



'Outcomes are Outstanding for all children' Little Gryphons Ofsted November 2010

Welcome to Little Gryphons

Welcome to Little Gryphons Nursery School, a purpose built childcare provision in Sherborne, Dorset. We were established with the needs of both parents and children in mind. Here at Little Gryphons we aim to provide a happy, secure, friendly and stimulating environment where children learn and have fun together, supported by an enthusiastic and professional staff team. Your children arrive at nursery as experienced learners, bringing from home a great deal of knowledge about themselves and their world. We hope to be able to work together to build on and extend their developing interests, skills and experiences. The nursery operates an open door policy whereby parents are welcome at any time.

Little Gryphons Nursery School is an integral part of The Gryphon School (8130468) however it is self-sufficient financially and relies on fees and grants to remain viable.

Opening times

Little Gryphons is open for 49 weeks of the year

Monday – Friday

8am-6pm

Security

The nursery operates a strict security system that staff and parents are asked to adhere to at all times. Procedures are as follows:

- **Door Buzzer** – All Units have their own door buzzer (pad to the left of the main door)
- **Door Entry Code** – Only staff have access to this code, the code will be renewed each time a member of staff leaves Little Gryphons
- **Telephone Monitor** – Each unit has a telephone monitor, this enables staff to see who has rung the door bell and to let them in once recognised
- **Children's Password** – If anyone other than a parent comes to collect a child, parents will be asked to provide the nursery with a password for their child, they will also be expected to give a description of the person that will collect. If anyone other than a child's main carer comes to collect a child and they are not recognised by a member of staff, the door will not be opened until permission is gained from parent / carers
- **Entering Little Gryphons** – Parents are asked to ring their child's unit door buzzer individually. Please **DO NOT** follow other parents into nursery or allow anyone to enter the nursery behind you
- **Exiting the building** – There is a 'Green' exit button to the right of the main door, **for adult use only**, children are **NOT** permitted to use this

Closing Dates and Dates to Remember

- Little Gryphons is closed for every Bank Holiday
- Little Gryphons is closed for 3 weeks of every year, dates are displayed on the Parent Notice Board in the Lobby and all parents are informed of these dates within their child's 'key group leaflet'. However it is most common that we are closed for the following periods
 - One week between Christmas and New Year
 - One week during April (School Easter Holiday)
 - One week during August (School Summer Holiday)

Nursery Places

- Nursery places can be on either a full-time or part-time basis
- For part time places a minimum of 2 sessions attendance per week is required
- We reserve 5 free, fully funded 3 and 4 year old places for 15 hours per week, 38 weeks of the year for specified sessions (see separate information)
- All other places are for 49 weeks of the year.

