

Early Inspirations Nursery, Cayton Street, Manchester, M12 4GJ.
0161 225 2529
longsight@earlyinspirations.co.uk

PARENT HANDBOOK



2020

Our Ethos

Vision

To strive for continuous improvement and become outstanding settings.

Mission

To provide a continuous quality provision in a vibrant, purposeful atmosphere.

Our knowledgeable and appreciated staff will continuously maintain a welcoming safe, stimulating and challenging environment.

To ensure children make good progress as individuals; physically, intellectually and emotionally and socially.

Our Values

*T*eamwork

*O*ptimism

*I*mprove

*N*ew

*S*elf-Improvement

*P*assion

*I*magination

*R*eliability and Professionalism

*E*ffective Communicatio



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INTRODUCTION

OUR SETTING

Our center is divided into 3 dedicated playrooms;

Little Eggs Room	6 to 24 months	Ratio 1:3
Caterpillar Room	24 to 36 months	Ratio 1:4
Butterfly Room	36 months plus	Ratio 1:8

Each room is led by an experienced and passionate Team Leader with a minimum of a Level 3 qualification and many other supporting accreditations. Each Team Leader is supported by a strong team network all working towards their next qualification.

The Manager of this setting is qualified to level 6. All staff have an enhanced DBS, first aid and safeguarding qualifications.

Important Information

OPENING TIMES

Monday – Friday: 8am – 6pm

AM Session: 8am – 1pm

PM Session: 2pm – 5pm



FEES

Option	Fee	Session Times
Registration Fee	Free Entitlement 20 Non Funded 40	
Full Day	50	7.30 – 6
Half Day	35	8 – 1 / 1 – 6
Additional Hour	6	Any additional agreed hour outside of your contracted hour
Breakfast	1	
Lunch	2	11am
Snack	1	2pm
Tea	2	4.30pm
Breakfast Club	6.50	8 – 9
Afterschool Club	11.50	3 – 6
Holiday Club	35	9 - 5

A discount will be given for full time places, where parents pay by BACS. NHS and other services may be entitled to a discount, please ask the manager for more information.

Late Collection Charge: £5 for every five minutes.

OFSTED: Our registration number is: **EY433782**

Payment by BACS – *Please Obtain A Standing Order Form From Our Staff*

If you are paying monthly our **bank details** are:

Early Inspiration Ltd

HSBC

40 31 17

21521675

Reference: Please use the first 3 letters of your child's first and second name, then add 'N' for nursery or 'A' for after school club. E.g. John Williams attending afterschool would be 'JOHWILA'

NB: All payments must be paid monthly in advance

Settling in Period

Your child will start a gradual admission; on average this is split over three short sessions, to ensure both yourself and your child are ready for their first full session.

Every child is unique, so we aim to follow your child's individual needs. Some children are confident and ready to start after 3 sessions, some may need the reassurance or a few extra settle sessions, and other children may need shorter sessions initially until they settle. During your first settle you will also be asked to complete a parent pack with all relevant information, this is to ensure we have all the information we need and are able to meet your needs. Due to current circumstances, you will be able to wait outside the setting in our sheltered area for these settles should you wish, however you will be unable to enter the building. We understand this can be a hard time when your little one starts nursery, for a virtual tour of the nursery please head to our website! Please also use these settles as an opportunity to ask any questions and get to know the staff team.

On gradual admission to Nursery, we continue to ask parents to fill in several forms to help us understand your child's interests, their likes and dislikes, what settles them if they are upset. We have a baseline assessment that we ask parents to fill in. This is so we can see what level of development your child is at and give us a focus on commencing their journey here at Early Inspirations.

These forms help us build a strong picture of your child's unique abilities and vast developmental potential. We encourage continued parent involvement for your input in your child's learning and development and will ensure key points, wow moments and highlights are handed over to you at the end of each day and throughout our online tapestry system.



Key Person System

At Early Inspirations we have a key person system in place. During the first few weeks of attendance your child will be allocated a key person. Your child will build a strong bond with this person and they will work alongside you to meet your child's daily needs and constantly find opportunities to help and support their development.

