

Welcome to our Nursery



**City College Norwich, Ipswich
Road
Norwich NR2 2LJ**

We hope the following information helps answer any queries you may have as we understand that choosing the right care for your child is a very important decision.

Before your child starts with us we will issue you with a child friendly information booklet to help familiarise them and you to our setting.

About the nursery

City College Norwich Nursery has been open since 1989 and it is registered with Ofsted. (Ofsted Registration No: 254021)

The Nursery is open all year round with the exception of bank holidays, one staff development day and a closure between Christmas and New Year.

We are open Monday to Friday from 8am to 6pm

Phone 01603 773121



Who is able to use the nursery?

We offer places to City College staff and students, as well as families who have no connections to the college. We operate a waiting list system for all nursery admissions. The needs of all children are met through recognising the uniqueness of each child and we aim to make your child feel welcomed, understood and valued from their first visit.

Where parents'/carers' first language is not English, we will contact 'InTran', a translation service available by phone. We will provide any information sheets translated into the required language (including Braille) on request.

We believe that your child's safety is paramount; access to the nursery can only be gained through a secure gate and door code system.

Opening Times

Opening hours are as follows:

Monday to Friday	8.00am to 6.00pm
Morning session	8.00am to 1.00pm
Afternoon session	1.00pm to 6.00pm



Staff Team

All our staff are qualified in childcare and we have more than the required amount of staff holding a first aid certificate. Our staff are chosen for their personal qualities and their dedication to childcare.

It is in the best interests of the children and staff within the nursery that every opportunity is given for staff to develop their personal and professional skills. Therefore, we aim to give all staff the opportunity to further their training by attending relevant courses.

As a nursery, we hold one in house staff development day yearly which all staff attend.

Aims of City College Nursery

The Nursery aims to provide a caring, happy, secure and stimulating environment so that your child will be guided at an early stage in the process of developing into a thinking, caring and responsible member of society.

Nursery education is about the development of the whole child as an individual. It is our aim to promote happy, well-adjusted and confident children. Resources are open-ended so that children make choices about how they play.

The Nursery aims to achieve this by working in close partnership with parents and by providing the following:

- a relaxed, safe and stimulating atmosphere
- an encouraging, consistent and positive attitude towards all children
- a welcome for children of all abilities and from all social and ethnic backgrounds
- a recognition that children have individual needs and may therefore develop at different rates

We aim to provide an environment which helps children to develop a sense of significance of their own behaviour, both on their environment and those around them.

We strive to keep any restrictions on children's natural desire to explore and develop their own ideas and concepts to a minimum.

At City College nursery, we follow the Early Years Foundation Stage that supports every child to develop and learn from birth to five years. We look carefully at your child to consider their needs, their interests and their stages of development and we use this information to help plan a challenging and enjoyable experience across all the areas of learning.

Our aim is to make your child feel special and cherished during their time at nursery.

Following the Early Years Foundation Stage, we will keep records of any observations regarding your child and will assess their progress and development and plan for future learning. We welcome your comments and contribution at any time.

Organisation of age groups

The nursery is organised into four age groups.

Rainbow - 6 weeks to 2 years:

Farmyard - 2 to 3 years:

Woodland - 3 to 5 years.

At the nursery, we follow the Early Years Foundation Stage long term plans that cover:

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

- Personal Social & Emotional Development
- Communication & Language
- Literacy
- Mathematics
- Understanding the World
- Physical Development
- Expressive arts and design

The Rainbow Room

We can cater for up to 15 children aged between 6 weeks to 2 years. The members of staff who work within this age range are selected for their affinity to very young children.

We endeavour to try to follow each child's individual routine. Alongside this, we also provide a variety of age appropriate activities throughout each session to stimulate all areas of your child's development.

Farmyard Room

This room caters for up to 12 children aged between 2 years and approximately 3 years of age. Three members of staff work within this age group.

All children are encouraged to explore, socialise and learn at their own pace, in a friendly and relaxed atmosphere. Independence is encouraged but a cuddle is never far away.

Woodland Room



This is the 3 to 5 years age group. We can have up to 16 children in this age group cared for by two staff.

Although the Early Years Foundation Stage is incorporated into the daily routine we feel that it is essential that children learn at their own pace, therefore they should not see any difference between their early learning and play.

Settling into City College Nursery

Once you have made the decision to take up a place with us you will be invited to come and settle your child into nursery at mutually agreeable times. We will arrange a minimum of 3 settling sessions before your child starts with us. These are an opportunity for you and your child to meet the staff and the other children.

During the sessions, you will spend time with your appointed key person, who will discuss your child's routines and needs to make sure they are being cared for in a way that is valued by you. This means that one member of staff is dedicated to a small group of children and will be on hand to give special care and attention to your child. This is particularly important when they first start at nursery and the key person will greet your child and be at hand to guide them through their day.

We feel it is important for the child to feel secure in the relationship with their key person in order to be confident to explore and try out new things.

If at any point additional settling sessions are required this can easily be arranged. We want all children to feel as secure as possible when they start nursery.

We are always more than happy to take telephone calls from parents/carers when your child is at nursery. A member of staff within your child's base room will be able to inform you on your child's progress.

Parental Partnership

The team respects that you, the parent, have the greatest knowledge of your child. The staff will endeavour to carry out your wishes at all times although you are asked to respect the policies and procedures we are regulated by.

You are welcome to visit your child once they have settled into the nursery at any time. For security purposes, please can you notify a member of staff of your intentions. If we feel your visit distresses your child or the other children under our care we may have to review the situation. We promote a two-way partnership between parents and carer that establishes good home/nursery links.

Parents are encouraged to participate in their child's education and development within the nursery.

Tapestry/home contact Diaries

All children's learning journeys are logged on our online system called Tapestry. Once we have your agreement, you will be sent an email enabling you to log in and view your child's observations and photographs securely. You can add comments and follow your child's individual progress and achievements.

You will also be given a diary that will be used in conjunction with Tapestry to share information and activities between home and nursery.



Toys and Comforters

We understand that many children have a special toy or comforter that they like to have with them. We are more than happy for your child to bring suitable comforters into nursery.

Illness

For your child's comfort and well being and that of the other children and staff, please do not bring your child to nursery if they are unwell.

It would be appreciated if you could contact the nursery if your child will not be attending so that we can take the appropriate action.

A full copy of our sickness policy is available on line or is available from the nursery office.

If your child becomes unwell while in our care we will contact you immediately to discuss our concerns.

Medication

If your child requires prescribed medication we are able to administer this once consent forms have been completed by you. We ask that all children stay at home for the first 24 hours whilst receiving antibiotics.

Calpol will be administered in the event of your child having a temperature of 38 c or over, if you have given the necessary written consent.

Accidents

Any accidents that occur whilst your child is in our care will be recorded in our accident record book. When you collect your child you will be asked to sign the book to say you acknowledge the details recorded.

If we feel it is necessary we will also contact you at the time to inform you of the incident.

In the event of a medical emergency your child will be assessed promptly and the appropriate action will be taken.

