

# Polly Anna's 'Prospectus'

## Our Nursery Philosophy

As we are a family owned and run business we believe we can offer something unique to you and your child in the warmth and love your child will be offered in our family centred nursery.

Our aim at Polly Anna's is to provide a safe and caring environment for children from birth to five years, where a child can reach their own potential with our support and encouragement. We believe that each child is an individual and has skills, needs and character that can be appreciated and responded to. We strive to provide an enriching learning experience in which the children in our care can feel secure and loved. During their time with us they can enjoy all the wonderful things that childhood brings - laughter, learning and sharing.

We want our parents to be able to leave their children safe in the knowledge that they are happy and being well looked after by staff with suitable qualifications and experience, who are committed to the highest standards of childcare practices.

## Positive Relationships – Parents as partners:

Polly Anna's nursery prides itself in the very low turn over of staff. We have created a very close 'family' of experienced and highly qualified staff. A Family Tree detailing individual staffs names; roles, responsibilities; qualifications; and dates of service is available to view on our website. Each member of staff is appointed as a 'Key Person' for each child, and their family. Time is taken to welcome new children and their families in to the setting. A 'settling-in' procedure is seen as one of the most essential elements to 'getting it right' for the child. Efforts are made to gather and share as much two-way information as we possibly can that is unique to the child, and their family needs. Children's health, safety and well-being is paramount. It is the key person's responsibility to ensure that positive relationships are developed, that children feel secure and are able to enjoy their learning experiences whilst at the nursery. Polly Anna's has an overall manager, but has appointed, three loyal, passionate and experienced Team Managers, who support and lead individual teams within the three main areas of the nursery. These include an 'Under Two's Manager; Toddler manager and Pre School Manager. Staff share regular home/nursery link sheets, informing parents/of their child's next steps in learning, we provide ideas on what you can do at home to support these next steps. Parents are seen as experts in their children and are asked to contribute towards their child's online Learning Journal whilst they grow and learn through their time at the nursery. We do have annual parents evenings to celebrate and share all the significant learning that has taken place. We also hold regular 'Parent Workshops'; 'Parents Focus Group meetings' and 'Steering Group' meetings to explore quality and develop the nursery as a whole. Parents are welcome in to the nursery at any time.

## Staying Safe, Keeping Healthy-in body & in mind:

The well-being of the children remains paramount at all times. The nursery has adopted the 'safer children recruitment' practices that are recommended by the Children's Workforce Development Council. Each member of staff receives an in-depth interview to determine their suitability for the position, they under-go a formal clearance procedure, to which a fully enhanced disclosure is obtained, as well as reference check to ensure employability and character suitability. The nursery also works closely with the Local safeguarding Children Board, we have clear systems and procedures in place to ensure safety and security for the children.

*We have a qualified chef that prepares home-made meals and home baking at both lunch and tea times as well as snacks. Menus are prepared in advance and parents receive copies. We offer a wide variety of appropriate healthy meals and snacks that your children will enjoy. A selection of Polly Anna's meals were included within a national guidance document that was published for early years settings in 2011.*

## United Nation Convention on the Rights of the Child:

Polly Anna's is a Early Years Rights Respecting provision. Achieving recognition for it's aims in promoting 'Children's Rights'. We have a high commitment to promoting children's rights. Staff, children and parents are encouraged to respect each other, the nursery and the wider environment. We incorporate the 42 Articles of the UNCRC in to the whole ethos of the nursery. The language of the CRC empowers children to relate to each other better and engage in decision making more collaboratively. Polly Anna's consults and encourages child participation, giving even the very young children a 'voice' respecting their views and opinions on the daily occurrences within the nursery, as well as ensuring that they are aware of their actions and how this can impact on others. This creates a calm atmosphere, better relationships, more positive attitudes and behaviour and greater self-esteem.

## The Early Years Foundation Stage (EYFS):

This document sets the standards for learning, development and care for children from birth to five years and provides us as a registered day nursery with a statutory framework that contains essential advice and guidance for us as a provider and for the staff as practitioners working with children 0-5 years. The Early Years Foundation Stage consists of 7 areas of learning that shape the educational programme in our setting. All areas are important and inter-connect. They are crucial for igniting children's curiosity and enthusiasm for learning., and for building their capacity to learn, form relationships and thrive. They include:-

**Personal, Social & Emotional Development  
Communication & Language  
Physical Development = Prime Areas**

**Literacy  
Mathematics  
Understanding of the World  
Expressive Arts & Design = Specific Areas**

We believe that communication and language is important to learning. Polly Anna's is committed to the Every Child a Talker (ECAT) approach. ECAT is designed to help practitioners (and parents) create a developmental appropriate, supportive and stimulating environment in which children can enjoy experimenting with learning language. A crucial element of this strategy is to monitor and review the progress of children's speech, language and communication against 4 important elements;

\*Listening      \* Understanding      \*Talking  
\* Social Communication

Practitioners are keen to highlight strengths and identify areas requiring support at the very earliest stages and work together with families and offer support & advice.

## Early Intervention:

Polly Anna's has a responsibility to ensure that all children are making progress and learning and developing in accordance with the recognised ages and stages of the EYFS 'Development Matters'. On starting at the nursery every child will be given time to settle in, and feel secure. Then, in consultation with the family, a baseline assessment will be completed. Through-out the child's time in Polly Anna's periodic 'Progress reports' will be completed and shared with families. Between the age of 2 to 3 years families will also be consulted on, and provided with a 2-3 year progress summary. This will be a time to celebrate strengths and seek support for any additional support a child may benefit from.

