

WELFARE REQUIREMENT

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

CARE, LEARNING AND PLAY

The programme of activities and the atmosphere of Sunny Day Nurseries Limited aims to encourage confidence, independence and enjoyment. Our work has, as its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

Sunny Day Nurseries Limited will provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships. At all times, Sunny Day Nurseries Limited will recognise a child's individuality, effort and achievement.

Wherever appropriate, children will be involved in the process of planning activities so that the programme reflects their opinions, and so that children feel some ownership over their Nursery/Play Club. Such processes will be governed by the procedures set out in the Involving and Consulting Children policy.

Each child will be allocated a 'key person' who will make settling in very much easier. In addition the key person is in a position to tailor the curriculum to the needs of each individual child. The key person maintains links with the child's home setting, working with parents through shared record-keeping to ensure that all children are supported in reaching their full potential.

Staffing arrangements will provide opportunities for:

- reflection on practice.
- recognise that working with children is a complex, challenging and demanding task and that often there are no easy answers.
- that learning is a shared process and that children learn most effectively when, with the support of a knowledgeable and trusted adult, they are actively involved and interested.

Staff will display flexible styles of leadership and respond appropriately to children according to their age, understanding and needs.

Staff will support, recognise and promote achievements by all children.

Sunny Day Nurseries Limited will provide children with a range of equipment and resources appropriate to their age and interests, according to the provisions of the Equipment policy.

Children will be offered access to outdoor play every day, subject to weather conditions.

No child will ever be left unsupervised during activities at Sunny Day Nurseries Limited.

The programme of activities will be displayed in a place that is accessible to all children and to their parents/carers, including start and finish times.

Music at Sunny Days

Sunny Days place a high value on music as this medium contributes to all areas of learning and development. We have our own Early Years Musician who visits our settings regularly to support children and staff with music, as well as leading musical events.

Every day the children will hear a wide range of music. We are very keen on introducing all types of sounds from many corners of the world to our youngest babies through to our Preschool children. All our Nursery rooms have CD Players and we are happy to say that we are a radio free zone!

Break and lunch time music is a favourite time. The children really respond to the rhythms of the Caribbean and Latin tempos, it is such an infectious and happy sound. Quiet time is very special, this is the moment in the day when the children rest or sleep, play gently or look at books after lunch. During this time we play Mozart, Chopin, Debussy and Satie, to name but a few. These and many more composers can be found on our 'Classical Delicacies' collection. Sunny Days has its own compilation CD called 'Cool 'n Calm', this has become a firm favourite with everybody and every room has its own copy.

These are just a flavour of some of the CD's at Sunny Days. We are continually building our collection and will happily take suggestions from parents. All the old favourites like Wheels on the Bus and familiar Nursery Rhymes, continue to be played and sung together every day.

Visitors to Sunny Days

As part of our curriculum planning visitors are invited to Sunny Days to widen children's experiences and to complement, enhance and extend play opportunities.

Evaluation

The Manager will ensure that time is managed properly, so as to allow for all activity sessions to be evaluated to establish whether they fulfil their aims in terms of:

- enjoyment
- the skills encouraged including independence
- how they may be developed and expanded upon and used to inform future planning

Curriculum Framework

Sunny Day Nurseries Limited work under the Early Years Foundation Stage curriculum framework. This framework sets the standards for learning, development and care for children from birth to five years.

The Childcare Act 2006 provides for the EYFS learning and development requirements to comprise three elements:

1. the early learning goals – the knowledge, skills and understanding which young children should have acquired by the end of the academic year in which they reach the age of five;
2. the educational programmes – the matters, skills and processes which are required to be taught to young children;
3. the assessment arrangements – the arrangements for assessing young children to ascertain their achievements.

There are 7 areas covered by the early learning goals and education programmes:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

None of these areas of Learning and Development are delivered in isolation from the others. They are equally important and depend on each other to support a rounded approach to child development. All

the areas are delivered through planned, purposeful play, with a balance of adult-led and child- initiated activities.

Observation Policy and Practice

Within the nursery staff carry out written observations, photo's and children's own work, to assess their developmental requirements. These observations are then planned on to meet the child's next step, this is then reviewed and evaluated and placed into a developmental folder so staff can track every child's progress individually.

