

Welcome to Blundellsands Kindergarten. I would like to give you some information about the kindergarten and some of our policies that promote our good practice, facilities and the care we provide in a safe and stimulating environment.

*“Play is children’s way of learning”*

*“In their play children try out their recent learning, skills and competences; when they play, they show their highest level of learning”*

The aim of Kindergarten is to assist every child in their care to realise their potential and achieve maximum progression, with learning as part of an enjoyable play environment. Under the guidance of an experienced manager and qualified staff, we aim to provide *a safe*, *secure* and *happy environment*, fostered in an ethos of *care,* *respect* and *understanding;* with each child being treated as an individual, enabling them to develop their full potential.

The Children’s Act came into effect in October 1991. It advocates a child centred approach to the care of our children. It emphasises the responsibilities we have as a society to ensure their education, their protection and their safety. Kindergarten adheres to this ideology and we are very conscious of it when equipping our nursery.

By providing the recommended child-staff ratio, we ensure that each child at Kindergarten enjoys the most appropriate attention. Similarly, our purpose built nursery provides child friendly washrooms, special indoor areas designed for education, messy play and quite times. There is also a secure child friendly purpose built and designed outdoor facility.

Blundellsands Kindergarten, situated near the sea front, is a non-profit making charity, owned by a corporate trustee. We are members of the Alliance. Our present building was completed in June, 2004. Previously the Kindergarten had been run by a Religious Community for more than 40 years.

We are registered as an Educational Charity (No: 1047898)

We are registered with OFSTED –unique reference no: 310399, which provides for a maximum of 40 children aged 2-5 years old.

Staff are qualified, experienced and committed to the needs of the children, and regularly update skills and training as provided by Sefton Early Years Childcare Quality and Inclusion Service, as well as other training providers. From time to time College, University and Work-experience students have placements with us.

Curriculum

The Early Years Foundation Stage (birth to 5 years) has been implemented since autumn 2008. All our activities are structured to comply with the legal requirements of the EYFS relating to Learning, Development and Welfare.

The children benefit from daily yoga and meditation before lunctime.

In 2021 the framework was revised to make it clearer and easier to use, with more focus on the things that matter the most. This new framework also has a greater emphasis on your role in helping your child to develop.

It sets out:

* The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare
* The 7 areas of learning and development which guide professionals’ engagement with your child’s play and activities as they learn new skills and knowledge
* Assessments that will tell you about your child’s progress through the EYFS
* Expected levels that your child should reach at the age 5, usually the end of the reception year; these expectations are called the ‘Early Learning Goals’ (ELGs)

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

Children should mostly develop the 3 prime areas first. These are:

* Communication and language;
* Physical development and
* Personal, social and emotional development.

These prime areas are those most essential for your child’s healthy development and future learning.

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

* Literacy
* Mathematics;
* Understanding the world; and
* Expressive arts and design.

These seven areas are used to plan your child’s learning and activities. The staffs teaching and supporting your child will make sure that the activities 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.***

All areas are delivered through *planned, purposeful play* with a balance *of adult led* *and child initiated* activities, both indoors and outdoors.

Observation, assessment and planning.

The EYPS program is delivered through observation based assessment and planning. This cycle starts with observation by your child’s key person and information gathered from parents, colleagues and other professionals. All this information is then used to make an assessment of development and learning, and to plan the best way to support each child’s progress.

At some point after your child turns 2, the professionals working with your child must give you a written summary of how your child is progressing against the 3 prime areas of learning;

* Communication and language;
* Physical development; and
* Personal, social and emotional development.

*This is called the progress check at age 2.*

The check will highlight areas where your child is progressing well and any where they might need some extra help and support – how mums and dads and other family members and carers can work with the key person to help.

Key Person

At the Kindergarten we believe that all children learn to be strong and independent from a base of loving and secure relationships. Working in partnership with parents and others who provide care and support is essential. Every child is assigned a key person. The key person will have special responsibility for working with a small number of children. A key person can establish a significant relationship and by tuning into your child’s interests and needs, support their learning effectively. The key person is also responsible for observations and records keeping. You can ask to see your child’s file and make arrangements to discuss your child’s progress. You are invited to two parent evenings a year where you will be able to go through the file and discuss progress with your child’s key person.

Policies, Procedures and Practice.

With the welfare, learning and development of children as a prime purpose Kindergarten operate an operational plan which states all our policies and procedures. These policies and procedures underpin all our practices.

They include topics such as; Special Needs, Complaints, Confidentiality etc. The full details of these can be found on display in the hall.

 Settling in

We recommend that you take advantage of our visiting days. This will help you and your child familiarise yourselves with the surroundings and the staff. Spend time with your key person and together provide useful information by filling in your child’s ‘All About Me’ passport.

Behaviour and Discipline policy

It is the responsibility of all staff to ensure consistency and to be gentle and understanding in their attitude. In this way we endeavour to influence a child’s future conduct, rather than emphasising negative points in behaviour.

In the event of a child’s behaviour disrupting his/her peer group, the child will be given time away from the activity. During this interval a member of staff will chat with the child to explain what he/she has done wrong and then the child will be encouraged to modify their behaviour in order to rejoin the group.

