

# LittleFoxes

## Wigan

### **NURSERY MANAGER**

Laura Sheridan

### **CONTACT US**

#### **Telephone**

01942 227972

#### **Email**

[littlefoxeswigan@gmail.com](mailto:littlefoxeswigan@gmail.com)

#### **Address**

Iona House, Billinge Road, Highfield, Wigan, WN3 6BL

OFSTED REGISTERED FOR CARING FOR CHILDREN AGED 6 WEEKS TO 8 YEARS

## Hours of Opening

The nursery is open all year from 7.30-6.00pm Monday to Friday, closed only for Bank Holidays, Christmas Day, Boxing Day and New Years Day

## Staff

Staff are qualified as Early Years Nursery practitioners. We also support local colleges/training centres in providing placements for trainee nursery practitioners. We work within the staff:child ratios recommended by the 1989 Children Act and the Early Years Foundation Stage Welfare Requirements. Managers are supernumery and bank staff is available to cover staff illnesses.

## Settling your child in Little Foxes

Each child will be offered 6 pre-visits these are not compulsory but just a recommendation. Each pre-visit will last 1 hour per day and we recommend 3 pre-visits with the parent/carer and 3 visits on their own. This is to ensure that you and your child feel comfortable with the staff and surroundings of Little Foxes. On your first visit this will be a session where the senior member of the room will help you complete your contract and your all about me booklet where information such as dietary requirements will be noted. As part of our settling in policy we ask all parents if you could provide your child with any comfort objects for example a dummy, blanket or favourite teddy bear etc. We operate a key person policy which means once your child has settled in Little Foxes (normally after one month of your child being with us) they will be allocated a key person. This means one member of staff will be responsible for all your child's needs for example changing their nappy, feeding them lunch, tracking their development etc (although this person will change when your child moves rooms) Positive relationships are paramount within Little Foxes therefore we also ask new parents to bring in a family photograph to be displayed on our positive relationships wall to ensure the

children feel safe and secure. When your child's key person feels that your child may be ready to progress on to the next room the settling in procedure is then put back in place but key person's will do the pre-visits with your child and you will be introduced to all staff members in the next room as we appreciate parents may be working when pre-visits are taking place. In some cases children may be moved up earlier than their birthday if your child's key person feels your child is ready to make the move.

## Fees

Fees must be paid weekly/monthly in advance on Monday or the first day of attendance. Fees must be paid if your child is absent due to illness or holidays, this includes Bank Holidays. Payment to be discussed with the Manager on entry to the Nursery. Little Foxes prefers you to set up a standing order but cash/cheque payments are accepted. A two week retainer payment is needed before your child's entry into Little Foxes which is deducted at the end of your child's contract with us. Two weeks notice is to be given when cancelling your contract.

Little Foxes operates following guidance from Wigan Early Years and OFSTED therefore has policies and procedures set out to ensure the safety of all children, staff, visitors and volunteers and all policies are available to parents/carers at any time

## Illness

Any child displaying any illness will be sent home until well enough to return. A Sickness Policy is implemented within the nursery. Children who require antibiotics are refused entry until 48 hours after the first dose is given as the child may still be infectious or may have an allergic reaction to the medication.

## Special Educational Needs

We aim to meet a wide range of academic, physical, emotional and social needs of the children in our care. The nursery operates with regard to the Code of Practice for Identification and Assessment of Special Educational Needs. We liaise with the necessary authorities and

with advice from Local Authorities specialists to meet the needs of the child. We also have an experienced Special Educational Needs Co-ordinator who is trained to work closely with parents/carers/specialists.

## Equal Opportunities

We aim to provide an equality of access and opportunity for all children, and to plan a curriculum which is accessible to all, regardless of race, gender or religion. We celebrate and reflect the multicultural and multiracial society we live in. We encourage all children to play and work together developing mutual respect and any discriminatory behaviour will be challenged and addressed.

## Confidentiality

It is the policy of the nursery to ensure that confidentiality particularly personal or private information concerning a child will be dealt with in the strictest confidence.

## Safeguarding Policy

The nursery reserves the right to inform Children's Services in the event of a child suspected of being mistreated. We have a duty to care for each child and any child who is cause for concern will be helped. The disclosure of abuse by a child or any concerns will first be discussed with the parent/carer and as a last resort Children's Services may be informed.

## Health and Safety

No child will be allowed to leave the nursery with anyone we do not know, without prior arrangements having been made. The nursery is a No Smoking area and parents/carers are asked to refrain from smoking on the premises. There is a fire alarm system which is connected to the local Fire and Police Stations, and fire drills are implemented on a regular basis so that swift evacuation can be achieved. Bringing toys from home causes unnecessary problems please try to encourage your child to leave them at home as we cannot be responsible for loss or breakages. CCTV is installed in each room and screens are located in the main office.

## Health and Hygiene

We provide breakfast/lunch and afternoon snack. Dietary requirements are taken into account and all food is prepared on the premises. A Healthy Eating Policy is implemented within the nursery.

