



# Bosworth Academy Day Nursery

## Welcome to Bosworth Academy

The aim of the Day Nursery is to provide a safe, happy and stimulating learning environment for the children to develop emotionally, physically, socially and intellectually.

The Nursery is small, (20 full-time places only), and is staffed by experienced, qualified and sympathetic staff who can give their full attention to the needs of each child.

Activities and toys are carefully chosen to interest the child, to stimulate the imagination and to aid the development of skills. The emotional needs of the child are recognised as most important and staff will always make the time to play with, listen to and cuddle individual children.

The Nursery suite consists of a well equipped playroom, a kitchen, a hall/office, children's bathroom and a fenced safety floored play area.

More information is given in this booklet about the nursery but in order to get a full picture of the nursery, a visit is essential. If you would like to visit the nursery, please telephone 01455 823889 and we will be pleased to see you at a mutually convenient time and will answer any question you may have.





# Bosworth Academy Day Nursery

## Organisation of the Day

The day is organised so as to allow the children access to a mixture of structured activities and free play both inside and outside. A walk (or ride in a pushchair) around the local village is part of the regular routine.

Breakfast is served till 9.00am

A mid-morning snack is served at 10.00am

Lunch is a two course meal and a light snack is served at 4.00pm

## The Curriculum

The curriculum themes for the nursery are decided by the staff and children. We talk to the children (older children) and ask them what they like doing or would like to do. We have our planning on display in the reception area to show how we support all the desirable outcomes. This is changed on a regular basis. The theme project and activities set out in the nursery are monitored and reviewed on a daily basis by a member of the management team.

For more information about EYFS you can visit the DfE website

## The Play Curriculum

Play is seen as the most important way of helping children learn and play activities are carefully structured. Staff gently encourage children to engage with all activities, which are planned to develop skills, knowledge and understanding in all areas of experience. Personal and social development is given a high priority and children are encouraged to listen, to share, to take turns, to respect other people's feelings and beliefs and to develop independence. There is plenty of opportunity for developing language, literacy and mathematical skills as children are constantly encouraged to talk, to listen, to enjoy books, pictures and stories and to count and match. A range of large and small equipment and toys help children to develop mobility, balance and control. Music, paint, play-dough, sand, water, role play help children explore colour, shape, texture, sounds, feeling and emotions. The children are encouraged to question the world they live in.



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## Outside Play

The fenced outside play area is used as part of nursery life all day everyday. We have one area for climbing equipment with safety flooring and another side for playing with balls, hoops, chalk and bikes. We use outside play for mostly physical play/ development but often as part of the nursery theme. This area is always supervised.

## Behaviour Policy

The nursery has clear, simple guidelines that are understood by children and are consistently enforced by staff. These guidelines are concerned with the safety of themselves, other children and adults, courtesy and respect for others. Staffs use positive techniques to enable children to behave in an acceptable way. These techniques include re-direction of children, early intervention to prevent disagreements children cannot handle, anticipation of potential problems with equipment etc. Physical punishment in any form and punishments which humiliate or frighten children are totally unacceptable. Deprivation of food or drinks is also unacceptable (unless for medical, religious or cultural reasons and with the parent's/carer's consent). If children behave in a way which staff consider unacceptable they will be talked to by a member of staff who will explain why this behaviour is unacceptable ("it will hurt you/someone else" will be offered).

On occasions it may be necessary to withdraw a child from a situation and for the child to remain with a member of staff until the situation is calm. Under no circumstances will a child be segregated from the other children, nor will any physical punishment be used. If staff are seriously concerned about the behaviour of a child, the nursery manager will discuss the situation confidentially with the parent/carer and mutually acceptable solutions will be sought.



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## Parental Involvement

The nursery recognises that parents/carers are, and ought to be, the principal influences on their children. Parents/carers are the child's first, and most important, educators. The unit seeks to support parents/carers in caring for and educating their children. Parents/carers are welcome to visit any time and stay as long as they wish. Day to day information on the child will be passed on daily. Staff will readily arrange confidential interviews with parents whenever requested. If staff are worried about a child's development or behaviour, the nursery manager will request an interview with the parents/carers and they will jointly work out a strategy to help the child.

