



Nursery Handbook

Welcome to Aspire Day Nursery

This handbook contains information about the nursery and how we work. We believe we have included everything you need to know but if you have any questions or queries, please ask a member of our team.

Nursery Philosophy

At Aspire Day Nursery our philosophy towards day care is based on the principle that each child is an individual who brings various life experiences to our nursery which has shaped him or her into the person they are.

The nursery role is to provide an environment for the child that supports them, welcomes them, as well as ensuring they are safe, stimulated and challenged. We provide for children's social, emotional, physical and moral development to enable them to grow to their full potential. We strive to create an atmosphere of working in partnership with parents and carers so that the children are happy to attend nursery and you feel confident about leaving your child in our care.

Opening Hours and Closures

Nursery opening hours are as follows:

Days: Monday – Friday 7.30am – 6.30pm sharp. For full handover from a member of our team who has been with your child you must be here by 6.00pm.

We are open 51 weeks of the year. We do close for all Bank Holidays and for a week during the Christmas period. On Christmas Eve the nursery opening hours are 7.30am to 12.30pm.

Arrivals and Departures

Please would parents respect the opening and closing times of the nursery. We are not able to accept children into the nursery before 7.30am under any circumstances and parents should not expect to gain access to the nursery building before this time, even if staff are present.

Equally could parents please observe the nursery closing time, again staff shifts finish at closing time and the staff are eager to get home. If you would like to spend some time discussing your child's day with staff you should arrange to be in nursery at least 6.00pm as after this your child's room carers may have left. Once a handover has been completed, please feel free to stay around if your child wants to play, however the responsibility of your child will be yours.

Our Day

Throughout the day we follow a routine as much as possible that ensures that the children are well cared for and all children are offered the same opportunities regardless of how many sessions they attend.

While certain activities will follow the routine, such as meal times, we like to allow some flexibility in other parts of the routine so that we may respond to events happening around us.

When children first start with us, we will follow your routine at home, and as they reach approximately 14 months old, we will introduce the nursery routine including sleep times.

Meal times and snacks

Throughout the day, all children are provided with drinks of milk or water. We have a fully qualified chef on the premises that cook all our meals and snacks which are fresh on the day. We follow two different main menus, these are weaning and normal, as well as offering a vegetarian choice. We will try to accommodate all dietary requirements your child may have. Menus are displayed in all areas within the nursery. We continually update our menus throughout the year and have a 3 week rotation. If you have any suggestions for meals, please let us know.

Babies Bottles

We do have facilities within our baby unit for preparing and or storing your child's formula feeds. These should be clearly named for identification purposes due to allergies. We provide formula milk for children who are under 1 years of age. After their first birthday we will then provide full fat milk for under two's and semi skimmed for over twos.

Contacting Us

You can contact the nursery by phoning 020 8241 9661 or email info@aspirenursery.co.uk. You will find our website at www.aspirenursery.co.uk.



We would appreciate it if you could let us know as early as possible when your child\children will be absent from nursery, as this enables us to plan our day. We have a duty of care for all the children and if we have not heard within a reasonable amount of time about absences from the nursery, we are required to inform and seek advice from Single Point of Access (SPA) which is linked to social services.

The Practitioners

At Aspire day nursery the practitioners work together to provide your child with a safe and stimulating environment for your children. Wherever possible we aim to have the same members of staff working within the same rooms all year round, although occasionally, due to staff absences it is sometimes necessary to move staff around to maintain staff ratios. In the event of staff shortage, additional staff will be employed through childcare agencies if our own bank team are unavailable.

We aim that all practitioners are qualified to ensure we have a highly qualified and experienced team. Not only this we look at employing a diverse team, with a range of life experiences to give us a unique team.

