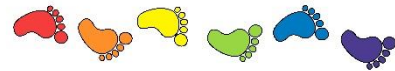


footprints@netherton



Pre-School



footprints@childcare

First Steps
ENTERPRISE LIMITED

Nursery Information Pack

For Parent and Carers



**'Children are at the heart of all that
we do'**

Welcome

As an established provider of high-quality childcare professionals, at First Steps Enterprise your children's needs always come first.

'They are at the heart of all we do'

Our Mission

With children at the centre of our practice, we will create a world where **family, security, well-being, self-esteem** and **self-regulation** are at the core.

With dedicated care and support from our experienced practitioners, who share our values and beliefs of improving children's outcomes, we will provide children with rich experiences and opportunities to support them to build their skills in the world around them by establishing **meaningful relationships, encouraging strong values and beliefs**, having a sense of **community**, building **resilience** and having the **confidence and independence** to take small risks.

We aim to provide children with the **foundations and skills** required to flourish in the world around them, to be kind and considerate citizens, to establish themselves in the arts, scientific and mathematical theories, countries and cultures, ethical and environmental issues, research and contribute to answering those Big Questions!

The Management team and staff at First Steps Enterprise promote opportunities for care and learning for children and families through their practice and behaviour which are underpinned by the following values:

Respect - for ourselves, for one another and in the wider community.

Honesty and consideration

Equality - across race, culture, gender, religion, language and special educational needs or disability.

Life-long learning and development

Co-operation - One team - collaborating seamlessly with parents, other professionals, schools, and nurseries.

Resilience, quality, and standards - we have the highest expectations of ourselves and our partners as well as the children.

Responsive and reflective - we seek the views of children and families to ensure that the services we offer meet the needs of children and families.

Wellbeing - we prioritise the health, safety and wellbeing of children, families, and staff.



Sarah Mercer - First Steps Deputy Manager

Ann Howarth - First Steps Administrator

Ian Merrison - First Steps Managing Director

Jennifer Merrison - First Steps Director

Claire Powell - Learning and Skills Co-ordinator (Not pictured)

Meet Your Nursery Team



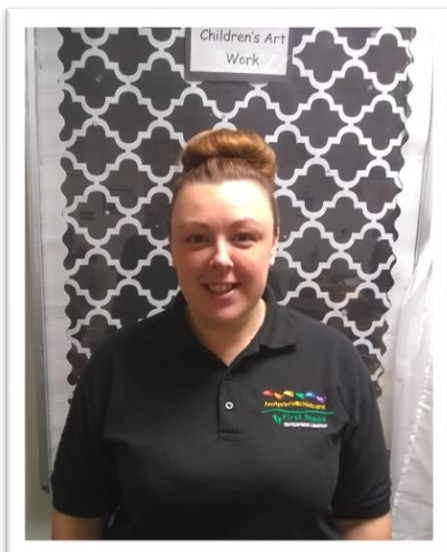
Jackie Murray
Nursery Manager
Rainforest 1
Designated
Safeguarding Officer
SENCO
Paediatric First Aider

Jackie is the manager of footprints@netherton nursery and is the senior EYFS lead.

Jackie ensures that the nursery meets all of the Safeguarding, Welfare and Learning and Development requirements of the Early Years Foundation Stage.

Jackie is the nursery Special Educational Needs Coordinating Officer and will ensure that everything is in place to support any child that requires additional help and support in nursery.

As Safeguarding Officer, Jackie will manage safeguarding and the reporting of concerns in nursery as well as liaising with Children's Social Care and partner agencies.



Lyndsey Gibson

Lyndsey is the nursery deputy and is the EYFS and room lead in our Rainforest 1 toddler room.

In most cases, Lyndsey will be your first point of contact when your special little one starts on their journey with us and will work closely with families to help and support children to settle in.



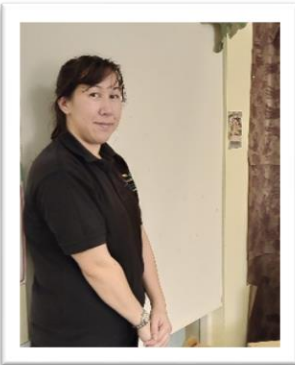
Karen Dowling
L3 Nursery
Practitioner
Rainforest 1
Parent Champion
Paediatric First
Aider

Karen is the nursery's Parent Champion and is a source of help and support for families. Karen will share information to help promote children's health and wellbeing such as Health Lifestyles, Oral Hygiene.

