

# Nursery Handbook

## Contents

1. About Coram's Fields
2. An introduction to our nursery
  3. Our Staff
  4. Key Person role
  5. Settling in
  6. Our learning
  7. Our day
  8. Our Food
9. Term dates and attendance
10. Applying for a place
11. Nursery Fees
12. Child protection/safeguarding
13. Complaints procedure
14. Policies

**For more information please contact**

Carole Perry- Head of Early Years

0207 8330198

[carole@coramsfields.org.uk](mailto:carole@coramsfields.org.uk)

## **About Coram's Fields**

Coram's Fields Children's Playground has been owned and managed by an independent charitable trust since 1936. Great emphasis is placed on providing a safe and safe haven for children to play in, therefore only adults accompanied by a child are allowed in. The buildings are used for many children's activities and provisions, including: sports; youth centre; out of school club/holiday play scheme; under 5's drop in and our nursery.



## **An Introduction to our nursery**

Coram's Fields Nursery was opened in 1987. We are Ofsted registered for 36 children aged 2-5 years. Our last Ofsted inspection was on the 1<sup>st</sup> of October 2018. We were rated as good, and you can view the report on our website.

The nursery has its own designated outdoor play space that is used daily. The children also have supervised access to the outdoor play and sports facilities in the park, which include extensive grassed areas, fixed play equipment and the wildlife garden.

As a fully inclusive nursery our staff are all experienced in working with children, their families and other agencies. We celebrate and value the diversity of each child and their family, ensuring that all children have access to the nursery curriculum and that the curriculum fully reflects each child's individual needs. We encourage families to be as much a part of their child's learning journey as possible. It is important to us to create a cohesive learning experience for the children/ parents and carers, allowing families to share their culture, traditions and hobbies with us where they can.

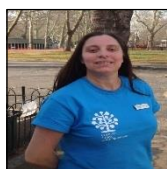


## Our Staff



### **Carole Perry – Head of Early Years – NVQ L3 Childcare & NVQ L4 Leadership & Management**

Hi I am Carole and I have worked at Coram's Fields since 2001. I have worked in childcare for over 30 years and I still feel the children teach me something new every day. I believe our nursery is a very special place to work, as we have created a wonderfully nurturing environment for all the children to thrive and develop lifelong skills.



### **Nancy Jordan – Room Leader – NVQ L3 Childcare**

Nancy joined the team in February 2019 and has joined us with 15 years' experience in childcare. Nancy is a great believer in every child has a voice and loves to hear all the different stories, ideas and thoughts the children have. Nancy looks forward to seeing the children's development and progress every day, whilst supporting their families, in their journey at nursery.



### **Barbara Petiafo - Early Years Practitioner – NVQ L3 Childcare**

Barbara has been a part of our team since June 2017 and is our resident artist. She really enjoys seeing children's individual personalities and characters emerge, as they become more confident in themselves. She believes that you can learn so much from them, as they truly are "lovely little human beings".



### **Sarah Parry - Early Years Practitioner - NVQ L3 Childcare**

Sarah joined us in January 2019, with 15 years of childcare experience behind her. She has a passion for gardening and loves to engage the children in our gardening club. Sarah really loves working with children and enjoys watching them grow and learn in a thriving environment.



### **Emel Tundzha – EYP (Room Leader – Foundation degree children's and young people)**

Emel has been working as part of the team since November 2018 as agency cover. With 5 years' experience working in the early years, Emel feels her career choice is the best decision she ever made. "I feel honoured to be a part of children's lives and contribute to their growth and development".



### **Patricia Ballot – Nursery Cook**

Patricia has been part of the team since 2013. She has introduced the children to homemade bread, courgette muffins and beetroot cake. Patricia has also played a big part in developing our menus, and will often use her culinary expertise to help in cooking activities with the children.



### **Nursery Cook**

She joined the team in February 2019, with a background in both catering and working with children. She really enjoys growing her own vegetables at home and loves to use them in her cooking, both here and at nursery.

We know how important it is for you to have someone that really knows your child at nursery so on your child's first day you will be introduced to a 'key person' to develop this bond with. The key person will get to know all the special details of how you care for your child to help them feel special, cherished, able to express themselves fully and to feel confident that they matter and have value. This will give them the confidence to try new things and the key person will help your child build relationships with other adults and children in the setting. Your key person will build a special relationship with you and your child giving them a safe, secure, and consistent base to return to, physically or emotionally, when they need to. The key person will usually be the one to soothe and support your child and is in the best position to understand their needs and to share information with you about their day at nursery. The key person will be responsible for your child's learning journey, observing them in their play so activities can be planned to your child's own interests.

