

# The Lemon Tree Nursery School

Orchard Portman, Taunton, TA3 7BQ

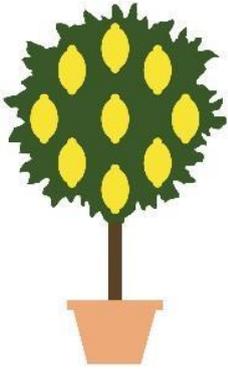
[www.lemontreenursery.co.uk](http://www.lemontreenursery.co.uk)

01823 251307



## Information for Parents and Carers

2021-2022



# Welcome to The Lemon Tree Nursery School

Dear Parents and Carers

The Lemon Tree Nursery School offers high quality educational play to meet the individual needs of children aged 1 - 5 years. We provide a happy, stimulating environment where children discover that learning is fun and where they can reach their full potential before moving on to school with confidence.

The nursery opened in 1991 and is set in 4 acres of gardens. There are four nursery areas containing library, music and creative areas in addition to extensive facilities for early learning through play. We encourage the children to explore all areas of the grounds and to try their hand at gardening. Staff take the early years curriculum outside at all times and combine learning with a healthy lifestyle whilst ensuring that we contribute to wonderful childhood memories.

French language is introduced informally through play and songs when the children are approximately two years old.

The Staff at the Lemon Tree Nursery School are well qualified and training is updated regularly. The overall ratio of children to staff is 5:1 and we are registered with Ofsted. We were recently rated as Outstanding by Ofsted.

Starting at a nursery is an exciting time for children and parents and we want to make this transition as smooth as possible. We arrange settling-in sessions for all children and we hope you will find them valuable. It is a wonderful opportunity to share information about the children so that we can provide both excellent care and learning activities which will inspire them. We would like to make sure that their time here is happy and enjoyable in every way.

So much has been discovered in recent years about how children learn and develop. The nursery provides a wonderful learning environment where the children can enjoy investigative play and build upon experiences previously gained at home. Each member of staff is committed to encouraging all children to work towards the 'Early Learning Goals' within the 'Early Years Foundation Stage Curriculum' produced by the Department of Education.

We will endeavour to ensure that your child will follow a stimulating and varied programme of learning, which he or she will find both exciting and enjoyable. An online record of children's individual progress is maintained throughout their time in the nursery and you will be invited to share information about their interests and hobbies so that we may jointly plan and shape their learning experiences.

We hope that this booklet covers most of the aspects of the nursery school day but if you have any queries whatsoever please do come and discuss them with your child's key person or with us.

We look forward to welcoming you and your child into our nursery.

With best wishes

A handwritten signature in cursive script, appearing to read 'Sarah Sutton', written in black ink.

Sarah Sutton

# The Staff at the Lemon Tree Nursery School

Lucinda Chant: BA Hons NVQ in Childcare & Education. Level 3

Meg Horsey: BA Hons Early Childhood Studies and EYPS

Emily Larcombe: Foundation Degree in Early Childhood Studies

Amelie Simpson: PGDE, Qualified teacher

James Haddell: PGCE Primary

Sally Newcombe: Qualified teacher

Samantha Tomlinson: BA Hons and EYPS

Sarah Sutton: Montessori Teacher Early Childhood Diploma.

Sophie Pitman: Diploma in Children and Young Persons' Workforces, Level 3

Sally Duder: Diploma in Pre-School Practice. Level 3

Alena Hulova: Montessori Teacher Early Childhood Diploma

Josie Crabtree: Montessori Teacher Early Childhood Diploma

Lianne Phillips: National Diploma in Childcare and Education. Level 3

Sarah Vernon: Montessori Teacher Early Childhood Diploma

**Registered Person:** Ian R Parker

**Manager:** Samantha Tomlinson

**Assistant Manager:** Lucinda Chant

**SENCO:** Samantha Tomlinson

# Lemon Tree Nursery School

## Staff Training Information

### 2021 – 2022

#### **Professional Development**

All Staff attend study days or training sessions on different aspects of Child Care and Pre-School Education and many more are planned for the coming year.

Staff have attended study days and lectures in the following subjects:

- Safeguarding and Welfare
- Transition
- Childhood Obesity
- Behavioural Management
- Health and Safety  
Risk Assessment
- Equal Opportunities and Equality Needs
- Special Needs Training
- English as an Additional Language
- Numeracy in Early Years Education
- Working in Partnership with Parents
- First Aid
- Food Hygiene
- Basic Skills in Forest School
- Legislation Changes
- 'Prevent' anti-radicalisation training
- Yoga for 2-12 year olds

## At the Lemon Tree Nursery School we aim to:

- ensure a smooth and welcoming transition for children and their families into the nursery
- support children as they progress through the Lemon Tree
- ensure that children are well-prepared and ready for school
- welcome children with additional needs and ensure they have every support to prepare them for school
- recognise and build upon early experiences already gained at home and at other early years settings.
- work in partnership with parents and carers in the education of their children.
- maintain high quality observation of children's development, particularly in the prime areas of personal and social development, communication and language and physical development which will also enable early identification of additional needs.
- create a safe, stimulating, secure and healthy environment in which children can play, explore, experiment, observe, discover, question and create, and see learning as a positive and enjoyable experience which is exciting, absorbing and rewarding.
- allow for children's individual development, socially, emotionally, intellectually and physically, to the maximum of their potential, preparing them for integration into mainstream school
- encourage care and consideration for each other.
- provide equality of opportunities for each child.
- work towards early language, reading, communication, number and scientific skills.
- help children develop concern for their immediate environment, and an awareness of the needs of other groups, races and religions.
- contribute towards each child leading a happy, healthy, positive and successful life.
- encourage children to work towards achieving the learning outcomes within the Early Years Foundation Stage Curriculum whilst meeting the requirements of the Statutory

Framework for the Early Years Foundation Stage (September 2021) and requirements of Ofsted

- Our aims can be achieved by Staff, Parents and Carers working together for the benefit of each child in our care.
- The Lemon Tree Nursery School operates a policy of equal opportunities and welcomes children from all racial, ethnic and cultural backgrounds.