## Care of children off the registered premises

When children are taken off the registered premises for walks or on a trip we always have ratio of one adult to 3 children and a minimum of 2 staff.

## Assessment and Recording

Staff assess the children through written observations, development charts and daily records that are shared with parents. We have two parent/carer evenings a year, where we invite you to spend time with your child's keyworker, going through their individual 'Progress Summary'





# Bosworth Academy Day Nursery

## Staffing

All members of staff are qualified in child care and first aid, and have had many years experience in caring for babies and small children in nursery environments. Added to this some are parents themselves and can sympathise with the difficulties, frustrations and joys of parenthood.

### Vanessa Fanton Nursery Manager

NNEB

First Aid Basic Food hygiene Certificate

### Tracey Finlay Deputy Manager

N.V.Q 3 in childcare

First Aid Basic Food Hygiene Certificate

### Cherie Linnett Deputy Manager

N.V.Q 3 in childcare

First Aid Basic Food Hygiene Certificate

### Verity Paech Nursery Assistant

First aid Basic Food Hygiene Certificate

### Emma Hudson Nursery Nurse

N.N.E.B in child care

First Aid Basic Food Hygiene Certificate

### Charlotte Wyatt N VQ Level 3

First Aid Basic Food Hygiene Certificate

### Tracy Barnes Nursery Nurse

N.V.Q 3

First Aid Basic Food Hygiene Certificate

### Tracey Platts Nursery Nurse

N.N.E.B

First Aid

### Sianne Partridge Nursery Assistant

First Aid Basic Food Hygiene

All staff have completed 'Safeguarding Training, Allergy Training, and Prevent Training'.



# Bosworth Academy Day Nursery

## Registration

The nursery is registered by Social Services Dept of Leicestershire County Council, under the Children Act 1989 to care for 20 children aged from 3 months to 5 years.

## Inspection

The nursery is inspected by Ofsted. (All reports are available on request)

## Admission Procedure

The nursery is open to all parents who regard it as suitable for their child. Children aged from 3 months-5 years are eligible for a place. If there are no places appropriate for the age of the child available they will be put on a waiting list and offered the first age appropriate place that becomes available.

It is important that parents visit the nursery and talk to staff to make sure it is suitable for their child before a place is agreed. Staff will work together with parents to help children to feel safe and happy within the nursery. Children and parents will be encouraged to visit the nursery before the child is due to start. If you think you would like a place or to visit the nursery please telephone on 01455 823889

## Contract

A contract will be issued stating the weekly sessions agreeing the place for your child. This will be signed in the presence of the Nursery Manager. Any change of hours, whether permanent or temporary, must be negotiated with the nursery manager. A deposit of one week is required to secure the place.



# Bosworth Academy Day Nursery

## Setting In

To help the child adapt to new surroundings, a visit with a parent before the start of the placement will be arranged. On this date some visits for the child will be arranged to give the child the opportunity to get to know the staff and the surroundings.

## Requirements

Each child should have a named bag containing at least one complete change of clothes, a toothbrush. A pair of Wellington boots and outside clothes will also be required. In the case of babies, please bring your child's formula/powder and bottles and we will make the bottles at the nursery, following current guidelines. nappies, wipes and cream as required.

## Nursery Policies and Procedures

A full copy of Nursery policies and procedures is available for parents/carers just ask a member of nursery staff.

## Complaints

If the parent/carer makes a complaint about a member of staff or any incident which occurs whilst a child is in the nursery, it is suggested that they first approach the nursery manager (Vanessa Fanton). If the above is not possible, or they are not happy to do this they must speak to the Principal of the college. If parents/carers wish to complain about the nursery building, the running of the nursery or anything else connected with the nursery, they should speak to the nursery manager or the Principal of the college.

Any complaints not dealt with to their satisfaction by the above procedure should be referred to:

Early Years Ofsted,  
Piccadilly Gate,  
Store Street,  
Manchester,  
M1 2WD  
Telephone: 0300 123 1231



# Bosworth Academy Day Nursery

## Fees

The nursery is managed on a "not for profit" basis and all the income raised in fees is spent on staff equipment, service and resources for the nursery. Fees are reviewed annually coming into effect from the 1<sup>st</sup> October. Should your child not be in nursery for the sessions booked, then full fees will be charged for these hours of absence ( even if the absence is due to certified sickness or annual leave of the parent). Charges are made a month in advance. Changes are based on full time, daily or half daily as shown below.

