



NEW PARENT INFORMATION

Visit our website: www.villagenurseries.org

Established in 1968 'Village Nurseries' are first and foremost a family community, firmly believing that a child who is happy and secure in pre-school is one who will thrive and learn and therefore achieve. We have a simple philosophy to provide the very best in childcare through commitment, dedication and a passion to succeed.

ABOUT US: Village Nurseries Ltd provide daily sessional care for children aged between 2 and a half and 5 years. The pre-schools are open Monday to Friday 5 days a week during term time with most of our pre-schools running morning sessions between the hours of 9am to 12pm or 9.15am to 12.15pm, with an exception to our Red Hill pre-school opening between the hours of 8.45am to 3.30pm. Our purpose-built pre-school on the grounds of Red Hill Primary School is open for am and pm sessions, and also operates a breakfast club between the hours of 7.45 - 8.45 AM. We operate from 4 nursery settings, two of which are located on Primary School sites. All our pre-schools are Ofsted registered and are inspected by Ofsted to ensure that the education and care we provide is of a high standard and meets the statutory framework for the Early Years Foundation Stage. Our parents can view the reports for all our pre-schools under the Ofsted website www.ofsted.gov.uk or ask to see a copy of the latest inspection report at any of our four pre-schools.

All our pre-schools are fully insured and these documents including our Ofsted Certificate of registration are available for parents to view on our parent's notice boards and can be found in our policy and procedure red folders. Because we are registered by Ofsted once your child is 3 years old, we can apply for local authority funding for them up to 5 sessions per week. The rules about funding vary depending on the authority in which you live, and we can advise you on this as well as completing the paperwork for you.

We accept children on an equal basis at any time of the year provided there is a vacancy. Parents will be expected to complete the relevant paperwork including a child health form giving the necessary information about their child. Once completed the forms will be filed in a confidential folder and kept in the pre-school, with a copy held at head office. Nursery fees are due and payable in advance during the first week of each fee period (usually half termly). Fees are charged for each day of attendance booked by parents and fees are not refundable for any periods of a child's absence. Parents will be notified in advance of any changes to fees and the new rates will then apply. If, during the time that the child is at the pre-school, the parent requests an alteration to the number of days of attendance each week (i.e., increases or decreases these) the fees will be adjusted to reflect this. Parents will be responsible for the additional fees when increasing attendances. We require half terms notice of decrease (6 weeks) in the number of days must be given in writing. A minimum of 6 weeks must be given to the nursery in writing by parents before a child leaves nursery. Fees will continue to be charged until the end of such notice.



Children between the ages of 2 and a half and 5 years old are cared for by experienced staff, who all hold relevant childcare qualifications. All our pre-schools have copies of qualifications and Early Years courses attended by our staff, including first aid courses. Parents are very welcome to view the qualifications folders. In addition, all members of our staff have been subject to a DBS (Disclosure and Barring Service) enhanced disclosure checks and have been successfully cleared before employment with suitable references obtained by the company. The ratio of staff to children is not less than 1:6. The number of children attending is determined by the size of the pre-school and the facilities available and is governed by the Ofsted registration process.

PROTECTING CHILDREN: Village Nurseries strive to create an environment that encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background. It may be helpful for parents/carers to know that the law (Children Act 1989) requires all pre-school staff to pass on information which raises concern that a child may be at risk from non-accidental injury, neglect, emotional or sexual abuse. Our staff attend regular child protection training and are aware that the procedure is intended to protect children from harm. For full details of our 'Child Protection Policy' please refer to the red 'Policy and Procedures' folders that are available for your information at all our pre-schools.

Prior to your child starting at the nursery please inform us of any medication your child is taking or any allergies they may have. For children with more life-threatening illnesses there will be several forms to fill in including a health plan and medication record. We would respectfully ask our parents not to send children to pre-school who are unwell and who have had medication such as 'Calpol' administered that morning. Our managers will discuss your child's care and if any medication is required on the premises. We are happy to cater for any religious or dietary needs that your child may have. Please mention these on the child information form.

Child safety is of paramount importance to the company, and it is for this reason that staff will only allow children to leave with those people designated on the child information forms. If you want a different person to pick up your child who is not listed on the Parental permission form ('who can collect my child') you will need to inform a member of staff prior to the pickup either in person, by telephone or by letter. Any new person collecting a child will be asked for the Password, which was given by parents on the Registration Form. Failure to do this will result in the child not being able to leave the pre-school until the parent/carer is contacted and permission is granted.

All our pre-schools undertake a daily risk assessment before the children arrive each morning and the equipment is checked at the end of each session to ensure it is in perfect working condition. Our staff have attended health and safety training and hold relevant certificates.

All our staff regularly attend courses in order to keep them up to date with the latest developments in childcare such as changes in the curriculum, first aid, child protection, and supporting children with special educational needs.

