



Jack and Jills Nurseries -

Early Years Prospectus for Parents

Sydenham House Monkswick Road
Harlow Essex CM20 3NU
01279 444 425
sh@jackandjillsnurseryharlow.co.uk
www.jackandjillsnurseryharlow.co.uk

Mark Hall Sports Centre
London Road, Harlow CM17 9LX
01279 957 278
mh@jackandjillsnurseryharlow.co.uk
www.jackandjillsnurseryharlow.co.uk

Jack and Jill's Nurseries

Thank you for choosing Jack and Jills Nursery as your childcare provider. We know that choosing a Nursery is a big decision and we are pleased that you have entrusted us to the care for your child. We aim to deliver the highest quality of care and education to help them to achieve their best.

Our Nurseries aims to:

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

Children's development and learning

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers;
- has the chance to join in with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2021):

- *A Unique Child*
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- *Positive Relationships*
Children learn to be strong and independent through positive relationships.
- *Enabling Environments*



Children learn and develop well in enabling environments, in which their

experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

- **Prime Areas**
 - Personal, social and emotional development.
 - Physical development.
 - Communication and language.
- **Specific Areas**
 - Literacy.
 - Mathematics.
 - Understanding the world.
 - Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

The *Early Years Outcomes* (DfE 2013) guidance sets out the likely stages of progress a child makes along their progress towards the Early Learning Goals. Our setting has regard to these when we assess children and plan for their learning. Our programme supports children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- Building relationships;
- Self regulation
- managing self.

Physical development

- moving and handling; and
- health and self-care.

Communication and language

- listening and attention;
- understanding; and
- speaking.

▪

Literacy

- reading; and



- writing.

Mathematics

- numbers; and
- shape, space and measure.

Understanding the world

- people and communities;
- the world; and Technology

Expressive arts and design

- exploring and using media and materials; and
- being imaginative.

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement;
- active learning - motivation; and
- creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our on-going development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves into a different group or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.



Records of achievement

We keep a record of achievement for each child. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

Working together for your children

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer helpers, where possible, to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities [we/I] provide; and
- allow the children to explore and be adventurous in safety.

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff
- contributing to the progress check at age two;
- sharing their own special interests with the children;
- building friendships with other parents in the setting.
- We will issue a regular newsletter to keep parents in touch with current events and future plans.
- Parents are welcome to come to nursery at any time, although if you would like to speak to specific members of staff it would be wise to arrange a mutually convenient time.

Key person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom. We cater for children's individual needs for rest and quiet activities during the day.

Snacks and meals

We promote healthy eating and request that parents offer healthy choices for their children's packed lunches. We offer morning and afternoon snack. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will plan accordingly.

Clothing and property



We provide protective clothing for the children when they play with messy

activities. We encourage children to gain the skills that help them to be independent and look after themselves. 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. whilst every effort is made by the staff to protect clothing, some paints and materials will stain; please consider this when dressing your child for nursery. Please provide a named bag (not a plastic carrier) with a change of clothes in case of little accidents. We ask that parents kindly ensure all clothing/footwear worn to nursery is clearly marked with your child's name. The nursery does not accept any responsibility for lost or damaged property. Please ensure your child does not bring money, valuables or sweets to nursery.

Nappies

If your child is in nappies, please ensure that your child has a sufficient supply of nappies and wipes in their bags labelled with your child's name. Potties are also provided, although your child is welcome to bring his / her own. When potty training, please ensure adequate change of clothing is provided as accidents may be frequent.

Policies

Our staff explain our policies and procedures to you. Copies of which are available in the reception area of both Nurseries. Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. We have a duty as a Day care provider to contact the Child Protection team if any member of staff suspects a child in their care is suffering any form of serious abuse.

Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Special needs

To make sure that [our/my] provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is

Sarah Rogers and Kirsty Smith

Behaviour

By recognising each child's needs, we encourage positive behaviour. Please ask to see our Policy. Children are treated with respect and are encouraged to have respect for others.

Collection of Children

An adult over the age of 16 must collect your child. If any person other than the parent or authorised adult known to us is to collect your child, the Manager must be informed beforehand and introduced whenever possible. If we are at all unsure, we reserve the right to satisfy ourselves of the authenticity of the person collecting your child, before allowing your child to be taken from the nursery.