Your child's key person will create activities, ask stimulating questions, provide challenges, and help find new learning opportunities.

The key person is responsible for;

- Settling the child into the setting,
- Liaising with relevant staff and agencies to discuss concerns and important information
- Communicating and liaising with parents/careers/families
- Completing continuous observations and identifying opportunities for next steps
- Updating child development file
- Planning activities for their key child using their personal interests and abilities

Learning Journeys/Famly

Famly is the online system that which use to track a child development. Once your email is provided you will receive a private link to generate a secure password to access your child's online Famly account. Regular observations and tracking on development are completed and uploaded via this system, based around the key areas of learning. Please see our EYFS prospectus for more information. This system also allows parents to log in and see their own child's achievements, milestones and goals to show progress throughout the nursery. Parents/carers are encouraged to look through these records on a regular basis; and discuss with staff. You can comment on these observations, and even upload your own observations – to share achievements at home, or pictures of holidays or days out your child can then share with others at nursery. We believe that education is fun, and that children's development is best encouraged through child-initiated exploration, and through structured and stimulating play activities. We will also share newsletters and other useful information with you via tapestry to ensure you are kept up to date with the nursery's day to day activity and any changes that eventuate.

Expectations/ First Day

Now that your child has almost settled here with us at Early Inspirations, we would like you to note the following;

- ◇ *Please make sure your child does not bring any toys from home as they may get upset if they lose it.*
- ◇ *Please ensure you provide a healthy balanced lunch and snacks e.g. Sandwiches, fruit, yoghurt, crackers or breadsticks.*
- ◇ *Ensure you label your child's belongings; this is to ensure we don't misplace anything.*
- ◇ *Send your child in wearing clothes they can play and explore in - they will take part in messy play! Always bring a spare set of clothes, in case of mishaps, or over enthusiastic water and messy play.*
- ◇ *Have you informed staff if you are aware that your child is allergic to anything or has other dietary needs?*
- ◇ *During the summer/winter months please ensure your child has suitable clothing e.g. Sun hat/ hats, sun cream, coat, scarf and wellies. Government guidelines say the children must have opportunities to play outside in all weathers – it is your responsibility to ensure they are suitable dressed to do so.*
- ◇ *Have our staff given you the parent contract to be signed?*
- ◇ *Have you been told about parent observation sheets? Are you able to log in to tapestry?*
- ◇ *Have you brought enough nappies and wipes to last throughout each day for your child?*
- ◇ *Please ensure you ask staff any questions, someone is always available to help.*

During the first day, your child will be given the opportunity to explore and become comfortable with their new surroundings and friends. They will have found interests during their settling in period and the staff will have planned for these interests.

You are welcome to phone in and ask how your child is getting on and staff will provide you with as much information and as many photos as possible to show you how much fun they have had.

Parent Partnership

We are always interested in your ideas, improvement and involvement. Communication with parents is an integral part of the nursery and child development. This will ensure individual needs and concerns are met to the best of everyone's ability. If you would like to make any suggestions to help us improve please have a chat with any of our staff team or use the feedback board.

We welcome parents into the setting to come and read with the children, share stories of their career, experiences, culture and traditions, join in play and to become a committee member. If you are interested in any of these ideas, or have any other ideas, please speak to the manager. Our stay and play events, welcome all parents to come and join in with our daily activities, you will be informed of the latest events as they are planned, we look forward to seeing you!

Safeguarding

At Early Inspirations the welfare of the children is paramount. All staff have a duty to safeguard and promote the welfare of children. We believe that all children, have the right to protection and a healthy and prosperous environment. Any concerns regarding the wellbeing and safety of a child are reported in line with our safeguarding policy and legislations, please see our safeguarding policy and board for more information. All suspicions and allegations of abuse or neglect will be taken extremely seriously and responded to promptly and appropriately. All staff have a responsibility to report concerns and are aware of their duty to do so.

Policies

At Early Inspirations, we have many policies and procedures in place to ensure the high quality of childcare maintains and grows. Our policies are kept in a parent folder, in the office. You are welcome to read through these at any time. We also have our policies on our website; www.earlyinspirations.co.uk.

