

Welcome to Palm Tree Nursery

Dear Parent,

Assalamu Alaykum,

Welcome to Palm Tree Nursery, we hope you and your child has an enjoyable time with us as we endeavour to create a child centred learning environment of play which is developed through each individual child's interests within an Islamic setting.

Here at Palm Tree Nursery we value play as a tool children learn through. Play areas are organised in a way to gain meaningful learning experiences from your child, through their own interests to encourage child initiated play. Your child will be assessed throughout their stay to ensure their experiences are encouraging their learning, development and needs. When your child starts nursery their 'Learning Journey' begins which includes your child's personal details and assessments. Your child's keyworker will make written notes of observations and assessments which help us plan relevant activities for your child. If the staff have any concerns you will be notified as soon as possible. You are able to view your child's Learning Journey at any time, please ask your child's keyworker or the Nursery management. You are also welcome to comment on your child's progress and assessment if you wish, parental input is valuable for the staff involved with your child. You can add information to your child's Learning Journey of any observations you have made at home, please speak to your child's keyworker.

Parents and carers are valued at Palm Tree Nursery, we recognise you are the first and foremost educators of your child. We believe in parental partnership within the Nursery and aim to meet your personal needs involving your child's care, learning and development. The setting will hold parental meetings twice a year where you can discuss your child's Learning Journey and development with their Key Worker. We also welcome pictures and information about any special occasions you have celebrated or achievements your child has made, please e-mail us at palmtreenursery1@gmail.com.

It is important we try to encourage your child to settle in the Nursery as this may be their first time away from you, there is an 'All About My Unique Child' booklet included in this pack which a member of staff will be happy to go through with you, this is to gather important information before the settling in process (please refer to the settling in policy within this pack for more information about the settling in process).

We understand the need for alternative people, other than yourselves, may collect your child at the end of the session. Please inform us of all the nominated people you wish to be involved, we have introduced a password system to make this easier for everyone. Staff will refuse to allow your child to leave the setting if the correct procedures have not been followed.

If you wish to contact us by phone to find out how your child has settled during the day, please call 01254 697960. We also provide regular newsletters in order to keep you up-to-date and informed. Please approach your child's keyworker or management if you wish to discuss any issues of your child's stay. If you feel you have any spare time you will be welcome to share any hobbies, interests or occupations you think the children will enjoy. This can be fathers and grandfathers as well as mothers and grandmothers.

We have a vast amount of policies and procedures in place which are regularly updated to ensure we meet government guidelines and help to protect your child during their time in the setting. These policies and procedures are available for you to view on request.

We can collect funding after your child's second birthday in some circumstances and the term after your child's third birthday for all children to cover for standard costs, any additional sessions must be paid for in advance. Payments must be made before sessions are taken and paid preferably on a monthly basis. Any extra sessions to your usual sessions must be paid for in advance and confirmed with management at least 4 weeks in advance before taking place.

If your child leaves the setting, the Learning Journey will be passed to the setting your child attends after Palm Tree Nursery, you will receive their Learning Journey at the end of the reception year of school.

We have a complaints and comments procedure displayed on the 'Welcome Board' in the entrance to the Nursery. Please let us know your thoughts about how useful this pack has been and if you would like to see any improvements.

For your child to obtain a place at Palm Tree Nursery we must see original copies of the eligibility letter provided by the council stating your child is eligible for Free Early Education (FEE), your child's original birth certificate, and a utility bill as proof of address, we will take copies of these and return the originals.

If you think your child may be eligible for 30 hours of Nursery a week please speak to management who will be able to provide you with the relevant details and forms.

There may seem an awful lot of paperwork to get through, but please take time to read, sign and return the relevant documents. This ensures we are helping to keep your child safe and we are working within your wishes. If there is anything you do not understand or do not agree with please see me and I will try my best to explain anything.

Kind Regards,

I. Arfan

Mrs Iram Arfan

Manager



OFFICE USE ONLY

Name of Pupil

Start Date Finish Date.....

Age of Child on admission 2 Years [] 3 Years []

Eligibility Letter Copy Obtained []

Birth Certificate Copy Obtained []

Proof of Address Copy Obtained []

Consent Forms Obtained []

Parent/Guardian Contract Obtained []

30 hours FEE

Eligibility Code _ _ _ _ _

APPLICATION FORM

Please fill this form in capital letters using black ink.

