



St. Rose's
Inspiring Education, Therapy & Care

St Rose's Nursery



A fully inclusive nursery for children aged between 2 and 5 years.

Nursery Manager – Lisa Taylor
St. Rose's Nursery
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**St Rose's School, St Martin's Post 19
& St Rose's Nursery**

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Charity No. 271922





St Rose's nursery offers a safe and enabling environment for children aged between two and five years old, where children with additional needs and disabilities can learn alongside their peers in a safe, early years environment

- Led by an Early Years Teacher
- Qualified and experienced early years staff
- Staff have specialist training in a wide range of additional needs and disabilities
- Access to the full facilities of St Rose's school including the hydrotherapy pool, sensory room and extensive grounds.
- Therapists on site at all times, able to advise nursery staff in supporting children's learning and development.
- Use of the school's minibuses for regular trips out
- Individual planning and care for every child
- Flexible sessions and able to accept funding for children aged 2, 3 and 4 years old
- Open term time only

Our unique fully accessible environment means that all children can learn, play, experience and develop alongside their peers no matter what their individual need. At St Rose's nursery we strongly believe that every child is unique and we adapt our approach to take account of each individual child's needs. Our qualified, dedicated team of early years practitioners plan individually for each child working in partnership with parents, carers and other professionals.

Within the nursery we follow the Early Years Foundation Stage, a play based framework that encourages children to learn through play, exploring, experimenting, creating and thinking critically. We actively remove barriers to learning, using alternative approaches, equipment and sensory experiences to allow all of our children to have as many positive experiences as possible, learning through play at their own pace and perhaps most importantly having fun!

Nursery Application Form

Full Name of Child _____

Date of Birth _____

Boy Girl (please tick)

Parent/Carer 1

Name _____

Relationship _____

Mobile Phone _____

Home Phone _____

Work Phone _____

E-mail _____

Home Address

Workplace _____

Hours of Work _____

Parent/Carer 2

Name _____

Relationship _____

Mobile Phone _____

Home Phone _____

Work Phone _____

E-mail _____

Home Address

Workplace _____

Hours of Work _____

Sessions Required	Monday		Tuesday		Wednesday		Thursday		Friday	
Start Date	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Additional Information

Please provide below any additional information you may feel is relevant at this stage. During your child's first session at the nursery we will complete a more comprehensive registration document.

In the event of a nursery place being unavailable on the starting date you require, your details will be held on file and you will be contacted as soon as a place becomes available.

Signed _____

Date _____

St Rose's Nursery Fees

- | | | |
|---|-------------------|-------------|
| • Morning session | £15.00 | 9 -12 noon |
| • Afternoon session | £12.50 | 1 – 3.30 pm |
| • Full day | £32.50 | |
| • Hydrotherapy pool (Wednesday pm only) | £2.50 | |
| • Extra Hour | £5.00 | |
| • School Lunch (per day) | £2.30 | |
| • Late collection fee | £5 per 15 minutes | |

ST ROSE'S NURSERY TERMS AND CONDITIONS

Bookings, Fees and Payment

Nursery fees are calculated on a half termly basis. Invoices are issued to parents at the beginning of every half term. These are payable by the last day of the half term to which the fees relate.

Nursery fees can be paid by cash, cheque, bank transfer or childcare vouchers.

No deductions are made in respect of bank holidays, sickness or family holidays.

Failure to pay fees on time or unpaid fees may result in the forfeiting of your child's place at nursery.

We require one month's paid notice to terminate your booking, which must be given in writing should you no longer require a place. The sessions booked on registration are a permanent booking, and one month's notice should be given for any reduction or increase in these sessions. Extra sessions required on an ad-hoc basis will be subject to availability and sessions may only be swapped at the discretion of the Nursery Manager.

Parents/Carers agree to ensure that they will pick up their child from Nursery at the agreed end of session time. Failure to collect a child on time without reasonable attempt to contact the Nursery will result in a late pick up fee being charged. Once parents/carers arrive on site they resume responsibility for their child and must ensure that they leave the setting safely.

Should any information provided by the parent/carers on the Nursery Registration Form change at any time it is the parents/carers responsibility to ensure the Nursery is informed in writing.

