

THE FOLLY NURSERY AND PRE-SCHOOL



The Folly
nursery

Operational Plan

Building Foundations for Life, whilst allowing Children to be Children!

Background Information

The Folly Nursery stands in the grounds of the former Dalwood Primary School. It has exclusive use of the site, both inside and out.

It takes its name from the old stone tower, at Tower Cross in Honiton, which was home to the nursery from its beginnings in September 1995 when it was started by Geoffrey Wilmot. In September 2001 the nursery moved to Manor House School in Honiton, which was also owned by Geoffrey Wilmot. Then, after the closure of the school in July 2010, the nursery moved to its current site at Dalwood School in August 2011. At this point The Folly Nursery Ltd was started by Geoffrey Wilmot and Helen Freeman. In January 2012 we expanded in to the full premises of Dalwood School which allowed us to expand, both in space and in numbers. This helped us meet the local need better by employing more staff and by accepting more children into the setting, allowing parents to go back to work, knowing their children are safe and happy within a setting in their local community, and also receiving a high level of education whilst they are there. In May 2013 we purchased the old school building from Devon County Council providing us the security of the site.

In its beginnings the nursery catered for 26 children aged 3 and 4 years old but in 2006 started taking children at the age of 2 years. Then in September 2009 the nursery expanded into another room and was granted funding to open a 'baby' room so creating 12 extra places for under 2's.

Now The Folly provides care and early education for children from birth to eight years old, working within the required guidelines for the EYFS (Early Years Foundation Stage) curriculum.

The nursery is registered, with Ofsted (EY496145), and we choose to take up to 55 children at any one session split over the 3 classrooms. We operate on a staff to child ratio of 1:3 for under twos, 1:4 for two year olds and 1:6 for three to four year olds.

In May 2016 we opened a second branch of The Folly in Ilton in South Somerset, 25 minutes away from our Dalwood site. Ilton can cater for 36 children at one time.

Our Mission Statement

Building foundations for life whilst allowing children to be children!

Aims and Objectives

The Folly Nursery is a day nursery, a pre-school and also an out of school club and therefore is on both the Early Years Register and the Compulsory part of the Childcare register provided by Ofsted our governing body.

The Folly aims to nurture the children's deep desire to learn, to experiment, to socialise and to gain independence. The curriculum we follow is The Early Years Foundation Stage (EYFS) which is designed to cover 7 areas of learning.

It consists of 3 prime areas which are:

Personal, Social and Emotional Development

Communication and Language, and

Physical Development.

It is seen that these 3 areas are the most important areas from birth and build the roots for the rest of a child's learning.

There are also 4 specific areas which are:

Literacy

Mathematics

Understanding the World, and Expressive Arts and Design.

These 4 specific areas strengthen the prime areas and help us to apply the prime areas within a nursery setting. All these 7 areas are inter-connected and most of our activities within the nursery cover more than one area at one time.

The wide and varied range of activities we offer provides the children with not only a basic grounding in numbers and letters, but a wealth of learning experiences, allowing them to progress to their next stage of education with a sense of achievement and confidence.

All our activities are designed to cover more than just one area of the curriculum at any one time and ensure that every child gets a chance to achieve in every area. All activities are planned to follow children's interests as by doing so we have found children to want to be more involved in their learning and achieve their potential.

Emphasis is placed on the development of every child's self-esteem and independence, and they are strongly encouraged to be kind and caring to one another in a positive and nurturing environment. Children work and play together in a happy, relaxed and positive atmosphere in which encouragement abounds and the surroundings are colourful, attractive and adaptable.

The experiences provided for each child are stimulating, challenging, absorbing and satisfying, allowing for every aspect of development and progression through the different stages of the preschool years.

The children are taught by dedicated, enthusiastic and well qualified staff in spacious and well equipped classrooms. This all combines to help us provide a start to education of the highest standard. We have 3 rooms - our Ladybirds are in their own room for under 2s, our Caterpillars are in the 2 year olds room and our Butterflies have their own Preschool room, designed for 3 and 4 year olds, where they can do special activities planned to prepare them for school.

The Folly Nursery has started to expand more into holiday care as well as providing the high quality Early Years Care currently on offer, and is planning on expanding further into after school care. This will be run by suitably qualified staff.

Staff

Out of our twenty staff who work with the children, seventeen are qualified at level 3 or above, and 1 is working towards it. Another member of staff is working towards their level 2 qualification. All staff regularly attend courses and workshops to keep abreast of current educational thinking, and staff are required to attend statutory courses such as Paediatric First Aid and Safeguarding Children. All staff are DBS checked before being allowed to commence work, and references are sought. Staff are also required to attend monthly staff meetings where ongoing training and information sharing take place, as well as room meetings where they can plan for the individual children in their rooms..

