

St Anne's College Nursery

Woodstock Road

Oxford



Tel: 01865 274868

Email: nursery@st-annes.ox.ac.uk

Information for parents

Introduction

St Anne's College nursery is a full-time day nursery that caters for up to 12 children (though it has permission for 13 currently) aged 6 months – 5 years. The staffing ratios are in accordance with the Ofsted requirements, one adult for every 3 children under two, one adult for every 4 children aged two to three, one adult for every 6 children aged four and over. The nursery is open year round (8.45am-5.15pm) Monday-Friday except three weeks in August, one week and a day during winter closure and one week during spring closure (including bank holidays).

St Anne's college nursery is the oldest nursery within the University, it was founded to provide childcare for tutorial fellows and staff of the college. If space permits we also offer places to children of University staff and the wider community. The nursery has a management committee made up of the nursery manager, HR officer, health and safety officer, bursar, accountant, the college nurse and two parents; one helps the nursery manager with the waiting list. There is also a nursery fellow, a member of the college's governing body (usually also a parent of the nursery), that has overall responsibility for the nursery. The nursery fellow is a chair of the nursery management committee whose members support the nursery fellow and supervisor to manage the nursery.

Aims and Objectives

Our aim is to provide a happy, safe and stimulating environment for your child to gain new experiences. To enjoy and learn through free and structured play, while encouraging them to develop socially, emotionally, physically and intellectually. We strive to create a warm friendly environment so your child will feel secure.

Our vision

A positive approach and a can do attitude lie at the very heart of St Anne's College Nursery. Challenges are embraced, standards are set high. We are passionate and flexible practitioners. We understand that individual children have different needs and learn in different ways, but they are all equally important. We want our children to leave us with a joy and enthusiasm for learning. This is fostered through affording children considerable freedom over what they do, and the skilful way in which staff extend the activities they are interested in. Restrictions on risky play are kept to a minimum-you can't learn anything unless you are prepared to take a risk. Parents too are invited to contribute to the learning process, what learning takes place at home and what they would like their child to learn. (Suggestion box.) We place an emphasis on developing self-confidence and independence in order to achieve 'school readiness.' Being able to dress yourself and use the toilet independently, to wash your hands and to have the confidence to say I would like to do that. Of all the areas we focus PSED is the one we focus on the most, because if you don't have PSED you're not going to achieve anything.

The facilities

St Anne's nursery is a full time day nursery, located in a purpose built detached building within the grounds of St Anne's College.

The nursery has one main room, a bathroom and a kitchen. The main room is divided into two sections: an area for the under 2s and an area for the over 2s.

The outdoor space sits to the north of the building and extends the whole length. It is rectangular in shape with a beech hedge on the northern boundary, and an old brick wall to the east. The surface is partly of flagstones that run 3-4 deep across and the rest is mainly laid to lawn running to the beech hedge of which a gate leads into a sensory garden with a raised bed at one end and an area for storytelling. The outside area has a large sunken sandpit with some shade, some raised flower beds for growing, a wooden play house, a storage area for the wheeled vehicles, a workshop/painting area and shelving to accommodate a variety of building blocks. The garden has an outdoor shade covering half the garden to ensure the children can play outside in all weathers.



The outdoor area enhances and promotes all the children's learning and development and offers children the freedom to explore, use their senses and be physically active and exuberant.



Forest school

Regular forest school sessions are run by the forest school leader Kyle Biswell. The environment is always changing to support children's choices and to provide them with new experiences and opportunities. To support this learning, adults at St Anne's nursery are always training to improve their own practice. The college are always ready to fund this ambition that will improve the overall running and pace of the nursery. We build links with local community that will help support the children's learning.

As well as child led open ended play opportunities forest school gives an introduction to practical skills from an early age/stage (fire and knife work are popular activities).

Forest school is also a brilliant way of boosting confidence and self-esteem through this hands on process. Working and playing in a woodland or natural environment is also a chance to develop knowledge, interest and love for nature and start to understand how woodland works. Sustainability and recycling are also ideas promoted during forest school sessions.

Forest school aims to promote the holistic development of those involved, foresting resilient, confident, independent and creative learners. We provide a range of resources and opportunities to involve and challenge the children. These challenges allow them to exercise both physical and cognitive skills. Time to think and lead their own learning helps to improve emotional intelligence and boost self-confidence.