The Curriculum

All settings providing childcare will be using the Early Years Foundation Stage (EYFS) framework. The framework is based primarily upon seven key areas of Learning:

- Personal, social and emotional Development (PSE)
- Communication and Language (C&L)
- Literacy (L)
- Mathematics (M)
- Understanding the world (UW)
- Physical Development (PD)
- Expressive Arts and Design (EAD)

The EYFS also has a principle approach; the principles which guide the work of all practitioners are grouped into four distinct but complementary themes. They are as follows:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

Within the framework we follow the characteristics of effective learning. These help us to look at the environment we provide for the children to complete various activities as well as looking at how children learn, and what enables them to learn. These work in partnership with the seven areas of learning and the principles.

On-going assessments are an integral part of the learning and development process. Throughout the nursery we make systematic observations and assessments of the achievements, interests and learning styles of each child. Observations are matched to the EYFS development matters. We use the observations and assessments to identify learning priorities and plan relevant and motivating experiences for each child.

Great emphasis is placed on children learning through their play and self-discovery. Planned activities are based on children's interests and developmental stages in the nursery. Children at this age can demonstrate patterns of behaviour called schemas and these are often used as a starting point for planning in order to create opportunities for children that are meaningful.

We like to use natural materials for children to explore including pebbles, feathers, sand, water, different textured fabrics, and corks, items made from metal and wood, fir cones and so on. We are always grateful for any donation of these types of items and frequently circulate letters requesting help to build up our collections.

For more information on the EYFS please speak to a nursery practitioner and at the end of this booklet is a leaflet explaining the EYFS for parents.



Tapestry

To record your child's learning and development we use an online system called Tapestry. For more information please go to [tapestry.info](https://www.tapestry.info)

Each child has their own account where we upload photos, videos and observations. We then link their observation to the EYFS and the stage of development. Parents are then sent an email automatically to inform you that an observation has been completed. You will then be able to log on to a secure area and comment on the observation as well.

This is a great system that allows parents and practitioners to work in partnership and keep up to date on children's interests and development.

We ask parents to take part in our observations, by uploading a photo and sentence of your child's interests and experiences with you; it may be linked to a holiday they just went on, learning to put their coat on, or the first time on the slide at the park.

Along with all our observations we complete on the children we also provide next steps, these are ideas and ways we will look at extending their learning, and these can also be completed at home as well.

Babies

We try to be flexible and responsive to babies' home routines and individual needs. When you first visit the nursery, practitioners will go through the 'All about me', giving the key person/practitioners a chance to familiarise themselves with your child/ren's daily routine that you follow at home, so the daily routine can be structured around their individual needs.

Nursery Registration and Inspection

The nursery is registered under the Children Act 1989 and the Ofsted childcare Standards 2000. We are registered to provide care for children from 3 months to 5 years and we accept nursery educational funding for 3 and 4 year olds. We care for approximately 64 children a day.

The certificate of registration is displayed in the Office. As we are a new nursery we have had an Ofsted registration visit and the inspection will be within 30 months of opening as set by Ofsted.

Policies and Procedures

As part of the registration process we are required to prepare a number of policies for the smooth running of the nursery.

A complete set of policies is available for you to read in each area throughout the nursery and on email if requested. The policies and procedures are split into 10 subcategories and are:

- Child Protection
- Suitable people
- Staff Qualifications, Training, Support and Skills
- Key Person
- Staff:Child Ratios
- Health
- Managing Behaviour
- Safety and suitability of premises, environment and equipment
- Equal Opportunities
- Information and records

The policies and procedures are intended to act as guidelines for good practice and are in place to ensure the well-being of all children and staff. However they are working documents and are subject to change to meet the demands of changing conditions or attitudes.

All policies and procedures are available on request and are emailed to all parents when updated or changed.



Parents Zone

As part of the nursery website we have a parents' gallery section which is password protected. This is where we upload photos of the children during the day, so you are able to see them playing which you would normally not get a chance to see.

Additional Sessions

If you require a one-off additional session please give the nursery as much notice as possible and put this in writing in the form of an email to the nursery. Whenever possible we will try to accommodate your needs but this may not always be possible. Fees for extra sessions are charged at the usual rate, and payable by or on the date of the extra session. This charge will be upheld whether the place is used or not. The fee must be transferred to our usual bank account.

Withdrawal of children from the nursery

If you wish to withdraw your child from the nursery, or reduce the number of days/sessions attended, two month's written notice is required.