Nursery Staff List

Batten, Amy - BA HONS Degree in Early Years
Room Leader - Ladybirds (job share)

Blake, Melodie - NVQ (level 3) Childcare, Learning and Development
Room Leader / Assistant - Ladybirds (job share)

Burns, Charlotte
Nursery Cook

Chown, Kirsty - NVQ (level 3) Childcare, Learning and Development
Nursery Assistant - Caterpillars

Croton, Louise - BTEC National Diploma in Nursery Nursing (Level 3)
Room Leader - Ladybirds (job share)

Freeman, Helen - NVQ (Level 3) Early Years Care and Education, NVQ (Level 5) Management, BSL (Level 1 passed and 2 completed)
Manager and Director - Registered person with Ofsted
Proprietor
Special Educational Needs Co-ordinator (SENCO)

Herbert, Grace - NVQ (level 3) Childcare, Learning and Development
Nursery Assistant - Caterpillars

Hubbard, Leanne - Level 3 Diploma - Children and Young People's Workforce
Nursery Assistant - Butterflies

Kenway, Sarah - Diploma for the Children's and Young People's Workforce (level 3) (working towards her Foundation Degree in Early Years)
Nursery Assistant - Ladybirds

Laing, Kathy
Caretaker / Music Session Leader

Marks, Stacey CACHE (level 2) Early Years, NVQ (level 2) BTEC first Diploma
Nursery Assistant - Ladybirds

Perryman, Donna - NVQ (level 4) Children's Care Learning and Development
Room leader - Caterpillars (job share)

Pomeroy, Claire - NVQ (level 3) Childcare, Learning and Development
Nursery Assistant - Ladybirds

Prowse, Nikita - Working towards level 2, Childcare, Learning and Development
Trainee Nursery Assistant - Ladybirds

Shoesmith, Ellie - NVQ (level 3) Childcare, Learning and Development
Assistant Room Leader - Butterflies

Stacey, Josephine - Working towards NVQ (level 3) Early Years Educator
Volunteer Nursery Assistant - Butterflies

Storey, Chloe - Cache (level 3) Children's Care Learning and Development, Level 4 - Early Years Practice
Preschool Room leader - Butterflies

Stylianidou, Kyriaki (Kelly) - Degree of Early Childhood Education
1-1 Support Assistant - Caterpillars

West, Debbie - Diploma in Preschool Practice (level 3)
Preschool Assistant - Butterflies

White, Jess - NVQ (level 2) Childcare, Learning and Development - Working towards level 3
Room leader - Caterpillars (job share)

Wilmot, Geoffrey - Diploma Preschool Practice (Level 3)
Proprietor - Registered Person with Ofsted - Bank Staff
Forest School

Wilton, Suzannah - NVQ (level 3) Childcare, Learning and Development
Nursery Assistant - Ladybirds

Staff Roles

All staff have their own responsibilities and they include;

The Manager - Mrs Helen Freeman - is in overall charge of all staff and all children and has the final say in all matters of education.

The Day Managers - Mrs Amy Batten, Miss Louise Croton and Miss Chloe Storey, - have responsibility of being in charge of the day to day running of the nursery during the absence of the manager for any reason.

Safeguarding Designated Officer - Mrs Helen Freeman also has specific responsibility for issues relating to Safeguarding Children and is qualified to level 3 along with Mr Geoffrey Wilmot the Proprietor, who can also be consulted during the absence of the Designated Officer.

All other staff have had Safeguarding Children Awareness training at level 2. (See separate safeguarding policy)

Room Leaders - The room leaders are in charge of making sure all the routines and requirements of each child in their room has been met each day, and that information has been received from and fed back to parents daily. They are also responsible for making sure the planning has been followed and adjusted as necessary to make sure each child in their room is achieving to their full potential.

SENCO and Behaviour Management - this is Mrs Helen Freeman; she is the staff and the parent's first port of call if a concern about a child's development or behaviour arises. Helen would then, alongside the child's key person and the appropriate Room Leader, collect evidence of the child's development and behaviour traits and decide - along with the parents - the best course of action to follow. (Please see separate Special Educational Needs and Behaviour Management policies)

First Aid and Fire Marshalling - This is the responsibility of Mrs Helen Freeman who liaises with the Fire officers to have the equipment checked 6 monthly/annually and is responsible for making sure the nursery is holding fire drills regularly and recording them. She is also responsible for checking that people keep up to date with first aid training and that there is always a qualified person on site.

Key People - All staff qualified at Level 3, or working towards it, are allocated key children, who they are responsible for. They are not the only member of staff who works with the child but they are the person who; inputs into the planning for them, files their work, keeps their records up to date and is responsible for the monitoring of their overall development and learning whilst at the setting.

The role of leading the sessions is taken on by the room leaders under the charge of the manager. In the event of room leaders and the Manager being absent, all other level 3 Staff are qualified to take charge, and one of them is nominated for this role. Part-time Staff are called upon to cover absence when regular Staff are ill, attending courses or on annual leave.

Staff Meetings

Staff Meetings are held every month, with ongoing discussion between staff taking place throughout the term. All Staff are asked to attend as many meetings as are possible and minutes are taken at all meetings. Staff work closely as a team and a staff notice board, situated out of view of parents and visitors, is used to alert staff of all current issues, as well as the staff communication book which each member of staff checks at the beginning and end of each session.

Staff Appraisals and Supervision

Staff work closely as a team and the importance of a consistent approach is recognised by all as being a vital ingredient in the success of the nursery, providing, as it does, continuity and clear expectations for the children. The Manager works alongside all staff and is therefore aware of their approach and able to appraise performance informally on a day to day basis. Staff supervision takes place 3 times a year. This is an informal meeting between the Manager and each member of staff one by one where any issues can be raised and feedback can be given. A formal appraisal takes place once a year for each member of staff, the timing of this is dependent on the month they started work with us. All Staff are given a self-appraisal form to fill in, and then each member of staff is observed individually on two separate occasions and at two different types of activity by the Manager. Staff are made aware when this will be taking place. Observations are followed up by an interview at which performance and the self-appraisal form are discussed. The contents and conclusion of the interview are then summarised in a brief report written by the Manager at the end of the meeting and countersigned by the member of Staff. The Manager is appraised by the Proprietor who is himself a qualified Nursery Leader.

