

# The Local Offer

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Name of Setting: Little Me Nursery

Telephone: 01858 540009 or 01858 540042

Email: [littlemenursery@tiscali.co.uk](mailto:littlemenursery@tiscali.co.uk)

Name of person to contact: Stacey Hayward

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## *My child has SEND. I would like to look around. What do I need to do?*

Little Me Nursery welcomes all new parents and children and to ensure that we can provide you with all of the details and support you need whilst choosing an Early Years setting, we ask that you phone or email us to arrange a visit at a time that is convenient for all. Before visiting, please explore our website: [www.littlemenursery.com](http://www.littlemenursery.com) which will give you a feeling for the Nursery, its ethos and beliefs. On the website you will find links to our most recent Ofsted report and photographs which show the Nursery's children engaging in a wide range of activities.

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## *How will my child and I be made to feel welcome and how will you get ready for my child coming?*

Once you have decided that you would like your child to attend Little Me Nursery, please fill in the forms that you received in your Parents pack on your initial visit and feel free to drop them in and our Manager will chat to you about you and your child's requirements. She will then also discuss our settling in sessions, which are flexible and enable parents and children to spend a number of weeks building up to the sessions you would ideally want your child to attend Nursery each week. During the initial settling in session, which usually last for two hours, parents and children will be introduced to their Key person and can discuss, in detail, all routines, dietary requirements, allergies and any Healthcare professionals who assist the child, ensuring a continuity of care. We also encourage parents to complete our 'All about Me' sheet, which will assist us in discovering all about your child and their likes and dislikes and provide a base to start helping them to settle.

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## *How accessible are your premises?*

The majority of Little Me Nursery is located on the ground floor and this area is fully accessible to pushchairs and wheelchairs, with each room being on a single level. The garden, also located on the ground floor is also accessible via wide internal doors and also from a large gate which is located at the side of the building. In the garden, which is all on one level, we have two distinct areas, one a tarmac hard surface and the other an artificial grass area, both of which can be easily accessed and travelled around by pushchairs and wheelchairs. Our lovely big sandpit is also at ground level and easy to access. The only room on the second floor in the building is the Pre-school (3+ years) room and this is accessed by a wide staircase, complete with handrails located at different heights. In the downstairs children's bathroom, we have low level sinks and wide cubicles; one with a door for extra privacy and this room can be accessed by wheelchairs through a wide doorway and gives plenty of space for manoeuvring a chair.

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## *How will you keep my child safe?*

The safety of any child in our care is of paramount importance to us and we aim to ensure their safety in a variety of ways, including: DBS checks being undertaken on all staff, students and volunteers who enter the setting and regular disclosures being undertaken to ensure information is up to date. Staff attend regular safeguarding and professional training courses to ensure that we are up to date with legislation. All staff have regular supervision meetings, where continual professional development and the development and welfare of all children is discussed and planned for. Peer observations also take place to enable staff to learn from each other and further develop good practice. All doors and garden gates are locked at all times and only opened by staff members. We maintain high staff ratios and for children with SEND would increase this, if required, to meet specific needs. Daily risk assessments are undertaken in all areas of the Nursery and include checks on toys and equipment. These are completed by all members of staff to ensure that each staff member is able to spot any dangers and ways to rectify them. If your child should need any specialist equipment or medical intervention, all members of staff and primarily their Key person, will be trained in these areas and this will be discussed regularly with yourselves and any Health care professionals who may visit your child. We have existing good relationships with our local Portage service, Physiotherapists, Communication support workers and Speech and Language Therapists, so welcome any professionals who are involved in the care of your child, developing with them an integrated approach to care and working together to provide support to your child's individual needs.

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## *How will you communicate with me what my child has done, enjoyed and learnt?*

On arrival and departure from Little Me Nursery each day, staff members are always on hand to discuss any subject with you, help with any questions you may have and tell you what your child has been doing whilst in our care. In addition, each child aged 0-2 years has a daily diary into which, on each day your child is at Nursery, we write their meals, including how much has been eaten, sleeps, nappy changes and a brief description about the activities they have taken part in during the day. The diary also gives space for additional special messages to and from parents and we encourage parents to inform us of any changes from their child's

# The Local Offer

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previous Nursery visit or of anything has changed in their routine. Should any child with SEND need to continue with a daily diary after the age of two, this will be done. Every six months, each child receives a 'Progress Summary' giving a report, relating to the areas of the Early Years Foundation Stage, detailing how they are progressing and if milestones are being met and if additional support is needed how we can assist in providing this. Each child's Key person completes observations on them, detailing what they have done during play and activities and these observations can be found in their 'Learning Journey' folder. Parents are encouraged through our open door policy to arrange a mutually agreeable time to come and discuss their child's progress in their Learning Journey or they can alternatively borrow the Learning Journey over the weekend and arrange a convenient time to discuss it with their child's Key person.

