



## **Nursery Information For Parent and Carers**



**‘Children are at the heart of all that we do’**

# Welcome to footprints@netherton nursery



My name is Jackie and I am the very proud manager of this very special community nursery where children are at the heart of all we do.

## ☀️ Our Intention

With **dedicated care and support** from our experienced practitioners, who share our **values and beliefs** in improving children's outcomes, we will provide **rich experiences and opportunities** within a **nurturing and inclusive community**.




We aim to help every child grow into a **happy** 😊, **caring** ❤️, **considerate** 🤝, and **curious** 🤔 learner who feels a **strong sense of belonging** 🏠.

Through **encouragement** 🌈, **warmth** 🔥, and **connection** 🤗, our children will develop the **confidence** 💪 to **embrace challenges**, **build resilience** 🌱, and **feel secure within themselves** 🛡️.

Our mission is to ensure that **all children leave our nursery with firm foundations** 🏗️ for a **successful, fulfilling life** 🌍, ready to **contribute positively to the world around them** ☀️.

## Safeguarding Children







At **footprints@netherton**, we are committed to providing a **safe, inclusive, and nurturing environment** where every child can learn, develop, and thrive. Safeguarding is the responsibility of **every member of our team**, and we are dedicated to protecting children from:

-  Physical, sexual, or emotional abuse
-  Neglect
-  Bullying

We have **clear nursery policies and procedures** in place to ensure a consistent approach to safeguarding across our setting. These are followed by all **staff, students, and volunteers** to maintain the **highest standards of care and protection**.

## Reporting a Concern

If you have any concerns about the safety or welfare of a child at our nursery, please contact:

-  **Setting Designated Safeguarding Officer (DSO):**  07852 647 962 (*first point of contact*)
-  **Company Designated Safeguarding Officer:**  0151 665 0160
-  **Sefton Children's Help and Advice Team:**  0151 934 4013 (*if you wish to contact them directly*)

## Operation Encompass

Our nursery works in partnership with **Operation Encompass**, alongside the **Police** and **Sefton Council**. This ensures we are **informed if a child has experienced domestic abuse at home** so we can provide **timely, sensitive support and reassurance** in the nursery.



## Key Roles – Who's Who?



### Leadership

- Jackie Murray – Nursery Manager
- Lyndsey Gibson / Julie Harper – Nursery Deputy Managers



### Designated and Deputy Safeguarding Officer

- Jackie Murray
- Lyndsey Gibson



### Special Educational Needs and Disability Coordinator (SENCO)

- Jackie Murray



## Settling In & Your Key Staff Member

When your child joins our nursery, they will be introduced to a **key staff member**—a dedicated adult who will build a **trusting and caring relationship** with both you and your child.

Their role is to:

- 🏠 Help your child feel **secure, valued, and part of the nursery community**
- 😊 Ensure your child **settles into their group smoothly and happily**

### Settling-in sessions:

- Before your child's official start date, you will be invited to visit the nursery together for short settling-in sessions.
- Every child is unique—some jump straight in, while others need a gentler pace. We will create a **transition plan** that suits your child's needs.





### During the early days:

- 😞 It is normal for some children to feel upset when saying goodbye.
- ❤️ Your child will **always be comforted and supported** by their key staff member.
- 📞 We will contact you if your child is struggling to settle.
- ✅ We are happy to update you to **reassure you that your child is happy, engaged, and enjoying their day.**

## Our Nursery Rooms

### Rainforest 2 – Toddler Room (aged 2–3 years)






Our **homely toddler room** offers a warm, secure environment where children can:

-  **Explore & Play** – Hands-on activities spark curiosity and learning naturally.
-  **Build Relationships** – Positive interactions with peers and adults.
-  **Interactive Play Areas** – Home corner, small world, and creative areas support language, communication, and social skills.
-  **Rest & Comfort** – Day beds and personalized sleep routines.

Every child follows their own learning path. Our practitioners embed each developmental stage before helping children move to the next milestone.