# General Information

## Nursery Hours

Morning sessions: Monday to Thursday: 8.00am – 12.45pm

Friday: 8.00am to 12.45pm

Afternoon sessions: Monday to Thursday 12.45pm - 4.00pm

Full days: Monday to Thursday: 8.00am – 4.00pm

Flexible finishing times are from 4.00pm – 5.15pm Monday to Thursday. **(TEMPORARILY CANCELLED DUE TO COVID-19)**

Lemon Tree also offer children aged from 3 years Dance Club on Mondays and Yoga on Wednesdays from 4.00pm - 5.00pm at an additional cost. Places need to be booked and regular attendance is expected. **(TEMPORARILY CANCELLED DUE TO COVID-19)**

## Settling in

Settling-in sessions will be offered to families during the Autumn Term.

Children vary considerably when left in a new environment or when experiencing a change in their routine. Some children settle very quickly with no problems at all whilst others take a little time to adjust to their new setting. Do be positive about the fun they will have here and suggest they bring a favourite toy or book to show to the other children.

At the beginning of each session, children are encouraged to hang their coats on the pegs in the reception area and then go to their nursery room with their parents or carers. Please do take this opportunity to talk to the room staff, particularly if there is a problem which you or your child is worried about. Do stay with your child until you feel he or she has settled but if you have to leave quickly to travel to work or have an appointment to keep, we will understand. At the back of this brochure you will find a questionnaire entitled "Child's Entry Record" where you will be able to record some personal details about your child which will help us to settle them in.

Always tell your child when you are going and when you will return and please feel free to phone at any time during the day. We also will endeavour to contact you during your child's first few sessions to let you know how they are.

During the first few weeks of the new term, your child's key worker will make an appointment with you to discuss their development and interests. This will help us to plan appropriate activities for your child and create a pathway of learning which will be tailored to meet their needs and interests. The staff will also take the opportunity to show to you the Early Years Foundation Stage curriculum which is unique to children from 0-5yrs and which will continue through to the end of their reception year at school. We also encourage parents and carers to complete the online assessment on the Parent Portal to help us create a starting point.

## **Safety**

There is a comprehensive Safeguarding and Welfare Policy available for parents to read in the Nursery Policy Document folder on the My Nursery Child parent site. A copy of the policy can also be found on the Parents' Notice Board.

Parents are asked to always close the small gates behind them. The combination lock codes will be given to new parents and we do ask that these codes are never passed to other visitors. Please do not allow visitors who you do not recognise into the nursery but please do report their arrival to a member of staff. Thank you.

## **Social Networking sites**

Parents are asked not to place information about the nursery, staff or children and their families on social networking sites. Photographs of children and staff who attend the nursery should also not be placed on social networking sites.

Please do not take photographs of children at the nursery on mobile phones. Parents will be asked to read policies on taking photographs and use of mobile phones and asked to sign the consent forms if they agree to staff taking photographs of children for the developmental files.

## **Use of cameras**

Cameras may only be used at events such as parties and at the Nativity with consent.

## **Medicines and Care of Sick Children**

Children who suffer from long term illness e.g. asthma - should keep their medication in the nursery school, clearly marked with their name. These medicines will be stored safely. Parents must record the medicine in the Medicine Book together with the dose and when the drug should be administered, followed by the Parent's signature. Any changes of the administration of the drug must also be recorded and signed.

A record of the drug administration will be maintained and witnessed by two members of staff.

Parents with children diagnosed as asthmatic are asked to read 'The Asthma Policy'.

If the administration of prescribed medicines requires technical/medical knowledge, or if a child requires other treatment such as physiotherapy, then we will seek advice and training from qualified health professionals.

If your child becomes unwell at home and cannot come to nursery we would be grateful if you could let us know as soon as possible. Please also let us know if they have an infectious disease so that we can notify other parents, particularly pregnant mothers. This information will of course be treated confidentially. If your child becomes unwell during the day, parents and carers will be notified as soon as possible. Your child will be kept comfortable until you are able to come and collect him/her.

It is a requirement by Ofsted that we have contact numbers for each child. These are recorded on the registration form.

## **Food and Drink**

If your child comes to the Lemon Tree on a morning or a full day, they will require a packed lunch. Advice on packed lunches will be given on settling-in days. Recent research has identified the growing problem with obesity in young children. Lemon Tree staff have attended training and we would recommend the website [nutrition.org](http://nutrition.org) for information about nutrition and healthy portion sizes. Due to the potential risk of choking, we require grapes and cocktail sausages to be cut in half, length ways. Lemon Tree is a nut free nursery. Please could you label your child's lunch box and their drinks container. Thank you.

We will provide a mid-morning and mid-afternoon snack for children consisting mainly of fresh fruit/vegetables and oatcakes, breadsticks or biscuits. We try to provide as much

home grown or organic food as possible. These menus are displayed in each nursery room.

Fresh water is available throughout the day and milk is provided at snack times as an alternative.