## Enabling Environments:

The importance of play both inside and outside is a vital part of the natural learning process. As the EYFS implies, the staff create a balance of child-initiated and adult-led activities to build the foundations for later, life long learning. Great efforts are made to include parents within the Observation; Assessment & Planning for every child. Starting with the child, staff monitor children's progress and plan for the 'next steps' in learning and development. Through Polly Anna's planning cycle, every child is seen as an individual with unique needs. They are supported by the staff/parent partnership. Key Person's regularly observe their children to identify interests, learning styles and schema (patterns in play) to determine what play opportunities they feel should be provided to promote active learning experiences and progress. We warn families that their children may get messy!

Quality counts: During our last inspection (June 2015) Ofsted, our regulating body judged our setting as 'Outstanding' in all three areas of their inspection. The highest accolade a nursery could receive. This recognises the commitment of all staff, as well as their knowledge and expertise.



### Quality of Care Statement

We feel that experienced, caring and trained staff are paramount in the balance between providing an environment which harbours care and learning. We see learning as a shared process and feel children will learn & develop most effectively when given support of a knowledgeable and trusted member of staff who will incorporate their routine and offer choices in their daily life. The nursery has achieved the highest level 'Step 3' in the 'Steps to Quality' quality assurance scheme, and is pleased to have retained this acquisition since 2009. **In addition to this Polly Anna's received a judgement of 'Outstanding' in all areas during the last inspection in June 2015.**

### Inclusive Practice:

Every child has the right to play and an education. Polly Anna's is a nursery that is highly committed to promoting equality and respecting diversity. The nursery team have experience with children who have English as an additional language, who have specific cultural requirements, or beliefs. We also welcome children who have medical or special educational needs. The nursery is pleased to have three qualified and accredited Special Educational Needs Co-ordinators (SENCO's) amongst the team, who plan and provide individual education plans to address the individual needs of the children. The physical and emotional well-being of all children is considered most important to achieve skilful communicators and competent learners. Everyone at the nursery celebrates the individuality of a child. It is our aim to give children a real sense of belonging between home and nursery, working together in partnership with parents/carers to ensure they feel loved and cared for, from settling in, to transition to school.

### The Wider Community:

We work very closely within local partnerships with our local schools, other early years providers and health professionals. We plan & review children's learning experiences and monitor progression to ensure continuity within the local community settings. Smooth transitions are important to maintaining children's well-being and enthusiasm. We work closely with the local schools, and arrange transition visits and opportunities through-out the whole of the year leading up to the time arrives that children are expected to move on in to school. Helen, the nursery manager has qualified teacher status, and previous experience working within a primary school. Many of the adult led activities and procedures within nursery are planned to build life longer learning skills to enable children to move on to new settings with confidence .

### Admission Policy

Please refer to our Admission Policy available on our website

Polly Anna's is open Monday - Friday, 8.00 a.m. - 6.00 p.m. We are open 52 weeks of the year only closing for Bank Holidays. Experience has shown that your child will settle in well and gain the most from their time with us if the nursery becomes a recognised part of weekly life.

### Fees

**Deposit - £100 Over 1 Year or £150.00 Under 1 Year**  
(Refunded on leaving Nursery subject to a minimum 6 months contract)

<u>Price Band</u>	<u>Standard</u>	<u>Premium</u>
Session (8.00am-1.00pm or 1.00pm-6.00pm)	£30.00	£31.50
Full Day (8.00am-6.00pm)	£51.50	£53.50
Full Week (8.00am-6.00pm)	£230.00	

**Premium Rate:** charged for any age attending less than three sessions or equivalent

**Late Collection Charge** (Based on departure time not arrival time): £10.00 - starts immediately after 1.00 pm Lunchtime finishes & 6.00 pm for end of day; for up to and including the first 15 minutes, then £10 for every subsequent 15 minute period.

**Government Funded Early Education & Care:** Currently some 2 year olds can claim funding for 38 weeks of 15 hours the Term after their 2nd Birthday. All children, the Term after their 3rd Birthday, are eligible for to up to 38 weeks of 15 hours and some working parents will be entitled 38 weeks of 30 hours.

Please ask for all options available and how your child can access these free hours here. Please ask for details and availability. Additional Charges do apply during funded hours for 3 & 4 year old children.

**Fees must be paid by on the 1st day of each Month**

### Discounts

**These concessions only apply to children who are enrolled for a minimum of 4 Sessions a week and are subject to conditions.**

*A 25% reduction of your normal Fee, is allowed for four weeks annual family holiday.*

*A 10% discount is given for your second child in our care.*

**All Meals, Snacks & Drinks etc., are provided free of charge during Fee Paid Sessions.**

From May 2018

Scan Code  
with Smart  
Phone



# **Polly Anna's** **Daycare Nursery** **'Birth to Three Unit'**

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**York**  
**YO32 3JP**

**Tel: 01904 765049**

[www.pollyannasnursery.co.uk](http://www.pollyannasnursery.co.uk)

<https://www.facebook.com/PollyAnnasDayNursery>



**A Family Nursery**

**Providing Care & Education for**

**Children aged from Birth to**

**Five**

**'A Community of Learners'**