If your child's regular session falls on a day when the Nursery children use the hydrotherapy pool then they will be charged for swimming. We are unable to staff children being in nursery on that day and not swimming.

Free for 2, 3 & 4 funding

Children become eligible for Free for 2, 3 & 4 funding from the term after their 2nd or 3rd birthday. The funding enables children to attend a setting for a total of 15 hours per week, for a maximum of ten hours per day. Parents must show a copy of their child's birth certificate on registration so that their date of birth can be checked. If a child attends 2 settings for more than 15 hours per week, the funding can be shared between both settings, as parents wish. A Parent/Carer Declaration Form must be completed for each funding period in respect of every child who is claiming funding. If your child attends more than one setting you must complete a separate Declaration Form with each provider.

Children who are attend Nursery using funded only sessions must be in Nursery for at least two weeks before the funding is paid. Should your child start Nursery and leave within the first two weeks you will be liable for any fees incurred as Nursery funding will not be paid.

Extended Entitlement (30 Hours free childcare)

Some three and four year olds may be eligible for 30 hours funding, 15 hours nursery funding and 15



hours extended entitlement. If you wish to take up the extended entitlement you will need to apply via the Government's online Childcare Service at www.childcare-support.tax.service.gov.uk/par/app/applynow. Eligibility for the additional free hours is determined by HMRC through this online application and parent(s) will be issued with an eligibility code for the additional free hours on successful application. The eligibility code must be verified with Gloucestershire County Council before your child is able to take up the additional free hours. In order for us to verify your code we will also need your National Insurance number and child's date of birth.

Policies and Procedures

The policies of St Rose's Nursery are available on request from the Nursery Manager. All parents are given an overview of relevant policies when their child starts Nursery. The Nursery and Parents/Carers agree to comply with these policies. Policies are reviewed and updated regularly and where relevant we will endeavour to inform parents of any changes to policies.

St Rose's has a duty to protect staff from any type of abuse including verbal abuse. Any emotional [either written or verbal] or physical abuse from a parent/guardian will not be tolerated and will be dealt with accordingly. Exclusion from the setting may be required to further protect staff.

Compliments and Complaints

We hope that you will have no cause for concern whilst using our nursery however should you wish to compliment us or express a concern, please speak to your child's key person in the first instance. If you feel after speaking to your child's key person that your concern has not been fully addressed then please speak to the Nursery Manager. If your concern remains unresolved then it will be escalated to a member of St Rose's Leadership team. Our compliments and complaints policy is available on our website, from the nursery or St Rose's office.

Secondary Employment (Babysitting)

We do not provide a babysitting service outside of Nursery hours. We recognise that at times, parents may approach staff to provide babysitting services. St Rose's Nursery is not responsible for any private arrangements or agreements that are made and these must be made outside of working hours. This is because we have a rigorous recruitment procedure and whilst in our employ, all staff are subject to on-going supervision, observation and assessment to ensure standards of work and behaviour are maintained in accordance with our policies. We have no such control of staff outside of their position of employment and our duty to safeguard children as above, therefore this duty does not extend to private arrangements between staff and parent/carers outside of Nursery hours. Without any exception all arrangements between staff and the parent/carer is purely separate to the operation of the Nursery.

We provide... an inclusive nursery setting which welcomes all children with or without Special Educational Needs. Through our fully accessible facilities we are able to support those children with physical disabilities, sensory, learning and/or communication difficulties including those with complex health needs.

Our facilities include:

- a fully accessible site
- Free-flow access to an outdoor play undercover area
- hydrotherapy pool*
- sensory room
- extensive grounds, close to the centre of Stroud, which include a sensory garden with specialised play equipment.
- access to school minibuses which enable us to undertake many trips.

“The resources are of a very high quality including a number of items of specialist equipment to support children with Special Educational Needs and/or disabilities” OFSTED 2014.

*provided for an additional charge, unless met through an educational statement or EHC plan

We assess... the needs and progress of each individual child through the use of:

- continual formative assessment carried out by each child's key person and the nursery manager
- the Early Years Foundation Stage Development Matters records
- Individual Learning Journey files which document each child's learning journey
- 2 year old progress checks which are carried out by the child's key person.

Ongoing observation, assessment and planning ensure that every child is supported to achieve their full potential.

