

## Welcome to Sawston Nursery

I hope this Prospectus will give you the information you require to find out more about Sawston Nursery where our most recent Ofsted Inspection (2018) states:

*Children develop close and affectionate bonds with caring and attentive staff. They enjoy their time in the nursery and demonstrate they feel safe and secure. This is achieved through staff being responsive and sensitive to a child's needs, helping them to understand they are valued, respected, and understood.*

*The nursery is led well by the experienced manager and her well qualified team. Staff retention is very good, and morale is high. Staff build positive relationships with parents and children. They learn key skills for the next stage of their learning whilst demonstrating good independence skills promoting independence in their learning and thinking.*

If you would like to look around the nursery and talk to us about the service we can offer please feel free to call us and we will be happy to organise a convenient time for you to come in and meet our team in a friendly and happy atmosphere. (Due to COVID19 we are currently unable to offer show arounds). We have a virtual tour on our website that is available if you wish to view the nursery online at [www.sawstonnursery.org](http://www.sawstonnursery.org)

If you have any questions, please do not hesitate to e mail me or contact my administration team who will be happy to help you.

I look forward to meeting you and hope you and your child enjoy your experience at Sawston Nursery.

Best Wishes

*Tina*

## **All about Sawston Nursery**

Sawston Nursery is only a few miles from Cambridge, is purpose-built with modern facilities for childcare and pre-school education. It is situated in a peaceful road, with off road parking.

The nursery has always been designed with the safety and security of the children in mind. We operate a coded entrance system to ensure that staff are aware of any visitors within the nursery at all times.

A modern kitchen provides cooked meals and snacks for the children and has always achieved the highest hygiene rating with our onsite cook and kitchen assistants who have years of experience providing good quality nutritional food for all the children in our nursery.

We welcome children to the nursery from surrounding villages and occasionally further afield if room in the nursery classrooms is available.

Sawston Nursery is operated by Sawston Childcare Ltd, a non-profit making charitable company. Its volunteer Trustees include 7 professional Individuals with diverse skills who are able to support the Nursery Head in the effective day to day operation of the nursery. There is provision for two parents of children attending the Nursery to be elected by parents to the Board of Trustees of Sawston Childcare Ltd. Sawston Nursery building is owned by John Huntingdon's Charity and leased to Sawston Childcare Ltd.



## Policy Statement

Sawston Nursery will:

Provide a safe, secure, welcoming, and happy environment for children from the ages of 3 months - 4 years. The well-being of children is at the heart of the Early Years Foundation Stage and staff in the Nursery aim to do all they can to help children have the best possible start in life.

We aim to:

- Provide activities and experiences to enable children to develop in the context of relationships and the environment around them.
- To treat every child as an individual and meet additional needs regardless of gender, race, nationality, and culture without discriminating. Furthermore, we encourage equal opportunities for all children and adults involved in the Nursery.
- Endeavour to ensure that appropriate provision is made for children who have *Special Educational Needs* with regard to the Code of Practice (January 2015). Early identification of needs and the timely provision of appropriate support, together with high aspirations, can help ensure that the vast majority of children who have SEND (Special Educational Needs and Disabilities) can achieve well and make a successful transition into adulthood.
- Sawston Nursery believe that children flourish best when their personal, social, and emotional needs are understood, supported, and met and where there are clear, fair, and developmentally appropriate expectations for their behaviour.
- Recognise the importance of '*working together*' as both parents and practitioners are key people and have a joint interest in and responsibility for children's development and learning.
- Sawston Nursery have record keeping systems in place that meet legal requirements; this means, we use, store, and share that information, which takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).
- A copy of our General Data Protection Regulations Privacy Notice can be found on our website [www.sawstonnursery.org](http://www.sawstonnursery.org)

### **Staff: Child ratios**

#### **Statutory Framework for the Early Years Foundation Stage, 2017)**

Buttercups/  
Bluebell Room:

3 months to 24 months approximately  
The staff ratio is 1:3 children.

