



## Nursery Information

### Ofsted

Roundhill is Ofsted Registered. We comply with all welfare requirements, legislation and standards. We were inspected on the 9th August 2016 and were awarded a 'Good' rating. A copy of our full report is available on the Ofsted website. On enrolment to the nursery parents will be given a parent handbook which includes an overview of our policies and procedures and EYFS curriculum information.

### Nursery opening times and closures

The nursery is open typically for 52 weeks of the year Monday to Friday 7:30am to 6pm and is closed on statutory bank holidays (typically 8 in a year). There may be additional days at Christmas, early closures on Christmas Eve and New Year's Eve, however notification would be given in advance. Prices include all meals, snacks and drinks only. We ask parents to provide nappies and wipes and formula milk.

### Our Aims and Values

We are here to meet the individual needs of your child. The children are at the heart of everything that we do and we will do our utmost to protect and safeguard them. We will treat all children as individuals with unique and individual needs. We understand that all children are different and develop skills at different rates and respect this through our individualised planning process. We believe that children learn best when they are surrounded by an enriched learning environment, feel safe and secure, have choice and opportunities to learn through their chosen learning styles. 'Play' and 'Exploration' is at the forefront of our curriculum.

Right from the moment you walk through the door to view our nursery we aim to ensure you feel welcomed and valued. We understand how difficult a decision you have to make when choosing the right nursery for your little ones, we want to help you to feel at ease and ensure you are able to make an informed choice by giving you all the relevant information you may need.



## About Us

Roundhill was originally founded in 2012 when Emma, our nursery owner and manager set out to find a setting for her first Nursery. It took almost 4 long years to find the right property and finally we have The School House, Stourport.

Emma has over 12 years experience working within the childcare sector. After studying Childcare at college Emma went on to University to study Childcare further, working around her University hours in a local nursery gaining experience before qualifying. Once qualified Emma gained a position as Pre-School room leader and quickly worked her way up to a Nursery Management role, never giving up on owning her own nursery one day.

"My mission is to become an Outstanding setting, with the help of great staff, children and families for support, we will continuously endeavour to improve our setting by reflecting on our practice and the environment"

We offer childcare for children from 3 months to 8 years. We also offer free funded places for 2, 3 and 4 years olds.

## Our Curriculum and Planning

All children at Roundhill learn through a play based curriculum, centred around the child's interests and stage of development. This is done through a well resourced, stimulating environment. We follow the EYFS the Early Years Foundation Stage. When you choose Roundhill as a choice of childcare you will be provided with an overview of the EYFS, which gives a clear explanation of how we help children to learn and develop. Within Roundhill we ensure that all welfare requirements, regulated by OFSTED are met at all times.

We know that the experiences a child has in their early days has a huge impact on their future. With this in mind we ensure that all children are supported to reach their full potential in a caring and safe environment with friendly and dedicated staff.

We plan for each individual child through keeping a learning Journey of development. This can be through our online Tapestry system or our paper version. A child's learning journey is a record of a child's learning and development throughout the



Early Years Foundation Stage, this record will be built up over your child's time at nursery and will show many achievements. Your child's key person will tailor activities and experiences to the child's individual needs and records of observations/ photos from these

activities will be recorded in the child's learning journey.

Records kept in your child's learning journey will consist of;

- Observations
- Annotated photographs and significant examples of your child's work
- Snapshots of significant achievements
- Quotes from your child where appropriate
- Comments from you, the parents/carers
- Contributions from other settings your child may attend
- Contributions from other professionals
- Baseline Assessments/2 year old check
- Individualised planning
- Transition Booklets

## Our Staff

Here at Roundhill we recruit to the highest standards. Right from the start we look for highly passionate and motivated staff who are right for the job role. We have a highly rigid recruitment process and all of our staff are DBS checked. We hire qualified staff to lead the staff teams. We may on occasions have trainee staff who will be supported by our qualified staff at all times. All staff follow our company policies and procedures and go through a rigorous induction process when starting with us to ensure they are ready and able to meet all the requirements of the job. Most importantly ensure we make your child's nursery experience an enjoyable one.

## Safeguarding Our Children and Their Families

Once you have decided that Roundhill is the nursery for you, we will ask you to fill in a registration form which acts as a parent nursery contract agreement. The registration form sets out the terms and conditions of enrolment, which you are asked to sign. This form along with the required registration fee will secure a place for your little one.

We then offer initial visits and settling in sessions where we can get to know you and your child(ren). You will be introduced to all staff within the nursery and to your child's 'Key Person'. This is a special time where attachments will start to be formed and vital information is shared about your child. This is done through discussions and the 'Child Detail Pack' and 'Learning Journey Packs'. These packs are full of important information which will help us to care for and get to know you and your child.



We will also provide you with a parent information booklet which highlights our companies main policies and procedures and a curriculum guidance booklet which highlights how the EYFS works and is implemented. There are more in-depth policies and procedures available on request along with a parents guide to the EYFS which we can reference for you.

