

The Willow Tree Nursery School

Established 1991



Welcome to

The Willow Tree Nursery School

The Willow Tree Nursery School is a Private Nursery, occupying a purpose build premises which is attached to Bidford-on-Avon Primary School. The Nursery is positioned within a residential area and is owned by Sally Jackson. We are open Term time only and offer both sessional and all day care for children from 2 years of age.

We provide a professional high standard of care, in a happy, safe, secure and stimulating environment. Our dedicated staff are committed to fostering the individual needs and talents of every child attending our nursery. We have been established since 1991 and between the staff we have over 60 years of experience in childcare. All members of staff are at least Level 3 qualified in childcare. Our Nursery has a friendly, welcoming atmosphere, for both the children we care for and their families.

Our Foundation Stage Aim Statement

To create a welcoming, caring and secure setting where it is recognised that parents, carers and practitioners work together as a team for the good of the child.

To value and respect each unique child, giving opportunities to develop by encouraging independence and decision making.

Allowing children space and time to play and discover things for themselves, nurturing their self-confidence and individual abilities, in a safe and happy environment.

'XXXX has thoroughly enjoyed his time at nursery. He has become a confident and enthusiastic little boy and this is all down to your care, commitment and wonderful learning environment. Thank you so much for preparing him for his next stage in school life!' -Parent

LINKS TO BIDFORD ON AVON PRIMARY SCHOOL

We have strong links with Bidford-on-Avon Primary School, and work closely in partnership with the reception teachers. We are independent from the school, however have opportunities to use the school hall for P.E lessons, the school playing field and the forest School area.

We hold transition meetings with the reception teachers regarding the children moving up to school. The children will have opportunities to spend time with their reception teachers the term before they leave nursery. We feel it is important for the children to have a smooth transition and these visits aid the process. We also liaise with other Primary School reception teachers as required.

CURRICULUM

Our structure of the nursery is based on the Early Years Foundation Stage Curriculum. We plan activities to expand and develop skills in a safe and caring environment. Each child is valued and opportunities for learning are developed through a range of indoor and outdoor activities. We provide a balance of both adult led and child initiated activities including multi-cultural themes. We encourage sustained shared thinking and the children are given opportunities to think critically and to be creative and active learners. We provide challenges which are age stage appropriate and plan activities considering children's interests, meeting the individual needs of all children and cover all areas of development. We regularly monitor each child's progress by using the Early Years Foundation Stage goals, by observations, completing On Entry Profiles, Progress Summaries and online observation systems.



PARENT PARTNERSHIP

We feel it is crucial to work in close partnership with parents, to enable us to provide the best possible care. We value comments and views and give opportunities for parents to be involved in promoting the development of their child.

We carry out an initial assessment which is based on information from home, (All About Me document) and discussions with parents at inductions.

INCLUSION

Special Educational Needs and Disabilities :

- The nursery aims to provide equality of access to the curriculum for all children.
- The nursery provides provision for children with Special Educational Needs and Disabilities.
- We have a Special Educational Needs and Disabilities Co-ordinator (SENDCo) and work closely with outside professionals to provide support as required.
- Our Special Educational Needs and Disabilities Co-ordinator (SENDCo) works closely with the Key Worker of children with Special Educational Needs AND Disabilities (SENDCo).
- We have strategies in place to identify, assess and review the education of children with Special Educational Needs and Disabilities (SENDCo).
- Parents are kept fully informed of their child's needs and how the nursery is supporting them.
- The Special Educational Needs and Disabilities Co-ordinator (SENDCo) and Key person will meet regularly with parents to discuss their child's progress and ways to help their child at home.
- We work closely with IDS (Integrated Disability Service) and SALT (Speech And Language Therapist).

MEDICAL CONDITIONS

We support children with Medical Conditions, with the support from Medical Professionals and implement health care plans/risk assessments as required. Our staff are trained in Paediatric First Aid and we have strong links with our designated Health Visiting Team.

ENGLISH AS AN ADDITIONAL LANGUAGE

We support children with English as an additional language giving experiences that enable them to develop and enhance their spoken English language, while continuing to build upon and celebrate their own home language and culture in a safe environment. We use simple language and Makaton signing to help promote their development.

