



Lake Street Nursery

Lake Street Nursery
Hinksey Park
Lake Street
Oxford
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www.lakestreetnursery.org.uk

Information and Terms and Conditions for new families:

Terms

Term dates can be found on our website. 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. Some move to local LEA Nurseries and most children move to Reception classes at local schools when they turn 4.

Fees and Absences

Fees are £6.30 per hour.

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 Fund (NEF). Day starts at 8.45

Funding for 2 year olds is also available if families meet certain criteria including Income Support/Job Seekers Allowance. Health Visitors can offer advice about this provision and our Administrator can also help. Funding is also available for 30 hours for working parents. More information about funded places can be found: 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 Nursery due to holidays during term time will be charged. **If you plan to withdraw your child from Nursery for any reason, please notify us in writing/email one term in advance. If the correct notice is not received then any fees for that term will be owed.**

Absence needs to be reported on the day. Registration period is 8.45-9.00 so please let us know before this if you child will not be attending.

Punctuality. It is important to arrive on time so that the children can be welcomed by their key person and start the day together. Late arrivals does interrupt teaching and learning for all the pupils and can make the latecomer feel awkward

Childcare vouchers

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

Staff and training

All our staff are experienced in child-care and all our Key Person staff hold a Level 3 child care qualification. The Manager has

supported by



Member of the Early Years Alliance
Registered charity No. 1174863
Registered by Ofsted: EY557982
Last updated: May 2018

Formerly the setting was known as Lake Street Community Playgroup, and became a Charitable Incorporated Organisation in September 2017



Early Years Professional Status: a Level 6 qualification and a PGCE. All staff are trained in paediatric first aid. Our 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.

Parent and carer help during sessions:

We have a strong ethos of parental involvement that we are proud of and grateful for.

We encourage 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, music and movement, 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.

Sessions: Afternoons

The afternoon session includes 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 Nursery 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 and website.

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 child's Key Person, or Manager, if it may need administering during the session time.

Security and safety

The main door to the setting is kept locked during session time, with the outer door to the building being locked between 8.45 and 9.30 and again after 9.30 registration

at 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 Key Person or Administrator.

Fire and evacuation drills are practised regularly throughout the year and indoor and outdoor safety checks carried out daily. If a threat from outside is perceived the children will be taken inside and kept safe in the locked room until any threat is removed.

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 from our Administrator and on the web-site. Some are displayed in the lobby. A copy of the Early Years Foundation Stage, including all the Statutory Requirements, is available on request and is available on line.

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
- volunteering during sessions sharing skills with the children or reading
- helping to maintain and look after the facilities e.g. gardening/DIY
- being part of the Management Committee or fundraising efforts
- taking part in events and community activities
- building friendships with other parents

School admissions are managed by Oxfordshire Education Service, and must be made on-line.. It is important to apply for a school place in plenty of time before the child's fifth birthday. Your Health Visitor or our Administrator can help you with this. Local schools can offer support and advice

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

Lake Street Nursery and Pre-School CIO is a registered charity managed by a parent Committee. They make up the Trustees of the Charity. The Committee is elected, by the members of the charity, mainly those who attend the nursery, at the Annual General Meeting. 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 the autumn) is open to everyone. . It is our shared forum for looking back over the previous year's activities and future plans.

Data Protection

We keep your data safely and securely and only for the purposes of enrolling your child, keeping you informed of news and events and to secure funding. Once it is no longer needed it is destroyed. Our data protection policy and Privacy Notice can be found on our website.

For more information about our setting come for a visit and visit our website at:

www.lakestreetnursery@outlook.com and join our Face Book Page!

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