### Rainforest 1 – Pre-School Room (aged 3–4 years)

Our **rising 3's** continue their journey with a slightly more structured approach, preparing them for Reception. The room encourages:

-  **Creative & Imaginative Play** – A balance of child-initiated and adult-led activities.
-  **Early Learning Skills** – Pencil control, letter & number recognition, sequencing, and conceptual understanding.
-  **Phonics & Listening Skills** – Small group sessions to strengthen attention and auditory skills.
-  **Independence & Self-Care** – Encouraging children to tidy up, wash hands, and dress themselves.
-  **Confidence & Self-Esteem** – Every effort celebrated to nurture a positive sense of achievement.

### Outdoor Play

Our **outdoor environment** extends the classroom, inspiring curiosity, creativity, and physical development:






-  **Active Play** – Bikes, trikes, climbing frames, and balance beams for gross motor skills.
-  **Exploration & Discovery** – Mud kitchen, plant and animal life cycles, and imaginative play.
-  **Problem Solving & Confidence** – Activities designed to challenge and encourage independent thinking.

Outdoor play is more than fun—it is **essential for growth and learning** in the natural world.

# Our Nursery Curriculum

Our nursery curriculum is mapped as **5 key 'destinations'**, representing the priority goals we want our children to achieve by the end of their journey with us:




## Destinations for Our Children

-  **Positive Sense of Self & Regulation**  
To develop self-awareness and the ability to co- and self-regulate.
-  **Respectful, Kind & Caring**  
To nurture empathy, kindness, and positive relationships with others.
-  **Confident Communicators**  
To express themselves effectively and engage in meaningful conversations.
-  **Confidence & Independence**  
To build self-reliance and resilience in daily tasks and learning.
-  **Love to Learn**  
To spark curiosity and a lifelong passion for exploring the world.

## Vehicles to Reach Our Destinations

Each destination is supported by **age-appropriate learning opportunities**, tailored to OUR children in THEIR world. These experiences are carefully adapted as children grow, ensuring all individual needs are met.

Our experienced practitioners draw on:

-  **Development Matters 2021**
-  **Birth to 5 Non-Statutory Guidance**
-  **Their own professional knowledge and assessment**

...to plan and deliver a **broad, engaging curriculum across all 7 areas of learning.**

## Arrival and Collection from Nursery

### Arrival:

- Children should arrive via the nursery garden gate and make their way to their room door at the start of their session.
- They will be greeted by a member of our nursery team and guided to the **coat peg area** to hang up coats and bags.
- Afterward, children enter the nursery room where the **register will be taken.**

### Parent/Carer Information:

- If you have any information to share about your child, please speak to the **key staff member** or a **senior staff member** before leaving.
- Children remain under the **supervision of their parent/carers** until handed over to nursery staff.

### Medicine Administration :

- Parents/carers must complete a **medicine form** for any medicine to be given during the day.
- All medicine administered must be **prescribed by a doctor, dentist, or pharmacist**.

### Collection:

- Parents/carers should enter via the **garden and wait outside the nursery room door**.
- Your child's **key worker** will escort your child to you and share information about the day.

## Collection by a Third Party

- Parent/carers must **inform nursery staff in advance** of the third party's name and a **password**.
- If not informed, the child will **not be released** until permission is obtained via phone.
- Only persons **over 16 years** may collect in the absence of the parent/carers.

## Absence Reporting

If your child cannot attend their session:

- **Call by 9am** on the first day of absence. Provide:
  - Child's name
  - Reason for absence
  - Expected return date
- If unable to speak in person, you may **leave a voice message or text**.

### If no contact is made:

- We will attempt to **contact parent/carers by phone**.
- If unreachable, we will contact **emergency contacts**.
- Contact attempts will continue **throughout the day**.
- If the child has not returned and no contact is established by the next day, we will **follow safeguarding procedures**, including a **home visit** if necessary.

## Safeguarding:

- Any concerns about a child/family will be reported to **Children's Social Care and/or the police**.
- For children on **LAC, CIN, or CP plans**, our **first day responder policy** will be followed.