In situations whereby the Suitable Person/Manager feels that the nursery is unable to accommodate the ongoing needs of your child, this will be discussed with you. We reserve the right to withdraw places from the nursery. In this case the Suitable Person/Manager will work with you and other relevant agencies to identify an alternative placement.

Sessions

If you require only one day a week at the nursery, this will be a Friday only.

Settling into Nursery

We would recommend that you help your child/children to settle into the nursery by attending some introductory visits. This will involve two visits, initially with you present, then leaving your child/children with us for a longer period. Each child is different and some children will find it easier to settle into nursery than others. It is therefore important that the introductory period is negotiated individually. This can be discussed when a starting date is confirmed.

Arrival and Departure

Please make sure that a member of staff is aware that your child has arrived.

Likewise when collecting your child please make sure that a staff member knows that both you and your child are leaving the premises.

We will not allow a child to leave the nursery with anyone who is not named on your child's records or without prior consent and agreement with the nursery practitioners. If another person is collecting we ask for a photo of this person and in an emergency where this cannot be provided we will use a password.

Childhood Diseases

Children who are ill should not be brought into the Nursery. The day is too demanding for a sick child and they will be more prone to infections and communicable diseases. You would also be placing other children and staff at risk. We recognise that you have work/study responsibilities and are confident that you will recognise our responsibility towards the health of all children and staff. If a child becomes unwell while in the nursery we will notify you and ask you to collect your child as soon as possible. It is therefore very important that you advise us of any changes to your contact details as soon they occur. A list of childhood diseases and their exclusion periods can be found in all rooms within the nursery. We would also like to state that there is no legislation in this country regarding children being vaccinated against any childhood illnesses, although we do advocate all children are vaccinated, it is parental preference whether their child is given the vaccinations and we do not and cannot insist on children being vaccinated.

For illnesses and exclusions we follow the Department of Health guidelines, below are the main illnesses and further details can be found at www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374.

Children with rashes should be considered infectious and assessed by their doctor.

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox	Until all vesicles have crusted over	<i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per " Green Book ")	Preventable by immunisation (MMR x2 doses). <i>See: Female Staff – Pregnancy</i>
Hand, foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x2). <i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child

Slapped cheek/fifth disease. Parvovirus B19	None (once rash has developed)	<i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, ie have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. <i>See: Vulnerable Children and Female Staff – Pregnancy</i>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Infection or complaint	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	<i>See: Vulnerable Children</i>
Tuberculosis*	Always consult your local PHE centre	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary

Infection or complaint	Recommended period to be kept away from school, nursery or child minders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures

Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills see: <i>Good Hygiene Practice</i>
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic



Administration of Medicine

We are only able to administer medicine that has been prescribed by your child's GP. Please do not ask staff to give your child over the counter medication. If your child needs medication whilst at nursery, you will need to complete a medication form at the beginning of each day and sign it at the end of the day to ensure that you are aware that the medicine has been given. If your child has been prescribed antibiotics they should be absent from nursery for at least 24 hours if the nursery has never given your child antibiotics before and only return to nursery if it is absolutely necessary. If your child has had the prescribed medication before at nursery and we have a record of this, we will consider accepting your child, however this is on an individual basis.

Calpol - while it is acknowledged that calpol is very effective in reducing children's temperatures (for example teething) it is however very good at masking the children's symptoms when there may be something more seriously wrong with a child.

If you have had to administer calpol to your child during the night or at any time on the morning he/she attends nursery, they will not be admitted for their session as calpol can mask serious symptoms of illness, making us unaware of an underlying problem.

If your child gains a temperature at nursery we will administer calpol, if the temperature is above 39 degrees you will need to pick your child up, if it is below 39 degrees we will decide whether we are happy to keep your child at nursery depending on how they have been during the day.