Daffodil Room:

18 months to 36 months approximately  
The staff ratio is 1:3 and 1:4 children.  
(Dependent on the age of the child)

Poppy Room:

24 months to 36 months approximately  
The staff ratio is 1:4 and 1:8 children (over 3 years old)

Sunflower Room:

Pre School Room  
36 months to 60 months approximately  
The staff ratio is 1:8 children.

However, if the nursery is at capacity children may be in their current room longer than the ages above.

### **Characteristics of Early Learning (CoEL)**

CoEL are a revived element in the current Early Years Foundation Stage Curriculum (EYFS). CoEL advocate that in planning and guiding children's activities, practitioners must reflect on the different ways that children learn, and then reflect these in their practice. A child's individual learning characteristic will determine the way they respond to both the teaching and learning taking place in the environment. Three characteristics of effective teaching and learning identified by the EYFS are:

- **playing and exploring** - children investigate and experience things, and 'have a go'.
- **active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and
- **creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

**(Taken from the Early Years Foundation Stage, 2012)**

## Early Years Foundation Stage (2012)

Sawston Nursery aims to help all children reach their maximum potential and to build on partnerships with parents whilst recognising parents as the child's prime educators. A record of progress in the Nursery is kept, showing each child's development in all Early Years Foundation Stage curriculum areas. The content of this report is shared with the parents regularly, with provision for parents to add their own comments and effectively be involved in their child's learning.

Children learn from every aspect of life around them. The most valuable resource any child can have at their disposal is a familiar, attuned, sensitive and knowledgeable adult. This means that whether children prefer to be indoors or out, our highly skilled staff can take learning to where they are and meet their interests.

Children can learn from the environment, the atmosphere, the routines, and the activities and learning experiences presented to them. It is impossible to separate aspects of learning and development in very young children, but the Early Years Foundation Stage Curriculum helps us as educators, to track and plan for children's next steps in learning as they aim towards the Early Learning Goals, which are the expectation for the end of their first year in Primary School.

Here at Sawston Nursery we deliver the Early Years Foundation Stage Curriculum which supports children 0-5 years. We plan activities for children to help them develop their skills and take their learning forward. The curriculum itself is divided into 7 areas of learning and development:

Three areas are particularly crucial for igniting curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These are the prime areas of learning, which are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

We then support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

All teaching is delivered through practical activities and learning through play. Parents are closely involved and are asked to inform staff about their child's interests, to gain a starting point for their child. The children are regularly assessed to monitor their progress and to enable accurate plans to be made for future teaching and learning.

**More details on the Early Years Foundation Stage Curriculum are available on the Department for Education (DFES) website.**

[www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

Through play children learn the skills necessary to effectively participate in their world. This provides children with the opportunity to engage in meaningful activities that enhance, physical, language, social and cognitive development.

Children at Sawston Nursery learn through play. *'Play, both indoors and outdoors, is a keyway in which young children learn with enjoyment and challenge'*.

Children are motivated to learn by their own curiosity. Activities such as sand and water play, art, craft, creative activities, and imaginative and construction play are all available to the children, both indoors and outdoors.

A range of visits are offered and visitors from the local community and surrounding areas are invited to come and share their knowledge and expertise with the children.

### **Curriculum Aims**

In accordance with legislation such as the Children Act 2004, the Qualifications & Curriculum Authority 2013 National Curriculum - Early Learning Goals and Curriculum Guidance for the Foundation Stage, the learning experiences are carefully planned and evaluated by the staff at Sawston Nursery reflecting the following six areas of learning - personal, social and emotional development, communication and language, literacy, mathematical development, knowledge and understanding of the world, physical development, expressive arts and designs.

Staff endeavour to develop:

- A child's ability to use his/her own initiative and make decisions about what she/he is going to do and how to do it.
- The child's self-discipline and his/her ability to identify personal goals and complete self-chosen tasks.
- The child's ability to work with other children and adults so that work done is a result of group planning, co-operative effort, and shared leadership.
- the child's ability for self-expression, so that she/he can speak, write, or share through picture or movement their experiences to others.
- The child's ability to apply his/her reasoning in a wide range of situations and using a variety of materials.
- The child's creativity, spirit of enquiry and openness to knowledge and other people's points of view.

This approach complements the partnership between the parents and Sawston Nursery in ensuring that each individual child's needs are met as we are aware that all children are unique.

