

Welcome to Hollyfield Preschool Nursery



At Hollyfield Preschool Nursery School we have been supporting children and families in our local community since 1994. During this time, we have taught generations of families, as well as welcoming new families each year. We are an inclusive happy setting and are proud of the work that we do and of our diverse nursery community. We incorporate Unicef Rights Respecting School Award and hold high regard to children's rights which threads through our work.

The staff team are committed to ensuring the best possible outcomes for all of our children and we have been judged 'good' by Ofsted. Our staff team of highly experienced practitioners and support staff work together to provide an exciting range of learning opportunities that engage children of all needs and abilities and encourage them to become confident and independent learners.

We look forward to getting to know your child and family and believe that the best education is built on a partnership between home and the nursery setting. We want to work together to make sure that your child enjoys their time at nursery and achieves their best, preparing them for the next stage of their learning journey.



Contact us

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Our Nursery Values 'SPARKLE'

S - We provide **Security** which enables **Self-belief**. This in turn makes each child feel **Special** which gives **Strength** of character.

P - **Practitioners** teach with **Passion** and support children in being **Playful**, **Persistent** and **Proud** learners

A - We help children to successfully **Adapt** to new environments and routines. This means children feel secure to **Actively Achieve** their goals.

R - Practitioners strive to have positive and open **Relationships** with all families who come to nursery. We support our children to be **Responsible** and **Resilient** learners

K - Our children are **Keen** learners who show **Kindness** to all around them with support from our positive behaviour systems. Children are **Knowledgeable** about their rights and help each other to stay safe as well as express their feelings.

L - Our **Leadership** is robust and fosters a **Loving** environment both for practitioners and children to have a **Love** for **Learning**

E - We ensure **Equality** which supports **Empowerment** in taking steps in our own learning. Children and staff are **Enthusiastic** and **Eager** to keep learning.

We provide full and part time places for up to 90 two to four year olds (although we are registered to take children from birth), offering 15 hours of nursery school provision. We offer 30 free hours of childcare places to children who meet the criteria. Please call in to discuss this or check our website if you think you may be eligible. You can also pay for a 'top up' place if you are not eligible. We offer wraparound care in the form of Kids Around the Clock Club from 7.30am to 6pm, where your child will be looked after by our own experienced staff team. Please ask at the office or Natalie if you would like a wraparound place for your child. Wrap around care is for children at nursery, right up to the age of eleven.



We believe that children learn best by actively pursuing their interests and ideas through play. Play allows them to explore ideas, feelings and relationships. We encourage children to become independent learners by providing them with opportunities to play, explore, investigate and follow their own interests, as well as being taught for a short time each day in their key groups.

Our experienced staff team facilitate the child's process of creating and developing theories about the world, helping them to problem solve through open ended questioning and differentiated responses. We value learning outdoors and believe that being outdoors has a positive impact on children's sense of well-being and on their development. Children have access to the outdoor learning environment throughout the day (whatever the weather), supporting the development of healthy and active lifestyles by offering children opportunities for physical activity, freedom and movement, and promoting a sense of well-being.

Settling in

Your child will be introduced to nursery by staying for a short time at first so that we get to know each other, increasing to the full day. Some children take longer to settle than others. We believe that it is important to go at their pace, so children can stay for the full day when they are ready to do so.

Your child will be allocated a Key Person who will welcome them each day and is responsible for monitoring their learning and development. There is time each day for you to share information and talk to them informally about your child's progress, as well as formal parents' consultations which are held once in the first term and again in the second term.



Monday to Friday	Kids Around the Clock Club Session 1	Kids Around the Clock Club Session 2	Nursery AM and lunchtime	Outside time	Nursery PM	Kids Around the Clock Club Session 3	Kids Around the Clock Club Session 4	Kids Around the Clock Club Session 5
Running times	7.30-8.00	8.00 - 9.00	9.00 - 12.00	12.00-12.45	12.45 - 3.15	3.15 - 4.00	4.00 - 5.00	5.00 - 6.00
Nursery hours are available from 7.30am - 6.00pm every day								

All booked places must be paid for either with your free childcare funding or by yourselves if your funding does not cover the sessions you have booked for your child. It is important that you arrive on time to collect your child at the time you have specified and please be aware there is a late fee charge.