1 Your Child

Surname: Male [] Female []

Forename(s):.....

Date of Birth:..... Nationality:.....

Ethnicity.....Religion.....

Child's Home Address.....

.....Post Code.....

Telephone Number.....Main Language Spoken.....

2 Parent(s)/Legal Guardian(s) (persons who are responsible for the child)

Mother's Name..... Father's Name:.....

Address..... Address

.....

Postcode: Postcode.....

Telephone No: Telephone No:

Work No: Work No:

Mobile No: Mobile No:

E-mail: Email:

3 Other responsible adults who are able to collect your child

Name:

Relationship to child:

Name:

Relationship to child:

Whilst your child is at Palm Tree Nursery, we are aware other family members may occasionally collect your child. In order for our security checks and the safeguarding and welfare of your child please provide the school with a password which should be passed onto the family member when collecting your child.

PASSWORD:**DATE:**.....

4 Alternative emergency contacts

First Contact

Name: Telephone No:

Relationship to child..... Work/Mobile No:.....

Address.....

Second Contact

Name: Telephone No:

Relationship to child..... Work/Mobile No:.....

Address.....

Third Contact

Name: Telephone No:

Relationship to child..... Work/Mobile No:.....

Address.....

I give permission for all the above Emergency Contacts to sign for my child in the event of an emergency

SIGNED..... (Parent/Guardian)

Are there any home or family circumstances or other information the Nursery Staff should be aware of?

Yes [] No []

If yes, please provide details

.....

.....

.....

5 Health and Medical Information

This is to give permission to the staff at Palm Tree Nursery to take whatever action is deemed necessary in a medical emergency.

Family doctors Name

Address

.....Postcode.....

Telephone No

Health Visitors Name

Address.....

..... Postcode

Telephone No

Sometimes it is valuable if we contact other agencies which may be in contact with your family such as the Health Visitor or Speech and Language Therapist, this helps us to take the very best care of your child. Please indicate to say if you give us permission to do so.

Yes [] No []

SIGNED.....DATE.....

Please could you give details of any difficulties or needs your child has or has had in the past, in order that we can offer the best support when they start nursery. All information will be treated with confidence.

Where the answer to any of the questions below is Yes, please provide details.

1. Has your child received treatment or therapy for difficulties with hearing, vision or speech?

Yes [] No []

If yes please give details

.....
.....

2. Does your child suffer from allergies, asthma, epilepsy, physical difficulties or any other medical problem?

Yes [] No []

If yes please give details

.....
.....

3. Are there any special Dietary Requirements?

Yes [] No []

If yes please give details

.....
.....

Continues on next page

Please State

4. Childhood illnesses with date

.....
.....
.....

5. Does your child have any medical problems, special educational needs and/or disabilities? Yes [] No []

If yes please provide details

.....
.....
.....
.....

6. Permission to apply plasters

Yes [] No []

7. Does your child require any regular medication?

Yes [] No []

If yes, please give details, bring a supply of the meds to Nursery and complete a medication form:

.....
.....
.....

6 Other Relevant Information

Please indicate any ways in which you feel Palm Tree Nursery could especially help your child. (e.g. shyness, aggressiveness, speech difficulties, poor co-ordination, etc.)

.....
.....

Is your child toilet trained? Are there any special routines or words which would help us?

.....
.....

Is there any other information you would like to share with us?

.....
.....

I believe all information I have provided to be correct and true and will notify the Nursery Management of any changes.

SIGNED..... DATE

Session Times

15 hours a week

Please fill in the table below indicating the days that you would like your child to attend by placing a tick in the box. **Please note places may be limited.**

Free Early Education (FEE) 3 hour session	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (A.M) Session 8:30 am – 11:30am					
Afternoon (P.M) Session 12:15pm – 3:15pm					

Please note before Palm Tree Nursery can offer these sessions for your child of 2 Years, you must complete an eligibility form. To find out if you are eligible for the funding please apply online at: www.blackburn.gov.uk/ParentPortal/default.aspx

Private Care

If you have decided you want to fund for your child's care with us privately, the current fees are £5 an hour.