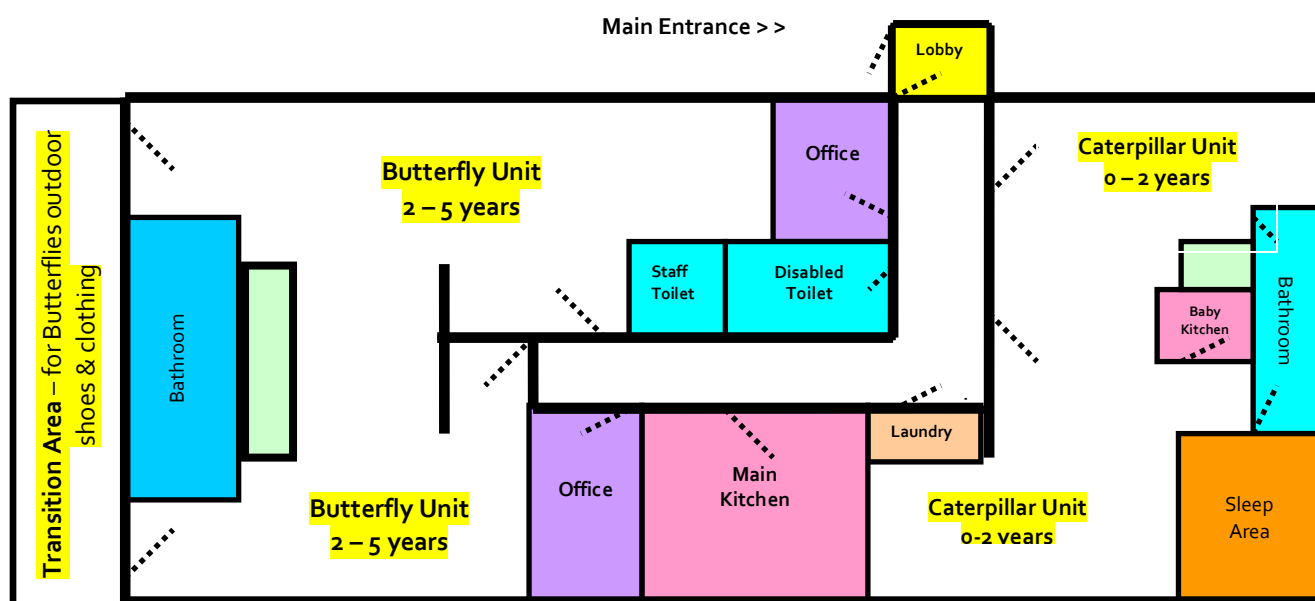
Session Times & Fees

Session Code	Session Time	Session Fees (including food)
AM Session	8am – 1pm	£21.60
PM Session	1pm – 6pm	£21.60
Full Day	8am – 6pm	£41.15

- All sessions are fixed and cannot vary from week to week. All parents are required to complete a Waiting List Form outlining their session requests.
- If you wish to amend your child's fixed attendance e.g to decrease sessions permanently, one months notice is required in writing
- Fees are non-refundable and all holiday and sickness absences are charged in full
- All meals and snacks are included in the cost. A discounted rate is available for parents wishing to provide snacks and meals for their children up until they are 1 year old
- Revision of fee increases will be announced at least one month before they come in to effect. Parents will be notified individually by letter
- All invoices are paid via individual children's on line "Wisepay" accounts. Payments go 'live' on the 1st of each month and must be paid within 7 days to avoid late fee charges

The Nursery Building

The nursery was purpose built in 2005. There are numerous legal requirements relating to amounts of floor space per child, and the provision of facilities such as toilets and sinks, etc., and these provided the starting point for planning the layout. The design aimed to combine the advantages of an open plan building, its ease of rearrangement and supervision, with the need for a number of small areas within which children can feel at home. The largest areas can be rearranged throughout the day to allow for different activities to take place.



Nursery Layout

The laundry room provides us with the opportunity to keep up with the never ending cycle of flannels, bibs, sheets and blankets (supplied by the nursery).

The small kitchen in the baby unit allows staff to prepare meals and feeds at any time of the day for the children attending at a very young age.

The main kitchen allows the nursery to employ a cook to serve daily snacks and meals that are fresh and wholesome and supplied by The Gryphon School. We would ask all those providing food for their children to name and date their food pots.

Age Groups

Little Gryphons is equipped and staffed to provide for children from Birth to 5 years. There are three age groups within Little Gryphons. The age groups and staff ratios are as follows:

Unit Name	Age Group	Staff :Child Ratio
Caterpillars Maximum 16 children per session	0 – approx 1 year	1 : 3
Butterflies Maximum 28 children per session	Approx 2 – 3 years	1 : 4
	Approx 3 – 5 years	1 : 8

Age is not the sole criterion for a child's placement into one of these groups, or for moving a child up from one group to the next. Rather, it is their developmental readiness for the different activities and expectations of the groups. Parents will be required to participate in the introductory process when it comes to their child moving from Caterpillar's to Butterflies as per the initial introduction to Little Gryphons.

Whenever possible, opportunities are provided for the children from the different age groups to come together for specific activities, e.g Caterpillars and Butterflies often play outside together.

Outdoor & Gryphon School Facilities

Little Gryphons has a number of outdoor areas that are secured with fencing and bolted gates. The accessible areas are:

- The main nursery garden – a large garden area, with race track, sand play area, children have access to the main nursery shed and all its equipment in a "free flow" environment. Equipment in this garden is focussed at children aged 2 – 5 years however is accessed by the whole nursery.
- Caterpillar Garden – This is a large garden area planned for the younger children to spend time in. Equipment in this garden is focussed at children aged 0 – 2 years. This garden is shaded all through the summer with the trees that run the length of it.
- Sensory Gardens – There are two sensory gardens. One for children aged 0 – 2 years and another for children aged 2 – 5 years. These gardens have been planned with the view that all children within the nursery can explore and extend their outdoor interests, taking part in activities such as planting and growing, digging, weeding, raking, small world imaginary play etc.