### **Settling in**

We recognise and understand the anxieties for both parents and children when starting at nursery. Some children will settle in on their first visit and others will take a little longer to get used to a new environment. To support you and your child when settling, we will contact you before your child's start date to arrange a convenient time for the first settling in session. The number of settling in sessions will then be discussed and agreed with you during your first visit. During the settling in sessions, your child's key person will discuss with you your child's needs, likes/dislikes, favourite foods, sleep patterns, routines, etc. This information will enable us to cater for your child's individual needs and assist in the settling in process. The beginning of a settling in process will look a little like this:

**Day 1** – Arrive at 10:00am stay and play in class, meet the teachers and children, and get to know your key worker. Parents can then leave once child is settled (if possible) you could come to the office to fill out some paperwork or have a chat. Leave 11:00 am

**Day 2** – Arrive 10:00 am and stay and play until child is settled and come and go until 11:00am for pick up.

**Day 3** – Arrive by 9:30 and try to do as normal a drop off as possible and pick up before 11:45 or after lunch at 1:00. This day all depends on how the first two have gone, and your key worker may alter this to be a little shorter if needed.

**Day 4** – Same as above, and if all is going well, we could extend the day.

**Day 5** – Try as long a day as possible. At the end of day 5 you and your key worker will discuss how the following week will go.

## Our learning

We follow the Early Years Foundation Stage Curriculum (EYFS). There are 4 principles to the EYFS and 7 areas of learning.

- Personal, social & emotional
- Maths
- Physical development
- Language & literacy
- Communication
- Expressive arts and design
- Knowledge and understanding of the world



Find out more online at [www.foundationyears.org](http://www.foundationyears.org)

The main objective is that children learn through play. Their interests and how they respond, guide us to provide activities that will encourage and extend their development. So if you are ever wondering what can be learnt from playing with a bowl of jelly and glitter, please ask?

## Our day

The nursery day runs from 8am-5:45pm. Staff will greet you and your child providing you with the chance to share any necessary information with us. We like all children to arrive no later than 9.30, as later start times can affect the daily routine, and how well each child settles into the day. Our daily routine is flexible and will alter depending on how the children are playing and their attention levels. Below is an example of how our day will flow, please be aware that at least some, if not all of these activities can be done outside in the garden or in the park.

<b>Time</b>	<b>Activity</b>
8:00 am	Nursery opens. Breakfast is available and free play.
9:00 am	Breakfast finishes, and we start to slowly wind up free play.
9:30 am	Daily Walk
10:00 am	Focused activities in small groups - (focused activities planned around each individual child's learning development)
11:00 am	Free play
12:00 pm	Lunch
1:00 pm	Sleep time - for those that need it in the workshop. For 1 – 2hrs dependent on child. Rest time – a relaxing quite time with calm music for 20mins.
1:30 pm	Child selected activities or small group/focused activities.
3:00 pm	Free play
3:30 pm	Fruit or vegetable snack is made available for those who want it.
4:15 pm	Story time
4:30 pm	Sit down Snack
4:45 pm	Varied activities (these could be anything from music and movement, rough and tumble, construction or art)
5:45 pm	Nursery closes



**Celebrating father's day with a morning play session**



## Our Food

Here at Coram's Fields Nursery, we really pride ourselves on our fresh home cooked meals. Our wonderful chefs bake their own bread, cook sauces from scratch, and even use the vegetables and herbs that the children have grown in their garden. We are a Pescatarian nursery that caters to various dietary requirements, such as nut, fish and dairy allergies, and wheat intolerances. Working in partnership with the Little Steps to Healthy Lives team based within the London borough of Camden, we deliver a healthy balanced menu that the children love.

	<b>Lunch</b>	<b>Desert</b>	<b>Snack (3pm)</b>	<b>Tea (4:30pm)</b>
<b>Monday</b>	Penne pasta with aubergine tomato and basil sauce peas and corn	Chocolate Sponge Chocolate custard	Vegetable sticks	Tea cakes and Fruit
<b>Tuesday</b>	Lentil & butternut squash curry Plain boiled rice Carrot & snap peas	Ginger Biscuit's & Apple	Fruit	Cheese scones
<b>Wednesday</b>	Pesto Baby Potatoes with grilled salmon pieces and Vegetable medley and a yoghurt dill and lemon sauce	Fruit platter	Vegetable sticks	Oat cakes and hummus
<b>Thursday</b>	Spinach & Ricotta and Vegetable Lasagne Garlic bread & salad	Rice pudding	Fruit	Rice cakes with sliced cheese
<b>Friday</b>	Homemade sweet potato soup and bread	Yoghurt	Vegetable sticks	Toasted bagel with cream cheese or butter

## **Dates and attendance**

We are open 48 weeks per year of which you will be charged.

We close for two weeks over Christmas and two weeks at the end of August each year.

Staff professional development is important to us, therefore we close at 5pm on the first Tuesday of the month, for a staff meeting.

Our opening times are there to provide working parents or those in further education as much flexibility as possible. We will keep the nursery open at all times when it is safe to do so and only ever close the nursery due to extreme/adverse weather conditions.

