

ABOUT THE NURSERY

LSA Montessori is an independent, privately owned Early Years facility for children from birth to 5 years. We are situated in purpose built premises to the rear of Clifton Primary School. We are registered and monitored by OFSTED to ensure that we provide high quality care and to ensure that we provide high quality early years education.

The setting follows the Montessori approach to learning, details of which can be found on our website www.lsamontessori.co.uk as well as encompassing the EYFS curriculum. Our aim is to provide children with a beautifully crafted environment, quality resources and materials in addition to highly qualified staff to motivate children to learn and be independent.

LSA Montessori has a baby room for children under 2 years old, this room is called the Windmill Room and has two main members of staff who are the key workers for our Windmill children. The Windmill room has places for 6 children under 2 years old.

Our main room caters for 2, 3 and 4 year olds, which are split into two key groups, Ashton and Lowther, so our main room is known as The Ashton and Lowther Room. There are places for 20 children in the Ashton and Lowther Room.

Staff at LSA Montessori are highly qualified and experienced, with a minimum of a level 3 qualification. Staff include a Montessori Teacher, Forest Schools Teacher, Early Years Teacher with EYP. All staff have a commitment to professional development training. We provide at least one member of staff for every three children under two in our baby room (Windmill Room). One member of staff for every four children aged 2 and one member of staff for eight children aged 3 & 4.

PARTNERSHIPS WITH PARENTS

We recognise that parents are the most important people in the lives of the children we care for and that we can only wholly cater for a child's needs when we work together.

When a child begins nursery, they have already learned a great deal. In order for us to build on these achievements we need to get to know the child and we do this by listening to parents, encouraging parents to share information about their child through daily diaries, our all about me booklet, face to face contact, emails, parental input into the child's records and observations etc.

In order to keep you updated on news such as funding arrangements, staff training, special events, children's learning etc. we provide a variety of means of communication with parents. This includes, but is not limited to, face to face contact, newsletters, our website, Facebook page, mobile app, emails, electronic submission of children's learning journeys, text messages etc.

The environment at nursery is carefully planned so that children receive stimulating experiences which extend their learning. Key workers observe children, taking note of their interests and plan next steps for children's individual learning. Teaching and learning is recorded in a variety of means, such as individual observations or plans and by using our learning journey app. An emphasis is placed on encouraging children to develop independence in their own learning. Children have next steps identified based on their current achievements and each child has targets to work towards which are shared with parents on a frequent basis. At the end of a child's time in nursery they will have a Learning Journey provided electronically, and a report from their key worker. We strongly advise that these are shared with your child's reception teacher on leaving nursery as part of the forging of a partnership with your child's school.

We hold 'Parent's Information Evenings', Parents Liaison meetings and we are always available to discuss any concerns parents may have, or to share information about your child.

Parents views are very important to us and apart from exchanges on a day to day basis, we encourage parental feedback in a number of ways. For example,

we ask for parents opinions on such things as session times, uniform etc and sometimes change our practice as a result of parental input. We often provide the opportunity for parents to give their opinion on a number of ideas through response slips attached to newsletters. In addition to this there are parental comment sheets attached to every child's report.

Parents are encouraged to contribute to their child's records contributing electronically through the 'parent share' add on to our observation, assessment and monitoring app, or via our mobile app, sending in 'wow' moments, etc.

USE OF SPACE & ACTIVITIES

THE INDOOR ENVIRONMENT

The nursery has two rooms. The Windmill room for up to 6 under 2's which has a variety of resources suitable for this age group such as small sized role play resources, activity toys, treasure baskets, percussion instruments etc. Children can access the resources independently with low level furniture displaying the equipment. There is also a sleeping area and changing area.

