

# Welcome to our Nursery



**City College Norwich, Ipswich Road  
Norwich NR2 2LJ**

We hope the following information helps answer any queries you may have as we understand that choosing the right care for your child is a very important decision.

Before your child starts with us we will issue you with a child friendly information booklet to help familiarise them and you to our setting.

## **About the nursery**

City College Norwich Nursery has been open since 1989 and it is registered with Ofsted. (Ofsted Registration No: 254021)



The Nursery is open all year round with the exception of bank holidays, one staff development day and a closure between Christmas and New Year.

**We are open Monday to Friday from 8am to 6pm  
Phone 01603 773121**



## **Who is able to use the nursery?**

We offer places to City College staff and students, as well as families who have no connections to the college. We operate a waiting list system for all nursery admissions. The needs of all children are met through recognising the uniqueness of each child and we aim to make your child feel welcomed, understood and valued from their first visit.

Where parents'/carers' first language is not English, we will contact 'InTran', a translation service available by phone. We will provide any information sheets translated into the required language (including Braille) on request.

We believe that your child's safety is paramount; access to the nursery can only be gained through a secure gate and door code system.

## **Opening Times**

### **Opening hours are as follows:**

|                   |                  |
|-------------------|------------------|
| Monday to Friday  | 8.00am to 6.00pm |
| Morning session   | 8.00am to 1.00pm |
| Afternoon session | 1.00pm to 6.00pm |

## **Staff Team**

All our staff are qualified in childcare and we have more than the required amount of staff holding a first aid certificate. Our staff are chosen for their personal qualities and their dedication to childcare.

It is in the best interests of the children and staff within the nursery that every opportunity is given for staff to develop their personal and professional skills. Therefore we aim to give all staff the opportunity to further their training by attending relevant courses.

As a nursery we hold one in house staff development day yearly which all staff attends.

## **Aims of City College Nursery**

The Nursery aims to provide a caring, happy, secure and stimulating environment so that your child will be guided at an early stage in the process of developing into a thinking, caring and responsible member of society.

Nursery education is about the development of the whole child as an individual. It is our aim to promote happy, well-adjusted and confident children. Resources are open-ended so that children make choices about how they play.

The Nursery aims to achieve this by working in close partnership with parents and by providing the following:

- **a relaxed, safe and stimulating atmosphere**
- **an encouraging, consistent and positive attitude towards all children**
- **a welcome for children of all abilities and from all social and ethnic backgrounds**
- **a recognition that children have individual needs and may therefore develop at different rates**

We aim to provide an environment which helps children to develop a sense of significance of their own behaviour, both on their environment and those around them.

We strive to keep any restrictions on children's natural desire to explore and develop their own ideas and concepts to a minimum.

At City College nursery we follow the Early Years Foundation Stage that supports every child to develop and learn from birth to five years. We look carefully at your child to consider their needs, their interests and their stages of development and we use this information to help plan a challenging and enjoyable experience across all the areas of learning.

Our aim is to make your child feel special and cherished during their time at nursery.

In the four rooms we have a named tray for each child and we will put any information in this for you. We will also keep your child's paintings/drawings etc in here to take home.

Following the Early Years Foundation Stage we will keep records of any observations regarding your child and will assess their progress and development and plan for future learning. We welcome your comments and contribution at any time.



**every child matters**  
a brighter future for Norfolk's young people

## Organisation of age groups

The nursery is organised into four age groups.

**Rainbow** - 6 weeks to 16 months: **Sunshine** 16 months to 2 years:

**Farmyard** - 2 to 3 years: **Woodland** - 3 to 5 years.

Our rooms are designed to be appropriate to the age and all-round development of your child.

We are always more than happy to take telephone calls from parents/carers when your child is at nursery and you are welcome to visit your child at any time.

At the nursery we follow the Early Years Foundation Stage long term plans that cover:

- **A Unique Child**
- **Positive Relationships**
- **Enabling Environments**
- **Learning and Development:**
  - Personal & Social Development
  - Communication, Language & Literacy
  - Problem Solving, Resolving & Numeracy
  - Knowledge & Understanding of the World
  - Physical Development
  - Creative Development

## The Rainbow Room

We can cater for up to 9 babies aged between 6 weeks to approximately 16 months. The 3 members of staff who work within this age range are selected for their affinity to very young children.

