



The **Benjamin** Foundation

## A Warm Welcome to Ditchingham Day Nursery

The nursery is located in a lovely rural setting just 2 miles from Bungay on the Norfolk – Suffolk border. Children aged from three months to five years old can attend and the nursery is open 50 weeks of the year.

### History

Ditchingham Day Nursery is a well established nursery providing a full day care service for children and is part of the Benjamin Foundation. The Benjamin Foundation is a charity which has been established since 1994 to provide services and opportunities to children and young people across Norfolk.

If you would like more information about The Benjamin Foundation please visit our website [www.benjaminfoundation.co.uk](http://www.benjaminfoundation.co.uk)

### The Nursery Aims

At Ditchingham Day Nursery we offer individual care and attention for young children by providing –

- A safe and secure setting, where children can be treated as an individual in a warming and caring environment.
- Positive relationships – Relationships between children, parents and key persons to support the best possible care for the child when in the nursery environment.
- Equality of opportunity – All children are included and supported, whatever their religious beliefs, backgrounds or any other individual needs.
- Learning and Development– Children have a selection of age appropriate toys and our Early Years Practitioners plan a wide selection of activities to promote learning through play. Children also have their own individual Learning Stories to track development.

## The Early Years Foundation Stage Framework (EYFS)

At Ditchingham Day Nursery we follow the Government guidelines from the 'Statutory Framework for the Early Years Foundation Stage' we support the Legal requirements and are Ofsted Registered. Children have areas of Learning and Development that are promoted through the children's play there are 7 areas to support the children's learning and development, 3 Prime Areas and 4 Specific Areas. For further information on the Early Years Foundation Stage (EYFS) please ask a member of staff for a leaflet which will explain it further.

### The Prime Areas are -

#### **Personal, social and Emotional Development**

Making relationships and Understanding others.

Self Confidence and self- awareness.

Managing feeling and behaviour.

#### **Physical Development**

Moving and handling

Health and self-care

#### **Communication and Language**

Listening and attention

Understanding

Speaking

### The Specific Areas are-

#### **Literacy**

Reading and Writing

#### **Mathematics**

Numbers, shape, space and measurement

#### **Understanding the World**

People and communities, The world, Technology

#### **Expressive Arts and Design**

Exploring and using media and Materials Being Imaginative

Early Years Practitioners (Key Person) have key children that they work with to support their individual Learning and Development with support and advice from their main parent/ carer. Each child has their own Learning story which tracks the child's learning and development while in the care of the nursery.

## Two Year Check

This happens when children are aged between two and three. Early Years Practitioners review and provide a written summary of the child's development in the Prime Areas to the parents/ carers. The summary includes the child's strengths and any areas where a child's progress is less than expected. If there are any concerns for your child, the practitioner will support this by referring them to the Special Educational Needs Co-ordinator (SENCO) in the setting where they will contact outside agencies for more support or advice if required with communication at all times with the parents. We have various links and partnership workings with outside agencies to help support the needs of the children if needed.

## Meet the Staff



**Manager** – Teresa Moate  
Play Work Manager Foundation  
Degree in EY leadership



**Deputy Manager** – Maxine Casey  
Early Years Practitioner  
Level 3 ( Works in the Bunny Room)

## **Bunny Room**



Louise Roe – Early Years Practitioner Level 6 BA Hons in EY (SENCO)



James Ward – Early Years Practitioner Level 3

## Hedgehogs Room



Amy Phillips Early Years Practitioner Level 3  
Forest School Leader



Zoe Doddington – Early Years Practitioner Level 3

## OWL ROOM

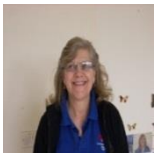


Kara Evans – Early Years Practitioner Level 3



Abigail Prentice – Early Years Practitioner Level 3

## STAFF



Susan Black – Nursery Support



Michelle Pitelen Administrator



Lynda Oliver – In House Cook

We also have students that train in the setting from local Colleges.

All staff is trained to meet the legal requirements from the EYFS and staff and volunteers have full Disclosures of barring Services (DBS) records

### Who Can Attend the Nursery

All children between the age of three months and five years are welcome. The Nursery is currently registered for 40 children at any one time, of those up to 12 maybe less than two years old.