'XXXX has always enjoyed her time at nursery. Such a lovely nursery made special by the super staff!' - Parent

DIVERSITY AND EQUALITY

We believe that no child, individual or family should be excluded from nursery activities on ground of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. All children will be treated as equal. We aim to ensure that those who wish to work in, or volunteer to help within the Nursery School have an equal opportunity to do so. We provide a secure and accessible environment in which all our children can flourish in which all contributions are considered and valued.

KEYWORKER SYSTEM

We have a Keyworker system where each Key Worker is responsible for certain children. The Key Worker plays a very important role, as they build strong links with the children and their parents. The Key Worker will be able to identify learning abilities, interests and next steps of development. The Key Workers have responsibility to keep Learning Journeys up to date, make observations, complete reports, track progress and share information with parents. Parent's evenings are held termly.

'Thank you for all of the love, support and development you've given our little boy. It's gone so quick, but we couldn't have wished for a better place for XXXX to spend his formative years' - Parent



AREAS OF DEVELOPMENT

We follow the Statutory Framework for the Early Years Foundation Stage. The 7 areas of development are as follows:

COMMUNICATION AND LANGUAGE

We promote the children's development by giving them opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.



PHYSICAL DEVELOPMENT

We provide opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. We also help children to understand the importance of physical activity and to make healthy choices in relation to food.

'The providers and staff successfully help children to join in and enjoy the many interesting activities'- Ofsted

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

We encourage children to develop a positive sense for themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and have confidence in their abilities.



LITERACY DEVELOPMENT

We encourage children to link sounds and letters. Children are given access to a wide range of reading materials to ignite their interest.

'Children relish the many opportunities to investigate and experiment' -Ofsted



shapes, space and measures.

MATHEMATICS

We provide children with opportunities to develop and improve their skills in counting, using and understanding numbers, calculating simple addition and subtraction problems; and to describe

UNDERSTANDING THE WORLD

We guide children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



EXPRESSIVE ARTS AND DESIGN

We give children opportunities to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a

variety of activities in art, music, movement, dance, role play, design and technology.

SAFEGUARDING

The Willow Tree Nursery School Staff are fully committed to protecting and safeguarding all children in our care. We ensure that the children's welfare is very important at all times. All adults working at The Willow Tree Nursery School are committed to providing high-quality care for the children. Our primary concern is the safety and welfare of the children and that every member of staff is suitable for his/her responsibilities. Employees have relevant qualifications to care for young children and there is an ongoing programme of training to ensure that an appropriate standard of care is maintained.

PASSWORD SYSTEM

- In order for a person (*other than the child's parents*) to collect a child, we must have authorisation from parents. Before the child is handed over to the authorized person, they must inform a member of staff of the unique password chosen by the parent(s).
- This procedure ensures that children are collected by the correct person who has had authorisation from a parent.

SAFER RECRUITMENT

- It will be made clear to applicants for posts within the nursery that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants to work within the nursery regularly whether voluntary or paid will be interviewed before an appointment is made and will be asked to provide at least two references.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless we are confident that the applicant can be safely entrusted with children.
- All applicants will be required to go through the enhanced DBS check (Disclosure and Barring Service)
- We check that applicants have a sound knowledge and understanding of the Early Years Foundation Stage Curriculum.

- The safety and welfare of the children are paramount when staff are recruited, and when students and volunteers are accepted to work in the nursery. Adults employed to work at the nursery are vetted for their suitability to work with children in accordance with the protection of Children Act and the Ofsted requirements.
- Any adults who have not been DBS checked will be accompanied by a member of staff at all times. This includes all visitors.
- Students and volunteers will be supervised at all times.

SEEK AND SUPPLY TRAINING

- We will seek out training opportunities for staff involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. All staff will have access to the booklet 'what to do if you're worried a child is being abused'.

MOBILE PHONES

- In the interests of safeguarding children, mobile phones are to be kept in the office at all times during nursery opening hours.