Things Provided by the nursery

- All food and drink for children. Parents may, if they wish, provide meals for children up until 1 year, please notify us if this is the case
- Flannels – each child has their own clean flannel to wash with after each meal time. These flannels are boil washed after every use
- Bibs
- Cot sheets & Blankets
- All crockery & cutlery including drinking cups. Children under 1 year may use their own drinking cup
- Sun Cream – there will be an annual charge for Sun Cream.

Things needed for your child's first day

- Slippers for indoor wear
- A spare change of clothes to be kept at nursery for each day your child attends
- Toothbrush & Toothpaste
- Nappies, Wipes and Creams for all children up until after potty training
- Wellies and wet weather clothing to be kept at nursery
- Summer/Winter Hat
- Comforter (if child uses one)

Settling your child into nursery

It is important for you and your child to feel happy and confident on the first day. Children are very sensitive to their parents' feelings, any uncertainties you feel will be noticed by your child, and will make it more difficult for you to leave them. Part of building up confidence in the nursery is getting to know the staff so that you can show your child that you are friendly with them and trust them. Parent/Carers are expected to be fully involved in their child's induction with the child's key workers. Parent/Carers will be required to attend 2 introductory sessions providing you with an opportunity to meet your child's key worker and other unit staff, to look in more detail at how we support children's progression with you throughout the Early Years Foundation Stage and to complete all necessary documentation that is required before your child starts at nursery. The length of and amount of introductory sessions offered to each child differs according to their needs, these are agreed with your child key workers upon your initial induction sessions.

Before your child starts at nursery, you can do some preparation talks and activities with them, such as talking about the kinds of activities that they may take part in and asking your child to assist you in labelling their wellies and spare clothes.

Your child may have little setbacks as they gradually get used to what can be a major change in their daily routine. Your keyworkers will work closely with you and your child to ensure the induction process is as smooth as possible.

Mealtimes

Mealtimes are an important part of our day. All food is freshly prepared within the nursery by The Gryphon School. All food served at Little Gryphons is purchased from a reputable company. Weekly menus are displayed on the Parent Notice Board in the Lobby and within both units.

Time	What's on offer?
10 am & 2 pm	Snack – a range of fruit, toast, cereals and home cooked treat are offered to all children at these times (daily snacks are indicated on the nursery menu on display in the lobby)
12 pm	Lunch - consists of a main course and a pudding. Vegetarian option is available upon request
4 pm	High Tea – High tea consists of two food types, usually a savoury and a sweet. Eg sandwiches and yogurt, or beans on toast and fruit.

- All necessary dietary requirements can be met
- It is required that all children have nursery food. An exception is made only for those children under 1 year that are weaning. This policy ensures that all food practices are kept in line with environmental health guidance.
- Parents that are providing meals for children under 1 year must ensure that all food pots are labelled with name and date.

Communication

At Little Gryphons we believe that it is essential to build a solid partnership with parents. Working together enables everyone, especially the children, to establish a sound foundation to build on.

Communication is vital, to ensure that everyone's day runs smoothly we encourage all parents to communicate any specific needs that their child may have on a daily basis.

Parents are integral to the smooth running of the nursery and are invited to attend various meetings throughout the year. Some meetings provide an opportunity for parents to meet with nursery staff to discuss their child's progression throughout the Early Years Foundation Stage others, such as our Parent Panel meetings are to raise ideas or concerns and to talk about how we can move forward as a setting. All parents can find meeting dates within their child's key worker leaflet and notices will be displayed around nursery prior to each meeting date.

Monthly newsletters will provide you with information regarding changes, improvements and general news of Little Gryphons. If at any time you wish to speak to staff members regarding your child, please do not hesitate to do so. There is a 'Parent Suggestion Box' in the lobby for any comments and / or suggestions that you may have.

If you have any further question or queries, please do not hesitate to contact Sally or Eiron on 01935 810112 to arrange an appointment.

We value your role and look forward to working in partnership with you in the nursery setting.