



Kids Kingdom Nursery  
*Where kids find freedom*

Welcome  
to

# Kids Kingdom Nursery @ Pinchin St



**Kids Kingdom aims to provide children with the best possible start in life!**

Kids Kingdom Nursery  
Wapping Women's Centre  
Philchurch Place  
Off Pinchin St  
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Tel: 020 7702 0036

## **An Introduction to foundation years**

We welcome you and your child to our Nursery. We hope you find this booklet informative, to answer your many questions or queries you may have about your child starting our provision.

Here at Kids Kingdom, we believe that a child's attitude to education and learning in the future is determined by his/her early experiences. We are determined to provide a rich and varied environment where your child can enjoy and play while actively learning. A young child learns by practical experience and we provide activities which stimulate the imagination and develop skills, whilst at the same time having fun and enjoyment.

We are Ofsted approved and committed to provide high quality childcare and education in a safe and stimulating environment for children from the age of 6 months to 4 years old. All our staff and volunteers are DBS checked. All our staffs is First Aid qualified and most staff have a food hygiene, health and safety and child protection qualification.

### **Operating hours:**

We are open Monday to Friday as follows:

Morning from 8:45am to 11:45amnoon

Afternoon from 12:45pm to 3:45pm

Day care from 8:00am to 6:00pm

**The nursery operates 51 weeks a year.**

## **SETTLING IN PROCEDURE:**

We have a flexible settling in policy. This is to ensure that all children and families feel comfortable and secure in the new environment. We understand that separation is difficult for all involved, so we will do our utmost to ensure clear communication about the settling in procedure. We allow one week settling periods following the triangle of care (parents, child and key person):

### Schedule for settling

#### Day 1:

- Child and parent visit the centre and stay for the entire session (with sensitivity to the child's needs)
- The parent is asked to sit with their child, and allow the child to observe what is happening in the centre.
- Children are encouraged, but not forced to join in with the play.
- The Key Person should be nearby to the child, and as much as possible, be able to speak to the child and parent about what is going on.
- Parents are asked to NOT send their child away from them to play, but to allow the child to leave them to join in activities when the child is ready. Parents should stay in the same place and not walk around, as the child may feel insecure and that the parent is preparing to leave.
- Parents are not permitted to leave their child. Should the parent need to go to the bathroom, the parent MUST tell the child where they are going e.g. "I'm going to use the toilet". Parents must tell the Key Person so that the Key Person can be with the child during the time the parent has left the room.
- Parents and Key Person should be sensitive to the child's needs. If they feel that their child has had enough for the first day, they can leave early and come tomorrow.
- Children's photo is taken (if not already done) so that they can have a peg for their bag and coat.

#### Day 2:

- The parent is asked to sit with the child.
- The Key Person will encourage the child a little more to join in.
- Be sensitive to the child's needs.
- Parents are still not permitted to leave, even if the child appears to be confident.
- Key Person to make sure that the parent understands how to say goodbye, and how to say hello when they come back.

#### Day 3:

- Parents should spend the majority of their time with their child the same as the previous days.

- **Parents are allowed to leave their child for ten minutes**, at approximately half an hour to an hour into the session. Key Person and Parent should discuss this with the child, and allow the child plenty of warning. Key Person will help the child to say goodbye for the first time.
- Even though it is difficult, parents should not return before ten minutes is up. Children need time to become familiar and trust that the Key Person will be there for them.
- Parents should be sensitive to the child's needs. If the child has been particularly upset during the ten minutes, parents should NOT scold their child. Instead parents should say things like "That was difficult for you", and later on "tomorrow we'll try again". If the parent and Key Person feel the child would like to stay and play, this is okay. If this would be too stressful then the family may leave.

Day 4:

- Same as the previous day, parents should spend approximately half an hour to an hour with the child before leaving, this time leaving for a minimum of 20 minutes. If the child is feeling confident, parents may stay longer; this is in negotiate with the practitioners and parents.

Day 5:

- Parents will be asked to leave the child but this may change depending on the child emotional.

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## **CONTACT DETAILS**

Please ensure that you inform us as soon as possible of any changes to your contact details. This is very important so we can contact you in an emergency.

## **LEARNING AND DEVELOPMENT**

All children in the Nursery learn through varied activities of self initiated play and adult led activities. We encourage children to listen as well as talk, providing them with structured/unstructured play in a comfortable and friendly environment.