The Ashton and Lowther room for 2, 3 and 4 year olds is a spacious, bright room for 20 children. There is a range of natural materials for children to explore and use in their play as well as more traditional resources. Children are able to use the resources in whichever area correlates to their play, so for example, if they wish to use building blocks to represent sandwiches in the home corner, or use the pasta from the role play area to sort and count into bowls, then this is encouraged as part of their independent learning. The classroom is uncluttered, clean and fresh and everything has a clear place where it belongs. This encourages the children to respect their environment and tidy away their own resources and materials after they have finished. The indoor environment includes provision for

- Painting
- Water
- Sand
- Playdough/malleable
- Craft/creative/workshop station
- Tactile table
- Snack & lunch
- Baking/cooking
- Mark making and Literacy
- Book corner
- Small worlds
- Construction
- Jigsaw Puzzles
- Computer
- Role play
- Story time & group activities
- Music
- Indoor pets

- Woodwork
- Treasure baskets

OUTDOORS

The nursery has a secure outside area, which, in fine weather is used as an extension of the inside, and the nursery operates a free flow system where children can choose between indoor and outdoor activities. During bad spells of weather, we still use the outdoors, but for the comfort of children who prefer to stay inside and so that heat is not lost we will tend to take children who wish to go outside for short periods.

Our outdoor area contains a range of textures, surfaces and levels to broaden children's experiences. We aim to also provide areas of continuous provision outdoors in a different way to indoors or on a larger scale. Our equipment and activities outside include, but are not limited to:

- Sand
- Water (flowing and still)
- Mud kitchen
- Planting
- Music
- Climbing wall
- Castle
- Dens
- Painting (using large brushes/rollers) eg 'painting' the fence
- 'Tree house' large slide
- 'Country cottage'
- Climbing frame & small slide
- Ride on toys
- Stepping posts
- Parachute games
- Forest Schools activities (such as bug hunting etc)
- Bean bags, balls, hoops and a variety of physically challenging resources and activities
- Mark making with resources such as pavement chalks
- Outdoor pets

GROUPING OF CHILDREN

During the session a range of activities are provided for children to choose. Activities will usually consist of carefully chosen resources to develop the child's imagination and senses which they can explore independently. The majority of activities in nursery will be child led/initiated therefore. There will be some adult led activities during the course of the nursery day, but we aim for a 80% child led/initiated and 20% adult led/initiated in the context of a well prepared environment. Some children will choose, or be directed to work on their next steps and all practitioners will be aware of this via the child's 'challenge band' and the next steps display board. Key workers will perform observations and conduct activities with their key children, making notes on our learning journey app and recording next steps. During the latter part of the session, children sometimes come together in a group to participate in whole group activities such as story time or dancing.

Following a period of settling in, a child will be allocated a key worker. The allocation takes into consideration a number of factors, such as who the child has bonded with, the members of staff working on the days or within the rooms the child attends, or any staff who have particular expertise in an area that may benefit that particular child, for example a member of staff with speech and language training to work with a child with speech and language difficulties.

STAFFING STRUCTURE

There are six members of permanent staff working at the Kindergarten:

- **DIRECTOR** - Ms Wendy Embisu Mulela. In charge of over all running of the Kindergarten. Qualifications: Montessori Teacher; BTEC National Certificate in Caring Services (Nursery Nursing); Advanced Diploma in Education; CACDP Certificate in Sign Language; First aid; Nominated officer for Safeguarding.
- **DEPUTY SUPERVISOR** - Miss Crystia McConaghy - Qualifications: Level 3 In Child and Young People's Workforce; Working towards QTS; First aid; Nominated officer for Safeguarding.
- **DUTY SUPERVISOR** - Emma Wilson -Qualifications: NVQ Level 3; Level 2 Safeguarding; working towards degree in sports coaching and exercise with children.
- **EARLY YEARS TEACHER** - Mrs Hayley Rowcroft - Qualifications - Degree in theology with Qualified Teacher Status from York St John college; Early Years Professional Status qualification. Forest Schools Teacher
- **EARLY YEARS PRACTITIONER** - Miss Debbie Kilgallon. Qualifications: NNEB; Safeguarding Level 2.
- **EARLY YEARS PRACTITIONER** - Miss Porsche McDonnell - Qualifications: A Level 3 in Health, Social Care and Early Years, Level 3 Diploma Working with Children & Young People and also a Level 3 in Supporting Teaching & Learning in Schools

In addition to the above permanent staff, the Kindergarten has, from time to time, staff employed by Lancashire County Council to meet the needs of particular children. We currently have no special supports assistants.

