



Handbook for Parents

Gelston Manor Day Nursery, Dawson Lane, Whittle-le-woods, Chorley, PR6 7DT
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www.gelstonmanordaynursery.co.uk

1. Gelston Manor Day Nursery - Overview

Gelston Manor is a private day nursery on the periphery of Buckshaw Village, near Chorley, Lancashire. Gelston, one of Chorley's finest period homes bordered by greenbelt farmland and set amongst 3 acres of breathtaking woodland is now home to a new private day nursery, offering childcare for children aged 0-5 years. The generous size and scale of the rooms, the high ceilings and the solidity of the property are its hallmark along with the many striking original features. The ground floor of the building offers a fantastic free-flow environment for **Toddlers (2-3.5yrs)** and **pre-schoolers (3.5-5yrs)**, whilst the first floor is home to our **baby unit (0-2yrs)**. All rooms are neutrally decorated making them light and airy and have been set up and developed to meet the individual needs and interests of every child.

Gelston was founded by Laura Ward and Annemarie Capper, who have over 18 years experience working in childcare, from primary school and local government settings to the very best private day nurseries. In January 2013 Laura and Annemarie established "Buckshaw Bunnies Childminders" and from their first Ofsted inspection were awarded an outstanding across all areas of their provision. The highest award possible!

In less than 12 months, Laura and Annemarie realised an opportunity to expand their setting and help service the growing childcare demands within the area, which resulted in their move to Gelston Manor. Laura and Annemarie continue to remain focused and passionate about delivering the highest level of service within childcare and are determined to continue their legacy of Buckshaw Bunnies and become the leading childcare provider within the area.

2. Our Mission Statement

Our mission is to be the friendliest local day nursery where everyone feels welcome and included. We aim to provide families with high quality flexible care and education whilst embracing the Early Years Foundation Stage.

We believe that a homely atmosphere is paramount and aim to provide a safe and caring environment where all children can feel happy and relaxed and develop to their full potential. The first five years of a child's life are important informative years and at Gelston Manor Day Nursery we focus on the needs of the whole child.

2.1 Our Aims

We aim to:

- provide high quality care and education for children below school age
- create a safe and stimulating environment for learning both indoors and outdoors
- care for children in a home-like setting, focusing on each child as an individual
- work in partnership with parents to help children to learn and develop
- offer children and their parents a service that promotes equality and values diversity
- prepare children for school with an emphasis on self-care and interpersonal skills

3. Learning and Development

3.1 Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is a single framework from birth to the age of five (i.e. to the end of their first (reception) year at school) which all early year's settings must follow. It aims to help young children achieve the five **Every Child Matters** outcomes:

- Be Healthy
- Stay Safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being.

The EYFS framework describes how early years practitioners will work with children and their families to support their development and learning. It describes how children should be kept safe and cared for and how all concerned can make sure that children achieve all they can during their earliest years of life. It is based on four important themes and principles:

- **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 from parents and/ or a key person.
- **Enabling Environments** - 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 interconnected.

See here for further information:

www.everychildmatters.gov.uk

www.standards.dfes.gov.uk/eyfs

3.2 Learning through Play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. We use the EYFS framework to plan and provide a range of play activities to help children to make progress in each of the following areas of learning and development

- Personal, Social and Emotional Development

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- Communication
 - Physical
 - Understanding the World
 - Mathematics
 - Literacy
 - Expressive art and design

A large part of the learning which takes place at Gelston Manor is child initiated - in other words the children themselves take the lead in identifying learning activities and shaping how their play develops. At other times, an adult takes the lead in helping the children to take part in the activity.

Our planning process is therefore very fluid - while we do identify learning goals for each child and plan activities in line with those goals, we are always flexible and will change activities as the children's needs and interests evolve.

3.3 Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children to document their progress and where this may be leading them. We believe that you know your child best and we ask you to contribute to assessment, sharing information with us about what your child likes to do at home and how you are supporting his or her development.

3.4 Records of Progress

We maintain a record of progress for each child attending nursery. Staff and parents working together on this is one of the ways in which we work together. Your child's record of progress helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person (referred to in section 4.2) will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. We do this by using an amazing online learning journal system called Tapestry.

3.5 Working together for your Children

Your child will benefit from a close partnership between nursery and parent.