SOCIAL NETWORKING

- In the interests of safeguarding children – staff will not be 'friends' with parents on Facebook or any other similar website.
- Photographs of children attending nursery must not be put on Facebook pages or on any other similar websites unless permission is given by parents.

BABYSITTING

- Babysitting is not permitted by Staff for children in our care.

WHISTLEBLOWING

- Whistleblowing is the term used when a worker passes on information concerning wrongdoing. Whistleblowing is also known as 'making a disclosure' or 'blowing the whistle'. We aim to create an open and safe working environment where all staff, volunteer, visitors, agency staff or students feel able to speak about their concerns. Any concerns can be raised verbally or in writing.
- If there is a safeguarding concern, safeguarding procedures will be followed. If there is an allegation against a member of staff, there may be an independent inquiry.
- It is our intention that staff working at The Willow Tree Nursery School feel confident to come forward and report any issues/concerns that they may have regarding Whistleblowing.
- There are designated persons responsible for the safeguarding issues.

RECOGNISING CHILD ABUSE

- Child abuse exhibits itself in a variety of different ways. All staff have safeguarding training and will be vigilant to signs, symptoms and evidence of physical, emotional, neglect and sexual abuse.

SUPPORT FAMILIES

- The nursery will take every step in its power to build up trusting and supportive relationships between families and staff in the nursery.
- We follow the Children's Act 1989. Therefore, if a child's parents have separated the father still has the right to come and collect their child from nursery (if they were present at the registration of birth and are named on the child's birth certificate) unless there is a court order to prevent this.
- Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed.

SUPPORT STAFF

- We recognise that those staff involved in child protection issues may find it distressing and will offer support accordingly.
- Confidential records on a child will be shared with the child's parents.
- With the proviso that the care and safety of the child must always be paramount, The Willow Tree Nursery School will do all in its power to support and work with the child's family.

TERMS AND CONDITIONS:

The following conditions apply to the payment of nursery fees:

PAYMENTS CAN BE MADE BY:

- ✓ Cash
 - ✓ BACS
 - ✓ Cheque – made payable to The Willow Tree Nursery School
 - ✓ Childcare Vouchers
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- All fees are to be paid by the 20th of the month.
 - It is your responsibility to inform the Manager if you have not received your child's invoice by 12th of each month.
 - To pay by BACS, a sort code, account reference and account number are required. Details are available upon request. Please inform the Manager of the system you have set up and the date of transaction (this must take place by 20th of the month).
 - A receipt will be given for all cash or cheque payments. Please keep for your records.
 - Any charges for returned cheques will be added to your invoice.
 - Prompt payment of all fees is essential. Regrettably late payment of fees will result in £10 being added to your next bill. Persistent late payment will jeopardise your child's place at Nursery. Non-payment will result in you being asked to withdraw your child from Nursery. Continued non-payment will be dealt with via the Small Claims Court.
 - If you have any difficulties paying fees, please speak to the Manager before fees are due to be paid.
 - If the nursery is closed due to unforeseen circumstances such as snow days, you will receive a 50 % refund for any sessions that your child does not attend. If your child is not due in on any days that are affected this will not apply to you. This payment will be capped at a maximum of 10 days in one academic year.

'The inviting layout, accessibility of resources and sensitive support from the staff and also encourage children to be confident to try things out for themselves' - Ofsted

NURSERY EDUCATION FUNDING

As stated on the Nursery Education Funding Terms and Conditions:

- For your information, the hours and pattern of attendance will remain in force for the whole of the term. I will notify the provider 1 term in advance if I intend to withdraw my child. I understand I will be liable for the cost of the free funded hours if the agreement is broken without a valid reason.
- To enable us to claim Nursery Education Funding for your child it is paramount that your child attends nursery regularly. Low attendance could result in Nursery Education Funding being withdrawn.
- I will pay for any additional services provided outside the Free Entitlement directly to the provider in accordance with their advertised charging policy, for the agreed hours.
- I will bring my child to nursery on time and if on any occasion my child will be late attending – I will inform Nursery and give reason for the late arrival.
- ***www.warwickshire.gov.uk/childcarecosts*** for full details on funding. Funded hours are subject to availability

HOLIDAYS

- Full fees are required for all holidays taken.
- We must be informed if your child will be away on holiday (a holiday form must be completed).

