

Welcome

Stepping Stones Day Nursery & Pre School was established in January 1997 and is owned by Mrs Clare Acton who qualified as a Nursery Nurse in 1989. Since then she has had over twenty years experience in the early years sector and continues to keep her training up to date. In 2010 Clare achieved her foundation degree in early years and in 2011 achieved her BA in early childhood studies, finally in January 2013 Clare achieved Early Years Professional Status. Clare is supported by a very high standard of qualified and experienced staff, that is able to look after sixty four children and babies per day. Our staff ratio conforms to Ofsted standards at all times.

The nursery is conveniently situated between the town centre and the industrial units with easy access for both pedestrians and car users with private car parking facilities to enable easy drop offs. The nursery accommodation has been carefully planned, using cheerful colours and simple layouts to make the most timid child feel at home. It is spacious, airy and full of natural light, comprising of five play rooms, two outside areas and a self contained baby unit which are fully equipped to provide ample opportunity for learning and development in all seven areas of the learning outcomes.

- Personal, social and emotional development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design development



The babies and children in our care will from an early age have properly structured days, which include stories and music sessions. Through a variety of resources, adult and child led activities; children will be introduced to skills and concepts which will form the basis for later learning.

To ensure that we meet the children's interests and needs we welcome parents and their partnership into our setting. Parents are free to go into any of the playrooms at any time, perhaps when collecting your child he or she may want to show you a painting on the wall or something else of interest; do not hesitate to go and have a look.

Stepping Stones Day Nursery is open fifty weeks of the year, Monday to Friday from 7.45 a.m. to 6.00 p.m. The setting insists that all children should attend the setting at least two sessions a week to ensure consistency for the children in our care. Once children reach the term after they are three we offer the flexibility of attending term time only.



Our Aims

Stepping Stones operates an Equal Opportunities and S.E.N. Policy. Children will be admitted space permitting on a first come first serve basis, regardless of family status, disability, cultural or ethnic origin and beliefs.

The aim of our Day Nursery is to provide a happy, caring safe and secure environment which will enable the children in our care to thrive and be stimulated through their surroundings, activities and resources. With our warm and positive atmosphere, your child will be encouraged to learn through play.

We are aware that children are individuals and each possesses their own particular route to learning and so it is up to us as practitioners to identify that journey and explore all avenues, to encourage the child to extend their learning. We should be aware of the child's personal, social and emotional requirements and we must never lose sight that the child's learning has already started in their own home and will continue after nursery hours. Therefore to be completely successful we need to have a partnership with parents, enabling the sharing of information and ideas.

This ethos is supported by the Early Years Foundation Stage which believes that; **'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and aged five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide a foundation children need to make the most of their abilities and talents as they grow up.'**

(EYFS (2012)DfE)

The Early Years Foundation Stage

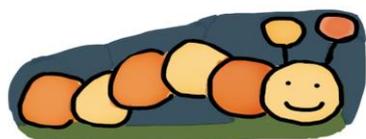
The Early Years Foundation Stage sets the standard that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. It is the aim of Stepping Stones Day Nursery to endeavour to meet these standards at all times through constantly reflecting and reviewing our practices, policies and procedures to ensure that the child's wellbeing is met at all times.

The Team

Stepping Stones Day Nursery is divided into three groups;



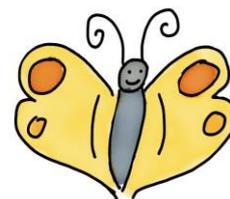
The Bumble Bee group – this section works with babies and children aged from four months to two years. It is a self contained unit that can take up to 10 babies per day. They work on a one: three ratio.



The Caterpillar group – takes children from the ages of two, depending on their readiness.

They work within the ratio of one: four.

The Butterfly group – This is our transition group, whose next move is on to their new school.



The Butterfly group work within a one: eight ratios.

Our staff

Our staff, hold various qualifications ranging from level four to level two, all team leaders hold a level three qualification or above and many of our staff have worked with children for many years. Developing young children's learning is complex and demanding, we recognise that children do learn by example and so it is paramount that the adults have an enthusiastic and positive approach with sound morals. We take great care when recruiting new practitioners to look for qualities of understanding, sensitivity and patience and we are as much concerned with a candidates general potential as with their academic qualifications important though these are.

