



We would like to extend a warm welcome to Elim Church Day Nursery.

It is essential that we as providers help to create a warm, friendly and caring environment where the children will indeed learn through play.

Children will be looked after under the care of qualified and caring staff at all times. We believe a happy child is a child who will strive to achieve. This in itself helps build self-esteem and encourages a positive approach to learning, which will be of great value through out.

The Nursery is very committed and has a very positive approach to ongoing training of staff and students to ensure the best possible staff in years to come. We work closely with Five Ways and have two regular volunteers.

We also aim to achieve a partnership between parents and the nursery team that facilitates your child's development and happiness from home life into nursery life. It is with this in mind that we welcome any parent / carer into the nursery any time if you have any questions or queries you wish to discuss about the childcare provision.

We are OFSTED regulated and currently have a GOOD from the last inspection. Our OFSTED number is 142869

We also hold regular coffee mornings between parents and staff and have regular parent's evenings again giving everybody the opportunity to meet and chat.

If you wish for your child to attend this nursery please contact us for a welcome pack and registration forms.



The nursery set up

We have three main rooms in the nursery, the baby room, toddler room and the pre-school room. Each room has a minimum of two qualified full time staff depending on numbers and ratios.

Our baby room is the smallest room which adds to the cosy and comfort appeal, which is often relevant when dealing with young babies. A range of activities are set up that are age appropriate, allowing babies the opportunity to learn using their senses.

We have a separate sleeping area with a monitor connecting the two rooms.



The toddler room is a bright, attractive and child friendly room with a sensory corner for added stimulation. Children have the opportunity to develop their skills and abilities through play and exploration

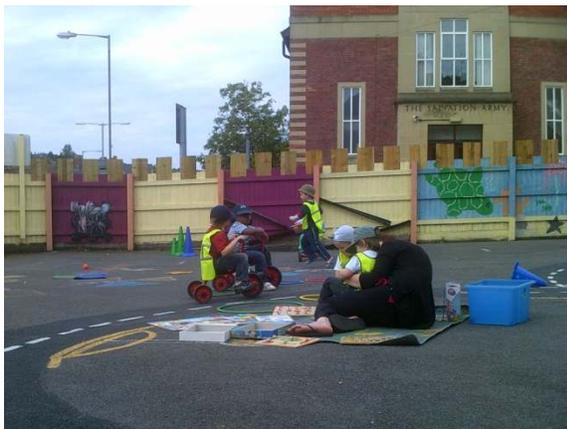


Following on through the toddler room, leads you into our Pre-school room, the largest room in the nursery. This is a bright and vibrant area allowing children the space and freedom to explore and learn through positive play, embracing the new Early Years Foundation Stage (EYFS) which is learning through play



We have a kitchen where our cook prepares fresh and healthy food for the children. We also have a part time cleaner who cleans the nursery on a daily basis ensuring the children are in a clean and healthy environment in which they can thrive.

Outside we have a large tarmac area a short walk from the nursery; this has recently been revamped to help transform it into a more child friendly play area. This area is fenced safely and children are constantly supervised. Outside play is a regular and important part of our children's daily routine.





All staff are level 3 or above qualified, all have first aid and safe guarding children training. We actively encourage all staff to update their qualifications as and when necessary. Several members of staff have undertaken the initial EYFS training to keep up to date with the new curriculum.

MANAGER

Mrs. Julie Rowe



Deputy Manager

Miss Viv

SENIOR

Miss Lauren



Nursery Nurse

Miss Jenny



Nursery Nurse

Miss Sammie



Nursery Nurse

Miss Natalie

SENIOR

Miss Tasha



Senior

Miss Liz



Nursery Nurse

Miss Lisa



Nursery Nurse

Miss Sophie

Nursery Nurse

Miss Sara

Administrator

Ms Annie Graham



Cook

Mrs. Soulla White



Cleaner

Mrs. Jenny Green



Helpers

Miss Mary

Miss Anna

Miss Joanne





EDUCATION AND DEVELOPMENT

We follow the Early Years Foundation Stage curriculum into the setting. This curriculum is aimed at ages from birth to 5 years. There are four themes and in each theme there are underlying principles that are as follows:

