

Welcome to Willow Children's Centre Nursery



Prospectus

Willow Children's Centre, Barnhill Road,
Wembley, Middlesex, HA9 9YP

Telephone: 020 8937 6560

Introduction

Welcome to the Willow Children's Centre. We hope you find the information in our prospectus helpful and look forward to working with you and your family and hope you have a valuable and enjoyable time here with us.

The Willow Children's Centre is situated on Barnhill Road next to Chalkhill Primary School. It is a purpose built centre which offers flexible, high quality education and child-care as well as providing a range of services for all families within the local community.

The nursery is managed by Brent council and is part of the Willow Children's Centre developed with Sure Start funding. A range of services and activities are made available to families through the Children's Centre programme, with child care related groups and activities taking place within the centre. Willow Children's Centre timetable of activities are advertised within the nursery foyer, and more information is available upon request.

Aim & Ethos

The aim of Willow Children's Centre Nursery is to provide a safe, happy and educationally stimulating environment for all children.

We are an inclusive setting; aiming to cater for the individual needs of each child whatever their age, stage and developmental. Each child will be supported by our team of caring, experienced and qualified staff

Our nursery aims to provide:

- Flexible and balanced programs.
- An environment that is safe, stimulating and challenging to support and develop children's needs through a play based curriculum.
- Targeted support for each child and their family.
- Effective relationships between staff, parents and children.
- A high quality service led by a team of highly trained and experienced staff.

Willow Children's Centre Nursery achieves its aims by continually seeking the views of all involved at the setting, the parents, children and staff. We aim to continually reviewing our practices in line withand implement change

through our ever evolving improvement plan, striving to achieve a high quality and thriving nursery.

Opening Times

The nursery is open for 50 weeks a year; opening at 8am and closing by 6pm each day and offering a wide range of attendance patterns, to meet family needs.

We have three group rooms, and we are registered for 88 childcare places; 12 of which are for children ages 0-2 years; we manage these places flexibly to accommodate community needs.

Working Together for your child

Our nursery has a high ratio of adults to children, in line with OFsted registration requirements and this helps us to:

- ❖ Give time and attention to each child
- ❖ Talk with the children about their interests and activities
- ❖ Help children to experience and benefit from the activities we provide
- ❖ Allow the children to explore and be adventurous in safety
- ❖ Hold & comfort babies when they need it.

All the staff working within our nursery are listed on our notice board with their job titles.

We aim to minimise disruption to the daily routine; however from time to time we do need to cater for relief staff as well as supporting community development by providing opportunities for students and volunteers to study and work with us, and therefore we strive to keep parents and carers informed of any changes to staffing.

Bringing & Collecting Your Child

The nursery first opens at 8:00am, and whatever time your arrival each morning we ask that you please sign in at the reception desk so that we know your child is on the premises and to also sign them out again when you collect them.

Staff will also complete a register of those children present each day to ensure safety in the event of a fire. On arrival please let your child's key worker know that you have arrived and that you are collecting your child when you leave.

Please make every effort to bring your child on time. The routines have been structured to ensure inclusion and opportunities for all children and by late attendance your child may miss out on valuable learning experiences as well as experiencing emotional distress.

There are planned 15 minute group times **at 9:15am and** each day, parents, children, other professionals and visitors are restricted from entering the group rooms at these times in order for the children to be welcomed into the setting and to receive information about their day.

Late collection of a child, whatever time of day can be as equally distressing as a late arrival; with the child witnessing changes to the environment and routine that are unfamiliar.

Late Collection of children.

You will be charged a late fee of £5 for every 10 minutes and continual late collection may result in your place being reviewed.

Settling In

The settling in process begins with a visit to your home where you and your child will have an opportunity to meet your child's key worker and exchange information that will help your child settle with us.

The home visit is an essential part of the settling in process. It gives us an opportunity to meet the child in their own surroundings, and talk to the parent in a less formal setting. During the visit information will be shared about the child and the nursery, this enables parents to ask questions and begins the important process of building positive partnerships between nursery and home. It is a good opportunity for your child to start building a relationship with their key worker.