### **Monitoring Progress**

Sawston Nursery operates a key worker system, which is especially helpful to children and parents when your child first enters the Nursery. It can also support the transition from one room to another across the Nursery.

Key workers monitor your child's progress and are aware of his or her needs, providing continuous support to you and to your child while your child remains at Sawston Nursery. The Head of Nursery and staff are always available to discuss your child's progress and development. Parents are encouraged to participate fully in their child's learning and developmental records, and these can be shared through our online learning journal called, Tapestry.

## **Welcome to the Buttercup and Bluebell Room**

These Rooms cater for the Nursery's babies and hold a maximum of 15 babies per day. We are registered to take babies from 3 months old.

Buttercup Room is large and well resourced. It is heated with an under-floor heating system as well as a wall mounted hot/cold air conditioning system. The room has double doors to allow lots of light into the room and leads into an enclosed outdoor play area, designed specifically with babies in mind.

This room has many display boards to show colourful pictures which the children help create and mobiles that hang from the ceiling to aid in the stimulation of the children.

This room is mainly carpeted, although there is a lino covered area which is designed for water/messy play.

There is a large home corner where children can engage in role play activities. There is also a large, mounted mirror which the children find fascinating to look in to and a walking rail to support their balance. Baskets sit on the shelving units at low levels to allow the babies free choice of all the resources they need as props to aid their play in the home corner.

We also have a large Mark Making area which includes a large chalk board and resources which are changed daily to allow the children use of a variety of tools to make their marks.

The babies changing area is connected to the room with a stable style door to ensure ratios are always adhered to. The babies' nappies are changed on a changing mat which is on top of the changing unit. The changing mat is sterilised with anti-bac spray between each nappy change and staff wear disposable aprons and gloves. Dirty nappies are changed straight away as well as at certain times throughout the day. Parents are asked to bring a supply of nappies, either disposable or terry (Although we are not currently accepting terry nappies during the COVID pandemic). Our full-time children are changed on average three times during a day. A complete change of clothing clearly marked with the child's name needs to be provided by the parent and children may also bring in a favourite comforter which the child might like to have.

The room has a small separate kitchen for the storage and cleaning of babies' bottles.



The Bluebell Room is half carpet with an area for water/messy play and mealtimes. There are bright and colourful wall displays which the children help to create. The room is heated with an under-floor heating system and a hot/cold air conditioning system.

The room has double doors which lead out on to their own play area which can be enclosed depending on the age of the children.

In the carpeted area there is a book corner and indoor slide. The books are within easy reach and there are floor cushions to enable staff and children to snuggle up and enjoy a story. The staff have regular singing and dancing sessions with the children, helping them to develop their spatial awareness and physical skills.

This room has two toilets to cater for older children if they start potty training.

Due to the setup of our rooms, we are able to offer separate sleeping and eating areas. This allows us to work to the routine and needs of the individual child.

Each baby is very different. They are able to feed when hungry and sleep when tired or in line with home routines. There are cots, pushchairs, and snooze mattresses for children to sleep on.

An intercom is always in operation to enable good communication throughout the Nursery.

A welcome pack is given to each new parent on their first settling in visit with their child.

A typical daily routine includes times for free play and focused activities, normally topic based.

Children enjoy outdoor play every day, times for singing and stories.

Creative play in the form of art/craft work, music, baking, computing, gardening etc. are offered to support the planned curriculum. Snack, lunch, and tea times provide times for social interaction as well as bodily nourishment.

Drinks are available throughout the day and particularly at mealtimes. Children who need to sleep or rest are catered for, in line with home routine for babies, and after lunch for older children. Details of each room's daily and weekly plan are available for parents to see and can be discussed with staff at any time.



### **Welcome to the Daffodil Room**

The Daffodil Room holds up to 12 children per day.

The room is spacious and well equipped. It has an under-floor heating system and a wall mounted hot/cold air conditioning system. There are double doors, leading out to the Daffodil Room small garden area which is always open for exploring other than mealtimes. This area leads to a shared garden playground.

The shared garden playground is large and has both grass and bank areas, with a secure boundary. There is a range of play equipment available to the children.