All our mandatory policies such as safeguarding, first aid, health and safety and fire comply with government and council regulations and expectations.

Nutrition

Early Inspirations has worked with a nutritionist to devise a healthy and balanced meal plan. The children's meals are based on cultural needs as well as likes, allergies and seasonal menus. If you would like to see what meals are planned each term, please ask for a copy of the menu.

We welcome suggestions from parents when making a new menu. This helps us provide healthy meals and snacks for children to enjoy and encourages them to taste different foods.

Incidents and Emergencies

If your child has an incident in nursery, first aid trained staff will care for them. On your child's admission to nursery, you will have completed a permission form (via Famly) to inform us of your preferences when treating injuries and any medical information. All staff are first aid trained within 6 months of employment or as part of their apprenticeship and are also made aware of all children permissions.

In case of an emergency, staff will call for emergency services. We will always contact you first but if we are unable to get a hold of you, we will leave a message and keep you updated at every opportunity, with your child's wellbeing being at the center of our focus.

If your child has an incident at home, we ask that you fill in an 'incoming injury' form via Famly. This lets the staff know what happened in case we need to monitor the child for safety reasons.

Sickness and Medication

If your child has sickness or diarrhea, we ask that you keep them off nursery for a period of 48 hours, after their last bout of illness to stop the spread of sickness throughout the nursery. If symptoms start at nursery, we will contact you or your emergency contacts to come and collect your child. We have a strict system in place regarding exclusion periods, please see separate policy for more information.

If your child has been prescribed medication, this will need to be brought in by parent/career, with a prescribed label or prescription. You will be asked to fill out a medication form, detailing; dosage, time, reason and any other directions for the administration of the medication, this is

then signed by staff, management and yourself. Please note; no medication can be given without this stage being completed. Once the prescribed medication has been administered at the specified time and dosage, another form will be completed by staff and sent home, so you are aware of what was administered whilst at nursery. Creams for skin conditions also need to be signed for by a parent before we can apply it. We have a list of childhood illnesses and exclusion periods available for you to familiarize yourselves with. These guidelines are taken from the NHS website to prevent spread of infections and childhood disease.

If your child or anyone in your household is displaying any of the following symptoms:

- New persistent cough
- High temperature
- Loss of taste and or smell

You must NOT attend nursery and must isolate for 14 days. The nursery must be informed of this.

Holidays

If you are going on holiday during the term, we ask that you fill out a holiday form to ensure staff are aware. You will need to do this at least 4 weeks before your holiday. Please remember that if you are in receipt of the funded hours, a low attendance during the term may result in your funding being placed on hold and/or terminated if attendance does not improve.

For customers not in receipt of funded hours, your fees remain payable during your contracted months should you go on holiday, however your first week's holiday will come at a 50% discount if we are informed 4 weeks in advance.

Session Agreement

You will agree sessions for your child to attend before your start date. These sessions may be changed if notice is given, but this is at the discretion of the setting due to availability. We have strict guidelines to follow with regards to adult/ child ratios but will try to accommodate requests where possible.

You are expected to follow the agreement of the sessions selected and this includes pick up and drop of times.

If for any reason you will be late to collect your child, you must call, at the earliest convenience. Persistent lateness, or failing to inform the nursery of your delay, will incur a fee. This fee will be £5 for every 5 minutes you are late. The late charge is in place due to staff ratios. We need to ensure there are enough staff working to care for your child. Please also consider staff also have commitments and families outside of work. Persistent lateness may result in the termination of your child's place.

In the event of closure beyond our control, e.g: fire, flood, outbreak of illness or severe weather conditions, fees remain payable.

Notice Period

You are required to give 4 weeks' notice, in writing to terminate your child's contract. Failure to do so will, will incur a charge for the four weeks.

Please let us know if you have been offered a school place at your earliest convenience, to enable staff to complete transition forms prior to their departure.

Expectations of Funded Entitlement

Funded hours are provided by the government to give children the best possible start in life. They ensure every child is provided with enriched education and learning opportunities.