Children must be collected promptly at the end of the arranged session, in order

that staff/child ratios are adhered to in accordance with childcare law. Parents must keep to their contracted hours, as lateness will incur an extra charge of £5.00 per 15 minute over the contracted hours.

It is very important that the Nursery is informed of any changes of names and addresses and contact numbers.

Health and Safety

The nursery has a Health & Safety policy that all staff, parents and visitors must observe. All children are supervised at all times and will always be with in sight of an adult. Accidents/Incidents will always be recorded. There is a stocked first aid box available at all times. All measures will be taken to ensure that the activities and equipment are safe and fully supervised. Children will not have access to the kitchen. All electric heater and points will be adequately guarded. Jack and Jills Nursery is a smoke free Zone.

Fire

An automatic Fire Alarm system is installed throughout the Nursery with a direct link to the Fire Service. On the alarms sounding, the children are evacuated from the building into the garden. To comply with the Health and Safety Policy, it is important that your child is signed in and out of the Nursery.

Allergies

It is of great importance that all parents of children with allergies make the Nursery manager aware of the nature of the allergy. Parents will be asked to discuss their child's allergy and fill in a health care plan for their child.

Medication

It would be expected that the child's parents would administer any prescribed medication.

- if medication needs to be administered, the medicine should be clearly labelled with the child's name, dosage, time, and any other instructions.
- A medication form will be available, to include name of child, time of medication, date and time, by whom, to include the signature of the person administering the dose. The form will also include the parent's/carer's signature.
- The same procedure will need to be followed for a child who is on regular medication.

It is not the Nursery's policy to administer un-prescribed medication unless in an extreme emergency to prevent febrile convulsions in the case of high temperature with calpol.

Sickness

It is important that we are notified if your child is to be absent for any reason. In cases of vomiting and diarrhoea, children with these conditions should be kept off Nursery. They can return 48 hours after their symptoms disappear. The Nursery Manager reserves the right to refuse admission to any child that has a condition that is contagious.

Fees

For your child to keep her/his place at our Nursery, you must pay the fees. We are in receipt of nursery education funding for two, three and four year olds; where funding is not received, then fees apply.

Our policy is that fees must be paid weekly, fortnightly or monthly in advance. **Late payment of fees will incur a £5.00 penalty. Unpaid fees and arrears will be passed onto an outside agency for collection which may incur further charges. Kindly note that you are paying for a space at Nursery therefore, fees must be paid irrespective of whether your child is able to attend. Fees are payable throughout the year including bank holidays.**

Security

The door to the nursery is always locked outside of arrival and collection times. When arriving at the nursery please ring the bell and wait for a member of staff to open the door. Please ensure you close the front door when arriving and leaving the nursery.



Students

From time to time Jack and Jill's accept students who are on placements as part of their training. We also accept students from school doing work experience. Unless police checked and over 18 years old these students are not left unsupervised with any child.

Sun protection

The Nursery has a sun safety policy; please apply sunscreen cream (at least factor 25) before bringing your child to nursery during the summer, especially if your child has sensitive skin. Children should wear appropriate clothing to give protection to shoulders and back. Sun hats also to be provided by parents.

Complaints Procedure

If you have a complaint you should not hesitate to inform the Nursery manager. At Jack and Jill's we would like to know that any issues could be dealt with and resolved early as possible. Our aim is that you and your child experience a good relationship with all members of staff.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject you and your family
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Nursery Policies and Procedures

A full copy of our policies and procedures are available in reception area of our Nurseries



YOUR CONSENT

1. Child observation

Members of staff record information from observations regarding your child's all round development it serves as a continual assessment and planning and is usually done as a natural part of the child's daily activity. You are welcome to read these, please ask your child's key person or the manager. Please indicate below if you wish your child to be excluded from observations.

2. Outings

On occasions we may take the children to the neighbouring park or fields, please indicate below whether we have your permission to take your child. Parent's consent will always be gained in writing for other outings. Parents are also requested to observe the notice boards where all outings and important messages are posted.

3. Photographs

At the Nursery we use cameras to photograph children during activities and on special occasions, such as Christmas parties and fundraising activities, if you do not wish your child photographed, please indicate below.

4. Emergencies

Should your child become ill or have an accident at nursery, every effort will be made to contact you. The Nursery Manager reserves the right to take your child to your doctor / hospital in an emergency.