## **Sun Cream**

The nursery staff apply sun-cream to children when the weather becomes warmer and parents are always notified of the brand we have chosen. Please let us know if you prefer sun cream not to be applied. Please provide a long-sleeved, loose cotton T-shirt to protect your child from the sun. Nursery will provide sun hats.

## **No Smoking**

There is a No Smoking Policy at the nursery both indoors and out.

## **Collecting your Child**

It is very important that we know who will be collecting your child from nursery. At the back of this information booklet you will find a Child's Entry Record where you will be able to record all the designated adults whom you choose to collect your child. If you wish to make any change to this collection routine please will you inform the Nursery School staff in advance. Only designated adults may collect your child.

The Nursery Policy for the collection of children may be found on the notice board and in the Policy manual which is kept in the office.

## **Progress Record**

A personal progress record is maintained for each child during their time at the Lemon Tree Nursery School. This will include observations on social skills, language and communication, numeracy and understanding of the world around them together with creativity and physical development. These records are kept on your child's profile page stored on the 'My Nursery Child' system. You will receive regular updates of your child's progress through a secure website page and by making appointments to talk with your child's key worker throughout the year. Any concerns which we may have regarding your child's development will always be shared with you. It is also very important to hear from parents about children's developing interests and hobbies at home. These moments can

be shared online via the Parents' Portal. All of this information helps us to plan a pathway of learning for your child which is full of fun.

## **Languages**

Children will be offered French from around the age of 2 years as part of our daily curriculum. This is delivered through a relaxed learning process absorbed through games and songs and we are continually amazed at how much children of this age learn in such a short space of time.

## **Library**

Every child is encouraged to choose a library book during each session at the Nursery School. A tote bag is provided to help keep the books in good condition but if it were lost we would really appreciate it being replaced. **(LIBRARY SERVICE TEMPORARILY SUSPENDED)**

## **Yoga**

A short yoga session is introduced to children in Pippins and Robins and is offered to children in the Orchard as part of relaxation and physical development.

## **Labelling and things to bring**

A pair of Wellington boots (with name labelled) to keep at nursery throughout the year together with a waterproof jacket or coat appropriate for the changeable weather conditions. Waterproof dungarees are supplied by the Nursery.

A small nappy changing bag will be needed if necessary and it would be lovely if you could supply a change of clothes. Please remember to return items of clothing which may have been supplied by the nursery.

Younger children are also very welcome to bring a special toy or comforter on each visit.

## **One-Way Traffic System and Safety**

A one-way traffic system operates within the Old Rectory grounds. Please drive very slowly and observe the one-way system at all times.

The main gates will be shut at 9.15am and 1.15pm following the start of morning and afternoon sessions. Should you arrive after these times we would be grateful if you would kindly shut the gates as you leave. Would you also ensure that you always shut the doors and small gates, which surround the play areas.

## **Birth Certificate**

A copy of your child's birth certificate and a completed Child Registration Form (included with your forms) will be required when they start at Lemon Tree. This is a government requirement and is needed as part of the registration process and for application for the Early Years Education Funding (Early Years Entitlement) for which all children are eligible from the term after their third birthday.

## **Pre Nursery Care and The Extended Day Service (TEMPORARILY SUSPENDED DUE TO COVID-19)**

Although the Nursery day begins at 8.00am it is possible to arrange for your child to start at an earlier time. For further details, please contact Samantha Tomlinson. If you are suddenly unable to collect your child at 4.00 pm or would like to pre-book an extended day, designated staff remain on the premises until 5.15 pm and will be able to care for your child until that time.

|  |                   |                                    |
|--|-------------------|------------------------------------|
| The costs are as follows:                | 4.00-4.30pm ..... | £4.00                              |
|  | 4.00-5.00pm.....  | £7.00                              |
|  | 4.00-5.15pm.....  | £8.50                              |
|  | 4.00-5.15pm.....  | £10.00                             |
|  | 5.15-6.00pm.....  | £25.00 (late child collection fee) |
| Early morning care from 7.40-8.00am..... |                   | £3.00                              |



Dear Parent at The Lemon Tree Nursery School

This letter introduces MY NURSERY CHILD – pioneering new software that helps pre schools and nursery schools to deliver the best possible educational experience for young children. The software, developed in collaboration with nurseries across England, has been adopted by The Lemon Tree Nursery.

MY NURSERY CHILD comprises two parts: (1) an iPad based wireless system for teachers to use on a daily basis in the classroom, and (2) a secure website that parents can access any time from any web connected computer. (No part of the system is used directly by the children.)

The teachers' MY NURSERY CHILD system runs on Apple iPads, which as I'm sure you know are tablet computers with Internet connection and built in cameras. You may have already seen teachers carrying these iPads in the classroom. When teachers observe a child doing an activity, their notes and a photo are recorded via the iPad. All the teachers then review their collective observations to ensure that each child's development is properly supported in accordance with the Government's 'Early Years Foundation Stage' curriculum. The system follows your child's progress and helps teachers to plan what activities to offer next.

The parents' MY NURSERY CHILD website will be updated regularly with these same observation notes and photos. You will enjoy seeing your child's self directed development as recorded by the teachers in words and pictures. (Passwords ensure that no other parent can see information about your child.) The site also keeps you up to date with the class topics currently under study and suggests ideas for things you can do at home to support your child's learning at school. The website has notices posted for parents by the teachers and lots of other useful information, plus a simple online form that you can use to write a note to the school on any non- urgent matter.