The Kindergarten has strong links with the community and provides placements from time to time for students from local schools and colleges.

MANAGEMENT

Whilst Ms Embisu Mulela is the person in overall charge of the nursery, all the staff work very closely together and very much as a team. We are a small setting and therefore able to create a friendly, family like ethos, as all the staff work with, and know all the children well.

This is achieved through firstly, an induction procedure for new staff. Because we are a small setting, and work closely together, we are able to discuss any matters as and when they arise, and there are informal periods of time for this at the beginning and end of each day. In addition to this, we hold regular, weekly, staff meetings, with each member of staff having input into the agenda.

Staff have regular supervision, in addition to a formal appraisal system for staff approximately once a year.

Staff training needs are constantly reviewed during supervision meetings and staff attend a variety of training courses as identified. The Kindergarten also buys in bespoke in-house training to address identified training needs. Staff are expected to maintain a professional development portfolio and access additional professional development training courses per year in addition to their mandatory training.

ADMISSIONS POLICY

LSA Montessori is registered by Ofsted for meeting the requirements for the Early Years Register as set out in the Statutory Framework for the Early Years Foundation Stage. We are registered to accept places for funded babies and children up to 5 years old.

Parents wishing to take up a place for their child must complete the 'request for a place' slip, giving brief details of the child and preferred starting date. The child's name will then be placed on our waiting list.

During the half term period prior to the preferred starting date the parents will be contacted. We aim to confirm your child's place at the nursery during this period. Places will be allocated in order of length of time on waiting list, with children who have been on the waiting list longest being offered places first.

Confirmation of a place is dependant on:

- Availability of places, taking into account the child/staff ratios, age of child and the registration requirements.
- The nursery's ability to provide the facilities for the welfare of the child.

Should places be available, parents will be invited to attend a visit session with their child in the half term before their child starts Kindergarten.

During this visit parents will be required to complete a registration form for their child (this will form a contract with the nursery), parents will be invited to view, or provided with, copies of documents such as policies, OfSTED reports etc. be given and 'All About Me' booklet to complete at home with their child before starting at nursery and a member of staff will be available for the parent throughout the duration of this visit to ensure they are provided with all the information they need and answer any questions.

We will then arrange settling in sessions where the child will attend for a short period without their parent or carer. Depending on how the child responds to this initial session, we may increase the time of further sessions if they are ready. This period is geared towards the child's needs and as each child is an individual, the settling in period will be individual to the child.

HYGIENE

A high level of hygiene will be maintained at Kindergarten. Children, helpers and staff will wash their hands with anti bacterial soap after each visit to the toilet and before any food preparation activity.

Staff will wear protective clothing i.e. plastic gloves/aprons, when dealing with bodily fluids.

Sand, water, playdough and any other potential bacterial harbouring medium will be replaced regularly.

Toys, equipment, facilities and premises will be cleaned regularly.

Fresh milk and children's lunches will be refrigerated. A daily log will be taken of the refrigeration temperature to ensure the correct temperature is maintained.

Hot meals will be prepared in a hygienic environment with staff in charge of food preparation and cooking holding a Level 2 in Food Hygiene.

INFECTIOUS DISEASES AND INFESTATIONS

Any child suffering from an infectious disease, or an infestation which could be transferred to other children or staff, such as thread worm etc. should not be brought to nursery.

Children with symptoms of gastro-intestinal infection, such as diarrhoea and/or vomiting should not return to nursery until a 48 hour period has passed in which there have been no symptoms.

Any child suspected of suffering from an infectious disease, which does not require immediate medical attention, whilst in nursery will be isolated with a member of staff until their parents can be contacted and the child collected.

If a child is suspected of suffering from a serious infectious disease requiring urgent medical attention, whilst a child is in nursery, staff will take appropriate action. Whilst every effort will be made to contact the parents of the child, the nursery reserves the right to seek medical attention for a child immediately, if necessary.

Where a child who attends nursery is suspected of suffering from a serious infectious disease, such as Meningitis, parents of other children and the necessary authorities will be informed so that they may take appropriate action.