Children who are unwell: Please do not send your child to nursery if they are feeling unwell or you think they seem 'not their normal self'. If your child has had Calpol, or any other medication



for a temperature or illness, please keep them off for 24 hours after they recover. For children who have had a bout of sickness or diarrhoea, please keep them off for a minimum of 48 hours. There are several contagious childhood illnesses which require children to be exempt from nursery for a period. Please always notify your nursery manager when your child is unwell, and she will be able to advise you as to the best course of action.

KEYWORKING: Children need to feel a sense of security and belonging when they are away from their parents, and this is key to the philosophy of all our nurseries. We strive to ensure that all children feel happy, relaxed and safe, and encourage them to feel confident in co-operating and developing good relationships with the adults caring for them and with the other children in the group. All new children starting the pre-school will be allocated a 'Key person'. The 'key person' has a special responsibility for working with a small number of children, giving them the re-assurance to feel safe and cared for, and building relationships with their parents/carers. Your child's 'key person' will make regular observations, documenting their progress and setting realistic targets for their next stage of learning. These observations are recorded in each child's folder with samples of their work and photography showing your child participating in various activities. There will be formal meetings set up at different times during the term to discuss your child's progress at the pre-school and an opportunity to view their folders; however, we would encourage our parents/carers to feel that they can talk to our staff at any time about their child's developmental progress.

SETTLING IN: Before your child starts at the nursery, we would encourage you to visit the nursery with your child to get an idea of the activities available and to talk to our members of staff. We would recommend that younger children should start with a minimum of 2 sessions per week gradually increasing as your child becomes more confident to a maximum of 5 days.

In our experience some children settle in faster than others and we encourage parents to talk to members of staff about any difficulties that their children may be experiencing. It may be helpful for a parent/carer to stay with his/her child during the pre-school session, or to arrive with their child a little later than the other children or to shorten the morning if the child is becoming distressed. Our experienced staff will advise you on the best course of action and will be in touch by telephone if they feel a child is not settling after a period of time. We would recommend that all new parents/carers read our 'The role of the key person and settling down' that can be found in our policy and procedure red folders.

NAPPY CHANGING: We welcome all children into our pre-schools and are aware that a child may not achieve continence by a set time due to identified delay, but because all children are individuals and reach milestones in development at different times. Our admissions policy reflects that any child is eligible for admission regardless of if they are in nappies or toilet trained. We are happy to support our parents with toilet training, however it is not the job of our nursery staff to toilet train children just assist parents in achieving this. We would encourage our parents/carers to read our policy and procedures about nappy changing. Our staff will work closely with our parents/carers ensuring our parents are happy and confident with the policies we have in place and the holistic view we take about their child's needs.



We would suggest you discuss your nappy changing requirements with the pre-school Manager and read our policy on nappy changing which can be found at any of our pre-schools in the red policy and procedure folders situated in the foyer areas.

We would request that children who are not yet dry arrive in 'pull ups and that parents provide their child with a named bag containing the following items: - A change of clothes, spare pull ups, nappy sacks, wet wipes appropriate for your child's needs, and a carrier bag for soiled clothing.

PARENTAL INVOLVEMENT: We value the excellent relationship that we have with our parents, and we are always willing to discuss any ideas or points that they wish to raise. In order to allow our parents, the opportunity to make any constructive comments, or suggestions on how the pre-school could be made better we would always suggest you speak to your manager or a member of staff, ourselves at head office, or by using the suggestion boxes that we have made available at all our pre-schools. Your views are important to us, and we are forever looking at ways of improving our provisions further. We are aware that when our staff and parents work together in supporting the children in the pre-school the results have a positive impact on children's development and learning. We value the contribution our parents make and would always encourage our parents to take an active role in pre-school life. Children gain so much from parental involvement and can learn about the wider community as a result of our parent's own personal experiences and expertise. We would most appreciate our parents signing up for the parent's rota which can be found in all our pre-school foyer areas.

Every month throughout the term we will be involving children in various projects which consider the Early Years Foundation Stage which is made up of six areas of learning and development. The aspects for each area are: Personal, social and emotional development, Communication, language and literacy, Problem solving, reasoning and numeracy, Knowledge and understanding of the world, Physical development, and Creative development. Each week a sheet of paper will be displayed on the parent's notice board with the details of the project being covered, together with ideas of how you can help extend your child's learning at home. We would very much appreciate parent's involvement in helping us with these projects by discussing them at home with their children and perhaps supplying materials for our creative or interest table. We would welcome any of our parents who are able to support our projects with interesting facts or experiences.

PHOTOGRAPHY: In order to record the activities that the children access for future planning our staff photograph the children in different scenarios. These photographs can be viewed in your child's folder or can be used as a visual display within the pre-school. We also use photography in the pre-school as a tool in providing evidence to Ofsted. If you have any concerns, please let us know and we will ensure that your child is not photographed.

