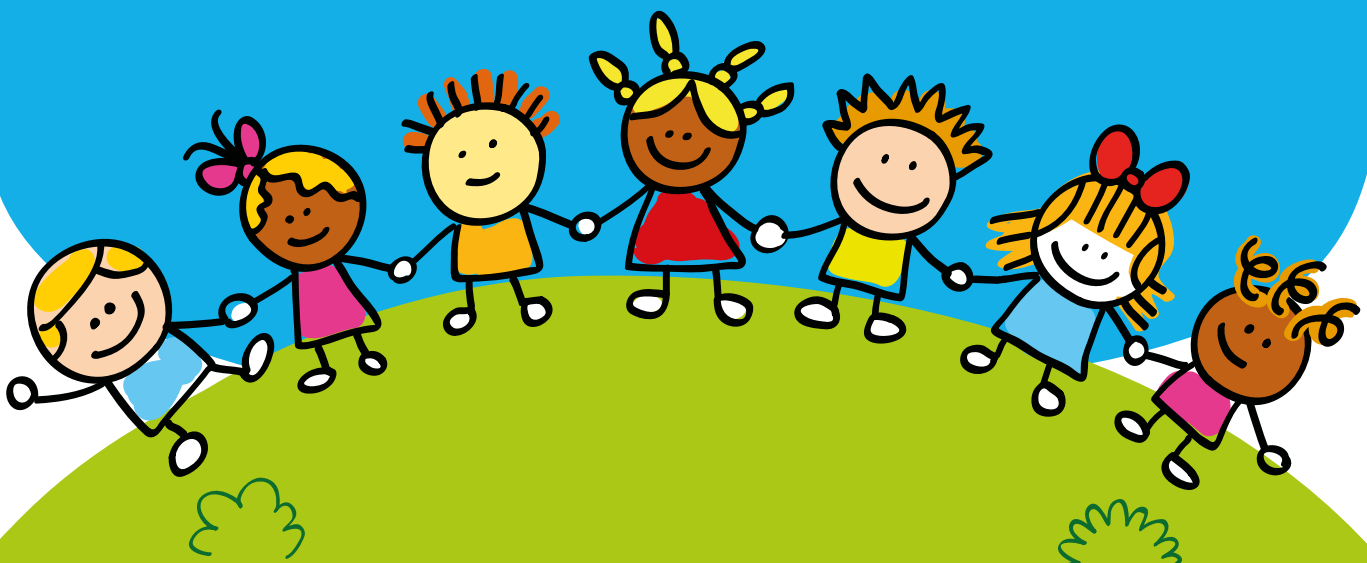
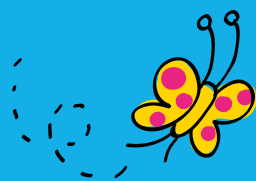
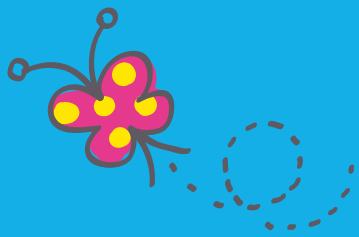
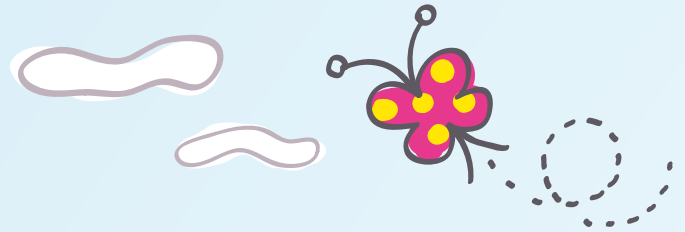
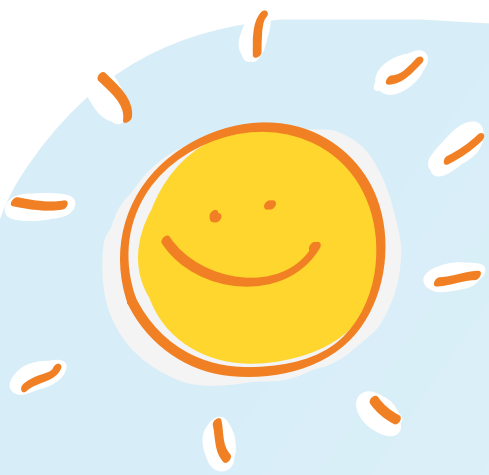


**FANTASY
FIRST STEPS
NURSERY**

PROSPECTUS



WE MAKE THOSE FIRST STEPS COUNT



Welcome to Funtasia First Steps Nursery where we make those first steps count!

We are a family run business, with an exceptional and inspiring leadership team who drive for continuous improvements. Funtasia have been providing high quality childcare for over 20 years. Funtasia has a wonderful family, homely feel to it and with well educated and caring staff, we feel we have found the perfect mix. Which is why we decided to expand our family to open our very first Day care nursery. **Funtasia First Steps Nursery!**

Knowing your child is happy is the most important thing in the world for every parent.

We have been running before and after school clubs since 1996 and with our qualified and proactive practitioners we have been able to extend our provision to provide a full daycare nursery. We have seen several changes to the way in which childcare and the learning environment has changed. However, our vision to be the best we can has never changed.

At Funtasia First Steps we understand that starting your child at their first day care nursery can be exciting and nerve racking for both parents and children. For many parents, it can be an anxious and emotional time. As parents, you may be unclear about what happens in an early years setting or what to expect in terms of the environment and curriculum. Here at Funtasia First Steps, we want to work with you to ensure both you and your children are happy with all aspects of our nursery.

At Funtasia First Steps Nursery we understand the huge responsibility we have to you, and to ensure children enjoy their experience and reach their full potential.





OUR NURSERY

Our nursery is a single story building located in Millbrook, we have a beautiful location with countryside right on our door step. Funtasia First Steps is registered to care for 49 children from 3 months to 4 years and 11 months. Having 3 stimulating rooms for the various ages ensures children's learning is geared to their developmental needs.

We are lucky to have a qualified teacher working with our pre-school children who will work with parents devising activities and experiences to ensure when the time comes to move on to primary school, the children at Funtasia are confident individuals and are "school ready".

All our staff are qualified in first aid and hold a minimum of a level 2/3 in childcare. Our very own qualified teacher oversees our preschool room and education program. All our rooms are carefully thought out to get the most from the space and allow the children room to learn and grow. Our motto "Making those first steps count" is embedded in everything we do, from the moment you and your child walk through our door. Our door is always open and parents are welcomed into nursery at any time to spend time with their child and their key person, we want you to feel at ease and part of our family.

OUR VISION

Funtasia's ethos of always trying to do the best we can do for all our children is firmly embedded into our practice. We feel proud that families entrust their children into our care, in return we provide a high quality, caring, stimulating learning environment. Our team are well trained, experienced and caring. We never forget the scale of our responsibility to the children, parents, staff and other professionals who form our community.

A vital aspect of our planning is to ensure that the children have fun, that activities are balanced with child and adult led activities.

Our aim is to provide opportunities to support every area of learning based around children's individual interests. Opportunities for relaxing and having fun. We have the 'key person system' firmly embedded in our practice; This enhances children's self-esteem and is seen in the attachments which children form at the setting.

A fundamental aspect of Funtasia's mission statement is that we never forget why we look after children, because we enjoy it.

OUR AIMS

To ensure that children play, learn and grow together. We aim to produce happy, sociable, independent and confident children who will be prepared for their entry into school, by providing a safe, happy and stimulating environment.

For children from the ages of 3 months we ensure that the first steps are a home from home caring environment treating all children as individuals giving positive encouragement to develop through the prime areas and learn through play. Lots of opportunities to develop through physical activities, Tummy Time with action songs and rhymes.

Toys help to encourage the development of children in different areas so that even when children seem to be 'just playing' they are learning at the same time.

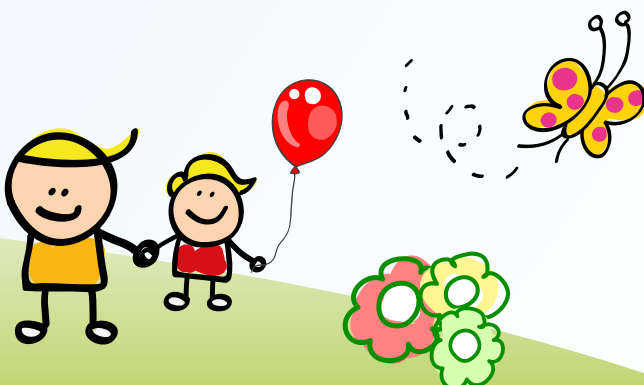
All the toys and activities put out at the start of each session have been planned to cover certain areas of a child's development within the foundation stages.

Throughout the session, the staff interact with all the activities to encourage the planned learning outcome.

Our staff continually observes the children and use the information gained to assess each child's development so you can rest assured that when your child is ready to move room/start school they will be:

- Healthy
- Communicative
- Curious
- Happy
- Sociable
- Active

Ready and equipped for the next phase of life and learning. They will find the transition to school a smoother process.





OUR NURSERY VALUES

- Respect:** We promote respect for self, others and a pride in our nursery.
- Consideration:** We are caring and help each other anyway we can.
- Equality:** We promote equal opportunities across race, culture, gender, religion, language, disability and special needs.
- Co-operation:** We work as a team.
- Acceptance:** Everyone in our community is valued.
- Honesty:** We promote open, honest, sensitive and constructive communication.
- Partnership:** As well as building positive links between other services, we reach out to build bridges to enhance learning (the home, local community, other providers, local schools).
- Quality:** We have high expectations of ourselves, and other partners as well as the children. We have a commitment to encourage every individual child to reach their full potential.
- Well-being:** We prioritise happiness along with being healthy and staying safe.