Our main aim is to make the nursery a happy place, somewhere for the children to have fun and enjoy this early experience away from home. To help make this adjustment successful we attempt to keep all practitioners working within the same age group. We also operate a key worker system, giving the children and parent's a familiar person to relate to. Each child is encouraged to progress at his or her own pace following their own interests and needs, whilst integrating with the group as a whole. The children are not forced beyond their capabilities, but sufficient stimulus is provided for them to draw on.

The Environment

In the Entrance Hall you will find individual pegs for each child, each peg will hold a holdall with which your child's creations will be placed. We politely ask that the bag remains within the setting but that you remove the artwork regularly. Babies and two year olds who need nappy changes throughout the day will have individual pegs in the allocated nappy changing areas. Also in the entrance hall you will find several notice boards that provide information about your child's day including daily activities and the weekly menu. We also have a screen that shows photographs of children partaking in activities within the last week, please take the time to look as it will be a talking point for you and your child.



The Bumble Bee Group



The Bumble Bee unit is a self contained within the nursery consisting of a milk kitchen, sleep room and nappy changing /

toilet facility. The Bumble Bee unit caters for up to 9 babies with three practitioners. This enables strong relationships to be formed encouraging secure attachments in a safe and enabling environment that promotes autonomy through the baby's own unique needs and interests. The play room is divided



into different areas to allow for quiet time, imaginative play, physical activities as well as encouraging babies and young children to engage in art and messy play. The unit boasts of a comprehensive range of equipment to stimulate and encourage development needs in all areas, through

careful observations, assessment and planning. Story, music and dancing sessions are also undertaken as part of the daily routine. In addition to this babies also have access to the outside gardens twice a day and where possible they are taken for walks in the local

community. Building relationships with parents is key to our success. We know how important it is to keep as much as possible to the routines that babies have at home, as to their sleep, feeding patterns, comforts, likes and dislikes as well as anything else you may feel is an



important aspect for your child. Through the Key worker and our 'mother ducking' system we will endeavour to ensure that we provide the best care for you and your child.



Consistency is the major theme within the nursery. Outdoor and indoor spaces share features that are reassuringly predictable for children, while retaining the flexibility to be stimulating and responsive to children's learning.

With continual use of rooms children are able to become more involved and



engaged in activities that can last over a period of days rather than minutes and this therefore further extends their learning through play experiences that are revisited or refreshed to meet their needs and interests.

This higher engagement leads to a calmer environment. Free flow play

enables children to return to their original investigations, allowing them to remember what they have learnt after a longer period of time because the learning is much more of a deeper level.

Whether in the Caterpillar Room or the Butterfly Room all children will be able to participate in all of the areas listed below. Each child will be offered age appropriate toys according to their own unique development allowing them to learn and develop at their own rate.

We have art craft and messy areas. It is here that children experiment and explore with paint, glue, crayons, pens, pastels, chalks, sand, water, rice, flour, play dough, corn flour, cooking, and the list continues!

There will be a different craft activity from day to day, children have the opportunity for adult led activities where knowledge and understanding of the world comes into play and also child led activities where they can take the learning objective and interpret it in their own way. The



graphics table is always available encouraging children to mark make in all areas of their play.

The Quiet area is used for communication, language and literacy. This is where children are encouraged to look at books independently choosing from our vast range of factual and fiction books. Have the opportunity to use various writing equipment in order to make meanings to marks and the opportunity to explore technology through the use of the computer.

The Interactive area We have a wide selection of puzzles, small construction, science such as; nature, how it works, magnets to further encourage problem solving, fine motor skills and cognitive development. In addition to this children often work in small groups engaging in a range of games and activities to promote personal, social and emotional development.

The Role Play area contains our home corner which is changed regularly to support and meet children's interests. Through imaginative play children will



imitate life experiences and act them out to help them make sense of the world around them. Children will also have the opportunity to explore the world through small world play such as farms, jungles, dinosaurs, cars, trains, castles and dolls houses to name but a few.