Some children attend on specific days and hours the nursery approach is flexible and as a result of this we can offer ad hoc sessions to parents if required, (this is subject to staff ratio and admissions for the day)

### Opening Times

We are open Monday – Friday from 7.30am– 6.00pm

**The nursery is closed on all Bank Holidays and between Christmas and New Year.**

The Nursery is also closed for four days through out the year for Staff Training; Parents are notified in advance of these dates.



## The Nursery

The nursery is housed in a large school building, occupying the whole of the ground floor. The rooms are large, airy and warm providing a comfortable environment for the children. We also have a large garden for children to play in and we can also go for lovely walks around the Convent grounds and in the wooded area where we also provide forest school activities by our own forest schools qualified member of staff.



Some examples of activities– Cooking, Forest schools activities, painting, parachute games and much more including our own chickens...





### **Bunny Room (3 months to 2 years)**

The Bunny room is suited to children aged 3 months to 2 years old. There can be a maximum of 12 children in the Bunny room at anyone time. We try to keep the children to 6 per session and work on the ratio 3 children to 1 member of staff.

In the bunny room a selection of fun and stimulating toys and activities are planned for each individual child's learning and development. The room concentrates mostly on the 3 Prime Areas' of Learning and Development from the EYFS through play learning, by allowing children the freedom to choose, which activity they want to participate in, this develops their confidence and self esteem.

The children have daily visits to the main garden where we also have a special area for them to explore. We often go out for walks too around the grounds of the Convent.

When your child starts at the nursery we offer settling in sessions where both you and your child stay for part of the session to build up a relationship with your child's key Person. As part of the settling in process we would also like to visit you in the child's own home environment.

There is a separate sleep area which contains 6 cots where children can have a relaxing sleep with no disturbances. The sleep room is monitored by a camera and audio monitors which are all linked to the Baby room and children are regular checked on.





### The Hedgehog room

The Hedgehog Room is suited for children aged 2–3 years old. We can care for up to 8 children at a time in this room. The sessions each have two members of staff working on ratio of 4 children to 1 member of staff.

When your child starts at the nursery we can offer settling in sessions to suit your child's needs please speak to a staff member for more details

Each session in the Hedgehogs the children have a selection of activities to support their Learning and Development. From construction toys, small world, role play, messy play and maths and Literacy.

The Children have a visual timetable of a typical nursery day on the wall, in the shape of a caterpillar, which they can follow. The day usually starts with a Good Morning song and they have circle time to share songs and stories together. They also have a snack time together around a table.

The Hedgehog room supports all 7 areas of learning thorough a selection of child led and adult guided and supported activities.

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

The children have regular access to the outside area and also join in activities with the older children from the owl room. We offer 2 year old funding places.







## The Owl Room

The Owl Room cares for children from the age of 3 years old until they go to school. The Owl room can care for up to 16 children at a time with 2 members of staff.

When your child starts at the nursery we can offer settling in sessions to suit your child's needs please speak to a staff member for more details.

This Owl room enables the children to further progress their Learning and Development through play and provides activities, which are child led and adult guided and supported, whilst preparing them in readiness for school and teaching them life skills. There is a focus on maths and Literacy each day with an activity to encourage their learning.

Children are encouraged to self register when they come in and the day starts with circle time, where they talk about the date, weather and the letter of the week. They also use sign language and look at how children are feeling.

Snack time is an important part of their day as it encourages independence, children choose when they would like their snack as 6 children can eat at a time. Children are encouraged to choose their own snack, pour their own drink and wash up their plate and cup.

Afternoons always include a story time and each week a trip to the Nursery Library.

The room has a free flow access to our outside area where children can continue their learning with activities which are planned for daily. We also offer 3 year old funding.



## **The Dining Room**

We are lucky enough to have a separate dining room for all our Children to come together for Lunch and Tea in our Dining room

Lunch time is at 12 noon

Tea time is approx. 4pm

As rated by The Food Standards Agency January 2017 our 5\* rating kitchen offers children a range of wholesome, healthy and nutritious hot meals all prepared by our in house cook at Lunch time.

