



*From Little Acorns to Mighty Oaks*

## **ACORN CHILDCARE CENTRE NURSERY AND OUT OF SCHOOL CLUBS PROSPECTUS**

### **Our Aims**

At the Acorn Childcare Centre, we aim to provide a high-quality, safe and caring environment for your child, regardless of ethnic origin, gender, religion or disability. We will nurture your child's development through play.

### **Our Vision**

- **Community** – We wish to provide outstanding childcare via an approachable and highly-qualified team. We maintain strong links with Malcolm Sargent Primary School, through which staff members are able to facilitate and support the children's transition to their first year of school in the Foundation Stage.
- **Learn** – The children will learn in a safe, fun, stimulating and caring environment. They will be encouraged to be independent in their thinking and learning. We will ensure that they develop the confidence and enthusiasm to learn.
- **Healthy** – Children learn best when they are safe and secure. Safeguarding is everyone's responsibility throughout the entire staff, from apprentices through to the Centre Managers and Designated Safeguarding Lead.
- **Outstanding** – Through our first class management, we will become an outstanding setting.
- **Parent Partnerships** – We will respect the parents as the child's first educator and work in partnership with them to support the children's learning within both the home and the Centre in an approachable manner.
- **Strong Team** – We achieve this through reflective practice, motivating and supporting staff members in their learning and development. We will take advantage of all development opportunities including involving the staff members in team-building activities.

### **Our Childcare Centre**

Our Centre is set within the grounds of the Malcolm Sargent Primary School, in a purpose-built nursery which has been designed around the needs of the children. The rooms have access to outside play areas. In addition to these, the staff at the Centre can use all the school's outdoor and indoor facilities with the children, including a huge playing field and indoor halls and studio.

The Centre offers care from six weeks to five years across three different, specially arranged and organised rooms. We maintain strong links to the Malcolm Sargent Primary School particularly with regard to our Out of School care, and transition to 'big school' for our pre-schoolers.



## ***From Little Acorns to Mighty Oaks***

From the school buildings, we also offer an Out of School Club, during term times, and a Holiday Club during non-term times for children from the Stamford area, aged 4-11 years, regardless of which primary school they attend.

Staff members at the Centre are highly-qualified and regularly trained to ensure that they meet the highest current standards of care.

The Centre is divided into three carefully tailored rooms, to meet the needs of the three different age ranges. We have a calm and natural theme running throughout our Centre.

### **Little Acorns – Baby Room**

Little Acorns is our baby room, catering for children from six weeks to two years. The room has been designed with soft colours and natural materials. The furniture is child-sized and toys are easily accessible. Children are encouraged to interact with the natural world around them to inspire their imagination; this is enabled through play with natural objects such as herbs and vegetables. Weather permitting, the children can access their garden area where they can enjoy playing with the outdoor equipment, in the mud kitchen or in the sand pit. The facilities available, both inside and out, have a positive impact on the children's behaviour allowing them to become more confident. The room incorporates a milk room, sleep room and baby-changing area. The children in Little Acorns enjoy a Music Bug class every fortnight.

### **Super Seedlings - Toddler Room**

Super Seedlings is our toddler room for children aged between two and three years. Furniture is sized appropriately for the age of the children in the room. Most toys are of natural material; treasure baskets are a feature with this room together with a mixture of noisy toys and different sized containers. The children can also play in sand or water, and with play dough to further develop their learning. Weather permitting, the children can access a garden area, where they can enjoy the large sand pit, mud kitchen, water tables, vegetable plot and bike track. The room has toilet and washing facilities. The children in Super Seedlings enjoy a Music Bug class every fortnight.

### **Mighty Oaks – Pre-School Rooms**

The pre-school rooms are designed to allow our children access to a wide range of free choice activities, as well as free-flow play. There is easy access to the garden area. The garden area has a natural environment developed to encourage growing imaginations; the children particularly enjoy playing with the large sand pit, mud kitchen as well as a playground area where children can ride on tricycles to encourage gross motor development. The children enjoy a weekly language lesson and a weekly music lesson from qualified external language and dance/music teachers.



