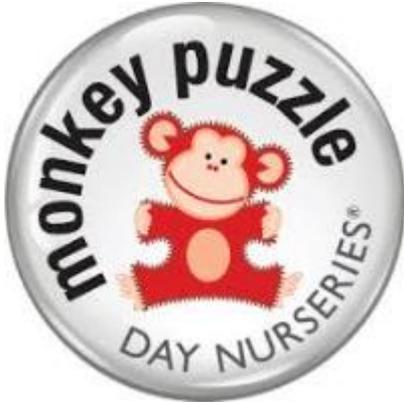


# Monkey Puzzle Day Nursery

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**Childcare type:** Day Nursery

An outstanding Day Nursery



## Who to contact

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**Contact Name**

Amanda Griffiths

Nursery Manager / Proprietor

**Telephone**

01727 568 289

**E-mail**

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**Website**

[www.monkeypuzzledaynurseries.com](http://www.monkeypuzzledaynurseries.com)

## Where to go

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**Address**

33A Ridgmont Rd

St. Albans

Hertfordshire

AL1 3AH

[Get directions](#)

**Costs:** £76.00 Per day

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**30 Hour Provider:** Yes

**3-4 Year Funding:** Yes

**Age Range:** 3 months to 5 years

**OFSTED URN :** [EY434599](#)

<b>Inspection Date</b>	<b>Inspection Type</b>	<b>Inspection Judgement</b>
18/12/2019	EYR Inspection	Outstanding

### **1. How does the setting know if a child needs extra help and what should I do if I think my child has special educational needs?**

All children at Monkey Puzzle Ridgmont Road are settled into their age appropriate rooms, these are led by experienced Floor Managers and Deputy Floor Managers. All children are assigned a key person who work together, supported by Amanda Griffiths, Nursery Owner & Hannah Oxley, Nursery Manager and the nurseries Special Educational Needs Co-ordinator (SENCO) to ensure each child's individual needs are met.

If your child has any identified special needs before joining our setting, Amanda & Hannah 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 Amanda and Hannah (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 our Area Inclusion Officer Julie Carroll, 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 Ridgmont Road have a discovery folder which houses the child's, Discovery book, Early Years outcome/Goals, Tracking sheet, Wow Moments and any other evidence that supports and reflects their learning, including parent/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 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 Ridgmont Road have their own daily diary which provides feedback at the end of each day. Parents/carers are actively encouraged and welcomed 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.

Parent/carer days are held twice a year which encourage 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 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/carers and for us 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.

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

Meetings are offered using Zoom where appropriate.

### **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 Wow Moments (observations from nursery & 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, Ridgmont Road 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 utmost 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, this will ensure 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 out 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 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 the age groups in the nursery, all with the same intentions and the preferred outcomes but adapted to meet the age and stage of the child/children. 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 19 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 Oxley, the Nursery Manager and SENCO, is qualified level 5 (Leadership and Management for the Young People's Workforce) and has over 10 years' experience working with children and young people. Hannah has volunteered with Sea Cadets working with 10-17-year olds, since 2009 as well as working in childcare settings for 8 years. Hannah has a kind & caring nature with all children & enjoys nothing more than seeing them flourish & encouraged to reach their full potential. Hannah has a strong interest in supporting children with additional needs; ensuring the team strive to achieve the best possible outcomes for all.

The Management 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 and to build upon their own experiences.

We have strong links with our local children's centre and our reception houses an information board regarding this; inclusive of Speech & Language local drop-in clinics, training for parents/carers and stay and play sessions. As a setting we 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, Paediatricians and any other specialists that may be appropriate. We have a strong effective relationship with our Inclusion Development Officer.

We have been awarded as Makaton Friendly in 2019 & 2020.



## **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 celebrate and discover other faiths, inclusiveness and diversity.

Hannah Oxley (SENCO) has 10 years' experience working and supporting 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.

Hannah is supported by the Nursery Owner and together have plenty of experience to draw upon to ensure all staff are confident in caring and supporting all children and their individual needs.

Key persons of a child with SEND also get the opportunity to attend training courses to help develop their understanding and give them new ways to plan and carry out activities and observations. The Nursery Deputy Manager, Louise Hardiman, has attended a course 'The Role of the Key Person in SEND'.

## **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, this forms part of nursery life for us; to see the trains & buses, around the block and to our local park, library, cathedral and synagogue. 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, your child's discovery folder and wow book 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 parents to share stories from home of their child's interests to inform our nursery planning e.g. Culture Book, Monkey (cuddly toy) for each room goes home with children & a diary completed and photos from holidays or special occasions are encouraged to be shared.

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 or 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 outside 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 will organise a 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 ramp access and is set in a beautiful character building with an inviting ambience and spans over three floors.

Each floor is predominately open-plan and has been specifically designed to meet the children's individual developmental needs with light, colour and space being carefully considered.

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

The nursery has two outside areas, all on ground level with free-flow access from our pre-school room. The larger garden boasts both artificial grass allowing for all seasonal use and a child safe surface which includes our very own 'Teletubby mound', creating challenges for all. The smaller outside space creates a perfect sheltered spot for all ages to explore, staying nice and cool in the summer months!

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 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, setting and school?**

All children starting at our nursery will be invited to attend settle sessions, one week prior to their start date. During these sessions, you will discuss your child's routine and needs with the floor manager 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. Parents will be involved in decision making throughout these transitions, introduced to their child's key person and shown around their child's new room.

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 and most 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 and role play (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 the setting's 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 very thought about and 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 a very inclusive way of thinking, with the manager/owner having an inclusive education degree. The senior management team have a strong inclusive ethos for the setting and have a range of resources/strategies in place to support children with a range of needs.

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

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

Each room within the setting uses visual flashcards to help all the children transition through their daily routine, using a visual prompt supports many children and allows independence. A visual timetable is also used in our pre-school room supporting the children to plan their day. Choice boards are displayed at children's height in each room, meaning children's voices are both expressed and listened to as they show their carers their interests and what they would like to explore next.

## **13. Who can I contact for further information about the Early Years Offer in the setting?**

**Hannah Oxley**, Nursery Manager, Nursery SENCO

**Amanda Griffiths**, Nursery Owner,

Monkey Puzzle Day Nursery, 33A Ridgmont Road, St Albans, AL1 3AH

01727 568289      ridgmont@monkeypuzzlestalbans.co.uk