Accidents

Most members of staff hold a recognised First Aid certificate for infants; these are renewed every three years. Although every effort is made to ensure that your child is kept safe, accidents do happen. If a child is involved in an accident, then emergency first aid treatment is given, an assessment of your child's condition is made and a record of the accident is documented. When you arrive to pick up your child you will be informed of the accident, asked to read about the accident and asked to sign the accident form. Should a child be involved in an accident that requires hospital treatment you will be informed immediately and arrangements will be made to meet you at the hospital. In some instances where it is necessary to take a child to hospital an ambulance will be called and your child will be escorted by a member of the team. Please inform nursery staff if your child has had an accident at home, and you will be asked to complete an existing injury form. If your child has a head injury we will call you to inform you, so you are aware, however we will keep the child at nursery and monitor them.

Child Protection

We are required by law to inform the relevant agencies of any concerns that we have about a child who is or may be at risk of harm. Should this occur you will be informed by the nursery manager of our concerns and the actions to be taken as long as we feel the child is not in immediate danger. Nursery staff will then support you and your child in any way possible. Most of the nursery staff have received child protection training by the local authority.

While at the nursery it is important to remember that children are present and we must ensure that we are all good role models. We ask all visitors to ensure that the use of language and behaviour is suitable.

Home Toys and Personal Belongings

The need for children to bring something from home is very important in the children's development and because of this we are happy to allow children to do so.

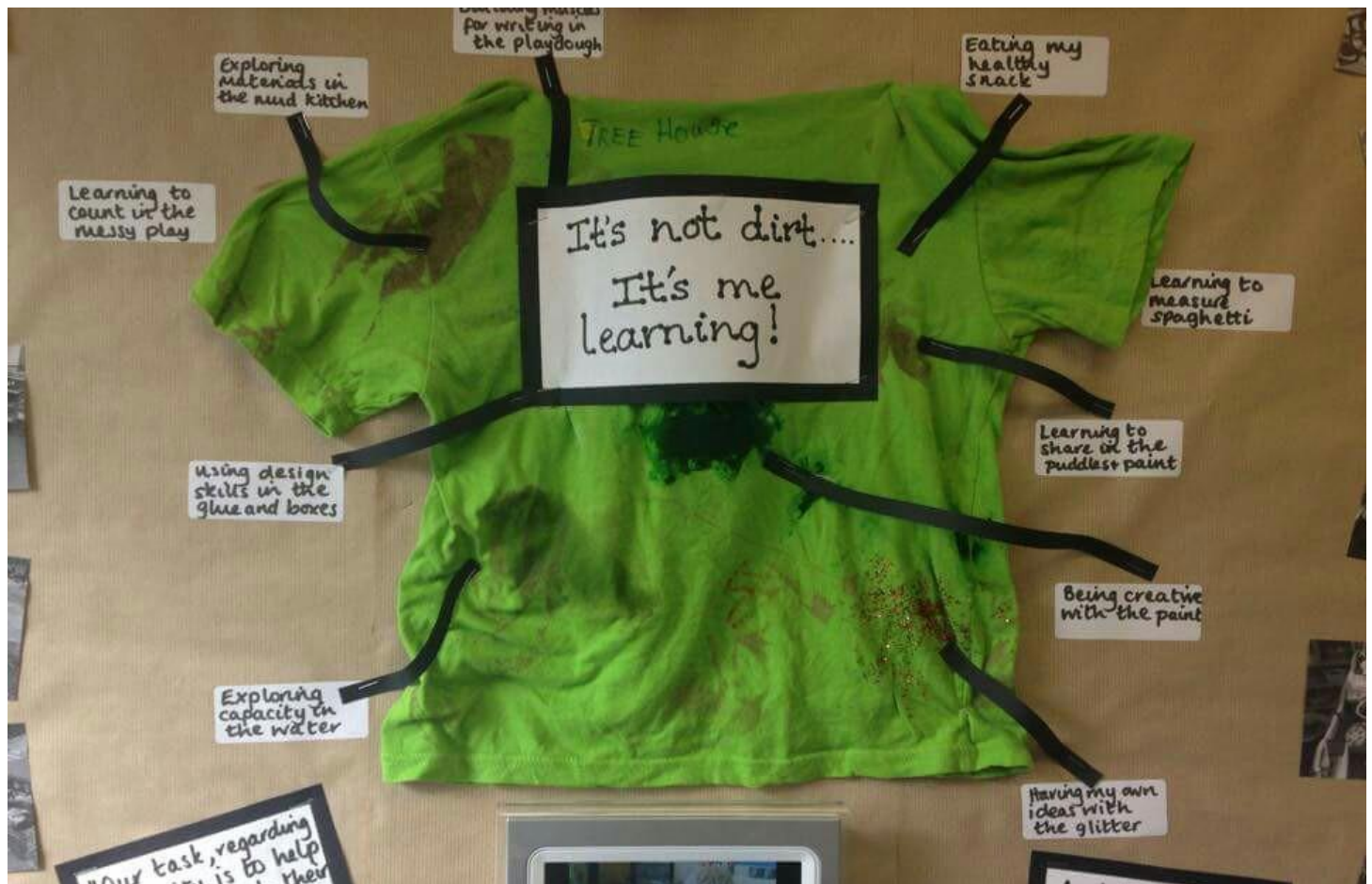
However, it is important that anything that is brought from home is clearly marked with your child's name. Many of the toys that children have at home can also be found in nursery and it is impossible for staff to keep track of an individual toy; we therefore we will not take any responsibility for home toys.