Parents will always be informed if a child has been involved in a serious area of conflict. If a child’s behaviour is such that all efforts to remedy their behaviour fails, our designated person for behaviour management will discuss the situation with the child’s parents to decide on future actions.

Equal Opportunities Policy

Kindergarten supports the policy of treating all children equally regardless of race, gender, religion, disability.

Our ethos is to ensure;-

- The promotion of anti-racism by encouraging children to respect traditional values other their own

-Staff do not distinguish between boy/girl activities, giving equal opportunity for a child to join in the activity of their choice

-That every effort will be made to enable children to cope with any disabilities and join in with all nursery activities

-That all children will be treated equally by staff

Illness

Please do not bring your child to Kindergarten when he/she is unwell. It is unfair to your child, the other children and staff.

Any child with a rash, sore throat, and discharge from the eyes or nose, diarrhoea or any contagious illness should be kept at home until a doctor has certified that he/she has fully recovered.

Antibiotics and medicines must be prescribed by a doctor and can only be administered by a member of kindergarten staff if a medication form has been completed and signed by a parent/guardian. More details are available in the full Medication Policy and Procedures.

If your child becomes ill whilst at the nursery, you will be requested to collect him/her and seek any medical attention on his/her behalf.

Arriving and Departure Policy

Parents/carers must pass their child into the care of a member of staff on arrival. The child will be welcomed and their attendance noted on the register.

During collection please take time to discuss your child’s day with his/her key person. If your child has had an accident during the day, it will be recorded on an accident form. Please ensure you read the account and sign the form.

Please remember to let us know if your child will be absent from nursery.

Parents/carers must not to take their child without any knowledge of a member of staff. If for any reason the known parent/carer cannot collect their child the nursery must be informed as soon as possible. Prior to collection the name and relevant details of the person collecting the child must be made known to the Kindergarten staff. A child can only be collected by exchange of correct password.

Safeguarding and Welfare

Everyone employed at the Kindergarten has a responsibility in relation to child protection. Staff are alert to any issues of concern in a child’s life at home and elsewhere. In most cases this will be a referral of concerns to the Designated Safeguarding Officer / Designated Deputy Safeguarding Officer / Manager. In the day to day contact with children at risk, we have an opportunity to note concerns and to meet with the parents and other associated adults, where this is appropriate.

A complete Safeguarding and Welfare Policy is available in the Policy and Procedures file in the hall. The policy outlines in detail the role the setting has, the procedures that staff will follow, and guidance on issues related to child protection in general.

Security of Children

For the safety of all children, please ensure that all doors and the gate are securely closed when leaving the premises.

Snacks

We provide a snack every session. It alternates between vegetable/fruit and rich tea biscuit or toast, with a choice of milk or/and water.

Children have access to drinking water at all times.Children bring their own packed lunch; and we encourage healthy choices. Sweets and chocolate treats should only be for special occasions.

Uniforms

Uniform is optional but we can order red or royal blue sweatshirts, polo shirts and caps with Kindergarten logo.

Please dress your child in practical clothing bearing in mind that the children have access to painting, water, sand and outdoor play every day.

Every child needs a set of change clothing marked with their name, a pair of wellington and weather appropriate outdoor clothing.

Nursery Grant

Children become eligible from the start of the term following their third birthday. This covers five 3 hour sessions per week for a total of 38 weeks. The five sessions can be taken in mornings, afternoons or a total of both. Parents can choose to take fewer than five sessions if they wish. If two sessions are taken in one day and you wish your child to stay for lunch there is a small charge for the lunch time.

Accident and Emergency

If a child has an accident while at Kindergarten and it is considered that advice/treatment is required from a medical practitioner, then you will be contacted immediately.

In the case of a serious injury, an ambulance will be called and the Manager or Deputy will escort your child to the nearest Accident and Emergency department. Whilst the child is on route, another member of staff will attempt to contact you to advise you of the situation. In these cases getting the child to medical attention is the number one priority.

All minor injuries are recorded on an accident form. In the case of another child causing an accident the name will not be recorded, he/she will be referred to as ‘another child’. Staff will advise you of injuries on the day they happen and ask you to sign the accident form. All accident forms are countersigned by the manager who reviews all accidents as part of Kindergarten ongoing risk assessment policy.Minor injuries will be treated with cold compress and lots of TLC.

Concerns and Complaints Procedure

The care of your child is paramount to Kindergarten. If you have any concerns regarding your child or the care your child is receiving we want to know. Please do not hesitate to contact the manager who is available to discuss any matter.

We at Kindergarten aim to provide the best possible service to all our families. If for any reason you are not happy with the service, attention or environment provided, in the first instance please speak to your child’s key person or room leader.

If you are still not happy please do not hesitate to contact the Manager or Deputy Manager who will try to resolve any issue.

If you still have concerns and wish to take the matter further, listed below are the Corporate trustee and OFSTED’s details:

Chairman OFSTED Early Years

Corporate Trustee Complaints and Enforcements

Blundellsands Kindergarten Ltd Royal Exchange Buildings

1 Blundellsands Rd West Manchester

Liverpool M2 7LA

L23 6TF Tel no. 0300 123 4666