Staff Recruitment, Selection and Retention

Vacancies are advertised along with a job description and a person specification. All candidates wishing to apply must fill in an application form and then a shortlist of applicants is chosen by the Manager and the Proprietor, by matching the applicant to the job description and the person specification. At this point names and personal details are not looked at. Each shortlisted applicant is then invited to spend part of a morning or afternoon at the nursery, during which time he / she will be observed in his / her interactions with the children by the Manager and one of the Room Leaders. The applicant is then interviewed by a panel consisting of Manager and the Proprietor (and a third person for higher posts). All those on the interview panel ask questions prepared and agreed between them in advance. Notes are taken during the interview to aid later discussion and decision making. After all applicants have been interviewed the interview panel meet to discuss and choose the correct person for the job.

All posts are subject to a clear enhanced DBS disclosure (which includes Protection of Children Act list/List 99 check), and references. The results of these checks are kept in the staff members file at all times for Ofsted to see, and are updated regularly to check for any changes to them.

At The Folly Nursery we have 3 different types of contracted staff. The first is staff contracted to term times only. They are contracted to work 38 weeks of the year during term times, but are asked for occasional cover at other times.

The second is staff contracted for 52 weeks a year. They are contracted to work 52 weeks of the year, but are able to take 5.6 weeks holiday - 1 week at Christmas, the 8 regular bank holidays and 3 weeks of their own choice, one during each term unless prior consent has been given by management.

If a member of staff on either contract chooses to leave The Folly they would be giving Management 1 month's written notice.

The third is our bank staff. They are called upon to cover holidays booked in advance, or occasionally called at the last minute if a regular member of staff is taken sick. If a member of bank staff chooses to leave The Folly they would be giving Management 2 weeks notice.

At The Folly we don't have a high turnover of staff because we have a very open relationship between staff and Management. The Manager is always available if a member of staff wishes to discuss any aspect of their job, or home life which affects their working day. We always try to be as flexible as possible with our staff, as long as it bears no negative affect on the children in our care.

If a staff member had a grievance in the first instance they would speak to the Manager and together they would try to find a suitable outcome for both parties. If this could not be resolved we would follow our Grievance Policy. (See separate policy)

Voluntary Helpers and Students

Parents do not come in to the nursery on a regular basis to help, although occasionally a parent will be invited in to talk to the children on an area of expertise. The parent is never left with the children unsupervised by staff. No more than one parent would be asked to join us at any one time.

Students are able to come to The Folly for work placement. These must always be booked in advance. They are supervised at all times and are never left alone with a child. No more than one student may be placed with the nursery at any one time. If a student is going to become a regular visitor - more than 5 times in a year period - for example a college student on placement for a year - then they would have to go through our Recruitment process.

No student/helper/visitor under the age of 17 years would ever be counted in our child: adult ratio. On an occasion where a long term student over the age of 17 has been deemed competent and responsible enough by the Manager, she may choose to count them into the ratios if needed.

At The Folly Nursery we do employ apprentices from time to time. Once an apprentice has been inducted and has settled in and is aged 17 or over the Manager will assess whether they are suitable to be counted in the ratios of staff to children.

We also do allow volunteers at The Folly to help out and gain experience as part of their training. In this case the full recruitment policy would be followed and a DBS check and references taken.

Visitors

Anyone visiting the nursery - prospective parents, educationalist or invited guest - will have an appointment, the details of which will be written in the nursery diary. On arrival the visitor will be asked to fill their details (Full Name, Time in and out, Purpose of visit, Vehicle Registration) in our Visitors' Book. They will then be asked to sign themselves out of the book when their departure time arrives. No-one unknown to the nursery is allowed to visit without an appointment. Visitors will ring the bell and are then greeted at the door and their identity is checked. They are then let in and are accompanied by a member of staff at all times during their visit. If a visitor is going to become a regular visitor - more than 5 times in a year period - for example a college student on placement for a year - then they would have to go through our Recruitment process. Visitors are asked to read our visitors safeguarding statement when signing in.

Working in Partnership with Parents and Carers

What is it like for a child here?

Activities

Life at Nursery

Our nursery is a vibrant and happy place. This section aims to cover the basic nursery routines and systems which help our nursery run smoothly, but there is far more to life at our nursery than space here allows.

The starting point for our Nursery Curriculum is the Early Years Foundation Stage (EYFS) curriculum, but the depth and breadth of coverage goes far further. Our curriculum is carefully planned and co-ordinated to ensure the children at The Folly receive a relevant, balanced, enjoyable and challenging learning experience. The EYFS is designed to cover 7 areas of learning. It consists of 3 prime areas which are: Personal, Social and Emotional Development, Communication and Language, and Physical Development. It is seen that these 3 areas are the most important areas from birth and build the roots for the rest of a child's learning. There are also 4 specific areas which are: Literacy, Mathematics, Understanding the World and Expressive Arts and Design. These 4 specific areas strengthen the prime areas and help us to apply the prime areas within a nursery setting. All these 7 areas are inter-connected and most of our activities within the nursery cover more than one area at one time.

