

## Our Nursery

We have two baby units, our younger unit is for babies from six months to fourteen months, depending on their developmental stage, and our toddler room is for babies from fourteen months to two years.

We have a nursery room for children between the ages of two to three years.

We have two pre-school units that cater for children between the ages of three to five years.

All children within the age range of birth to five will be cared for and educated within the Early Years Foundation Stage guidance, set out by the department for education and skills.

The Early Years Foundation Stage:

All children will have well planned experiences based on their spontaneous play both indoors and outdoors. Children's individual needs within the setting will be incorporated within the daily routine and planned activities.

Observing and reflecting on children's play, allows practitioners to plan and resource the children's environment, extending their learning and supporting them in specific areas of their development. Children's progress and next steps can then meet their development and learning needs.

Children will enjoy positive relationships with their key workers and other practitioners that take care of them, fostering their emotional and social needs. It is important that children's home routine can be extended into their routines and environment at nursery, allowing continuity of care between their prime carers.

Quiet, soft play, snugly areas will be available to all children allowing them to be reflective and calm.

We would like all our parents/carers to feel welcomed and supported by our staff. Working in partnership with parents/carers enables us to fully support and care for your child, it also allows us to gain a

clear and solid understanding of your child's family life and home environment. Information and communication needs to flow between nursery and home, we have a parents board with information for you, there will be newsletters and when necessary there may be policy or procedure updates sent to you via your child's key worker. Younger children will have a report sheet sent home each day and our youngest children will have a book that will be sent home each day for both key workers and parents/carers to fill in.

Every child at nursery has a profile book, this will include key workers observations and assessments, planned activities, photographs and general everyday information about your child and their family.

Your input with your child's profile would be really appreciated, family events/holidays/birthdays/outings or perhaps an observation from home. Your child's profile book will be transferred to each room they attend and will be a wonderful record of their first formative years. You can see their profiles at any time, please ask your child's key worker.

A copy of our policy and procedures is available in the main hallways, or you can contact the office: 020 8590-6126 to request a copy.

We also keep a record of complaints, which you can view at any time, again please contact the office.

A suggestion box is kept in both our hallways please feel free to put in a suggestion regarding anything to do with nursery life, you do not have to put your name on the suggestion if you prefer not to.

We look forward to happy and fulfilling relationship.

Welcome to Green Lane Pre-school and Day Nursery!

Lisa and Kay  
Managers