

The Lemon Tree Nursery School

Orchard Portman, Taunton, TA3 7BQ

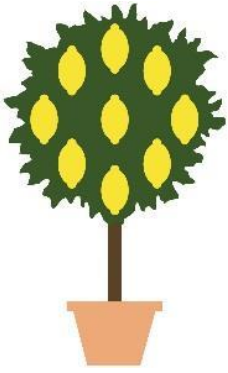
www.lemontreenursery.co.uk

01823 251307



Information for Parents and Carers

2025-2026



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 4:1 and we are registered with Ofsted. We are 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 kind regards

Sarah Parker

The Staff at the Lemon Tree Nursery School

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

Amélie Simpson: PGDE, Qualified teacher

James Haddell: PGCE Primary

Sally Newcombe: PGCE, Qualified teacher

Samantha Tomlinson: BA Hons and EYPS

Sarah Parker: 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

Helen Rainey: Montessori Teacher Early Childhood Diploma

Charlotte Wyatt: BA Hons NVQ in Childcare & Education. Level 3

Gemma Banton: PGCE Early Years Education

David Bidgood: Music teacher

Gemma Chatwood: Early Years Professional

Annabel Kumeta: PGCE Primary

Registered Person: Ian Parker

Manager: Sarah Parker

Assistant Manager: Lucinda Chant

SENCO: Amélie Simpson, Sarah Parker

Designated Safeguarding Lead: Sarah Parker

Deputy Safeguarding Lead: Alena Hulova

Lemon Tree Nursery School

Staff Training Information

2025 – 2026

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 Level 3
- 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
- Meditation for children
- Mental Health and Wellbeing
- Two Year Progress Check
- Sensory Processing
- PANCo
- Emotional well-being on Early Years

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 (January 2024) 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

After Schools is available from 4.00pm – 5.00pm Monday to Thursday, to be pre-booked on a termly basis of £8.00 per hour session.

The Lemon Tree also offers Robin and The Orchard children Yoga on Thursdays from 4.00pm - 5.00pm at an additional cost of £8.00. Places need to be booked and regular attendance is expected.

Settling in

Settling-in sessions will be offered to families during the second half of the Summer term. A Summer fete is also held during the Summer 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 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 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.

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 together with the dose and when the drug should be administered, followed by the Parent's signature, with a member of staff on the Portal. 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 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 and sesame 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, wholemeal bread or biscuits. We try to provide as much home grown or organic food as possible.

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 to supply your own sun-cream. 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.

In accordance with the Early Years Foundation Stage a written report of a child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development; Physical Development; and Communication and Language Development when the child is aged between 24-36 months will be given to the parents and carers. This is a two year progress check and is prepared in collaboration with the parents and carers and is an opportunity to identify the child's strengths and any areas where the child's progress is less than expected or a concern a child might have a development delay (which may indicate SEND). The report will describe activities and strategies the nursery intends to adopt to address any issues or concerns. Our two year check policy is available on the parent portal.

Languages

Children will be offered French and Spanish from around the age of 2 years as part of our daily extra 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 the week 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.

Yoga

A short yoga session is introduced to children in Little Willows 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, winter and summer hats 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.

After School Club - 4.00pm to 5.00pm

This runs from 4.00pm to 5.00pm at a cost of £8.00 per session. The after school club needs to be booked for the term and the amount will be invoiced termly.



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

2025 – 2026

Autumn Term: 1st Sept – 19th Dec 2025

Half Term: 25th Oct – 2nd Nov 2025

Spring Term: 5th Jan – 2nd April 2026

Half Term: 14th Feb – 22nd Feb 2026

Summer Term: 20th April – 17th July 2026

Half Term: 23rd May – 31st May 2026

The nursery will be closed during Bank Holidays

Fees

The fees for the school year 2025 - 2026 are:

	Under 2	2 year olds	3 year olds
Full day	£70.50	£69.00	£59.00
Morning (4.75 hours)	£41.00	£41.00	£35.00

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 as well as extra-curricular activities. Full details are set out in the additional charges information sheet which forms part of this booklet.

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

Fee are calculated by taking a basic hourly rate which is linked to the hourly rate presently paid by way of Early Years childcare funding with an additional sum to cover the additional costs referred to above.

At present, these work out at approximately £1.50 per hour.

The Lemon Tree Nursery School is registered to accept funding for all children aged 9 months and over.

Children over 9 months are entitled to up to 30 hours ("*funded hours*") of free education each week and up to 8 hours may be claimed per day until 30 hours are used.

The maximum number of hours that can be claimed are 1140 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 1140 hours cannot be exceeded.

In order to register for funding 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.

In order to claim these extended hours, parents must apply through the HMRC Child Care Service via www.childcarechoices.co.uk .

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

All parents claiming funding 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 funding, 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 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 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 basic entitlement.

It is the responsibility of parents to ensure that they comply with all of the above requirements in relation to 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.