5. First aid

From time to time children may require first aid for minor injuries such as bumps; trips and falls, please indicate below whether we have your permission to administer first aid.

PLEASE READ CAREFULLY AND INDICATE YOUR CONSENT TO:-

Delete as appropriate and sign below

- | | |
|--|-------|
| 1. Allowing hospital treatment in the case of an emergency | (Y/N) |
| 2. Allowing staff to take your child to the neighbouring fields/park. | (Y/N) |
| 3. Allowing your child to be photographed whilst at Nursery. | (Y/N) |
| 4. Allowing staff to observe your child and record information. | (Y/N) |
| 5. Allowing staff to administer first aid to your child. | (Y/N) |
| 6. Allowing staff to administer calpol syrup in an extreme emergency, | (Y/N) |
| 7. Allowing staff to work in partnership with other settings and Professionals in providing guidance in helping your child's development | (Y/N) |
| 8. Allowing your child to have their face painted on special occasions | (Y/N) |

YOUR CHILDS NAME

YOUR SIGNATURE

PRINT YOUR NAME



Child collection security

It is not always possible for Management and staff to remember all the relatives and friends collecting children from the nursery. Jack and Jill's Nursery work on a password scheme whereby the Parent/carer choose a password of their choice and give this information to the Nursery. Any persons collecting your child who is not known to the Nursery will need to tell us the password before we can allow them to take the child from the Nursery. Please inform the Nursery if anyone not known to us will be collecting your child. Please be advised that this also applies to parents, as there may be instances at Nursery whereby, a member of staff may only recognise one parent.

I have read and understood the above information regarding child collection security.

My child's name _____

MY security password is _____

Signed _____ Dated _____

1/ Policies and procedures explained.

Parent to sign here

2/ Information sharing & Safeguarding explained.

Parent to sign here

Agreement

I confirm that I have received and read all the information contained in Jack and Jills parent handbook including the payment policy and agree to be bound it. Jack and Jills Nursery Policies and procedures have been made available to me. I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

Mother - Parent/Carer signature

Father - Parent/Carer signature

Mother - Parent/Carer print name

Father - Parent/Carer print name

Date signed

Date signed

OFFICE USE ONLY

Agreement page given to parent by:- _____ Date _____

Forms checked by _____ Parents P.O.A Details _____

Birth cert No. _____ B/c checked by _____ Date _____

Name & D.O.B on certificate _____ M or F _____ Actual start date _____

Parents Names on B/C _____

Add copy of reg. Doc to emerg folder _____ Date _____

Added to central Register ----- Date -----

Deposit received and recorded ----- Date -----

Tee shirt given----- Date -----

Parents guide & Privacy Notice given----- Date -----

Allergies Recorded for staff ----- Date -----



Jack and Jills Nursery Registration Form - BLOCK CAPITALS PLEASE

Childs First and Middle Name		Childs Last Name	
Date of Birth		Male or Female	
Home Address		Home Telephone No.	
		Email address	
Post Code			
Mother's First & Last Name MR MISS MRS MS		Father's First & Last Name MR MISS MRS MS	
Mother's Mobile No.		Father's Mobile No.	
Parental Responsibility Y/N D.O.B		Parental Responsibility Y/N D.O.B	
Mother's occupation & Work Address		Father's Occupation & Work Address	
Work Tel No.		Work Tel No.	
Emergency Contact name & their relation to parent		Emergency Contact name & their relation to parent	
Tel No.		Tel No.	
Named Persons Who May Collect Other Than Parents and their relation your child			
Name / Address of Family Doctor		Name / Address of Health Visitor	
		Name of social worker	
Immunisation Record (Please tick if up to date)		Poliomyeletis ()	
Diptheria, Tetanus, Whooping Cough ()		Meningitis C ()	
Hib ()		Measles, Mumps, Rubella ()	
Does your child have any health problems and/or any distinguishing marks i.e birth marks/scars? Please State			
Is your child taking any regular form of medication?			
Does your child have any special dietary requirements?			
Has your child any allergies that you are aware of, including allergies to pets?			
Does your child have any special needs?			
Are there any emergency medical procedures that are prohibited for family cultural or religious reasons?			
Child's Religion (if any)		Child's Ethnic Origins	
Language Spoken at home			
To assist your child when settling into the Nursery, please let us know what kind of toys activities or characters your child likes. Does your child have a comforter such as dummies and/or blankets etc.			