## ***From Little Acorns to Mighty Oaks***

The Mighty Oaks staff team provide a supportive transition programme for all our pre-schoolers which prepares them for their move into Foundation Stage at primary school. Part of this includes a weekly Funergy session held in the hall at Malcolm Sargent Primary School. Further transition work for the children includes visits to the classrooms during the summer term, to swap books and play, watching the school plays in the school studio, and sampling lunches in the school hall.

### **Nursery Clothing and Equipment**

Whilst your children are with us, we would like them to bring the following items with them:

Outdoor coat  
Hat and gloves (seasonal)  
Wellies or outdoor shoes  
Sunhat and sun cream (seasonal)  
Change of clothes  
Indoor shoes or slippers (not slipper socks)  
Lunch box  
Nappies and wipes (if applicable)

All items should be clearly named.

### **Activities for Nursery Children**

We provide a wide range of learning opportunities and experiences for the children which vary on a daily basis. These support the learning and development of each individual child and reflect the Early Years Foundation Stage (EYFS) curriculum. The activities enable the children to learn through play and develop their inquisitive nature whilst further supporting the key areas of learning in the EYFS curriculum:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

The activities are child-initiated with our highly-qualified practitioners scaffolding the children's learning.



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All children are encouraged to build up confidence in communication. As they progress through the nursery, they will be encouraged to use their problem-solving skills. Children learn better when they have access to the outdoors; it greatly enhances the quality of learning, children's concentration and the enjoyment of the experience. We understand that active children are better able to understand and learn.

The daily routine within the rooms include:

- Circle Time
- Story Time
- Singing/Music
- Snack Time
- Outside Play
- Creative Play Activities
- Arts and Craft
- Messy Play
- Staff-Led Activities (Enhanced Play)
- Key Worker Activities (Numbers, Shapes, Emergent Writing etc)

### **Nursery Parent Partnership**

As soon as your child joins the Centre, he/she will be allocated a Key Worker, together with a Buddy Key Worker. Together, they will be available to give feedback on your child's day. Your child's Key Worker will work closely with you to ensure your child's learning is being supported both at home and at the Centre.

All the children who attend the Centre have a personal online learning journey, called Tapestry, which records photos, observations and comments, in line with the EYFS, to build up a record of your child's experiences during their time with us. As a parent, you will have direct access to Tapestry, allowing you to see everything our practitioners record for your child. Permission to set up your Tapestry account is within the Centre's admission forms.

We also hold the following regular events for nursery parents, such as:

- Parent Consultation Evening
- Sports Day
- Leavers' Play
- Christmas Concert
- Stay & Play Sessions



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### **Special Educational Needs and Disabilities (SEND)**

We are committed to making the Centre as inclusive and accessible as possible for all children to ensure that they meet their full potential. We follow the Special Educational Needs Code of Practice on early identification and assessment of children with special educational needs and disabilities with our SEN policy.

We have a dedicated and trained Special Educational Needs & Disabilities Coordinator (SENDCo) who will be happy to meet with you, and your child's Key Worker, if you have any questions.

If your child has any form of SEND requirement, our SENDCo will hold regular meetings with you to ensure that we are giving your child the best possible learning experience, ensuring that your child's individual targets are agreed and met.

### **Meal Times**

All meals provided by the Centre will encourage healthy eating, following the guidelines for Early Years settings. At all time we follow the "Eat better, Eat smart" motto. We are a nut-free Centre and are able to manage all dietary restrictions and allergies.

Parents whose children attend the Centre can choose to send in their own snacks, drinks and pack ups, or can take advantage of our healthy, on-site prepared meals. During all meals the children are encouraged to eat and socialise together and there is a focus on table manners and healthy eating choices.

The Centre offers all nursery children a wide range of healthy snacks together with milk or water during the morning sessions. A fruit bowl and jugs of fresh drinking water are freely available.

### **Staffing**

Our staff team comprises fully committed, motivated, highly qualified and experienced professionals. We encourage staff to further their studies so that they can provide the best possible childcare for all the children in attendance. Regular training is also undertaken by all the staff to ensure that their knowledge is up to date including in house training sessions. All staff members are trained in paediatric first aid. We also have a highly-trained SENDCo and two fully trained safeguarding leads.