- Parents are shown around the nursery and have settling visits before they commences nursery.
- Written parental consent is included in our registration documents and observations are not carried out without this.
- Different types of observations are carried out from short to narrative and photo's and pictures. These observations are factual observation of a child, which has the time, date, setting, social and play contents and records the child's activities and language if any. They record exactly what the child says and does, not what the staff observer assumes the child is doing or thinking.
- The staff work as a team with each member of the team being a Key person to a percentage of the children. Each Key person is responsible for keeping their group of children's records together and ensuring they are completed showing progression and building up holistic picture of your child's development.
- We are happy to discuss your child's progress at any time throughout the year. However, communication between you and your child's Key person should initially be carried out through the supervisor.
- The child's developmental folder will continue through the nursery and they will be given a new Key person each time they move rooms. Parents/Carers are always kept up to date with who their child's Key person is and it is always displayed within the room that your child is in.
- Staff will respect the confidentiality of all information.
- Observations are carried out discreetly and will not interfere with the children's routine.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Policy updated: 2nd July 2013

SETTLING IN

All children are unique and the amount of time that a child takes to settle into Sunny Day Nurseries Limited can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

Guidance for settling children into Nursery

We appreciate that leaving a young child for the first time is bound to be a wrench for parents/carers. However, a few simple guidelines will make it easier for the parent/carer, the child and the staff involved.

The key is to settle the child in gradually. The parent/carer might want to begin by bringing their child in to the nursery for a short visit and staying for a cup of tea with the staff. This allows the child to get used to the staff and the new environment, and for the parent/carer to see how the staff work and what kind of people we are. It is also an opportunity to return the Registration Form, Childcare Agreement and go through 'likes and dislikes'.

The next visit should be within the same week so that the child has some memory of the nursery – this may be an opportunity for the parent/carer to leave the child for the first time whilst they pop out for a very short time – this begins to teach the child that they will return.

On the next visit the parent/carer may want to leave their child for an hour and then continue to increase the length of visits to the nursery and so on until their child is happy and relaxed in nursery and they feel comfortable enough to go back to work with peace of mind.

It is important that parents/carers allow themselves plenty of time to settle their child before returning to work – being 'under pressure' will exacerbate any tension.

Parents/carers should be encouraged to ring the nursery when they have arrived at work to reassure themselves that their child has settled down happily.

Guidance for settling children into Play Club

We strongly encourage parents/carers to visit the premises with their children during the week before they are due to start. During this week, Sunny Day Nurseries Limited requires that the parents/carers concerned both complete and return the Registration Form, Childcare Agreement and Booking Form.

Children new to the Play Club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Play Club.

Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.

Children will be informed about the Play Club routines and the programme of activities. They will be shown around, told where they can and cannot go, and have both registration and signing out procedures made clear.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety policy.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week.

On their first day, children will be introduced to the other children at the Play Club. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

All staff will supervise children new to the Play Club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

Staff will ask on a regular basis how a child is feeling, what activities they enjoy and if they are unhappy about anything. At the end of the first, second and third weeks, the Supervisor will find time to talk to the child about how they are settling in.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at Sunny Day Nurseries Limited. If parents/carers wish to meet with the Manager, they should make an appointment to come in for a chat.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Policy reviewed 2nd July 2013

INVOLVING AND CONSULTING CHILDREN

Sunny Day Nurseries Limited, and all its members of staff, are committed to the principle of involving and consulting children whenever decisions are made within Sunny Day Nurseries Limited that affect them.

Sunny Day Nurseries Limited believes that actively promoting the participation of children in decision-making processes is beneficial to children, staff and Sunny Day Nurseries Limited as a whole.

Sunny Day Nurseries Limited's commitment to involving and consulting children stems from the 'listening to children' provisions set out in Articles 12 and 13 of the United Nations Convention on the Rights of the Child. These state that:

- A child's opinion should be taken into account in anything that affects them.
- Children should have information disseminated in a way that enables them to make choices and decisions.

For children, involvement and consultation helps them to develop new skills such as negotiating, sharing and understanding the perspectives of others. It helps them to understand how decisions are made, and recognises that their opinions are important.

For both staff and Sunny Day Nurseries Limited, there are multiple benefits of such an approach such as improved behaviour, a relationship with children based on partnership, a more cohesive environment and activities and decisions that children feel a sense of ownership over.

The Manager and staff will work with children to draw up a charter that will set out the expectations and responsibilities of Sunny Day Nurseries Limited, the staff team and the children in respect of consultation and involvement. Parental involvement in drawing up and implementing the charter will also be encouraged.

All children will be listened to and consulted actively. This will take a number of forms, including:

- Listening to what they say in speech and other forms of communication.
- Observing body language and behaviour.
- Drama and role play.
- Through play and creative expression and the use of visual aids.
- Via regular group based discussions and Q and A sessions.
- Questionnaires and other regular feedback on activities.
- Notice boards that carry important information about activities at Sunny Day Nurseries Limited.
- Regular children's meetings, between children and staff, discussing the nursery's activities and any other relevant topics.

Age, maturity and the type of decision being made will determine the extent and nature of children's involvement. However, the emphasis should always be strongly in favour of involving children.

Consultation and involvement will be regularly monitored and acted upon so that children are able to see that their input has led to visible outcomes. Sunny Day Nurseries Limited and its staff will also be clear about what decisions children will be involved in and attempt to offer clear explanations if and when consultation and involvement is deemed inappropriate.

The Nursery Manager is responsible for implementing and reviewing this policy and procedures.

Policy reviewed: 2nd July 2013