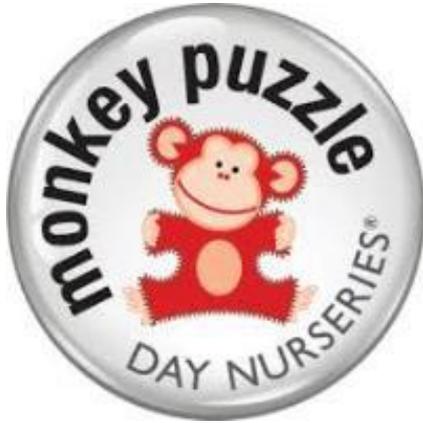


Monkey Puzzle Day Nursery

Childcare type: Day Nursery

An outstanding Day Nursery



Who to contact

Contact Name

Amanda Griffiths
Nursery Proprietor

Telephone

01727 568 366

E-mail

stalbans@monkeypuzzlestalbans.co.uk

Website

www.monkeypuzzledaynurseries.com

Where to go

Address

The Old Station House
Orient Close
St.Albans
AL1 1JD

Costs: £71.00 Per day

30 Hour Provider: Yes

3-4 Year Funding: Yes

Age Range: 3 months to 5 years

OFSTED URN : EY434599

Early Years Offer

1. How does the setting know if children need extra help and what should I do if I think my child may have special educational needs?

All children at Monkey Puzzle, Orient Close are settled into their age appropriate rooms which are led by experienced room leaders. All children are assigned a key person who work together, supported by Megan Homfray, Nursery Manager. Megan is the nursery's Special Educational Needs Co-ordinator (SENCO), along with Celia North who is also the nursery's Third in Charge and ensures each child's individual needs are met.

The Nursery Management team are supported by Amanda Griffiths (Nursery Owner) & Hannah Ward (Operations & Training Manager), whom together hold a wealth of childcare experience.

If your child has any identified special needs before joining our setting, Megan will work with you to ensure that everything is in place for your child e.g. special equipment, staff training etc.

All children's development at our nursery is continually monitored by their key person and your child's progress in the setting is reviewed and tracked through the Early Years Foundation Stage (EYFS) framework. Where needed Megan (SENCO) will work with your child's key person to monitor and support this process.

Where appropriate we will work closely with other professionals such as Julie Carroll, Hertfordshire Inclusion Officer, Health Visitors, Speech and Language Therapists, Educational Psychologists and other healthcare professionals to ensure that your child is given appropriate support and that we provide the best care and educational opportunities for your child that we can.

2. How will the setting staff support my child?

All children at Monkey Puzzle Orient Close have a Discovery folder which houses the child's Discovery book, Early Years outcomes/Goals, tracking sheet, Wow moments and any other evidence that supports and reflects their learning and development, including parents'/carer feedback.

The staff form strong bonds with the children at the nursery which start with a structured, thorough, effective settling-in process which parents/carers are fully involved in, thus ensuring your child is both happy and secure.

Each child's key person will tailor a child's planning in relation to their interests and development needs to encourage progression.

Where needs have been identified children will be assessed using the Individual Assessment of Early Learning and Development (IAELD) and may have a child-friendly Individual Education Plan (IEP). Our SENCO will work to ensure that you are closely involved at all stages and are actively involved in reviewing and planning your child's IAELD and IEP. Our SENCO will also liaise with a wide range of professionals.

3. How will I know how my child is doing?

All children at Monkey Puzzle Orient Close have their own daily diary which provides detailed feedback at the end of each day. Parents/Carers are actively encouraged and welcome to discuss their child's progress both formally; through planned meetings; the regularity of these is dependent on a child's level of need and informally at the nursery or by telephone, text or email.

Parents/Carer days, held twice a year encourages the sharing and reviewing of a child's Discovery folder. Parents/carers are welcome to see their child's Discovery folder at any time. Three times a year we share a child's development tracking in accordance with the Early Years Foundation Stage.

We also hold 6-week reviews with parents/carers as their child transitions through the nursery to allow them to discuss any worries or concerns they may have. Reviews allow a specific time to discuss options/ideas to change aspects of a child's routine and review a child's Discovery folder and developmental records.