The MY NURSERY CHILD system is secure and fully encrypted. The teachers' and iPads' identities are checked every time they log in. No unauthorised person will see your child's data.

Thank you for reading this, and we look forward to welcoming you to MY NURSERY CHILD.

Lucy Morrison

My Nursery Child

# **Lemon Tree Nursery School Term Dates**

**2021 – 2022**

**Autumn Term:** 6<sup>th</sup> Sept – 17<sup>th</sup> Dec 2021

**Half Term:** 23<sup>rd</sup> Oct – 31<sup>st</sup> Oct 2021

**Spring Term:** 4<sup>th</sup> Jan – 8<sup>th</sup> April 2022

**Half Term:** 19<sup>th</sup> Feb – 27<sup>th</sup> Feb 2022

**Summer Term:** 25<sup>th</sup> April – 26<sup>th</sup> July 2022

**Half Term:** 28<sup>th</sup> May – 5<sup>th</sup> June 2022

**The nursery will be closed during Bank Holidays**

# Fees

The fees for the school year 2021 - 2022 are:

| Session   | Cost   |
|-----------|--------|
| Full day  | £48.00 |
| Morning   | £30.00 |
| Afternoon | £21.00 |

Fees are published on sessional basis and are made up of the costs of education and all care. The sessional fee includes any additional costs, for example, break-time snacks, drinks, sun cream, cookery ingredients and outdoor clothing.

Fees are published at rates covering morning and afternoon sessions, and all day.

Fee are calculated by taking a basic hourly rate which is equivalent to the hourly rate presently paid by way of Early Years Entitlement (*EYE*) (*currently £4.23 per hour*) with an additional sum to cover the additional costs referred to above.

At present, these work out at approximately £1.77 per hour.

The Lemon Tree Nursery School is registered to accept EYE for all children in the term following their third birthday.

Children are entitled to 15 hours (*"funded hours"*) of free education each week and up to 8 hours may be claimed per day until 15 hours are used.

The maximum number of EYE hours that can be claimed are 570 hours over the year.

The maximum number of hours which can be claimed each term depends on the length of that term but the total of 570 hours cannot be exceeded.

In order to register for EYE parents are required to complete a Child Registration Form and provide a copy of their child's birth certificate. The registration form will be provided by the nursery and these documents must be provided to the nursery within two weeks of the child's commencement at the nursery.

The nursery is also registered to accept the extended entitlement (*"30-hour funding"*). This entitles parents to access up to a further 15 hours per week of free childcare up to an additional annual total of 570 hours.

In order to claim these extended hours, parents must apply through the HMRC Child are Service via [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk) .

Once registered, parents will receive an eleven-digit eligibility code which must be provided to the nursery.

Parents will be asked to complete a consent form confirming that they consent to share their National Insurance Number and eligibility code with the nursery so that the eligibility code can be verified.

Parents will not become eligible immediately to extended hours funding once they receive an eligibility code. Instead, they will have to wait for the beginning of the next funding period (*term*) to claim the extended hours funding.

For all claims for EYE and extended hours, parents must sign each term a Parent Declaration Form (*which will be provided by the nursery*) and a new form must be signed whenever a child's hours change.

Parents are required to reconfirm their eligibility for Extended Hours Funding every three months. If they do not reconfirm they will not be able to claim for the next funding period.

HMRC will provide reminders directly to parents when reconfirmation is required. If parents no longer qualify for Extended Hours Funding, the nursery is informed of a "grace period" end date. If parents are still not eligible after the grace period end date they will only be able to claim EYE.

It is the responsibility of parents to ensure that they comply with all of the above requirements in relation to both EYE and Extended Hours Funding. If they fail to do so, and the nursery is unable to claim for funded hours, parents will be liable for the full fees payable.

The nursery is also eligible to receive funding for two-year olds which is available for some children in the term after their second birthday. Please visit the Somerset County Council website to check the criteria for eligibility.

### Two Year Funding

Parents will need to provide their child's birth certificate together with a letter from the Somerset County Council confirming eligibility.

Without this documentation, two-year funding cannot be claimed and parents will be invoiced in full for sessions booked.

Parents are entitled to access their Early Years Entitlement by claiming only for the free hours. This may mean that their child needs to leave the nursery part-way through a session or may not be able to access some of the additional facilities provided.

If you wish to access the Early Years / Extended Hour's entitlement only then alternative arrangements may be made in relation to additional facilities.

Please contact the manager, Samantha Tomlinson who will be happy to discuss these with you.

Our administration fee of £100.00 is also not payable if parents only intend to access their free entitlement.

Fee invoices are issued at the beginning of each term and may be paid in full on receipt or by monthly instalments.

Accepted methods of payment are; cash, cheque or direct bank transfer. The nursery also accepts payment by Childcare Vouchers or Tax-Free Childcare. Only electronic vouchers can be accepted.

A Late Payment charge of £20.00 may be raised when the sum due is not paid within the month or months to which it relates.

If you find that you are experiencing difficulty meeting the fees as they fall due, we would encourage you to discuss the issues with the Manager, Samantha Tomlinson. In most cases an arrangement can be agreed.

In the unlikely event that fees remain unpaid, we reserve the right to recover them by legal action.

If parents are entitled to EYE or Extended Hours entitlement, this is clearly shown on the invoice by the deduction of the number of hours claimed.

We ask parents to provide six weeks' written notice to either cancel or vary the terms of their contract. If a parent removes a child from the nursery without notice the nursery is entitled to claim up to four weeks EYE after the termination date. The nursery will confirm any agreed variation to termination of contract in writing.