### Fees For Year October 2020—April 2021

Full-time (per-week)	£205.02
Full days (per-day)	£46.92
Half days- 7.45-1pm Or 12.00-6.00(per-day)	£28.05

April 2021—October 2021	
Full Time (per week)	£207.07
Full day (per day)	£47.39
Half day—7.45-1pm or 12-6pm	£28.33

Full day care includes breakfast, mid morning snack, lunch, and a light tea.  
Half day morning includes breakfast, mid morning snack and lunch  
Half day afternoon includes lunch and light tea

### Late Collection Charges

After 1PM and 6PM you will be charged £1 per minute.  
This means that after 1.pm on half days when your child is attending half day session and after 6pm on full day or half day





# Bosworth Academy Day Nursery

## Hours of Opening

The nursery is open from 7.45-6.00 Monday to Friday.

Morning sessions 7.45am-1pm Afternoon sessions 12pm-6pm

Closure Periods from December 2020 to August 2021

Closed 6m on Thursday 24th December 2020

Re- Opens on Monday 4th January 2021

We close on all Statutory Bank Holidays throughout the Year.

Half fees payable for closed week (one week at Christmas)

Bank Holidays full fees payable.





# Bosworth Academy Day Nursery

## Leicestershire County Council Free Early Education Entitlement for Children Aged 3+ (The term after their 3rd Birthday)

There are currently 3 streams of funding that can be accessed:

- 1) The 3 and 4 year old universal offer. This offers all children up to a maximum of 570 hours (per annum which is the equivalent of 15 hours per week, for 38 weeks of the year.
- 2) The 3 and 4 year old extendable offer. This offers eligible children the chance to take up a maximum of 1140 hours per annum (this is the equivalent of 30 hours per week for 38 hours per year) Eligibility of this funding has to be checked by parents/carers and validated by providers every 3 months.
- 3) The 2 year old funding offer. This offers eligible children the chance to take up a maximum of 570 hours per annum (which is the equivalent of 15 hours per week for 38 weeks per year). Once a parent/carer is eligible for this funding they will remain eligible. We offer flexible hours throughout the week depending on places available. The nursery will claim Nursery Education Funding on your behalf and deduct it from your monthly invoice. All you need to do is to provide evidence of your child's date of birth when we request it and fill in and sign a "statement of undertaking" that we will provide.

For further information please speak to a member of nursery staff who will be happy to answer any questions you may have.





# Bosworth Academy Day Nursery

## **Illness**

Any child suffering from diarrhoea/sickness should be kept at home for 48 hours from the last time they were sick. Should a child become ill, has a contagious disease or have an accident at nursery every effort will be made to contact the parent immediately. If the staff are seriously concerned about your child's health an ambulance will be called.

## **Public Health Nurse**

Please keep in touch with your Public Health Nurse who is welcome to visit the Day Nursery at any time.

## **Prescribed Medication**

If your child is receiving any prescribed medication and you wish the staff to administer it, please ensure that the nursery staff are aware of this fact. Medicines should be clearly labelled with your child's name, amount to be given and the times. Prescribed medication—your child will need to have had the prescription medication 24 hours prior to nursery being able to administer the prescribed medication.

## **Contact with Parents**

It is essential that nursery staff know where to contact a parent and a contact number must be left with staff if different from the one on the child's form.

## **Absences**

It is important that the nursery is notified if your child is to be absent.

## **Collecting Children**

Should anyone other than yourself be collecting your child, they should be known to nursery staff or some form of authorisation or identification should be produced. Parents should tell nursery staff if someone new is collecting their child. Parents should note if nursery staff have not been informed that someone 'new' is collecting their child, the child will not be allowed to leave without the parents being contacted.



# Bosworth Academy Day Nursery

## Special Note

The nursery management reserve the right to require you to immediately withdraw your child, either temporarily or permanently, from the nursery for any reason where this is regarded, in consultation with yourself, as necessary in the interest of your child or other children in the nursery.

As a nursery our special need's policy reflects our full inclusion of every child no matter what their need maybe. We also understand the need to work along side outside agencies to proved the best support for the child and their family

The nursery has a strict no smoking policy, within nursery and school campus.

