a GP. We ask to be informed if your child is to be absent, at the earliest possible time.

Chapelfield can administer prescribed medication (including inhalers) if required. The bottle/container must be clearly labelled with the child's details and administration information. All administered medication/creams need written parent/carer consent.

All our permanent staff team have a paediatric first aid training certificate and the nursery has named First Aiders to deal with emergencies. In the event of a medical emergency, the Manager will assess the situation and take prompt action, accordingly.

### Language/Behaviour policy

Our aim is to portray a positive code of practice where language is concerned. The type of language used is based on respect for the children as individuals and a group. Staff use positive praise at every opportunity. We respond to unacceptable behaviour in a calm manner. We talk with the child and ask him/her to think about what they have done, using words/phrases in which they can relate to such as 'sad', 'how would you feel if'. The child becomes aware of the affect his/her actions and emotions have on others.

### Collection of children

Prior to starting at the provision, we ask all parent/carers to give details of anyone involved in the dropping off and collecting of their child, you will be asked to provide a password and photo where possible. If someone who was unfamiliar to the staff arrived to pick up your child, we would NOT allow your child to leave. The Manager would contact the parent/carers to ensure that these were the legitimate arrangements.

### Safeguarding

At Chapelfield Children's Day Nursery we aim to provide an enabling environment where each child feels protected, safe and secure from significant harm or neglect. It is paramount to Chapelfield Children's Day Nursery that we safeguard and promote the welfare of all our children in our care.

We acknowledge that Safeguarding also known, as Child Protection can be a very emotive, thought provoking, sensitive, naturally concerning and a serious experience for all involved. We aim to work in partnership with Parent/Carers, however considering the child's welfare at all times. All of our staff team will remain professional, caring and sensitive and follow our main Safeguarding policy. We also follow the Prevent Duty guidance to support British values.

### Fees (September 2021)

City Nursery fees are currently structured as follows:

<u>Session</u>	<u>0 – 3 year old</u>	<u>3 – 5 year old</u>
AM / PM only		£ 29.00
Full day	£ 62.00	£ 56.00

Trowse Nursery School fees are currently structured as follows:

<u>Session</u>	<u>2-3 year olds</u>	<u>3-5 year old</u>
All Year Round Full Day 8am-6pm	£62 per day	Non funded full day £56 per day  *Funded full day £16 consumables charge
All Year Round Half Day 8am-1pm / 1pm-6pm		Non funded full day £29 per day  *Funded half day £8 consumables charge

\* This is a charge that covers essential consumables, including food and drinks, and helps the nursery to be sustainable due to insufficient funding.

**Every year the company reviews daily fees in April with an increase in September.**

**On occasions there may be additional increases if needed. Please contact us for the latest figures.**

#### Early Education Funding

All children are entitled to Government funding the term after their 3<sup>rd</sup> birthday. The City Nursery accepts 15 hours funding and the Trowse setting accepts 30 hours per week for 38 weeks of the year depending on the parent's eligibility. We will claim this on behalf of Parent/Carers when their child is eligible.

Fees are payable one month in advance. Invoices are sent out on (approximately) the 4<sup>th</sup> of the month, with payment due on 18<sup>th</sup> of the coming month. We have internet banking available, and we accept many existing voucher schemes and also the Tax-Free Childcare from the government. Please inform the office of this code once you have set up the account.

There is no charge for bank holidays, staff training days and the Christmas to New Year period, when the nursery closes. However, you are still charged if your child is sick or you choose to take a holiday on your allocated sessions.

At Chapelfield Nursery we have a 'Deposit Retainer' System. It consists of a £250.00 or £150 deposit which is needed before we can secure your child's nursery place. The 'deposit retainer agreement' will be emailed out to you and we ask for it to be returned and signed with payment to be made within 2 weeks. Once this is received, we can begin the meeting and settling in process.

Your child will need to attend for a minimum of 6 months to be eligible to be refunded your £200.00 deposit and this would be deducted from your final invoice at the setting. If your child leaves before attending for 6 months you would lose your deposit. The remaining £50.00 will be retained to cover administration costs.

If your child is starting nursery in receipt of LEA funding £100 will be returned on your first full month's invoice. The remaining £50.00 will be retained to cover administration costs.

<p><b>Chapelfield Nursery is Managed by experienced and dedicated leaders, whom have children of their own and can share and offer advice on your parenting journey.</b></p>
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