MEDICATION

In the event that a child may need medication whilst at nursery, such as an asthma sufferer, a form, available from nursery must be completed by the parent. A letter from the child's GP may also be necessary.

Any medication kept at nursery will be stored away from children.

A record of medicine administered will be written in the medicine log book and must be signed by the parent upon collection of their child.

We no longer will administer over the counter medication to children within nursery, with the exception of cream at nappy changes following a written consent form being completed by the parent or carer.

REGISTRATION AND MISSING CHILD PROCEDURE

Upon arrival at nursery, parents must sign in their child, entering the arrival time.

A register of children, staff and helpers will be taken at the beginning of each session. The number of children present will be displayed on the self registration number line.

In the unlikely event of a child going missing, a thorough check of the premises and immediate area will be carried out by the staff. If the child is not found, the parents and police will be contacted at once.

SAFETY

Toys and equipment will be checked regularly for any hazardous defects. Any broken toys that cannot be suitably repaired will be discarded.

New toys and equipment purchased will comply with current safety standards.

Thermostatically controlled hot water systems have been fitted to all children's areas for their safety.

CHILDREN WITH SPECIAL NEEDS

It is important that where a child has special needs, that these needs be discussed with the director prior to admission. Consideration will be given to any specialist equipment, knowledge, qualifications or specialist staff that may be required to meet the child's individual needs and possible effects on other children.

Where a child already attending nursery is identified as having special educational needs, then the nursery's special educational needs co-ordinator (Wendy Embisu Mulela), or deputy special educational needs co-ordinator (Crystia-marie McConaghy) will liaise fully with the parent or carer of the child. The procedure carried out at nursery in the identification and assessment of special educational needs follows the Lancashire County Councils guidance of Early Years action and Early Years action plus as set out in the code of practice.

The nursery has a 'Local Offer' compliant with the SEND reforms which is published on our website or available in hard copy for parents on request.

SMOKING AND DRINKING AND SUBSTANCE MISUSE

No smoking or drinking of alcohol will be permitted in nursery. Any staff or helper suspected of being under the influence of alcohol or drug misuse will be immediately suspended from duty.

ACCESS TO INFORMATION

Much information is provided to parents such as a comprehensive brochure, website, Facebook page, newsletters, etc. Children's attainment is monitored and a Learning Journey or children's attainment records are available for parents at any time, electronically.

Staff are available to speak to parents at any time.

ACCIDENTS AND EMERGENCIES

Whilst every precaution is taken for the safety of the children in nursery, accidents can happen from time to time.

All accidents will be recorded in the accident book and signed by a member of staff and the parent or carer, who will keep their own copy of the report.

The appropriate action will be taken immediately for a child sustaining an injury (e.g. first aid, removal to GP or hospital). Where necessary, the parent, or other contact, will be contacted as soon as possible.

All staff will be qualified in First Aid.

ARRIVALS AND DEPARTURES

Upon arrival of children at nursery, parents must enter their child's name and arrival time in the signing in book. Children will also follow a procedure of self registration by putting their name tag on the wall shelf. Baby room staff will write the name of the babies in their room on the board provided.

Upon collection of a child from nursery parents must enter the departure time against their child's name in the signing in book.

Should a child's departure occur during the course of a session, the time will be marked in the signing out column of the signing in book.

Any visitors to nursery will be required to enter their details and arrival and departure times in the visitors book.

For security purposes, we aim to have a member of staff posted at the door during arrival and collection times. The door to nursery remains locked unless a member of staff unlocks it to provide entry and exit. Should a member of staff not be at the door, it is very important that parents request exit from a member of staff and not just let themselves out, as the door needs to be locked immediately from inside.

SAFEGUARDING

If there is concern that a child has injuries of a non accidental nature, or if a child displays any characteristic signs of child abuse, then the named officer in charge of child protection will follow the procedure as set out in the Lancashire County Council guidance on safeguarding, policies and procedures, and share these concerns with the Children's Social Care Unit at the Social Services Department.

The nominated officers for Safeguarding are Ms Wendy Embisu Mulela and Miss Crystia McConaghy who hold appropriate Level 2 safeguarding qualifications.