At Tea time a light meal is provided, Please see daily menus for more information.

We are happy to support any medical and dietary requirements. Any other requirements we will try our best to cater for.

Children are offered a snack in the morning and afternoon and drinking water is available at all times within the child's individual Rooms.

### **Meals Fees**

Meals are charged as follows:

Breakfast –£1.50 per meal (Breakfast runs from 7.30am to 8.30am) children starting after 8.30am we would expect them to have had breakfast.

Lunch –£2.50 per meal (Lunch time at 12 noon)

Tea – £2.00 per meal (Tea time at 4pm)

## **Children's Dress**

When the children are at the nursery they are encouraged to explore and have fun, this can involve water, paint and many other materials. Please ensure your child wears clothes that you don't mind getting messy.

The Baby room likes the children to have inside and outside shoes as babies spend time crawling in this area.

## **Partnership with Parents/ carer**

As a nursery we offer an open door policy where you can come and join your child in their daily activities. We like you to share your experiences with us about your child so that we can support both you and your child at different stages of their Learning and personal development.

All parents have access to their child's learning journey and to Nursery information via our on line system Tapestry. Tapestry Keep's you updated on your child's development at the nursery along with you being able to share info from home.

Each term we will offer for you to attend a Consultation evening so you can discuss your child's development and look through your child's learning story with your child's key person.

If you wish to speak to your child's Key person, they will be happy to talk with you at the start or end of your session or alternatively at a time to suit you.

## **Items to bring to the Nursery**

-If your child is in nappies you will need to supply nappies along with appropriate cleaning items.

-We try and go outside whatever the weather therefore we ask you to provide your child with a warm, waterproof coat and wellington boots, for wet/cold days and for Sunny days please provide your child with a sun hat and sun cream.

-We also ask you to provide a selection of spare clothes to suit all weather conditions. Please make sure all of your children's items are named.

Before starting at Nursery we ask you to complete a registration form and hand in to a member of staff. We will also need to see your child's original birth certificate.



## Fees

A Registration Fee of £60.00 is payable before your child starts. £50.00 will be refunded when your child leaves the Nursery. £10.00 is taken as a non-refundable administration fee.

### Session Fees

0 to 2 years £5.80 per hour

2 to 4 years £5.00 per hour

Any ad hoc sessions added £5.80 per hour. This applies to any additional hours requested to a change to regular hours.

Breakfast £1.50 between 07:30am and 08:00am

Lunch £2.50 12pm

Tea £2.00 4pm

All snacks are included in the prices above.

Forest School Sessions on a half termly basis will be charged at £50

### Invoicing and Payments

Invoices are issued each month in advance, all invoices are handed out around the first of the month and all payments are due by the 28<sup>th</sup> of each month. If payments are not received in full a 10% charge will be added to the outstanding balance and carried forward to the next month. Failure to make payment you will be referred to the Finance Department and result in your child's place being stopped.

We accept payments by BACS transfer, childcare Vouchers and two and three year old funding.

## Contracted Hours

Each parent will sign a contract agreement for their child to attend the nursery this will stipulate the regular hours you require your child to be looked after. This is an ongoing agreement until either party cancels with a 4 Weeks paid notice in writing. Bunny Room is a all year round contract. We can not offer a Term Time only contract for the Bunny Room.

The minimum contract is for two sessions per week, for your child's continuity. Session times are as follows:

### Morning Sessions

### Afternoon Sessions

### Longer sessions All Day

Start Times	Finish Times		Start Times	Finish Times		Start Times	Finish Times
08:00am	12:00pm		12:00pm	16:00pm		07:30am	15:00pm
08:30am	13:00pm		13:00pm	16:30pm		08:00am	15:30pm
09:00am				17:00pm		08:30am	16:00pm
				17:30pm		09:00am	16:30pm
				18:00pm			17:00pm
							17:30pm
							18:00pm

We are able to accommodate flexibility within the hours on start and end times.

For Example pick a start time for your child and then a finish time which will suit with your requirements. E.g. 7:30am start and 4:30pm finish.

