



Lake Street Nursery

Lake Street Nursery
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www.lakestreetnursery.org.uk

Prospectus Information for Parents and Carers

Nursery is managed by parents and members of the local community, and provides early years education for children from the age of 2 years.

The group is affiliated to the Pre-School Learning Alliance, works in partnership with Oxfordshire Children, Education and Families: Early Years Education, and is registered with Ofsted.

The setting's mission is to work in partnership with families and the community to provide a safe, friendly and nurturing environment for all children to learn and develop through play.

Admissions

Lake Street Nursery admits children from the age of 2 years old and runs 10 sessions per week: 5 mornings (Monday to Friday, 9.30am – 12.00) and 5 afternoons (Monday to Friday, 12.00–2.30pm), following Oxfordshire school terms. Parents considering enrolling their child are welcome to come and look around, please call the Administrator to arrange a visit.

In addition there are an Early Birds hour each morning 8.30-9.30 for those who need an early start and this can be taken as part of funded entitlement for 15 or 30 hours.

Nursery follows the Oxfordshire six term school year. Terms one and two run September to December, terms three and four January to Easter and terms five and six are from Easter to July. There are three scheduled training days (INSET days) a year, for the staff, taken during term time when the setting is closed: we will inform you in advance of these days.

Children can stay at Nursery until the end of the Foundation Stage i.e. statutory school age.

Fees and hours

Fees are £5.88 per hour: each session lasting 2.5 hours. From the long term (Jan, April,

Sept.) after a child's 3rd birthday they are entitled to up to 15 hours childcare per week funded by the Nursery Education Grant (NEG). This is equivalent to up to 6 sessions at playgroup (morning, afternoon or a mix of both). Sessions over this are charged for.

Funding for 2 year olds is also available if families meet certain criteria including Income Support/Job Seekers Allowance. Health Visitors, Children's Centres and Playgroup offer advice on this and on-line information is available. Funding is also available for 30 hours for working parents. More information about funded places can be found at: <http://www.childcarechoices.gov.uk/>

Invoices are sent out for payment before the start of each term: 6 times a year. Fees are payable on all sessions including the start date, whether or not a parent/carer stays. Fees are payable for any sessions missed through illness although for long term illness please speak to the Administrator as Committee may consider a reduction. Absence from Playgroup due to holidays during term time will be charged. **If you plan to withdraw your child from Playgroup for any reason, please notify us in writing one term in advance.** There is a one off

Member of the Pre-School Learning Alliance

Registered charity No. 1174863
Registered by Ofsted: EY557982
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Formerly the setting was known as Lake Street Community Playgroup and became a Charitable Incorporated Organisation in September 2017



supported by



registration fee of £10 to help cover administration costs.

Childcare vouchers

Nursery is signed up to the Government childcare voucher scheme please check with the Administrator about childcare voucher/tax relief schemes

Visits

You are welcome to visit before your child starts to help familiarise yourself with the staff and environment. You are responsible for your child during these visits. Please call to make an appointment. Visits are 10.00-10.30. You may also find it helpful to bring your child to TAP (Thursday Afternoon Play): 3.00 – 5.00 on Thursday afternoons. Babies and toddlers are welcome. A member of Nursery staff is available, you can meet other families for a chat and your child can have fun and get used to the environment. There is no fee for TAP but the opportunity to make a donation towards costs and resources.

Before your child starts you will be sent a **start date and time**. On the first day you will be able to meet your child's key person, who will discuss a plan for settling your child. Please provide your key person with information you think will help us to get to know your child and help them to settle, especially any changes to your application form regarding food allergies and health issues. It is useful if we can see a copy of your child's 2 year old health check so please bring it with you.

Staff and training

All our staff are experienced in child-care and over half have a Level 3 child care qualification. The Manager has Early Years Professional Status: a Level 6 qualification, and the Supervisor is trained to Level 3. There is at least one member of staff with a current First Aid Certificate available each session.

The staff team are the setting's greatest resource and there is an ongoing programme of staff development and training.

There will usually be five members of staff per session. Ratios are maintained and often exceeded at the statutory ratios of 1:4 for 2 year olds and 1:8 for 3 year olds. Our parent/carer help rota helps to provide extra support, and we often have other support staff and volunteers working sessions.

Management Committee

Lake Street Nursery and Pre-School CIO is a registered charity managed by a parent management committee. The Committee is

elected, by the parents of the children who attend the nursery, at the Annual General Meeting. They make up the Trustees of the Charity. The Committee is responsible for:

- managing finances
- employing and paying staff, ensuring good working practice
- making sure that Nursery meets the Early Years Foundation Stage and Ofsted statutory requirements and policies to provide a high quality service
- making sure that the setting works in partnership with the children's parents.
- The maintenance and upkeep of the facilities: the Playgroup room and garden

The Annual General Meeting (held in May) is open to the parents of all of the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

We rely on parent involvement for management, ideas, support and fundraising. Helping at the setting is a great way to meet people and also be actively involved in your child's time at the setting.

How parents take part in the setting

Nursery recognises parents as the first and most important educators of their children, and staff work in partnership with parents to provide care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and families, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff
- helping during sessions
- sharing their own special interests with the children
- helping to provide, maintain and look after the facilities, equipment and resources
- being part of the management Committee
- taking part in events and informal discussions about the activities and curriculum
- joining in community activities in which Nursery takes part
- building friendships with other parents

Parent and carer help during sessions:

We have a strong ethos of parental involvement that we are proud of and grateful for. Our parent/carer rota is a key part of Nursery life, involving parents and carers in their children's early education and helping provide more individual attention for the children.

