

## **TOOTS DAY NURSERY- LOCAL OFFER**

Toots provides a safe, friendly & welcoming atmosphere where children can learn & thrive to achieve their full potential before their transition to school.

We provide a varied curriculum as well as a weekly music & activity session with a dedicated teacher. The older children have the opportunity to learn French through games & song.

There are good transport services nearby including buses, train & the tube with a buggy shed on site.

### **PARTNERSHIP WITH PARENTS**

We encourage an open & friendly partnership with parents, where a child's key worker will give feedback on their progress along the Early Years Foundation Stage framework. This is achieved at dedicated individual meetings as well as on a more informal daily basis. This allows for sharing of information regarding not only daily events in your child's life but any concerns you or we may have regarding development, health or behaviour.

A progress report is compiled for all children covering their developmental progress between 2-3 years, which can be shared with the Health Visitor around this time.

### **Children with SEN or disabilities (SEND)**

At Toots we understand that some children may have additional needs either in:

- Communication & interaction
- Cognition & learning
- Social, emotional & mental health
- Sensory and/or physical needs

There may also be a possibility of an additional need in more than one of these areas & we strive to be as inclusive as possible.

We have two Senco's (special educational needs coordinators,) TJ & Angela, who work together with parents & any other professionals who may be involved with a child's development/additional needs. An Individual Educational Plan (IEP) will be written in conjunction with parents & other professional's advice, to set targets & strategies to achieve them. These will be reviewed regularly, taking parents & the child's views into account at all times. Parents may be encouraged to refer their child for an Early Help Assessment, following which an Early Health & Care Plan (EHCP) may be implemented by the local authority. This will decide whether our setting can provide adequate support for a child to achieve the targets of the EHCP or if there is a more suitable alternative. This replaces the former Statement & is reviewed regularly.

The nursery is on one floor, with an access ramp to the front door, although there are a couple of small steps providing access to the gardens.

Dependant on a child's needs, it may not be possible to provide care for that child. The SEND would need to be discussed between the parents & SENCO/management of Toots before a decision can be made. This would also apply to a child who was admitted & subsequently was found to have additional needs which would need to be reviewed.

Additionally, although we do administer prescribed medication, we do not have the facilities to accommodate for complex medical problems, or those requiring specialist training to administer.

### **Transition to other services**

When a child transfers to another service, we discuss this with them to prepare & help alleviate worries, so they can move with confidence. A report will be written for the new placement, with a copy for the parents as well as their child's development folder.

### **Complaints procedure**

If for any reason a parent has a concern or is unhappy with any aspect of support, progress or care, initially speak with the SENCO or management who will try to resolve the issue. If your concern cannot be addressed informally, a meeting will be arranged where an agreed plan of action can be made between the parents & the nursery.

Should a parent remain dissatisfied they can contact Ofsted as follows:

Ofsted early years

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone- 08456 40 40 40