



Welcome to Honey Bears Nursery @ Yenton

Please find enclosed our Parent Induction Pack. This pack provides you with information regarding some of our policies and procedures and other information you may require.

Please return the admission form, parent contract, Image consent form, Learning Journey trust statement and consent form, Tapestry consent form and any medication forms if your child is already on prescribed medication, if you are moving forward with the place.

Please make sure you fully understand the above and how fees are to be paid (if you are due to pay them). This is stated in the Parent Contract.

Please see Milly or Melisa should you require any further information.



Honey Bears Nursery @ Yenton

Introducing Ourselves

Honey Bears Nursery @ Yenton Primary School opened on 7th September 2015 and is an additional provision to Honey Bears Nursery on Station Road, Erdington. Honey Bears, Station Road has been established since April 1991 and is a family run business.

We believe 'early identification and support in a child's early years is key to their future development'. Our ethos is that every child is '**Happy, Safe and Achieving**'. We are a fully inclusive setting and that is highlighted as vital when welcoming children and families of all races, religions and disabilities.

Our Nursery is situated within the same grounds as Yenton Primary school. You can access our nursery via Orphanage Road where our main entrance is. On our site we also have a Before and After School Club for the Yenton Primary School and a holiday club for children from Yenton Primary School and for children from different schools across Birmingham. Please ask Milly for more information.

**As stated in the introduction, our ethos for the nursery
is for every individual child to be**

Happy, Safe and Achieving

Your Children

We fully understand that having children is a very important event in any person's life. Returning to work can be an incredibly anxious time for any parent therefore at Honey Bears we endeavor to make this time run as smoothly as possible for you, your child and your family. Your children are your most treasured possession and we aim to care for them in the very best way. An important part of the care we provide for your child, is building a working partnership with yourselves as parents so we can be a team and provide consistency to your child to give them the best start in their life. All children have the right to a safe and stimulating environment, and we do this through providing fun and enjoyable learning experiences whilst in the company of other children and highly qualified, passionate and motivated staff.

Our structure

We are a full year nursery and also operate a Before and After school club and holiday club too. Our opening times are 7.00-6.00 Monday-Friday and our holiday closures are in line with Yenton Primary School, including teacher training days. We offer fee paying places along with 2,3, 4-year old EEE funding including 30 hours EEE funding too, based on eligibility. The sessions we offer are 3-hour, 4 hour or 6-hour sessions, depending on the funding you are accessing. Please discuss this further with Milly or Melisa so we can meet your requirements.

Our Staff

Our staff team consists of an Officer in Charge who holds a degree in 'Children and Integrated Professional Care', and a Deputy Officer in Charge who is a Level 3 qualified Teaching Assistant. All our Senior Nursery Officers are qualified to a Level 3 qualification and we all undertake additional training. Our apprentice is currently Level 2 qualified, working towards her Level 3 qualifications. All members of staff hold further training such as:

- Speech and Language in the early years
- Leading your team to support children's behavior
- Quality Teaching in the early years
- Designated Safeguarding Lead (DSL) Training
- Advanced Safeguarding and Child Protection
- Asthma and Allergy
- Pediatric First Aid
- Developing good Autism Practice
- British Values and Prevent
- Domestic Violence-Understanding the impact of Domestic Abuse on children
- Supporting children through traumatic situations
- Makaton
- Emotion Coaching- tool used to support children's emotional well being

Mandatory staff training is updated on an annual basis but staff have access to online training so they complete courses based on what knowledge they want to gain and what is needed for our setting. This is to ensure our staffs knowledge and expertise is of the highest standard.

We are a nursery who welcomes volunteers and students from local colleges and universities as a place to gain work experience.

All staff, trainees, students and volunteers complete an induction checklist to ensure consistent quality childcare is provided. This is reviewed with them after two months. We have a recruitment and selection policy which all staff and parents can gain access to. Every member of staff is DBS checked as part of our induction process and completes a Staff Suitability Check.

Please see our Staff Board and Parents Information Board in the reception area for more information on staff qualifications, experience, further training and roles and responsibilities within the company.

Play Rooms

Our Nursery consists of two large play rooms. Each room is set out with areas to promote children's learning through their interests. The home corner encourages early life skills for children to seek out others to share experiences and this helps children to have sense of their own family and cultural backgrounds. Our mark making and playdough area builds on fine motor and communication skills. The sand area can be where certain activities and learning, through play, takes place.

You may notice when viewing our setting we have 'Loose parts' in our environment. Loose parts can be natural or man made items such as sticks, stones, cones, bottle tops, logs, crates, beads which ignites imagination and the child's play. We promote natural resources as much as we can, as these are open ended materials that children can decide to use for a variety of uses.

We also have a verandah area which is also utilized within the free flow system along with our garden at the back of our building. It is set up like this so the children who are due to go to school get used to moving from different areas independently and all of our children have the opportunity to take part in activities with children who can guide younger children through the processes of learning.

