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## Early Years Offer

At Charters Nursery we provide a welcoming and positive environment for 94 children aged between 3 months and 5 years where staff model positive behaviour and attitudes. We accept all children's vouchers and offer spaces on the 2year old funding scheme along with our own charitable contribution scheme of 3 months free childcare on a Monday and Friday for families who meet certain criteria.

We provide an enriching and stimulating environment, both indoors and outdoors, making sure all seven areas of learning are available for the children at all times. We support children's emerging independent skills by encouraging them to do things for themselves e.g. putting shoes and coats on as well as taking risks when trying new things. Our routine is flexible so that we can adjust it where necessary according to children's interests and needs.

We are fully wheelchair accessible with all 5 rooms leading off of a central corridor. All rooms have a mix of laminate and carpeted flooring allowing for varied use and each room is fully equipped with changing table/mats/potties etc. A quiet area where children can relax, sleep or read is provided in each room. All equipment and toys can be made accessible so that children can make choices of what they want to play with and are age and stage appropriate for individual children. We carry out daily risk assessments to ensure the setting and the equipment is safe for its intended use. In order to support children with a range of needs we can provide visual timetables, choosing boards and golden rules that may be used to assist those with speech and language delay or if English is a second language (EAL).

Every room has direct access to our two expansive, enclosed outdoor areas which are both laid to lawn and patio with a wide range of accessible equipment. Both gardens are partially covered in order for us to use the outdoor provision on a daily basis, regardless of the weather, extending the learning opportunities for all children within the nursery. We also work with Damien Weller the Park Ranger who helps us make good use of the surrounding Leavesden Country Park and take advantage of the learning opportunities it can provide throughout the changing Seasons. Parental permission for outings is gained on induction. We also have a number of buggies in order to take our babies out too.

We have an on-site Nursery Kitchen and employ a Nursery Chef who has vast experience in preparing fresh, nutritious low salt and sugar meals, providing children with well balanced meals daily. We can cater for individual children's intolerances, allergies and dietary preferences and adjust our menus accordingly.

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Our Special Educational Needs Coordinator is Melanie Rimell. Melanie regularly attends local SEN cluster meetings and relevant training to stay up to date with current practice. She has a broad range of experience of working with children with complex needs.

If your child has an identified special need before joining Charters Nursery, Melanie will work with you to ensure that before your child joins us all reasonable steps have been taken to provide for your child's additional needs e.g. special equipment, staff training, room layout etc.

Before your child's first day they will have a minimum of 4 settling in sessions. The first of these will be a home visit where we come to your house so your child can meet us in a setting that is comfortable to them. The second is not only an introduction to the nursery for the child but an opportunity for you to meet your child's assigned Key Worker, other team members and Melanie if required. It is an opportunity to go through your child's routine, the 'all about me' form and transition report to ensure we have a solid starting point for your child's developmental needs. During the next two settling in sessions we will encourage you to leave your child to stay and play so that they can become familiar with their new environment, adults and their peers. Should your child require it, we will offer home visits.

If your child has any specific medical needs we will set up health care plans for any on-going medical conditions your child has, we will share it with staff so that everyone is aware of the symptoms and actions that need taking in case your child becomes unwell. All our permanent staff are trained in Paediatric First Aid and staff will undergo additional relevant training as required i.e. epi pen training. In conjunction with our Medication Policy we will administer any medication prescribed by a hospital paediatrician or GP.

Your child's Key Worker will develop a strong bond with your child, working with you, they will ensure your child is happy and settled at nursery. Through use of the Early Years Foundation Stage (EYFS), observation and the motto 'assess, do, review' they will plan activities, taking into account your child's development stage and interests as well as any additional factors such as English as an additional language (EAL), cultural background or medical conditions to meet your child's individual needs. By completing regular assessment forms and producing evidence of their work and developmental stage in a personal portfolio, together with Melanie, your child's Key Worker will use their knowledge of the EYFS to closely monitor and review your child's progress and development. It is from such monitoring we are able to assess whether extra support is needed.