## **Applying for a place**

After filling in your application form, your child's name will be placed on our waiting list, and we will arrange a time for you to come and visit us. From there, we will keep in regular contact and when you are ready we will set your start date and settling in period. Before you join us, your child will be given a named key person and you will receive a welcome letter that outlines everything you need to know to ensure you and your child are happy and comfortable in our nursery.



## Nursery Fees

<b>2 yr. old monthly fees</b>	<b>1 day</b>	<b>2 days</b>	<b>3 days</b>	<b>4 days</b>	<b>5 days</b>
2 year 36wk - 15hrs free for 2 y/o on low income	Free	Free	£208	£416	£624
2 year 48wk - 15hrs free for 2 y/o on low income	Free	£144	£416	£624	£768
Band 1 - under £30K p/annum house hold income	£208	£416	£624	£832	£1040
Band 2 - £30K-£50K p/annum house hold income	£228	£456	£684	£912	£1,140
Band 3 - £50K-£80K p/annum house hold income	£252	£504	£756	£1,008	£1,260
Band 4 - over £80K p/annum house hold income	£272	£544	£816	£1,088	£1,360

<b>Universal entitlement (15hrs) for 3 &amp; 4 yr. olds monthly fees</b>	<b>1 day</b>	<b>2 days</b>	<b>3 days</b>	<b>4 days</b>	<b>5 days</b>
Band 1 - under £30K p/annum house hold income	Free	£148	£328	£ 548	£748
Band 2 - £30K-£50K p/annum house hold income	Free	£168	£388	£608	£828
Band 3 - £50K-£80K p/annum house hold income	Free	£192	£436	£680	£924
Band 4 - over £80K p/annum house hold income	Free	£212	£476	£740	£1,004

<b>Extended offer for 3 &amp; 4 yr. old of 30hrs monthly fees</b>	<b>1 day</b>	<b>2 days</b>	<b>3 days</b>	<b>4 days</b>	<b>5 days</b>
*Enhanced Offer (for low income parents) 36wks	Free	Free	Free	Free	£200
*Enhanced/extended Offer (for low income parents) 48 wks.	Free	Free	£100	£300	£500
Band 1 - under £30K p/annum house hold income	Free	Free	£100	£300	£500
Band 2 - £30K-£50K p/annum house hold income	Free	Free	£120	£340	£560
Band 3 - £50K-£80K p/annum house hold income	Free	Free	£144	£388	£632
Band 4 - over £80K p/annum house hold income	Free	Free	£162	£428	£692



Here at Coram's Fields we proud to be part of the government child care subsidy schemes.

Dependant on each individual family and their individual circumstances we are able to offer a variety of fee structures.

Fees are to be paid on the first of the month, one month in advance and preferably by standing order.

However we are able to take card payments, and of course cash is always welcome.

If you are having problems paying your fees please speak to us and we will endeavour to support you, but non-payment will result in the loss of your child's place and if necessary reclamation of the debt. Unpaid fees has an impact on the nursery.

To secure your place we will ask for a deposit of £250, which will then be deducted from your final month's fees, providing one months' notice is given and there are no outstanding fees owing.

### **Child protection/safeguarding**

The nursery follows the London Borough of Camden policy guidelines on safeguarding/child protection.

All staff on site, agency staff, students and volunteers have a full Enhanced DBS disclosure ensuring that all persons who have access to the children have been checked to the highest standard.

If a child shows signs of physical, mental, emotional abuse or neglect this matter would firstly be discussed with parents. If an explanation is not plausible or consistent the nursery manager will inform the local Safe Guarding Officer.

If staff observe behaviour or symptoms that would indicate possible sexual abuse the matter would be immediately referred to the Area Safe Guarding Committee.

If a child makes a specific verbal disclosure of abuse to a member of staff the matter would be immediately referred to the nominated person for the nursery **Carole Perry** and then the Safe Guarding Officer for South Camden.

In any incident where sexual abuse is suspected we have a professional duty to refer without disclosing that we have done so to the parents

## **Complaints procedure**

In the first instance please speak directly to the Head of Early Years.

If this does not resolve the issue to your satisfaction then please speak to the Director Stuart Woods.

If you do not feel that the nursery or Coram's Fields staff are dealing with your complaint then your next point of contact would be Ofsted, their helpline number is 0300 123 1231 our registration number is 100589.

If you do have cause for concern please refer to our full complaints policy, in our policies and procedures folder.

## **Policies**

We have a wide range of policies and procedures in place to regulate the operation of the nursery as a childcare provider. All our policies come under the following criteria and can be accessed upon request.

- **Child protection**
- **Suitable people**
- **Induction of staff, volunteers and managers**
- **Key person**
- **Health**
- **Safety and suitability of premises environment and equipment**
- **Managing behaviour**
- **Equal opportunities**
- **Information and records**