BOOKING YOUR CHILD'S PLACE AT FUNTASIA FIRST STEPS NURSERY

When you register your interest for our nursery we will invite you in to meet the manager, view our fabulous surroundings and meet our amazing team.

During our meeting, we can discuss personal needs and what you can expect to receive from the nursery, We will discuss availability and the registration process.

HOW TO PAY YOUR CHILD'S FEES

An Administrative £50 non- refundable fee is required to book and reserve your child's place. This fee includes transitional visits.

To secure your child's place at the nursery, we must receive one weeks nursery fees* as a deposit along with £50 registration fee (non refundable)

*Deposit is refundable on 2 months termination notice being given to the nursery, to withdraw your child's place.

Monthly Payments in advance 1st of every month
Fees are due on 1st Month.

Nursery fees are calculated using the following formula:
 $\text{week amount} \times 51 \text{ weeks} / 12 \text{ months} = \text{monthly fee.}$

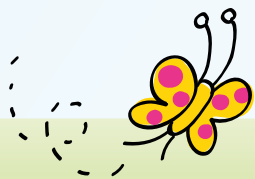
We do not accept cash payments, our preferred method of payment is via online banking; please ensure you reference payments with your child's name. We also accept cheques made payable to: Funtasia Kids Clubs Limited.

Our bank details are as follows:

Funtasia kids clubs Ltd
Sort code 09-01-29
Account number 26929790

If you do not pay your child's fees on the date due, there will be a £5 extra every week there is an outstanding balance owed. There is a charge of £30 if any cheque is returned unpaid.

Once you have accepted your child's place all days must be paid for, regardless of whether or not your child attends. All cancellations, holidays or if your child is going to be absent must be notified to staff as soon as possible to ensure your child is safe and accounted for.





CHILD'S PLACE FREE ENTITLEMENT FUNDING FOR 2 AND 3-YEAR OLDS

At Funtasia, we are part of the Tameside Early Years Funding scheme which allows eligible children to receive free early years education.

All three and four year olds, and some two year olds, are eligible for 15 hours of childcare and education. Parents can check if they are eligible.

If you are entitled to claim nursery funding for your child, you can claim 15 hours a week, from the term after their 3rd birthday. You may use more than one setting, but your child cannot have more than 15 hours free per week in total. The free entitlement is for 38 weeks a year.

We will advise you when your child is eligible for the Free Early Education funding (FEF) - Proof of funding must be shown.

30 Free Hours Childcare

The Government also provide an additional 15 hours to eligible working parents of three and four year olds. Entitlement is based on the following factors:

1. Both parents must be working, or the sole parent must be working in a lone parent family.
2. Each parent must earn at least the equivalent of 16 hours a week at the national minimum or living wage.
3. Neither parent must be earning more than £100,000 a year. For example, if parent A was earning £120,000 a year and parent B was earning 80,000 in a year, they would not be eligible as parent A is above the threshold.
4. If either parent is on maternity, paternity or adoption leave, or is unable to work because of a disability or caring responsibilities, they may still be eligible.

Parents can also apply for the Governments Tax-Free Childcare in one go.

You can get more information and support from Family Information Services on- 0161 342-4260. Applying for 30 free hours can be done via the government's Childcare Choices website.

OPENING TIMES, SESSIONS AND PRICES

We are open 7.30am – 6.00pm 51 weeks of the year. The nursery is closed all bank holidays and the period between Christmas and New Year. Fees are payable all year round. Please see price list for current fees.

VOUCHER SCHEMES

We accept a vast amount of electronic childcare vouchers via your workplace, if we are not registered for them will register to receive them, again these need to be paid in advance on 1st month, referenced with your child's name

CANCELLING YOUR CHILD'S PLACE

2 month's notice is required in writing to terminate your child's place at the nursery.

Deposits will be returned the last week your child is at the nursery if notice period is given and nursery fees are up to date.

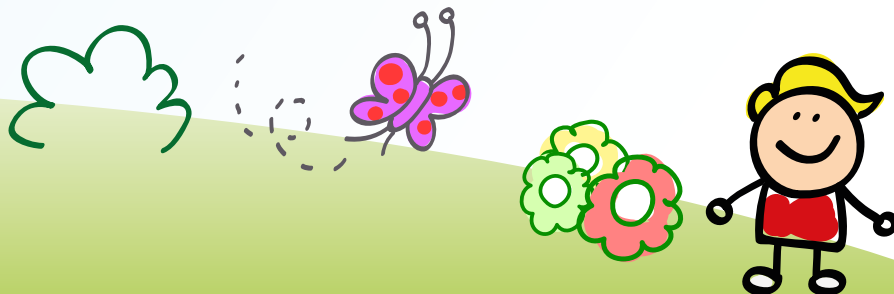
STAFF

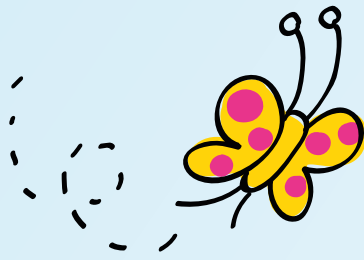
Staff qualifications follow Ofsted requirements. We have an ongoing training policy where all staff receive formal training in Early years.

Funtasia are committed to continuous professional development of all staff members.

Our ratio of adults to children is as follows:

3 months- 2 years	1:3
2 – 3years	1: 4
3 + 4 year olds	1:8





PARENT PARTNERSHIP

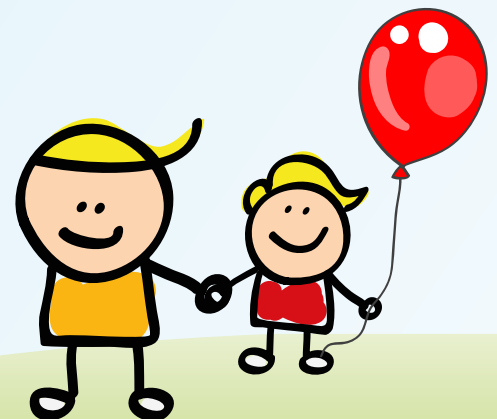
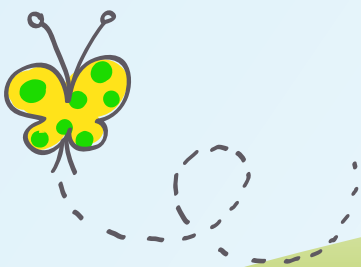
Essential to our success is the relationship between the nursery and parents and carers. This relationship is crucial to the well-being, development and progress of your child. During your time here at the nursery we will encourage and promote a two way flow of information, knowledge and expertise. The more we know about you and your child and the more you know about us, the more successful we will be in creating a partnership that is fully supportive of your child.

There is a considerable amount of information that needs to be acquired, documented and reviewed and we will try to make this process as simple as possible. So how will we pass on and exchange this information with you? We use an online package which the staff use to record children's development, we can send this information to your account allowing you to see your child's learning and development immediately. Most of the day to day dialogue will be face to face, by phone or email. Management throughout the day monitors our email system and we normally can get back to you within a few hours. Anything more urgent, then just pick up the phone. Apart from the usual forms of communication we have a variety of other ways of keeping in touch and letting you know what's happening in your child's nursery life, such as:

- Your child's care plan, which tells us everything we need to know.
- Online learning journal
- The parent and carer notice board.
- Daily reports about your child (eating, sleep, learning and care updates).
- Long term reports about your child based on observations and assessment.

- Nursery policies published in our reception area and on web site.
- Parent and carer evenings.
- Parent and carer committee, which contributes to the management of the nursery.
- Social events such as the summer fayre, open days, Christmas party, Carnival, etc.
- Parent and carer surveys to make sure we stay close to how you feel about us and to improve.
- Friday round up newsletter emails letting you know what's been happening.
- Facebook – we carefully select how to use social media to stay in touch.
- Training sessions for parents such as behaviour management and child protection.
- Suggestion box in the parents' reception area.
- Complaints procedure (on parent notice board and web site).
- The key person system.
- Helping you find the right resources if your child has a special need.
- Links with schools, health centres and local businesses.

Hopefully, you and your child will be with us for many years, so it is therefore essential that we establish an environment that makes it easy to exchange information and views. We also want to make it easy for you, as well as your child, to make new acquaintances and friends and we will provide lots of opportunities for this to happen through our Funtasia family.





HOW YOUR CHILD WILL LEARN AND DEVELOP

At Funtasia First Steps we understand the environment plays a key role in those first steps, making sure babies and young children feel relaxed, comfortable and feel at home. When children feel relaxed and emotionally safe they will want to learn.

Practitioners will observe each child's learning and development, assess progress and plan for next steps. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development, as detailed in the Early Years Foundation Stage (EYFS).

We will observe children's learning styles and plan activities and experiences in their preferred learning style, for example:

play and exploring- finding out and exploring, playing with what they know, being willing to have a go.

Children should mostly develop the 3 prime areas first.

These are:

- Communication and language.
- Physical development.
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

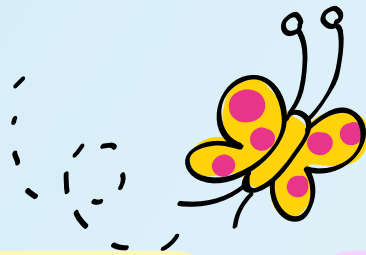
- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities.

Children in the EYFS learn by playing and exploring, being active, and through Creative and critical thinking which takes place both indoor and outside.



OUR ROOMS:



BABY NEST ROOM 3-18 MONTHS

Our youngest children in Baby Nest Room taking their first steps into our nursery, they enjoy an environment that is perfectly set for their age, children enjoy lots of sensory activities, the room is furnished with lots of soft rugs and cushions, all the activities are floor-based, low level wall based to allow children the freedom to explore and learn. The environment has lots of interesting colours and displays to stimulate babies development from 3 months of age. For our older babies we plan tabletop play, sensory activities, messy play, water and paint activities getting them ready to make the next step into Tree House Room. At Funtasia First Steps we understand that all children are individual and develop differently, we don't have strict age limits of when children can move through to the next room we like to base this on each child's development and when children and parents are ready.