## Attendance at Nursery

Footprints@Netherton fully recognises that regular and sustained attendance at nursery is essential for all children to make progress and achieve their expected developmental outcomes.

We know that children benefit from consistent early years education by:

- 🧡 Building secure attachments with adults and peers
- 💬 Developing social skills, including communication, play, sharing, and cooperation
- 🌍 Gaining an understanding and acceptance of diversity
- 💪 Building self-esteem and confidence, enabling independent exploration and learning
- 🧑‍🔧 Developing independence skills such as toileting, self-serving meals, and dressing
- 🖋️ Enhancing fine and gross motor skills, supporting early writing and physical development
- 🎓 Acquiring school readiness skills that prepare them for the next stage of their learning journey

These skills are crucial for promoting healthy development. Irregular attendance can limit opportunities for children to develop these abilities, which may affect their confidence, resilience, and long-term learning potential.



Attendance is closely monitored as part of our safeguarding and wellbeing practices to ensure every child receives the support they need.



## Sickness and Illness






Some sicknesses and illnesses require children to remain at home for a period to help prevent the spread of infection.



### Common Reasons for Exclusion

Illness	Exclusion Period
🤮 Vomiting & Diarrhoea	48 hours from the last episode
🦋 Head Lice	Treatment recommended for live lice – return once treated



Illness	Exclusion Period
 Conjunctivitis	Can return once treated
 Chickenpox	Can return once all vesicles have crusted over
 Scarlet Fever	Can return 48 hours after first dose of antibiotics
 High Temperature	Can return once temperature has subsided and child is feeling well
 Antibiotics	48 hours after the first dose

⚠️ There are many illnesses not listed here. Please phone the nursery for advice before returning your child.

### Attendance at Nursery

If your child arrives at nursery with obvious signs of illness/infection (e.g., temperature, vomiting, diarrhoea, heavy cold), the nursery manager or deputy will decide whether they can attend their session. This decision is made with consideration for the health of other children and staff.

### Head Lice

Please check your child's hair regularly. If your child has head lice, treat them before sending them to nursery. Free lotion is available from Care at the Chemist – speak to a member of staff for more information.

## Medicine

Nursery staff can only administer prescribed or non-prescribed medicine to your child if:

- Written consent is provided by the parent or carer
- The reason for the medication is clearly stated

For children with long-term conditions requiring medication:

- If administration requires medical or technical knowledge, the nursery manager will arrange training for staff
- Medication will only be given by trained staff

## Food and Drink in Nursery

At Footprints@Netherton, we are committed to providing healthy, balanced, and nutritious meals tailored to each child's dietary needs.

Mealtimes:

- Offer valuable social experiences for children and staff

- Include foods from different cultures as well as familiar dishes

Our menu includes:

- 🍖 Meat, fish, and protein alternatives
- 🥛 Dairy foods
- 🌾 Grains, cereals, and starchy vegetables
- 🍇 Fruits and vegetables

Drinks:

- Fresh water available throughout the day
- Water and milk provided at snack times
- Fizzy or energy drinks, and foods containing peanuts are not allowed

Packed Lunches:

- Children attending full-day sessions should bring a healthy, balanced packed lunch from home

## ☀️ Promoting Positive Behaviour

At Footprints@Childcare, we understand that all behaviour is a form of communication. Children express feelings and needs through their actions. Our staff are trained to listen, understand, and respond in ways that:

- ✅ Keep everyone safe
- ❤️ Value and respect each child
- 🌱 Support children to express themselves positively

How We Support Positive Behaviour:

- Work confidently and positively with children
- Use least intrusive approaches to manage feelings
- Focus on prevention
- Respond in ways that empower children safely

Our Approach is Built On:

- 🛡️ Protecting children's rights
- 🧠 Understanding individual needs
- 🤝 Building trust and positive relationships
- 🔍 Identifying triggers and finding solutions
- 🌈 Using positive strategies to manage challenging behaviour

Our full Behaviour Management Policy is available on request.