The Construction area is self explanatory and is a place where children learn to explore and build with different construction toys that enable them to make arrangements with shapes and to consider quantity, space and size in order to construct models with purpose.

The Garden is a fully enclosed playground which incorporates a wooden castle / fort and undercover areas for imaginative play, the floor is decorated in a bright colourful design that incorporates a road area for bikes and cars.



The children also grow seasonal vegetables allowing children to understand where food comes from and to encourage healthy eating.

The outside areas is an extension of the inside and therefore is used in all weathers and incorporates all areas of learning not just the physical.

Group Times; during our play sessions we always incorporate a story time, and a circle time or a music session which can range from singing, dancing, news circle, games, musical instruments, and so on.....

This is just very small snapshot of what the nursery setting offers, every day is different we plan to children's individual needs and interests. For more information please ask about how we plan for children in our care.

SOME QUESTIONS AND ANSWERS

Q. Do we have to provide anything?

A. All the materials for Arts and Crafts are provided as well as the morning and afternoon snacks and drinks for children over the age of twelve months. But parents will need to provide nappies etc. for children that are not yet toilet trained and feeds for their children who are under twelve months of age.

Q. Are the children given anything to eat?

A. Yes. Mid morning all children have a drink, biscuit and freshly chopped fruit. Afternoon snacks and lunches are based on a three week menu, which are displayed on the notice board. Lunches include a hot dish, served with vegetables and a pudding. All of the food is prepared and cooked freshly each day. We serve a thick home made soup once a week this is very popular. The children would be very surprised to know how many vegetables they are eating this way. Mid morning and afternoon teas are all provided **free of charge**. If your child stays for lunch an additional charge will be made. Please see fee list. Alternatively you can provide a pack lunch.

Q. Do you allow the children to bring their own toys?

A. We do not actively encourage it, for things get broken or lost. We cannot be responsible for items coming into the nursery this way. Of course comforts of teddies, blankets etc. are another matter and may help a child feel more secure.

Q. How do you maintain discipline?

A. Very easy in fact. The children are never smacked or threatened but a certain degree of self discipline is encouraged. Discipline is more than correcting undesirable behaviour. It means helping a child to develop in a healthy way, mentally, emotionally and physically. Other children's activities should not be interfered with, or spoiled. Children accept the few rules that are necessary quite

happily, especially if they are told the reason for the rule.

Q. Is it all right to drop my child off early to a session?

A. We operate a flexible start time in fifteen minute intervals, this can be on a regular or casual basis, but to insure we have the correct level of staff to ratio of children we would appreciate prior warning.

Q. May I pay the nursery fees in instalments?

A. As stated on the fee list, fees are due and payable at the beginning of each month. We have to insist the fees are paid promptly because it is necessary to plan ahead. Other payment methods can be considered by prior arrangement. If after four weeks the account is still unpaid, the place is automatically forfeited and offered to another child.

Q. If my child is off ill, do we get recompense?

A. It is not possible to compensate for every day lost through illness, but there are sometimes exceptional circumstances which call for some consideration on our part, and we would offer additional sessions depending on space being available.

Q. What should the children wear?

A. Anything that is warm and comfortable. We provide aprons and overalls for any Art work and messy play, but inevitably paint and paste do get in to the oddest places. Treat the nursery as a child's workshop and dress them accordingly. Please send the children with a coat and Wellington boots in winter, even if you do not need it in the car. It would be a shame to miss playtime outside because it was too cold to go out without a top coat. Likewise in the summer please provide sunhats and sun cream. Staff would be grateful if you could label items of clothing that are taken off and hung on your pegs, also boots and gloves; very often these items all look identical in colour and size and a name inside avoids such a lot of distress when things are mislaid. All children will have a peg with their names on in the entrance for their possessions.

Q. Do you teach them to read?

A. No. Children leave us to go to a variety of schools, and it would be unwise to start one scheme and then find the school used another. We do however do as much as we possibly can to encourage pre-reading and pre-writing skills.