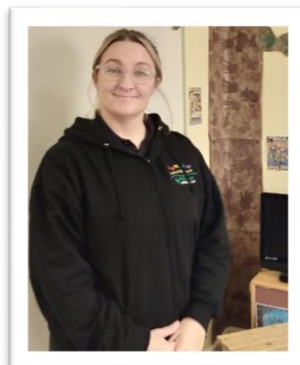
Michelle is the nursery's Language Champion and has specialist training to help support, coordinate and provide interventions to support children's language development.



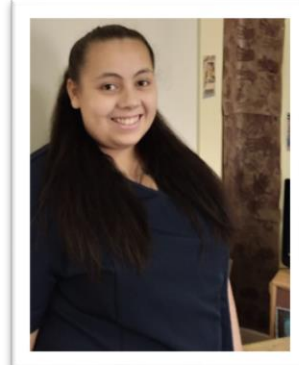
Michelle Billows
L3 Nursery
Practitioner
Rainforest 1
Language
Champion
Paediatric First
Aider



Shelley Boswell
L3 Nursery
Practitioner
Rainforest 2
Paediatric First
Aider



Julie Harper
L3 Nursery
Practitioner



Lasharna Browne
Nursery
Assistant



Phil Hall
Lunch Time
Assistant

Safeguarding children

footprints@childcare is committed to providing a caring, nurturing, friendly and safe environment for all our children so they can learn and develop in a relaxed and secure atmosphere. We believe every child should be able to participate in all Nursery activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by First Steps Enterprise Ltd. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Nursery policies are in place to ensure that there is a consistent approach to practices throughout the Nursery and that they are adhered to by all staff, students and volunteers. Adults have a tremendous impact on young children and, adults at *footprints@childcare* adhere to a Safeguarding Policy which is available for you to read upon request.

If you have a safeguarding concern about a child in our nursery, please contact the setting designated safeguarding officer on 07852 647 962 in the first instance, followed by the company designated safeguarding officer on 0151 665 0160, alternatively contact children's social care on 0151 934 4481/4013.

Our setting is involved with Operation Encompass which means we work closely with Police and Sefton Council to be alerted to an incident of domestic violence in a child's home to ensure that the children are provided with additional support and comfort.

Settling in and Key Persons

All of our staff have a wealth of experience working with children aged 0-5 and most are parents themselves. If you have any questions or concerns, then please feel free to approach us at any time to help. You and your child will be allocated a key person. This person has responsibility for developing a trusting and caring relationship with you and your child.

It is important that children feel they 'belong', and their key person will ensure new children are settled into the group as quickly and easily as possible. Parents are asked to visit with their child prior to children starting Nursery to a welcome session or short visit. This helps to build up their child's confidence in this new environment supported by you. ** due to the Covid-19 pandemic, some restrictions may apply.*

Children need to feel they have someone they can rely on, and their key person will take a special interest in them, ensuring they are happy and enjoying their Nursery experience. Your child's key person will ensure your child is developing a range of new skills and is settled and happy. They will share information with you, about your child's achievements, on a regular basis and care for their personal needs. You can keep in touch with the activities your child is taking part in by liking our Facebook page:

 [footprints netherton.](#)

Our Nursery Rooms



Rainforest 1 - Pre-School Room

Our rising 3's will continue their next steps of learning in our pre-school room, which offers a slightly more structured approach to learning to fully prepare the children for school reception.

The Pre-School room is set up to deliver the 7 areas of learning and the children's day will be filled with creative, imaginative and focussed play experiences, some of which are child initiated, others are adult led.

Children are encouraged to be involved in activities such as pencil control, letter and number recognition and formation, sequencing and conceptual skills as well as developing their listening and attention skills and small group phonics work. We also recognise the importance of children's independence by encouraging them to choose their own activities, tidy up equipment, wash their hands and dress themselves during play. Their efforts are valued and praised.



Rainforest 2 - Toddler Room

Our homely toddler room offers a safe environment where children can interact with others and build positive relationships. Children will have the opportunity to learn through play, at their own pace. This is the room of excitement and lots of hands-on experiences. Children will learn through rich experiences in their play and interactions with adults and peers. Children will learn at their own pace and stage of development and adults will ensure that learning is fully embedded before moving on to their next milestones. We recognise that learning is not linear and that children do not all follow the same patterns at the same time.