The Centre has a Manager, a Deputy Manager and three Room Managers. The Room Managers have a series of qualified Early Years Practitioners reporting to them. The Centre also employs Apprentice Early Years Practitioners who are carefully selected and trained in conjunction with local further education colleges.



## ***From Little Acorns to Mighty Oaks***

The Acorn Childcare Centre is committed to safeguarding and promoting the welfare of children and young people and all staff adhere to this commitment. Enhanced DBS checks are carried out to ensure the suitability of all staff.

Parents should be aware that all adults working with children are under a legal obligation to report any safeguarding concerns they may have to do with a child's welfare, either at home or in the Centre. Please see the Centre's Safeguarding & Child Protection Policy for further information.

### **Ofsted**

The Acorn Childcare centre is registered with Ofsted and complies with their current regulations. A copy of Ofsted's latest inspection of the Centre is available on request, or from our website at [www.acornchildcarecentre.co.uk](http://www.acornchildcarecentre.co.uk).

### **Policies And Procedures**

A list of our current policies and procedures is available upon request or from our website at [www.acornchildcarecentre.co.uk](http://www.acornchildcarecentre.co.uk).

### **Accidents and Illness**

If your child has an accident or is taken unwell whilst in our care, we will contact you as soon as possible. All of our Early Years Practitioners hold a valid paediatric first aid certificate. If, in our opinion, professional medical attention is necessary, we will first attempt to contact you but if we are unable to do so, we will seek emergency treatment for your child. Permission to do this is sought from all parents on first admission to the Centre.

### **Behaviour**

We believe that all children are entitled to be cared for in a safe environment where everyone feels happy and secure. We support children and families to help them to develop a positive image of themselves and of others, respect for others, good social skills and a positive disposition to learn. We encourage kindness, understanding, compassion, fairness and equality and this is modelled by the Acorn staff team.

In the unlikely event that your child suffers from behavioural issues, we will inform you of this on collection. Your Key Worker and/or the SENDCo may contact you further if inappropriate behaviour persists in order to offer your support.

### **Nursery Funded Places**

The local Education Authority will fund 570 hours of Early Years Entitlement Education for every child from the term after his/her third birthday until your child reaches compulsory school age.



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Lincolnshire County Council offers flexibility to parents as to how they access their funding. The Centre also offers both “two-year-old” and “thirty hours” funded places. If you are unsure whether your child qualifies for funded places, please contact us to discuss the options available to you. We would be happy to assist.

### **Childcare Vouchers**

Payment for fees can be accepted through childcare voucher schemes which allow parents to receive vouchers instead of part of their salary. This is beneficial to parent as they will pay less tax and National Insurance when accessing these schemes. Please contact the Centre to find out more about this payment scheme and to learn which voucher schemes we support.

### **Complaints Procedure**

Whenever possible, concerns expressed by parents and others about the Centre will be dealt with in the first instance by informal discussion with the Room Manager. If the concern remains unresolved thereafter, or is escalated to a complaint, the procedure set out in our Complaints Policy should be followed.

### **Out of School Clubs (OOSCs)**

We are delighted to be able to offer wraparound care for the children of Malcolm Sargent Primary School with our Breakfast Club (0730-0840), our After-School Club (1510-1800) and our Holiday Club (0730-1800 during school holidays).

Our experienced team run these clubs from the buildings at Malcolm Sargent Primary School and include a range of different daily activities including:

- Sports events
- Craft
- Art
- Languages
- Drama
- Table football
- Table tennis
- Homework club
- Lego and Knex
- Board games
- Dolls
- Jigsaws
- Card games



### ***From Little Acorns to Mighty Oaks***

We also take full advantage of the outside facilities available to us and ensure that the children have plenty of time on the playgrounds, play equipment and field.

During our OOSCs, we are able to provide a healthy breakfast, high tea, and drinks and snacks. Parents will need to provide a packed lunch during holidays.

Although we are limited to Malcolm Sargent Primary School children only for breakfast and after-school clubs, we are able to offer out our Holiday Club to any local, primary school-aged children, regardless of which primary school the child attends.

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