Please indicate in the table below the Days and times you wish your child to attend. Your child can attend a maximum of 6 hours and 45 minutes.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am – 09:30am					
9:30am – 10:30am					
10:30am – 11:30pm					
11.30am – 12:15pm					
12:15pm – 1:15pm					
1.15pm – 2:15pm					
2.15pm – 3.15pm					

Payments must be made a month in advance on the first day or the first week of the month, whichever comes first. An invoice reminder will be given to you a week before payments are due.

Change of sessions

If you need to change your child's session days or times, you must inform staff in writing a month in advance. This is to make sure we have the available space and the correct number of staff for your child on the specified days.

Information for Consent Forms

At Palm Tree Nursery we want to take every measure possible to protect your child. With this in mind we require your consent as a parent or guardian. Please do not feel you must give your consent, the choice is entirely yours as a parent. If you change your mind at any time please inform a member of staff and amend your child's records.

Photographs and video recording - Sometimes the children at Nursery are doing an activity that is best captured on with a photograph. The photos usually get entered into their Learning Journeys. There are occasions when this is difficult (e.g. there is more than one child on the photo) and we also like to display them to show the activities we do at Nursery. It is a sad fact of life that we need to be careful with children's photos. We are conscious of this and names are never attached to photos that are displayed.

Leaving the School Premises - From time to time we would like to be able to take your child outside Nursery premises for a visit for example; to the library or to the park in relation to children's interests. Adult to child ratios would be 1:3 as required by OFSTED. For any visits we will require a consent form to be completed. Please be assured if you do not consent to any of the above visits your child will not be excluded from any of the Nursery activities, they may take place at a time your child is not at Nursery to avoid them feeling left out.

Applying Sun Protection - At Palm Tree Nursery we use the outdoor environment as much as possible and the children play outside regardless of the weather conditions. To protect your child from the effects of the sun we will offer shaded areas to play, encourage them to wear hats and will keep them indoors during extreme sun conditions. Sun protection is essential and wearing sun cream, lotion or block is an added factor to their protection. If you do not consent to the staff applying sun protection to your child, please be assured that no member of staff will apply any sun protection to your child. This will mean that you will be responsible for your child's sun protection. Staff will reserve the right to keep your child indoors or under reasonable shade during outdoor play time.

Emergency Treatment - Although every care is taken for your child's safety, it is possible they will sustain a few bumps/bruises whilst playing at Nursery. All members of staff are qualified in First Aid and any treatment necessary will be given and recorded on an incident form which we will ask you to sign when you collect your child and you will be given a copy. We do hope that they will never require any medical intervention and if they become ill, we will ask for them to be collected using the emergency numbers provided by you. It is therefore very important that the information you give us is kept up to date. If we felt emergency treatment was necessary, we would call for an Ambulance and inform you. A member of staff would accompany your child to hospital.

Consent Forms:

If you wish to consent please fill in the consent forms below and return to the Nursery, if you do not wish to consent to any please put a cross through each box.

Childs name:date of birth:

Permission to take Photograph images and Video of your child:

I give for permission for photographs/video to be taken of my child and used within the Nursery for:

*displays,

*Nursery web site, *assessments and *records, *newsletters, *prospectus, *promotional material, *training purposes and within the *media, *press (*delete any you do not wish to consent to). I understand the setting will seek my permission to include my child's name in any press / media coverage.

Parent / guardian signature:..... date:.....

Permission for pre-school staff to apply sun cream to your child:

I give permission for staff within the Nursery to apply sun protection in the form of cream and or lotion provided by myself in a named bottle.

Parent / guardian signature:..... date:.....

Permission to administer first aid treatment in the event of an emergency:

I give permission for qualified staff at Palm Tree Nursery to administer or seek first aid treatment for my child.

This includes administering plasters if needed. Also for a member of Staff to accompany your child to the A&E Dept. should an emergency arise, you will be informed of this immediately.

Parent / guardian signature:..... date:.....

Permission to leave the school premises with Nursery staff to visit the local environment:

I give permission for my child to leave the Nursery setting and visit the local environment

Parent / guardian signature: date:

Procedure for Settling Children into the Setting

1. It is of paramount importance to Palm Tree Nursery that all children in the setting should be treated with great care and consideration. A new child should feel comfortable, cared for and integrated into the life of the setting as quickly as possible.