The nursery encourages a free flow play system where children have access to the indoor and outdoor activities on offer for most of the day. Part of the outdoor play area is covered and therefore this can happen throughout the year.

The room is mainly carpeted but also has a lino covered area specifically designed for messy play such as sand, water and art activities, and mealtimes.

There is a home corner to encourage imaginative role-play and a reading area where children and staff can enjoy stories together or independently.



A typical daily routine includes times for free play and focused activities, normally topic based; these can be one to one or as a group activity.

Children also enjoy singing and dancing where they can express themselves freely whilst enjoying energetic play. Children are encouraged to be involved in thinking creatively through art/craft work, music, baking, using their imagination in the role play area and the introduction of different types of material. All activities are offered to support the planned curriculum.

Each child has their own tray in which any artwork can be stored, along with letters to be sent home for parents.

There is shelving which is at a low-level containing play equipment and staff encourage children to have a free choice of the toys that they wish to play with.

There is a toilet area so that children are able to begin their toilet training and low-level sinks for the children to wash their hands encouraging independence. Nappies are changed within the toileting area.

The children can have a sleep after their lunch if they wish. There are snooze mats provided and calming music is played to create a relaxed atmosphere within the room.

During normal operations in the Nursery a whiteboard is displayed outside the room to provide parents with information on the activities which have taken place during the day. However, we are currently communicating a child's day in nursery via online Tapestry and posters in the foyer.

An intercom is always in operation to enable good communication throughout the Nursery.



## **Welcome to Poppy Room**

Poppy Room holds up to 16 children per day.

The room is spacious and well equipped with resources to promote the Early Years Foundation Stage and support children's learning and development.

The room has under floor heating and air conditioning to make it as comfortable an environment as possible for the children and staff.

The children are encouraged to use all resources available within the continuous provision where they are able to play, explore, be active learners and be creative and think critically. All these areas underpin learning and development and support the child to remain an effective and motivated learner. Displays and children's work can be seen around different areas of the room.

There are double doors which lead out to a small playground area and then a large garden which is shared with the Sunflower Room. The main playground area is large and has both grassed and concrete areas, with a large play structure and playhouse for the children to enjoy. As with other rooms, this room operates a free flow play system when the children have access to the indoor and outdoor activities on offer for most of the day.

The room is split into two parts, half of it being carpeted to enable children to sit comfortably in the book corner or partake in role-play. The other half of the room is designed for messy play such as sand and/or water play, cookery, and sensory play.

There is a separate toilet area within the room for the children to use along with low level sinks for hand washing.

All children are encouraged to make use of all activities available at Sawston Nursery to build on their own experiences. Children are free to explore and be creative through activities such as water, sand, and other sensory resources in their play. Furthermore, activities such as baking (manipulative play), music and movement, imaginative play, painting and craft, construction play as well as quiet play such as reading are freely available to children in the Poppy Room.

The children have access to a wide range of toys in the easily accessible shelving and are free to independently choose which activity they wish to explore.



Encouraging independence is promoted in Poppy Room and therefore all toy boxes have corresponding pictures and labels to enable children to recognise the contents. This allows children to self-select and have an awareness of where resources should be stored after play.

Each child has their own tray in the room that they can store their personal belongings, any artwork, or models they have produced for parents to take home.

A white board is situated outside the Poppy Room door to inform parents of the day's activities to keep you up to date with what we have been doing throughout the day and forthcoming activities. However, during the current climate we would ask that you use the online Tapestry Learning Journal to communicate and find out about your child's day in Nursery.



### **Welcome to the Sunflower Room**

The Sunflower Room is a pre-school room and holds up to 20 children per day.

It is a light airy room which overlooks the Poppy and Sunflower Room playground. The room is air conditioned and has underfloor heating for the colder months. Like all the other rooms, it is partly carpeted with a separate lino covered area for messy play.

There is a toilet area for children with low level sinks for hand washing.

There are many boards around the room which display the children's artwork and relate to the topic or theme that is running within the room.

The organisation of the pre-school classroom sends important signals to children about "What there is to do and how to do it". Having a well organised classroom helps children learn and motivates them to interact positively with each other.