Anything found in nursery that isn't recognised as being a nursery toy, will be placed by your child's peg. It is your responsibility to check from time to time for anything that might belong to your child.

Children's personal Clothing

Please could you bring at least one set of spare clothing (more if they are being toilet trained), which are clearly marked with your child's name. Can all parents please refrain from leaving plastic carrier bags in the nursery where children can reach them. As space is limited we ask that parents do not leave bags at the nursery, we provide each child with a storage area already.

Play is an important part of children's learning, unless your child seems wet or uncomfortable with what they are wearing we will not necessarily change them.



Parents/Carer Involvement

Parents/Carers are more than welcome in the nursery to spend time in their child's room, however please note this can also upset and unsettle a child, therefore please speak to the carers in the room about the best possible approach for your child, as every child is different.

Practitioners will prepare a daily report sheet for children in our youngest rooms and children who are not being collected by a parent. For the additional rooms, we give you the same feedback, but to reduce paper used and time away from the children to complete these we do not do individual forms unless they are requested.

Key Person

Each child has a key person. A key person is there to ensure your child is meeting the developmental norms for their age and stage. A key person works closely with the child and you as a family. If you have any concerns you should first speak to your child's key person and the room manager. Then if you still have any concerns please address these to the deputy or manager.

Practitioners work on a shift pattern, so you may not see your child's key person every day.

Parent week

Parent week is held once a year for our preschool room, this is usually done on an appointment basis and will be an opportunity for you to discuss your child's progress with his/her key person and to share any thoughts or concerns you may have.



Complements, Comments and Complaints

We are always happy to listen to any compliments, comments or complaints you may have about the nursery.

We are happy to address these face to face or as an email, which can be sent to info@aspirenursery.co.uk

If you have any complaints about the service being offered by the nursery please discuss this in the first instance with the practitioners concerned. If you are not satisfied with the outcome of these discussions or actions, please put your complaint in writing to the nursery manager who will respond to your complaint within 14 working days. You will be invited into the nursery to discuss your complaint and a suitable remedy. In the event that you are still not satisfied a formal written complaint can be made to OFSTED. The complaint will be considered and a written response sent to you. Ultimately you have the right to withdraw your child from the nursery. Parents may approach OFSTED directly at any stage of the complaint, in addition, where there seems to be a possible breach of our registration requirements, it is essential to involve OFSTED as the Registering and Inspection body with duty to ensure the National Standards for Day Care are adhered to.

The address and telephone number of our OFSTED regional centre is:

The National Business Unit

Ofsted

Piccadilly gate

Store Street

Manchester

M1 2WD

Email: enquiries@ofsted.gov.uk

Tel: 0300 123 1231

Fees

As the costs of running the Nursery increases year on year it is inevitable that nursery fees will also increase. Whenever possible these increases will be kept to a minimum. However the Nursery isn't subsidised by the local council and it is important that our expenditure does not exceed our income.