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## *How do you work with other professionals?*

When you decide that you would like your child to come to Little Me, we encourage you to give us as much information about your child, as possible, including any Health care professionals who are involved in the care of your child, so that we can ensure a continuity of care and that we can plan targets and next steps together. As mentioned previously, we welcome other professionals into our setting and arrange appointments where the child, parents, Health care professionals and staff members can all take part in sessions, discussing plans and progress together. When it comes to the year that your child is due to go to school, we contact their school and arrange visits from the Foundation stage teacher, developing a relationship between the Nursery and school to assist in the transition.

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## *What training have you/your staff had in SEND?*

As the setting SENCO, Stacey Hayward has attended courses required to fulfil the role and attends the termly SEND training sessions provided by Leicestershire County Council. She has also attended other professional development courses in areas such as Down Syndrome training, Signs and symbols, Behaviour management, Social communication and Sensory play and has a BEd in Primary Teaching and EYPS qualification. All members of staff hold Level 2, 3 or 4 qualifications and all training is cascaded to all members of staff at monthly staff meetings, where children and their individual needs are also discussed in a group. All members of staff are also First Aid trained. Should any child have a specific medical condition that requires special assistance, or need medicines to be administered during the Nursery day, Little Me Nursery will ensure that members of staff are fully trained in these procedures. As previously mentioned, all staff members undertake safeguarding training as required by the local authority (Leicestershire and Rutland Safeguarding Children Board).

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## *How will you adapt play opportunities for my child?*

During non contact planning time, each member of staff plans, using each child's next steps, activities and play opportunities that will encourage learning and development. These activities are accessible to all children and we ensure that the toys and resources on offer are at a height that the children can access, whether on the floor or on tables of varying heights. Where children use equipment such as wheelchairs or walking frames, we ensure that the room is set up to enable easy access to the toys and activities, giving lots of space to move around. Right and left handed equipment is available, as are tools to adapt mark making materials. Little Me Nursery operates above the required ratios so that when needed, specific 1:1 time can be given. By getting to know you and your child, we can understand their likes and interests and use these as a basis to support their learning and development. Should your child have an SEND or EHC plan already in place, we will work together with you, your child, the EYSENIS and any Healthcare professionals involved in their care, to ensure that a holistic approach is adopted.

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## *How will you get ready for my child going to his/her new school?*

Throughout the week, the staff at Little Me spend time with all ages, as each Key person will have children across the 0-5 age range. Therefore each child at the Nursery, gets to know each member of staff and each member of staff is competent in the care of all ages, knowing how to bottle feed babies, help with toilet training, or encourage letter sound recognition. Because of this system, we find that children have few transition worries when moving from one room to another and as all age ranges play together at certain times of the day, such as whilst in the garden, they look forward to going to the next room. We aim to make the transition to school an exciting one, so once we know which school your child will be attending, and then we encourage them to create an invitation to their teacher, inviting them to come to the Nursery and meet them, at the same time chatting to the Key Person and sharing the child's Learning Journey. Should parents wish and staff be able to do so, we can offer support whilst choosing the best school for your child and accompany you when you go to look around prospective schools, chatting to staff about how the children are in a group setting. In the term before going to school, we explore what it means to go to school, using school related resources, pictures, books, uniforms etc and hopefully develop confidence in the children that the change will be a positive one. We also provide, well in advance of the new school year starting, the school your child will be attending with copies of Transition Progress Summaries, Plans and all other important paperwork and invite school staff, parents and those involved in the child's care to meet and discuss any thoughts, feelings and questions they may have regarding the transition.

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## *How will you and I know how my child is doing and how will you help me to support my child's learning?*

# The Local Offer

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At Little Me Nursery, we believe that communication is the key, therefore, as previously mentioned, when we see you and your child in, in the morning and out at night, we ensure that we give plenty of time to talk through what they have been doing and how they are progressing. The six monthly Progress Summaries also give parents information about how their children are progressing and how they can be supported further with this. We use documents from the local authority to track each child's development within the 'Development Matters' guidance of the Early Years Foundation Stage (EYFS) document and these are available to parents within the Learning Journey. These documents also assist in highlighting areas which a child may need extra support with. Parents are encouraged to borrow their children's Learning Journey's and then discuss them with their child's Key Person and the setting SENCO. To assist with a holistic approach to learning, we talk to parents about which skills could be developed next and suggest ways in which the parents and setting can work together to achieve this. These suggestions form the basis of the child's 'Next Steps' on the Progress Summary.