Two Year Funding

The nursery is also eligible to receive funding for two-year olds from low income families not eligible for Working Family funding 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.

<http://www.somerset.gov.uk/childrens-services/early-years-for-families/funding-for-2-year-olds/>

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 / Working Parents Entitlement only then alternative arrangements may be made in relation to additional facilities. This may involve your child having to move rooms temporarily during the day to maintain correct child/staffing ratios.

Please contact the manager, Sarah Parker who will be happy to discuss this with you.

Our administration fee of £250.00 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. (<https://www.childcarechoices.gov.uk/>) 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, Sarah Parker. In most case 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 funding, 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 funding 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 attending 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 the Spring of each year for the following year commencing 1st April and fees may be subject to interim increases 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 Spring term.

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

By signing your nursery contract you agree to our fees policy and our stated charges.

Lemon Tree Nursery School – Additional Charges Information

The Lemon Tree Nursery School offers an unrivalled experience for young children. Our days are semi-structured, but many of our daily extra-curricular activities are only loosely planned, and will depend on external factors such as weather, seasons, and other opportunities that present themselves to us such as visiting professionals, flora and fauna availability etc.

Most if not all the activities listed below as “core” will be accessed once or twice a week if not daily. The activities listed as “additional” may be accessed when appropriate, but are not guaranteed. What we do promise is an exceptional learning experience for all of our children.

Because our activities are not strictly planned into daily sessions it is necessary for our parents to either opt in or opt out on a termly basis. The cost of all the varied extra-curricular activities, both core and additional, is averaged out into two overall charges, one for the activities themselves and the other to cover the cost of consumables used during these activities.

Core extra-curricular activities

Yoga
Forest School
Music teacher
French and Spanish
Mindfulness

Additional extra-curricular activities

Christmas/Summer parties for leavers
Leavers T-shirt
Leavers Christmas present
Mother's Day presents
Christmas presents for family
Food tasting
Festivals
Birthday cards
Cooking
Easter gift
External visitors, eg travelling museum, theatre company
Science experiments
Growth experiments eg butterflies, tadpoles, ducklings
Healthy eating lunch
Settling in sessions (new parents)

The nursery also provides the following clothing/equipment for each child:

Colour co-ordinated hats (summer/winter, three types of each)
Waterproofs and mittens
Book tote bag
Boot bag

We also provide consumables as follows:

Morning and afternoon snacks

Suncream

Oatmilk

Wipes

Nappies (occasional)

Nappy sacks

Calpol

Our charges (on an annualised basis) are:

Provision of clothing/equipment:	£1.00 per day
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Provision of consumables:	£1.00 per day
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Core extra-curricular activities:	£5.00 per day
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Additional extra-curricular activities:	£6.00 per day
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This makes a total overall daily charge of	£13.00 per day
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Friday morning charge (Pro-rated):	£7.50 per day
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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. Amelie Simpson 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 and we use the graduated approach to support 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 Parker. 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 Parker. 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

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 at the settling-in session, 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' need

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.

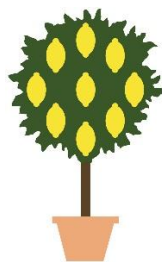
1.00pm: Outside play. Nature walks, activities and play to promote numeracy, language and literacy and all other early learning goals. Cutting, sticking, writing, model making, drawing, tracing, board games, sand/water, woodwork, etc. All take place outside if weather permits.

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

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 5.00pm on Monday - Thursday.

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

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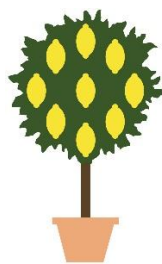
Signature of Parent/Guardian

Date

There is an administration fee of £250

Made payable to Lemon Tree Nursery

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



The Lemon Tree Nursery School
The Old Rectory, Orchard Portman, Taunton, Somerset, TA3 7BQ
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

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

Telephone No. Home Work
Home Work
Mobile Parent Parent
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.

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?
.....
.....

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 M&S Sensitive SPF factor 50 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 (please tick relevant boxes below)

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 :

	Under 2	2 year olds	3 year olds
Full day	£70.50	£69.00	£59.00
Morning (4.75 hours)	£41.00	£41.00	£35.00

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 Funding 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 and book bag. Parents/Guardians will provide 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

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Signature of Parent/GuardianDate

Signed for and on behalf of The Lemon Tree Nursery School



The Lemon Tree Nursery All About Me

Child's given name: _____ DoB _____

Do you call your child by any other name? _____

Designated person/people to collect your child and their relationship to your child:

Name and age of sibling(s):

Any other special person/people in your child's life?

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

What is your child's favourite book? _____

Their favourite toy? _____

What is your child's favourite game(s) to play? _____

Does your child have a comforter? _____

Does your child nap? If so, when? How do they fall asleep? (i.e. with music, with a cuddle, etc.)

Do you have any pets? _____

What food does your child particularly enjoy?

Is there any food your child dislikes?

Does your child use any unique words to name everyday items or actions?

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

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