Information on the collection of fees are given to you at the beginning of your registration.

If your child is absent from nursery on days where sessions have been booked, (whether because of illness, holidays or unplanned changes to arrangements), full fees must still be paid as the nursery is unable to recover expenses. Fees are charged at 51 weeks a year. There is a charge of £50 per day for late fees to cover admin charges.

The nursery closes promptly at 6.30 pm. If you are going to be late collecting your child please inform the nursery as soon as possible as we only have till 6.30pm to clear the nursery. We will impose a late pick up fee of £15 per 15 minutes. The minimum charge will be £15 and then after 15 minutes this will be charge at a £1 a minute and this needs to be paid the next time you come to nursery in cash, as this fee goes to the practitioners that stay at the nursery, as they do not get paid.

Financial support for childcare

Childcare Vouchers

The Nursery is registered to accept childcare vouchers which can be obtained via an employer, examples of vouchers are Eden Red, Busy Bees, Co-operative childcare, Fidelity childcare and Computershare. If we are not currently registered with an existing provider, we will be happy to do so.

Early Years Education Grant

This is provided from the DFE through the LEA and is claimed for on your behalf. You will be asked to sign a declaration that confirms your child is attending this particular setting. Identification will also be needed for your child to confirm his/her date of birth, i.e. a passport and NHS number. The nursery will copy the I.D supplied and be placed on your child's file for future reference.



All children are entitled to this funding from the term following their third birthday. The education grant is up to 15 hours per week for 38 weeks a year, which is divided into three periods that coincide with the LEA educational terms, the funding will automatically be deducted from your child's monthly fees. To ensure fees stay the same for parents, we spread the 38 weeks of funding over 51 weeks we are open

Student Training

We accept students from local schools on work experience, college students and university students carrying out research projects. Students will not be left alone with children and are always supernumerary to staffing levels. You may be approached by a student for permission to undertake a child study or observations on your child. There is no obligation to say yes. If you should participate in any such work it is expected that you will be shown the student's final work. Please do not attempt to discuss your child's day with a student – they have all been instructed to refer you to a member of staff.

Baby Sitting Services

The nursery does not provide a babysitting service outside of our operational hours. If a parent/carer should decide to employ current or past employees for babysitting, it is their responsibility to ensure the suitability of the individual concerned. The setting does not accept any liability for an individual's conduct outside of their contractual commitment with the nursery.

Mobile phones

While on site please do not use a mobile phone, whether this is to answer, send a message or take photos, as we have a strict **NO MOBILE PHONE** policy in place.

Phone times

If you require to speak to a member of staff during the day about changes in the child's routine, whether this is increasing or changing days, to checking up on your child, please do so if possible between 9am to 12pm and 2pm to 5pm. If your child is sick and will not be attending nursery please call between 7.30am and 10am.

At the beginning, mid and end of the day staff members are very busy and cannot deal with your enquiry as affectively as they would during the day.

Supporting Children with Additional needs

At the nursery we believe every child has the right to learn and play in an environment where they are respected for their own individuality. If your child has an additional need we will do our best to identify this and work with the nursery SENCO and other outside agencies to ensure we are supporting your child to the best of our ability. If you have any concerns about your child, please come and speak to the manager about these, so we can do an assessment and look into this further. In the past we have worked with the occupational therapist, speech and language, health visitor and many more. Within the nursery we will try to make any reasonable adjustments in order to meet the needs of any child with an additional need in line with the Equal Opportunities Act 2010.

Additional Settings

We have a legal requirement to ensure there is a regular flow of information regarding children who attend additional settings. This maybe a school, nursery or child minder, if your child does attend somewhere else as well, please let us know, so we can ensure information regarding your child's development is shared. It is vital for the continual development of your child.



Code of Conduct for Parents and Carers

We are committed to ensuring that all children are safeguarded whilst in our care.