All our activities are carefully planned in line with the Department of Education National Curriculum called the 'Early Years Foundation Stage Curriculum (EYFS)'.  
 The themes of the EYFS are:

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- 1) **A Unique Child**- understanding that each child is a competent learner, who can be capable, confident and self-assured.
- 2) **Promoting Positive Relationships**- understanding that children learn to be strong and independent through secure relationships with parents and key staff
- 3) **Enabling Environments**-understanding that the environment plays a key role in supporting and extending children's learning and development
- 4) **Learning and Development**- understanding that children develop and learn in different ways and at different rates, all areas of learning are important and inter-connected

There are seven areas of learning and all topic are inter-connected and covered through operating the learning thorough play:

**Personal, social and emotional development:** In this area, the children will be learning about themselves and how they can relate to their peers and with adults. They also learn to take responsibility for themselves in personal hygiene, dressing and taking turns.



**Physical development:** The children will be developing fine and gross motor skills through having an awareness of their own bodies and their growth, moving confidently with increasing control and co-ordination. Children will be finding different ways of moving using a range of small and large equipment.

**Communication and language:** Here the children will be encouraged to develop skills in speaking, listening and understanding through playing and exploring, within a group and class situation; asking questions and expressing opinions.

**Literacy:** The children will be encourage and support for responses to pictures, books and stories read to them, providing plenty of opportunities to making mark.

**Mathematics:** Through experiences and activities, the children will develop concepts and skills in mathematical processes. There will be opportunities to use mathematical language in relevant contexts, understand and create basic patterns, use number songs, rhymes, and understand mathematical concepts of size, position and shape.

**Understanding of the world:** The children will begin to learn about people and places outside their immediate environment, have a basic understanding of the seasons and their features and gain an idea of time e.g. playtime, lunchtime, morning, home time etc.

**Expressive Arts and Design:** The children will be developing their creativity and imagination through responding to and enjoying rhythm in music, making choices from a

range of materials and techniques to create representational images in art and begin to enjoy role-play and imaginative drama.

## **PARENT INVOLVEMENT/ PARENT'S MEETINGS**

We believe that parents are the first educators and we will continue the work you have begun at home, encouraging your child to be confident, self-sufficient, socially aware and to become eager to learn and explore in a friendly but challenging and safe environment. We encourage parents to be involved with Kids Kingdom and provide feedback to help us improve our services. We have parents evenings once a term where we provide parents with reports and update on children's progress. In addition, practitioners are happy to provide regular feedback of children progress to parents. We love to hear from you of any suggestions to further improve our practice. Your involvement and feedback is much appreciated!.

## **QUALITY ASSURANCE**

Our staffs attend regular trainings, insets and staff meetings to constantly improve our service. We are continuously striving for improvement, reviewing, evaluating and developing our performance in all areas. We give out termly feedback forms to parents who fill in anonymously and we act on suggestions from parents. We also welcome suggestions at any time to further improve our service.

## **OTHER AGENCIES**

We work together with the Tower Hamlets Early Years Team who provides advice and guidance to our staff. We also have close links with a Special Education Needs Advisor, and Speech and Language Therapists and so forth

During the year we try and arrange visits from local people in the community such as the police, dentists, nurses, fire-fighters, library, other local school staff and so forth.

## **TRIPS AND EVENTS**

We also arrange various trips or have various events, in the past we have visited local farms, the seaside, local library, fun-day events, travel on the train and bus, sessions delivered by Dream Time Theatre Company and so forth. We encourage parents to take part in these trips as much as they can and



always send out consent for written permission before any trips taking place.

## **OBSERVATION AND PLANNING**

We assess your child through observation and careful planning according to the Foundation Stage. We hold termly parents evenings where parents can view their child's folders, read their reports and discuss progress and next steps. You are free to discuss your child's progress at any stage, not only at these meetings.

Working with parents is an integral part of our curriculum and we regularly send out activities parents can do with their children to help their progress, whenever possible. Each half-term we will also send each parents information on the topic for that term and an outline of things we will cover.

## **HOW YOU CAN HELP YOUR CHILD IN THE PLAYGROUP**

The children often enjoy messy activities such as finger painting, sand and water play, junk modelling; we ensure to provide overalls **but would appreciate if a child's 'best clothes' were not worn for our sessions.**



We encourage children to be independent and it is helpful if children learn to put on and take off their own coats as well as hand them on the peg provided.