You can help do this by keeping us informed of:

- Changes at home e.g., new baby, moving home
- Family illness (including pets)
- Any worries or concerns your child has expressed about nursery
- Any achievement your child is particularly proud of
- New interests or skills they have developed.
- Anything else you think we should know.

4. Gelston Manor Day Nursery Setup

4.1 The Staff

Here at Gelston Manor, we have a wonderful team of staff who work collaboratively with parents to support the children learning and development. With this great team of staff brings a wide variety of skills and experiences to their roles with diverse backgrounds in business and childcare.

In our setting we maintain the ratio of adults to children that is set by Ofsted. 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

4.2 Key Person and Your Child

At Gelston Manor we operate a key person approach. This means that each member of staff has a group of children for whom she is particularly responsible. When your child first starts at nursery, she will help your child to settle and throughout your child's time at the setting, she will help your child to benefit from the setting's activities.

A list of the children allocated to each key person is clearly visible within the nursery near each room.

All members of staff know the children well so parents may speak to any of us about any concerns or queries.

5. Admissions

A registration form is available on our website www.gelstonmanordaynursery.co.uk

Our admission policy is to make the nursery accessible to all members of the community. If demand for sessions exceeds the places we have available, we will allocate sessions on the basis of our admissions criteria.

The allocation of places will be a management decision.

Our full admissions policy is available within our policy documents, which is available for viewing in the nursery on request.

On success of securing your child's place here at Gelston Manor you will be invited to attend 2 settling in session prior to your child starting here at nursery. During these visits you will be asked to complete a permission form for taking photographs of your child, applying sunscreen to your child and using anti-bacterial hand wash on your child.

If we have a class outing you will be asked to either sign a permission form/or consent via email specifically for that outing prior to the outing taking place.

5.1 Fees

The fees are £52 per Full Day*

Fees must still be paid in advance, by the 1st of each month. Fees still apply when children are absent from nursery for either sickness or holidays. If your child is absent due to sickness or holiday, please inform as at your earliest convenience.

If fees are not paid promptly we have the right to cancel your Childs place until all monies owed are paid.

If your child is leaving the setting, (as per the terms and conditions of the parent contract) at least one full calendar months' notice (i.e. notice received on the 1st of a month could end the contract on the last day of the month, but notice received on the 2nd of a month, would only be able to end the contract on the last day of the following month). During which you are liable for the fee during the notice period. If you fail to give proper notice, you may lose your deposit and/or registration fee.

If you wish to reduce the number of sessions your child attends (minimum sessions per week: 2days) we require 4 weeks written notice.

**Fees are subject to change*

5.2 Funding

Three and four year olds in England are entitled to 15 hours of funded learning per week for 38 weeks of the year, some 2 year olds are also entitled to 15 hours of funded learning per week for 38 weeks of the year.

Since September 2017 3 & 4 year are able to apply for additional funding and are eligible for 30 hours funded childcare. This can take place in nurseries, playgroups, preschools or at their childminders. The table below shows when your child will become eligible for their free early learning place.

If your child is born between:	They are eligible for a free place from:
1 April and 31 August	1 September following their third birthday until statutory school age
1 September and 31 December	1 January following their third birthday until statutory school age
1 January and 31 March	1 April following their third birthday until statutory school age

5.3 Settling In

Our aim is to ensure that each child feels comfortable within the setting as quickly as possible. Your input to this in the form of information about your child is essential. We will gently take your child through the daily routine and familiarise them with the other children through group play.

If your child is coming to nursery for the first time you might have concerns about how they will settle in. In our experience children tend to make the most fuss when their parents are there and usually settle down quite quickly when they have gone! However, you know your child better than anyone and if you have any worries you are very welcome to talk to us about this so that we can agree a plan for how best to settle your child in.

The nursery is open 7.30am until 6.00pm every day except Bank Holidays and a week at Christmas.

When dropping your child off in the morning, ring the doorbell, there may be a short wait dependant on the time of day, we appreciate your patience.

Upon dropping your child off at nursery, we invite you to take them into their classroom and hand over to staff, this includes passing on any necessary information with regards to your child's wellbeing and signing them in on the classroom register.

If you would like to chat and socialise with the other parents, please respect the children's need to settle quietly into their day and do this outside the nursery building.

Children should be collected before 6.00pm sharp. If you arrive after this time you will be charged a late collection fee.