POLICIES AND PROCEDURES: We would actively encourage all our parents to read our pre-school policies and procedures that are in the red policies file kept at each nursery. The policies determine how we operate on a day-to-day basis at each one of our pre-schools. The following statements of intent are an example of some of our most important policies.



Safeguarding children and child protection: Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Health & safety: This pre-school believes that the health and safety of children is of paramount importance. We make our pre-school a safe and healthy place for children, parents, staff and volunteers.

Admissions policy: It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Achieving positive behaviour: 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 behavior. By establishing clear boundaries according to the level of understanding. Occasionally it becomes necessary to speak to parents/carers about their child's behaviour. This is often due to sharing toys or tolerating personal space which is a skill that must be learnt and developed in order to develop healthy friendships. Please be assured that your child's keyperson will be working on these skills and providing activities to support this. We will feed back to you as and when required and will ask you in for a chat if we feel it is necessary. Please remember we will work closely with you to support you and your child through this difficult time. If at any time you are concerned, please speak to your child's keyperson or the manager at any time.

Special Educational Needs/Disability Policy: We provide an environment in which all children are supported in order to reach their full potential and believe that all children have the rights to equality in their care and education.

THE EARLY YEARS FOUNDATION STAGE: The Early Years foundation stage (EYFS) sets the standard that all early year's providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

For full details of our curriculum please refer to our Early Years Prospectus.

We at Village Nurseries aim to deliver individualised learning, development and care that enhance the development of the children in our care and give them the best possible start in life. Every child benefit from being with other children of their own age to play happily together, share and to learn from each other. Each of the Village Nurseries groups aims to provide a caring and stimulating environment where children can develop socially, physically, emotionally and intellectually prior to their entry into the formal education system.

The pre-school environment is organised into clearly defined areas to accommodate different activities appropriate to the development and competence of the children. Low level units allow resources to be displayed within the reach so that children can make informed choices about what



they want to use in their activities. Children have access to a wide range of materials such as sand, water and paint which encourages their creativity and independence.

A full range of equipment, toys and resources are available and covers the requirements of children of all ages within the group. Activities are organised by staff in order to meet the individual needs of the children and these consider the various cultural, racial and religious backgrounds, which reflect the present-day social structure of communities.

HEALTHY EATING: All our pre-schools run a healthy snack time during the morning session. We at Village Nurseries actively encourage our children to eat healthy snacks as we believe it is important to educate the young on how eating a healthy diet will contribute to a healthy lifestyle. We encourage our children to drink water or milk rather than juice. Please speak to your pre-school manager if your child has any problems with certain foods, or any specific dietary requests.

CLOTHING: We encourage children to gain the skills that help them to be independent and look after themselves in preparation for school. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this. Sensible footwear is essential due to the nature of some of the activities: Please ensure children do not arrive with open toe sandals or shoes with heels as inappropriate footwear can be dangerous in a nursery environment. Please would you provide your child with black plimsoll in a named draw string shoe bag for inside use, and wellington boots in the Autumn and Winter months. Please would you kindly ensure all children's belongings are clearly marked with their name. Please be aware that children will enjoy messy play such as painting and playing with sand and water. Whilst we encourage children to wear our tabards, we cannot force children to wear them if they become upset. It is therefore important that children are dressed in clothing that is not expensive as it is likely that clothing may become marked during the nursery session.

COMPLAINTS: We pride ourselves on our close relationship with our parents, however if you should have a complaint you need to refer to our complaints policy which will inform you of the procedure you will need to follow stage by stage. Our parents can also access the Ofsted website www.ofsted.gov.uk/parents or refer to the 'Parents' Ofsted poster which is displayed at all our pre-schools on the parent's notice boards for further information.

FURTHER INFORMATION: For further information please telephone Roz, or Charlotte at our head office on 0208 295 2494 between the hours of 9.15am - 3.30pm or e-mail info@villagenurseries.org alternatively contact the Manager at the various locations on the below list.



PRE-SCHOOLS ARE SITUATED AT:



Village Nurseries
Red Hill
Chislehurst
Kent
BR7 6DA
Manager: Fiona Dan
Tel pre-school: 07816 893 965

Methodist Church Hall
Prince Imperial Road
Chislehurst
BR7 5LX
Manager: Sue Swann
Tel pre-school: 07935 656 424

Mottingham Primary School
Ravensworth Road
Mottingham
SE9 4LW
Manager: Suzy Tilly
Tel pre-school: 07976 552 445

Scouts Hall
Sparrows Lane
New Eltham
SE9 2BT
Manager: Jan Blanks
Tel pre-school: 07810 872 566



Village Nurseries Head Office
Red Hill
Chislehurst
Kent
BR7 6DA
Directors: Roz and Nigel Parry
Tel: 0208 295 2494