We welcome visits from any prospective parents by appointment

or existing parents during the Nursery Day. We appreciate that this is only an overview of the nursery, if you wish to contact us or receive any further information such as our policies and procedures which are available from :~ www.ssdn.info before enrolling please write or telephone and we will be delighted to answer any questions or queries you may have.

Complaints Procedures

Stepping Stones aims to provide the highest quality care and education for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play. We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes.

Making concerns known

A parent who is uneasy about any aspect of the Nursery's provision should first of all talk over any worries and anxieties with the group leader or manager.

If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the owner of the nursery. Both parents and the owner should have a friend or partner present if required and an agreed written record of the discussion should be made.

In line with Ofsted's guidelines we have made a concerns form available at the front entrance please feel free to use this form for any concerns you may have all information received will be treated in confidence and dealt with as per Ofsted's guidelines.

Should a parent or carer feel that the complaint is of such a nature that it cannot be discussed direct with Stepping Stones? There is a confidential Ofsted number to call 0845 6014772 when calling you may state our reference number 106229 and they will deal with your complaint in confidence.



Stepping Stones Day Nursery

83 North Road, Okehampton, Devon, EX20 1BD

Telephone 01837 55111



DRIVEWAY AND PARKING

ALL ROOMS HAVE AMPLE NATURAL LIGHT & VENTILATION

Fire Exit to
Main Car
Park

Stairs Up
/ Down



Butterflies Loft

Quiet Area

Book Corner
and TTC

Butterflies
Group
Activities

Caterpillars Group Activities

Caterpillars

Quiet Area

Book Corner
and TTC

Disabled
Toilet

Caterpillars Toilet x 3
& Changing Areas

Butterflies Toilets x 3 & Changing Areas

Butterflies Arts and Crafts,
Messy Play, Painting,
Including Lunch Area

Butterflies Construction

Bumble
Bee
Sleep
Room

Staff Room

Butterflies Hats and Coats Entrance Corridor

Bumble Bee Main Area

Caterpillars Arts and Crafts
Messy Play, Painting,
Including Lunch Area

Office

Bumble
Bees
Milk
Kitchen

Stairs
Up /
Down



Main
Kitchen

Door
Free
Flow to
Outside



Covered
Outside
area

Covered Main
Entrance and
Access to the
Outside Play
Areas

New Door Free Flow to Outside Play Area



Full copies of our Welcome pack & Current Ofsted report Including our full policies and procedures are available from :~ www.ssdn.info

Hard copies for those without internet access available for collection when viewing.

Help with your childcare costs DID YOU KNOW

Tax Credits

Child Tax Credit is available to any family (which includes lone parents) with at least one child under 16 (or 19 if in full time education). Higher rates of benefit are available for children under the age of one or for children with disabilities. Unlike the old credits, Child Tax Credit is paid direct to the main carer (in practice, usually the mother), who does not have to be in work.

Child Tax Credit consists of a family element and a separate element for each child. The amount depends on how many children there are in the household and how much parents jointly earn. The child element is targeted at the lowest earning households but the family element is available even for relatively high earning families, although at a lower rate.

Working Tax Credit is available to anyone in work, whether or not they have children. It does, however, include an element designed to cover a substantial proportion of eligible childcare costs. The benefit is reduced as household incomes rise. Enquires regarding Tax Credits should be made through the Inland Revenue.

Employer Voucher Schemes.

Currently you can choose to have part of your salary paid in by Employer Childcare Vouchers. You do not pay Tax or National Insurance on this portion of your salary and you could save up to £1600 per year.

If your employer does not operate such a scheme ask at nursery about the various vouchers we currently accept and encourage your employer to enrol

Other help

There is also a range of additional government help for lone parents or for students. The Job Centre is one place to enquire for additional suggestions and local contact numbers.

Devon County Council have further information on their DISC web site www.devon.gov.uk/disc

You may be entitled to 2gether funding you can apply online at



www.devon.gov.uk/disc-2gether

Stepping Stones Day Nursery and Preschool is the trading name of
Stepping Stones Day Nursery (SW) Ltd