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 and parents and carers**

Learning and development

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

Area of learning and development

Prime areas

Personal social and emotional development - (PSED)

Managing feelings and behaviour

Self-confidence and self-esteem

Making relationships

Physical development

Moving and handling



Health and self-care

Communication and language

Listening and attention

Understanding

Speaking

Specific Areas

Literacy

Reading

Writing

Mathematics

Numbers

Shape, space and measure

Understanding the world

People and communities

The world

Technology

Expressive Arts and Design

Exploring and using media and materials

Being imaginative

We do appreciate that this does present as a complex curriculum especially for babies, but what we do hope to offer, as a setting, is to present the EYFS in such a way that parents and carers will be able to feel involved and to eventually have an understanding as to what the EYFS is all about. We are always approachable if any questions do arise and we would also like to incorporate in our coffee morning the opportunity for parents and carers to ask questions offer



suggestions and to have general input. We are also happy to bring in outside speakers to help make the curriculum more understandable during these mornings.

Policies and procedures

Here are a few of the policies of the setting that we feel are especially relevant for you to read Parents/Carers. Our complete policy folder is located in the nursery entrance and is readily available for all to read

Organisation

4.1 Admissions policy

It is Elim Church day Nursery's intention to make our setting accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

In order to achieve this aim, we will:

- We ensure that the existence of our nursery is widely advertised in places accessible to all sections of the community.
- Information about our nursery is accessible, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required.
- We arrange our waiting list to take into account the following:
 - First come first serve basis
 - siblings already attending the setting
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We welcome fathers and mothers, other relations and other carers, including childminders.
- We treat each child and their family individually, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We welcome children and/or parents with disabilities to take part in the life of the setting.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
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A Unique Child	Positive relationships	Enabling environments	Learning and development
1.2 Inclusive practice	2.2 parents as partners	3.2 inclusive environment	

Safeguarding

1.2 Safeguarding children and child protection policy

Elim Church Day Nursery will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.

1. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (DfES 2006).
3. We are committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

The legal framework for this work is:

Primary legislation

The Children Act 1989 - s 47

The Protection of Children Act 1999

Data Protection Act 1998

The Children Act 2004 (Every Child Matters)

The Children (NI) Order

The Children (Scotland) Order

Guidance

Working Together to Safeguard Children (revised 2006)

What to Do if You are Worried a Child is Being Abused (revised 2006)

The Framework for the Assessment of children in Need and Their Families (2000)

The Common Assessment Framework (2005)



Secondary Legislation

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Rehabilitation of Offenders Act 1974

Liaison with other bodies

- We work within the Local Safeguarding Children Board guidelines.
- We have a copy of 'What to do if you are worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social care to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Method

We carry out the following procedures:

Staffing and volunteering

- Our designated person (a member of staff) who co-ordinates child protection issues is

Julie Rowe

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- Our designated officer (a committee member) who oversees this work is

Claire McSevney

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- We provide adequate and appropriate staffing resources to meet the needs of children.
 - Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
 - Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau before posts can be confirmed.



- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect and bullying
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect or bullying, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the nursery manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- Staff in the setting takes care not to influence the outcome either through the way they speak to children or by asking questions of children.

Allegations against staff

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer has abused a child.
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the local authority's social service department to investigate.
- We co-operate entirely with any investigation carried out by social services in conjunction with the police.
- Our policy is to suspend the member of staff on full pay for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.



Disciplinary action

- Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Training

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.
- We ensure that all staff knows the procedures for reporting and recording their concerns in the setting.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others or for very long periods.

Curriculum

- We introduce key elements of child protection into our programme to promote the personal, social and emotional development of all children, so that they may grow to be 'strong, resilient and listened to' and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child
- listens to the child
- gives reassurance that she or he will take action

The member of staff does not question the child

Recording suspicions of abuse and disclosures

Staff makes a record of:

- the child's name
- the child's address



- the age of the child
- the date and time of the observation or the disclosure
- an objective record of the observation or disclosure
- the exact words spoken by the child as far as possible
- the name of the person to whom the concern was reported, with date and time
- the names of any other person present at the time

These records are signed and dated and kept in the child's personal file.