When the time comes for your child to move to the next room your child's Key Worker will first discuss it with you, introduce you to the next room and their future Key Worker. We will complete a transition form and the Key Workers will liaise with one another to ensure a smooth transition of information regarding your child. We have a graduated settling in

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process between rooms starting from a 2 hour day and increasing in time over a 3 week period. Each evening you will be informed of how your child is settling and enjoying their time in their new room.

If we believe your child might benefit from extra support we initially hold a meeting with you to explain our reasoning and to ensure you are fully included in any decision made in the care provided for and support given to your child. Following this meeting we will consult our Inclusion Development Officer (IDO) Gillian Charlesworth, who works in partnership with Charters Nursery and assists us in identifying additional needs of children and the support that is needed to help them thrive.

Melanie will support your child's Key Worker to assess your child using the Individual Assessment of Early Learning and Development (IAELD) Following the outcome of this and/or advice from reports from external agencies such as Healthcare Specialists, we would use the evidence gained to discuss and set smart, achievable targets and implement strategies to support your child's learning and development using the Individual Educational Plan (IEP). If following advice from professionals it is decided that your child would benefit from an Education Healthcare Plan (EHC) then we are able to assist and support in the application process.

We welcome into the nursery and work closely with other professionals, such as Health Visitors, Occupational and Speech and Language therapists, Physiotherapists, Educational Psychologists and other Healthcare Specialists to ensure that children are given the appropriate support, and that we provide the very best care and educational opportunities. Parental consent is always obtained before we refer to any outside agencies.

We also work closely with our Early Years Advisor, Rosie Bloomfield and take advice from our local Children's Centre on available training, such as potty training support for parents and find out about support networks in the local area for families.

Every parent will be given daily verbal feedback on their child's day by an experienced team member from their child's room and via daily communication sheets in the younger rooms. We review your child's learning and developmental progress with you in detail and review their personal portfolios through 2 parent's evenings a year.

If you have any concerns about your child's development we invite you to discuss your child's progress with your child's key worker, our SENco's at the setting or any staff member either in person, by telephone or email at a mutually agreed time. The regularity of formal meetings between staff and parents will depend on your child's level of need. If your child requires an IEP or EHC we will hold regular meetings with relevant professionals as well as parents to discuss progress made and actions required. Where required we are

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happy to host Team Around the Family (TAF) meetings and have a suitable meeting room onsite.

At the age of two your child will have a 2 year check with their Health Visitor. Your child's Key Worker will also fill out a two year progress report to assess your child's learning and developmental needs, this information will be shared with you, you will be advised to keep a copy in your child's red health record book and together we will agree on any actions or goals.

We will support and advise you with any issues or difficulties such as toilet training, eating, sleeping, behaviour etc. to the best of our ability, alternatively we will signpost you in the right direction, for example your local Children's Centre, for further support if required.

We have a behaviour management policy which outlines the procedures used at the nursery however, if specialist help is required to manage behaviour we can request the support of Gillian (IDO) employed by the local authority. Unwanted behaviour and the testing of boundaries is often part of growing up, and we will work closely with you to put strategies in place to support and enhance your child's positive behaviours.

We have a good relationship with all the local schools and when it is time for your child to leave us to start nursery school or school, with your permission, to ease the transition for your child to a new setting; we will contact the School and invite them to visit your child here at Charters Nursery. During this visit the teacher or Key Worker from the school will observe, meet and play with your child and through looking at the transition form and your child's personal portfolio, discuss their development needs and where they currently sit in relation to the EYFS Early Learning Goals and Outcomes with their Key Worker.

We welcome any feedback that you may have and if you'd like to discuss any issues further we encourage you to pop in and see us, call us or send us an e-mail.

For further information about the early years offer in the setting contact:

Nursery Manager – Jo Tindale. [jo.tindale@oneymca.org](mailto:jo.tindale@oneymca.org)

Deputy Manager – Caroline Saint. [Caroline.saint@oneymca.org](mailto:Caroline.saint@oneymca.org)

Tel: 01923 662221

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to [www.hertsdirect.org/localoffer](http://www.hertsdirect.org/localoffer)