

Introduction

In our setting we believe that every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use our service they want to know that the provision will keep their children safe and help them to thrive. The Early Years Foundation Stage (EYFS) is the framework that provides that assurance.

The overarching aim of the EYFS is to help young children achieve the five *Every Child Matters* outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution, and achieving economic well-being by:

Setting the standards for learning, development and care young children should experience when they are attending a setting outside their family home, ensuring that every child makes progress and that no child gets left behind;

Providing for equality of opportunity and anti-discriminatory practice and ensuring that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability;

Creating the framework for partnership working between parents and professionals, and between all the settings that the child attends;

Improving quality and consistency in the early year's sector through a universal set of standards which apply to all settings, ending the distinction between care and learning and providing the basis for the inspection and regulation regime;

Laying a secure foundation for future learning through learning and development that is planned around the individual needs and interest of the child, and informed by the use of ongoing observational assessment.

Policies and Procedures

We are required to produce written policies, procedures and documentation to both provide evidence of how we meet the Welfare and Learning and Development requirements of the EYFS and to illustrate how we endeavour to ensure that our setting runs efficiently and effectively.

All our staff must understand our policies and procedures and continually implement them in a consistent manner. In the first instance they are fully discussed and agreed by the staff group.

As they are 'living documents', they are included in both the staff and parent/carer induction arrangements. Available on Supertots website www.supertots.co.uk,

They are monitored and reviewed on a regular basis or when changes occur.

We also ensure that our policies and procedures comply with other legislation e.g. health and safety, fire safety, planning, building control and environmental health.

Our policies and procedures are made available for inspection by Ofsted.

This policy will be reviewed in 12 months

Date June 2011

Date of review: June 2012

AN INTRODUCTION TO SUPERTOTS NURSERY

Supertots is a full day Nursery care facility for 86 children with ages ranging from 3 months to 5 years.

It is owned by Mrs G Greatbanks, proprietor, and run at:

191 Edenfield Road, Rochdale, Lancashire, OL11 5AF

It started in January 1991 and has since that time pursued a policy of progressive improvement in the care facilities it provides.

The Children Act 1989 required that many of the policies and procedures which govern the way we run the nursery are set out by us in writing. This makes good sense as it ensures all staff are working to the same standards.

This manual/information folder sets out those policies. It is also a "living" working document and shows how we intend to fulfil those commitments. We class it as an "open document", everyone is welcome to look at it at any time, comment on it and make suggestions for its improvement.

This policy will be reviewed in 12 months

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MISSION STATEMENT AND AIMS AND OBJECTIVES

It is the aim of Supertots to provide a safe, secure and stimulating environment for children from the age of 3 months to 5 years.

Whilst in our care, children are able to participate in a wide variety of play experience which enables them to develop the skills needed for them to become more independent, with a positive self image and an understanding of their fellow beings, regardless of colour, creed, religion or gender.

During 2011 our main aims are:

1. To maintain our high standards and excellent reputation for providing the best possible childcare in an atmosphere which encourages the children to learn.
2. To promote effective involvement of parents by working in partnership and fostering good relationships with them.
3. To employ a Early Years Professional

During 2011 our main objectives are:

1. To meet the standards and criteria set in the Early Years Curriculum.
2. To follow and implement the guide lines in the Early Years Foundation Stage
3. To familiarise children with Information Technology by introducing the use of computers into their play activities.
4. To ensure that the training needs of staff are assessed and met by giving regular appraisals and providing training opportunities and support where appropriate.
5. To provide a good proportion of staff who have access to continuous support and training.

This policy will be reviewed in 12 months

Date June 2011

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ARRIVALS AND DEPARTURE POLICY

It is our policy at Supertots to give a warm welcome to each child on their arrival.

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure their safety, and that their attendance is recorded in the register.

Under no circumstances will a child be allowed to depart from the premises unless it is with a previously identified authorised person. A member of staff must always acknowledge the departure of a child.

This policy will be reviewed in 12 months

Date May 2011

Date of review: May 2012

BOOKING IN PROCEDURE

The procedure for the booking in of any child to Supertots Day Nursery is as follows:

1. The Manager or their deputy will ensure that the parent or carer booking the child in has seen around the premises.
2. The parent/carer shall be shown the policies and procedures manual. It will be explained to them that these policies are the terms on which childcare is provided and that the agreement to care for their child is subject to them, in particular in respect to sick children.
3. The booking form will be completed, the copy given to the parent/carer and the original retained by Supertots.
4. The child record form will be completed for Supertots.

This policy will be reviewed in 12 months

Date May 2011

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