Making a referral to the local authority social care department

- Our safe guarding children pack contains detailed procedures for making a referral to the local social care department, as well as a template form for recording concerns and making a referral.
- All staff are aware and familiar with the settings procedures for recording and reporting

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to families

- The nursery believes in building trusting and supportive relationships with families, staff and volunteers in the group.
- The nursery makes clear to parents its role and responsibilities in relation to Child Protection, such as for the reporting of concerns, providing information, monitoring of the child, and liaising at all times with the local social services department.
- The nursery continues to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the social care department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.



- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

A Unique Child	Positive relationships	Enabling environments	Learning and development
1.3 keeping safe	2.1 respecting each other 2.2 parents as partners	3.2 supporting every child 3.4 the wider context	4.4 emotional and social development

Organisation

4.5 Parental involvement policy

Statement of intent

Elim Church Day Nursery believes that children benefit most when parents and settings work together in partnership.

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also includes same sex parents as well as foster parents.

Aim

Our aim is to support parents as their children's first and most important educators by involving them in their children's education and in the full life of the setting. We also aim to support parents in their own continuing education and personal development.

Some parents are less well represented in early years settings – these include fathers, parents who live apart from their children but who still play a part in their lives as well as working parents. In carrying out the following procedures, we will ensure all parents are included.

Method

We will meet these aims through the following procedure whereby we:

- develop a means to ensure all parents are included we consult with all parents to find out what works best for them
- ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families
- Inform all parents about how the setting is run and its policies through access to written information and through regular informal communication. We check to ensure parents understand the information that is given to them



- inform all parents on a regular basis about their children's progress
- involve parents in the shared record keeping about their children - either formally or informally - and ensure parents have access to their children's written developmental records
- provide opportunities for parents to contribute their own skills, knowledge and interests to the activities of the setting
- inform parents about relevant conferences, workshops and training
- consult with parents about the times of meetings to avoid excluding anyone
- provide information about opportunities to be involved in the setting in ways that are accessible to parents with basic skills needs, or those for whom English is an additional language
- hold meetings that are suitable for all and that are accessible and appropriate for all
- welcome the contributions of parents, in whatever form these may take
- We inform all parents of the systems for registering queries, complaints or suggestions and check to ensure these are understood. All parents have access to our written complaints procedure
- provide opportunities for parents to learn about the curriculum offered in the setting and about young children's learning, in the setting and at home

A Unique Child	Positive relationships	Enabling environments	Learning and development
1.2 inclusive practice	2.1 respecting each other 2.3 supporting learning	3.1 observation assessment and planning 3.2 supporting every child 3.4 the wider context	4.4 emotional and social development

Organisation

4.2 Fees Policy

Elim Church Day Nursery is open from 7.45 am to 5:30 pm Monday to Friday all year except bank holidays and between Christmas and New Year



Our fees structure is as follows:

7.45-am-1pm	£23.85	Inclusive of food
1pm-5.30pm	£19.45	Inclusive of food
7.45am -5.30pm	£36.90	Inclusive of food
Weekly rate	£173.75	Inclusive of food
Additional hours	£4.40	Up to 2.5 hours per day

- On enrolment a deposit of one week's fees is required. Should your child's weekly fees be less than £50 a deposit of £50.00 is required instead. All deposits will be held in a separate account to be returned when leaving nursery subject to fee account being up to date. This is not applicable to children accessing EYE funding only.
- The Committee periodically reviews fees and parents will be given a months' notice in writing of any changes.
- The nursery works on a 50 week charge, any other circumstance will be taken to the committee to discuss and decide upon.
- In the case of a child being absent due to sickness half fees will be charged for a two week period, parent must let us know about sickness so that we are aware of it, this will also apply to the 2 weeks agreed holiday taken by the child, again at half fees.
- If nursery is not notified of a reason about a child's absence then full fees will be charged.
- Certain circumstances where by longer absence/holiday/sickness is requested or needed, will be taken to the committee for discussion and decision
- The session / hours that your child is booked in for are the session / hours that you will be charged for. If you choose to only use part of the session / hour you will still be charged.
- The fees are all inclusive of breakfast, snacks, lunch and tea,
- Early Years Entitlement and two year old funding
- Early Years Entitlement is available from the term following the child's 3rd birthday. Please ask for a leaflet or speak to the manager.
- We also accept children on the 2 year old funding; please speak to management about any further information and eligibility criteria.
- EYE funding sessions run from, 8am-1pm, 11.30am-4.30pm or 8am-3.30pm and any extra hours will be charged according to our fees structure.
- If you are choosing the "stretched offer" throughout the year this will show on your invoice as 47.5 hours per month free of charge all remaining hours will be charged according to our fee structure
- A deposit is NOT required if you are only accessing the EYE funding.
- Normal fees will apply for hours or sessions attended in excess to the 15 hours funding, per week.



- Children accessing EYE funding are required to pay for additional costs to include meals. Refer to fee structure attached to the EYE fee policy. Any change of hours, suitable notice must be given.
- If you wish to cancel your child's funding space a months' notice will be needed or a month's funding will be charged in lieu

Notice

- We understand that there are times when parents are running late but if there is a persistent lateness a charge will be incurred.
- We have the right to terminate a child's space if the setting feels the parent is acting or behaving in an unwanted behaviour of immediate effect. For more information about this please refer to our parent partnership policy
- If you wish to cancel your child's space at the setting a months notice or month's fees in lieu will be charged.
- If the Nursery is closed due to adverse weather conditions or any other circumstances beyond our control we will charge the normal fees. The safety and wellbeing of staff and children at these times are of paramount importance.

Payment

- All Parents / carers will receive an invoice for hours (including EYE funded hours used) and additional costs on a monthly basis in advance given out at the beginning of the month. Any amendments will be made on the following months invoice.
- Children only using EYE funding will receive a monthly statement showing funded hours used, funded hours remaining and any additional costs (i.e. food)
- Fees will be calculated on a monthly basis and are paid in advance. In exceptional circumstances, fees may be paid weekly in advance in agreement with the management.
- We accept payment by direct payment, standing order, Child Care Vouchers, cash and cheques (made payable to Elim Church Day Nursery)

Name **EFGA RE SOUTHVILLE DAY NURSERY**

Bank NatWest (Cheltenham Branch)

31 Promenade

Cheltenham

GL50 1LH

Sort Code

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Account Number

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Please quote child's name as reference





- In the event of fees becoming outstanding contact with the parent/carers will be made as a reminder of the amount outstanding and provide an opportunity to discuss the matter. If arrears continue to build your child's place in the setting will be terminated until the arrears balance is paid off.
- Legal advice will be sought for the recovery of any outstanding fees or charges.

A Unique Child	Positive relationships	Enabling environments	Learning and development
	parents as partners	the wider context	



FEES

Our fees structure is as follows:

7.45-am-1pm	£23.85	Inclusive of food
1pm-5.30pm	£19.45	Inclusive of food
7.45am -5.30pm	£36.90	Inclusive of food
Weekly rate	£173.75	Inclusive of food
Additional hours	£4.40	Up to 2.5 hours per day

Our fees structure is as follows for children receiving EYE entitlement or 2year old funding:

Hours		Additional food cost		
8am-1pm	3 times a week 3x5 hours	£2.60per session	Breakfast and lunch box	Term time only
11.30-4.30	3 times a week 3x5 hours	£3.00 per session	Lunch and tea box	Term time only
8.00-3.30	2 times a week 2x7.5 hours	£2.60 per session	Breakfast and lunchbox	Term time only

Or two 5 hour sessions spread across the whole year

We accept many of the voucher systems for payment and for more details please ask.

Our rates are very competitive with other nurseries in the area. Our aim is to provide a happy, healthy and safe environment for your child where they can progress and develop to their full potential. To this end we employ well-qualified dedicated staff that we try our best to reward adequately. Rates Apply from April 1st 2013 and reviewed on a yearly basis.

Early Years Funding information

2 Year old Funding

We are able to offer spaces for children who are eligible for 2 year old funding. This is attainable provided you fit the criteria. Leaflets are available regarding this on request

Parents accessing funding will be charged for additional cost including food at the above rate.

3 Year old Funding

All children will become eligible for Early Years Entitlement (EYE) during the funding period after their third (3rd) Birthday.

Where children are accessing the EYE funded hours only an additional fee will apply for food and meals provided



Further information relating to the EYE can be obtained from the manager and in the “parents” leaflet, which is available to all.