Full fees are charged for any child who is absent or unable to attend the nursery. However, in cases of illness, the nursery will wherever possible allow the child to make up the time on an alternative day or days. This is of course dependent on the availability of space within the nursery.

If the nursery is closed due to staff illness or absence, no fees will be payable but full fees are chargeable in all other circumstances. Further information is set out in our contract document.

The nursery does not open on Bank or Statutory Holidays and no fees are charged for those days.

There are no Inset Days at the nursery school.

The nursery reserves the right to terminate a child's contract for non-payment of fees or other reasons such as a parent's unacceptable behaviour, in which case, four weeks' written notice will be given.

The nursery reviews fees in May of each year for the following academic year beginning in September and fees may be increased to cover increased costs and overheads.

Parents will be notified of any proposed fee increase as soon as possible and, in any event, not later than the end of the summer term.

Parents are deemed to agree any fee increase but, if any parents have concerns they should speak to the Manager, Sarah Sutton, as soon as possible.

# Policies

The Lemon Tree Nursery School has developed written policies to cover all major aspects of the Nursery School. A schedule of all the written policies is kept in the office and they are available for inspection at any time. There follows however a brief summary of the school policies in certain key areas:

## **Admissions Policy and Procedure**

The Nursery admits children from Taunton and the surrounding area and we are registered to accept children between the ages of 1–5 years. Parents are invited to visit the nursery at any time by appointment. Induction sessions are arranged for all children and their parents and carers in the term before they are due to start.

These sessions will enable children and parents to meet their Key Person or teacher when they can discuss the needs of their child. They are invaluable in helping children to settle into the nursery.

We never have, and have no intention in the future of, discriminating against any child on the grounds of sex, race, religion colour or creed. The Equality Act 2010 lays down a legal obligation for us to consider those designated disabled or disadvantaged, using, as far as possible, the same criteria as for all other children. We will in their case however carry out an additional review of their individual circumstances and requirements, and then assess our ability to meet those needs. This is necessary to fulfil our prime objective, a standard of care that ensures the welfare of all the children, all of the time.

## **Special Educational Needs and Disabilities (in brief)**

The Lemon Tree Nursery complies with the Revised Code of Practice on the identification and assessment of children with special educational needs and disabilities together with the requirements of the grant. Samantha Tomlinson is the Special Educational Needs Co-ordinator required by the policy (SENCO).

The Nursery welcomes children with special educational needs and disabilities and has a strong history of working with outside agencies. If necessary, we will liaise with all those involved with a child's care including our area Special Educational Needs Coordinator, Paediatricians, Health Visitors, Physiotherapists, Psychologists, Speech Therapists and Portage workers. Parents are very closely involved in this process and we welcome all professional groups to visit the children and talk with their Key workers to plan how best to support the children.

The nursery contributes to Education, Health and Care plans and School Entry Plans whenever necessary.

The driveway and double doors allow easy access for wheelchairs into the nursery which is all on one level.

In the unlikely event you have any complaint about the S.E.N.D provision for your child or about Special Needs generally please speak to Ian Parker or Sarah Sutton. The Principal will investigate and hopefully resolve the matter to your satisfaction.

## **How to make a complaint**

### Complaints Policy

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes.

To help maintain a high quality service for all our parents, carers and children, we need to know how you feel about the way we look after you.

Listening to your views and ideas will help us in our aim to offer the highest possible quality care and education. If you were concerned or unhappy about the nursery school we would like you to tell us so that we can then try to make sure that your specific needs are met.

Please do talk to your child's key worker. If the matter cannot be satisfactorily resolved at this stage, any complaint should be addressed to the Manager, Sarah Sutton. Complaints will be dealt with promptly and the complainant will be notified of the outcome of the complaint within 14 days. A record of all complaints and actions will be maintained and shared with the individual parent and Ofsted on request. There is also a complaints/suggestion box, which is kept by the front door and which is checked daily. If you feel that your complaint is unresolved then the matter may be taken up with Ofsted at the following address:

Ofsted, Piccadilly Gate, Store Street, Manchester. M1 2WD  
Tel 0300 123 1231 enquiries@ofsted.gov.uk

## Common childhood illnesses

If your child is ill, it's likely to be due to one of a few minor health conditions. Whether you send your child to nursery will depend on how severe you think the illness is. Use this guidance to help you make that judgment. Remember: if you're concerned about your child's health, consult a health professional.

### **Cough and cold**

A child with a minor cough or cold may attend nursery. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay away from nursery, visit the GP and return to nursery 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether your child should stay away from nursery.

### **Raised temperature**

If your child has a raised temperature, they should not attend nursery. They can return 24 hours after they start to feel better.

### **Rash**

Skin rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions should not attend nursery. If your child has a rash, check with your GP or practice nurse before sending them to nursery.

### **Headache**

A child with a minor headache doesn't usually need to be kept away from nursery. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child at home and consult your GP.

### **Vomiting and diarrhoea**

Children with diarrhoea and/or vomiting should definitely be kept away from nursery until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, but if symptoms persist, consult your GP.

### **Sore throat**

A sore throat alone doesn't have to keep a child from nursery, but if it's accompanied by a raised temperature, your child should stay at home.

### **Chickenpox**

If your child has chickenpox, keep them away from nursery until all their spots have crusted over.

### **Headlice**

Head lice have been an ongoing problem for many years and can affect anyone. Outbreaks in schools are extremely common. We are aware that head lice can be a persistent problem in many Pre-School settings. This policy outlines how we address the problem. Our aim is to deal with head lice within the setting in a sympathetic, yet effective way.