Our home, small world and creative areas provide a good basis to practice language and communication skills and provide plenty of opportunities for learning social skills through interactive play.

There is also provision for our tired toddlers to sleep, where day beds are provided for sleep times appropriate to each child's needs.

Outdoor Play

Our outdoor environment is well utilised as an extension of our classroom and offers ample space for children to run and let off steam. Children are able to use their imagination in our mud kitchen and learn about life cycles in the animal and natural world around them. We provide exciting opportunities for children to develop their gross physical skills using balance equipment, bikes, trikes, climbing equipment and more...

Typical Session

A typical day for your child will always involve **free play** where all activities can be freely chosen and accessed by the children. **Group time** where children gather together on the carpet for their daily welcome, songs and rhymes. **Adult-led activities** which have been carefully planned to enhance the children's learning and develop new skills. **Outdoor play**, *footprints@childcare* actively promote health and wellbeing and encourage all children to enjoy time spent outdoors (all weathers). **Snack time**, all children, even the fussiest of eaters will be encouraged to sit together to enjoy a snack and a drink during their session. This promotes good social interactions between the children and practitioners.

Curriculum

Our Curriculum is based on 3 interconnecting worlds: **My world, The world around me and The world beyond.**

Our highly trained staff will use these worlds as a starting point for engaging children in learning across all seven areas of learning as outlined in the Statutory Framework for the Early Years Foundation Stage.

We acknowledge that communication and language is key to children's executive function and ability to self-regulate. This will remain our top-level focus.

We will use Development Matters 2021 non-statutory guidance to help plan and support a broad curriculum across all 7 areas of learning:

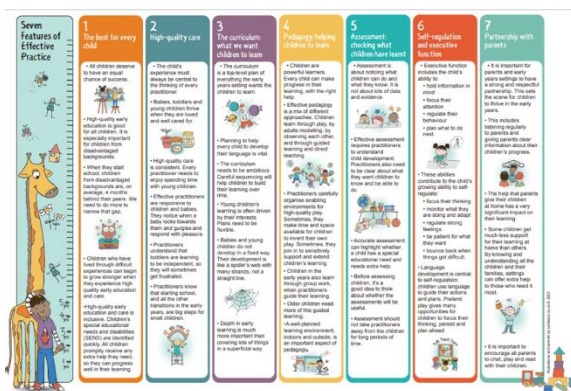
Prime Areas of Learning

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development

Specific Areas of Learning

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

We will have regard for the 7 features of effective practice:



The implementation of our curriculum will factor in how children learn and is based on a clear pedagogy which recognises the following key principles:

- every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through **positive relationships**
- children learn and develop well in **enabling environments** with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
- The importance of **learning and development**. Children develop and learn at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND).

What Children Know and Can Do

Children's learning will be closely monitored and assessed in close collaboration with parents to ensure that all children are supported to reach significant milestones for their age.

The children's key worker will carry out '**spotlight**' observations every 6 months for each child following their baseline assessment. At the age of 30 months the '**spotlight**' will take the form of a **2-year review**, assessed against a set of developmental milestones and what we have learnt about the child

The EYFS lead will meet with staff individually at the end of each month. Together they monitor children's development against a set of milestones and plan what is next for your child. This is shared with the staff team and parents.

Children who are not reaching their significant milestones will receive targeted support with individual learning plans following the graduated approach. This may include some involvement with external agencies such as SALT and/or SENIS.

Children exceeding their milestones will continue to be challenged in their learning to reach their full potential.

Sessions and Fees

The nursery is open between the hours of 8.30am and 3.30pm. We offer places to children aged 2, 3 and 4. Sessions are invoiced monthly in advance of care or are paid or partly for by government funding **eligibility criteria applies.*

Fees

Morning or afternoon session - 3 hours - £15.60

Full day - 7 hours - £35

**a packed lunch will need to be provided for children attending a full day.*

If you have a particular requirement, please speak to the nursery manager who will be happy to help and consider any request.

Grant Funding

We offer sessions for families in receipt of the 2-year-old funding, universal 15 hours and extended 30-hour entitlement for 3- and 4-year-olds.

**criteria applies, please speak to a member of the nursery team if you are unsure*

Funded Session Times

Some session times are slightly staggered to avoid a high volume of visitors on the premises during the busiest times of the day.