Children in Baby Nest Room are cared for in a ratio of 1 practitioner to 3. The room has a routine, that gives lots of time for cuddles and snuggles with staff. Staff understand babies have varied routines and work the day around the children to make the Baby Nest Room like a little bit of home from home. Learning and development is supported through the Early Years framework from 3 months to the age of 5 years, during the early years learning will be around the prime areas of learning.

TREE HOUSE ROOM 18 MONTHS - 3 YEARS

Children take their next step into the Tree House room. Children are now at the age where they are very active and need the space to be able to explore and be involved with activities that not only help them to learn and develop but allow them physical exploration in their play and learning, whether it is building towers with blocks or exploring the play dough. This routine has a little more structure, helping children to develop the skills when sitting down for welcome time, circle time activities and group time to sitting with their peers for their snacks and meals. Staff will sit with the children and encourage them to serve themselves and offer support and guidance where needed.

We understand that meal times are also a very important part of children's social development, so no time limits are put on them to allow children the time they need to finish their meal. It is very important even at the age of two that children begin to develop their independence, children are encouraged to hang up their coats and bags when arriving, and to choose their own activities through free choice baskets and tubs in the play and writing areas. Outdoor play is another important aspect of children's learning.

At Funtasia, we understand the importance of children not only having the opportunity of playing outside but the important learning and skills that can be developed outdoors. The learning within the nursery is supported with home learning packs which are sent home, with various activities for you to share with your child at home.





TOY TOWN ROOM

3-4 YEARS 11 Months

PRE-SCHOOL

Children in Toy Town room are getting ready for their next big step into starting school. Children's activities are still play based, but staff now begin to develop early science concepts, information technology, literacy and maths. The routine has a little more structure to get children ready for school, children are encouraged to choose more of their own activities and to offer their opinions on choices in activities and experiences. At snack times children self-serve and are encouraged to use their manners and their cutlery correctly. At our nursery we understand the key skills children need for their next steps at school, this includes: how to share toys and equipment and take turns, use the toilet independently, listen to others and be listened to and dressing and undressing for outdoor play. To help children prepare their early reading skills, our lending library lets children take home a book of their choice to read and share with parents and carers, developing children's understanding of structure, characters and plot.

Children will work towards having all the skills to be school ready when they leave the nursery. The learning is supported with home learning packs sent home, with various activities for you to share with your child at home.

To help us record development and individual progression through the EYFS, we have an observation and record-keeping system that follows each child's progress through the nursery. Each child is assigned to a particular member of staff (key-person) who is responsible for observing and reporting "landmarks" in his/her development. We use an online journal to record this; parents will be able to receive updates in real time of their child's learning, enjoyment and development. All staff can contribute to this record. The record is shared with home and we welcome parents' comments and participation. In this way we hope to pinpoint any areas that may need developing or fostering and thereby provide for each child individually.

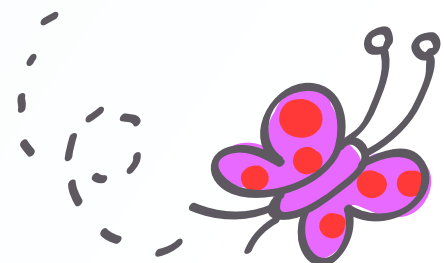
PREPARING YOUR CHILD FOR NURSERY

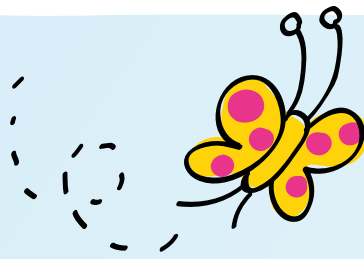
You can help prepare your child for their first steps into Funtasia by encouraging your child to become independent with basic self-care skills, such as hand washing, nose wiping, opening lunch containers, manipulating simple clothing fasteners, zipping a backpack, and covering his mouth when coughing or sneezing. Teach your little one how to undress at night and have them pick out their outfit for the following day.

Social readiness, not academic readiness, should be a priority. Social skills that are necessary for nursery include sharing, taking turns, playing with peers, and participating in pretend play. The most natural way for your child to learn these skills is during peer play, having your child participate in plenty of play dates prior to the first day of nursery will really support their transition into nursery.

Start teaching manners early, so that your child knows how use their pleases and thank you by the time they start nursery. Greeting others, using table manners, following directions, not interrupting, saying please, thank you, and excuse me are ways your child shows respect and consideration for others.

If they want to dress themselves in the morning, encourage this and keep in mind that they may need some assistance. Potty training is a complex issue parents need to carefully consider if your child is developmentally ready to be potty trained. If not, don't force it. Nursery staff will assist parents in toilet training process.





SETTLING IN AT NURSERY

When parents send their children to a nursery they usually want similar things. They want their child to make friends and play with other children and to learn through play in a safe, happy and stimulating environment.

None of these are possible for a child who is crying with fear, tense with anxiety and upset in the absence of a parent/carer. Although the gap in time might only be a few weeks or months, there is a big difference between the young toddler, who sees the world through their parents' eyes, and the confident settled nursery child.

The settling process is a delicate and important one. It affects not only the child's successful entry into nursery but also their attitudes to themselves, their parent and to other new experiences in the future, including school.

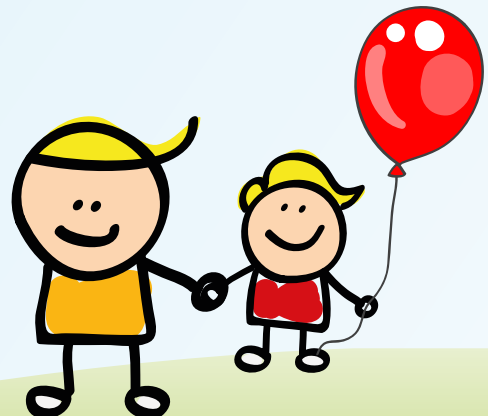
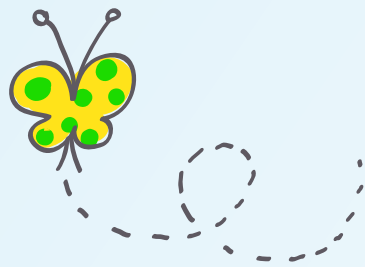
Settling begins a long time before their first session. Some parents attend toddler groups. This helps the child become used to being in a large group in a big room. Visiting local pre-school groups can be a valuable experience as child and parent explore them together and hopefully learn that the group is a relaxed and friendly place, where adult and child will feel welcome and secure.

On the first day you and your child may be nervous. This differs from person to person. Your child may be shy and clinging, boisterous or totally silent.

Some children go off without a backward glance, others in a breezy fashion but then panic suddenly two minutes, two days or even two months later. When this happens, it needs to be handled with as much patience and sensitivity as if the child had been reluctant from the start. Others are very cautious, taking a careful look around and taking everything in, but won't actually leave their parent/carer's side.

Whatever the reaction, the time will come when parent/carer wants to leave and they maybe tempted to creep out without saying "goodbye". However kindly this is meant, it is never a real kindness. A child who suddenly discovers their parent is missing will be reluctant to trust either the parent or the staff at nursery again. Despite feeling anxious about how the child will manage, parents need to appear cheerful, casual and confident. "I'm going to get some shopping for lunch and I'll be back shortly" is easier for the child to relate to. The parent must also be back at the stated time. Punctuality is definitely a virtue when collecting new children. There is no such thing as being slightly late, because parents cannot be "slightly" not there. Either they are or they are not.

Some children think they can manage without their parent. Others think at the time that they can't bear it and then, provided with a cuddle and a distraction, find they are more independent than they thought. Children who seemed full of grief when the parent leaves, often turn out to be just cross and stop crying as soon as the parent is no longer there to listen. Other children just don't settle. This is fairly rare but it does happen. It may be that these children are simply not ready for the nursery group and need to postpone for half a term or so, your child's key-person will work with your child and yourself.





WHAT TO SEND IN FOR YOUR CHILD FOR NURSERY

Please ensure that all clothing, shoes or personal belongings brought to the nursery are clearly labelled.

Things your child will need in Baby nest room:
3 months-18 months.

- 2 full change of clothing, bibs and flannel, clearly labelled to be kept in your child's own bag.
- Any article your child needs for comfort, clearly labelled.
- Slip on pumps (walking) for indoors. Outdoor shoes to be stored with your child's belongings. Please keep these at nursery.
- An outdoor coat, hat gloves and scarf if required.
- Wellington boots to stay at nursery.
- Any creams, bottles, nappies, wipes or other personal care items. During the Summer months sun cream and a sun hat is required.

Things your child will need in Tree House room
2-3 year olds.

- A full change of clothing clearly labelled to be kept in a bag on your child's peg.
- Any article your child needs for comfort, clearly labelled.
- Any nappies, pull ups, creams, bottles or other personal care items to be kept in your child's bag on their bag.
- During the summer months sun cream and hat is required.
- Slip on pumps for indoors, outdoor shoes to be stored under your child's peg.
- An outdoor coat, hat gloves and scarf if required.
- Wellington boots to stay at nursery.

Things your child will need in Toy Town room 3-5 year olds

- A full change of clothing clearly labelled to be kept in a bag on your child's peg.
- Any article your child needs for comfort, clearly labelled.
- Any nappies, pull ups, creams, bottles or other personal care items to be kept in your child's bag on their bag.
- During the summer months sun cream and hat is required.
- Slip on pumps for indoors, out door shoes to be stored under your child's peg.
- An outdoor coat, hat gloves and scarf if required.
- Wellington boots to stay at Nursery.

