

## 2. Play Station Nursery Aims and Code of Practice.

A child's experience in the early years has a major impact on their future life chances. At Play Station we aim to provide a safe, stimulating and enjoyable learning environment, within which children will be motivated to achieve the highest standards of holistic development of which each is capable.

A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services, they want to know that provision will keep their children safe and help them to thrive.

The Early Years Foundation Stage framework is provided to ensure that each and every child is given the opportunity to achieve the five Every Child Matters outcome, these include:

Staying safe: Being healthy : Enjoying and achieving : Making a positive contribution : Achieving economic wellbeing.

Broad and balanced learning opportunities are provided that will support children's appreciation, understanding and care about the world around them and the society within which they live. Children and their families/carers will be equally welcomed within our setting, ensuring that no one is disadvantaged because of factors such as family background, disability, culture and special educational needs.

### **General information for new parents.**

Joanne Knight has owned the nursery for 18 years and holds a Level 4 Management and Childcare qualification. Bern Braund is the practice manager and is the lead practitioner for the entire nursery and pre-school provision. Bern holds a Level 3 qualification in teaching and supporting learning in schools and has over 10 years of experience in working with children. Amy Bence is deputy manager and holds a level 3 qualification. All other staff hold a Level 2 or 3 qualification in childcare or are in the process of achieving their qualifications.

All children are assigned a key person. The key person is someone who will help the child become familiar with the surroundings, building a bond of care and sensitivity. The key person is responsible for ensuring that the individual developmental needs of the child are being met with, taking responsibility for the observations, assessments and action plans of each of their key children.

At Play Station Nursery we understand that parents are children's first and most enduring educators. Research shows us that when parents and practitioners develop positive and communicative relationships, the results have a positive impact on children's development and learning.

Parents are welcome to view their child's learning journey folder at any time; however, we will provide parents with an opportunity to fully review and comment/add to their child's learning journey every four months.

In the event that any child is prescribed a medicine by their doctor it is considered that,

in the best interests of the child and others who attend Play Station Nursery the child receiving medicine should not attend nursery for 24 hours.

After this time if it is deemed appropriate for the child to attend nursery the completion of a medical consent form will be requested and retained; an administration of medicines form will be completed by a qualified member of staff who will have administered the medicine, witnessed by another member of staff. Play Station staff will not administer over the counter medicine (for example cough mixtures or Calpol).

Nursery fees are payable one month in advance and due in the first week of each month and are non-refundable for unexpected absence/illness. Should fees remain unpaid by the close of business on the 24<sup>th</sup> of each month a fee of £10 will be added to the bill. In the event of children being dropped off early or being collected late (without prior agreement with Bern or Kerri) a fixed fee of £25 will be added to the following month's bill.

In the event that any member of the staff team is made to feel intimidated or directly under threat (whether verbally or physically) by a family member or otherwise, associated with a child at this nursery, Play Station reserves the right to give 24 hours' notice to the family regarding the child's cessation of attendance. In this instance no refund will be provided for any fees already paid. If deemed necessary, the authorities will be informed of our concerns and any incidents that have or may occur.

Please feel free to request our policy file for your perusal or ask any questions you may have. Our e-mail address is [Bernplaystationnursery@yahoo.co.uk](mailto:Bernplaystationnursery@yahoo.co.uk) or [joanneknight@playstationnursery.com](mailto:joanneknight@playstationnursery.com)