

Local Offer -

Little Explorers Nursery & Pre-School is a new purpose built nursery based in Barrow, Clitheroe. It was registered by Ofsted on 19.1.18. We are registered for 111 children from 3mths - 5 years. This is broke down into 5 rooms on 2 floors.

Ladybirds - 0-12mths (9 children)

Caterpillars - 12-18mths (15 children)

Butterflies - 18-24mths (15 children)

Dragonflies - 2-3yrs (32 children)

Pre-school - 3yrs - school age. (40 children)

Each room has a lead practitioner and we also have 2 senior practitioners who oversee both floors

Denise Godwin is the nursery manager with over 37 years experience in early years, Sharon Porter is the Deputy Manager. Dawn Stewart is the SENCO for the setting and Behaviour Management lead. Designated safeguarding officers are Denise Godwin and Sharon Porter.

All staff are well qualified and first aid trained. DBS's are carried out prior to starting their role at Little Explorers.

The nursery is on 2 floors, Dragonflies and pre-school downstairs, under 2's upstairs. There is no lift in place. The nursery has a large car park at the front of the building. Wheelchair access is only available on the ground floor, there is also a disabled toilet situated on the ground floor. Each room have their own toilets / changing area with accessible sinks at child height. Laundry is on the ground floor and office, kitchen and staff room on the second floor. All rooms have emergency exits with the assembly point at the far end of the car park. Upstairs has an emergency staircase and we have 2 evacuation cots for the younger children. The downstairs rooms have a designated dinning area with adjustable height tables and varying sizes of chairs, allergies and dietary needs are catered for.

Policy / procedure file is available in reception for parents to see, we have a 'meet the team' file and a parents notice board with all relevant information including Ofsted also in the reception area. A newsletter is sent out to parents every 6 weeks, parents are also informed of any other activities or events taking place.

All areas of learning have visual signs, labels, key words and photographs. Parents support with additional languages

The furniture in all areas can be re-organised for any children/parents or staff with SEND and activities can be differentiated to meet all the needs of all children attending the setting.

We believe that all children have a right to experience and develop alongside their peers no matter what their individual needs. Each child's needs are unique, we provide a positive and welcoming environment where children are supported according to their individual needs.

Children are allocated a key person and buddy on their visits prior to starting nursery, the key person will begin to develop positive relationships with both the child and the family. Parental partnership is important to us and we pride ourselves on this aspect. The management team are always available to speak to parents at any time if they have any concerns or worries about their child. The SENCO works closely with the manager and has weekly meetings to update her about children / families she is working with. The SENCO also works closely with the key person offering support and guidance for any children with identified individual needs. She ensures systems are in place to plan, implement, monitor, review and evaluate the special educational needs practice and policy of the nursery, always making sure plans and records are shared with parents. She also liaises with other professionals eg health visitor for the benefit of the child and family.

Observations are carried out daily on all children attending the setting, these form part of the planning and setting next steps. The planning is linked to the Early Years Foundation Stage and stages of development. A starting point questionnaire is completed with parents on their initial visit, this enables the key person to get a basic idea of the developmental stage the child is at. **Children aged 2+ have a 2 year progress check completed and all have achievement updates completed termly**

Cohort tracking is completed termly highlighting what stage the child is at, parents meetings are also held termly giving parents the opportunity to speak to the key person discussing and concerns they may have.

Children who have been identified as having additional needs will have a TLP (targeted learning plan) in place. These are completed by the SENCO, key person and parents, other professionals involved with the child can also input into these

We operate within the governments Early years foundation stage framework and the guiding principals. *'Meeting the individual needs of all children lies at the heart of the EYFS. Practitioners should deliver personalised learning, development and care to help children get the best possible start in life. (EYFS 2007).* Key workers use the development matters and the statutory guidance for the EYFS to plan for each child. The EYFS identifies 3 prime areas of learning and development and 4 specific areas. Planning is carried out around the interest of the child and planning boards are displayed in all rooms.

On the initial settling in visits you are allocated a key person who is responsible for developing positive relationships with both the child and parents. The key person will get to know the child and ensure that their individual needs are met. The key person is also responsible for keeping your child's learning journey up to date with your child's development and achievements whilst in our setting. The learning journey also contains photographs and samples of their work, these are also available for parents to see at any time.

Activities during the day can be adapted to ensure every child is involved and engaged throughout the day. Practitioners are experienced and aware of how to differentiate activities to meet the needs of all children.

If a child has been identified with additional needs the SENCO will offer support and advice to the key person regarding learning and development. A targeted learning plan (TLP) will be completed with all parties having input eg parents, key person, SENCO and any other agency involved. Parents are involved throughout this process, we work in partnership with them through sharing information, identifying additional needs and setting targets. Regular meetings take place with all involved to review targets and set new achievable ones.

Little Explorers resources are age and stage appropriate for varying stages of child development. Resources are of good quality and purchased from reputable supplies. All equipment purchased has been done so with child development at the heart. Continuous provision is in place at the nursery with children having a choice of resources and activities throughout the day. Resources we offer build on the children's knowledge, skills and understanding and provides opportunities in both prime and specific areas of learning. Resources are clearly labelled with pictures and words for the children to access freely. Areas can be adapted for children with additional needs to enable them to access these freely. Any additional resources needed will be purchased in consultation with the SENCO and any other agencies involved.

The children go out and about in the local community regularly on visits and outings. Parental permission is always sought first, all children are included in these visits. There are always extra staff available to support children with additional needs, this ensures everyone is included.

At Little Explorers we pride ourselves on our parental partnership, we feel we develop positive relationships with all parents and feel this is an important aspect of our role as parents are the child's first educators. Practitioners communicate with parents daily through both meet and greet and feedback at the end of the day. The setting has an open door policy and the manager available to speak to parents at any time.

Through observations and knowledge of the children's development we are able to identify any additional needs at an early stage. Parents are kept fully informed through regular meetings with the SENCO and key person. Extra support will be sought if we feel it's in the child's best interest.

A TLP will be completed and reviewed every term, parents and any other agencies involved are also part of this review.

Staff complete regular training in this area and are confident in completing assessments and carrying out reviews.

Prior to children starting at Little Explorers they attend 3 settling in visits, the first together with parents where we get relevant and upto date information of the child. If additional needs have been identified previously reports from other agencies involved will also be sought.

A transition document is completed by the SENCO and key person when the child moves room or transfers to another setting. The parents also receive a copy of this document.

The SENCO and key person will meet with the new key person to give a verbal report on the child's development. If the child is transferring to another setting a comprehensive report will be shared along with the child's current learning journey.

The manager hold NNEB, BA (Hons) in Early Years, EYPS and PGCE

The SENCO is level 3 trained and has completed SENCO training

All other practitioners are level 3 training

All practitioners hold paediatric first aid certificates and have epipen training.

All practitioners have completed level 1 safeguarding and management team are DSO's

The nursery is open Monday - Friday 7.30am-6pm. A member of the management team is available throughout the day. The manager is Denise Godwin and can be contacted at any time if parents wish to speak or arrange a meeting.

SENCO and key person can also arrange meetings with parents to discuss any worries or progress the child is making.

All children are allocated a key person and buddy on starting nursery, this ensures there is always someone available who knows your child's individual needs.