We ask parents to help out once or twice a term as **'Sofa Buddies'** – giving up an hour of their time in either a morning or afternoon session to come in, sit on the sofa and share books with the children. Not everyone can give time in this way: many people help in other ways e.g. fundraising or providing dry goods or fruit for the children's snack time.

Clothes

Please dress your child in suitable clothes and footwear for activity and messy play both indoors and outside, and be prepared that clothes may get dirty as children are allowed to explore freely. The setting does not supply nappies so these need to be provided from home, a change of clothes is also required. All clothes and bags should be labelled with the child's name and placed in their "cubby" which is labelled just for them.

Sessions

Mornings

The curriculum is planned using the Early Years Foundation Stage. We follow a simple routine consisting of free choice of activities inside and out, snack time, more choosing time inside and out and then group time with stories and singing. Two main "key bases" have been set up to allow children to be welcomed and provide a smaller area for quiet play, stories and games. There is a mix of adult led and child initiated activity each day and children are encouraged to develop independence, with an adult nearby to offer support and encouragement. The morning routine offers children structure and security.

Afternoons

The afternoon session will start with lunch and you must ensure your child arrives with their lunch in a suitable container, clearly labelled with their name. Drinking water will be provided so please do not include drinks and we ask parents to refrain from putting packets of crisps in lunches and include only one sweet treat. After lunch a similar routine to the morning will be observed with free choice of play indoors and out with group time to close.

Key person

Our key person system is there to provide each child with a special person they can settle with and who can get to know them

really well. The key person will be responsible for co-ordinating any records of your child's achievements and favourite activities. They will feed this information into the team's planning of activities and experiences at Playgroup and share information with parents. Our key people work in key base teams so that a buddy key person is available to children when their key person is away.

Curriculum, observation, assessment and planning

Lake Street Nursery believes children learn best through play and experience, when they are settled and happy. The Early Years Foundation Stage provides the framework for the planning. This is a statutory framework for children from birth to the year of their fifth birthday. Activities and experiences are based around the ages and stages, preferences and skills of the children. In accordance with good practice, staff use observations, notes and photographs to monitor children's progress and assist planning. Parents may look at these "Learning Journeys" on request and the key person will aim to share observations regularly with parents. The staff meet weekly to review progress and to plan. More information about the curriculum and the learning that takes place through play can be found on the notice boards.

Two Year Old Developmental Check

All children receive a progress check between the age of 2 and 3. This is a statutory requirement under the Early Years Foundation Stage. It is based on observations and assessment from the key person, discussions with parents, and others who may regularly care for the child (e.g. a childminder). The check is linked to the three Prime Areas of Development: Personal, Social and Emotional, Physical Development and Communication and Language Development. It is a guide on how your child is progressing and can help to identify any area where extra support may be helpful.

Behaviour

We want the children at Nursery to grow in confidence and self-esteem. The ethos at Lake Street is to praise achievement and encourage an atmosphere of respect, cooperation and sharing. The adults lead by example and support children in their play and in dealing with feelings and emotions. We aim to provide enough resources so that young children are not drawn into unnecessary conflict in their play. Difficult behaviours are analysed and children given support to make amends for antisocial behaviours. Staff take part in training in Promoting Positive

Behaviour. Our Behaviour Policy is available if you would like more information.

Illness

An ill child does not enjoy their day and can spread illness to others. Please do not send your child in if they have an infectious illness. A child with sickness and diarrhoea must be completely clear of symptoms for 48 hours before returning. Any regular/essential medication needs to be discussed with the Manager if it may need administering during the session time.

Sunscreen

During hot weather please apply sunscreen before children arrives. Sun hats are provided.

Security and safety

The main door to the setting is kept locked during session time, with the outer door to the building being locked from 9.45. The garden has secure fencing and the children are only allowed outside with supervision. Children will only be sent home with the nominated carer. If someone else is to collect your child, please notify the Manager or Supervisor. Fire drills are practised regularly throughout the year and indoor and outdoor safety checks carried out daily.

Equality and diversity

Lake Street aims to foster an environment where all cultures are respected and welcomed. We seek to promote and reflect the diversity of our society in the resources and activities and in the behaviours and attitudes expressed. See: Equality and Diversity Policy.

Special needs

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

needs a child may have. Our Special Educational Needs Co-ordinator is Catherine Morey, Manager.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices guard against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents helps ensure we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty. Where a disclosure is made that leads us to suspect a child or vulnerable adult may be at risk we have an obligation by law to report this.

Questions and concerns

Please feel free to approach staff with any questions and concerns. If you need to discuss anything more fully please arrange a time with your child's key person or the Manager. Concerns or complaints may also be taken to the Committee chair or secretary. For more information please see our **Complaints Policy**. The Ofsted contact details are below and on the reception area notice board.

For questions about fees, days or registration please speak to or contact the Administrator.

Policies

Copies of the setting's policies are available in the reception area and on the web-site. A copy of the Early Years Foundation Stage, including all the Statutory Requirements, is available on request and is available on line and can be found in information on display.

School admissions are managed by Oxfordshire Education Service, and can be made on-line. More information can be found on their website or by calling the number below. It is important to apply for a school place in plenty of time before the child's fifth birthday. Your Health Visitor can help you with this. Local schools can offer support and advice on how to apply too.

Gandpont Children's Nursery and childcare	www.grandpontnurseryschool.co.uk	01865 242900
New Hinksey School and Foundation Stage Unit	www.new-hinksey.oxon.sch.uk	01865 242169
St Ebbe's School	www.st-ebbes.oxon.sch.uk	01865 248863
Oxfordshire Education Service	www.oxfordshire.gov.uk	01865 815449
Oxfordshire Family Information Service	www.oxonfis.org.uk	08452 262636
Ofsted	www.ofsted.gov.uk	0300 123 1231