

Fawood Nursery School & Children's Centre



Parent's Handbook Rainbows

Fawood Children's Centre
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Stonebridge
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www.fawoodcc.co.uk

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Information about Rainbows

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Website: www.fawoodcc.co.uk

Fawood Nursery School is funded by the London Borough of Brent for children aged between two and four years old.

Attendance pattern

Full time:

8:30am-2:30pm

Part time:

9:30am-2:30pm three days a week

Vision Statement

We provide a stimulating, child centred environment, where independent and co-operative learning is encouraged through play and first-hand experience.

We foster a positive culture which values and respects every member of the centre and the wider community.

We will:

- Cultivate a zest for learning;
- Promote a healthy lifestyle;
- Encourage all children to develop a positive self image;
- Ensure that everyone's contributions are valued

We will support all children and their families in making positive relationships, learning together and enhancing their life skills.



Welcome to Our Nursery

Fawood Children's Centre was opened in October 2004, an innovative and iconic building which replaced the former Evan Davis Nursery School in the heart of Stonebridge. Fawood was the first Children's Centre to be established in Brent supporting children and families by offering a large range of services and access to information on one site.

Parents are a child's first teachers and when your child comes to nursery they will have already learnt many things at home. We build on and extend these experiences, and teach the children lots of new and exciting things.

Parents and carers are always very welcome and below is a list of some of the ways you can be involved in the life of the centre once your child is settled:

- Joining the parents Forum
- Reading stories to small groups of children in English and home languages
- Making dressing up clothes
- Playing and sharing experiences with children
- Gardening
- Cooking
- Accompanying staff/ children on local trips
- Being a member of the governing body
- Repairing and organising books and resources

More information can be found on our website:

www.fawoodcc.co.uk



Rainbows Provision

Rainbows is an Additionally Resourced Provision (ARP) at Fawood Children's Centre. It has 16 places at 15 hours each. Children entitled to 30 hours at nursery are assigned two places.

The staffing ratio is one member of staff to two children. All staff are highly trained in Autism specific therapies. Your child will have a Key Person, who will meet with you regularly, to discuss their progress and support you. Please let your key person know how your child is daily, if they have slept badly, for instance.

Rainbows has Speech and Language Therapists and Occupational therapists attached to our provision, so your child will be seen regularly at nursery and their therapy targets will be incorporated into the One Page Profile. We also have a Music Therapist who comes in once a week to work with us.

Therapy, Strategies and our Approach

Our ethos is inclusive; we believe all children should be supported to reach their potential. For children with autism this means that we observe them closely to understand their sensory processing needs and plan carefully to meet them. We have a focus on functional needs such as communicating eating and toileting, but also help the children feel comfortable in their bodies and the environment.

We help the children develop attention skills through the use of Attention Autism (bucket) sessions daily and carefully planned activities. We use Picture Exchange Communication (PECs) to help children who are pre-verbal express their choices. To help children develop a bond of trust and an interest in other people we use Intensive Interaction.

All the children are encouraged to access the mainstream provision, and are supported by Rainbows staff to do so.

Lunchtimes are a social opportunity; staff serve the children and sit with them to eat like a family. We encourage the children to try new foods.

The Children's Centre

The Children's Centre offers a range of services and activities which include:

- Childcare facilities through the provision of a crèche for parents who are undertaking training courses run by the centre;
- A large Stay & Play area which provides activities for all children under 5 and their families, supporting learning and development through focused play sessions.
- Parenting support through information and advice groups, 1:1 support with parenting skills and training on child development;
- Family support, including support for parents of children with special needs;
- A base for childminders, and a contact point within the community for parents and providers of childcare services;
- Health services, including guidance on breast feeding, health and safety, nutrition, health visitor support; post and prenatal care offered by midwives.
- Links with employment, training and welfare agencies, including: Citizens Advice Bureau, local training providers and further education institutions;
- Links with the Children's Information Service.
- Community Services and Outreach work.

Equal Opportunities

We actively promote equal opportunities at the centre and all children, parents, carers and staff are respected and valued as individuals, irrespective of their race, culture, class, sexual orientation, gender, religion or age.

We welcome the diversity of culture and experience we have at Fawood and feel we can learn from children, their families and our colleagues.