Staff roles and qualifications

The staff who work at St Anne's college nursery are fully qualified, experienced nursery nurses (BTEC, CACHE, etc.) as well as first aid certification. We also ensure that staff have DBS clearance checks showing that they have no record of offences that could affect the safety of the children. Any temporary members of staff also have clearance by the agency they work for. Any visitors to the nursery are not left unattended with children. All visitors are required to sign in and out of the nursery. We are aware of the importance of training and all staff are encouraged and supported to take part in additional training on day or on evening courses.

Members of staff are:

Nursery Manager: Laura Watson – BTEC National Certificate in Nursery Nursing.

- Safeguarding children
- Problem solving, reasoning and numeracy co-ordinator.
- Equality and diversity co-ordinator

Nursery Manager: Katrina Tanner - CACHE Level 3 Diploma in Childcare and Education

- Special educational needs co-ordinator (SENCO)

Deputy Nursery Manager: Kyle Biswell – National Vocational Qualification Level 3 in Childcare

- Behaviour co-ordinator
- Forest school leader

Nursery Nurse: Lesley Douglas - CACHE Level 3 Certificate for Children and Young people's Workforce

- First aid co-ordinator
- Communication and language co-ordinator
- Equality and diversity co-ordinator

Nursery Nurse: Charlotte Vowell – CACHE Level 3 Diploma in Childcare and Education

Nursery Nurse: Rebeka Power – NNEB Diploma in Nursery Nursing

Additional training among the staff includes

- Promoting positive behaviour
- First aid
- Special educational needs
- Equality and diversity
- Manual handling
- Fire training
- Supporting children's development of speech language and communication
- Problem solving reasoning and numeracy
- Sign language
- Safeguarding
- Key person
- Two year check
- Let's explore outside
- Observation, assessment and planning
- E.Y.F.S record keeping
- Supporting children with English as an additional language
- Schemas
- Why do they do that?
- Messy explorations
- Story making and telling at Forest School
- Appraisal and staff development
- Forest school

Nursery Fees 2017-18

	Under 3's	Over 3's (includes 15 hours free entitlement)*	Over 3's (includes 30 hours free entitlement)**
Annual charge	£11,282.88	£8,997.18	£6,711.48
Monthly charge	£940.24	£749.77	£559.29

* Early years funding is applied at the start of the term after the child turns 3, (September, January, April)

**Eligibility criteria for 30 hours free childcare apply, see <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds> for further information.

The annual charge for a full 10 sessions will be pro-rated down for part time children. Charges will be made monthly, over 12 months from September to August. Our payment terms are 30 days from the date of invoice.

Nursery closure dates 2017-2018

Christmas 2017

Nursery will close on Thursday 21st December, 2017 at 4pm and will re-open on Wednesday 3rd January, 2018 at 8:45am. This closure period works in line with the college closure dates.

Easter 2018

Nursery will close on Thursday 29th March, 2018 at 4pm and re-open on Monday 9th April, 2018 at 8:45am.

Summer, 2018

Nursery will close on Friday 3rd August, 2018 at 4pm and will re-open on Tuesday 28th August, 2018 at 8:45am.

Nursery remains open on the bank holidays in May (Monday 7th May, 2018 and Monday 28th May, 2018.) Please inform the nursery manager whether your child will be in on these days to ensure correct staffing levels.

Early Years Funding Scheme.

The Early Years Funding Scheme provides an entitlement of 15 hours of free nursery education per week for 3 and 4 year olds, for 38 weeks of the year (a total of 570 hours). In order to qualify for this full entitlement, the child will need to attend nursery for at least 6 sessions per week (3 full days).

Please note:

- **Payments** by bank transfer should be made to St Anne's College with RBS bank sort code 16-10-15 and account number 12200916.
- **Notice** of 2 months is required in advance of a child leaving the Nursery. Fees will be charged for a period of up to 2 months following departure if insufficient notice is given.

- **Periods away.** Due to the small size of the Nursery and the need to keep fees as low as possible for all, fees cannot be waived when a place is held open during periods of absence (e.g. Sabbatical leave).

Bank Holidays. Nursery will be open as normal without extra charge when bank holidays fall within the university term (i.e. in May or June). Please could you help us to ensure correct staffing levels by telling, in advance, the Nursery Manager, Laura Watson, whether or not your child will be absent during any

Security

Children are kept safely in our care during their time at nursery. The door leading into the nursery is always shut so the children cannot get out, and a window in the door allows us to check anyone who wishes to visit nursery. It is a secure coded door and parents are asked to ensure that they close the outside door and gate securely behind them. No one is able to enter the nursery without being greeted by our staff. Our garden is surrounded by a high beech hedge and the door leading into the garden from outside is always locked.