Rainforest 1 Nursery Session times:

Morning Sessions - Monday to Friday 8:45am - 11.45am

Afternoon Sessions - Monday to Friday 12.30pm - 3.30pm

Full Day Sessions - Allocated days 8.45am to 2.45pm

Rainforest 2 Toddler Session Times:

Morning Sessions - Monday to Friday 8.30am to 11.30am

Afternoon Sessions - Monday to Friday 12.30pm to 3.30pm

Full Day Sessions - Allocated days 8.30am to 2.30pm

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements.
- Children who have siblings who are already with us.

- When the application is received (extra weight is given to those who have been on the waiting list the longest).
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability.
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family such as children subject to Early Help, or Childcare Plans.

Arrivals and Departures

Children should arrive at nursery via the garden gate at the beginning of their allocated session.

Parents/carers are requested to pass the care of their child to a specific member of staff, who will ensure his/her safety, and that their attendance is recorded in the register. If parents have any information regarding their child(ren) that needs to be shared, they should request to speak to the child's key worker or a senior member of the staff team prior to leaving. Please note, children remain under the supervision of their parent/carer at all times until securely handed over to a staff member.

If the child to be given medicine during the day, we will ask the parent/carers to complete a medicine form prior to leaving.

If the child is being collected by someone other than themselves. Parents/carers must state the full name of who will be collecting their child. In these circumstances the safe collection password system will be followed (see collection by a third party).

At home time, parents/carers should enter via the garden gate and wait outside the appropriate room door. Your child's key worker will escort your child to you and share any information from throughout the day.

Collection by a third party

The parent/carer must advise the nursery staff in advance, the name of the person collecting their child and a password. If the parent/carer has not informed the centre that a third party will be collecting their child, then the child will not be allowed to leave nursery until parents' permission has been obtained via telephone call. In the absence of the parent/carer, the child can only be collected by a person over the age of 16 years.

Absence Reporting

If a child is unable to attend their nursery session, parent and carers should telephone the setting by **9am** on the first morning of non-attendance with the following information:

- The name of the child who is absent
- The reason for the absence
- The expected date of return

If it is not possible to speak in person to a member of the nursery team, it is possible to leave a voice message or text.

A member of the team may need to contact you again to find out more information such as if the child has a high temperature, cough, loss of taste or smell, vomiting or diarrhoea as these may be signs of an infectious illness and may require a statutory period of isolation and/or a test for Covid-19.

If a child does not attend their expected nursery session and no contact has been made by their parent or carer, the nursery will take the following steps:

- The lead/key worker will attempt to contact the parent or carer by telephone
- If no contact can be made by telephone, then the lead/key worker will attempt to contact the other people named as emergency contacts
- The lead/key worker will continue to attempt to make contact at regular intervals throughout the day.
- If the following day, contact has not been established and the child has not returned to nursery, we will following our safeguarding procedures and carry out a home visit.

If at any point, we deem there to be a safeguarding issue around the child or family we will follow our safeguarding procedures and contact children's social care and/or the police.

Attendance at Nursery

footprints@childcare fully supports the value that regular and sustained attendance at nursery for all children is essential if they are to make progress and achieve their expected developmental outcomes.

We recognise that children benefit from accessing early years education by:

- Developing secure attachments to adults and peers
- Developing social skills, learning to communicate, play, share and learn
- Developing an understanding and acceptance of diversity
- Developing self-esteem and confidence allowing them to explore and find out things for themselves
- Develop independence skills, toileting, self-serve meals, dressing etc
- Developing fine and gross motor skills to develop early writing
- Developing school readiness skills for their next steps in their learning journey

These key skills are crucial for promoting health development. Therefore, when children do not attend regularly this may impact on their ability to develop these skills, preventing children becoming confident, resilient learners for the future.

First Responder

From January 2021, all early years settings in Sefton have an obligation to report any consecutive or trends in absences for **Looked After Children** and children subject to a **Child Protection or Child In Need Plan** to the settings Sefton Council Quality Improvement Officer. Consecutive or trends could mean for example; regular odd days for no obvious reason, recurring patterns, persistent lateness or regularly leaving early etc.

As part of our normal safeguarding procedure, any social worker involved with the family will also be informed.

Covid -19 Safety Measures

Footprints@childcare nursery are fully compliant with current government guidance which is regularly reviewed. The safety of our children and staff is paramount at all times. Currently there is no requirement in the early years for children to attend in small, consistent groups, however, footprints@childcare nursery will still consider how we can minimise mixing within our setting.