We will help your child develop confidence ensuring that they feel they belong and have responsibilities as part of the group and as individuals.

Our resources and activities aim to reflect the diversity of children's experiences and cultures. We encourage children to use their home language especially when they are settling, and we support all children to become confident communicators.

Staff will challenge stereotyping and actively discourage domination of particular activities by one gender. We believe it is important for both boys and girls to be involved in all activities on offer within the nursery.

Name calling and racist or sexist comments are not acceptable and will always be challenged. Bullying will not be tolerated and children will be helped to be assertive in a non-violent manner and guided to share and take turns, and use language to express themselves and negotiate.

Staff will discuss these issues with children as they arise. We will also challenge any discriminatory or derogatory remarks or behaviour in adults.

Safeguarding

We are all concerned with children's well-being, and are committed to working in partnership with you to make the welfare of the children our first priority.

All children must feel that it is acceptable to talk openly about their feelings and know that staff will be prepared to listen. We encourage children to protect themselves through discussing issues as they arise.

Working together with parents, we aim to create a safe environment for children at home and at nursery, but it is important that children are listened to and supported, and where necessary, appropriate action taken. We have a legal obligation to protect all our children, and a legal responsibility to report any unexplained injuries or concerns affecting your child's physical and emotional well-being.

Please raise any concerns you may have with your child's key-person or a member of the Senior Leadership Team.

Accidents

We do our utmost to ensure that the premises are secure and your child is safe as they play, but unfortunately, accidents do occur from time to time, and we have staff trained as First Aiders to deal with these.

If your child needs medical attention they will be given it by one of our staff and we will talk to you when you come to pick up your child. Parents/Carers are always asked to sign the accident record to show that you have been made aware of the accident and any treatment given. If it is serious we will phone you and ask you to come straight away.

Health and Safety

The health and safety of all users of the centre is of paramount importance and below is a list of rules that we ask you to follow in order to make your child's time with us an enjoyable experience.

Please ensure that your child:

- Is brought into reception each morning;
- Is wearing sensible shoes/trainers that enable them to run, jump, climb etc. (open-toed sandals are not permitted);
- Does not wear necklaces or hooped earrings;
- Is collected by a known, responsible person;
- Has appropriate clothes for the weather conditions;
- Has a full set of spare clothes on their peg (e.g. pants, vest, socks, t-shirt, jogging trousers)

Also, please ensure that:

- You do not smoke anywhere within the centre grounds or premises;
- You do not use your mobile phone in the centre;
- While settling children in, or if you are going to be on centre premises for a longer than usual length of time (e.g. reading stories, cooking etc), you sign the visitors book in the office and wear a visitors badge;
- No dogs except guide dogs are brought onto centre premises;
- All buggies and pushchairs are folded up and stored in the buggy store — staff will show you where this is;
- You do not open the door to anyone or hold the door open — even for someone you know;
- You do not leave your bag or valuables unattended as the centre will not be responsible for items that are lost or stolen.

Illness and Medication

If your child is ill

We expect children to attend nursery regularly unless they are ill. But of course if they are unwell they will not benefit from the nursery activities and they may well be infectious to others. Please inform us if your child is diagnosed with any of the following; Chicken Pox, Mumps, Measles, Conjunctivitis, Ringworm, Swine Flu, Vomiting or Diarrhoea.

We ask that you contact the school if your child is ill so the appropriate reason for absence can be recorded in the register and authorised.

We do not administer medication except in special circumstances such as regular medication for asthma etc. In these circumstances you will be asked to complete a form, which will be kept with the medication.

If your child is on antibiotics they are not usually well enough to participate in the nursery activities and so we would advise you to keep them at home until they have finished the prescribed course of treatment.

It is also very important that you keep your child at home and inform us if they have vomited or had diarrhoea. Your child will need to stay at home until they have been free of symptoms for **48 hours**. This is to prevent illness spreading through the nursery, and comply with regulations set by Brent and Harrow Health Authority.

We do have periodic outbreaks of headlice, so it helps if you check your child's hair regularly.

Please ensure we have up to date telephone numbers for you or a carer, should we need to contact you if your child becomes ill at nursery.