All staff hold at least a Level 1 qualification in Safeguarding and all staff have completed CAF and CON training.

COMPLAINTS PROCEDURE

Concerns and complaints should be referred in the first instance to the supervisor who is always available at Kindergarten, or by telephone, thereafter. The supervisor will do her best to remedy the situation, however, if you are still not satisfied, you may refer your complaint to OfSTED, who will look into the matter on your behalf. OfSTED can be contacted on 0300 1231231.

CONTROL AND SANCTIONS

From time to time it is necessary to modify unacceptable behaviour in nursery.

Unacceptable behaviour is behaviour which threatens the safety of the child, other children, or adults, threatens damage to property, or that disrupts or interferes with the enjoyment or learning of others.

Sanctions applied to such behaviour are always appropriate to the child and their actions and involve voice tone, facial expression, and reasoning.

For persistent or serious unacceptable behaviour the child will also be withdrawn from the particular activity for a short time until it is suitable for them to return. In such cases the parents will be informed of the behaviour and the sanctions taken.

Under no circumstances will any form of corporal punishment be used in nursery.

FIRE PROCEDURE

In the event of fire, children will be taken outside via one of the two exits to the designated assembly point where a head count will be conducted, followed by a role call from the register.

Fire drills will be carried out on a regular basis as will staff training on fire drill procedure and the use of fire fighting equipment and will be recorded in the fire drill and training log book.

OUTINGS PROCEDURE

From time to time the nursery escort children on outings locally, this usually involves a short walk out to the local park or shops for activities relevant to current activities.

In all circumstances the following procedures will apply:

- The ratio of staff to children on any outing will meet requirements
- At least two members of staff will escort children on outings
- The members of staff will be qualified first aiders
- Staff will carry a mobile telephone on any outing
- Staff will carry a first aid kit on any outing
- Children taken out will be recorded going out and arriving back to the nursery.
- The correct ratio of staff to children will be maintained in the nursery whilst other staff escort children on outings.

UNCOLLECTED CHILD PROCEDURE

Should a child fail to be collected at the designated time, a reasonable length of time will be allowed to elapse to allow for circumstances which result in lateness.

After this time a member of staff will attempt to contact the parents of the child on the numbers provided by the parents on their child's registration form.

Should there be no contact following this call, staff will keep trying for a reasonable length of time. Should there still be no contact, staff will attempt to telephone the other contacts provided on the child's registration form.

Logs will be made of all calls and staff will keep trying. The supervisor will be notified. Should the child remain uncollected after a length of time the supervisor deems a reasonable period, social care will be contacted.

At all times a minimum of two members of staff will remain on the premises with the child and every effort will be made to keep the child calm.

In circumstances of late collection of a child, the nursery reserves the right to make charges based on overtime rates for two members of staff.

EQUAL OPPORTUNITIES

There is a facility on every child's admission form to state their ethnic, linguistic and racial origins and needs. This is not so that we can discriminate, but so that we can obtain the knowledge in order to meet those needs.

Every child in nursery will be valued as an individual without racial or gender stereotyping.

Nursery will positively promote the value of different cultures by using resources that reflect our multi-cultural society, providing positive role models, learning about important festivals such as Divali, Christmas and Hannukah and by providing children with equal opportunities of using resources and equipment.

The nursery is an equal opportunities employer and aims to treat all employees and job applicants equally, without discrimination in respect of age, marital status, gender, sexuality, disability, colour, race, religion, nationality, ethnic or national origins.

LSA Montessori actively promotes the fundamental **British values** of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs are already implicitly embedded in the 2014 **Early Years** Foundation Stage. Staff have received training on PREVENT duty and work within the guidance provided here

<http://www.foundationyears.org.uk/files/2015/06/prevent-duty-departmental-advice.pdf>

CHILDREN WITH ENGLISH AS AN ADDITIONAL LANGUAGE

Staff have received specific in house training on meeting the needs of children with English as an Additional language. In circumstances where children attend the nursery who have English as an additional language, whilst English will be promoted within the EYFS, the nursery will also provide materials which will depict the child's home language is valued.