When your child may be weaning staff members will follow your lead. Children that are weaning are given the same food as all the other children but is blended to a smoother consistency. We can provide SMA formula as an optional extra, parents are to provide staff with sterilized bottle each day or bottles may be left at Little Foxes to be sterilized using our facilities. If you do not require staff to make your child's bottle, bottles are to be made at home and may be stored in our milk kitchen and clearly labelled to stop any cross contamination

We also ask parents to provide the following items which will be labelled by staff and can be left at nursery or in your child's bag : teething gel, nappy rash cream, and a spare set of clothes (as we all know children may get messy). We also ask parents to provide the following items which will be labelled by staff and can be left at nursery or in your child's bag : nappies, teething gel, nappy rash cream, and a spare set of clothes (as we all know children may get messy). A medicine form will be completed before any creams will be applied to your child. Staff are to wear gloves and aprons when changing your child's nappy and applying creams. Children will be provided with their own set of bedding which is clearly labelled and washed on a regular basis. If your child has a dummy each child has their own dummy pot so when your child does not need their dummy this will be stored away in their pot to stop germs getting on their dummy. We have separate nappy changing areas in each room where children's privacy is maintained, all are near hand washing sinks and children's hands are washed after each nappy change.

Potty training is usually encouraged in the toddler unit, although we will wait until your child is ready for this big change. We have a toileting procedure available on request and will follow parents lead to how they would like to potty train their child.

## Early Years

### Foundation Stage

As a validated Nursery registered with OFSTED for Government Nursery Funding we follow the guidelines set out in the Early Years Foundation Stage document. This states that every child is an unique child therefore individual children's needs are met through planning assessment and observation strategies from babies to pre-school children.

Every child within the Little Foxes has a personal assessment profile. This is where key persons record and track children's development and use this information to plan for each child's individual needs. Observations are made on each child to determine the child's interests and where they are developmentally up to. We offer a range of activities for the children to explore for example: Body painting, gloop, foam play, flour play, sand, water, sensory activities. We also ask parents not to send your child in expensive clothes as we cannot be responsible for them getting ruined, although children wear aprons when doing messy activities materials can get on to children's clothes. Each child also has a daily diary (baby unit only) where things are recorded for parents/carers for example what they have eaten, if they have had a sleep, general comments etc this is sent home each day and parents can also make comments in this book. It is also very important that children get lots of fresh air therefore staff try and take the children on outings as much as possible and also take them in the nursery garden when other children aren't using it. Please provide your child with the correct clothing for all weathers, wellingtons, sun cream, hat, rain coat etc.

### Our Baby Unit

Our baby unit holds 22 children under the age of 2 years on a 1:3 ratio. We are split into two sections, a baby room and a toddler room. Babies are aged between 3 months – 16 months and toddlers are 16 months – 24 months. Our baby room (when full to capacity) has 7 full time staff one of which is a senior member of staff. On your first visit to Little Foxes you will be introduced to all staff members looking after your child. All staff are

fully qualified to NVQ Level 3 and have paediatric first aid training. We celebrate the children's work by displaying it on the walls for parents to see. Our displays are made up of photographs so parents can see what activities their children enjoy, babies are cared for in their own beautiful, calm and tranquil room, where love and cuddles are a priority

### Our Toddler Unit

Our toddler unit holds 34 children under the age of 3 years ( maximum) on a 1:4. Our toddler unit (at full capacity) has 8 staff one of which is a senior member of staff. On your first visit to Little Foxes you will be introduced to all staff members looking after your child. All staff are fully qualified and have paediatric first aid training. The toddler unit is a little more structured and children learn through play, continuous provision areas are available and focussed activities are planned from children's interests, new experiences or development next steps. Planning is available each week and displayed on the wall. Children's work and photographs are also displayed on our walls. Children are cared for in their own fun filled room and independence is encouraged at all times.

### Our Early Learning room

This room is designed to provide flexible delivery of the two year funded places. Our early learning rooms holds 16 children (per room) that are eligible for the two year old funding on a ratio of 1:4. At full capacity this room has 4 qualified staff to which all hold pediatric first aid training. We must have confirmation of your eligibility before a place can be allocated. This room is open term time only. Should you require extra sessions during school holidays please see Laura.

# Early Years

## Our Pre-School Unit

Our pre-school unit holds 24 children under the age of 5 years on a 1:8 ratio. Our pre-school unit has 3 full time staff one of which is a senior member of staff. All our staff are fully qualified and have paediatric first aid training. On your first visit to Little Foxes you will be introduced to all staff members looking after your child. Independence is very important for children in our pre-school unit therefore this is promoted at all times. Children learn at their own pace and through our continuous provision areas. Each child is individually planned for and is displayed on our planning wall. We have a laptop with early years software installed and a digital camera so children can learn early ICT skills. We offer an extra service for children that attend St Matthews, we have a school drop off service which is free of charge if your child already attends sessions with Little Foxes.

## Our Holiday Club

This is a service that is available for children from reception to 8 years this service is available throughout all school holidays, inset days & any days a school may be closed including, school closure of extreme weather conditions. Our Early learning rooms holds 16 children (per room) on a 1:8 ratio. We encourage the children to make their own choices of what they would like to do while they are with us. As we want to encourage a more fun time ethos so they do not feel like they are at school.