

# THE BARN NURSERY



## TREGENNA NURSERY GROUP

### Parent Pack

# HI THERE...

A very warm welcome to The Barn Day Nursery. We are an all-year-round nursery (open for 51 weeks of the year) based in the stunning coastal town of St Ives. We opened our doors in 2004 and our priority is to provide exceptional quality childcare. We cater for children aged from 6 months up to 5 years of age.

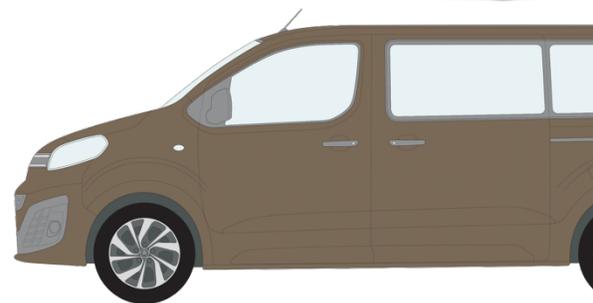
We hope that your child loves their time spent in our nursery and that they get the strong and necessary foundations to build on skills and knowledge.

# ABOUT US

Amongst many other exciting things, we have run 'Forest School' and 'Beach School' sessions during the week. In addition to these, we have access to 8 transport provided through our partner settings which we use to provide exciting, challenging opportunities for children in the locality.

"WE'RE ALL ABOUT OUTINGS!"

We love getting out into the community and experiencing what there is to offer. To this end, we are always keen for new ideas for outings: please let us know if there is somewhere that is fantastic to visit!





# WHAT TO PACK?

Our curriculum and ethos centres around children's choice which is why we love to get out and about! Be it a wonderful welly walk, or playing in our wonderfully whimsical walkway, it's important to be prepared whatever the weather!

We ask that you provide:



Sun cream (please apply prior to coming in)



Wet weather gear (overalls and wellies)



Spare clothes (including pants and socks)



Nappies, wipes and cream (if needed)

## What should I pack in my child's lunchbox?

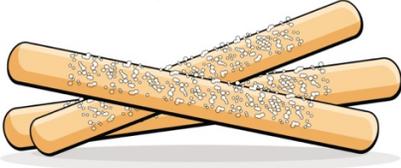
Here are some examples:



Sandwiches/ pittas/wraps/ pasta



(Fresh) Fruit & Vegetables!



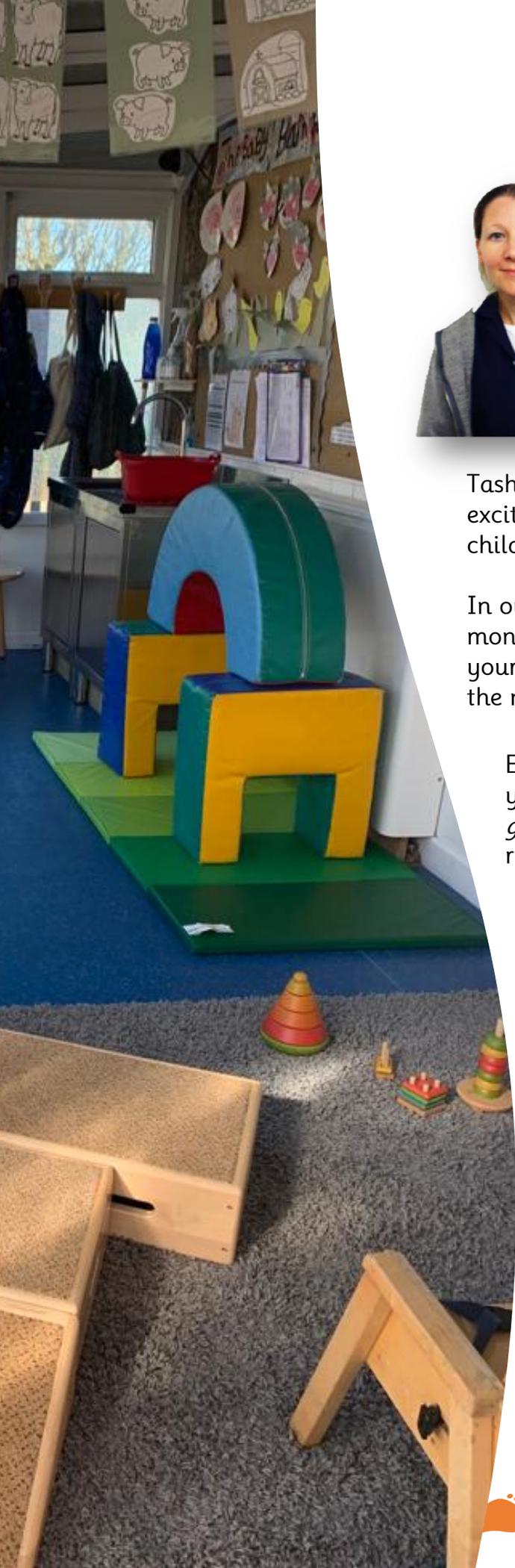
Small snack (breadsticks & dips / small packet of baked crisps)



Yoghurt

Please do not bring in sweets/chocolate  
 Please always remember to half small items of food (e.g. tomatoes, blueberries and grapes)  
 Remember to put an ice pack in with your child's lunch to keep it cool!