We believe open and honest conversation is of the utmost importance and is at the heart of our partnership with parents and carers, for us it is a proven effective way of keeping you informed of how your child is doing and gives opportunity to highlight any concerns.

Two-year progress reports are completed with parental/carers input. A copy of this is given to the parent/carers, and a copy is kept in the child's Discovery Folder.

Any additional reports or documents written about your child are shared.

4. How will the learning and development provision be matched to my child's needs?

At Monkey Puzzle we take the time to build relationships with all the children. Through our own knowledge and your child's observations from nursery and home, we will have a sound understanding of your child's interests and needs. From this, we will then plan for your child through their interests in order to bring them forward in their development. This is supported by the Early Years Foundation stage and successfully carried out through planning of the nursery environment and creating amazing play discovery experiences.

To further support any additional needs, we will work with outside agencies, following advice from other professionals. Our SENCO will ensure that parents/carers are fully involved and informed through this process and staff will attend further training if required thus ensuring we meet your child's needs through the first stages of their learning journey.

5. What support will there be for my child's overall wellbeing?

Monkey Puzzle Orient Close believes that children come first in every aspect; they are the most important part of our nursery and are at the centre of every decision made.

Your child's overall wellbeing is of the upmost importance to us and our team will ensure this is supported and encouraged through Outstanding practice. There is a strong emphasis on providing a caring environment, and this is supported through various strategies such as daily routines, a considered qualified staff team, key person approach, positive behaviour management, child sized equipment, amazing resources, excellent communication and an ever-evolving positive partnership with parents/carers, the list is endless!

If caring for your child and their wellbeing means they need a little extra support, we will ensure every effort is made to achieve this. We will build professional working relationships with outside agencies, e.g. Health Visitors, ensuring the best possible care is given to support your child's development and wellbeing. We are very thorough regarding staff training at Monkey Puzzle and exceed the requirements in terms of both first aid and safeguarding training. We also have in house training to meet the needs of the children we are caring for, e.g. epi-pen training. Further to the above if your child has any specific medical needs we will seek and attend any necessary training. We have effective methods in place to store and administer prescribed medication. All of the above is carried out through working closely with our parents/carers and families through many ways of communication.

We have an effective, tried and tested positive behaviour management policy, which clearly outlines the procedures used in the nursery. All staff receive training on this with regular refreshers and work closely with the management team when implementing our strategies. Positive Behaviour

Management is used throughout all the age groups in the nursery, all with the same intentions and preferred outcomes but adapted to meet the age and stage of each child. We share our positive behaviour management policy and the strategies within this with parents/carers in order to encourage consistency, which in turn results in positive outcomes. However, if specialist help is required to manage behaviour, we can request the support of our local Inclusion Development Officer.

All staff have a positive approach to all children's individual learning and development and are sensitive to their needs. We will support you and your child through their general routine such as; potty/toilet training, sleep routines and food habits and as above will fully support you with any tricky situations that may arise by offering our support, guidance, knowledge and encouragement through open and honest communication.

6. What specialist services and expertise are available at or accessed by the setting?

Amanda owns the nursery and is a qualified primary school teacher with over 17 years experience within childcare. Amanda has a degree in Inclusive Education and has worked with children of all ages with a wide range of needs both in mainstream and special needs schools. She is also a mother of two and understands the importance of open honest communication with parents/carers.

Hannah is the nurseries Operations & Training Manager whom holds her level 5 in Leadership and Management for the Young People's Workforce & has also completed SENCO training. Hannah has 12 years' experience in childcare & over this time has supported many children & their families through different journeys. Hannah has a strong interest in supporting children with additional needs; ensuring Megan & her team strive to achieve the best possible outcomes for all.

Megan, Nursery Manager and SENCO, is level 3 qualified in Childcare & is currently working towards her level 5 in Leadership and Management for the Young People's Workforce. Megan has over 9 years' experience in childcare working in different settings; Children's Entertainer, Tutor & has held many roles here at Monkey Puzzle. Megan has worked with lots of children and families throughout this time, all of whom have different individual needs. She is experienced in supporting staff, children and families in different situations and has a keen interest in supporting children with additional needs and their families. Megan takes her role as SENCO very seriously.