Starting at the nursery

Initially you are asked to stay with your child whilst they are settling in to the nursery and to familiarise yourself with the pattern of the day and daily routines. Children are individual in their needs and while some children adjust well to change and settle quickly others do not and will need a longer period to adjust.

Our nursery policy asks you to set aside a period of at least 2 weeks in order to settle your child , during this time we ask that you are flexible and are aware each child is different, in their needs therefore the settling period may be longer or shorter than this.

Staff will plan the settling period with you and will discuss with you the appropriate time to leave your child. Some children need a gradual introduction which builds up slowly the amount of time they stay on their own each day, until they are able to cope with a full session or whole day.

A smooth transition from home to nursery will help your child to feel secure and happy in their environment and enable them to continue their learning. It will also enable you as the parent or carer to be at ease and informed about how your child is managing the transition process.

Babies

Part of the settling process for younger babies at Willow is to initially accommodate their home routines into the nursery day. For example by following their sleep and feeding patterns. As they settle, grow and develop we begin to encourage children to learn to participate in the nursery routine in order to allow them to fully explore the learning opportunities we provide and for them to develop their own interests and get them ready for transitions in the setting. Key workers will work with parents in order to facilitate ongoing development.

Familiar objects/Comforters

There are many strategies that can aid your child's transition to nursery and this includes familiar objects from home. If you child has a toy, dummy, cloth comforter etc we would encourage you to bring these objects into the setting along with photographs of familiar family members and pets. These will help to support your child emotionally at a time they may be struggling with changes.

Key Worker approach

The nursery has a key worker system. This means that each member of staff has a group of children for whom they are specifically responsible. Your child's key worker will be the person who works with you to make sure that what the nursery provides is right for your child's particular needs and interests. Your child's key worker will help your child to settle when they first start at nursery, and offer support to your child throughout their time with us. You are always welcome to come in and speak with your child's key worker.

Learning Journey

The nursery keeps a Learning Journey for each child. Staff, parents and carers work in partnership to collect information about each child's needs, interests and achievements. This enables the key worker to identify your child's stage of progress. You and the key worker will then decide on how to help your child to move on to the next stage. Your child's Learning Journey helps us to celebrate their achievements and to work together to provide what your child needs for their well-being and to make progress. Family members are asked to contribute by regularly sharing news, information and taking photos & recording special events that can entered into the child's Learning Journey.

You are encouraged to meet regularly with your child's key worker so that you and everyone involved with care of your child are able to fully contribute to their learning journey.

We are a Learning Community

Staff at the setting are encouraged to gain qualifications in early years care and education; the nursery staff are regularly provided with further training opportunities both internally and externally to keep updating their professional skills and knowledge in all aspects of early years care and

education. In order to support this, the nursery closes for 2 days over the year for continual professional development and the dates will be set out at least 3 months in advance and advertised on the parents' notice board.

We also encourage students and volunteers to work with us; and gain valuable work experience in child care, as either part of a formal training course, or as part of a volunteer programme.



Early year's foundation stage

Early years practitioners have a key role to play in children's learning and development. The Early Years Foundation Stage (EYFS) curriculum has 4 key principles:

A Unique Child – where every child is seen as a competent learner from birth who can be resilient, capable, confident and self assured.

Positive Relationships - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling Environments - the environment plays a key role in supporting and extending each child's development and learning

Learning and Development - children develop and learn in different ways and at different rates and all areas of learning and development are important and inter-connected. There are 3 prime areas – communication and language, physical and personal, social and emotional development and for the over 3's there are 4 specific areas; these are expressive art, design, mathematics, understanding of the world and literacy.

We aim to provide a safe and stimulating environment for each child so that they flourish and reach their full potential.



Outdoor Learning

‘Being outdoors ...offers opportunities for doing things in doing different ways and on different scales than when indoors. It gives children first-hand contact with weather, seasons and the natural world and offers children freedom to explore, use their senses, and be physically active and exuberant’. (EYFS, 2006)

Playing and learning outdoors is an important principle of young children’s learning and here at Willow we encourage children to spend as much time outdoors as indoors, with activities and resources provided specifically for the outdoor environment.