# BABY ROOM

Pictured left is Tash, the Baby Room Supervisor and one of the nursery's Deputy Managers.

Tash oversees the planning of the room and coordinates exciting and stimulating activities for all our young children.

In our baby room, children start from the age of 12 months. We settle children in 1-hour sessions (agreed with yourselves) where children will familiarise themselves with the new environment and get to know their key person.

Every child has a key person who will get to you know you and your child well. The key person is your child's *go-to* person should they become unsettled and is responsible for the care and education of your child.

## **Nap Time!**

We recognise that young children need sleep during the day and is a vital aspect to growth and development.

Should your child need a nap during the day, please provide the nursery with a sheet and blanket (these will be returned intermittently for washing). Additionally, please provide us with any comforter that is usually used at sleep times at home.



# TODDLER ROOM

Pictured left is Tash, the Toddler Room Supervisor and one of the nursery's Deputy Managers.



Tash oversees the planning of the room and coordinates exciting and stimulating activities for all our young children.

Children come into this room from the age of 2 (depending on whether children are ready). Children will familiarise themselves with the new environment and get to know their key person.

## Nap Time!

Like in the Baby Room, should your child need a nap during the day, please provide the nursery with a sheet and blanket (these will be returned intermittently for washing). Additionally, please provide us with any comforter that is usually used at sleep times at home.



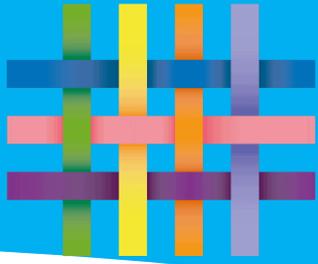


In our Preschool Room, Rosie (pictured above), oversees the planning and coordinates exciting and intriguing activities for all children. She is also one of the nursery's Deputy Managers.

In the Preschool room, children start from the age of 3 (or when they are ready) and will freely explore both inside and out. We carry out adult-lead learning throughout the day and engage with child-led play. Practitioners then scaffold learning so that children develop through the Development Matters for the Early Years Foundation Stage.

In our preschool room, there is a range of exciting activities available throughout the week. We take children to local beaches for beach school, woodlands for forest school, have a sports teacher visit us every week.

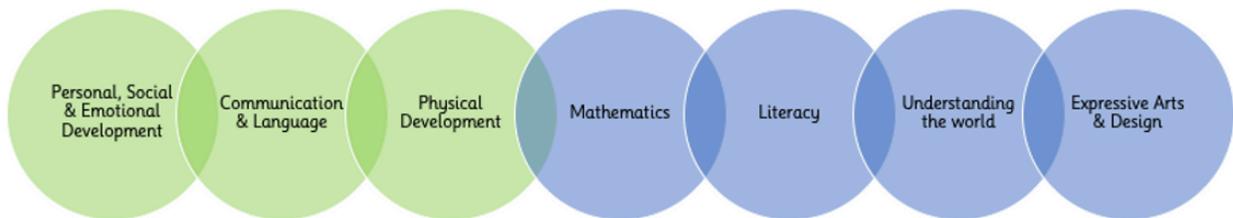




**TAPESTRY**  
ONLINE LEARNING  
JOURNAL

# PLANNING & TAPESTRY

Within our nursery, we use the 'Tapestry' platform to record and assess children's progress along the Early Years Foundation Stage. You will notice that the observations that we make have 'flags' which help to identify a specified area of learning.



To access your account, please contact the nursery for your login details and then go to: [www.tapestryjournal.com](http://www.tapestryjournal.com)

In order to ensure that children develop well and are ultimately prepared for school life and beyond, we plan *in the moment* (*in our Toddler and Preschool Rooms*). This means that at least every term, your child will be the 'focus child' meaning that in this week, there will be lots of 'teaching' input which is then recorded on Tapestry.

**Our priority is to maximise the amount of time spent with children, extending their learning, and engaging their curiosities! Therefore, the observations and assessments that we carry out are not extensive and numerous.**

Before your child is the 'focus child', we will send you an email to ask if there is anything specific that you are working on at home which can be reflected within nursery. We are more than happy to help with activity ideas that you can use at home; feel free to call us and we can arrange a meeting with your child's key person.



# SUMMARY POLICIES

Below is a summary of some of the policies and procedures that you need to know prior to your child starting with us. All of our policies, procedures and Risk Assessments can be viewed on Tapestry in the 'Documents' section.



## Payment

Any sessions/additions to funded places are chargeable and we expect prompt payment. Where payments are missed we will suspend places until invoices are settled.

Add-on sessions must be paid at the start of each week (unless otherwise agreed - *i.e through monthly invoices*)

**Please note:** sessions are booked on a permanent basis; where children miss sessions due to illness/holidays, sessions **must still be paid for.**

Account information:

The Barn Day Nursery	
Account Number:	INFORMATION REDACTED
Sort Code	INFORMATION REDACTED



### Children who are unwell

If your child is too unwell to come into nursery, we ask that you inform us at the earliest possible opportunity (via phone/email). Please note that children who have been sick/had diarrhoea **must not come in** for at least 48 hours after their last bout – this ensures the safety of others.