Families in receipt of funding are expected to use this funding in the correct manner.

Sessions will be arranged with the setting, but it may be possible to change after consultation with the nursery manager.

Your child is expected to attend nursery unless they are unwell. You are expected to inform us of any absence. If your child attendance drops below 85% you will be notified that your funded entitlement may be withdrawn.

You are not able to claim in more than one setting, unless prior arrangement has been made and you are not using more than your entitlement.

The funded hours are for the sessions only, you are expected to pay for food or provide a packed lunch. If you require any additional hours, these will be charged at an hourly, daily or session rate.

Term Dates

Our yearly term dates are displayed on the parent boards located outside your child's room and at the front reception. If you are unsure, please ask the manager.

Our term dates are in accordance to Manchester council dates, they therefore fall at similar or the same times as local school dates.

For paying customers, your contract can either be term time only or all year. If you chose all year and do not attend during the holidays, you will still need to pay for your child's place.

If your child is not of school age and/or only receives the government funded hours, you may pay for your child to attend nursery during the holidays. Please speak with the manager if this is something you wish to do.

We offer before and after school care, and holiday club during our half terms.

Multi-Agency Approach and SEN Provision

Here at Early Inspirations we pride ourselves on our ability to monitor and promote child development. Our ability to do this effectively also means we are in a position to notice potential delays or any signs of additional support being required. We have a large network of agencies, from speech and language therapists to family support workers; therefore, we can support, and signpost to relevant agencies and services when needed. Any recommendations and referrals made are for the benefit of each child's unique development. If special educational needs are identified, we will work with all agencies to support your child and your family in all ways possible.

Wellbeing

From 2020 Early Inspirations has been focusing on the importance of wellbeing throughout the whole organization, from children to staff, parents and the wider community. We support and promote positive and healthy wellbeing in many ways, such as nutrition, education and activities. We encourage our children to be aware of their emotions and unique abilities, in addition to this we have started focusing on child yoga, this has helped many children learn the importance of slowing down and centering and grounding attention into a calming physical activity. We welcome recommendations on wellbeing and will be appointing a member of staff to monitor and implement new ideas and activities.

Intent, Implementation, and the Impact

Intent, implementation, and impact helps early years practitioners to define the curriculum, in other words the knowledge and skills that a child needs to acquire to achieve the early learning goals at the end of the EYFS.

We want children to be totally immersed in different worlds and times; to be excited with learning.

Intent

At Early Inspirations Nursery we are helping children to achieve independence, choice, teamwork, and personal discovery in all areas of learning. We want our children to see the wonder of the world. To be adventurers and investigators. We want to see them be confident and caring members of our community

Implementation

We follow the EYFS, which we use as a starting point alongside our parents. This is embellished and deepened further throughout each activity, each adventure, each new experience - but at the heart of this is children being exposed to many quality experiences with a large element of choice and need for independent thinking.

Impact

The impact of our curriculum will be measured by how effectively it helps our children develop into well rounded individuals who enjoy their learning and participate eagerly and enthusiastically and beginning to manage their own feelings and behaviour, and understand how these have an impact on others, which in turn will make them lifelong learners and valuable future citizens.

Complaints Procedure

If you have an issue either involving your child or the nursery, please raise the issue at first, with your child's key person. If you feel unable to raise the matter in this way, then approach the Nursery Manager. Every effort will be made, to resolve any matters within the setting of the Nursery quickly and confidentially. If the matter is still not resolved, a complaints form will be completed, and it will be passed to the Nursery director, who will respond within 28 days.

If anyone is concerned about the standard of our nursery provision and facilities, they may contact OFSTED who are the registering authority at the address below:

OFSTED,
Piccadilly gate,
Manchester,
Ofsted
Street store,
M1 2WD
Tel: Complaints 0300 123 1231
www.ofsted.gov.uk

enquiries@ofsted.gov.uk



If you have any questions or would just like to speak with a member of the team, please call; 0161 225 2529.

You can email info@earlyinspirations.co.uk / nursery@earlyinspirations.co.uk

Our website is <https://www.earlyinspirations.co.uk/> you can also find us on Facebook