For this reason we require that children are provided with a labelled warm waterproof coat, wellington boots, warm scarf, and hat and gloves whatever the weather. **We ask that if your child cannot play outside that you provide either a medical certificate or letter from your G.P., stating the reason why your child cannot play outside.**

During the warmer months we require sunhats / caps, sunglasses and sun cream on hot days.

Nursery Routine

Our nursery believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the nursery’s day are provided in ways that:

- ❖ Help each child to feel that they are a valued member of the nursery
- ❖ Ensure the safety of each child
- ❖ Help children to gain from the social experience of being a part of a group, and

- ❖ Provide children with opportunities to learn and help them to value learning

Whether your child attends the nursery for a few sessions per week or full time, the day is organised so that children can take part in a variety of child chosen and adult led activities

Arrivals and collection

Children must be handed to a member of staff (not students or volunteers) upon arrival, and the staff member advised of any special instructions, or if the child is upset or worried. For the child's safety, we need to know who will be collecting them. The nursery must be notified in advance if someone different is to collect them.

Importance of being on time for nursery

It is important that the children are on time for nursery as they will miss out on valuable learning experiences that are planned for them.

The practitioners plan activities from both the children's interests, and developmental needs and these **focus activities start at 9.15am for morning sessions and...for afternoon sessions**; therefore if your child is brought late they will not benefit fully from these planned learning opportunities. In addition to this we go out on local outings in small groups and this is an experience your child may miss out on if they have not arrived on time.

Clothing

Children need to be comfortable in order to learn without restriction. Please ensure your child has appropriate and comfortable clothes for the time of year. Jogging bottoms with an elastic waist, a tee-shirt, sweatshirt and trainers or shoes with Velcro fasteners. We would ask that your child does not come to nursery wearing footwear with laces or open toe sandals to prevent trips hazards or other accidents.

Children at Willow are encouraged to fully participate in all activities at the setting and as part of our ethos of encouraging active learners.

We plan for children to experiment and experience a wide range of tactile materials for example; water, sand, gloop corn flour, mud and cooking materials outside and inside every day. And during this time children can get covered in various substances, which is why we ask that parents provide several changes of clothing.

All children's clothing, including outdoor coats should be labelled with their name. Please bring at least one full change of spare clothes for your child to change into if they get wet or soiled. Willow nursery is unable to launder clothing and does not provide spare clothing for children.

Any clothing or belongings should be provided in a bag (not plastic) marked with their name.

Food and drinks

Willow nursery participates in a healthy eating policy, which promotes healthy habits and practices throughout the day. The practitioners are trained to support children with their eating; and the setting provides regular advice for parents on healthy, nutritious and balanced diets.

Breakfast, lunch and tea is provided for children attending at the relevant times of day.

Meals and snacks are promoted as a social time at which children and adults eat together. We plan the menus for healthy snacks and meals consulting nutritional guidelines so that they provide the children with balanced and nutritious food.

We aim to cater for all children's dietary needs, to ensure these are met the relevant information is asked for as part of the home visit and the settling period.

We ask that parents regularly share written information about their child's diet with either the early year's practitioners or the nursery manager. It has also become increasingly common for allergies to change as children grow and develop.

Fresh water will be available throughout the day, the 2– 5 year olds will be able to access it independently. They will be also offered drinks at snack and meal time where they have the choice of milk or water.

Children in the baby room will also have regular access to water and they will be offered milk according to their individual routine, age and needs.

We ask that you do not bring any additional foods to the setting as we have children with allergies and cultural diets that have dietary restrictions.

Babies diets

During the home visit we will ask you for details of your baby’s diet, such as the formula milk they drink and the times they have their feeds.

When starting at the setting we ask that you provide readymade feed, and sterilised bottles etc and we will then heat bottles in bottle warmers at the appropriate times.

We do not have a separate facility for preparing baby’s feeds from scratch and are therefore unable to prepare feeds from powder.

Breast fed babies that have not been fully weaned from the breast to the bottle have been known to really struggle with gaining comfort from the bottle when settling at nursery. If you are still breast feeding at any point of the day, please ensure that you fully discuss the options for comforting/feeding your child with the room leader or keyworker.