Sunflower Room is divided into learning areas for the children to access independently. These defined areas allow children to play and explore materials with the guidance of the experienced staff either individually or in small groups.

Each day there will be the opportunity for the children to choose which toys they wish to play with to encourage more independence and many of the toys are stored at low level to ensure that the children have free access to these.

Both Sunflower and Poppy Room have regular visitors to their rooms to talk to the children and to enhance their learning, for example dentists, scientists, dancing teachers, animal experts and police officers.

### **Transition to School**

When it is time to plan your child's transition to school, please tell the Room Leader or Head of Nursery which school he/she will be attending.

Liaison between Sawston Nursery and your child's school is vital, and your child will benefit from careful management of this important step to support the smooth transition into Primary Education.



### **Opening Hours**

At Sawston Nursery the morning session begins at 8.00am. You should aim to arrive as close to this time as possible, so your child can be involved in the initial input of the session and is aware of what is happening. However, your child should be in Nursery before 9.30am so your child can take advantage of the activities provided and to ensure your child is fully involved in the session. If you are going to be later than 9.30am, we appreciate a telephone call.

The Nursery closes at 6.00pm and all children should be collected by this time. It is important for parents to avoid collecting their children late as this causes distress to the children and inconvenience to staff (We also have a late collection fee policy which can be viewed on our website).

### **Holidays**

Sawston Nursery is open all year round with the exception of all Bank and Public Holidays and about a week at Christmas. Parents are informed of the exact dates well in advance. Please inform the Head of Nursery as soon as possible of your own holidays or any other absences your children will have from the Nursery - four weeks' notice is desirable. Holiday notification forms can be found in the foyer.

### **Sickness/Unwell Child**

If your child appears unwell or off-colour, please do not bring him/her to the Nursery as it is unfair to your child and the other children and may affect staffing ratios. A child will only be re-admitted to the Nursery at the discretion of the Head.

If a child attends Nursery whilst on any medication, Sawston Nursery staff will administer this, but only if the medicine is prescribed by a doctor. An entry must be made in the medicine book signed by the parent.

If a child has diarrhoea during the day, parents will be contacted and asked to take him/her home until a normal motion has been passed. If a child has conjunctivitis, he/she will be sent home and will only be re-admitted after advice from a GP has been given as in some cases, medication may be needed.

Please see the nursery policy explaining the Administration of Medicines to children in the nursery which you can find on our website at [www.sawstonnursery.org](http://www.sawstonnursery.org)

If a child is found to have head lice, parents will be asked to take the child home to treat the child's hair before they are able to return to the nursery.

### **Current Terms and Conditions**

The waiting list is routinely reviewed, and we will offer you a place for your child as soon as we know it is available. We try to give you one month's notice of availability of the place, although occasionally this may not be possible.

When your child is offered a place at Sawston Nursery, you will be asked to pay a refundable deposit of two weeks' fees. The actual amount of the deposit will be offset against the child's last month's fee when he/she leaves Sawston Nursery.

- All places are filled at the Head of Nursery's discretion.
- Sawston Nursery reserves the right to close in periods of severe weather or for other reasons beyond the control of the Nursery. In such circumstances, fees will not be refunded.
- The current fee schedule can be found on our website.
- Sawston Nursery requires one month's notice in writing of termination of a child's place.
- There is no reduction in fees for any absences.
- You will find some of our policies and procedures on our website. Also, parents/carers can request copies of Nursery policies to be either e mailed, or a hard copy provided.

### **Staff and Training**

Sawston Nursery employs highly qualified, trained staff. All staff will be trained in First Aid, Child Protection, Food Handling and Equal Opportunities.

Additional training will be available to all staff as relevant courses arise and to ensure staff are up to date with early years practice and informed of any new government and early years development.





### Can you help to support our nursery?

Could you support Sawston Nursery in raising funds when shopping online?

All you have to do is type [www.easyfundraising.org.uk](http://www.easyfundraising.org.uk)

Select 'find a cause'.

Type in Sawston Nursery.

Follow the directions to get started.

Start your shopping from many different retailers.

Donations will be created free to the nursery.

All funds raised will be used for resources and equipment in the nursery 😊.