Pre-visits: Two pre-visits are offered to parents and child. The intention of these visits is to allow each child to experience the nursery environment mixing with staff and peers before they start full time. Parents are able to see first-hand the child's response to the nursery setting. This also gives parents time to mix with staff sharing information about their child.

2. During the first two sessions the parents or carers have the option of:

- Staying with their child if they wish.
- Staying with their child for part of the time.
- Leaving the child for the whole time.

We can give advice on this if asked by parents or carers but it is our preference that parents/carers should do what, in their experience, is best for their child. We fully appreciate that this can be a difficult time for both adult and child.

3. It is our policy that, so far as is possible, sessions should run in the normal way when a parent or carer is present. The parent or carer should be able to see the regular pattern of what happens during the day, how the staff cope with anything unexpected and in particular they should be able to see the level of care received by all children in the setting.

4. When a child starts we are happy to receive telephone calls from parents or carers at all times. We fully understand that parents and carers are concerned about that child's welfare and are likely to feel upset at leaving him or her in someone else's care. We will aim to alleviate these fears but if a child is very upset it is our policy to tell the caller, thus giving the caller the option of calling again to see if there is still a problem.

5. If a child remains very upset it is the policy of this setting to call the parent or carer and discuss our concern. Children cannot play and learn successfully if they are anxious or unhappy. Our settling in procedure is aimed to help parents to help their child to feel comfortable in the setting, to benefit from what is on offer, and to be confident that their parents will return at the end of the session.

Key Worker System

We have a key worker system at the setting where each member of staff is allocated a particular number of children in order to provide support for any needs they may have and general interaction on a day-to-day basis.

What to wear at Palm Tree Nursery

While we take every care to protect your child's clothing whilst in the setting, there may be times when their clothes become wet or dirty during activities. We have painting aprons and waterproof aprons for the messy areas. Please do not send your child into Nursery with their best clothes on, older or **inexpensive clothing would be most suitable**. We encourage children to be independent, please ensure their clothing allows this, **velcro and buckle shoes** are a good idea, dungarees and belts may prevent them undressing for using the toilet quickly.

Please ensure your child is dressed appropriately for the weather conditions at different times of the year. We spend a lot of time outdoors so your child will always **need to have a coat** and in bad weather a hat, scarf and gloves. In summer we will only allow your child to play outdoors if they have a **sun hat** to protect them from sun damage. All clothing should have the child's **name on each article** of clothing. This is to ensure it can be returned to you if it is found in the setting or mistakenly taken home by another child.

Could we ask you to provide a **complete change of clothes** for your child to be left in the setting in a bag with their **name on**. This is to ensure we have clothes to suit your child if they need to be changed.

Parent / Guardian Contract

The following information is important for the wellbeing of your child and the efficient running of Palm Tree Nursery. Please read through, sign and return one of the copies to the setting manager. If you do not fully understand or agree with any section please speak to a member of staff who will be happy to go through it with you.

1. I agree to abide by the policies and procedures set by Palm Tree Nursery (copies of policies are available to view, please ask a member of staff if you require any copies).
2. I agree to allow the Nursery to store information and photographic and video evidence about my child. Any photos displayed will not display a child's name or personal details.
3. I agree to keep my child away from Nursery if they are ill, within the settings policies and procedures. Please ring the Nursery if you are unsure.
4. I agree to inform the Nursery of any change in circumstances and change of details to allow my child's information and records to be updated.
5. I agree to discuss any concerns I have about my child with the Nursery staff and management.
6. I agree to close all doors on the Nursery premises behind me to protect the other children within the Nursery premises.
7. I agree to provide a packed lunch for my child if they stay all day.
8. I agree to keep updated about the life of the Nursery, e.g. by reading newsletters and contributing to my child's learning journey and talking about progress with the nursery teacher(s).
9. I agree to make sure my child attends the Nursery on regularly, on time and dressed appropriately, informing Nursery if my child is ill.
10. I agree to support my child in developing the skills that they are learning in Nursery (reading, writing, phonics, number, etc).
11. I agree to encourage my child to value other people and respect their rights whatever their language, culture or religion.
12. I agree to drop and collect my child at agreed times, (please refer to AM/PM session start and end times located outside the Nursery office). In the event of the child being collected late there will be a charge of £5.00 for up to every fifteen minutes.
13. I agree that in the event of my child no longer attending the nursery, I will give one terms notice, if sufficient notice is not given there will be a charge of £300.00 payable to the nursery.
14. I agree that a parent/guardian must bring their child into nursery and sign them in on the daily register, also a parent/ guardian must sign their child out on the daily register before leaving nursery.
15. I agree and understand that children must have free access to the outdoors in all weather conditions. I agree and understand that if my child is well enough to attend nursery they are well enough to play out.