No sweets, money or valuables are to be brought to the nursery. All articles are left at the nursery at owners' own risk.



ADDITIONAL INFORMATION

We do go outdoors every day so please bring in coats wellingtons etc. A soft pair of pumps should be available to change into on arrival at nursery, parents may use the shoe covers provided or remove shoes on entry into the nursery. During hot weather please supply your child with a named sun hat and a high factor sun protection.

Children's belongings, especially coats and shoes should be clearly marked. We regret we cannot be responsible for losses.

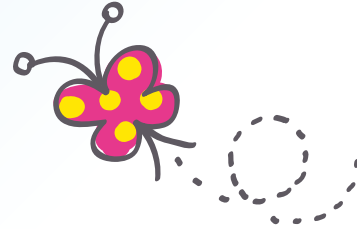
Please dress your child in suitable clothes i.e. those which can get messy and those which they can manage themselves, as this helps in their steps towards independence.

The nursery does have its own uniform for Tree house and Toy town room. Uniform can be purchased from the nursery this will be discussed on visits.

Please do not send your child to nursery if he/she is ill. Please notify us of any absence by 9.00am that morning, either by emailing us or by using the nursery contact number.

It is most important that you advise us if someone different will be collecting your child. We will not, for obvious reasons, allow them to go unless we have been informed or they appear on the registration We operate a password system when your child starts at nursery, this is recorded on your Child's registration form.





POLICIES AND PROCEDURES

A successful nursery is combination of skilled and caring professionals with efficient and effective key policies. We acknowledge that our key policies and procedures are fundamental to ensuring we maintain the highest standards at all times.

Policies and procedures are at the heart of everything we do and for that reason they have to be maintained and measured. Our quality assurance programme will ensure that our processes are always kept to the highest standards. Each month we display a policy of the month on our parent's notice board, we encourage parent's comments feedback from all parties.

FULL POLICIES AND PROCEDURES ARE AT NURSERY AND CAN BE VIEWED AT ANYTIME.

ADMISSIONS POLICY

At Funtasia First Steps Nursery we provide high quality early years childcare for 49 children between the ages of 3 months- 4 years 11 months. The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions:

Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements

Children who have siblings who are already with us.

When the application is received (extra weight is given to those who have been on the waiting list the longest).

The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.

Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending Nursery, parents must complete and sign a contract and registration form.

These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.

Waiting List

- Where we have not been able to offer a family a place for their child at the Pre School, we review our waiting list regularly to see if we are able to offer any places to those families who have registered with the pre school and are on our waiting list.
- We aim to keep our waiting list up-to-date and so, from time to time, we contact parents by e-mail or telephone, requesting them to confirm that they wish to remain on the waiting list and asking them to advise us if they require any changes to be made to the sessions specified in their registration form.
- We advise parents that, should we not hear back from them within a specified time period, their name will be removed from the waiting list.
- Parents are requested to keep us updated on any changes that may affect their child's application and to keep us up-to-date with their contact details.

GOVERNMENT FREE FUNDED CHILDCARE

Our nursery is registered to accept government funding (detailed in the code of practice) must offer free places for two to five year olds for early learning sessions specified by the local authority.

At Funtasia First steps Nursery we currently provide free funded places available for children subject to availability. Please note for admissions for the free education we have a termly intake, beginning the term following your child's second or third birthday.

All funded sessions are now in line with the flexible arrangement as specified by the Government. When you register your child for their funded place we will discuss your needs and, as far as possible with availability and staffing arrangements, we will accommodate your wishes, they maybe an extra charge for trips, lunch or teas

SAFE GUARDING/ CHILD PROTECTION POLICY

Funtasia First Steps Nursery is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

Funtasia will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

There is a Child Protection Officer (CPO) available at all times while the Club is in session. The CPO coordinates child protection issues and liaises with external agencies (eg Social Care, LSCB and Ofsted).

Funtasia First steps Nursery designated CPO is Karen Sanderson, Deputies are Kim Bowers, Emma Lowe, Kim Bowers, Samantha Lowe, Karla Headdock and Heather Combs / on call CPO is Karen Sanderson.

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect All staff and volunteers have undertaken the necessary checks inline with Ofsted regulations; all staff and volunteers have an enhanced DBS certificate. (see full policy for more information)

SAFE GUARDING CHILDREN AGAINST RADICALISATION AND EXTREMISM

This Policy is intended to serve as guidance for Practitioners to recognise the signs of those who are at risk and also to inform parents of our legal requirement to put this policy into operation.

The prevent of duty care policy is part of our wider safeguarding duties in keeping children safe from harm, and this new policy reinforces our existing duties by spreading understanding of the prevention of radicalisation.

Staff Responsibilities

There an obvious difference between expressing radical and extreme views and acting on them, and practitioners should ensure that assessments place behaviour in the family and social context of the young person and include information about the young person's peer group and conduct and behaviour at school. Holding radical or extreme views is not illegal, but inciting a person to commit an act in the name of any belief is in itself an offence.

TOILETING AND INTIMATE CARE POLICY AND PROCEDURE

We aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care: reminding the children to go to the toilet, hygiene such as washing their hands to develop their independence. As outlined in the foundation stage curriculum, we are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

On some occasions, children come to our setting in nappies. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. Parents are asked to supply a bag of clean clothes for their child in their bags to be hung on their child's peg. These are taken into the changing room prior to changing. However a supply of spare clothing is available if necessary and parents are asked to return this as soon as possible. If a child has needed help with meeting intimate care needs.

Most procedures are carried out by just the child's key person. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care.

If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.

Working with parents

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together if needed.

Working with outside agencies

We work closely with outside agencies and utilise their knowledge and expertise where necessary. The SENCO, coordinates this approach. We follow stringent nappy changing procedures to ensure the safe disposal of waste, see below.

NAPPY CHANGING PROCEDURES

Children will always wash their hands after using the potty.

Disposal of nappies, aprons and gloves safely.

The Nursery staff will respect the parent/carers choice of nappies for their child by ensuring they are always using nappies and creams brought in by the parent/carers for their own child. Staff will record when a child is sore and cream has been applied. In case of an emergency, the nursery will have a pot of antiseptic cream to apply to children who are sore and the parent has given permission to apply the cream. To prevent cross infection a spatula will be used to apply the cream and washed after use.

- Aprons and gloves must always be used when changing nappies.
 - Should a member of staff have any concerns about a child they will follow the nursery child protection procedures.
 - The changing mat will be disinfected with anti-bacterial spray between each nappy change. Allowing the mat to dry naturally or wiped it dry with a paper towel before changing the next child.
 - Children will never be left unattended on the nappy changing
- Nappies and 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by bagging and placing in a special bin. This bin is emptied at the end of the day.

The staff at Funtasia First Steps Nursery are experienced in helping children to potty train. If you think your child is developmentally ready to start using the potty we will endeavour to support you and your child to the best of our ability.

Potty training can be a very daunting process for parents but please be assured that our staff will work with you every step of the way to ensure the process is a smooth one. Please be aware that it can take longer for a child to potty train at nursery as there is so much more happening within the environment in comparison to at home. This is why we ask you to start potty training your child at home for a short period before it is introduced at nursery.

We understand that due to changes in routines or at home some children may regress. If your child has been dry for a while and they begin to have accidents your key person will work with you and support your child through this time.

EQUAL OPPORTUNITIES POLICY

The Clubs operate a strict Equal Opportunities Policy and aims to ensure that all aspects of the Clubs reflect and meet the needs of the local community. We are strongly committed to positive action to remove and/or counter discrimination in all aspects of our work; in our practice as employers, in the way we work with other agencies, and in all our work with children, families and others.

NUTRITION POLICY

We are committed to offering all our children a healthy and fun selection of food. Milk is provided, with water as an alternative. We also provide a variety of snacks, with consideration to allergies, which might include some fruit, vegetables, rice cakes, yoghurts, wraps, toast etc.

Lunch and teas are cooked on site and children receive a healthy 2 course home cooked meal, staff are sensitive and respectful to cultural and dietary needs.

All staff members have undertaken "Food Handling and Preparation" training. All staff have received Allergen training. In line with our nutrition policy please can parents refrain from sending sweets into nursery.

HEALTH AND SAFETY POLICY

Under the Health and Safety Act 1974 our nursery have a duty to maintain health, safety and welfare standards. This responsibility extends to all staff, volunteers and anyone accessing the nursery.

- The play area will have an annual risk assessment check as well as new risk assessments every time a new piece of equipment or area is introduced.
- At the start of each morning session a member of staff will be responsible for Health and Safety. Checks will be completed before children enter the outdoor areas.
- Staff will encourage children to take part in risk taking activities with good supervision. Children will be encouraged to use the climbing frame and slide. Children under 3 years old will be supervised when coming on and off any apparatus.
- Staff will use the count procedure to monitor the number of children in the outdoors. When coming in, staff will do a headcount using the room register.
- Whichever staff member leaves the outdoor area last, will check known areas where children can conceal themselves such as the water area, writing area, in the mud kitchen, under the climbing frame. If you cannot do this yourself, ask a member of the management team.
- Sun cream will be applied 10-15 minutes before children are taken out. Sun cream will be reapplied frequently (after 1 hour) in excessively hot weather or after being in water.
- Staff will provide shaded areas during the hottest part of the day and provide plenty of fresh water for children and encourage them to drink. This also applies to staff and adults.
- Sun-hats should be provided by parents for each child and children will be encouraged not to share their hats. These will be washed after a child has worn them.
- During wet weather children will wear appropriate clothing such as waterproofs, wellington boots, hats, scarves and gloves. If children use umbrellas, they will be supervised.
- The outdoor ratio adheres to the ratio policy within the nursery. No more than 3 children to 1 adult, unless the child is over 24 months and less than 36 months, when the ratio can be 4 children to 1 adult or 3 years and over when the ratio can be 8 children to 1 adult.
- The outdoor ratio is flexible when children require nappy changes or toilets, as staff may need to leave the area to supervise children. Every staff member in the garden should be vigilant of all children if they are in danger of hurting themselves.