Behaviour for Communication

We believe that children communicate through their behaviour. When we see this we try to understand what they are telling us. For children with Autism who do not have verbal language to let us know what they need and how they feel, the world is a confusing place and it is very frustrating trying to be understood. We will try to help your child communicate effectively so that they are less frustrated and will feel calmer.

Unmet sensory needs can also cause distress in children. We carefully assess sensory needs and attempt to meet them.

Children learn by example, and staff model appropriate behaviour by being caring, supportive and respectful to each other and all users of the centre.

We never smack the children and we ask that you do the same.

Everyday Matters

School Meals

Our School meals are provided by Caterlink and all the children will receive a hot lunch that meets the Government's healthy eating guidelines. There is always a vegetarian option and all meat that is served is Halal. Please ensure that your child's key person is aware of your child's dietary needs so that they can be met.

School meals cost £2.00 per day, and are payable in advance on a Monday morning. Please put the correct money in an envelope, clearly marked with your child's name, and hand it in at reception.

If you are receiving Universal Credit you may be entitled to a free school meal, but this must be applied for prior to your child starting at nursery.

For further details, please telephone the Brent Customer Services Team on 0208 937 3110 and have your National Insurance number and your child's date of birth to hand.

What to wear at nursery

The children at Fawood have the opportunity to take part in a range of activities, so it is advisable that their clothing is:

- Easy for the child to manage (buttons and belts should be avoided);
- Warm in winter and offering protection from the sun in summer.

Clothing and shoes need to be comfortable and easy to manage, so that children can become independent by caring for their own needs. Jogging bottoms, t-shirts and shoes with Velcro fastenings are ideal.

Footwear should be suitable for outdoor and indoor play, again with manageable fasteners to aid independence. Please do not send your child to school in sandals such as flip-flops as they offer little protection and affect your child's ability to run and climb.

ALL clothing and footwear should be labelled with your child's name.

Children experience a wide range of activities at nursery, including water play, painting, modelling with clay and cooking. They are likely to get messy, so please ensure all clothes are washable.

Please ensure your child has a set of spare clothes on their peg. Children often get so involved in their work that they forget to go to the toilet, and it can be very embarrassing for them if they are unable to get changed. We will change nappies for children who are working towards independence in toileting.

Should your child need changing and there are no spare clothes available on their peg we will call you or a carer to bring some to the nursery.

Water, Milk and Snacks

Fawood follows Government and Borough Policies regarding healthy eating, and **we ask you to bring fruit, crackers, bread sticks, cucumber, carrots, tomatoes, and other healthy snacks** for the children to share.

Free milk and drinking water is available throughout the day and the children are encouraged to help themselves regularly, as young children can soon become dehydrated when they are very active. Please do not bring in sweets, nuts, cakes, biscuits, crisps or fizzy drinks as many children may have allergic reactions to these foods.

Children's Birthdays.

We enjoy celebrating each child's birthday by sharing a healthy snack together.

Song Bag

We are aware of how important music and singing are to the development of language in young children. We have a music therapist attached to Rainbows and sing with the children every day. We want you to sing with your child at home too. We will lend you a song bag, with a book to look at and an object related to the rhyme to help your child understand what the song or rhyme is about.

Complaints Procedure

We aim to provide a high quality service, but occasionally things do not go as they should. If you have any worries or concerns, please discuss them with your child's Key person. It is always better to air these openly, so that they can be resolved quickly and to everyone's satisfaction.

For more complex issues that cannot be resolved straight away it may be more appropriate to make an appointment with the Lead Teacher or Deputy Head Teacher.

The complaints procedure is as follows:

- 1) You should first raise any matter of concern with your child's Keyperson, Lead Teacher or Deputy Head Teacher
- 2) If you are not satisfied with the response you should raise the matter with the Executive Head Teacher.
- 3) Should you feel the concern has still not been adequately addressed, you should take your complaint to the Chair of Governors.

Please address correspondence to:

The Chair of Governors
Fawood Nursery School
Fawood Children's Centre
Stonebridge
London
NW10 8DX

A copy of the Complaints Policy is available on our website www.fawoodcc.co.uk. Alternatively, ask at reception to see a copy.