The nursery has its own three outside areas, each one designed for one of our 3 age groups. In the indoor space the children are split according to age - the Butterflies (3-4yrs), the Caterpillars (2-3yrs) and the Ladybirds (under 2's) each having their own room. There is a separate area for messy play and for eating in each of the rooms, although sometimes children eat together during quieter times. We also have a sleeping area for babies and young children needing a daily rest/sleep, in both the Caterpillar and Ladybird rooms. The children undertake a wide variety of activities to make the very most of their natural enthusiasm for learning at this age. All of our activities are planned according to the children's interests and are observed and tracked along the EYFS, by the individual child's key person. Activities are planned to help fill the gaps in a child's learning and move them closer towards the Early Learning Goals. Whilst activities are planned for individual children they are all planned to cover multiple areas of the EYFS at any one time so aiding not just the child in question but several children with their learning. For example: sand play may cover Expressive Arts and Design by allowing the child to explore freely, but by building sandcastles with the children we are encouraging their Mathematical skills, their Personal Social and Emotional Development as they share their space and their Communication and Language skills as we talk to the children as they play. Some of our activities include experimenting creatively with collage materials, clay, play dough, paints and crayons, spend time dressing up and playing together in the home areas or building their own creations from a variety of construction toys.

In all rooms children are encouraged to enjoy books and stories, and are encouraged to take a book home once a week in their own book bag to share with their families at home.

Table top activities encourage the development of fine motor skills with pencils, crayons, chalks, scissors, threading, puzzles and other equipment, while board games nurture the ability to take turns. We have tablets which can be used by the children which offer various matching, colour, number and letter games for our Preschool children as well as building on their ICT skills. The children also enjoy cooking, and a variety of tactile activities including sand and water play.

Older children (our Butterflies) have a 'Special Time' lesson in which every child has the opportunity to participate and contribute to a small group activity based usually on numeracy and literacy which we call 'special time'. This takes place in our Preschool room which is designed for rising 5's and has exclusive equipment for their use only to aid their preparation into their 'big' school.

There are plenty of opportunities for outdoor play, and wherever possible we operate a free flow between inside and outside. The classrooms for Caterpillars and Butterflies both open on to an outside area where children can play in all weathers, as long as they dress appropriately for the occasion. One area includes a quiet area for those wanting to sit with a book quietly as well as sand trays, water trays, balls and hoops, climbing/sliding equipment as well as other activities set out on a daily basis. The other is home to a mud kitchen, sand pit and obstacle equipment. There is a third outside area which is the base for their Forest Fun activities, also with an area for those children wishing to have some quieter times. Both the Caterpillars and Butterflies use these two gardens during the course of the week. The children also on occasion go out into the car park with the staff where they have their own vegetables growing in tyres and the eldest children have the daily responsibility of looking after them. Out the back of the nursery we have a special garden for our under 2's where they can play safely and not get caught up with the older children whilst they are slowly mastering the skills of crawling and learning to walk. Their area contains a large walk in sandpit, some small climbing equipment, a Wendy house, guttering for ball and water play and different sensory plants for them to explore, to name a few activities.

Out the front on the adjacent field there is also a large garden with a playhouse, lots of space to run around and a fenced off ride-on toy area. For the use of older children there is an exciting wooden climbing area where they can climb, balance and slide. All this is surrounded by over an acre of grassland and wilder areas where children regularly go to walk and explore. This land is owned by the village and we ask parents on entry for permission for their child to go offsite where they can use these grounds as well as going further a field into the village to visit local farms, shop and countryside walks.

While singing is a part of every session at the nursery, a twice weekly music session allows the children to use the talents of a musically talented member of staff.

Forest Fun is a session attended by the oldest group of children, our Butterflies. It is usually based in the Forest School Garden. During Forest Fun sessions children develop their skills in all areas of the curriculum and work individually and as a team to complete their tasks. They also have the chance of working on a 1:1 with a member of staff to use saws, drills and other tools and equipment. (See further details on Forest Fun in a later section)

Planning

Although we have a long term plan for the term, our planning is very much child led following the EYFS guidelines and is reviewed on a weekly basis by the room leaders for each room.

Our outline planning is written at room meetings and is based on the feedback of all staff who share their own key children's next step goals. That information is used to plan activities which will allow each child ample time to work on their own goals and targets but in a fun and interesting way ensuring they engage with the activities planned for them.

Our planning is very flexible and children's interests can change quickly and our planning can cope with this as staff evaluate their activities and give regular feedback ensuring that they children's next steps are met even if not in the way originally planned for.

The room leaders are responsible for making sure the planning is written up and that all staff are contributing their observations to it and the key person is responsible for the delivery of the activities to their key children.

Organisation of classes

Ladybirds	0 - 2 years approx
Caterpillars	2 - 3 years approx
Butterflies	3 years - rising 5s

Hours of Opening

The Folly Nursery is open 51 weeks a year from 7.45am to 6.00pm. Term time only bookings are available too. We do have set sessions for you to choose from for your child however we pride ourselves in offering flexible hours to busy parents and hours are available outside of these session following our hourly rate. Hours of sessions are as follows:

Morning sessions	7.45am - 1.00pm or 9.00am - 1.00pm
Afternoon sessions	1.00pm - 4.00pm or 1.00pm - 6.00pm
Day sessions	School day 9.00am - 3.00pm or Full day 7.45am - 6.00pm

Children may attend for as few or as many sessions as their parent's wish, space allowing, with a minimum requirement that children come to at least two sessions a week, either by 1 full day or sessions split over two separate days, to enable continuity and routine for the child.

Fees

Children registering after 1st September 2015 fees are charged by the session as set out below. For additional hours either side of these sessions we charge by the hour at the hourly rate of £5.50 for children aged under 2 years and £5.30 for children aged 2 and above.

A breakfast, cooked nursery lunch and hot tea are available for the additional cost of £0.50, £1.95 and £1.00 respectively per day. (There is a reduction in cost for meals for babies whilst weaning.)

Morning sessions	7.45am - 1.00pm	- £26.00 for under 2's £25.20 for children aged 2 and over
	9.00am - 1.00pm	- £20.00 for under 2's, £19.50 for children aged 2 and over
Afternoon sessions	1.00pm - 4.00pm	- £15.30 for under 2's £15.00 for children aged 2 and over
	1.00pm - 6.00pm	- £24.50 for under 2's £24.00 for children aged 2 and over
Day sessions	9.00am - 3.00pm	- £29.50 for under 2's £28.50 for children aged 2 and over
	7.45am - 6.00pm	- £43.00 for under 2's £41.00 for children aged 2 and over

The Early Years Grant may be used at The Folly Nursery from the term following a child's third birthday and is available for up to 15 hours a week for term time only or up to 11 hours a week for 51 weeks of the year.

2gether funding is also available at The Folly for eligible children. Parents can apply online at www.devon.gov.uk/disc-2gether or by calling 0845 1551019 to see if they meet the criteria.

Please speak to a member of staff for more information on either the 2gether or the EYEF funding.

Collection of Children

Children may be collected from nursery only by their parents or other carers nominated by their parents and known to nursery staff.

Persons collecting a child must be aged 17 or older, regardless of whether there is an adult waiting in the car or not. Staff will not allow a child to leave the building with anyone younger.

Children who are not collected will be cared for in the nursery while attempts are made to contact, in the first instance, the parents, and failing that, the nominated emergency contact on the child's application form. At this point the Nursery's Safeguarding policy will be followed and the Senior Designated Safeguarding Officers would be called upon for advice. If no one can be contacted and the child is still with us after 30 minutes, or as the nursery is about to close for the day; following our Safeguarding Policy, MASH (Multi Agency Safeguarding Hub) would be notified, and their advice followed. No member of staff would ever consider taking a child home themselves, or allowing anyone who had not been authorised by the parents, to do so either.

A written report would be written as soon after the incident as possible and this would be kept in the nursery's child protection file.

If in the instance where someone unknown to the nursery is needed to collect your child, you will be asked for a full description of the person, including their full name, and a password, only known to the two of you, which will then be asked for upon collection.

If the information given on collection doesn't match up with that given to the nursery by the parent, then collection will be refused and attempts will be made to contact the parents.

Late Collection of Children

Staff at The Folly Nursery will look after uncollected children, whilst every effort is made to contact the parents.

If a parent is aware that they are going to be late in advance, then they are asked to inform a staff member on drop off in the morning or by telephone at least 4 hours before the collection should be made. On these occasions children will be charged by the quarter of an hour at our usual hourly rate of £5.30/£5.50, and it will be classed as extra hours.

If a parent is late to collect their child with less than 4 hours notice or no notice at all the staff will still look after the child whilst attempts are made to contact the parent, however, after the first 15 minutes at £5.30/£5.50 per hour, by the quarter of an hour, the charges will be at the higher rate of £10.00 per hour, by the 15 minutes and it will be classed as a late pick up.

Anyone still at nursery after 6.00pm will be charged at the higher rate of £40.00 per hour charged by the 15 minutes.

If a child is still at nursery 30 minutes after they were due to be collected, or as the nursery is about to close at 6.00pm, and all attempts to contact parents and the child's emergency contact, have been unsuccessful, MASH (Devon's Multi Agency Safeguarding Hub) would be called upon and their advice would be followed.

Non-Payment of Nursery Fees

As an independent nursery The Folly's income is derived from the fees paid by parents, guardians or others on behalf of the pupils. Failure to pay outstanding nursery fees could lead to the withdrawal of a place from the nursery roll. Invoices are processed on or before the 1st of every month and fees are payable in advance, by the 10th of the month. If fees are in arrears, interest will be added at 2% over base rate to the outstanding amount as well as a £10 surcharge for every contact made with parents to obtain fees.

Withdrawal of a place is entirely at a Director's discretion. It would be unusual for a child to still be in attendance at the nursery at a point where solicitors have been instructed to recover a debt.

Approx Daily Routine

- 7.45 Nursery opens and the earliest children arrive for Breakfast.
- 9.00 Arrival of children attending morning session and existing children move into the right rooms. All rooms are open and all children have free access to all activities and to the outside if weather permits.
- 10.30 Tidy up time for each room and then all groups have their snack separately along with a circle time (discussion, songs and games).
- 11.00 All the children have outside free play, or they can take part in the adult led outside activity which may be a game, a large construction toy, a craft activity or some type of physical activity.
- 11.35 Outside tidy up time.
- 11.45 All children have a quiet time which could be a story, some singing or a lie under the bubble machine. Butterflies arrive back if they have been at Forest School.
- 12.00 Lunch time
- 1.00 Some children go home after lunch and all other children have stories and songs followed by free play time in their respective rooms. Afternoon children also arrive at this time.
- 2.15 Tidy up time for all groups.
- 2.30 The children come together for an end of the day circle and fruit, followed by a short story and home time.
- 3.00 End of school day session. Quiet activities such as puzzles, or a turn-taking game. In nicer weather there could be another outside time.
- 4.00 Tidy up time, some more children go home.
- 4.30 Hot tea for children still at nursery
- 6.00 End of the day. All children are collected by this time

Food

At The Folly we believe that children need to be taught about healthy eating and by starting this at a young age we hope that children will enjoy trying new foods and tastes. We grow vegetables with the children and regular cooking sessions to help them enjoy food. We provide healthy meals and snacks throughout the day:

Breakfast is provided to children arriving between 7.45am and 8.30am and this consists of toast, porridge or cereal, with a piece of fruit and milk or water to drink (for an additional cost of 50p).