If you wish to change your hours we ask for 4 Weeks paid notice in writing.

Any extra sessions will be charged accordingly and any non attended sessions including sickness will be charged in full. All forms to be completed can be found on the information board.

A late collection Fee will be payable if your child is collected after the contracted hours. The Charge is £5 every 15 minutes after the agreed time.

## Holidays

All holidays taken will be charged at the full rate as we staff the nursery based upon the number of children that attend.

## **Medication and Illness**

We are only able to administer prescribed medication from a doctor, it must be clearly labelled and the parent/carer must sign all relevant paperwork before the staff are able to administer the prescribed medication.

If your child is unwell they may not want to play or be with other children and prefer to be in a familiar home environment, we ask that you do not send your child who is suffering from illness to prevent outbreaks of infection to others.

Children with sickness and diarrhoea should remain absent from the nursery until all symptoms have cleared for at least 48 hours this is in line with the Public Health England Guidelines. Our sickness and medication policy gives full details and guidance on our procedure for sickness.

## **Health and Safety**

We take health and Safety very seriously at Ditchingham Day Nursery and we have to comply with health and Safety legislation. Every morning a member of staff completes a daily risk assessment before children enter the building. All activities and outings are risk assessed. A fire drill is carried out every six to eight weeks. Our Health and Safety Officers are Kara and Teresa.

## **Accidents and Injuries**

Should your child be involved in an accident whilst in our care, your child will be given first aid from a qualified First Aider all staff are First Aid Trained. All accidents are recorded on an accident sheet, you will have to sign the sheet at the end of your child's the session and a copy will be given to you.

Should your child need emergency treatment we will treat the children's needs first and then contact you to inform you what is happening.

## **Emergency Contacts**

It is important that all contact details we hold about your child are kept updated and correct in case we need to contact you in an emergency.

## **Safeguarding**

We have a strong commitment to safeguarding children within our care; we follow a safeguarding policy and procedure. Should we/you have a concern about your child or a child in our care please speak to our Senior Lead Practitioner Maxine or Louise

## **Policies**

We have a range of policies to support all the daily requirements to run the nursery either from the Local Authority or the Benjamin Foundation. All policies can be located in the Parents Room for you to view at your convenience. Policies are reviewed regularly on a monthly basis and changes will be notified to parents.

## **Testimonials– Some of the things are parents have said.**

“A huge thank you for all your care, kindness love and support you have given H. She has loved coming to nursery and we will miss you all.”

“Thank you all for the hard work, patience, friendship, advice and support you have all given to me over the last few years. You are really the best any child could wish for.”

“We would like to say a big thank you. We are going to miss you all. You are all so caring and you do an excellent job.”

## **Complaints**

We are committed to ensuring quality childcare, but should you feel the need to discuss any concerns you have about the Nursery or a member of staff, please ask to speak to the Manager Teresa Moate in the absence of Teresa see Deputy Manager Maxine Casey.

**And finally ... if there is anything you would like to ask about the nursery please ask a member of staff who will be happy to help.**

## **Useful Contacts**

Ditchingham Day Nursery 01986 895091

Ofsted– 0300 123 1231 <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report>

The Benjamin foundation –01603 615670

Updated Oct 2017



### Forest School

Forest school is an inspirational process, that offers all learners regular opportunities to achieve and develop confidence and self esteem through hands on learning experiences in an outdoor woodland or natural environment with trees.

Forest School is an opportunity for children to lead their own learning experience and learn new skills and benefits within an outdoors environment, some of those benefits are:

- Increased self esteem and confidence
- Improved social skills as they lead their own learning
- Better understanding of the natural environment through exploring
- Improvements to physical development making them physically stronger become more balanced and coordinated
- Contributes to development of communication and language skills
- Developing the ability to work cooperatively with their peers
- Ability to manage their own risks
- Enabling them to become independent, creative and holistic learners

Amy is our Forest schools leader and holds a Level 3 Forest School Accreditation. Amy has embraced the role of forest school leader to enable small groups of children to have this great experience within a safe outdoor environment where she adds equipment such as ropes and tools for children to use an explore and aid their own learning experiences.