

# The Local Offer

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Name of Setting: Lynton Childcare

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Name of person to contact: Dorothy Kallika

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

Children and their families are welcome to visit our setting, meet the staff and see our warm, friendly and stimulating environment. We can be contacted by telephone and /or email and we will arrange a suitable time for you to pay us a visit. Information can also be found on our website and our most recent Ofsted report is available to view online. A welcome pack will be given to you on your first visit or this can be sent in the post beforehand if you would prefer.

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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?*

We welcome all children, parents and carers into our setting. Our SENCO (special needs coordinator) will liaise with parents and other professionals in identifying childrens needs and ensure additional support/equipment is in place prior to them starting our setting. You will be given a set of forms to be completed before your child starts with us detailing likes and dislikes, favorite toys and activities, routines, dietary requirements, additional needs, any medication your child may be on and health issues etc. You will get to meet staff and key persons, have a look around the setting and your child will be invited to attend setting in sessions with yourself before the agreed start date.

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## *How accessible are your premises?*

Our setting is on the ground floor and is accessible for prams/pushchairs and wheel chairs. We have a portable ramp if needed and toilet/changing facilities to support all ages of nursery age children (0-5). We have a large rear garden which is accessible for wheel chairs and push chairs. We use photographs and visual aids throughout the setting and are open to adaption where possible.

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

Daily risk assessments are completed both indoors and out to ensure the safety, security and well being of all the children. All visitors have to report to reception and are recorded in the visitors book. We have a lockable security gate and parents/carers and visitors need to ring the doorbell to be let in by a team member. upon arrival and departure you will need to sign your child in and out. Only authorised adults are able to collect the children. All staff and any students will have had a CRB/DBS check and all staff have had training in safeguarding and first aid.

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

We will communicate verbally with you on a daily basis. All children are given a communication diary which is also completed each time your child attends nursery. Staff are always available to have an informal chat and appointments can be made for more formal meetings. Key persons compile progress summaries and learning journeys for the individual child and these are shared with parents regularly. We hold termly coffee mornings and all families are welcomed and encouraged to attend. These coffee mornings allow time for families to speak to staff and key persons look and learning journeys in a relaxed atmosphere.

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

We are familiar with working and liaising with other professionals and welcome them into our setting. Our SENCO attends the area SENCO network meetings and any training when offered. We work very closely with the catchment schools and primary teachers to aid transition for all our children. We are happy to work alongside other settings, sharing information and working on individual targets together.

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

Our settings SENCO has attended all the core SENCO training, aswell as additional autism training, ECAT training, disability awareness courses and she also attends the area SENCO network meetings. Our SENCO has also worked closely with occupational therapists and urology nurse and the specialist teaching service. All our staff are qualified to level 3 in early years and two team members hold teaching qualifications (EYP and QTS) We also have two long term apprentice students qualified at level 2 in early years and working towards level 3. All staff have first aid training, food hygiene certificates and safeguarding children certificates.

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

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We always ensure that play equipment is appropriate to support all the children in our care. High staff ratios allow us to ensure inclusion at all times and that all children are given the same opportunities to participate. We give regular feedback to parents and plan for the individual child within our weekly plans taking into consideration the likes and dislikes and abilities of our children.

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

As we are a small setting we pride ourselves on being 'one big happy family' this means our children and families are familiar with all staff and the inter connecting rooms in our setting, therefore transition runs very smoothly. When the child moves onto school we will work with the parents and school to develop a transition plan, this will include visits to the school with parents and key persons and visits to the setting from the teachers. Progress summaries are also passed onto the child's school/class teacher.

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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?*

Your child's key person will communicate with you on how your child is learning and developing in accordance to the EYFS (early years foundation stage). Copies of the EYFS are available for you to borrow....just ask. Regular observations on your child will be made and these will be shared with you in your child's learning journey. Progress summaries and a 2 year check are completed, again these are shared with you and ideas at home to support learning are included on these. We also have 'talk tickets' for you to take as and when with fun learning opportunities on these and play bags are available for you to borrow covering a range of areas of development.