It is preferable that children are able to manage themselves in the toilet (3 years onwards), although staff will always be on hand to help if needed. If your child has any special requirements, such as toilet training please discuss with staff on enrolment. Those children under 3 years will be changed should nappy accidents takes place but please ensure to provide nappy, wipes and change of clothes in a bag. Please If nursery items are used, a fee of £0.50p will be charged for each time.

We encourage children to produce their own work and it helps if parents are appreciative of their children's efforts, no matter what the end result. Talking and listening to your child is very important as well as taking an active interest in whatever he/she does, however trivial it may seem. We need you to help us give your child knowledge of love of the world around them; it is only through a child's enquiring mind that real learning takes place.

## **COLLECTION OF CHILDREN**

Please ensure your children are collected on time. Children will not be allowed to leave with any other person unless staff have been informed prior to their collection and signed the 'other person consent form' or unless the person is the emergency contact.

## **REFRESHMENTS**

Children will be provided with a snack consisting of fruit and vegetables during each session, children can choose what they would like. This will be accompanied with water and milk. We do not want children to bring their own snack to the Playgroup. Please ensure they are fed before they attend the session. We encourage children to serve themselves and pour their own drinks and the staffs help them. There is always fresh drinking water available in the room for each session and children are encouraged to help themselves.

The children who will be staying full day, the parent can either provide pack lunch or pay for the meal. Please enquire about fees.

## **SAFETY AND SECURITY**

The Centre remains locked at all times. Parents or visitors must press the buzzer at the entrance.

## **EMERGENCY EVACUATION**

If the fire alarm is sounded, the centre will evacuate immediately to the fire exit doors and out the fire exit door in the courtyard which leads through the car park, and take a right out of the car park. The meeting point is the left of **Kindersley House** on the corner by football pitch. We carry out termly emergency drills with the children for practice.

## **RISK ASSESSMENT**

We carry out daily health and safety checks before each session and regular risk assessments to ensure the environment is safe to standard.

## **MEDICAL CONDITIONS**

Parents should also keep staff informed of any changes to any medical condition a child may have e.g. asthma, allergies etc, so that special provision can be made.

## **SICKNESS**

If children have been sick they should not attend the Playgroup for a further 24 hours, or 48 hours if they had diarrhoea to ensure full recovery.

## **MEDICINE**

We do not administer any non-prescribed medication to children. If your child requires to undertake any medicine please speak to your Dr and supply additional for the nursery.

If a child is on any prescribed medication we would advise the parent/carer to give the medication before the session. Any prescribed medication such as asthma inhalers would need written consent for staff to administer.

## **EQUAL OPPORTUNITIES & INCLUSION**

Kids Kingdom is committed to promoting equal opportunities and inclusion for all regardless of colour, ethnic origin, gender, race, religion or special needs. We avoid presenting children with stereotypical models. We actively aim to develop respect and tolerance and value the fact that our children come from diverse cultures.

We recognise the richness and variety of all cultural traditions and achievements of different people. We make provision for those with special needs by having a named SENCO who liaises with the Early Years SEN team.

## **SAFEGUARDING TO PROTECT THE CHILDREN**

The Safeguarding Officer is **Jasmin Nessa**. Please speak to her if you have any concerns or worries. We are a front-line agency for child protection and take our duty for the care of children very seriously. We follow the London Child Protection Procedures and work closely with families and other agencies in the best interests of the children in our care.

## **BEHAVIOUR MANAGEMENT**

Staff will be required at all times to treat children with respect and value as individuals and will be exemplar role models to promote high standards of behaviour. We have classroom protocols which to encourage high standards of behaviour and respect which we go through with children at the beginning of term. We have rewards such as stars for good behaviour.

## **EXPRESSING CONCERNS**

Should you have any concern about matters related to behaviour, staff, learning etc please see the staff or the Nursery Manager in the first instance to address the problem. If we are unable to resolve the problem we have a formal complaints procedure in our policies outside the staff office on the wall. Ofsted complaints is 0300 123 1231.

### **YOUR CHILD LEAVING**

We need at least 2 weeks advance notice if your child will be leaving the playgroup, this enable us to replace the space. Should you not provide us with 2 weeks notice we will expect 2 week's fees to be paid.

### **NON-SMOKING**

The Centre has a NO SMOKING POLICY in operation. Visitors and staff are not allowed to smoke in any part of the building, this includes the kitchen and toilets and the courtyard.

**We hope your child has an enjoyable and beneficial time at the nursery and develops confidence and a love for learning**

*Our detailed policies including complaints procedure are available to view in the Nursery Lobby area.*