Toilets are checked regularly each session for cleanliness, although children are expected to keep the toilets clean and to wash their hands after using the toilet. Children are always supervised with washing their hands before eating, and before baking activities.

Activities will always have appropriate levels and care and supervision, particularly those where children are involved in using potentially dangerous equipment e.g. baking, when children are playing outside or on trips, risk assessments and health and safety checks are carried out routinely in every aspect of nursery.

MOBILE PHONES

We ask that parents / carers do not bring or use mobile phones whilst on the premises this is in line with our safeguarding policy.

POLICY AND PROCEDURE FOR AN OUTBREAK/ SICKNESS OR ILLNESS EPIDEMIC

Early years settings are different to other work settings.

Children are highly efficient 'spreaders' of respiratory infections, both among themselves and to adults in their families.

We would not know about strains of viruses and the children's vulnerability to them until an outbreak occurred, however it is vital that the nursery has a contingency plan in place in the unfortunate event of an epidemic.

Set down below is the emergency procedure in which we will follow: The decision on whether to close the club during an epidemic will remain with the Managing Director and the Nursery manager. Our decision would be based on government advice that nurseries etc in the area should close. Or, if we need to close for reasons such as the lack of staff due to an outbreak.

We would ensure extra hygiene measures are in place to reduce the risk of infection.

Children or staff showing signs of the infection/virus will be sent home.

The local Authority will advise the nursery when the world health organisation considers a pandemic is imminent. Our emergency plans will then be reviewed again.

Funtasia First Steps Nursery will try to ensure that the nursery remains open, our plans will include systems to minimise the spread of infection, e.g. hand washing, anti bacterial spray, wipes to clean doors, toys, tables, chairs, the safe and quick disposal of tissues. Nursery fees are still payable in the unlikely event of a pandemic. We will work with the local authority following any specific conditions they may advise and providing any information requested (e.g. absence rates.)

BEHAVIOUR MANAGEMENT POLICY

The aim is to encourage acceptable behaviour by praise and example i.e. treating others as we would wish to be treated ourselves.

As we all know children in the early years are starting to show personality traits and more intellectual development, including: Egotism. A young child is the centre of the world. Your child believes that everything in the world revolves around them.

Young children have not yet learned what feelings are, how to talk about them or what each one feels like. They may throw a toy or tantrum when trying to deal with frustration or anger. By having adequate supervision and a variety of activities appropriate to the age group and stage of development of the children we foster positive social behaviour.

From time to time all children display unacceptable behaviour. This is a normal part of a Child's development. With careful guidance such behaviour can be modified so that the child can realise his/ her potential within the group. We aim to develop the child's sense of right and wrong. Unacceptable behaviour will be discussed with the child at the time in language that the child can understand. If distraction and diversion are not successful, the child will be asked to leave the activity for a short time and an alternative activity will be offered to them. "Time out" and a cuddle from an adult to reassure often help and is always available. A consistent method of dealing with the individual needs of each child will be arrived at through discussion with parents and staff.

We do not impose any sanctions that negatively affect the self-esteem of the children in our care.

POSITIVE BEHAVIOUR MANAGEMENT

At Funtasia First Steps Nursery we aim to enable all children to develop confidence, self-esteem and a positive attitude towards their own learning and towards others.

We aim to ensure that all staff work in an environment where there is mutual respect, and where there is a good understanding of the developmental needs of babies, toddlers and young children.

We believe in working closely with parents/carers, enables a consistent approach to behaviour management.

We believe that behaviour is learnt, we can therefore teach children to be kind through staff acting as positive role models. The way this is encouraged is through planning, resources and play.

Our environment

In order to achieve our aims we will:

- Provide an age appropriate environment with stimulating activities, using observations in our planning.
- Ensure that the environment is safe, attractive, welcoming, inviting, and includes activities for children that focus on their interests and their choices.
- Encourage good communication between staff to ensure the smooth running of sessions.

Practitioners are expected to provide positive role models to children at all times, i.e. turn taking, sharing and general social skills. This is the way staff communicate with each other and with the children in their care. Practitioners will never use any form of physical punishment, restraint, or humiliation when dealing with undesirable behaviour.

Always make sure that when discussing undesirable behaviour that you go down to the child's level. An explanation of why the behaviour was inappropriate should always be given in clear, age appropriate manner.

BITING POLICY

Biting is a common behaviour that some young children experience and it occurs more often amongst children under the age of five and in group situations such as school, nursery, playgroup or other social situations. The need or motivation for one child to bite another is just part of some children's development journey, where they do not yet have the words to sufficiently communicate common emotions such as anger, frustration or need. Expressions of Frustration – children can be frustrated by a number of things, such as wanting to be independent and doing things for themselves. Unfortunately, they do not have the vocabulary to express themselves clearly and this can sometimes lead to biting as a way of dealing with the frustration.

Evidence suggests that up to a quarter of all very young children will bite others at some stage. We understand that this is a difficult situation for parents whether it is your child that has been bitten or your child that has been responsible for biting others.

Children bite for many reasons and we aim to handle any biting incident with respect and sensitivity for all involved. It is the nursery's policy to deal with each biting incident on a case by case basis making sure that parents / carers involved are kept up to date with what is happening, but at the same time respecting the confidentiality of the children involved. This ultimately means that we are not able to divulge the identity of any child involved in a biting incident.

This policy has been created to help prepare staff and parents/ carers for the possibility of experiencing a biting incident and to help put into perspective and give some proportion to what can be an upsetting experience for all concerned. (see full policy)

MEDICATION POLICY

Drugs must be handed to the Manager and can only be dispensed by her on written authority of the parent/carer on our medication sheets, and the child must have had the medicine administered for a 24-hour period before bringing it into the nursery. Calpol can only be given once in any day at nursery. Children with asthma will have access to their medication at all times. All medicines must be clearly labelled with the child's name, date and dosage required by the pharmacist.

SICKNESS AND MEDICINES

Funtasia First Steps Nursery aims to minimise the spread of illness or infection. In the case of diarrhoea or vomiting, children (or staff) are not permitted to return to nursery until 48 hours after the last episode. In-line with our sickness policy, we reserve the right to send home a child who is considered to be unwell, or with a high temperature of 38c+ or a contagious disease – this is in the interests of the sick child as well as those they come into contact with. Children are required to be on a course of antibiotics for a minimum of 24 hours before returning to nursery.

ACCIDENT POLICY AND PROCEDURES

Accidents can be very distressing for anyone involved so at our nursery we follow this policy and procedure to ensure all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the nursery.

GARDEN AND OUTDOORS POLICY AND PROCEDURE

Outdoor play is essential for all aspects of a child's development. It can provide children with experiences, which enable them to develop intellectually, emotionally, socially and physically. In doing so it provides a rich context for the development of their language and encourages positive attitudes towards a healthy lifestyle. Outdoor play is seen as an integral part of early years provision. At our nursery the aim of both indoor and outdoor play is to provide a stimulating environment for children's learning in all areas of the nursery curriculum. Close observation is essential in order to assess children's ability and to ensure appropriate planning and continuity for the outdoor curriculum. The provision and planning for outdoor play, just as indoor play, must reflect the diversity and richness of the experience and developing interests of the children. Some opportunities for learning can only happen outside. The experience of a change in the weather, finding a colony of ants under a big stone, making a large-scale construction with huge cardboard cartons or painting on great long strips of wallpaper - all of these motivate children into mental and physical engagement, and can only be done outside.

. At Funtasia First Steps Nursery we aim-

- To enhance children's appreciation of the natural world and extend their learning experiences.
- To provide a healthy environment in which children can learn and develop.
- Group times are ideal to carry out in the outdoor area especially in good weather giving the children a different environment to express their feelings and energy.
- To allow children access to activities that promotes appropriate areas of learning from garden planning, growing and taking care of the environment. Nursery staff will provide activities outdoors to carry out, encouraging children to participate.
- Space outdoors is defined so that children know what activity takes Place. This encourages the children to try different things rather than default to mainly running around or playing on the bikes and scooters.
- To allow the children to experience different seasons, to enjoy the fresh air.
- To stimulate brain activity by using the senses and improve motor skills.
- To allow children who may not have access to an outdoor activity

at home to enjoy the garden and outdoor space.

- Each area of the outdoor area will reflect the curriculum for observations and the EYFS focussed and staff will carry out spontaneous observations.

MINOR ACCIDENTS - PROCEDURE

- At all times staff must wear protective clothing. Blue disposable gloves and white aprons must be kept in the rooms for cleaning up all bodily fluids.
- Staff will assess the situation and if necessary contact the nursery manager.
- The injury will be then treated; most minor accidents will be treated by using a cold compress and by giving the child cuddles.
- Inform the parents/carers if necessary.
- Accidents will be recorded in the accident book for parents to sign at the end of each day and shown to the manager for countersigning
- If the child has a minor head injury we will complete a head injury form and monitor the child every 10 minutes for an hour or two depending on the injury.
- Parents need to sign the form and this is kept in the child's file in the office.
- All head injuries will be reported to the manager.