Illness and medication

If your child has regular medication such as an inhaler, we will ask you to sign to give us permission to administer the medication. Please let us know if your child has any allergies.

We follow the Health Protection Agency Guidance for exclusions due to illness. If your child is ill and requires medicine, such as antibiotics, during the day, we ask that you keep them at home or make alternative child-care arrangements for at least the first two days of taking the medication. We will only administer medication in certain scenarios and your child's key person will discuss with you when you ask.

Inclusion

We believe in inclusive education and aim to meet the needs of all children regardless of learning difficulty, disability, disadvantage or special educational needs. We know that all children are entitled to have their individual needs met so that they can achieve their potential across the early years curriculum. We seek positive solutions to provide equality of opportunity for children with Special Educational Needs & Disabilities so that they are able to learn alongside their peers. All staff have high expectations for children and plan differentiated learning to build on what children know and understand. Staff know their key group very well and children are continually assessed so that Special Educational Needs & Disabilities are identified as early as possible. Parents are involved at the earliest opportunity, so that they are fully involved in decisions and support can be put into place.

Our purpose built nursery learning environment is all on one level with accessible toilets for children and adults and we encourage independent learning through our planning and resourcing according to children's needs and interests.

Our Special Educational Needs & Disabilities Coordinator (SENCo) is Donna Morgan and our Behaviour Coordinator (BeCo) is Lindsay Beech. The person with overall responsibility regarding everything in our setting is our manager, Lydia Enefer

Food

We are part of the Startwell scheme and so we encourage healthy eating habits with fruit and cheese etc for our snack and milk and water available for children to access through-out the day. We ask you provide a healthy packed lunch for your child and not to send any sweets or snacks. Some children are entitled to a free school meal, which is made fresh each day by kitchen staff of the primary school which we share the ground with. Please check at the office if you think you may be eligible. Alternately, you can purchase a hot school meal for your child if you wish to.



Administration fee

We ask for a one off contribution of £10.00 when your child joins us and then every year until they leave us. This goes towards the cost of invoices, online journal, fruit, cookery ingredients etc.

Clothing

Children should wear clothes and footwear that they can manage easily for toileting and changing of wet clothing. Remember that some nursery activities can be messy, so please dress your child in clothes that can be easily cleaned. Uniforms are not mandatory, but you can order nursery sweatshirts and polo shirts with our logo on from Clive Marks and The Uniform Hub. Alternately, you can buy plain uniform without our logo from George, Matalan and M&S





Personal, social and emotional development

Children's personal, social and emotional development is central to their learning and we support this through the development of positive and caring relationships. Each child has a Key Person and a key group consists of up to 13 children. Respect for children's rights runs through our work with children and this helps develop children's self confidence, understanding of difference and diversity and supports the development of a strong moral compass. Staff use conflict resolution with children to support their understanding of emotions as well as positively reinforce boundaries and positive behaviour.

Staying Safe

At Hollyfield Preschool Nursery the safety and well being of children is of the highest importance to us. We are committed to safeguarding and promoting the well being of all children.

We aim to support the development of children's confidence, resilience, security and ability to explore and learn and provide an environment in which they feel respected, safe, secure, and valued. We teach children about keeping themselves safe and support parents with keeping children safe online.

Staff are well trained to safeguard children and of their responsibilities to identify and report possible cases of abuse and have effective working relationships with other agencies involved in safeguarding children. The Manager, Lydia, is the Designated Safeguarding Lead and there are three Deputy DSLs. All staff employed by the nursery undergo enhanced criminal records checks.