Children are learning all of the time and it is therefore important that the example we set them is always of the highest calibre. We ask everyone to help us to maintain our responsibilities in the following ways:

Please do:

- Share information with staff on your child's development, health and wellbeing.
- Let us know if someone else is collecting your child and give them a password or email a photo of the person to the nursery if possible.
- Collect your child on time - if you are going to be unavoidably late then please contact the nursery to let them know.
- Ensure you can safely transport your child to and from the nursery using age-appropriate car seat restraints.
- Feedback any suggestions and ideas to the nursery staff.
- Direct any worries, concerns or complaints to the Nursery Manager, arranging a meeting if required.

Please refrain from:

- Shouting at, smacking or physically punishing your child(ren) or any other children whilst in the nursery.
- Using inappropriate language or displaying aggressive or threatening behaviour towards the staff, children or other parents/carers either in person, on the phone or in writing.
- Collecting your child(ren) from nursery if you have consumed alcohol, medication or other substances that have affected your judgement or responses.
- Discussing sensitive issues within earshot of your child or other children.
- Do not take photos or videos of children while of the nursery premises.
- Do not use your mobile phone whilst on site.



Parents' Guide to the Early Years Foundation Stage Framework

Exciting times ahead for you and your child

What is the Early Years Foundation Stage?

Welcome to the **Early Years Foundation Stage (EYFS)**, which is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

What is the EYFS Framework – why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the **"Early Learning Goals (ELGs)"**

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.



What does it mean for me as a parent?

Ensuring my child's safety

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a childminder can look after, and things like administering medicines and carrying out risk assessments.



Quality

You can find out about the quality of your child's nursery and other early years providers in relation to the EYFS Framework by checking what the Government's official inspection body for early years, Ofsted, has to say about it. You can find this information at www.ofsted.gov.uk/inspection-reports/find-inspection-report.

How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.



These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

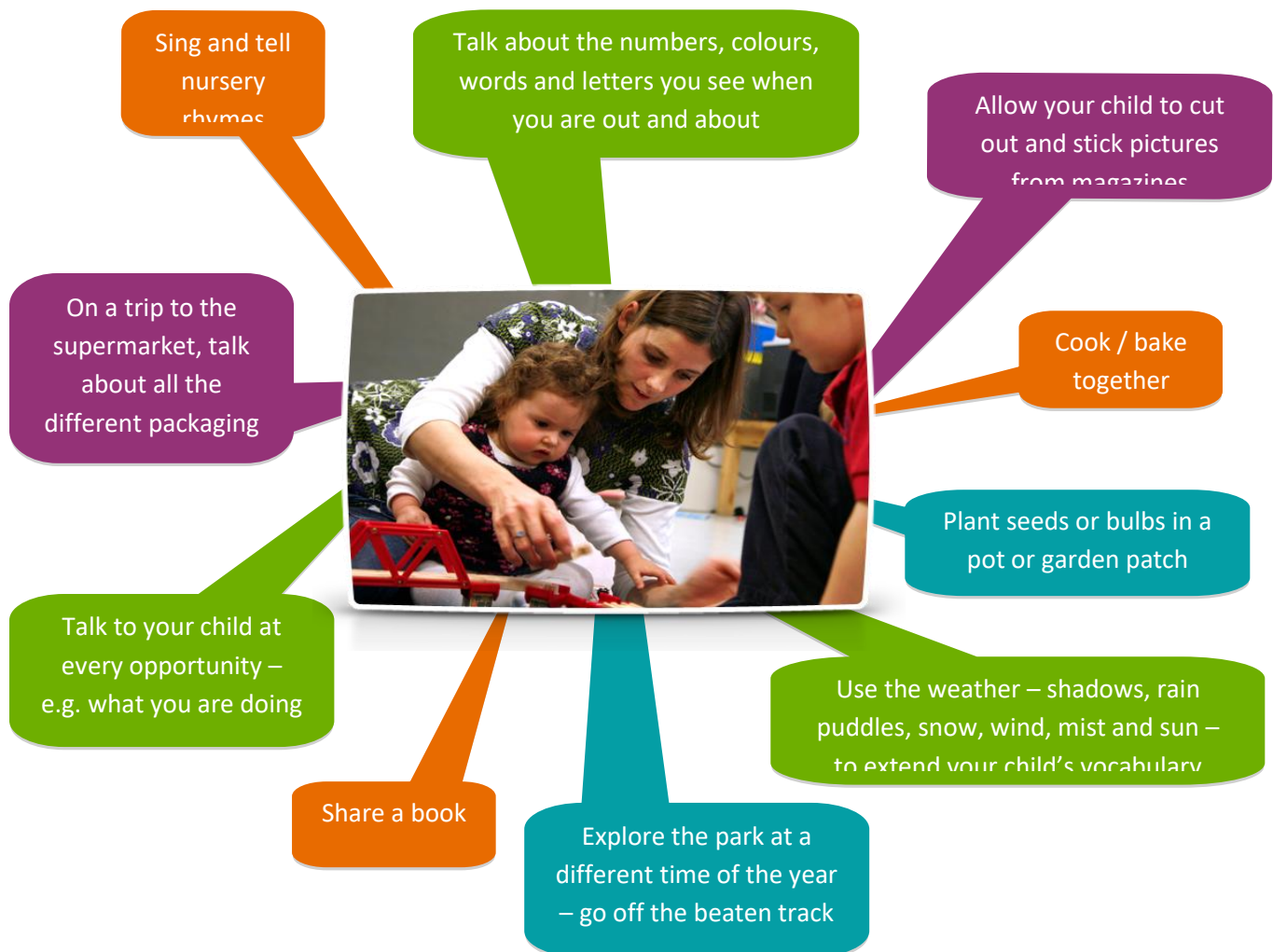
The diagram below gives examples of the areas of learning and development and shows the links between the way in which your child learns and what they learn.