Safeguarding Policy

Most injuries to children are accidental. Bruises, cuts and scrapes happen and can be simply explained. No one likes to think of children being abused, but unfortunately it does happen. The nursery staff have a duty to identify early signs and symptoms of possible abuse. We are legally obliged to inform Oxford City Children and Families Assessment team to report any serious concerns. This is for the protection health and safety of the child. The Nursery Manager Laura Watson is the named person for safeguarding children in the nursery. For further information see our safeguarding policy.

Child collection

The nursery requires contact details of parents, and authorised adults who are able to collect their child (the home address and telephone number, place of work including telephone/mobile numbers).

Parents should introduce any friends and family who may collect their child to the staff and on which days they will collect their child.

If this is not possible a photograph of the person collecting should be provided, and a form will need to be completed by the parents, with an arranged password.

In an emergency, a child may need to be collected by an adult that members of staff have not met. The name, address and telephone number of the authorised person is recorded, we also require some form of identity, for example, a driving licence or an official letter addressed to them.

In the event of a child not being collected by an authorised person please refer to our Child Collection Policy.

Lost child procedure

All our children are accounted for during the day and their arrival and departure is marked in the register.

In the event of a child becoming lost the procedure is as follows.

If a child is missing staff inform the manager or person in charge. All other members of staff are made aware of the situation. This is dealt with in a calm manner without causing panic. Staff group the children together, check the register to make certain the child is actually missing.

The manager or person in charge will immediately make a thorough search of the area both inside and outside the building, whilst the remaining staff and children's safety on site is not comprised.

If there is no sign of the child the police are contacted immediately and parents are informed of the situation. Staff wait for the police to arrive and follow their instructions. The manager would continue the search, keeping in contact by phone to update remaining members of staff.

Once the police arrive their instructions would be followed.

Health and safety

The nursery is registered with Ofsted. It is subject to, and satisfies the health and safety requirements of the Children Act 1989. These ensure the correct staff to child care ratios, correct staff qualifications and high quality care and hygiene.

We implement St Anne's College Health and Safety policy and procedures ensuring buildings, equipment and electrical appliances are maintained and checked regularly.

The nursery is fitted with smoke alarms and fire blankets. Fire exits are clearly marked and we have a clear evacuation procedure in the event of a fire. Staff and children are regularly involved in fire drills.

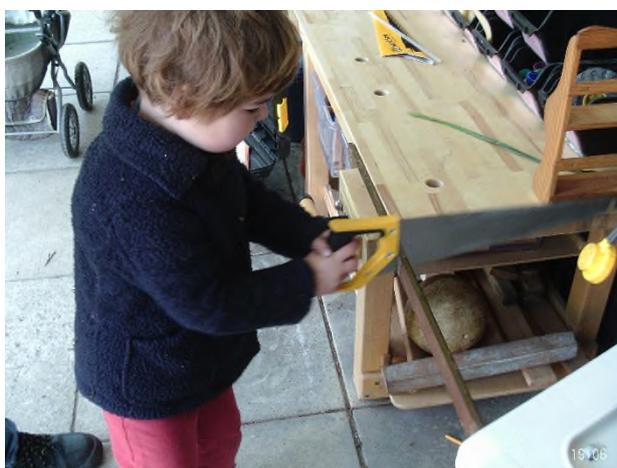
We have a first aid box which is checked by the college nurse once a term and supplies are replenished regularly.

The parents - nursery partnership

Introductory visits

We are pleased to welcome prospective parents to look around the nursery to talk to the staff and see us in action. Once a place has been allocated, we have a settling in period which comprises a series of visits before your child starts so that they can become familiar with the nursery and the staff. We also discuss your child's learning and what they enjoy doing. On the second visit we encourage you to leave your child for a short time with their key person who will care for them.

When your child starts coming to the nursery they will have many things to learn. Firstly, coping without Mum and Dad, socialising with other children of different ages and accepting other adults, then learning the rules of the nursery, i.e. sitting down to eat and drink, sharing toys and taking turns.



Key person

We run a key person system. This will help settle your child into nursery with a familiar staff member who will build up a strong and trusted relationship with your child. They will exchange information about your child and share records of development with you. For further information please refer to our key person policy.