### **Prevention and treatment of head lice**

- Head lice can be treated by the application of head lice shampoo, lotion or ordinary hair conditioner followed by thorough combing with a nit comb.
- Head lice can be treated and prevented by following a regular routine of washing, conditioning and nit combing the hair every four days for a period of four weeks, and thereafter conditioning and nit combing after every shampoo.
- Head lice can be deterred by adding a few drops of tea tree oil to the final rinse when washing hair.

### **Policy**

- Children and staff with long hair are encouraged to tie their hair back
- Children will not be excluded from attending Nursery if they have head lice, except in exceptional circumstances e.g. where a child has head lice for longer than three weeks
- Any child attending the nursery with head lice must wear their hair up at all times.
- Parents/carers will be encouraged to inform staff if their child has head lice
- Staff will display a notice informing parents/carers when cases of head lice have been reported
- Staff will provide parents/carers with information about how to treat and prevent infections of head lice
- Staff are not permitted to check children's hair for lice as it is classed as a child protection issue.
- It is the responsibility of the parent/carer to check their child's hair on a regular basis for head lice

### **Conjunctivitis** also known as "Pink Eye"

Treatment isn't usually needed for conjunctivitis, because the symptoms often clear up within a couple of weeks. If treatment is needed, the type of treatment will depend on the cause. In severe cases, antibiotic eye drops can be used to clear the infection. Irritant conjunctivitis will clear up as soon as whatever is causing it is removed. Allergic conjunctivitis can usually be treated with anti-allergy medications such as antihistamines. If possible, you should avoid the substance that triggered the allergy.

Public Health England (PHE) advises that you don't need to stay away from work or nursery if you or your child has conjunctivitis, unless you (or they) are feeling particularly unwell.

If we are notified of a case of conjunctivitis extra vigilance is taken, particularly with regard to regular hand washing throughout the day and the cleanliness of toys, and this action should bring the epidemic to the end. If there are a number of conjunctivitis cases at our nursery, you may be advised to keep your child away until their infection has cleared up.

Further information on childhood common conditions is available on [www.NHS.uk](http://www.NHS.uk)

# The Curriculum for the Early Years Foundation Stage of Learning

The curriculum for the Early Years Foundation Stage is unique to children from birth to the end of their reception year. There are seven areas of learning and development that shape educational programmes in early years settings. All areas of learning and development are important and interconnected. The prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

The prime areas are a particular focus for the youngest children but are continued throughout a child's time at the Lemon Tree.

They are:

Communication and Language

Physical Development

Personal, Social and Emotional Development

The Specific areas are:

Literacy

Mathematics

Understanding the World

Expressive arts and Design

We will also support children in these four specific areas, through which the three prime areas are strengthened and applied.

As children approach the end of the Early Years Foundation Stage, some will have exceeded the targets whilst others may still be working towards some or all of the goals. Children whose achievements exceed the learning goals will be provided with opportunities, which will extend their knowledge.

At the Lemon Tree the staff are working hard to provide inspirational and challenging learning opportunities for your children whilst they work towards the goals. We are creating an environment where your children can, for example, make huge headway in mathematics through outdoor play. Most high quality experiences should cover all the learning areas and it is our aim to create these experiences in as healthy and safe environment as possible.

To help us plan an effective programme of play and learning for children we spend time with parents and children discussing their interests and development. This takes place on settling-in sessions, the open morning when we invite new children and their families to 'come and play' and throughout their time here. If a child spends time in more than one pre-school setting, with parent's permission, we contact the other group or groups to share information about children's play and development. This also helps us in effective curriculum planning.

# Early Years Foundation Stage Curriculum (age 0-5years)

## Goals for children to achieve by the end of the Reception Year

### Communication and Language

#### **ELG: Listening, Attention and Understanding**

Children at the expected level of development will: - Listen attentively and respond to what they hear with relevant questions, comments and actions when being read to and during whole class discussions and small group interactions; - Make comments about what they have heard and ask questions to clarify their understanding; - Hold conversation when engaged in back-and-forth exchanges with their teacher and peers.

#### **ELG: Speaking**

Children at the expected level of development will: - Participate in small group, class and one-to-one discussions, offering their own ideas, using recently introduced vocabulary; - Offer explanations for why things might happen, making use of recently introduced vocabulary from stories, non-fiction, rhymes and poems when appropriate; - Express their ideas and feelings about their experiences using full sentences, including use of past, present and future tenses and making use of conjunctions, with modelling and support from their teacher.

### Personal, Social and Emotional Development

#### **ELG: Self-Regulation**

Children at the expected level of development will: - Show an understanding of their own feelings and those of others, and begin to regulate their behaviour accordingly; - Set and work towards simple goals, being able to wait for what they want and control their immediate impulses when appropriate; - Give focused attention to what the teacher says, responding appropriately even when engaged in activity, and show an ability to follow instructions involving several ideas or actions

#### **ELG: Managing Self**

Children at the expected level of development will: - Be confident to try new activities and show independence, resilience and perseverance in the face of challenge; - Explain the reasons for rules, know right from wrong and try to behave accordingly; - Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.

#### **ELG: Building Relationships**

Children at the expected level of development will: - Work and play cooperatively and take turns with others; - Form positive attachments to adults and friendships with peers; - Show sensitivity to their own and to others' needs

## Physical Development

### ELG: Gross Motor Skills

Children at the expected level of development will: - Negotiate space and obstacles safely, with consideration for themselves and others; - Demonstrate strength, balance and coordination when playing; - Move energetically, such as running, jumping, dancing, hopping, skipping and climbing.