MAJOR ACCIDENTS - PROCEDURE

- If the child can be moved, the child will be taken to a calm, quiet room. The manager/deputy manager will be informed.
- The first aider and manager will assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for their parent/carer to come.
- The child's key person and a first aider will stay with the child to comfort and reassure them, whilst waiting for the ambulance or the parents/carers to come.
- If the child needs to go to hospital straight away, the ambulance will be called.
- Parents/carers will be contacted immediately and arrangements will be made to meet them at the hospital.
- The manager/deputy manager and the child's key person will accompany the child to hospital.
- The child's contact card, consent forms and comforters will be taken to the hospital.
- The accident will be recorded in the nurseries accident book and our emergency procedures form completed, the parent/carers and manager will sign this.
- All staff and children who are left in the nursery after the accident will be comforted and reassured of the accident that has taken place. In some cases we may need to inform all of the children's parents/carers.
- The manager/deputy manager will inform Ofsted and the local authority of any major accidents that occur in the nursery and if the child has to go to hospital.
- We will inform Ofsted if a parent takes their child to hospital after an accident that has occurred in the nursery.

TRANSPORTING CHILDREN TO HOSPITAL PROCEDURE

- If the injury is severe, the nursery will call for an ambulance immediately. We will NOT attempt to transport the sick child in any of our own vehicles:
- Whilst waiting for the ambulance, we will contact the parent and arrange to meet them at the hospital.
- A senior member of staff will accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter. A member of the management team must also be informed immediately.
- All staff will remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance.

FIRST AID

The first aid boxes are located in all major areas and each room. These are accessible at all times with appropriate content for use with children.

Emergency first aid procedures are located in the office, All of Funtasia First Step staff are trained in paediatric first aid, this training is updated every three years to ensure this remains current.

The nursery treats its responsibilities and obligations in respect of health and safety as a priority and will provide on-going training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

OUTINGS/TRIPS

We like to organise trips into the wider community. You will be informed in advance of these trips and the charge (if any) and your permission will be sought and confirmation that your child will attend. It is essential that parents contact the nursery directly, and as soon as possible, if their child is unable to attend the nursery for any sessions, particularly if a trip is booked for that day as not to hold the trip up.

TRANSITION POLICY AND PROCEDURES

Transition is the change a child encounters moving from one place to another. As the child develops they experience transition from one learning environment or setting to a new one. By the time a child reaches school age they may have experienced several transitions, which will have helped them to adapt their thoughts, feelings and behaviour to meet new expectations. These transitions within the nursery will be well managed to ensure continuity of care and learning. Transitions will be:

Baby Nest room

- Four dates are arranged for settles consisting of 1 hour/1 1/2 hours 2x2 hours. These settles will be arranged to cover most aspects of the child's day. When the settles are arranged with the parent, a care plan will be sent to them allowing the parent to complete the form in their own time and bring with them on the first settle.
- The first settle will be an hour allowing the parent to sit with the key person and discuss the care plan ensuring the key person understands all the needs the child requires. The next settle will be for an hour and a half. The parent is invited in to the room with the child to observe interactions between key person and your child, parents may stay as long as they wish, if the child is settled and not dependent on the parent, we will encourage the parent to leave the room and if they wish to sit in the parent room and look in.
- The last two settles are two hours usually covering lunchtime/ tea. During the final settles, the parent is advised to stay in the room briefly and then leave to allow the child to familiarise themselves with their key person and the environment. More settles may be needed to be arranged if a parent and key person feel this would be beneficial to the child's emotional well-being or needs.

From home to Tree house and Toy Town

- For children aged between 18 months and 4 years a Care Plan is sent to the parent after arranging settles to be completed by the parent, providing all the necessary information for the key person.
- The child and parent(s) are introduced to the key person and a transition book of the room is provided showing how the room works.
- Three settle dates are arranged over a period of 1-2 weeks before the starting date. The time periods are 1 hour/1 1/2 hours and 2 hours.
- On the first settle, the parent is invited to stay, allowing them to talk to the key person or senior of the room. They can discuss all

aspects of care, and development

- On the second settle the parent is advised to sit in an area where the child is unaware of their presence. This allows the parent to be easily available if the child becomes distressed. On the last settle it is advisable for the parent to leave the child, and if they feel comfortable with the setting to allow the child to familiarise themselves with the key person and environment.
- When starting in the setting, children are invited to bring in photos of people who are close to them and any comforters, especially younger children.

Moving from room to room within the nursery:

- Care Plans are reviewed and new ones are completed by the parent for the new room, in case of any changes.
- Parents are invited to the new room to meet staff and their key person and also to discuss how the room works.
- The existing key person can then pass the completed transition form to the new key person as well as any necessary information about the child. This can take place in a 10 to 15 minute meeting between the old and new key person.
- Room transition books are available for the child and parents to view.
- Three or four settle dates are arranged between key persons and parents are informed of these dates if they wish to be with their child during the transitions. More settles can be arranged if the child's emotional needs are not secure.

Moving childcare setting:

"All About Me" forms are exchanged between providers once every term to compare a child's learning development. An Early Years Foundation Stage Transfer Record is passed onto the other providers when the child is of school age.

- Transitioning from nursery to school:
- Early Years Foundation Stage Transfer Records are completed on each child going to school and sent to their chosen school.
- Transition books of local schools are provided to use in talking to children about their new school, especially following a visit to the school.
- A child's future teachers are welcome to our setting to see the child in our environment and to talk about how our room works and chat with the key person.
- We will invite a child previously attending our setting, who is at school, to talk to the children about their experience of school life.
- Display photos of children in their new school uniforms and provide and read books about starting school. When the parents are informed of their child's new school, the parent has the opportunity to add their child's name and school to a list displayed outside their room allowing others to know who is going to the same school. (First names only, and only if parents wish).

LOST CHILD PROCEDURE

Registers on children's attendances are taken at regular intervals throughout the day; head counts are also done throughout the day. It is unlikely that a child will go missing whilst in the care of the nursery, however we must have a policy and procedure in the event of a missing child. We would follow the procedure set down below:

- Staff would immediately inform a senior member of staff
- The manager and staff will search the building and grounds, playing areas, toilets, and other rooms accessible and outside
- If on a whole search of the entire building and surrounding area the child is nowhere to be found, the manager (or in the absence of the manager the deputy) will then contact the police to notify the child missing, giving a full description of the child, time they went missing, clothing they were wearing etc.
- The manager will contact the parent and notify them immediately after reporting the incident to the police.

If a child became lost on a trip or outing:

Any child in our care on any outing always wears a sticker, and a hi visibility vest, which displays the club contact phone number and the establishment's name.

Although in the unlikely event of a child becoming lost, we would follow the procedure set down below:

- Search the immediate area where the child was last seen
- Contact a senior staff member advising them of the situation, when and where the child was last seen, along with a description of what they were wearing etc.
- The member of staff reporting the child missing must not leave the area where the child was last seen, but keep searching within the close vicinity.
- The manager/deputy manager will report to the lost children dept (if available) so they can help with the search.
- If in the unlikely event these efforts failed we would contact the police and parents to report the incident.

AIMS AND OBJECTIVES

- To comply with the relevant legislation such as Carers and Disabled Children Act 2000.
- Recognise each child's individual needs and ensure all staff are aware of, and have regard for, the Special Educational Needs Code of Practice on identification and assessment of any needs not being met by the universal service provided by the nursery.
- Include all children and their families in our provision.
- Provide well informed and suitably trained practitioners to help support parents and children with learning difficulties and/or disabilities.
- Develop and maintain a core team of staff who are experienced in the care of Children with additional needs and employ a Special Educational Needs Co-ordinator (SENCO) who is experienced in the care and assessment of children with additional needs. Staff will be provided with specific training relating to Special Educational Needs (SEN) and the SEN Code of Practice.

PREVENT DUTY POLICY

Funtasia First Steps Nursery understands it is our duty to protect the children in our care from the risk of radicalisation. This is part of our wider safeguarding responsibilities in a similar nature to protecting children from other harms, whether these come from within their family or are the product of outside influences.

COMPLAINTS PROCEDURE

We aim to provide a high quality, efficient and accessible service to all parents and children.

The way that we work is reviewed regularly. However, from time to time a parent or child may feel that they have a complaint against some aspect of our nursery, or an individual member of staff. Usually it should be possible to resolve any matters as they arise. If not, then you should follow the formal complaints procedure set out below:

Stage 1

Firstly put your complaint in writing to the Supervisor giving full details. A complaints book is held on the premises.

We will then acknowledge your complaint and fully investigate the matter within 14 days, (if a delay occurs we will write to inform you,) you will then be given a reply. The response you receive will also be given to staff members involved, together with any recommendations for action and the matter will be reported to the Funtasia pre-school Management.

Stage 2

The Supervisor will refer the complaint to the Management. They will investigate the complaint together with the response at a specially convened meeting. The chair of the meeting will send a reply within four weeks outlining how the complaint was investigated and detailing the outcome. Individual staff members have the right to reply to any complaint at any stage. The decision of the Management is final.

Stage 3

If you are unhappy with the outcome of the investigation you can contact Ofsted on 08456 404040, or write to Early Years, 3rd Floor, Royal Exchange Buildings, St. Anne's Square, Manchester M2 7LA

POLICY FOR LATE PAYMENTS OF CHILDCARE FEES

If your child's fees have not been paid by the end of the week you will be invoiced with a late payment bill, and a £5 charge will be added for each week full fees remain unpaid.

If you fail to pay within 14 working days of childcare fees being outstanding, we will have no option but to write to you and request you seek alternative childcare arrangements. The amount outstanding will be deducted from your deposit, the remaining monies are transferred back.

Funtasia reserve the right to withdraw childcare if payment is not received in line with our fees policy.

NURSERY FOOD, MILK AND WEANING POLICY

We will ensure we work closely with parents to support during all transitions in regards to food at the nursery. We will ensure that all transitions are as smooth as possible for the children.