Together, they support a large nursery team. All staff are experienced and are either qualified within childcare or working towards a childcare qualification. Staff are planned into teams working with different age groups,

the teams are organised taking into account staffs experience and strengths. We also actively encourage staff to work with age groups they may not have worked with before, thus ensuring staff understand where children have been and where they are going thus building on their own experiences.

We have strong links with our local children's centre and have built relationships with local schools allowing smooth transitions. Where needed, we will work with a wide range of agencies such as advisory teachers, Occupational therapists, Physiotherapists, Educational Psychologists, Speech and Language Therapists, Health Visitors, GPs and any other specialists that may be appropriate. We have a strong effective relationship with our inclusion development officer.

7. What training and/or experience do the staff, supporting children with SEND, have?

The nursery has a wide range of resources to encourage children to discover about and celebrate other faiths, inclusiveness and diversity.

Our Manager/SENCO has over 9 years' experience working and supporting all children with a wide range of needs and is looking to develop her knowledge further within this area, through attending various training courses in order to support the children's needs that attend our nursery.

8. How will my child be included in activities outside the setting?

At Monkey Puzzle, as well as having two outside play areas, we often go for lovely walks around our local area. Our youngest children go for a walk every morning, this is part of nursery life for us! We walk along the Alban Way, a beautiful walkway which is car free. We also visit the local nature reserve to observe the local wildlife as well as going to our nearest park. Your child will of course benefit from and be included in all activities outside the setting and a full risk assessment will be carried out.

To ensure you are fully comfortable with your child going on outings we are happy to discuss our procedures with you and permission for this forms part of our terms and conditions.

If your child needs any extra support, we will discuss their needs with you to ensure they are included in this part of nursery life and that you feel happy and reassured by our procedures.

No parent/carer is required to accompany their child on any outside activities, however, if you feel you would like to join a trip, outing, visit or

event and act as a parent/carer helper this would be welcomed and discussed with a Manager to make arrangements and a decision on what would be best for the child/children.

9. How will I be involved in discussions about and planning for my child's learning and development?

Partnership between the nursery and children's parents/carers is of the utmost importance to us and we have many methods of communication/information sharing to keep you fully informed and to get you involved with your child's planning and learning; we carry out two parent/carer mornings a year, your child has a key worker who will willingly discuss your child's needs/development/planning with you, meetings with team members and or Management are always possible and arranged at a mutually convenient time. 'Wow' flowers are sent home to share your child's wow moments and your child's discovery folder is accessible to you upon request.

We find an effective way to share and communicate with each other is through emails, the nursery often sends photos of your child playing and enjoying their nursery day.

The nursery is always open to ideas from parents/carers regarding the nursery as a whole and encourages you to share stories from home of your child's interests to inform our nursery planning e.g. Culture Box, photos from holidays or special events and Lamby – our nursery cuddly toy. We have an open-door policy at Monkey Puzzle and actively encourage parents, carers, grandparents to get involved. We welcome all of the above to come and help at the nursery and share any talents they may have, e.g. playing an instrument, gardening! This is discussed with a Manager before carried out and very considered, depending on the child and time of day.

Parental consent is always obtained before we refer to any outside professionals. Following this, if your child is being supported by our staff and other professionals, we will endeavour to keep you fully involved through the best possible way for you; whether this is through regular phone calls, emails, copies of reports and face-to-face meetings to provide feedback.

If outside professionals come in to see your child, we try to organise a Team Around the Family meeting at the end of the visit for a brief discussion. If this is not possible, any reports will always be copied and given to you.

10. How accessible is the building / environment?

The nursery has a step free access to the building entrance and is set in a beautiful old Station House listed building with a vast amount of history. The nursery has a homely feel and has two floors. Our Toddler and Pre-school rooms are on the ground floor, allowing accessibility for children who have walking aids or wheelchairs.

Each room has been specifically designed to meet the children's individual developmental needs with light, colour and space being carefully considered. Children of each age-group have free flow access between two rooms.

The nurseries toys and equipment are at your child's level.

The nursery has two outside areas, all on ground level with free-flow access from our toddler room and pre-school room. The larger garden boasts both artificial grass and soft, safe play surface allowing for all seasonal use. A focal point of the garden is a large tree which we have utilised and created safe climbing opportunities for children using hand and feet supports around its base. Our very own hill, provides additional climbing challenges for all ages. The large size of the garden itself enables our children to successfully move around in a variety of ways and with our tailor-made sun shades the children are able to access the garden during all seasons.