Children who require calpol/pain relief must stay at home until they are well enough to come in.

### Changes to places

We work closely with parents to meet both yours and your child's needs. If your circumstances change and you wish to alter sessions, please let us know at the earliest possible opportunity.

### Mobile phones

We politely ask parents (and/or whomever is picking up/dropping off children) to leave their phones in their pockets; children & staff will want to talk to you about their (or your child's) day.

We have a **strict** mobile phone policy in place; all **visitors** to the nursery will be asked to either leave their phones/tablets/image taking device in their cars or alternatively, may be left in our office. **We have a zero tolerance policy regarding this.**

### Alcohol & substance misuse

Should a parent/carer/whomever is picking up children be suspected to be under the influence of alcohol/drugs, **we will not let children go from the nursery as we have a duty of care.**

**Abusive/intolerant behaviour towards staff and/or children** Will NOT be tolerated & will be reported. In the unlikely event that you have a grievance and/or feedback, we welcome this in a professional manner. Please speak to a manager and we will work to resolve any issues; we have an *open door policy*.

### Communication

Our primary method of communication is **email**. Please ensure that you are **always** available to be contacted.

### Unexpected closure

There may be certain circumstances where we take the decision to close the nursery. In this event, we will contact all parents prior to the start of their child's session.



# BEHAVIOUR POLICY

Our policy is to support children through their play using their strengths and interests to provide an environment that stimulates and challenges. Enabling children to pursue activities which they find enjoyable and which meet their needs means the likelihood of inappropriate behavior is reduced considerably.

- At the nursery we model appropriate behavior in various ways. Staff are aware that their behaviour influences that of the children so treat everyone courteously and demonstrate appropriate behaviour. We use story time and role play to explain and help children understand their feelings and emotions.
- We will always inform parents/carers of any significantly inappropriate behavior that occurs within the nursery and the strategies used to deal with this. We will work with parents/carers to ensure a consistent approach is used. We will always endeavor to tackle such occurrences in a positive, pro active manner.
- Occasionally changes within the home can have an impact upon a child's behaviour. This can include moving house, a new baby, family break ups or loss of a loved one. Please feel free to discuss any issues which may affect your child with their key-worker. This will be treated confidentially (please see confidentiality policy for exceptions) and used to best support the child.
- We are dedicated to supporting the individual needs of the child in the most effective manner. This may require us to work with both the family and outside agencies to establish a unique strategy for the child.

The typical development of children means that most will go through phases where their behavior can be challenging.

- We will always inform you if your child is hurt or harms another child and record in our Incident report books which we will ask you to sign.



- We reward positive, helpful and thoughtful behavior with verbal praise. Where appropriate key workers may give incentives or rewards such as stickers, play outdoors etc. which are specific to individual children.

Should an incident of unwanted behavior occur it will be dealt with in an age appropriate manner examples below:

A child who bites or hurts another

- If the child is at an age or stage of development whereby they have little language or understanding of language a firm STOP along with the Makaton sign for stop will be used.
- If the child understands his/her action has hurt the other child s/he will be expected to say or sign sorry to the injured child. An explanation of why this behavior is not acceptable will be given in an age appropriate manner.

Temper tantrums are common when children are becoming independent but do not have the language skills to express themselves. Staff will always attempt to pre-empt a tantrum using distraction and diversion but when this is not successful the child will be moved to a safe place (if there is a concern s/he may hurt him/herself) and the behaviour ignored. If the child is still upset after 2 or 3 minutes his/her key worker will comfort him/her.

Unacceptable, disruptive or over boisterous behaviour can occur with older children for a variety of reasons. Staff will deal with this by explaining to the child/ren why the behaviour should stop. If the unwanted behaviour continues alternative play opportunities will be offered, for example, they will be asked to go inside/outdoors, given a quieter activity to participate in. If this is unsuccessful they will be asked to sit with a member of staff until they have calmed down.

Where a child has specific behaviour concerns, a detailed care plan will be made with parents/carers and help may be sought from outside agencies such as the inclusion team.



# TRANSITION TO SCHOOL

When children move from home to nursery; from one part of the nursery to another or from nursery to school it can be very unsettling and a time of great anxiety for both children and parents. We have a separate settling in policy and procedure which details how the children are gradually introduced to nursery and a transition between rooms policy. Please read these and take into consideration our suggestions for making the process easier for your child. This policy is concerned with transition to school from this setting.

Activities to ease transition from nursery to school usually start at the beginning of the summer term.

- We send out an enquiry form to establish which school your child will be attending from September of that year. We are aware that some parents are not informed until after half term so try to involve their children in activities at local schools they may be attending.
- Once school places have been allocated, the reception teachers will usually visit the children in our setting.
- We liaise with the teachers to arrange a number of times for them to visit so that the children become familiar with them and the teachers get to know the children before starting school.
- If your child will not be attending school, we will make arrangements directly with the reception teacher so that s/he can visit your child here and accompany your child to their school.