St Rose's Nursery is an inclusive nursery for children aged between 2 and 5 years with or without Special Educational Needs.

Individual needs are identified by...

the experienced early years staff, who are skilled at identifying a range of special educational needs. If additional needs are identified, a number of steps may be taken to support the needs of each child. These include:

- writing an individual plan, called a My Plan, to identify individual targets, in consultation with parents/carers
- referral to outside agencies where required such as the Advisory Teaching Service, Portage, Community Therapists and Educational Psychologists
- where external support is sought, completion of a My Plan + which will bring together the advice from all professionals involved with the child
- close liaison with external professionals who visit the setting when required
- multi-professional meetings and reviews of My Plan +
- initiation of statutory assessment leading to the provision of an Education and Health Care plan if appropriate.

The Early Years Foundation Stage Framework

The Early Years Foundation Stage (EYFS) sets out the learning and developmental stages for children aged between 0 -5 years. Children are encouraged and supported to learn through play, through a mixture of child initiated and adult led learning. The EYFS is divided into seven areas of learning and development.

Prime Areas:

- **Personal, Social and Emotional Development**
- **Physical Development**
- **Communication and Language**

These prime areas are those most essential for your child's healthy development and future learning. As children grow and develop, the prime areas will help them to develop skills in 4 specific areas.

Specific Areas:

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive arts and design.**

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

All staff ...

- are qualified to at least NVQ level 3 (or equivalent) for teaching assistants/early years practitioners;
- trained in basic first aid, with all staff having **paediatric first aid** training. In addition, we have nursing staff on site whom we can call on if needed
- up to date with developments with (GCC) early years training courses (including Safeguarding training every 3 years)
- have training in food hygiene.

A very low staff turnover ensures continuity of provision both in terms of relationships, levels of skill and experience.

The school has an effective continual professional development programme for staff which includes regular input on:

- E-safety and ICT skills
- TEACCH teaching techniques
- supporting students with visual impairment and hearing impairment
- specialist teaching techniques for students with profound and multiple learning difficulties
- medical aspects: epilepsy; gastrostomy; anaphylaxis
- eating and drinking guidance and dysphagia
- movement and handling skills
- person-centred philosophies.
- use of communication methods and

Beyond the curriculum...

- the children enjoy regular local visits to the park and local shops
- trips further afield are incorporated into the curriculum and topics we are working on, some of these visits have included: The Sealife Centre, Berkley Castle, Weston Super Mare, Slimbridge Wildfowl and Wetlands Trust and Rove's Farm
- any visits out are staffed to a very high ratio and supported by parent volunteers to ensure the children's safety. Visits are risk assessed thoroughly
- we join with the main school for whole-school events such as the school play, Music Prom, Sports Day, and for fundraising events such as Children in Need day.

Parental and student involvement...

Parents and students at St Rose's are very effectively involved in planning and reviewing progress in all aspects of need through:

- person-centred approaches to transition planning and annual reviews
- the opportunity to contribute to the Individual Plans that are reviewed every term
- parents' evenings
- daily liaison through home/school books
- regular face to face contact if possible
- scheduling medical and health-related clinics(orthotics, paediatrician, dietary, sling assessments, wheelchair clinics) in the school
- fundraising activities and events
- social events.

"Parents are very happy with the care and education their children receive and express they are pleased with the progress their child has made. Parents further comment that the support from staff is 'fantastic' and 'if they have any concerns there is an open door policy'" OFSTED 2014

Transition arrangements...

When children transition to another setting or to start school, staff complete transition records, as recommended by Gloucestershire County Council. These records include a summative record of the child's progress and any other information that will enable the child to make a successful transition to school. We encourage local reception staff to visit us before transition to see the children in a familiar environment and to liaise with staff.

We provide a safe environment by...

monitoring, evaluating and reviewing practice and provision. Safety is achieved through the implementation of:

- individual moving and handling plans
- individual risk assessments
- individualised health care plans
- classroom/learning area risk assessments
- secure premises
- daily safety checks.

How to contact us... to get in touch, to find out more or discuss an issue, please contact Sheila Talwar, Principal, by any of the methods below.

Email: admin@stroses.org.uk

Tel: 01453 763793

Post: St Rose's

Stratford Lawn, Stroud, Gloucestershire, GL5 4AP