For reasons of safety, please ensure that your child stays with you while you collect bags and coats etc and do not let them run out in the car park before you are ready to leave the building.

5.4 If you cannot collect your child

If you are unable to collect your child personally for any reason please let us know who will be collecting them in your place, this can be done in person, over the phone or via email. Please ensure that the person collecting your child knows the collection password for your child before they arrive at nursery. It is a legal requirement that children are not handed over to anyone other than a specific named person.

If you are going to be late please call and let us know. If you are more than 5 minutes late and we have not heard from you and cannot get hold of you we will contact the named emergency contacts on your list. If they cannot be contacted we will wait for 15 minutes. If you have still not arrived the protocol is that we will need to inform social services. Obviously, we would rather not do this so please keep us informed.

6. A day at Gelston Manor Day Nursery

6.1 Overview

We believe that care and education are equally important in the experience which we offer children. The routines and activities that make up the session/day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting
- ensure the safety of each child
- help children to gain from the social experience of being part of a group
- provide children with opportunities to learn and help them to value learning

We organise the day so that children can take part in a variety of child-chosen and adult-led activities. These take account of children's changing energy levels throughout the day.

We also cater for children's individual needs for rest and quiet activities during the day.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

6.2 Timetable

While we do not have a rigid timetable, a typical day looks something like this:

7.25 staff complete safety checks and set up the classroom

7.30 Nursery opens

8:30 - 9.00 Breakfast

9.00 - 11:15 Free play, planned activities, snack, nappy changes etc.

11:15 Staff prep for lunch

11:30 Lunch time

12.00 Sleep time for appropriate children/"quiet time" - a chance to rest, read or play quietly, free play

14.00-15:15 Free play, planned activities, snack, nappy changes etc

15.15 Tea time

16.00 - 18:00 Free play, planned activities, snack, nappy changes etc

18:00 Nursery Closes

6.3 Snacks and Meals

At Gelston Manor we aim to make snacks and meals a social time at which children and adults eat together. We sit in small groups and engage in conversation. The emphasis is on helping children develop confidence and self sufficiency by, for example, pouring their own drinks or helping to set the table for snack.

We do have a healthy eating policy which means that wherever possible we try to find opportunities to talk to the children about healthy eating.

For healthy eating guidelines for children aged one and above see the following website http://www.direct.gov.uk/en/Parents/HavingABaby/AfterTheBirth/DG_10015284

Although aimed more at school aged children you might also find the following webpages useful for some ideas for packed lunches
<http://www.nutrition.org.uk/home.asp?siteId=43§ionId=1381&subSectionId=1123&parentSection=303&which>

Snacks

We provide a mid morning snack which varies but is typically some fruit plus either a piece of cheese, and something sweeter in the form of a digestive or rich tea biscuit.

When a child has a birthday they are welcome to bring in a cake from home to share - however please check with us first in case of any allergies.

6.4 What you need for Nursery

Each child has a peg for their coat. **Please ensure all coats, hats, gloves and wellies are clearly labelled with your child's name.**

Please provide a bag for your child which should contain:

- A spare set of clothes appropriate for the time of year including socks and underwear.
- Nappies if your child is still wearing them, baby wipes and any creams necessary.
- A sunhat in the summer, hat and gloves when it is cold, these should be clearly labelled.

We ask that children are dressed in comfortable old clothes. Although we provide protective clothing for messy activities, it is important that children are not concerned about their clothing getting dirty.

If you send your child in wellies please also send a pair of shoes or slippers for them to wear indoors.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing that is easy for them to manage will help them to do this e.g. shoes with Velcro fastenings, trousers without belts.

Hats and sunscreen are essential during the summer and we would ask that sunscreen is applied by the parent at the beginning of the day. We use our own nursery sun cream to protect the children from the risk of sunburn during the summer months.

The nursery sun cream is always child friendly, for sensitive skin and most importantly factor 50 with a UVA rating of 5stars. If you do not wish for us to use this sun cream on your child, please notify and ensure you provide us with an appropriate sun cream to use with your child.

6.5 Toys from Home

Many children have a favourite toy or other comfort item at home. Can we ask you to please leave these at home and not bring them to nursery if at all possible - it is really heartbreaking if they get lost and it can be disruptive when children bring in their own toys and do not want to share!

7. Behaviour Management

We do have a behaviour policy this sets out the wanted behaviours that we promote and the behaviours that we discourage. In general, we tend to focus more on rewarding positive behaviour than on "punishing" unwanted behaviour.