We are committed to offering healthy, nutritious and balanced meals and snacks which meet individual needs and requirements. We will ensure that:

- A balanced and healthy breakfast, midmorning snack, midday meal and tea are provided for children attending a full day at the nursery. Children attending the nursery will also have access to milk and water daily along with fruit, which will be provided daily.
- Our Nursery may offer baby healthy snacks, with a parents/carers' consent, in the form of rice cakes, toast, fruit, and plain biscuits.
- Drinks other than breast milk, formula or water are discouraged.
- We ensure that packet baby cereals or normal cereals are made with boiled water, formula milk, cow's milk for breakfast. We will ensure that babies aged 6months – 24 months have milk readily available: Babies can have breast milk. We advise parents to bring breast milk to nursery in a sealed and labelled container, with the date it was expressed, which will be place this in the fridge. The change from breast milk/ formula to cow's milk is encouraged from after 1 year of age. If the child is on formula milk then parents will need to bring these in ready made in a bottle labelled with the child's name and date and time it was made up, this will then be stored in the fridge.

Outline of Meal Routines:

1. 8:00-9:00 am: Breakfast
2. 10:30 am-11:00 am: Mid Morning Snack (All classrooms, including group milk feeding time for babies)
3. 12:00-12:30 Lunch
4. 3:00-3:30 pm Tea time Snack
5. 4:30 pm-5:00 pm: Baby room evening snack including group milk feeding time.

N.B Milk feeds for babies are based on a baby's individual needs, so babies have access to milk as required throughout the day.

INCLUSION AND SPECIAL NEEDS POLICY AND PROCEDURES

- Identify the specific needs of children with learning difficulties and/ or disabilities and meet those needs through a range of strategies.
- Ensure that children who learn quicker are also supported.
- Work in partnership with parents and other agencies in order to meet individual children's needs, including the health and education authorities, and seek advice, support and training where required.
- Monitor and review our practice and provision and, if necessary, make adjustments, and seek specialist equipment and services if needed.
- Ensure that all children are treated as equals and are encouraged to take part in every aspect of the nursery day according to their individual needs and abilities.
- For those with additional needs, promote positive images and role models during play experiences wherever possible.
- Celebrate diversity in all aspects of play and learning.

Our nursery Special Education Needs Co-ordinator (SENCO) will work closely with all staff to make sure there are systems in place to plan, implement, monitor, review and evaluate the special educational needs policy of the nursery, always making sure plans and records are shared with parents.

SPECIAL EDUCATIONAL NEEDS POLICY

All children have the right to be cared for and educated to develop to their full potential alongside each other through positive experiences, to enable them to share opportunities and experiences and develop and learn from each other. We provide a positive and welcoming environment where children are supported according to their individual needs.

The nursery believes that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, therefore any attempt to categorise children is inappropriate.

If a child has a special educational need and if there is also issues with their behaviour we will work closely with parents/carers, the nursery SENCO officers and outside agencies to come up with strategies to help with the situation.

- We welcome and value all children with special educational needs as part of our community and we aim to provide a welcoming environment for them and their families.
- We aim to provide all children with a safe, secure and stimulating environment and learning opportunities within the framework of the nursery.
- We are aware that some children may have special needs and we take steps in partnership with parents and other relevant agencies and services, to ensure that their needs are assessed and addressed.
- We recognise that some children will need additional support to ensure access to the whole establishment and activities within it.
- We will ensure that the needs of children are assessed for us to provide support strategies.
- We also aim to enable children with special needs to access and benefit from, the full range of educational and social opportunities available to all children in order to promote their development.
- In developing our SEN policy we believe that staff need to develop the necessary skills attitudes and insights for working with young children with special educational needs.
- We believe in the involvement of the child and the importance of taking their views into account. We will make every effort to involve children in the decision making about the care and provision they need.

The nursery is committed to working alongside parents in the provision for their child's individual needs to enable us to help the child to develop to their full potential. The nursery is committed to working with any child who has a specific need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

We feel it is paramount to find out as much as possible about a particular child's condition and the way that may affect his/her early learning or care needs by:

- Liaising with the child's parents
- Liaising with any professional agencies
- Reading any reports that have been prepared
- Attending any review meetings with the local authority/ professionals
- Regularly monitoring observations carried out on the child's development.

All children will be given a full settling in period when joining the nursery according to their individual needs.

INCLUSION AND SPECIAL NEEDS POLICY AND PROCEDURES

- Use the graduated response system for identifying, assessing and responding to children's special educational needs.
- Provide a broad and balanced early learning environment for all children with learning difficulties and/or disabilities.
- Provide differentiated activities to meet all individual needs and abilities.
- Use a system of planning, implementing, monitoring, evaluating and reviewing Individual Educational Plans (IEPs) for children with learning difficulties and/or disabilities.
- Review IEPs regularly [insert time frame e.g. every six weeks] and hold review meetings with parents at this time.
- Ensure that children with learning difficulties and/or disabilities are consulted at all stages of the graduated response, taking into account their levels of ability.
- Use a system for keeping records of the assessment, planning, provision and review for children with learning difficulties and/or disabilities.
- Provide resources (human and financial) to implement our SEN/disability policy.
- Ensure the privacy of children with learning difficulties and/or disabilities when intimate care is being provided.
- Use a *Common Assessment Framework (CAF) where needed.
- Provide in-service training for practitioners and volunteers.
- Raise awareness of any specialism the setting has to offer, e.g. Makaton trained staff.
- Ensure the effectiveness of our SEN/disability provision by collecting information from a range of sources e.g. IEP reviews, staff and management meetings, parental and external agencies' views, inspections and complaints. This information is collated, evaluated and reviewed annually.
- Provide a complaints procedure and make available to all parents in a format that meets their needs e.g. Braille, audio, large print, additional languages.
- Monitor and review our policy annually.

SPECIAL EDUCATIONAL NEEDS CODE OF PRACTICE

It is the duty of the nursery to carry out our statutory duties to identify, assess and make provision for children's special educational needs. The Code of Practice recommends that our nursery should adopt a graduated approach to assessment through Early Years Action and Early Years Action Plus.

Good practice of working together with parents, and the observation and monitoring of children's individual progress, will help identify any child with special educational needs. Our nursery has identified a member of staff as a SENCO who will work alongside parents to assess the child's strengths and plan for future support. The SENCO will ensure that appropriate records are kept according to the Code of Practice.

KEY PERSON POLICY AND PROCEDURES

WHAT IS A KEY PERSON?

In order to ensure every child in the nursery is given the appropriate level of attention and care, a key person is appointed for each child. A key person is a named member of staff assigned to an individual child to support their development and act as the key point of contact with that child's parents or carers. The key person has special responsibilities for working with a small number of children and helps build and develop positive relationships with children and between parents, carers and staff.

The key person is the family of the child's initial, but not exclusive, point of contact with the nursery. Other staff will also maintain contact as it is unlikely that the key person will not always be on duty every time a child is brought to or collected from the nursery, if a key person is away ill or on annual leave their key children will be observed by other staff in the room the maintain development.

MANAGEMENT OF KEY PERSONS

All staff working in the nursery playrooms, namely the Deputy Manager, Room Leaders and Nursery Practitioners are required to assume key carer responsibilities. The Room Leaders supported by the Managers, will oversee the key person responsibilities of the staff in the playrooms. The Nursery Managers will monitor children's records of development and learning under the EYFS and ensure they are updated regularly and to an appropriate standard. The room leaders are responsible for ensuring fair and even distribution of key person responsibilities and will monitor at regular intervals each key person's assigned children.

The guiding principles by which the key person policy will be managed are:

- To build a trusting relationship with the child and their parent/carer.
- To ensure the happiness and welfare of the child within a stimulating and safe environment.
- To ensure a smooth settling in procedure for all key children both into the nursery, to their next room and ultimately onto school.

KEY PERSON POLICY AND PROCEDURES

- To collect all relevant information about key children's specific needs from the parent/carer. Information should be recorded in the child's individual care plan. Management should be informed of any issues/requirements related to the child.
- To plan and provide a range of stimulating and age appropriate activities for key children to assist with their learning and progression.
- To continually assess key children and relate the assessment to EYFS planning.
- To value linguistic diversity and provide opportunities for children to develop and use their home language in their play and learning.

THE ROLE OF THE KEY PERSON

- The key person will help to ensure their key children feel safe, secure and confident, if they are to develop to their full potential. Their parents/carers need a trusted person who they can talk to about their child's individual needs.
- When a child settles into a new room, the assigned key person will perform a baseline assessment of that child, which will be shared with parents and carers.
- The key person is responsible for a group of children, but as a member of a room the key person is also responsible for all the children in their care.
- Where a child is attending other childcare settings at the same time as coming to Funtasia First Steps, the key person will share information with those settings via the "All About Me" records.
- To complete a '2 Year Old Check' in the term the child turns 2. Arrange a meeting with the parent to discuss the child's progress and/or any developmental concerns the check brings to the key person notice. Discuss development concerns with parents and contact appropriate professionals with parents' consent.
- To ensure that parents/carers are kept informed of the child's day to day experiences.
- To change and check key children's nappies as required and to assist with potty training and other toileting or intimate care needs.
- It is the Room Leader's ultimate responsibility to ensure that this happens during sickness or other key person absence. Parents/carers are to be informed.
- The key person will assist the parent/carer and child with the settling process, taking time to listen to questions, and provide answers.
- Where a child is transitioning from one room to another, key persons from each room will liaise together to ensure information is passed on correctly.

VISITORS AND SUPERVISION

We welcome visitors and parents to our setting and have an open door policy whereas new parents can come and observe our settings in operation, however the protection of the children is paramount! We have a responsibility to protect the well being of all the children within our care.

At Funtasia we pride ourselves on our outstanding safeguarding and welfare procedures, which is why everyone is made aware of this policy- Visitors to our setting are requested to sign to adhere to our visitor procedures.

All visitors must sign the Visitor's Book on arrival and departure. All visitors must wear a visitor's badge so both children and parents are aware that they are a visitor. If a visitor is more than an hour in the nursery, the setting manager will point out fire exits and evacuation procedures.