16. I agree and understand that children need to take reasonable risk throughout their play in order for them to develop their understanding of risk taking and safety.

17. I agree and understand that children within Palm Tree Nursery are expected to respect each other and the equipment and we ask families to support this. We will not accept any action that will cause physical harm to themselves or others. Please refer to the behaviour policy or ask a member of staff about our behaviour policy.

18. I agree to make childcare payments a month in advance on the first day or first week of the month whichever comes first.

19. I agree to give a month's notice for any change in session times or days.

I have read and understood the above information and agree to abide by it.

Child's name: Date of birth.....

Parent / guardian's name (printed):

Parent / guardian signature:date:

Manager/Deputy Manager Signature:date:

Child Protection

Is your child in Need or on a Child Protection Plan _____(yes/no).

Please sign this form and keep for your own records.

Parent / Guardian Contract

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4. I agree to inform the Nursery of any change in circumstances and change of details to allow my child's information and records to be updated.
5. I agree to discuss any concerns I have about my child with the Nursery staff and management.
6. I agree to close all doors on the Nursery premises behind me to protect the other children within the Nursery premises.
7. I agree to provide a healthy packed snack/lunch for my child.
8. I agree to keep updated about the life of the Nursery, e.g. by reading newsletters and contributing to my child's learning journey and talking about progress with the nursery teacher(s).
9. I agree to make sure my child attends the Nursery regularly, on time and dressed appropriately, informing Nursery if my child is ill.
10. I agree to support my child in developing the skills that they are learning in Nursery (reading, writing, phonics, number, etc).
11. I agree to encourage my child to value other people and respect their rights whatever their language, culture or religion.
12. I agree to drop and collect my child at agreed times, (please refer to AM/PM session start and end times located on the parents' notice board). In the event of the child being collected late there will be a charge of £5.00 for up to every ten minutes.
13. I agree that in the event of my child no longer attending the nursery, I will give one terms notice, if sufficient notice is not given there will be a charge of £300.00 payable to the nursery.
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Child's name: Date of birth.....

Parent / guardian's name (printed):

Parent / guardian signature:date:

Manager/Deputy Manager Signature:date:

Child protection

Is your child in Need or on a Child Protection Plan _____(yes/no).

Please sign this form and return to Palm Tree Nursery

Ideas for a Healthy Snack/Lunch Box

Suggestions from the food groups that you can include in snack boxes to help keep Palm Tree Nursery a healthy place to be. **Please do not include nuts** as some children may have extreme allergies within the Nursery. **Ensure grapes are cut in half to avoid choking.**

Choosing an item from each group will help to provide a balanced diet and help children towards the goal of five portions of fruit and vegetables a day. You also might like to include some of these ideas in your lunch box.

Cereals, breads and starches

- ❖ breads such as wholemeal, pitta, granary, tortilla wraps, bagels, or soft grain bread.
- ❖ whole-wheat muffins or muffins made with fresh fruit such as banana, dried fruit or cheese muffins,
- ❖ rice, noodle, couscous or pasta-based salads
- ❖ potato salad (use light salad dressing or mayonnaise with fat-free yoghurt)

Protein foods

- ❖ grilled chicken pieces (wings or drumsticks)
- ❖ fish: cooked flaked, tinned e.g. tuna
- ❖ beans, such as kidney beans or hummus
- ❖ boiled eggs

Milk and Dairy foods

- ❖ yoghurt (plain mixed with honey and fresh fruit, or ready-made flavoured)
- ❖ cottage cheese (try flavouring with piccalilli, mashed banana or avocado or dried fruit)
- ❖ cheeses (all types, use grated or cut into cubes)

Vegetables

- ❖ carrot or celery sticks, baby tomatoes, cucumber wedges, lettuce
- ❖ vegetable muffins (grated carrots and baby marrows can be added to a basic muffin mix).