Snacks of fruit (fresh and dried) and crackers or rice cakes are provided mid morning and mid afternoon, along with a drink - this is included within the cost of fees.

A balanced and nutritious cooked lunch is available, cooked daily by our cook in our own kitchen, using fresh ingredients, for an additional charge (currently £1.95 (£1.00 for babies and 50p whilst weaning)). A typical weekly menu can be found below. Alternatively, parents may provide a packed lunch. This should not contain sweets, nuts, fizzy drinks, glass bottles or cans.

A cooked tea is offered to children still at nursery at 4.30pm (for the current cost of £1.00) with a drink of milk or water, please see sample menu for details.

As all our meals are home cooked we try to cater for all dietary needs; including gluten free, dairy free, and any other allergies/intolerances your child may have, which we have been alerted to in advance, whilst still trying to provide the child with a nutritious meal.

Sample Menu:

Monday:

Lunch:

Chicken and squash risotto with carrots

Tea:

Pasta with a tomato and vegetable sauce and cheese

Tuesday:

Lunch:

Shepherds Pie with peas

Tea:

Baked beans on toast

Wednesday:

Lunch:

Beef and sweet potato stew with mash potato and sweetcorn and gravy

Tea:

Homemade fishcakes with pasta salad

Thursday:

Lunch:

Roast lamb, roast potatoes, cauliflower and green beans

Tea:

Lemon and pea risotto with grated cheese

Friday:

Lunch:

Macaroni and cauliflower cheese with peas

Tea:

Jacket potatoes with tuna and sweetcorn

Forest Fun

Forest Fun is an outdoor learning session held once a week for our Butterflies group (children aged 3 and 4 years). The main aims are for children to enjoy the outdoors, making the most of the large open space on offer whilst developing their independence, problem-solving skills, self-awareness, good social and communication skills, fine and gross motor skills and to have a positive attitude as well as greater self-esteem and confidence.

Everyone involved is a teacher and learner, helping each other to achieve, as well as having fun.

The nursery's grounds provide an ideal outdoor learning environment, with woodlands and gardens. We have our own unique Forest Fun base in our Forest School Garden to the side of the nursery, complete with Tipi for shelter. All our Forest Fun sessions are planned and run by Chloe Storey and there is a high adult to pupil ratio.

As well as enhancing many areas of the EYFS curriculum, specialist activities include pencil making, shelter building, studies of the local flora and fauna, rope tying and sculpture.

All children and adults attending Forest Fun need to provide their own clothing. Clothing should include long sleeved tops and trousers, even in hot weather, to prevent scratches, nettle stings or ticks in the long grass. Waterproof tops and trousers are essential throughout the year as well as Wellington boots.

All items of children clothing brought into nursery must be named, including outdoor wear, shoes and wellies.

PLEASE REMEMBER: There is no such thing as bad weather: just inappropriate clothing!

Children

Registration of Children

There are no entry requirements for admission to The Folly. Admission is made through the Manager. Parents should initially contact the nursery and arrange for an appointment to view the nursery and speak informally with the Manager.

If parents decide to proceed they will be asked to complete an application form (stating whether they are booking for term time only, or 51 weeks of the year) and asked to pay a non - refundable registration fee of £50.00. Sessions are to be agreed between parents and the Manager.

It is very important that throughout a child's attendance at the nursery parents ensure the Manager is informed of changes in details held, especially changes of address, telephone numbers including mobile numbers and all matters of medical significance.

Shortly before a pupil is due to start at the nursery a "Welcome letter" will be issued containing details of his/her first day, equipment needed, uniform, etc. This letter will also contain further documentation including an information sheet and medical form which will need to be completed and returned by the child's agreed start date.

We understand, especially with young babies, that it is a hard thing for a parent to leave their children, so we have designed settling sessions to allow parents to feel confident that their child is happy in our care. Before a child starts we offer up to 2 settling sessions - these are included in the cost of the registration fee. These are to be agreed between the parents and the manager and will be planned around the needs of the child.

These sessions tend to be held the week before the child is due to start, and all the forms will be gone through with the parent so staff know the child's routine and requirements before they start properly.

Notice Period

Three month's written notice is required to withdraw a child, who has booked term time sessions, or payment of three month's fees in lieu.

For 51 week bookings a notice period of 6 weeks is needed to withdraw a child. Parents booking 51 weeks of the year are entitled to take up to 4 weeks holiday a year for which they will be charged at half fees.

New pupils

New children in the nursery are always monitored very closely by the Room Leader prior to the allocation of the child's Key Person (which usually takes place within the first couple of weeks). The key person then takes over monitoring the child's needs, development and otherwise as stated below in our Key Person section.

Daily Registration

Attendance registers are completed daily for every age group. Children are marked into the register by a member of staff in a blue or black pen and a note is made of the time they enter the nursery. When a carer turns up to collect a child, the child is signed out of the register by the staff member opening the door in a red pen and again the time is marked down.