Our outside area is filled with resources that help support the physical development of children and also all the other areas of learning. We have a range of bikes, scooters, balls, construction area, growing area, mud garden.

We do ask for your child to come in old clothes as the children do enjoy getting messy when they are engaged in play as we do not like to have to stop them from engaging and learning.

Learning and Development

We follow the Early Years Foundation Stage (EYFS) curriculum and implement this through the daily routine of the nursery and a 'planning in the moment' approach. Your child will be allocated a key person when starting Honey Bears, this person will track your child's progress. Every term your child will have one or two 'Focus weeks'. A 'focus week', is a week where your child's learning is the focus within the nursery.

We request you to be part of your child's learning by completing a parent feedback form of what your child's interests are and if any significant life events have been taking place. This information is vital as your child's key person will then use the information to continue the teaching and learning into the focus week, using the individual interests and experiences.

Your child's learning and development is tracked on a daily basis and then assessed after their first 2-4 weeks using our Baseline assessment tool. Following this initial assessment, we then continue to track and assess your child's development, using this tool. This will be completed by staff every term within the school year. The tool that we use to log your child's development is called 'Tapestry' and this is our online learning journey system. You are able to have personal access to this from a mobile or computer device meaning you can track your child's development, see what they do at nursery and also add things to it for us to see. These observations are then linked up to the Early Years Foundation Stages appropriate to your child's age. Also, if your child joins Honey Bears at the age of 2, we will complete our own 2 year check. We will use the information from the health visitor and the information from their baseline assessments and create the report. You, as parents, will be given the report to read and to make a comment. You will then receive your own copy of this report as well as your child having one on their individual file.

Safeguarding and Child Protection

We have an extensive Safeguarding policy and procedure which is implemented by all staff. We have two Designated Safeguarding Leads (DSL) who are on site. They are Milly Willis and Gail Smith. Should we have any concerns we will follow our Safeguarding policy and procedure. We support children from all backgrounds including children who are Looked After Children (LAC). We are here to also offer to support and signpost you to the relevant agencies should you require any intervention using Right Help, Right Time as a guide.

These are the 7 guiding principles of safeguarding, as stated by Birmingham Safeguarding Children Board (found in Right Help Right Time) and what we use to ensure children's safety and wellbeing is paramount;

- Have conversations and listen to children and their families as **early** as possible.
- Understand the child's lived experience.
- Work **collaboratively** to improve children's life experience.
- Be **open**, honest and transparent with families in our approach.
- **Empower** families by working with them.
- Work in a way that builds on the families' **strengths**.
- Build **resilience** in families to overcome difficulties.

We request upon admission that you share any experiences you have had where you have been supported by Social Workers and/or Family Support Workers.

As part of our Safeguarding policy and procedure, please ensure you do not let anyone in to the building.

Special Educational Needs (SEN)

At Honey Bears we have our SENCO Lead, Milly Willis and our Deputy SENCO, Gail Smith. Both SENCO's have undertaken 'the role of the Special Educational Needs Co-ordinator' training and completed additional, more specific training courses to enhance their knowledge. The process in which the setting SENCO may become involved in your child's nursery journey, is if your child has come to our setting with an additional need and/or some developmental concerns have been identified within our setting. Following this, we will ask to see parents and discuss these concerns and the action we feel is needed. This may mean some extra focus on particular areas of development supported by nursery and parents, it may mean monitoring behavior on an ABC chart to understand why the behavior is being displayed or it may mean a referral to an external agency such as Speech and Language Therapist (SALT), Community Pediatrician, Educational Psychologist etc. If external agencies become involved and your child requires targets to be put in place, this will be done through a meeting with professionals involved called a Team Around the Child (TAC) meeting. Within this meeting we will discuss your child's needs and implement some targets. This information will be gathered in a document called an SEN and Early Support Plan. The SEN and Early Support Plan will then be reviewed every 3 months. If your child requires an Education, Health, Care Plan (EHCP), we will support you

throughout this process, identifying schools, writing reports and working with professionals to ensure your child gets the best support out outcome to suit their needs.

Healthy Eating

We are a healthy eating setting and work in line with Startwell. We offer children water throughout the day and support them to help themselves. Our snack menu includes a range of fruit, vegetables, crackers and cheese and children have access to this every morning and afternoon. A hot meal and pudding is served every lunchtime in addition to the two snacks. We use an external catering company to provide our lunch time meal. The company works with startwell to ensure the menu's cover all the dietary requirements children need. If your child has specific dietary requirements, these need to be discussed with the manager who will arrange for their needs to be met. If your child finds eating a difficult time, we are happy to support and work with parents to ensure this becomes an easier time for them with the end goal being for them to have access to a diet full of all the appropriate nutrients.

Contact Details

Our contact details are as follows:

Phone Number: 0121 382 5057

Email: honeybearsyenton@gmail.com