A member of staff will accompany visitors in the setting at all times whilst in and out of the building; at no time will a visitor be left alone with a child or anywhere in the nursery.

THE GENERAL DATA PROTECTION POLICY

In order to provide a quality early years and childcare service and comply with legislation, we will need to request information from parents about their child and family. Some of this will be personal data.

At Funtasia we take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), we will process any personal data according to the seven principles below:

- 1 We ensure have a lawful reason for collecting personal data, and must do it in a fair and transparent way. We will be clear about what data we collecting, and why.
2. We will only use the data for the reason it is initially obtained. This means that we may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with Funtasia in the first place.
3. We will not collect any more data than is necessary. We will only collect the data we need to hold in order to carry out our professional approach, for which we have collected the data.
4. We will ensure that the data is accurate, and ask parents to check annually and confirm that the data held is still accurate.
5. We will not keep data any longer than needed. We will only keep the data for as long as is needed to complete the tasks it was collected for, inline with record saving legislation.
6. We will protect the personal data. We are responsible for ensuring that we, and anyone else using the data, processes and stores it securely.
7. We will be accountable for the data. This means that Funtasia will be able to show how I (and anyone working with the company) are complying with the law.

Procedure (how Funtasia First Steps Nursery put the statement into practice)

Types of personal information we collect.

- Identification data- such as name, gender, date of birth, of child and parents names.
- Contact details- home address, telephone, email, and business telephone, emergency contacts.
- Back ground information- Nursery attended
- Sensitive personal data- racial or ethnic origin, health or dietary needs.

We collect personal information as we are required to as part of our regulatory bodies guidelines, this ensures that the child's well being is paramount and safeguarding procedures are robust.

We will only collect data from you with your consent, which will need to be signed. Funtasia have policies and controls in place to try and ensure that your data is not disclosed, is not accessed without authorization and is only used for specific purposes.

We are registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

COUNTER TERRORISM AND SECURITY LOCKDOWN POLICY

As part of our Health and Safety policies and procedures Funtasia First Steps have a Lockdown Policy and procedure in place.

On very rare occasions it may be necessary to seal off the premises so that it cannot be entered from the outside. This will ensure that children, staff and visitors are safe in situations where there is a hazard in the grounds or outside the Nursery or in the near vicinity.

A lockdown is implemented when there are serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/ damage.

On any occasion where there is a serious threat to the children and staff dial 999 at once and police will respond.

If someone gains entrance to the setting and poses harm/ damage, the children will be taken into another part of the setting and 999 called immediately.

Bomb threats: Procedures for handling bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing short bursts of air horns, which means ATTENTION LOCK DOWN'

Procedures:

1. These signals will activate a process of children being ushered into the building if playing outside as quickly as possible and the locking of the main door, interior door fob and closing connecting doors and shutters and all outside doors where it is possible to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
NO ONE SHOULD MOVE ABOUT THE NURSERY
3. Staff to support children in keeping calm and quiet and unaware of the situation if possible.
4. Staff to remain in lockdown positions until informed by key staff e.g. Senior Management Team, police or manager states that there is an all clear.
5. As soon as possible after the lockdown all staff return to their rooms and conduct a register and notify the nursery manager immediately of any pupils not accounted for.

SEPARATED FAMILY POLICY

At Funtasia First Steps we recognise that when parents separate it can be a difficult situation for all concerned. We understand that emotions may run high and this policy sets out how we will support all parties within our settings including our staff team.

Parental responsibility

While the law does not define in detail what parental responsibility is, the following list sets out some of the key features of someone holding parental responsibility. These include:

- Providing a home for the child.
- Having contact with and living with the child.
- Protecting and maintaining the child.
- Disciplining the child.
- Choosing and providing for the child's education.
- Determining the religion of the child.
- Agreeing to the child's medical treatment.
- Naming the child and agreeing to any change of the child's name
- Being responsible for the child's property.
- Appointing a guardian for the child, if necessary.
- Allowing confidential information about the child to be disclosed.

During the registration process we collect details about both parents including who has parental responsibility, as this will avoid any future difficult situations.

We ask for a password which must be given, we also require parents to inform us if it is someone different collecting their child. We request these details on the child registration form. If a parent does not have parental responsibility, or has a court order in place to prevent this, we must have a copy of this documentation for the child's records.

If a child is registered by one parent of a separated family, we request disclosure of all relevant details relating to the child and other parent such as court orders or injunctions. This will make sure we can support the child and family fully in accordance with the policy set out below.

We will:

- Ensure the child's welfare is paramount at all times they are in the nursery.
- Comply with any details of a court order where applicable to the child's attendance at Funtasia where we have seen a copy/have a copy attached to the child's file.
- Provide information on the child's progress, e.g. learning journeys, progress checks, to both parents where both hold parental responsibility.
- Invite both parents to events, including parental consultations and social events where both hold parental responsibility.
- Ensure any incident or accident within the setting relating to the child is reported to the person collecting the child.
- Ensure that all matters known by the staff pertaining to the family and the parent's separation Remain confidential.
- Ensure that no member of staff takes sides regarding the separation and treats both parents equally and with due respect
- Not restrict access to any parent with parental responsibility unless a formal court order is in place. We respectfully ask that parents do not put us in this position.

We ask parents to:

- Provide us with all information relating to parental responsibilities, Court Orders and injunctions.
- Update information that changes any of the above as soon as practicably possible.
- Work with us to ensure continuity of care and support for your child.
- Not involve Funtasia staff in any family disputes, unless this directly impacts on the care we provide for the child.
- Talk to the manager/key worker away from the child when this relates to family separation in order to avoid the child becoming upset. This can be arranged as a more formal meeting or As an informal chat.
- Not ask Funtasia staff to take sides in any dispute. We will only take the side of your child and this will require us to be neutral at all times.

USE OF DUMMIES POLICY

At Funtasia we recognise that a dummy can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine.

We also recognise that overuse of dummies may affect a child's language development as it may restrict the mouth movements needed for speech. As babies get older they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds they are learning to make the quick mouth movements needed for speech.

The more practice they get the better their awareness of their mouths and the better their speech will be.

At Funtasia we will;

- Discuss the use of dummies with parents as part of children's individual care plans
- Only allow dummies for comfort if a child is really upset (for example, if they are new to the setting or going through a transition) and/or as part of their sleep routine
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross-contamination with other children
- Immediately clean or sterilise any dummy or bottle that falls on the floor or is picked up by another child.

NON COLLECTION OF A CHILD

If a parent fails to collect a child at the end of the session we will of course contact the parent, we would then follow the procedure set down below:

Reassure the child and keep everything as calm as possible not to upset the child.

Contact all the numbers, which we have for the child on their registration form (it is important that these are regularly updated).

Failure to get any reply from any of the emergency contact numbers and having not heard from the parent/carer.

If by 7.00pm the child has still not been collected we will have no alternative but to contact the duty social worker or social services.

SMOKING, ALCOHOL AND DRUGS POLICY

Funtasia First Steps Nursery prohibits the use of cigarettes, alcohol and illegal drugs on our premises at any time. If staff, students, volunteers or children are found to have broken the rules in respect of this policy, it will be treated as a disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. Any contravention of the provisions of this policy will be dealt with under the staff disciplinary procedures within the provisions of the Staffing and Behaviour Management Policies.

NURSERY FEE POLICY

Funtasia First Steps Nursery understands the cost of childcare may seem expensive. However, providing a high quality, safe and stimulating service for children to reach their potential is essential.

Our Nursery fees are (see separate nursery fees).

Booking fee/ Deposit

Once you have been offered a place at the nursery, you will be required to sign a parent/carer contract and to pay administration fee of £50 which is non refundable to cover admin and all transitional visits. A deposit of one weeks fee is payable before your child starts. The deposit is held on parents account until they decide to leave (notice period 2 months given and no outstanding fees) the money is refunded.

The nursery is open 51 weeks and is closed for the Christmas period, which is not chargeable.

All fees are due, and payable, one full month in advance on the 1st of each month by standing order, cheque or childcare vouchers. We do not accept cash payments.

Example: `fees are calculated using the following formula:
£(your fee) X (amount of sessions per attended per week)
X 51(weeks) / 12 (months).

In unavoidable and exceptional circumstances, such as notifiable infections, consequential damage following fire, flood it may be necessary to close the nursery at short notice. It is not nursery's policy to refund fees in these circumstances.

Fees are payable during periods of sickness, family holidays and bank holidays.

Failure to pay nursery fees on time may result in your child's place being withdrawn.

Should a parent carer have problems paying their child's nursery fees they should communicate in confidence to the managing director (karen@funtasiakidsclubs.co.uk) There may be extra charges, parties, books, lunch, tea or outings, these activities will be optional and parents will be informed in advance.

Funtasia First Steps Nursery reserve the right to make changes to fees and the structure with a 30 day notice period.

From time to time Funtasia First Steps may offer discounts or incentives these are non-contractual and do not form part of the terms and conditions and can be withdrawn without notice.




Funtasia First Steps Nursery

408 Huddersfield Road
Oak Square
Millbrook
Stalybridge
Cheshire
SK15 3ET

Telephone: **0161 250 5051**

www.funtasiafirststepsnursery.co.uk

Email: info@funtasiafirststepsnursery.co.uk

Search:  Funtasia First Steps Nursery



Before and After School Clubs

St Paul's Church

Huddersfield Rd, Stalybridge

St Raphael's School

Huddersfield Rd, Millbrook

Yew Tree School

Yew Tree Lane, Dukinfield

St John's School

Westmorland Av, Dukinfield

Micklehurst All Saints School

The Rowans, Mossley

Holiday Club

St Raphael's Church

Huddersfield Road, Millbrook

Telephone: **0161 250 5051**

www.funtasiakidsclubs.co.uk

Email: info@funtasiakidsclubs.co.uk

Search:  Funtasia Kids Club



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