Children receive stickers as rewards for positive behaviour - for example for sharing a toy willingly with another child.

8. Communicating with Parents

Open communication between parents and staff is vital to the success of the nursery. There are several ways in which we do this:

Parents notice board - there is a noticeboard in the entrance porch just on the left-hand side. We use this to display posters and useful information.

Drop-off/Pick-up time chat -We encourage you to share with us anything which may be affecting your child, this may be anything from a sleepless night to a major upheaval at home. If you need longer, or want to talk privately, please speak to your child's key worker and we will arrange a time to speak with you. Please ensure you have time upon collection of your child, for any important message to be passed on to you from staff who have been looking after your child that day.

Newsletters - we regularly send out newsletters to parents to remind them of upcoming events or inform them of any important news. To save paper we prefer to use e-mail for these but if you do not have access to e-mail please let us know and we will make sure you receive a paper copy.

Parents Meetings - approximately twice a year we will ensure that parents have an opportunity to meet with their child's key worker to discuss how their child is doing at nursery.

9. Communicating with other settings

As part of the EYFS we are required to work with other settings your child may attend. The purpose of this is to share information about your child development and progress. If you do

not wish us to liaise directly with the other setting, please let us know. If your child starts a new setting or changes their attendance pattern at another setting please let us know.

10. Policies

Our policies and procedures help us to make sure that the service we provide is a high quality one and that being a member of the preschool is an enjoyable and beneficial experience for each child and her/his parents.

A full set of all our policies and procedures are available for you to see at the setting.

The staff at nursery work together to adopt the policies and procedures. These are reviewed yearly any changes which are necessary.

The following notes summarise some of the more important aspects of our policies which all parents should be aware of:

10.1 Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children, who are unwell, who have sickness and/or diarrhoea, or who have an infectious disease. Any child with sickness and diarrhoea must be excluded for **48 hours after the last episode**. If your child has a temperature before attending nursery please ensure that it is being managed well by either Paracetamol or Ibuprofen to a satisfactory level (**Below 37.7°c**) before bringing your child to nursery.
- Children with head lice must be treated to remedy the condition (please ensure that treatment is thorough and regular to remedy the condition fully), please inform us if your child has had head lice.
- Parents are notified if there is a case of head lice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.

10.2 Child Protection

We do have a child protection policy for the nursery which sets out what we will do in the event of staff or parents having concern for the well being of a child attending the nursery. You are welcome to consult this policy at any time.

We also hold a copy of the document "What to do if you are worried a child is being abused" which you are welcome to consult or which can be downloaded here

<http://www.everychildmatters.gov.uk/resources-and-practice/IG00182>

Parents should be aware that members of staff have a statutory obligation to follow the Child Protection procedures set out by the Lancashire Safeguarding Children Board. This includes reporting any serious concerns about individual children without necessarily informing their parents beforehand. This is part of the local authority procedure for dealing with suspected child abuse and is not, therefore, a matter in which individual members of staff have a choice.

Sarah Masheter and Vanessa Cowperthwaite are the Child Protection Officers for the nursery. Please approach either of them in confidence if you have any concerns or alternatively speak to a member of management.

11. Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

The setting works to the requirements of the Education Act (1993) and The Special Educational Needs Code of Practice (2000).

Lizzie Gallagher is the Special Needs Coordinator (SEN) for the nursery. Lizzie would be more than happy to speak to any parents about any concerns they may have.

12. Useful information for Parents

12.1 How to find us

Gelston Manor Day Nursery,

Dawson Lane

Whittle-le-woods

PR6 7DT

Tel: 01257 671614

12.1 Learning Opportunities

As well as gaining qualifications in early years care and education, our staff take part in further training to help them to keep up to date with thinking about early years care and education.

12.2 Other Useful Websites

Surestart

<http://www.surestart.gov.uk/>

Local Citizens Advice Bureau

http://www.citizensadvice.org.uk/bureau_detail.htm?serialnumber=101649

Direct Gov - Pages for Parents

<http://www.direct.gov.uk/en/Parents/index.htm>

Every Child Matters

<http://www.dcsf.gov.uk/everychildmatters/>

Information for Parents of Children with Special Needs

<http://www.gloucestershire.gov.uk/index.cfm?articleid=2714>