Nursery Attendance Registers are legal documents and we are obliged to complete them fully and accurately, therefore:

- Parents/guardians should inform the nursery *in writing (including emails)* of the reason for any absence for any period including any part of a day and continue to inform the nursery of a child's absence on a daily basis if the absence has not been approved in advance (e.g. annual family holiday)
- The Manager should check a note is handed in for each period of absence.

Any notes will be kept with the pupil's file.

Attendance

We understand that families may want to have a holiday during times when their child is booked to be at nursery.

If your child is booked for term time only and you choose to take holiday within term time then we have no problem with that at all but you will still have to pay full fees for this time. Given advance notice of your holiday we will not charge for meals during this time.

If your child is booked for 51 weeks of the year then your child is entitled to take 4 weeks holiday at a reduced price of 50% and we will not charge for meals as long as written notice has been given the month before.

If your child is poorly whilst meant to be in attendance a written letter or email is required to alert nursery staff however fees are still required to be paid.

Nursery staff have a responsibility for the safeguarding of all children in attendance and long periods of absence without written notice, or frequent short absences may be reported to MASH (Multi Agency Safeguarding Hub) as per our Safeguarding Policy.

Key Person Role

Every child at The Folly will be allocated a Key Person. This will usually be decided within the first couple of weeks. Until this time the role of the Key Person will be played by the Room Leader. The adult becoming the child's Key Person will be decided by who the child and the parents have built the best bond with during the first weeks.

This member of staff will then take over from the Room Leader and will start compiling the child's records and imputing into the planning on their behalf. The child's Key Person will be responsible for making sure that their key children get to access all areas of the curriculum in a way that suits the child and is following their interests.

The Key Person will also be the person who writes in the child's home/nursery book, but as not all members of staff are full time, in their absence this will be done by the Room Leader on duty.

Even though children at The Folly all have a Key Person, every member of staff will work with every child, so that a child doesn't become too attached to one person as this can cause problems if the staff member is taken ill or on holiday, it also helps create healthy relationships and builds on a child's independence.

The child's Key Person will be your first port of call, along with the Manager, to discuss any aspect of nursery life.

Pastoral care

The welfare of each and every child is the prime concern of all employees of the nursery. We aim for our pastoral care to be second to none, as a child's happiness is fundamental to their fulfilment and development as rounded, successful individuals.

Emphasis is placed on the availability of all staff members to help children with individual problems. Staff meetings are held specifically to discuss children's progress and welfare.

In the nursery, your child's Key Person will be your prime contact and the Manager tries to ensure she is always available.

We are very aware that children often get bumps and bruises - this does happen at nursery, and on these occasions we would inform you that it has happened and let you know the action we have taken. It does also happen at home. If your child has a bump/bruise or other wound when arriving at nursery we'd really appreciate being informed. Bumps and bruises noticed on a child without being pre-informed will be recorded and if deemed appropriate reported to outside agencies and our Safeguarding Policy would be followed.

Records

All children have a file containing their registration form, medical details (of which we ask parents to inform us if any information changes), any correspondence from parents, health, welfare or educational professionals, and copies of any reports supplied by the nursery. These files are kept in a locked filing cabinet in the office away from the children. Parents may ask to see their child's file if they so wish. All information of relevance is passed on to the next school. Registration and medical forms are held by the nursery for six years and then destroyed. All other paperwork is destroyed when the child leaves the nursery.

When a child joins the nursery we set the child up on Tapestry. This is an online learning journal to record where a child is in their learning/development during their time at nursery. All parents will be given a log in for their account and we encourage parents to add to this at home by uploading photos of their child's achievements/special times.

The journal is confidential and only the parents have access to it. It may contain photos, pictures of their work and written observations, and all of these are linked to the areas of the curriculum covered by the activities. These Learning Journeys give staff and parents alike an idea of where a child is in each area and allows staff and parents to put extra support in place in certain areas if needed.

These Learning Journeys are then given to the parents when their child leaves The Folly in the form of a memory stick which the parents can then print it off into a book or keep on the memory stick as an electronic reminder of their time at nursery.

The information from these records is sent on to the child's next school when they leave The Folly at school age, in the form of a 'Transition Document' which is part of their Learning Journey.

A 2 year old progress check is completed on every child attending the setting somewhere between the ages of 24 and 36 months. This is a written assessment done by the child's key person along with the parents and a copy is kept at nursery and a copy is given to the parents to take with them to the health visitor for the child's health review. This check highlights a child's strengths as well as any areas for development. If at any point during a child's time at nursery concerns were raised about any aspect of their development this would be shared with parents straight away and ongoing communication would continue whilst the child received the support required. If a parent has concerns about any aspect of their child's development we would ask them to share with us as we know working together is the best way for all children to reach their full potential.

Contact with Staff

Effective and regular contact between nursery and parents is essential. Conversations may often be informal but appointments for more formal discussions can be made by contacting the Manager, who will decide who is best to deal with your concern. A formal opportunity to discuss your child's progress is given at parent evenings, although staff are happy to be contacted informally at any time.

Every child in the Ladybird room will be given a home/nursery book on joining and this is a way for us to communicate with parents about the daily activities. These books are checked every morning by the room leader. You are welcome to add notes in HOME/NURSERY BOOK for the attention of your child's Key Person or the Manager.

In the Caterpillar and Butterfly room daily activity overviews are written on the white boards facing out of their respective windows so parents can read the daily activities and there is a chart also on display so parents can check what their child has eaten during the day and when they have slept.