The smaller outside space creates a perfect sheltered spot for all ages to explore and the real grass allows opportunities for the children to dig, plant and see some small insects.

The nursery recognises the importance of allowing children to discover their world. We encourage this with support and through their own independence by providing a safe secure environment. With this in mind, there are child-sized low-level sinks and toilets, tables, chairs, cutlery, resources and equipment.

We are happy to make reasonable adjustments to our environment and discuss a child's individual needs with their family ensuring every child's nursery day is a positive and meaningful experience, which encourages their learning and development.

The nursery has a dedicated lovely staff team with various experience, age, ethnicity and heritage being drawn upon daily. They are able to smile and adjust to different situations, caring for the children to an exceptional level.

11. How will the setting prepare and support my child with transitions between home, settings and school?

All children starting at our nursery will be invited to attend settle sessions, a week prior to their start date. During these sessions, you will discuss your child's routine and needs with the room leader and be introduced to your

child's key person. All of this important information is documented and recorded in order to ensure everything is ready for us to care for your child on their first day and thereafter. Later settle sessions involve you dropping your child at nursery and leaving them to experience key parts of the nursery day for short periods of time, building up to longer periods; play time, meal times and sleep time. This transition is child led and we will keep you fully informed as to how they are settling. The child themselves will guide us through the settling in process depending on their reactions to being at nursery, we will advise and adapt the times where needed to what we feel is best for your child.

If your child starts in the baby room and stays with us until they go to school there will be two transitions during this time. They are; baby room to the toddler room and then toddler room to our pre-school. This again is led by your child and is a very considered and well-organised process, with many strategies to support.

If your child receives care from any other setting, (e.g. another nursery or a childminder) we will work with them by sharing Discovery Folders (often called learning journals) initially and thereafter when required. We will also with consent from you, contact them regarding your child, to share ideas and strategies in order to provide the best consistent care

When it is time for your child to leave us for primary school, we contact the new setting and invite them to visit your child at nursery. During this visit, the teacher or key person from the school will meet and play with your child and discuss their development and progress with their current key person. Further to this we incorporate school transition in our planning which may consist of; circle time discussions, School transition dress up box (which contains uniforms and book bags from our local schools, story books and photo books) and our pre-school is made up of lovely thought-about resources and areas with tiny snippets of features that may be found in their early primary school experiences.

12. How will Monkey Puzzle resources be used to support children's special educational needs?

All resources, equipment, toys and furniture are moveable and can be made accessible. Our environment is changed often in order to keep the children interested and create new play experiences. We have child-sized furniture to encourage children's independence and self-exploration.

Resources and toys are shared from room to room ensuring they are age appropriate. As a team we regularly discuss and replenish resources with the children's needs in mind.

We will seek to borrow specific equipment needed for specific needs.

The Nursery follows the legal ratio requirements and our pre-school has a high staff/child ratio, so your child will receive plenty of adult support.

We also have an inclusive way of thinking, with the owner having an inclusive education degree. Both the owner and the Manager/SENCO have a strong inclusive ethos for the setting and have a variety of resources/strategies in place to support children with a range of needs.

Sensory resources are part of every rooms daily planning or continuous provision with sensory bottles, translucent toys/materials, light & sound toys, tactile wet and dry play, 'den' areas such as home corners, tunnels or tents are used constantly.

To support all the children in all age groups we use visual aids such as; routine (now & next) cards & choosing boards. Our eldest age group also houses a visual timetable thus supporting the daily routine ensuring it is accessible to all.

Staff differentiate planning taking into account a child's age, interests, needs and abilities.

13. Who can I contact for further information about the early years offer in the setting?

Megan Homfray, Nursery Manager & Nursery SENCO, Hannah Ward,
Operations & Training Manager
Or
Amanda Griffiths, Nursery Owner
Monkey Puzzle Day Nursery, The Station House, Orient Close, St Albans,
01727 568 366, stalbans@monkeypuzzledaynurseries.com

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to www.hertsdirect.org/localoffer