As a mum or dad, how can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school.

Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real



difference to your child's confidence as a young learner.

If you're looking for new ideas for things to do then find out what is on offer at your local children's centre. Many offer 'messy play' activities which you and your child can join in with, and many of the activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages.

How can I find out how my child is getting on?

It is important that you and the professionals caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child. These conversations will either need to be with your childminder or, in a larger setting like a nursery, with your child's **"key person"**. This is the person who:

- Is your main point of contact within the setting
- Helps your child to become settled, happy and safe
- Is responsible for your child's care, development and learning



- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how to help your child at home

You should be able to get information about your child's development at any time and there are two stages (at age 2, and again at age 5) when the professionals caring for your child must give you written information about how he or she is doing.

Try to speak to your child's key person as often as possible about what your child has been doing, what they have enjoyed, what they need to be doing more of and what you can do at



When your child is 2

At some point after your child turns 2, the professionals working with your child must give you a written summary of how your child is progressing against the 3 prime areas of learning:

- communication and language;
- physical development; and
- personal, social and emotional development.

This is called **the progress check at age 2**.

This check will highlight areas where your child is progressing well and any where they might need some extra help or support – and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).

When your child is 5

At the end of the EYFS – in the summer term of the reception year in school – teachers complete an assessment which is known as the **EYFS Profile**. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time.

Another important part of the EYFS Profile is your knowledge about your child's learning and development, so do let your child's class teacher know about what your child does with you: such as how confident your child is in writing their name, reading and talking about a favourite book, speaking to people your child is not so familiar with or their understanding of numbers.

All of the information collected is used to judge how your child is doing in the 7 areas of learning and development. Finding out at this stage how your child is doing will mean that the teacher your child has in their next school year – year 1 – will know what your child really enjoys doing and does well, as well as helping them decide if your child needs a bit of extra support, what that support should be and if they are already getting it.

The school will give you a report of your child's progress, including information from his or her EYFS Profile.

Where can I go for further information?

The most important place to find out more is **your child's childminder or nursery** – do ask as many questions as you need to. Providers really do welcome speaking with you.

You may want to find out what is on offer at **your local children's centre**.

You can find the **Early Years Foundation Stage** which includes the early learning goals at www.foundationyears.org.uk. The foundation years website also includes a range of resources and contacts.