All concerns are logged using a secure monitoring system. When staff have concerns about a child, the Designated Safeguarding Lead or Deputy DSL's will support in whatever steps need to be taken. We offer Early Help, which means taking action to support a child or their family early in the life of a problem, as soon as it emerges. We will access support from other agencies to ensure the child gets the right response, and the right help, from the right people at the right time. Our aim is to meet any need early and avoid a problem escalating or the need increasing.

We uphold the principles and values outlined in The Prevent Strategy for combating extremism and our staff are trained in the forms that extremist behaviours may take. Systems are in place to address concerns regarding extremism, FGM, sexual exploitation of children and child trafficking as well as many other forms of abuse.

Please let us know if you have any concerns about your child's safety or welfare and let us know if your child has had an accident or hurt themselves at home.

If you have a safeguarding concern about a child, please talk to your child's key person who will liaise with one of our DSL's in supporting you with the right help.

We ask you to avoid using mobile phones whilst on our premises, which includes both playgrounds. We believe that the drop off and collection of young children should be a special time that focuses on the children, so please ask your child what they have done when you pick them up, who they have played with and what they have eaten etc.

Our Safeguarding Policy is available on our website, or you can ask for a copy at the office.

Playing and learning

We believe in child centred learning and plan for learning using the Non Statutory Birth to Five Matters 2021 along with the Statutory Early Years Foundation Stage guidance which sets out what a child is expected to learn from birth to five.

We plan activities to meet needs identified from observation and assessment and extend children's learning through a balance of adult led and child initiated activities. Our children love coming to nursery and enjoy an exciting range of learning opportunities that extend the range of their experience.

We focus on sharing core stories, developing children's love of stories and they take part in daily phonics, and story sessions as well as maths and PSED.

Children have the opportunity to take part in forest school sessions where they learn about and explore nature as well as Creative Flair where an outside agency comes into nursery to work with the children to develop their communication and language and creative development through imaginative role play, story making, singing and dancing.

Targeted small group work supports children with communication and language needs and a well-being group supports those with lower emotional well-being. More able children are supported through a phonics extension group and children eligible for Early Years Pupil Premium work in a small group with our staff doing a range of activities to support their needs.

Children with Special Educational Needs and Disabilities are supported with one to one work where possible, visual aids, pre-tutoring with language used for planned activities, choice boards and pictorial timetables.



Donna Morgan
Deputy Manager,
Room Leader,
SENCo,
Deputy DSL

Lydia Enefer
Proprietor,
Manager,
Main DSL

Lindsay Beech
Deputy Manager,
Room Leader,
BeCo,
Deputy DSL

Natalie Page
Kids Around the
Clock Club,
Go Wild Club,
Deputy DSL

Chris Enefer
Kids Around the
Clock Club
Deputy DSL

We are very fortunate to be able to provide our children with a higher level of staff ratio to children than the guidelines we follow suggest are necessary. Our team consists of the management team as seen above, a team of key group staff as well as a team of reliable support staff. This in turn means that we provide excellent guidance to our children and such a large staff team comes with a wealth of knowledge and expertise which is shared with all who use our setting as well as a higher ratio of adults to children than is necessary. We have high expectations of our staff and support them in their own continuous development, ensuring that we are always up to date and 'in the know' in terms of teaching with the children and the support we can offer our families in general. We hope you love what you have read about our setting and will consider applying for a place for your child to attend with us. Please contact us through the form below to put your child's name on our waiting list. We look forward to meeting you.

Name of child:

Gender M/F:

Date of birth:

Approximate date to start:

September 20_____

Address

Name of parent/carer registering the child:

Mr/Mrs/Miss/Ms
Name:

Relationship to child (Mum, Dad Nanny etc)

Name of any siblings who attended our nursery

Contact details:

Home number:

Work number:

Mobile number:

Email address (Please print clearly in capital letters):

Date of application:

Signed (parent/carer):

Please return to Lydia Enefer, Hollyfield Preschool Nursery, Sutton Coldfield, West Midlands,
B75 7SG

To book a 'show round' please call 0121-311-2920 and bring this form with you.