Parent contributions

The E.Y.F.S Framework requires strong links between home and nursery and we welcome parents if they would like to spend time in the nursery with us. For example contribute to a new topic or an activity such as, reading a story, cooking, planting or sharing their own special interest with the children. This would be appreciated as this provides stimulating experiences for the children.

Parent evenings

The nursery holds a parents evening twice a year to invite parents to look at their child's folders and discuss their development. Children are left at home as this is a social event for parents to talk to their child's key person.

Nursery news

Newsletters are sent out regularly which updates parents on the upcoming themes.

Curriculum

We follow the Early Years Foundation Stage Framework in supporting the development, learning and care of children from birth to five. All areas of learning and development are connected to one another and are equally important.

These seven stages are:

Three prime areas: Communication and language development

: Personal, social and emotional development

: Physical development

Four other areas: Literacy

: Mathematics

: Expressive arts and design

: Understanding the world

The children are able to choose which activities they wish to be involved in and are given the freedom to select resources they would like to play with. The toys are all at the children's level where they can get easy access. This helps them develop initiative, be selective and make decisions.

The principles which guide us are grouped into four themes:

A unique child: Every child is 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 key person.

Enabling environment: The environment plays a key role in supporting and extending children'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 equally important and inter-connected.

Outings

It's important that children form a sense of attachment to their own community. We are fortunate that St Anne's college Nursery is located in an area that has access to numerous places of interest, museums, library, covered market, parks and shops. We are continuing to build links so that people are aware that they are part of the community. We go on regular walks and taking trips out using public transport as a way to meet and greet local residents. It's beneficial for the children in terms of developing their personal social skills and road safety awareness.

Learning through play

When children play they are using their bodies, minds and emotions to build up the knowledge, skills and attitudes that will remain with them for the rest of their lives. Play, indoors and outdoors, is essential for the children's healthy development. They make choices, follow their interests, ask questions and practise their skills. Through playing with others they learn how to manage their feelings and become confident about themselves and their abilities. Children who have these opportunities to become independent learners are better equipped to master more formal approaches to reading, writing and maths.



- Being willing to explore, experiment
- Making choices and decisions
- Finding solutions to problems
- Concentrating, sticking to a task and rise to challenges
- Managing their own behaviour
- Playing cooperatively with others, including adults
- Understanding the feelings and views of other people

Observations

The nursery observes and takes photographs of your child involved in play and activities which are kept in individual folders, you can access these at all times. We also keep Early Years Foundation Stage Assessment sheets on each child's development at nursery. These give us information on the milestones of development in the six areas of learning. This is to ensure us that each child is progressing well. We believe it is important to note any areas which may be slow to develop, such as

language development, as this allows us to concentrate more effort on one- to –one basis. We would stress that all children develop at different rates, so those areas which may be slow to develop initially are not treated as an immediate cause of alarm. The assessment sheets are passed onto the next, new nursery or school along with the report. We set up links with the new setting your child will attend, through conversations with the key person either by telephone, or a visit to the new nursery or school.

Clothing and hygiene

Your child during the course of their play will explore and experiment with different kinds of materials including messy ones. You are advised to send your child in practical clothes rather than very smart or expensive ones. We ask parents to bring a spare set of clothes and underclothes just in case. These are kept in a bag provided on your child's own peg in the entrance hall.

We provide aprons for painting, water play and messy activities such as clay, gluing and junk modelling.

We request that children come in with their own coats, shoes, wellington boots (and scarves and gloves for winter) sun hats and sun cream during the summer months. We provide all in one suits for wet weather outdoor play. We ask that all items of clothing are labelled including shoes and boots.

Toilet training

When you feel your child is ready for toilet training please discuss this with your child's key person. For children in the process of training, it is best for them to wear clothes that are easy to remove, no belts or braces this encourages independence skills. Please provide plenty of extra spare clothes.

Equal opportunities

The nursery is committed to valuing and respecting the differing backgrounds of the children we care for, so that each child is valued as an individual. As children's learning is largely influenced by the ideas, attitudes, and practices of those in close contact with them, staff are aware of the importance of developing ways of working and talking to children which provide positive attitudes and images towards all individuals regardless of race, culture, religion, language, disability or sex/gender. We strive to ensure that the Nursery environment is free from racist or sexist influences, and that the class, cultural and religious backgrounds of the children are respected.