We endeavour to try to follow each baby's individual routine.

Along side this we also provide a variety of age appropriate activities throughout each session to stimulate all areas of your baby's development.

## **The Sunshine Room**



This room has close links with the Rainbow room on a daily basis. The Sunshine room caters for 6 children aged between approximately 16 months and 2 years of age. Two members of staff are based within this room.

This room has the same philosophies as the Rainbow room. Alongside this we are also beginning to encourage each child's social development.

## **Farmyard Room**



This room caters for up to 12 children aged between 2 years and approximately 3 years of age. Three members of staff work within this age group.

All children are encouraged to explore, socialise and learn at their own pace, in a friendly and relaxed atmosphere. Independence is encouraged but a cuddle is never far away.

## **Woodland Room**



This is the 3 to 5 years age group. We can have up to 16 children in this age group cared for by two staff.

Although the Early Years Foundation Stage is incorporated into the daily routine we feel that it is essential that children learn at their own pace, therefore they should not see any difference between their early learning and play.

Records of your child's development are kept in their individual draw as a 'Learning Story' and you are welcome to look at this at any time. We welcome your contributions and comments at any time.

## **Settling into City College Nursery**

Once you have made the decision to take up a place with us you will then be invited to come and settle your child into nursery at mutually agreeable times. We offer a home visit scheme if you would like this service. Your child's allocated key person will come to your home to meet you and your child and will then discuss your child's routine before starting at nursery. We will then arrange a minimum of 3 settling sessions before your child starts with us. These are an opportunity for you and your child to meet the staff and the other children.

During the sessions you will spend time with your appointed key person, who will discuss your child's routines and needs to make sure they are being cared for in a way that is valued by you. This means that one member of staff is dedicated to a small group of children and will be on hand to give special care and attention to your child. This is particularly important when they first start at nursery and the key person will greet your child and be at hand to guide them through their day.

We feel it is important for the child to feel secure in the relationship with their key person in order to be confident to explore and try out new things.

If at any point additional settling sessions are required this can easily be arranged. We want all children to feel as secure as possible when they start nursery.

We are always more than happy to take telephone calls from parents/carers when your child is at nursery. A member of staff within your child's base room will be able to inform you on your child's progress.

## **Parental Partnership**

The team respects that you, the parent, have the greatest knowledge of your child. The staff will endeavour to carry out your wishes at all times although you are asked to respect the policies and procedures we are regulated by.

You are welcome to visit your child once they have settled into the nursery at any time. For security purposes, please can you notify a member of staff of your intentions. If we feel your visit distresses your child or the other children under our care we may have to review the situation. We promote a two-way partnership between parents and carer that establishes good home/nursery links.

Parents are encouraged to participate in their child's education and development within the nursery.

## **Nursery Home Contact Books**

We are introducing a contact book system that we hope to share between home, nursery and other childcare settings that your child may attend.

Your child will have their own book that nursery staff will make a weekly comment in about their time at nursery.

These books are to share experiences between home & nursery so please feel free to add comments about your child's life outside nursery.

## **Toys and Comforters**

We understand that many children have a special toy or comforter that they like to have with them. We are more than happy for your child to bring suitable comforters into nursery.

## **Illness**

For your child's comfort and well being and that of the other children and staff, please do not bring your child to nursery if they are unwell.

It would be appreciated if you could contact the nursery if your child will not be attending so that we can take the appropriate action.

A full copy of our sickness policy is available on line or is available from the nursery office.

If your child becomes unwell while in our care we will contact you immediately to discuss our concerns.

## **Medication**

If your child requires prescribed medication we are able to administer this once consent forms have been completed by you.

We ask that all children stay at home for the first 24 hours whilst receiving their medication.

Calpol will be administered in the event of your child having a temperature of 38 c or over, if you have given the necessary written consent.

## **Accidents**

Any accidents that occur whilst your child is in our care will be recorded in our accident record book. When you collect your child you will be asked to sign the book to say you acknowledge the details recorded.

If we feel it is necessary we will also contact you at the time to inform you of the incident.

In the event of a medical emergency your child will be assessed promptly and the appropriate action will be taken.