Safeguarding and Protecting children is at the forefront of everything we believe in. We follow and work by some key documentation and legislation. We have a thorough Safeguarding and Child Protection Policy which sets out our 'Duty of Care' to report any safeguarding issues to the appropriate authorities. We will endeavour to discuss any safeguarding concerns we may have regarding your child with you unless we feel this would put the child at risk of harm. This is our legal duty as childcare providers.

Parents are also encouraged to raise any concerns they may have and approach the DLS- Designated Safeguarding Lead for the nursery to discuss any concerns.

**The DLS- Designated Safeguarding Lead for the setting is Emma Lawlor, nursery manager and owner. Steff Baker, nursery Deputy manager is the deputy DLS.**

## Healthy Living and Our Menu's

Here at Roundhill we encourage healthy lifestyles, throughout our curriculum and nursery day.

Eating habits are formed early in life, so it is important to provide children with a healthy and varied diet to establish good habits for the future.

We aim to instil healthy eating behaviours in children and improve their eating habits through provision of appropriate foods, role modelling, food related activities and working with parents.

We offer fresh home cooked meals on sight from our 4 week rolling menu. A copy of our menu will be provided to you during the first settling in session where we can discuss any requirements in detail. This gives us the opportunity to make any changes to our menu to meet the needs of your child. We are always open to any suggestions of change and will endeavour to cater for all dietary requirements.

Our menu's are reviewed regularly as well as seeking advice from trained child nutritionists on healthy eating. We aim to provide a well balanced, variety of foods.

To fall in line with the aims of our healthy eating values we only serve water and milk for children to drink at nursery. We may on parents request, if children do not drink



the water we provide, give children squash supplied by the parents. We do not serve or encourage children to drink fizzy pop's or fruit juices high in sugar.

While at nursery children will;

- Be provided with healthy, nutritious snacks and meals
- Be given the opportunity to try a variety of foods
- Be encouraged to try and eat fruits and vegetables
- Be given the opportunity to eat in a pleasant and safe environment
- Have shared mealtimes with staff and other children
- Increase staff healthy eating knowledge by training
- Only provide drinks that are tooth friendly
- Increased staff and parental awareness of national initiatives relating to healthy eating e.g change4life
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## Our Baby Room

Our home from home Baby Room is situated on our first floor facilitating 6 babies and equipped with lots of sensory and soft furnishings as well as natural materials. In our baby room there are a range of toys from puzzles, books, push button toys, role play, building blocks, shape sorters and musical instruments to stimulate babies interests and senses. We have one carpeted area and a laminate area where we can create cozy corners for quite time and rest periods and on the other side we can get messy with sand, water, paint, gloop, jelly and cooked pasta. These activities are hugely beneficial and offer stimulating experiences for babies. Our babies move down to our toddler room when they are developmentally ready after they reach the age of 20-24 months. We will start settling in sessions into their new room as we would when children start nursery, slowly with their key person there by their side to help them through the transition.

## Our Toddlers

Our toddler room is equipped with everything our developing 2-3 year olds need. Our toddler's have their own toilet facilities and changing area to ensure we can help them through the potty training phase when they are ready. Our toddlers have access to the garden through their own door, where we encourage free flow between indoors and out. As with our babies we have a messy play area and carpeted area where children can get messy with sand, water, paint, gloop, cooked pasta and also have rest during the day if they need it. When appropriate to the ages and stage of the children we try to incorporate a little structure to the day, with self registration to help the

children to identify their name. We encourage independence throughout the nursery. Our toddlers are encouraged to find their own belongings by having their own peg. We emphasise the importance of good personal hygiene such as hand washing. Our toddlers are encouraged to be kind to their friends, sharing and caring about each other. When our toddlers are ready they will transfer to our Pre-School room. We always try to ensure that children transfer through the nursery with at least one of their friends.

## Pre-School

In our Pre-School room we start to incorporate elements of school readiness, meaning we aid each child's independence through encouraging children to dress themselves, toileting independently and self serving of food and drinks. The Pre-School room is equipped to provide a stimulating environment with everything labelled at the children's level so that the children can self select activities. Activities are based around children's interests and development needs, incorporating all areas of the EYFS. We encourage problem solving, incorporate phonics, letters and sounds, number and basic writing skills.

## Our Garden

Our garden area is fully secure with lots of space for children to explore. We have a construction area, role play, physical, a mud kitchen, maths and literacy incorporated, and a planting area, our story corner is equipped with a wooden tipi and logs or seating. Our children are encouraged to use the garden in all weathers.

## Fees and Invoicing

Fees are outlined on the fee sheet provided and are reviewed yearly in line with wage increases. This will always be outlined in writing one month prior to any increase in fees. We calculate the weekly fee amount over 52 weeks (38 if term time only) and divide this by 12 to ensure each month's payments are the same for ease. Invoices are payable, in advance, on the 1st of every month. We accept Bank Transfer, Cheques or Cash payments at present. We reserve the right to include any late collection fees and late payment of invoice charges.