Equality and diversity

The nursery's equality and diversity co-ordinator is Laura Watson.

All our children are respected and supported individually and are encouraged to develop and learn without prejudice regardless of different cultural and religious backgrounds. Our materials reflect diversity in such areas as cooking, dressing up clothes, images found in books, jigsaws and games. We support and extend the children's experiences of their own culture and learn about cultures of others, including people with disabilities. For further information please refer to our equality and diversity policy.

Special needs children

The nursery welcomes all children with special needs. We offer appropriate learning opportunities and will work to create an environment which meets the needs of each child. Katrina Tanner is the Special educational needs co-ordinator (SENCO) who can advise on the best care we can provide. For further information please refer to our special educational needs policy.

Developing good behaviour

The nursery staff are actively involved in the promotion of good behaviour in a way which promotes the children's welfare, development, and respect for others.

Each child in our care has the opportunity to develop self-confidence and high self-esteem. Mutual respect and sharing is encouraged, and equal opportunity is offered for all. The children are appreciated and valued, their achievements, however small, are praised.

The children are given opportunities to take responsibility for the nursery, for example, asked to help with tidying up, are able to make choices and errors, so that they may understand the consequences of their own behaviour. We establish clear boundaries, helping the children to understand what is acceptable and not acceptable. The absence of boundaries leaves the children feeling insecure. Staff encourage all our children to share/ take turns and show respect for each other- age/stage appropriate. Staff model the behaviour they expect from the children.

For further information refer to our behaviour policy.

Accidents and injuries

All accidents are recorded on individual sheets for confidentiality, these are kept in the child's personal file and another copy is sent to the health and safety officer. These record details of dates, times, nature of injury and any treatment given and to be signed by a member of staff. Parents also sign to show they have seen the entry.

In the event of a more serious injury the following procedure are to be followed:

- a.) Report the accident to the nursery manager or deputy.
- b.) The emergency services will be called directly on 112 or 999 to arrange an ambulance.
- c.) If an ambulance has been called, the lodge will be informed to let them know when the ambulance is expected.
- d.) The parents will be contacted and made aware of the situation.
- e.) A member of the nursery staff will accompany the injured child to hospital. The member of staff will stay with the child until the parent arrives.

Giving medication

The nursery will not administer any medication. If it is absolutely necessary for a child to be given medication, e.g. if prescribed by a doctor then parents are required to complete a medication consent form to include the name of medication and the amount and time of each dosage. Medication should be clearly labelled, stored safely and be administered in the presence of two members of staff who will record and sign the form. Inhalers and other medication needed by children for special conditions will be properly stored, out of reach from children with access strictly controlled by staff.

Illness

We will not accept into the nursery any child who is running a high temperature, or who has a contagious disease, or who is suffering from diarrhoea and sickness. If a child becomes ill during the day, the parent will be informed as soon as it is practicably possible. Where a child has been suffering from a high temperature, diarrhoea and or vomiting, we ask that 48 hours elapse after the last bout before the child returns to the nursery. If your child has a contagious disease, they must be kept at home for the recommended period. For further information see our sickness policy.

Lunch arrangements and snack times

Lunch is from 12:00pm to 12:45pm and children bring in a lunch box from home. This allows parents to choose their child's own nutritional requirements. We ask that each child has his/her own lunchbox, clearly labelled with their name. Refrigeration facilities are available.

Children are encouraged to use good mealtime manners. A member of staff will sit with them sharing the social activity of eating together, including lunchtime conversation.

The children will also receive a mid-morning snack of fruit and milk or water to drink and a mid-afternoon snack. See menu.

Water will be provided at both mealtimes and throughout the day.

At nursery we encourage the children to eat healthily. Whenever possible the children will help to make their afternoon snack as part of their cooking lessons.



Teatime menu

WEEK 1

Monday: Baked beans/spaghetti on toast

Tuesday: Pitta bread with olives and cubes of cheese with houmous

Wednesday: Rice Krispies topped with dried fruit (if wanted)

Thursday: Cucumber, pepper, carrots etc. and breadsticks

Friday: A selection of wholemeal sandwiches, e.g. tuna, cheese, and jam/honey

WEEK 2

Monday: Scrambled egg on toast

Tuesday: Muffins with a choice of butter, cream cheese, jam/honey etc.

