

The Local Offer

Name of Setting: Smiles Day Nursery

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Name of person to contact: Sophie Mackinson/Melissa Vaissiere

My child has SEND. I would like to look around. What do I need to do?

Our Nursery has an open door policy, happily welcoming any visitors and parents to our setting at any time during the session, please book an appointment to arrange any visits. Covid-19 Due to the current Covid-19 outbreak and following government guidelines/restrictions our open door policy has changed slightly and therefore we cannot currently welcome visitors in the building at any time as we are doing our bit to minimise the spread. Therefore if you would like to visit the setting you can ring up to make an out of hours appointment or you can go onto our Facebook page where you will find a video of our 360 Virtual tour. We are open Monday-Friday 7.30-18.00, over the Easter holidays and throughout the school summer holidays (not including bank holidays). We can be contacted by telephone/email during session time or emailed outside of session hours. Contact information is available on our website along with photographs of our rooms and garden room areas. We also have a closed Facebook and Instagram page Smiles Day Nursery Sapcote where (with parental permission) photographs of our daily activities can be viewed, as well as team photographs and qualifications. Whilst visiting the nursery you may meet with our Manager /Deputy or Senior staff members. Along with this, you may also request a talk with our SENDco (Special Educational Needs and Disabilities Co-ordinator) to discuss any additional needs your child may have and how we can support your child.

How will my child and I be made to feel welcome and how will you get ready for my child coming?

During your visit we will offer a detailed show round of our nursery, providing you with the opportunity to meet our team. Our SENDco will liaise with parents and any professionals to identify your child's specific needs and requirements. After your visit you will receive our registration forms and be asked to fill out an All About Me profile allowing you to share your child's interests, like and dislikes. Within our induction, we provide three settling in sessions to enable your child to get to know us and for us to gather any further information. During these settling in sessions you are more than welcome to stay to allow yourself and your child to become familiar with staff members. We will ensure each visit is tailored to your child's needs, assessing any additional support or equipment required is put in place. A home visit can be arranged for a child with SEND. Once you have confirmed session times a key person is allocated to support your child and their development. If your child already has an Education, Health and Care plan or SEND support plan this can be reviewed to ensure the right support is in place for your child from the start. Covid-19 Due to the current Covid-19 outbreak and following government guidelines/restrictions our visits have changed slightly. You will still be able to arrange to book your child in for a visit/settling in session with us here at the nursery however these at the moment are currently being done in our garden room with just one parent attending and just one member of staff from the room your child will be starting nursery in again to minimise the spread. This will still enable you to ask a member of staff from your child's room any questions you may have and get to know one of the staff.

How accessible are your premises?

Our setting is a two storey building with an open floor plan; we are open to adaptation where possible.

How will you keep my child safe?

Our pre-school is located on its own site. Risk assessments are carried out daily and equipment is checked and made accessible for children to choose for themselves. We have 4 rooms, a baby/young toddler room (3 months -2years), a toddler room (2yrs-2yrs 9months) and 2 pre-school rooms (2yrs 9 months-4 years) ensuring all equipment is age appropriate and can be borrowed across the age groups to suit individual needs. Equipment can be sourced to support individual needs where required. Our building has a key coded door at the main entrance and each room has a key coded door that remains shut during session times. The main gate is locked during outside play sessions. Child safety is paramount and all staff employed by the pre-school have up to date DBS checks and are qualified, suitable people to be employed in early years. Our setting focuses on loose parts play/natural resources management and room staff check the resources over for each room to make sure they are age appropriate and monitor and carry out risk assessments where needed. All staff have undergone safeguarding training and each room has at least 1 trained first aider. To ensure children's safety we maintain high staff ratios for children with SEND. Our policies and procedures ensure all children are kept safe with strict collection rules and policies that include health and safety, equal opportunities, SEND, behavioural management and anti-bullying. Allergies are alerted on commencement in the setting and a photographic list is visible in each room. We operate a no nuts policy in the setting. Healthcare, allergy and asthma plans are put in place for children with medical needs. The manager holds termly supervision meetings with staff to ensure there are no changes in DBS status or health issues making them unsuitable to work with children.

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How will you communicate with me what my child has done, enjoyed and learnt?

We use an online learning journal called Tapestry. Once your child has been registered to the setting you will be sent an email to activate your online tapestry account where you will receive daily updates on what your child has eaten at nursery as well as any nappy changes, accident forms or general messages that the staff members need to pass on. You will also receive a weekly written observation and pictures of your child here at nursery so you can see what activities they have been enjoying throughout the week.

How do you work with other professionals?

Management/ SENCO's of the setting work with other professionals closely by contacting the appropriate external specialist required with the parents agreement. Different professionals provide support in different ways some professionals will work with staff, some with children directly; many will want to observe the child in the setting and talk to staff as part of their assessments. We also work closely with the professionals to find out what strategies need to be put in place to best support the individual.

What training have you/your staff had in SEND?

Our manager and deputy manager have both attended SEND training courses outside of work hours, taken part in online SEND courses and also done noodle now training covering areas of SEND.

How will you adapt play opportunities for my child?

We base our learning on the children's interests so staff will observe what the children are doing on a daily basis and will then expand the children's learning based on this by providing further activities/resources to stimulate this particular interest. All equipment is age appropriate and can be borrowed across the age groups to suit individual needs. Equipment can be sourced to support individual needs where required.

How will you get ready for my child going to his/her new school?

When your child is due to move up the next room within the nursery we start providing them with settling in visits in their new room on the days that they are in so that they get to spend a morning/afternoon in their new room getting to know their new staff members within that room, the room itself and the children that will be in there with them. We normally provide the child with at least 3 visits in their new room to make the transition smoother and to get them ready for the move. We will also communicate with you as parents to make you aware of when your child is having visits in their next room so that you can prepare them for the move too. If your child is due to leave nursery from preschool and move up to primary school we have visits from their new school teachers come in so that your child can meet their new class teacher and you can also book visits with your chosen school to have a look around with your child too. We also provide the school with a transition school report which is written by the preschool staff and sent off to the teachers so that they can read up on any information they may need to know about your child.

How will you and I know how my child is doing and how will you help me to support my child's learning?

We monitor your child's progress by carrying out regular observations on your children and monitoring which age and stage bracket of development they are currently working at. We then every 4 months fill out a progress tracker sheet which will identify and outline where your child is at and if they need any additional support in any specific areas. We also carry out 'next steps' for your children over 6 weekly periods and we share what these are with you on your child's online learning journey (tapestry) for you to be able to look at. This means that you can then also work on these next steps with your children at home too and leave any comments or pictures yourself on there for the staff to see at nursery to enable us to be on the same page and work together to support your child.