Measures that are currently in place in our nursery to protect children and staff are detailed below. Please note however, this is a fast evolving situation and current government guidance can change very quickly. We will keep you informed of any changes to policy and guidance and the full details can be found in our risk assessment which is available upon request.

- Children will remain in their allocated room, either Rainforest 1 or 2, dependant on their age and stage of development.
- As much as practicably possible, staff will remain in their allocated room. However, there will be times when it will be unavoidable for staff to cross bubbles i.e., staff absence, emergency situations.
- Visitors including parent/carers (apart from key professionals) are discouraged from entering the nursery rooms unless by prior arrangement.
- Children and staff will continue to be encouraged to wash their hands regularly throughout the session and the 'catch it, bin it, kill it' approach will continue, to maintain good hygiene practice.
- An enhanced cleaning regime of the nursery rooms will be maintained.
- We will continue to ask that objects and toys from home are not brought into nursery apart from nappies, wipes, spare change of clothes and packed lunches where appropriate.
- We will continue to ask staff and visitors to wear face coverings during drop off and pick up times when there is a higher volume of visitors on site.

According to the Contingency Framework guidance, if the number of positive cases increase, it could indicate transmission is happening in the setting. The thresholds, detailed below, will be

used by the setting as an indication for when to seek public health advice if we are concerned there may be an outbreak happening:

- 5 children, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

If this situation occurs, this Outbreak Management Plan will be activated

Illness

If your child is unwell, please phone or send our Nursery mobile a text to inform the Nursery. Some illnesses/circumstances require children to remain at home for a given period.

You must not send your child into nursery if either yourself, your child or anyone in your household is either displaying symptoms, awaiting a test or has a positive result. Guidance on self-isolation must be followed.

Some of the most common reasons why a child would need to remain at home are listed below:

Illness	Exclusion from Nursery Period
Vomiting and Diarrhoea	48 hours from last episode of diarrhoea or vomiting
Head Lice	Treatment is recommended in cases of live lice - return once treated
Conjunctivitis	Please treat before returning
Chickenpox	Can be admitted once all vesicles have crusted over
Temperature	Follow NHS guidance for Covid-19
Cough	Follow NHS guidance for Covid-19
Loss of taste and/or smell	Follow NHS guidance for Covid-19

There are many illnesses not listed here so please phone to seek advice before returning your child to Nursery.

If your child arrives at nursery with obvious signs of illness/infection, i.e., temperature, vomiting, diarrhoea, heavy cold, it will be determined by the senior practitioner or deputy whether the child will be able to attend their session. In such cases where the child is not permitted to attend their session, the decision will be made with due consideration to the other children and staff in the

setting. Advice is taken from the Health Protection Duty Room of the Department of Public Health (telephone 0300 555 0119) on the prevention of infections.

Please check your child's hair regularly for head lice. If your child has head lice, please treat before sending them to Nursery. You can get lotion, free of charge from Care at the Chemist and we can provide you with a comb - speak to a member of staff for more information.

Medicine

Staff at the Nursery can only give prescribed and non-prescribed medicine to your child if written consent has been obtained by the parent/carer. If your child has a long-term illness that requires medication to be given so that they can come to the Nursery and the giving of the medicine requires medical or technical knowledge, then the Lead Practitioner will seek out the training necessary to give the medication. Only once this training has been received will the medication be given and only by those who were present at the training.

Food and Drink in Nursery

footprints@childcare aims to provide healthy, balanced and nutritious food which meets the children's individual dietary needs. We recognise mealtimes as an important part of a child's daily routine and represent a social time for children and adults. We provide a variety of foods that incorporate different cultural diets and familiar foods from the children's backgrounds. We actively introduce children to new foods.

Children will be offered a selection of other nutritionally balanced snacks We include a variety of foods from the four main food groups:

- Meat, fish and protein alternatives
- Dairy food
- Grains, cereals and starch vegetables
- Fruit and vegetables.

Every child will have access to fresh drinking water as needed throughout the session. Fresh water and milk are also available during snack time. Following our policy, children must not bring fizzy/energy drinks and/or food containing peanuts.

Children attending a full day are required to bring a healthy balanced packed lunch from home.