When you feel your child is ready for weaning we are able to cater for all stages of feeding with fresh food and vegetables that are prepared in accordance to your child’s stage of weaning. Please discuss your child’s individual needs with your child’s keyworker.



Rest and sleep.

At Willow our ethos is that of encouraging active learners; we aim to provide balance in our day for children that physically need it, by providing quieter moments for children to rest and recharge.

There are small areas of the setting where children can take a rest or sleep, with the baby room having the largest capacity as they have the greatest developmental needs.

When children rest they are provided with an individual cot or rest mat and bedding that is changed weekly.

As children progress throughout the setting, and grow developmentally and physically we provide experiences that prepare them for school; aiming to minimise the time given over to rest in order to allow them to fully participate in learning opportunities.

There are for example exceptions where children have developmental or medical needs for sleep or rest and these can be facilitated through a conversation with the nursery manager.

Toileting

At Willow, each group room has toilet and nappy change facilities.

For children that wear nappies, we ask parents to supply nappies, wipes, treatment creams etc. These are stored in individual labelled baskets in the nappy changing area and we ask parents and carers to check daily on whether their child needs any more nappies etc.

When changing children practioners follow the nursery policy which includes ensuring the child has privacy from others and that strict hygiene procedures are followed; for example staff wear disposable aprons and gloves at each

change and ensure that the changing mat is protected with a disposable cloth and is wiped with antibacterial wipes between each change.

When children are developmentally ready for toileting, please talk to child's keyworker on how best to facilitate this. Toileting can be an emotional time for children and part of our policy is that we do not initiate changes to the toileting routine; allowing parents to start the toilet training at home for a week or so before engaging the nursery in the child's toileting routine.

Once engaged we ask that parents provide a minimum of four changes of clothes per day, which once soiled we place in a nappy sac in the child's bag in order for you to launder them at home.

Birthdays - How we celebrate your child's birthday at Willow

At Willow we believe that birthdays are a special day. We mark the occasion by baking with your child and a few of their friends. By doing this the children acknowledge and contribute to each other's birthday as well as developing their learning. As we have children with a variety of allergies and dietary needs, it also means that we can ensure that their needs are met & that all children can take part in the celebration.

We ask that you do not bring any additional foods to the setting as we will be unable to distribute these.



Behaviour

We expect all children to behave well encouraging politeness and good manners to other children and adults. We aim to help children to learn the importance of other people's feelings, opinions and property and we facilitate this by modelling appropriate ways to behave, teaching them to share and take turns and challenging behaviour that is unacceptable.

Much of this is achieved through an ethos where expectations are clearly set from the beginning and reinforced in all activities and through discussion and during group times; with nursery staff striving to work in partnership with parents and carers sharing any concerns over children's behaviour.

Sickness and medication

Willow nursery works hard to provide a safe healthy environment for all children to attend. Children at Willow have a busy and active day so it is essential they are well enough to fully participate in the nursery routine and planned activities, we therefore ask that you do not send your children to nursery if they are unwell; for example a raised temperature, loose stools or vomiting.

If your child is absent from nursery please contact us to explain the reason for their absence in order for us to be fully informed of the overall health picture of the setting.

Some infections or diseases are notifiable to the local health authority; we again ask that you notify us if your child has an infectious disease e.g. chicken pox, mumps, measles, and ringworm. Further guidance for which diseases are notifiable can be found attached to the back of this book and posters are displayed in reception and all the group rooms.

Medical needs

The nursery is an inclusive setting and we aim to consider catering for all children's medical needs, therefore we must be fully informed of these both when your child starts at the nursery and as their needs evolve over their attendance. You are encouraged to share the initial information during the home visits & settling in period. For example, if your child suffers from asthma or has allergies, please let us know.

In order to facilitate the best environment for your child we will administer prescribed medicines in the setting; however we have a strict policy on what

can be administered and can therefore only administer medicines prescribed by a G.P.

When bringing medicines into the setting, please allow time to complete the paper work with staff member.