The nursery is open between 7.45am and 6pm and there is always someone here between those times. Please feel free to call then. If no-one answers it is because all staff are busy with the children so we'd ask you to leave it a short while and then try again. Emails are also answered regularly throughout the day.

Our contact details are: Telephone 01404 41144
E-mail the.folly@hotmail.co.uk

Communications

The nursery strives to make all staff accessible to parents and parents are encouraged to make contact should they have any concerns or wish to discuss any matter relating to their child.

Normally your first point of contact should be your child's Key Person for general problems or if you have a concern with some aspect of the curriculum. The Manager should be contacted if a parent wishes an interim review of a child's progress or an appraisal of his/her ability and potential and she would complete this with the child's Key Person. The Manager has an overview of all issues and can always be approached on any matter.

Financial matters are dealt with by the Directors.

Absence notes should be written to the Manager. Requests for leave of absence for annual holiday requiring discounts should be made to the Manager at least the month before the holiday is due to take place.

If the nursery needs to contact you for any reasons, we will do so promptly but it is essential that the Manager is given your up to date contact details as well of those of anyone whom we should contact in case we are unable to reach you.

Sharing Information with Parents and other agencies

Information and concerns about children are shared between staff members and with parents informally on an ongoing basis. The Folly has an 'open door' policy and encourages parents to talk to staff at dropping off and picking up times about anything that concerns them. The Staff make a point of sharing positive experiences with parents and not only talking to them if there is a problem. If a parent wants to speak to a member of staff privately, there is always either an immediate meeting or an appointment made for another time convenient to them. These meetings are usually held in the Manager's office, away from the children.

There are times where it may be necessary to share information with other agencies, such as Health Professionals or other Educational establishments. When doing so Parents' permission would firstly be sought and our Data Protection Policy would be followed.

In the case of a safeguarding concern where it was felt that to gain parental permission would cause harm or further harm to a child or other persons, information would then be shared without permission and our Safeguarding policy would be followed.

There is a parent's notice board on the wall in the nursery lobby. Copies of all correspondence and newsletters are posted on this board, and each family receives their own copy of all letters, which are emailed to all those who have access to email addresses and paper copies given to those who don't. Named folders for Ladybirds, Caterpillars and Butterflies are kept in boxes in each room. Parents are reminded to check their children's folders regularly not only for correspondence, but also for their children's paintings and work. Each child in the Ladybird room has a home / nursery book so that notes can be made on a daily basis by the child's Key Person, or in their absence the room leader. Parents can also write in these books to make staff aware of changes etc that they don't wish to speak about in front of their child. In order for your child's book to be written in, please give to your child's key person or room leader. For families who have English as an Additional Language The Folly will make every effort to translate letters into a language easier for the family to understand.

Letters home

Letters regarding routine nursery matters will usually be emailed to parents. These letters may include details of a forthcoming trip or arrangements for a nursery event. These letters often include consent slips which need to be completed and returned to the Manager if your child is to be allowed to participate in the activity. The nursery has access to a printer for parents unable to print letters and paper copies are always given to those without access to email.

Occasionally, the nursery will also send sets of letters via the Royal Mail.

Letters may also be posted on our website for parents to access.

Nursery News

Our nursery news is sent out by email most weeks with an update on what the children have been learning in each class, any upcoming events and any other news from the nursery.

We welcome any information from parents to be included in these emails.

Appropriate clothing

It is essential that all children have the correct clothing with them every day. As a nursery we try to be out of doors as much as we are indoors and children will go out despite the weather - as long as they are appropriately dressed this shouldn't be an issue.

This means: a Folly T-Shirt or sweatshirt at all times; trainers, daps or other sensible indoor shoes in which your child can move freely (soft indoor shoes for babies); clothes which enable them to take part in physical activities and promote independence for toileting; a coat or cagoule during wet/colder months as well as waterproof trousers for playing out of doors; a sunhat in Summer, to reduce the risk of sun stroke and Wellington boots all year round as even on the hottest days, the grass can still be wet first thing, and children will be asked to change into their wellies for all outdoor play.

All items of children's clothing brought into nursery must be named, including outdoor wear, shoes and wellies.

We will always try to find lost items in nursery, however the chance of finding items is much higher if they are named.

Money and personal possessions in nursery

Children should not bring money to nursery. On the infrequent occasion when children are asked to bring money to nursery for a collection or visit it will be collected on entry to the nursery. Responsibility for money lost at nursery cannot be taken by the nursery.

Although we like to promote children bringing in items of interest from home to talk about during circle times, we don't allow toys from home being brought in as this can sometimes lead to problems with sharing and toys designed for a child at home could easily get broken at nursery and for that we would take no responsibility.

Children's comfort objects required during the course of the day or for nap times are always welcome to be brought in.

Extreme weather

In the case of extremely adverse weather conditions it is possible that the nursery may be forced to close. We do have an emergency plan which we would follow in the first instance but if after following that we cannot still operate safely we may be forced to close for a day. Such actions will only be taken in extreme circumstances and in the interests of safety. Early morning announcements concerning any closure will be made by e-mail to all parents and an update will also be put on our Facebook page

Should extreme weather or an unforeseen emergency force the nursery to close during the day the nursery will telephone parents and inform them of the arrangements. Once again, nursery policy is to remain open whenever possible but a closure may be deemed unavoidable.

Policies and Procedures

These are contained in a separate booklet and can be found on the notice board with all the staff details. Own copies are available on request.

This Operational Plan was last updated in August 2016

By Helen Freeman

To be next updated August 2017 unless a significant change takes place before then.