Behaviour

Footprints@childcare recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

footprints@childcare will endeavour to create an atmosphere that encourages good and positive behaviour. We believe that children flourish best when they know how they are expected to behave and gain respect through interaction with caring adults, who show them respect and value their individual personalities.

The aims of our Behaviour Management Policy are to help children to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other children and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Nappies/Toileting

Please send your child into Nursery in a clean fresh nappy ready to play if they are still wearing them. The Nursery does not provide nappies or wipes. Please make sure you provide us with at least two spare nappies and a pack of wipes at the start of each session.

We are happy to support you with toilet training your child. Speak to your child's key person or a member of the team when your child is ready to start or ask for a tip sheet on toilet training, please provide us with plenty of spare clothes for your child whilst they are training.

Special Educational Needs and Disability Provision

footprints@childcare are committed to the inclusion of children with special educational needs and disabilities. Our philosophy is that children with additional needs have a right to be educated and to develop to their full potential alongside other children. Everyone stands to gain if all children can share the same opportunities and are helped to overcome any disadvantages they may have to face. We have regard for the SEND Code of Practice (2015); this code of practice supports the implementation of the settings policy.

footprints@childcare have the following specialist provision to support children with additional needs:

- Wide doors are fitted for easy access
- Entrance to the Nursery is accessible for a person who is a wheelchair user
- Access to outdoor learning is also accessible
- Suitable bathroom and toilet
- We will assess each child's needs in terms of access and adapt our facilities appropriately.

The Nursery has a designated member of staff that is responsible for the day-to-day management of special educational needs in the Nursery. This person is called the SENCO which stands for Special Educational Needs and Disabilities Coordinator.

The SENCO will coordinate the provision for children, liaise with parents and key staff. They will liaise with external agencies such as the SEN and inclusion service, educational psychologist, speech and language, physio and occupation therapy, medical professionals, social care, and voluntary bodies to fully integrate children with additional needs into *footprints@childcare* Nursery.

What to Wear

Your child will be given the opportunity to join in many activities that are likely to get their clothes dirty, such as painting or planting. We do encourage children to wear aprons but will not stop a child from participating in an activity if they do not want to wear one. We ask all our parents/carers to send their child in clothes that they do not mind getting dirty and clothes which are easy for children to independently access the toilets.

Our policy to support healthy lifestyles is for children to be able to access the outdoors all year round. Children will often play outside in the rain (apart from heavy rain or strong winds). Please ensure that your child is equipped with suitable clothes for the weather and a spare change of clothes is provided.

Alternatively, you may purchase our optional nursery polo and sweatshirts. These can be ordered from nursery.

Cold Weather	Warm Weather
Warm Coat Warm Hat Warm clothing Wellies and rainproof clothes, some spare wellies are available for children to wear when at the Nursery but if you would like to provide your own then we can store them here.	Apply sun cream before Nursery (Spare in Nursery April to September) Sun Hat Light Jacket Light layered clothes

Information Changes

It is important that we have accurate contact information in case of an emergency.

We **MUST** have a contact number for you to leave your child in our care.

Your contact information will be reviewed at the start of each term but if you have a change of telephone number or address within that time, then please tell us about it as soon as it happens. This also includes people you have listed as an emergency contact - if they change telephone numbers or address, WE NEED TO KNOW.

Complaints

If any parent should have cause for complaint about their child's care, their child's welfare, the premises or staff conduct they should in the first instance take it up with the child's key person or a senior member of staff. If the issue remains unresolved then the First Steps Deputy Manager should be contacted. The Deputy Manager or Company Director in her absence will then investigate the complaint and report back to the parent/carer within **twenty-eight** days with the outcome of the complaint. (Refer to Company Complaints Policy).

**Full policies are available upon request.
Please speak to your key person**

Useful contacts

footprints@netherton Nursery

General enquiries and Rainforest 1: 07852 647962

Rainforest 2: 07852 647962

Nursery email address: netherton@firststepsenterprise.co.uk

First Steps Enterprise Ltd

54 St James Street, Liverpool, L1 0AB

Managing Director - Ian Merrison - 0151 665 0160

ian@firststepsenterprise.co.uk

Deputy Manager - Sarah Mercer - 07952 635 458

sarah@firststepsenterprise.co.uk

Ofsted

We are registered with Ofsted on the Early Years Register.

Registered Person: Ian Merrison

Ey Number: EY558804

Ofsted

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Tel: 0300 123 1231

Email: enquiries@ofsted.gov.uk