If your child becomes ill during the day, you will be contacted and asked to come and collect your child. Parents and carers are required to provide telephone numbers where they or another named person may be contacted in an emergency. Staff must be notified of any changes to these numbers, or if parents or carers are not in their usual place of work on any particular day.

To help prevent the spread of infection, a child who is ill will not be accepted into the nursery. Any child suffering from an undiagnosed rash, sore throat, discharge from the eyes, diarrhoea or a high temperature should be kept at home until the symptoms have disappeared. If you are unsure, you should consult your doctor. Brent's policy is that you keep your child at home for 48 hours after their last episode of diarrhoea to prevent it spreading through the nursery.

If a child is prescribed antibiotics, they should be kept at home for the first 48 hours.

Any prescribed medicines should be clearly labelled and handed to the keyworker or room leader on arrival. Written information must be provided, stating when your child is to be given the medicine and the dosage required. Please ensure that you provide a medicine spoon or syringe with your child's medication; you will also be required to sign a form giving authorisation for staff to administer the medicine. Practitioners will be unable to administer medication unless all the correct information is provided.

Accidents and incidents

Children at Willow are encouraged to be active learners and to use both the indoor and outdoor environment in inquisitive and adventurous way, by doing

this they will learn to become good at problem solving and evaluate risk in their play.

Children are well observed during the day on order to keep them safe; however accidents do happen and we keep parents and carers informed of when these occur.

In the case of a serious accident requiring immediate attention, staff would contact the emergency services and then contact the parent or carer. A qualified member of staff will always accompany a child and arrange to meet the parent or carer at the hospital.

If the parent or carer cannot be contacted, the member of staff would take responsibility for providing consent to treatment using information contained on the admissions form to provide child related information.

If your child requires first aid, this will be administered by a trained first aider. All incidents will be recorded. Date, time, incident, injury, first aid administered, and signature of the first aider will be included, and will also be signed by the parent or carer. Gloves will be worn when administering first aid. Staff will ensure that parents and carers are informed of all accidents or incidents and any treatment given, and ensure accident/incident forms are signed.

Safeguarding children

Our concern is always for the safety and wellbeing of your children. We work in partnership with health, education and social care and if we have concerns that a child is suffering from abuse (physical, emotional, neglect or sexual), we have a legal responsibility to make a referral to social care.

Parents and carers will always be informed of any action being taken unless it is considered that this may put the child or staff members at risk. We always deal with child protection matters with sensitivity and in as confidential a manner as circumstances allow.

All of our staff and volunteers have current DBS clearance, & have had all their relevant checks carried out. In addition to this all staff receives regular training around child protection issues.

We are aware that domestic abuse can also affect a child's health and development and we will always support any parent or carer to seek help and advice.

We take our responsibility for safeguarding children very seriously & we ask that you support us in carrying out this important role.

Buttons and switches provide an endless fascination for children especially if they are prevented from touching them. As mentioned previously Willow is an inclusive setting and therefore the door release buttons etc are set at a high that is suitable for people with disabilities.

Therefore part of keeping children safe here ; is by not allowing them to press the door release buttons, loosen the gate latches and for adults to check that all doors are secure when entering or leaving rooms and the building.

Another strategy to keep all children safe in the setting is by supervising them when entering and leaving, please try to ensure that they do not run up and down the corridors or in and out of reception. Thank you.

Fire alarm.

If the fire alarm goes off when you are present in the building please follow staff and children out of the fire exits.



Willow Children's Centre Nursery -
a place for all children to grow and learn.

As part of the nursery's inclusive philosophy, we take account of any additional needs that a child may have. The nursery works in partnership with parents, carers, health care professionals, education and social care to ensure that the nursery best meets the needs of each individual child.

There is a dedicated experienced S.E.N.C.O that assists staff in preparing for meeting children's needs; for example with any statutory documentation, individual education plans and care plans.

Our staff receive specialist training and are highly skilled in supporting children with additional needs.

The speech and language, occupational therapy, physiotherapy and sensory impairment team regularly visit the nursery to deliver a programme to support the child's specific needs.

Staff are always happy to help. For more information or to discuss any concerns please speak to a member of staff or the nursery manager.