

Information on Children with Special Needs

How does Little Monkeys Day Nursery know if children need extra help and what should I do if I think my child may have special educational needs?

Key Worker: The role of the Key Worker is to help each child settle into nursery and to help build trusting relationships with the staff. They are also responsible for completing the child's Learning Journal, observing if key milestones are being achieved and putting in a plan of action, together with parents, if there are any concerns. All key workers and staff work in partnership with parents at all times. This involves regular informal discussions as well as more formal discussions, all of which help with great partnership working.

EYFS: The nursery works to the Early Years Foundation Stage (EYFS) which sets out an educational framework outlining key developmental milestones for all children at different stages of their school lives.

LEARNING JOURNALS: Each child will have their own Learning Journal which tracks their development against the EYFS Development Matters section. The Journal contains daily observations, pictures, art work and comments from parents charting a child's progress against all 7 areas of the EYFS. The seven areas are:

1. Personal, Social, Emotional Development
2. Communication and Language
3. Physical Development
4. Literacy
5. Maths
6. Understanding the World
7. Expressive Arts and Design

SENDCO: The Nursery has two trained SEND-CO (Special Educational Needs and Disability Co-ordinators) whose specific role is to ensure that children are developing in line with laid down guidelines and if there are any concerns that these milestones are not being met, then a meeting will be arranged with the parents to discuss a plan of action.

Usually this is sufficient to highlight any additional needs and make plans to assist the child. However, the nursery also works with outside agencies where appropriate, including the Early Childhood Services, Health Visitors, Early year's advisor, speech and languages and other specialist professionals. Any contact with outside Agencies is always with the permission of parents.

How will you support my child?

Settling In Sessions: The nursery offers children a minimum of three settling in sessions, free of charge, when a child first starts with us. This helps the child to

feel comfortable and confident in their new surroundings and gives staff an opportunity to observe the child and get to know them.

We ask parents to give us as much detail of their child's daily routines at home so we can incorporate them into life at Nursery. We collect 'All about Me' information and a baseline of assessment from the parents at the child's settling in which helps us to plan activities based on their interest from day one. This also highlights things the child doesn't like etc.

Special Needs: If a child comes to nursery with specific needs, the nursery will do everything it can including making reasonable adjustments to provide a suitable environment, and providing appropriate toys and equipment in order that the child can maximise their time at Nursery. We would discuss each child's requirements fully with the parents to ensure we are giving them the support they need to achieve their maximum potential.

How will the curriculum be matched to my child's needs?

Development: It is important to remember that each child is an individual and will develop at different stages. The EYFS curriculum is inclusive and all children are encouraged and supported to take part in all areas of the curriculum and to achieve their full potential.

Sharing information with Parents: All information is readily available for parents to see and a discussion at the end of each child's day will take place in order to celebrate their successes, raise and discuss any issues of concern, and to explain things they have particularly enjoyed that day.

Individual Educations Plans: An Individual Plan (IP) is a planning, teaching and reviewing tool produced for individual children and used by the Nursery to assist the child in making progress with their learning and raise their achievements. An IP details specific short term targets for the child and assists the staff in providing additional support for the child. IPs will be used to support your child if necessary. Individual Learning Journals are regularly updated and each child's development is tracked and evidenced through observation, pictures, art work, and comments from parents and other professionals.

How will both you and I know how my child is doing and how will you help me to support my child's learning?

Handovers: At the beginning and end of each day, there will be a chance to hand over any information relating to the child. It may be that because a child has additional needs, a plan will be put in place between home and nursery and there will be regular meetings to discuss development and progress in more detail. During these meetings it is important we agree

strategies for home and nursery and these agreed strategies will be written down and signed.

Pop in and Play: Little Monkeys offer “pop in and play” sessions which enable parents to come and observe their children in the nursery environment. It may also be a great opportunity to see how we support and encourage each child. It also offers a chance of collaborative working between parents and practitioners.

Progress review meetings: We hold progress review meetings every 8 weeks which provides another opportunity for parents to speak with their child's Key Worker. If the parent is unable to attend then a letter and their child's next steps are sent home so we can all be working towards the same agreed goals.

Two Year Progress Report: When children reach two years of age we will also complete a “2 Year Progress Report” which is shared with the child's parents and can be shared with the health visitor and other professionals if required.

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

A child's wellbeing is the overriding factor behind everything we do.

Policies and Procedures: We have Policies and Procedures in place which keep children safe whilst they are at nursery, and are available for parents to see.

Training: Staff are First Aid trained and hold both Child Protection and food hygiene certificates. Refresher courses are held at least every 3 years. Some of our staff have also attended Visual Impairment Training, Autism Awareness, including all children, communication friendly spaces and adult child interaction to name but a few.