## Nappies and Toileting

### Nappies

If your child still wears nappies:

- Bring a clean nappy ready to play
- Provide at least two spare nappies (more for babies)
- Pack a box of wipes

The nursery does not provide nappies or wipes.

### Toilet Training

We support your child with toilet training:

- Speak to your child's key person when ready
- Ask for a toilet training tip sheet
- Provide plenty of spare clothes

Working together makes toilet training a positive and stress-free experience.

## Special Educational Needs and Disability (SEND) Provision

We are an **inclusive nursery** that warmly welcomes **all children and families**, no matter their additional needs.

### Our Support Approach

We work closely with **external agencies and professionals** to ensure that we have the **skills, resources, and support** to meet each child's **learning and developmental needs**.

### SEND Policy

Our full **Special Educational Needs and Disability (SEND) policy** is **available on request**. It explains how we:

- Identify children who may need extra support
- Assess their needs
- Plan learning and developmental activities tailored to them

### Early Identification

Some children may already have additional needs identified before starting nursery, through:

- **Birth assessments**
- **Health Visitor checks**

For other children, our experienced staff **observe and support each child's development** to recognise any additional needs early.



### **Meet Our SEND Co-ordinator**

Our **SEND Co-ordinator** is **Jackie**, who is also the **nursery manager**. Jackie coordinates support for children with SEND and ensures families receive the guidance they need.



**Contact Jackie directly: 07852 647962**



## **Clothing & Outdoor Play Policy**

Your child will have the opportunity to take part in many fun activities that **may get their clothes messy**, such as painting 🎨 or planting 🌱.

- We encourage children to wear **aprons**, but children can join activities even if they prefer not to.
- Please send your child in **clothes suitable for messy play** and **easy to manage independently** when using the toilet.



### **Outdoor Play All Year Round**

We are committed to supporting **healthy lifestyles**. Children will have access to the **outdoors throughout the year**, including light rain 🌧️ (except during heavy rain or strong winds 🌪️).

- Please provide **appropriate clothing for the weather**.
- A **spare set of clothes** is also required.

### **Optional Nursery Clothing:**

Polo shirts 🧢 and sweatshirts 🧥 can be purchased directly from the nursery.



### **Cold Weather vs Warm Weather**



#### **Cold Weather**

Warm Coat 🧥

Warm Hat 🧢

Warm Clothing 🧦 🧤



#### **Warm Weather**

Light Jacket 🧥

Sun Hat 🧢

Light Layered Clothes 🧦




### Cold Weather

Wellies & Rainproof Clothes 

*(Optional: Store your own wellies at Nursery)*



### Warm Weather

Apply Sun Cream before Nursery  *(Spare available April–September)*



## Updating Contact Information

It is **essential** that we have accurate contact information for every child in our care.



**We require:**

- A **primary contact number** for the parent/guardian
- **Two emergency contact numbers**



We review contact information at the **start of each term**.



**Important:** If any details change—such as your telephone number, address, or emergency contacts—**please notify us immediately**.

Keeping this information up to date is **vital for your child's safety and well-being**.

## ! Complaints Procedure

If you have a concern regarding your child's care, welfare, the premises, or staff conduct:

1. **Step 1:** Discuss with your child's **key person** or the **nursery manager**.
2. **Step 2:** If unresolved, refer the complaint to the **First Steps Deputy Manager**.
3. **Step 3:** If the Deputy Manager is unavailable, the **Company Director** will handle the matter.



The Deputy Manager or Director will **investigate** and provide a **written response within 28 days**, detailing the outcome.



*(Refer to the Company Complaints Policy for full details.)*



## Policies

Full policies are available upon request. Please speak to your child's **key staff member** for further information



## Useful Contacts



**footprints@netherton nursery**

**Address:** Netherton Family Wellbeing Centre, Magdalen Square, Netherton, L30 5QH

- **Email:**  netherton@firststepsenterprise.co.uk
  - **Phone:**  07852 647962
- 



**First Steps Enterprise Ltd**

**Address:** 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 on the Early Years Register.



- **Registered Person:** Ian Merrison
- **EY Number:** 558804

**Address:**

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