Some vegetable soups can contain high levels of sugar and salt.

Here are some suggestions for sweet items and drinks. Be aware that some fruit yogurts, fromage frais and rice puddings can contain high levels of sugar, it is always a good idea to check the nutrition label.

Fruit

- ❖ fresh fruit e.g. apples, pears, oranges, plums, peaches, grapes (cut in half), lychees, mango, pineapple
- ❖ mashed banana (add lemon juice to prevent discolouration)
- ❖ dried fruit

Sweet treats

fruit yoghurt
fruit scone
whole wheat biscuits

fromage frais
fruit bun
piece of fruit cake

a pot of rice pudding
oat cakes

Drinks

Water	milk	fruit smoothie
yogurt drink	pure fruit juice	
homemade milk shakes (puree fruit with low-fat milk, add honey and/or vanilla flavouring)		

Sandwiches containing sweet fillings such as chocolate spread are not encouraged.
Healthy lunch/snack should not include crisps, chocolate, sweets, fizzy drinks etc. Children will not be given the above items to consume whilst on nursery premises.

Tip: If you want to introduce new food to your children it can often help if you involve them in snack/lunch box planning and/or shopping. If that still doesn't tempt them, you could reward them with stickers for trying new food.

Early Years Foundation Stage (EYFS)

In any nursery or childminding setting practitioners use the EYFS to help plan and assess the learning and development of your child.

What is the Early Years Foundation Stage?

The EYFS is based on 4 overarching principles which shape good practice in early years settings:—

- **A unique child** - Every child is a unique. They are consistently learning and can be resilient, capable, confident and self-assured.
- **Positive relationships** - Children learn to be strong and independent through positive relationships.
- **Enabling environments** - Children learn and develop well in environments where their experiences respond to their individual needs and there is a strong partnership between practitioners and yourself as a parent and/or carer.
- **Children learn and develop in different ways and at different rates** - The framework covers the education and care of your child within the early years setting, including children with additional needs.

So what does this mean for you and your child?

The EYFS supports practitioners to provide play experiences that enable your child to expand their knowledge and skills to support their individual learning and development in their early years. As practitioners we recognise your child's strengths and areas they may need additional support with. This support may come from within the nursery or from other professionals.

It is important for your child to feel safe and secure in their surroundings, this is aided by having a 'Key Person' within the setting who will get to know you and your child well and build a strong and interactive relationship with you both. Your child's key person is based in your child's unit and spends quality time with their key children as individuals and in their group. If your child's key person is unavailable other practitioners in the unit will be able to support you and your child as they will also have a good relationship with you both.

The activities and experiences that we provide for your child will underpin the skills they need to work towards the Early Learning Goals in the following 7 areas –

Prime Areas –

- Communication and language
- Physical Development
- Personal, social and emotional development

Specific Areas –

- Literacy
- Mathematics
- Understanding the World
- Expressive Art and Design

We recognise that learning and development are important from birth. The 7 areas within the EYFS are all of equal importance however for children under 3 years old the Prime areas are our focus. These 3 Prime areas support your child's initial skills and give them the basis to develop in the 4 Specific areas when in Pre School. Our staff are trained towards the highest qualifications in Early Years and use this knowledge and their experience to provide planned activities and projects. We extend your child's learning through these and your involvement is paramount to achieve this.

In partnership with parents we will use our observations to plan future activities and projects which relate to children's current interests, needs and the world around them. This will help develop their independence and life skills for their future.

Your child has an individual learning journey where we record observations, videos, photos and other information that is kept as an on-going record of their developmental journey. As a commitment to your child it is important that we regularly meet and discuss your child's progress and look towards their future next steps.

Wherever your child is being cared for, whether at Palm Tree Nursery or elsewhere, we will be following the same set of overarching principles within the EYFS framework.

If you have any further questions about early education or the Early Years Foundation Stage (EYFS) please talk to your child's key person who will be able to offer further information.

A guidance booklet has been produced supported by the Department for Education for parent/carer's to find out more about how your child is learning and developing during their first five years. To view and download the guide please visit:

www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf