Introduction

Welcome to Stepping Stones Inclusive Nursery where we believe that nursery life should provide a carefully planned environment where a child can achieve his or her full potential.

At Stepping Stones Inclusive Nursery we endeavour to ensure that your child will develop a well-rounded, confident personality thus providing him or her with strong social and academic roots.

At Stepping Stones Inclusive Nursery we aim to provide high quality inclusive care and education for ALL children aged between 2 and 5 years. We pride ourselves on working in partnership with parents to help our children to learn and develop whilst offering our children and parents a service that promotes equality and also values diversity.

All of our staff have a wealth of experience which is backed by a variety of qualifications in the field of childcare, including BTEC National Diploma in Childcare and NVQ Level 2 and 3 Qualifications. Some of our staff have over 20 years of experience of working with young children.

Our latest Ofsted inspection observed that ‘the well-qualified staff are deployed effectively and work particularly well together.’
EYFS (Early Years Foundation Stage)

We are registered with Ofsted. Our latest inspection (February 2016) achieved a ‘Good’ rating and observed that:

‘Children are happy and enjoy their time at the setting. Staff provide a warm and welcoming environment that is well resourced. Children make friends, build relationships and learn how to share and take turns.’

‘The committee, manager and staff team are committed to providing children with high-quality care and education. They monitor and evaluate the setting, identifying strengths and areas for further development.’

‘Staff know the children well and are very responsive to their individual needs. They accurately assess what children know and can do. This helps them to plan interesting activities which present challenges and help children to achieve their next steps in learning.’

‘Staff support disabled children and those with special educational needs well. They work closely with other professionals to put consistent approaches in place.’

We are continually updating our knowledge and understanding of Early Years Care and Development through courses and workshops on subjects such as Safeguarding, First Aid, Food Hygiene, Health and Safety, Fire Safety, Manual Handling, Special Educational Needs, Speech and Language, Challenging Behaviour, Makaton and other areas of the curriculum.

We ensure that we give generous care and attention with our high ratio of qualified staff to children. Every child is treated as an individual and given the chance to join in with other children and adults to play and learn together.
Nursery Opening Times

Monday 12:30pm - 3:30pm
Tuesday 12:30pm - 3:30pm
Wednesday 9:30am - 12:30pm
       12:30pm - 3:30pm
Thursday 9:30am - 12:30pm
       12:30pm - 3:30pm
Friday 12:30pm - 3:30pm

A ‘Breakfast Club’ is available from 9:00am-9:30am for children attending a nursery session on a Wednesday or Thursday and is charged at £2.50 per child. This includes a healthy breakfast snack of toast and a piece of fruit.

We can also provide a two course hot meal consisting of a freshly prepared, oven cooked jacket potato with a variety of fillings served with a side salad and followed by a yoghurt or piece of fruit for children attending nursery morning sessions on Wednesday’s and Thursday’s. This is charged at £1.50 per child (please pay on the day).

Please pre-book these with a member of staff.
Nursery Fees

£12 for a morning session (9:30am-12:30pm)

£12 for an afternoon session (12:30pm-3:30pm)

£24 for a full day (9:30am-3:30pm)

£4 per hour

(A mid-morning and mid-afternoon snack - milk / water, fresh fruit - is included within our fees)

Children become eligible for nursery funding from the term after their 3rd birthday. This funding pays for up to 15 hours of nursery care per week during term time. We also have children participating in the 2 year old funding programme which pays for up to 10 hours of nursery care per week during term time. We also accept childcare vouchers.

Where funding does not apply, nursery fees are payable monthly. You will be invoiced at the beginning of the month and fees must be paid by or before the 15th day of the month. Fees are still payable even if your child is absent, this is to ensure that your child’s place is secure. If your child needs to be absent over a long period of time, or if you’d like to discuss possible alternative payment arrangements then please talk to the Nursery Manager.
Policies

*Parents in Partnership:*

We regard our parents, as members of our nursery who have full participatory rights. These include the right to be:

* Valued
* Kept informed
* Consulted
* Involved
* Included at all levels

Our community based Nursery is run by a voluntary Committee, several of whom are parents of our children. We depend on the goodwill of all our parents and their involvement to continue to be successful. We value all of the support and commitment received from our parents.

Here at Stepping Stones Inclusive Nursery we recognise that parents are the first and most important educators of their children. All Staff see themselves as partners with parents in providing care and education for their child.

There are many ways in which parents may take part in making our Nursery a welcoming and stimulating place, such as:

* Exchanging knowledge about their children’s needs, activities, interests and progress with the staff
* Helping at sessions in the group
* Sharing their own special interests with the children
* Being part of the Committee
* Joining in community activities with Stepping Stones
Policies

Key Persons and your Child:

Stepping Stones Inclusive Nursery 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 what we provide is right for your child’s particular needs, development and interests.

When your child first starts here their Key Person will help your child to settle. Throughout your child’s time with us, their Key Person will help your child to grow, learn and develop through experiencing our stimulating, caring and educational Nursery environment.

Safeguarding Children:

Here at Stepping Stones Inclusive Nursery, we are obligated by law to help safeguard children against suspected or actual ‘significant harm’. All staff have up to date Safeguarding training and our Designated Safeguarding Officer is Kerry Underwood. Please feel free to discuss any concerns you may have with her at any time.

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

Our employment practices ensure children against the likelihood of abuse at Stepping Stones and we have procedures in place for managing complaints or allegations against a member of staff should this ever arise.
**Policies**

*Special and Additional Needs:*

We are very proud of our latest Ofsted report which reflects our dedication to inclusion within the group. We embrace a multidisciplinary team approach for continuity of care for all children and will work together with all professionals involved with your child’s care if you so wish.

As part of our Nursery Policy we ensure that our provision meets the needs of each individual child. We take account of any special needs a child may have. Our nursery works to the requirements of the Education Act and the Special Needs Code of Practice.

We will always work with parents and carers to ensure all children receive quality care and education. Please talk to us if you have any concerns regarding your child.

We have received our Activities Unlimited ‘Triple R Award’.

*Clothing:*

We provide protective clothing for the children when they take part in messy activities. We encourage the 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. Please send your child in clothing that is easy for them to manage will help them to do this.

We ask for all children to bring suitable weather appropriate clothing that clearly displays their name.
Policies

How we provide for the Children’s 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 Nursery helps children to continue to do this. This is done by providing all of the children with an interesting learning environment full of activities, both child and adult led, that are appropriate for their age and stage of development.

The Early Years Foundation Stage comprise of the following areas:

* Personal, Social and Emotional Development (PSED)
* Physical Development (PD)
* Communication and Language (CL)
* Literacy (L)
* Mathematics (M)
* Understanding the World (UW)
* Expressive Arts and Design (EAD)
Staff

All of our Staff understand that every child is unique, and that with positive relationships and an enabling environment, positive learning and development will be achieved.

All our staff:

* Understand and observe each child’s development and learning, assess progress and plan for next steps
* Support children to develop a positive sense of their own identity and culture
* Identify any need for additional support
* Keep children safe
* Value and respect all children and families equally

All our staff are:

* Warm and loving, and foster a sense of belonging
* Sensitive and responsive to the child’s needs, feelings and interests
* Supportive of the child’s own efforts and independence
* Consisting in setting clear boundaries

All our staff offer:

* Stimulating resources, relevant to all the children’s cultures and communities
* Rich learning opportunities through play and playful teaching
* Support for children to take risks and explore

All our staff foster the characteristics of effective early learning by:

* Playing and exploring
* Active Learning
* Creating and thinking critically