Children with English as a second language: We have several children who attend the setting with English as an additional language and this is well supported by staff by getting key words from the family to help the child settle well. We support all children and celebrate differences in culture and religion, whilst respecting others values and beliefs.

Child Protection Officers: There are four trained Designated Child Protection Officers who deal with all Child Protection cases effectively and sensitively.

Administering Medicines: Policies and procedures are in place to ensure the safe administration of medication. If a child requires medication whilst at nursery, the parent will be required to complete a detailed form stating the last dose of medicine and when the next dose is to be administered. This will be checked against the medicine received and will always be checked and witnessed at the time of administering the medication. Parents will sign a

form detailing the medication administered during the day upon collection of their child. Calpol will be administered in an emergency where a child's temperature rises to 38 degrees or above in order to keep the child at a safe temperature, after the parent has been called for a verbal confirmation and asked to collect.

Risk Assessments: The nursery is risk assessed on a daily basis, as well as twice annually risk assessments, to ensure the environment and resources are safe for all children in our care. This may include an individual risk assessment on your child, ensuring this is the right and safe environment for them and one where they can develop and thrive. The environment will be developed where possible to ensure all children can interact fully with activities and additional support will be given where needed.

Daily Walks: Children are invited out on walks at least once each day, including visits to Horsham Park, the Town Centre and other places of interest. This gives children the opportunity to see and partake in the wider world around them. Parents/carers sign permission slips authorising the nursery to take children on outings.

What specialist services and expertise are available at or accessed at your nursery?

Staff Qualifications: All staff are experienced with working in the early years setting and 89% have an Early Years qualification. We also have one trained teacher who works with the preschool children. In addition, we also have an Early Years teacher. A variety of training and development courses are available to all staff.

Forest School: The Nursery offers older children the opportunity to join in with Forest School activities. Forest Schools have been found to provide a range of benefits to children including greater independence and self-esteem, ability to work as part of a team, greater ability in practical skills and improved communication skills. Forest School gives the children an opportunity to spend more time outdoors and take part in a variety of 'risky' activities in a safe and controlled environment. A few of the activities which the children will have the opportunity to take part in include, safe fire lighting and management, creating pictures using woodland materials, den building and woodcraft activities using hand tools etc.

How will my child be included in activities outside Little Monkeys, including trips?

Walks and Outings: Children are offered a walk at least once each day. If a child has additional needs, a full risk assessment would be completed to ensure that we are adhering to their individual needs. If one to one care is needed to support a child either during the day at nursery or out on daily

walks, the Nursery will discuss with the parents how this additional support can be funded.

In addition to daily walks, Little Monkeys also arranges regular trips for all the children to places of interest in the local area e.g. Drusillas, Bocketts Farm, Sea-life Centre etc. Depending on the particular trip and the risk involved, staff child ratios may be higher than normal. All parents are given the opportunity to attend these trips and support their child, their child's friends, and staff. Parents/carers always sign a permission slip authorising the nursery to take children on outings.

How accessible is Little Monkeys environment? (Indoors and Outside)

Little Monkeys is spread over two buildings (Jubilee 0-2 year olds and Rex House 2-5 year olds) and over two floors. Both buildings have open plan rooms, with toilet facilities, which children can access as and when needed. Little Monkeys does not have a stair lift or lift to transfer children from ground floor rooms to the first floor rooms. However, if your child is in a wheel chair or has severe disabilities, the nursery would discuss with the parents the most appropriate ground floor room for your child. A discussion would take place if a parent/ carer had severe disabilities, to make sure we were able to get the child to the right room if the parent/ carer was unable to.

Both buildings have a garden offering a variety of equipment and resources for the enjoyment of the children, which can be easily accessed from the ground floor rooms.

Jubilee building has an adult disabled, accessible adult toilet situated on the ground floor.

How are little monkeys resources allocated and matched to children's special educational needs?

Little Monkeys provides a wide range of high quality toys and equipment for all the children. Should a child have special educational needs, the nursery will endeavour to provide appropriate equipment for them.

How is the decision made about what type and how much support will my child receive?

Any decision about additional support for your child will be discussed with you or the parent/carers and decisions will be taken together in terms of how much and what type of support is needed and which the nursery can supply. External agencies such as the Early Childhood Services can assist in the process with the parent's consent.

How are parents involved in Little Monkeys?

Parents are always consulted about their child's care prior to implementation of any additional requirements and there are many ways that we communicate with parents as outlined above. We provide regular 'Pop in and Play' sessions if you would like to see how your child is doing in nursery and be involved in their care. We also have parent representatives who help to pass on parent requests/ needs.

Who can I contact for further information?

For further information, please contact our Nursery Manager, Rachel Tregear on 01403 230404 who will be very happy to discuss your requirements with you.

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