Wednesday: Rice Krispies topped with dried fruit (if wanted)

Thursday: A selection of wholemeal sandwiches e.g. tuna, cheese, and jam/honey

Friday: Crackers with cheese, ham and tomatoes

Tea is served with a selection of fresh fruit and water or juice to drink. Tea is also accompanied with a cheesy or digestive biscuit.

Complaints procedure

If a parent or carer needs to make a complaint, we operate a specific complaints procedure.

A complaint may be made either informally with the Nursery Manager (Please request an appointment to discuss the concerns) or formally in writing.

If the matter cannot be resolved by discussion, then a formal complaint may be made.

All complaints should be recorded on the Complaint Record and given to the nursery manager. The nursery manager will always inform the nursery fellow that there has been a complaint and the nursery fellow will initiate the investigation. If the nursery manager is not the appropriate person (i.e. the complaint is made against the nursery manager) the complaint can be forwarded directly to the nursery fellow or the secretary to the nursery committee (the HR officer) who will find an appropriate member/s of the committee to investigate the complaint.

All complaints will be dealt with in strictest confidence. Records will record information anonymously, i.e. child A or staff member B will be used rather than individual names.

When a formal complaint is made against someone or something at the nursery, we are obliged to inform Ofsted.

St Anne's College day nursery

St Anne's nursery is a full-time day nursery, located in the purpose-built building within the grounds of St Anne's College. It caters for up to 12 children, aged 6 months to 5 years, and is open all year round except for 3 weeks in August and about one week at Christmas and Easter (depending on how they fall during the year). Enquiries should be directed to the Nursery Manager, St Anne's College Nursery, Woodstock road, Oxford, OX2 6HS; telephone: 01865 274 868

1. Membership is open in the first instance to full-time members of college staff, then, as numbers allow, to part-time staff, to students and to others. Priority within these classes will be given, first, to a sibling of a child already attending the nursery, and second, to a younger child seeking a full-time place over an older child seeking a part-time place.
2. Charges: Payment is charged annually (based on 10 sessions /week), payable over 12 months. For parents/carers who are paying by salary sacrifice (through University or College), payments of fees will be deducted monthly. For parents/carers who are not paying by salary sacrifice, College will raise invoices every month which are payable upon receipt. Full payment must be made in a child's absence.
3. Waiting list: There is a non-refundable charge of £50.00 to be placed on the waiting list. Carers will be contacted 2-3 months before the beginning of the relevant term, if a place falls vacant. Information about likelihood of places will be offered before this period only in exceptional cases, by the nursery fellow. CARERS ARE RESPECTFULLY ASKED NOT TO MAKE ENQUIRIES ABOUT THEIR PLACE ON THE WAITING LIST, ANY PREDICTION IS SO UNRELIABLE THAT WE PREFER NOT TO MAKE THEM.
4. Times of opening: 8.45am to 5.15pm, Monday to Friday.
5. Illness: Children should not be brought to nursery if they have an infectious disease or a raised temperature. The nursery manager may, at her discretion, ask any carer to take their child home, if she/he thinks that the child is not well enough to be at nursery. If the manager thinks it necessary, the carer should produce a note from the doctor saying that the child is fit to return.
6. Absence: Please telephone the nursery by 10am if your child is unwell or unable to attend nursery that morning. Written permission is required for someone other than a parent to pick up a child.
7. Notice or withdrawal or change of timetable: Two months on either side, or earlier if possible. Fees will be chargeable if adequate notice is not given.
8. Lunches: All children are required to bring a packed lunch, hot or cold. Hot lunches are reheated in the microwave.
9. Nappies: The nursery does not provide nappies. It is the carer's responsibility to ensure that a supply for their child is always available.
10. Safeguarding: Like all child-care workers, we have a responsibility to protect the children in our care, and will share our concerns with the Children's and Families Assessment Team if we fear a child may be suffering abuse or neglect.
11. Equal opportunities: The nursery is committed to valuing and respecting the differing backgrounds of the children we care for so that each child is valued as an individual. As children's learning is largely influenced by the ideas, attitudes, and practices of those in close contact with them staff are aware of the importance of developing ways of working and talking to the children which provide positive attitudes and images towards all individuals

regardless of race, culture, religion, language, disability or sex/gender. We strive to ensure that the nursery environment is free from racist or sexist influences, and that the class, cultural and religious backgrounds of the children are respected.

12. Health and safety policy: We follow the St Anne's College health and safety policy; all staff are qualified to administer first aid.