## Equal Opportunities

Bosworth College Nursery is committed to offer equal opportunities in its provision of care and employment (recruitment, selection, appointment, training and promotion)

No discrimination is made on the grounds of gender, race, religion, disability or sexual orientation.

The nursery seeks to offer culturally appropriate care and multicultural, anti-sexist learning opportunities to all children in its care. Users are asked to respect the views and beliefs of others at all times.

Incidents of discrimination will be logged with the manager who will meet with the APC to decide the nature of any action. This policy is monitored and reviewed by the governing body through governor visits.





# Bosworth Academy Day Nursery

## Policies and Procedures

### Safeguarding Policy

Bosworth Academy Day Nursery recognises the contribution it can make to protect children. The aim of our policy is to Safeguard and promote our children's welfare, safety and health by fostering an honest, open and caring and supportive climate. The children's welfare is of paramount importance.

There are four main elements to our 'Safeguarding' Policy.

Prevention (to have a positive nursery atmosphere, support to our children, safer recruitment procedures)

Protection (by following agreed procedures, ensure staff are trained and supported to respond appropriately and sensitively to Child Protection concerns)

Support (to children, parents/carers and staff who may have been harmed or abused)

Working with Parents/Carers ( to ensure appropriate communications and actions are undertaken)

If you would like to see all our nursery policies, please do not hesitate to ask.



# Bosworth Academy Day Nursery

## Introduction to preventing radicalisation

As an early years setting we have a duty to prevent which is part of the U.K Government's counter terrorism strategy.

Our Preventing Radicalisation Policy is part of our commitment to keeping children safe and healthy. Safeguarding children from all risks of harm is an important part of our role and protecting them from extremism and preventing them from being drawn into terrorism is one aspect of that.

The nursery follows the principles of The Foundation Phase which emphasises on planning for the individual needs of the developing child. We deliver an inclusive learning programme and provide a stimulating environment that fosters active learning. The fundamental British values support the characteristics of effective learning identified in the Foundation Phase. We appreciate that all children are unique and are constantly learning. We work in partnership with parents and teach children to be strong and independent and provide rich playful learning opportunities so that they can develop and progress. Our children will be encouraged to be independent learners and have good communication skills so that they can work with others.

### Fundamental British Values

We will actively promote the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance (for those with different faiths and beliefs) across the setting and they are included within The United Nations Convention of the rights of the child 1989. (UNCRC) We have a wide range of resources and plan activities that reflect and value the diversity of children's experiences and actively challenge gender, cultural and radical stereotyping. We help the children gain an understanding of people, families and communities beyond their immediate experience. We promote positive behaviour and have an Equal Opportunities policy.



# Bosworth Academy Day Nursery

Through our Fundamental British values policy which promotes children's wellbeing and is embedded in our day to day work we promote equality, diversity and tolerance and respect for all cultures, faiths and lifestyles. Throughout the day, we talk about right and wrong and learn to take turns and share. Staff would challenge negative attitudes and stereotypes and the children are taught about the world in which they live and are developed to understand life in modern Britain.

Many of our activities present opportunities for exploring and promoting each of the British values. We will do our utmost to protect children against extremist and violent views by identifying the risk of being drawn into radicalisation and providing a safe inclusive learning environment that supports spiritual, moral, social and cultural development through the promotion of fundamental British values.

We ensure that children have respect for all and we support children to gain a positive sense of themselves. We encourage the children to speak up during circle time and learn to listen to what their friends are saying. Children are involved in the planning process to show that their opinions matter and that they are valued. By reading books on communities from around the world and sometimes having a country as our topic we are educating the children that people have different ways of life and are a valuable part of our multi-cultural world.

The aim of our policy is to prevent a child from being drawn into terrorism by being radicalised or support extremism in later years. We hope that by teaching children these British values from a young age they will grow into adults who are tolerant and accepting. We recognise that the United Kingdom is a multi-cultural and multi faith diverse society and we teach the children that it is possible to live together peacefully and that each person is a valuable part of our multi-cultural world. Our diversity has created a strong bond and promoting British values is about encouraging the children to share a set of values that promote tolerance, respect and community cohesion.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Extremism is defined in the 2011 'Prevent strategy' as vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.



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