### ELG: Fine Motor Skills

Children at the expected level of development will: - Hold a pencil effectively in preparation for fluent writing – using the tripod grip in almost all cases; - Use a range of small tools, including scissors, paint brushes and cutlery; - Begin to show accuracy and care when drawing.

## Literacy

### ELG: Comprehension

Children at the expected level of development will: - Demonstrate understanding of what has been read to them by retelling stories and narratives using their own words and recently introduced vocabulary; - Anticipate – where appropriate – key events in stories; - Use and understand recently introduced vocabulary during discussions about stories, non-fiction, rhymes and poems and during role-play.

### ELG: Word Reading

Children at the expected level of development will: - Say a sound for each letter in the alphabet and at least 10 digraphs; - Read words consistent with their phonic knowledge by sound-blending; - Read aloud simple sentences and books that are consistent with their phonic knowledge, including some common exception words.

### ELG: Writing

Children at the expected level of development will: - Write recognisable letters, most of which are correctly formed; - Spell words by identifying sounds in them and representing the sounds with a letter or letters; - Write simple phrases and sentences that can be read by others

## Mathematics

### ELG: Number

Children at the expected level of development will: - Have a deep understanding of number to 10, including the composition of each number; - Subitise (recognise quantities without counting) up to 5; - Automatically recall (without reference to rhymes, counting or other aids) number bonds up to 5 (including subtraction facts) and some number bonds to 10, including double facts.

### ELG: Numerical Patterns

Children at the expected level of development will: - Verbally count beyond 20, recognising the pattern of the counting system; - Compare quantities up to 10 in different contexts, recognising when one quantity is greater than, less than or the same as the other quantity; - Explore and represent patterns within numbers up to 10, including evens and odds, double facts and how quantities can be distributed equally.

## **Understanding the World**

### **ELG: Past and Present**

Children at the expected level of development will: - Talk about the lives of the people around them and their roles in society; - Know some similarities and differences between things in the past and now, drawing on their experiences and what has been read in class; - Understand the past through settings, characters and events encountered in books read in class and storytelling.

### **ELG: People, Culture and Communities**

Children at the expected level of development will: - Describe their immediate environment using knowledge from observation, discussion, stories, non-fiction texts and maps; - Know some similarities and differences between different religious and cultural communities in this country, drawing on their experiences and what has been read in class; - Explain some similarities and differences between life in this country and life in other countries, drawing on knowledge from stories, non-fiction texts and – when appropriate – maps.

### **ELG: The Natural World**

Children at the expected level of development will: - Explore the natural world around them, making observations and drawing pictures of animals and plants; - Know some similarities and differences between the natural world around them and contrasting environments, drawing on their experiences and what has been read in class; - Understand some important processes and changes in the natural world around them, including the seasons and changing states of matter.

## **Expressive Arts and Design**

### **ELG: Creating with Materials**

Children at the expected level of development will: - Safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function; - Share their creations, explaining the process they have used; - Make use of props and materials when role playing characters in narratives and stories.

### **ELG: Being Imaginative and Expressive**

Children at the expected level of development will: - Invent, adapt and recount narratives and stories with peers and their teacher; - Sing a range of well-known nursery rhymes and songs; Perform songs, rhymes, poems and stories with others, and – when appropriate – try to move in time with music.

# The Lemon Tree Nursery School 'A Typical Day'

8.00am: Children start to arrive and there is an opportunity for staff to meet with parents and carers. Free Play

9.00am: Circle time.-A time to talk about the day, personal interests and build social skills.

9.15am: Activities to promote creativity, knowledge and understanding of the world, social and physical skills. If the weather is appropriate these activities will also take place outside.

9.30am: Preparation for drink and biscuit with fresh fruit. A café system is in operation for the older children.

9.45am: Outside play. Lots of time for fun and exploration of large and small apparatus, balancing beams, ride-on toys, gardening and nature walks, running games and hide and seek.

11.40am: Preparation for lunch which will be outside whenever possible. Story/poetry in small groups or singing, playing musical instruments and a chat about the events of the morning.

12.45pm: End of morning session. Meet parents and exchange news.

1.00pm: Outside play. Nature walks, activities and play to promote numeracy, language and literacy and all other early learning goals. Cutting, sticking, writing, model making, drawing, tracing, board games, sand/water, woodwork, etc. All take place outside if weather permits.

2.30pm: Afternoon snack outside whenever possible.

2.45pm: Activity and Art time, including jigsaws, sequencing games, sand and water play, small world toys, construction, role-play, variety of art materials all of which will promote early mathematical and language skills. French for fun in the Orchard.

3.45pm: Singing and percussion and then children prepare to go home. Story- time

Finishing time by 4.00pm.



## The Lemon Tree Nursery School

The Old Rectory, Orchard Portman, Taunton, Somerset, TA3 7BQ

[info@lemontreenursery.co.uk](mailto:info@lemontreenursery.co.uk)

Tel. 01823 251307

### Application Form

Name of child .....

Date of Birth ..... Year of entry .....

Address .....

Post code .....

Email address .....

Name of parents .....

Tel No. mobile ..... Home .....

The school is open from Monday - Thursday from 8.00am - 4 pm and on a Friday from 8.00am - 12.45.

There is an after schools' care service until 5.15pm on Monday - Thursday.