ILLNESS

- Full fees are to be paid when your child is ill.
- Children will not be admitted to nursery with a 'notifiable' disease.
- We have a duty to inform the Health Protection Agency of any notifiable diseases.
- If your child is suffering from diarrhea or sickness, they must not return nursery for 48 Hours. Likewise, illnesses such as chicken pox will have an incubation period advised by your GP.
- Any cases of head lice must be reported to the nursery. Please do not send your child to nursery unless the condition has been treated.
- Should your child become sick at nursery, every effort will be made to contact you. We reserve the right to take a child to hospital in an emergency.

ABSENCES

- Nursery must be informed by 9am if your child will be absent for any reason.

NOTICE

- One months' notice in writing is required if you need to permanently withdraw your child from nursery.

POSSESSIONS FROM HOME

- The nursery will not accept liability
- Please bring a change of clothes and nappies (if needed) and suitable outdoor wear.
- Don't send your child in their best clothes. Lots of activities are messy and your child's clothes may be spoilt, we cannot take responsibility for any clothes that are marked.



'Children are fully safeguarded and their care, learning and development needs are fully understood and met as a result of well established, professional relationships between the providers and staff and Parents, Carers, the School and external agencies' -Ofsted

Policies and Procedures *including full Safeguarding and Terms and conditions* are available on request.

FEES INFORMATION

September 2021 – July 2022

- Morning, Afternoon and Full Day sessions. Monday to Friday – 8.50am to 3.30pm.
- Term time only for 38 weeks a year.
- All Children are eligible for 15 hours NEF (**Nursery Education Funding**) the term after they are 3 years old
- Any requests for extended funding (over 15hours) will be determined by the Director.
- Fees will be emailed by the 10th of each month.
- Fees must be paid by the 20th of each month - late payment charge of £10 will incur if paid after 20th. Fees can be paid by cash, cheque or bank transfer.
- Full terms and conditions of Fees and Nursery Education Funding are provided with Registration forms at induction.
- Fees are reduced by 25% if 2 or more siblings attend at the same time (see table below).
- Lunch to be provided in a lunch box with a cool pack by parents (morning and full day sessions only). A lunchtime care cost of £4.50 (included in the costs shown in the table below).

FEES FOR CHILDREN: NON ELIGIBLE FOR NEF

SESSION	TIMES	CHARGE FOR INDIVIDUAL CHILD	CHARGE FOR EACH CHILD IF 2 OR MORE SIBLINGS ATTEND (AT THE SAME TIME)
Morning session with lunchtime care	8:50am-12:20pm	£26.00	£19.50
Afternoon session	12:30-3:30pm	£21.50	£16.12
Full day session with lunchtime care	8:50am-3:30pm	£42.00	£31.50

FEES FOR CHILDREN: ELIGIBLE FOR NEF

SESSION	TIMES	CHARGE FOR INDIVIDUAL CHILD	CHARGE FOR EACH CHILD IF 2 OR MORE SIBLINGS ATTEND (AT THE SAME TIME)
Morning session with lunchtime care	8:50am-12:20pm	£26.75	£20.06
Afternoon session	12:30-3:30pm	£22.50	£16.87
Full day session with lunchtime care	8:50am-3:30pm	£47.50	£35.62

How to complain

- The Nursery manager initially deals with any general concerns and/or issues regarding the nursery. All complaints are dealt promptly following discussion with the senior management team. All complaints are recorded and are available for parents and carers to view.

Making a complaint to Ofsted

- Parents and carers can submit a complaint to Ofsted about any aspect of the registered childcare provision. Ofsted will consider and investigate all complaints received.

To contact Ofsted:

- Via email: enquiries@ofsted.gov.uk or telephone: 0300 123 4666
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Sally Jackson – Director/Manager

Ramona Muckle – Assistant Manager

The Willow Tree Nursery School

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