Please state the times you would like your son/daughter to attend the nursery.

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

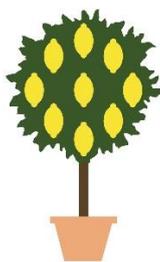
Signature of Parent/Guardian .....

Date .....

**There is an administration fee of £100**

Made payable to Lemon Tree Nursery

BACS payments: sort code 60-80-06 Account No. 59990945 reference: your surname.



The Lemon Tree Nursery School  
The Old Rectory, Orchard Portman, Taunton, Somerset, TA3 7BQ  
[info@lemontreenursery.co.uk](mailto:info@lemontreenursery.co.uk)  
Tel. 01823 251307  
Ofsted Registration Number: EY494576

## Registration Form

Name of Child ..... Male/Female  
Date of Birth ..... Religion .....  
Address .....  
Post code .....  
Term of Entry ..... Leaving date .....

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Name of Mother..... Father .....  
Address(if different from above) .....  
Postcode .....  
Email address 1.....  
2.....

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Telephone No. Home ..... Work .....  
Home ..... Work .....  
Mobile Mother ..... Father .....  
Emergency contact 1..... Name .....  
Emergency contact 2..... Name .....  
Emergency contact 3..... Name .....



## The Lemon Tree Nursery School Medical Information

Name of Child .....  
Date of Birth .....  
Family doctor details .....  
Surgery Address .....  
.....  
Phone No. ....

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Please state which immunisations your child has had  
.....

Does your child suffer from any medical condition?  
.....  
.....

Does your child have any allergies?  
.....  
.....

Does your child have any special dietary requirements?  
.....  
.....

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In the event of your child's temperature rising above **37.4c** during the nursery day, do we have your permission to give a stated dose of Calpol\*? .....  
(Please remember, your child **must not** attend Nursery if they have been given Calpol\* at home before their nursery session that day. See Medicine and Sickness Policy)

Do you give us permission to apply suncream? .....  
(We use Nivea suncream SPF factor 30 unless you supply your own)

I/We hereby consent to prescribed medication and/or emergency medical treatment being given to my/our Child (Sign) .....

Parent/Guardian signature ..... Date .....

\* Or other branded paracetamol based suspension.



**The Lemon Tree Nursery School**  
**Terms of Contract between Parent and Nursery**  
Registered with Ofsted: Registration number EY494576

Name of Child .....

Name of Parents/Guardian .....

Name and Signature of adult with responsibility for payment  
.....

Date of commencement of attendance .....

Sessions booked and confirmed

|           |                  |                  |
|-----------|------------------|------------------|
| MONDAY    | 8.00am - 12.45pm | 12.45pm - 4.00pm |
| TUESDAY   | 8.00am - 12.45pm | 12.45pm - 4.00pm |
| WEDNESDAY | 8.00am - 12.45pm | 12.45pm - 4.00pm |
| THURSDAY  | 8.00am - 12.45pm | 12.45pm - 4.00pm |
| FRIDAY    | 8.00am - 12.45pm |                  |

Fees payable :                   £30.00 per morning  
  £21.00 per afternoon  
  £48.00 per full day (excluding lunch)

Payment may be made monthly or termly and must be paid within the first two weeks of the month.  
Late payment charge if payment is not received during month to which it relates:   £20

Charges for absence;

Due to child or parent illness:           Full fee

Due to staff illness:                       No fee

Charges will still be payable in the event the nursery is required to close to protect your child from infectious disease and due to inclement conditions. Whilst the Nursery School cannot undertake the care of sick children, facilities are available where a child may rest until collected by a named adult.

We require six weeks notice to terminate or vary this contract. Early Years Entitlement will continue for 4 working weeks from the date of cancellation.

The nursery will provide drinks, snack-time food, sun cream, painting overalls, cookery aprons/ingredients, waterproofs, sun hats a shoe bag. Parents/Guardians will provide cold lunch for their child.

I agree the above information is accurate and that I will pay nursery fees at the rates agreed. I understand that the rates will be reviewed annually. I have been given a copy of the fees policy.

Signature of Parent/Guardian.....Date .....

Signed for and on behalf of The Lemon Tree Nursery School .....



**The Lemon Tree Nursery School**  
**Terms of Contract between Parent and Nursery**  
 Registered with Ofsted: Registration number EY494576

Name of Child .....

Name of Parents/Guardian .....

Name and Signature of adult with responsibility for payment  
 .....

Date of commencement of attendance .....

Sessions booked and confirmed

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Signature of Parent/Guardian.....Date .....

Signed for and on behalf of The Lemon Tree Nursery School .....



The Lemon Tree Nursery School  
Child Entry Record

Child's name.....

DoB.....

Designated person/s to collect your child and their relationship to your child

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

Do you call your child by any other name?

.....

Name of sibling

.....  
.....

Will your child be attending any other nursery or child-minder whilst at Lemon-Tree?

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

What is your child's favourite book or toy?

.....  
.....

Does your child have a comforter?

.....

Do you have any pets?

.....

Is there anything you would especially like us to know about your child?  
(Please record medical information on the medical form.) Thank you

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

Signed .....

Date.....

Print name.....



## The Lemon Tree Nursery School

'My Nursery Child' is a secure online portal where you will be able to access records of your child's progress and development and interact with the nursery staff. It will also contain news and information relevant to Early Years childcare.

Please complete and return this form so we can set up your access to the portal.

Parent's names .....

Child's name .....

Email address .....

Mobile phone number .....

Signed .....

Please print name .....

Date .....