

# The Local Offer

---

Name of Setting: Busy Bees Day Nursery at Leicester Meridian Park

Telephone: 0116 2893083

Email: leicester.meridianpark@busybees.com

Name of person to contact: Michaela Leigh/ Gemma Townsend

---

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

Children and families are always welcome to request an information pack and take a tour of our setting. We operate an open door policy and tours can be booked in by phoning the nursery direct or visiting our website and filling out an enquiry form. The setting operates 8am to 6pm Monday to Friday, 52 weeks a year excluding bank holidays. Peak times to see all that we offer would be 10.30am or 2.30pm. Alongside this we hold two open days a year in July and November and various enrolment weeks. Our Ofsted, rated outstanding, report is also available to view online.

---

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

Busy Bees has a dedicated staff team who understand the importance of choosing the right childcare provider for your child and we are always on hand to ensure both you and your child feel at ease within our setting. A welcome pack will be issued prior to you starting at our nursery which includes a child detail pack where you can write down any medical information or food preferences and an 'all about me' questionnaire. A SENCO supporting pack will also be issued for you to fill in any details specific to your child. Visits are free of charge and will be arranged between parents and nursery. These usually take place in the two weeks leading up to your child's start date; however we can amend this depending on your child's needs. Home visits can also be arranged if necessary. Prior to your first visit a key worker will have been assigned and they will be there to meet with yourself and your child to discuss routine and any necessary information as well as being a chance for both you and your child to familiarise yourself with the setting and the staff team. At Busy Bees we embrace equal opportunities and staff ensure all children are included and treated as individuals. We are keen to celebrate all ways of life and strive to include every child in the activities we offer as well as adapting these where necessary in order to ensure no one misses out on learning and development opportunities. We are also able to source funding and purchase additional resources where necessary.

---

## *How accessible are your premises?*

Our nursery setting is a spacious, open plan building spread across one level. There is easy access to our enclosed nursery garden along with wide doors and a ramp leading up to the main entrance. We have low level toilets and sinks, nappy changing facilities and a disabled toilet which is easily accessible. All the furniture within our rooms can be moved and is age appropriate.

---

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

Parents are required to ring the bell in order to gain access to the nursery and are then let through a second door by a member of staff; both of these doors are coded. We ask all parents to bring in photographs of those who may collect their child and we also request a password to be put on the child's file. All of our staff are DBS checked which are regularly monitored by the management team and undertake quarterly supervisions. Ratios are adhered to at all times (1:3 for under 2's; 1:4 for 2-3's and 1:8 for 3-5's) and these can be amended with 1:1 funding based on your child's needs. We also have a daily register where parents sign their children in and out of nursery and half hourly checks are completed by staff to ensure all numbers tally up. The management also have checks to ensure all children are accounted for. Staff are required to thoroughly read and sign all policies and procedures, such as safeguarding; equal opportunities; medication etc and these are refreshed throughout the year. Permission is sought from parents prior to staff administering medication and we would phone you if Calpol had to be given. Medication forms are regularly updated and kept on file. Staff are trained in 'paediatric first aid' and we also have staff who have additional 'First aid at work'. All accidents and incidents are recorded on the appropriate forms and these are signed by both the manager and parent. Should your child have a bump to the head a member of staff would phone you to make you aware and a head injury form would be completed. Should your child have a food allergy or preference this can be recorded on an ALMED form and copied onto your child's placemat, with all base rooms and the kitchen having a master copy. Additional training can also be sought if your child has any specific dietary needs and extra staff are on hand should your child need 1:1 care at meal times. The setting has a designated health and safety co-ordinator with all staff taking responsibility for the nursery environment. Health and safety books are completed on a daily basis and choke testing is regularly carried out for children under 3. Staff are required to perform garden checks prior to going outside and risk assessments are regularly updated and carried out on new equipment. Should your child require specific documentation staff are able to complete this and we can also create checklists, evidence charts and daily records to suit your child's needs. We also seek parental permission before sharing photographs in learning journals or for marketing purposes.

---

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

# The Local Offer

---

At Busy Bees we pride ourselves on partnership with parents and have a variety of ways to ensure you are kept up to date with your child's learning and development. For our younger children (under 2's) we have a baby diary detailing a variety of aspects about your child's day including sleep, meals, milk and nappy changes. For the 2-5's we have a daily feedback sheet which will provide information on what your child has eaten, if they have slept and the activities they have partaken in. Specific needs can be recorded on a separate sheet and a copy given to parents if required. Parents have the opportunity to speak to staff on drop off and collection and we also hold parents evenings twice a year and SENCO meetings every three months. We also have a buddy system whereby a member of staff will take over the planning and observations of your child if the key worker is not here. Our setting provides a text message and email service for parents to sign up to which provides you with updates and information on what is happening in the nursery. We also have a website with information on events and activities we have taken part in and are due to take part in along with an array of photographs (permission is sought before these are displayed online). Alongside all the above there is also a parents notice board within the entrance to the nursery and a monthly newsletter to inform you of what is coming up.

---

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

Here at Busy Bees we have fantastic links with our area SENCO and the LEA. We have had a variety of outside professionals come into the nursery who offer a variety of services such as speech and language therapists; DIANA nurse team; dietician; community nursery nurse; Menphys; Cystic Fibrosis nurse; paediatricians and health visitors. This list is not exhaustive and we are more than happy to liaise with any other professionals necessary to ensure your child's needs are met. We are more than happy to help parents seek any additional support which their child may need and work closely with the family unit to provide the best care possible for your child.

---

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

We have an in house training team who offer a variety of courses to help enhance the knowledge and general practice of our staff along with access to various local authority training. Our nursery SENCO's are competent in the SEND Code of Practice 2014 and have attended the following training:- SENCO- Autism awareness- Tracheostomy care- Paediatric first aid. Our main SENCO is an Early Years Teacher and our second setting SENCO has a degree in Early Years. We also have a third SENCO due to the size of our setting who is level 3 qualified. All our staff have a good understanding of the Equality of Opportunities Policy and have access to all training. We also have a behaviour management co-ordinator.

---

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

We are able to move equipment around and adapt play opportunities as is necessary to meet your child's needs. The nursery is open plan and we ensure the equal opportunities policy is always adhered to and everyone is included at all times. We are also able to seek additional resources where necessary. Children with SEND will have a personal inclusion plan in place and this helps to ensure that they are having access to the same learning and development opportunities as their peers. We follow the guidelines for ratio' however we are able to access 1:1 funding should your child require it.

---

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

**New Room** When your child is due to move rooms they will go on the first visits with their key worker, initially for a couple of hours then advancing to half and full day visits. Before this takes place a new key worker will be assigned and you will be provided with their information and a new room questionnaire to complete. A 'voice of the key person' form will also have been completed. The new key worker will meet you and your child and would be more than happy to sit with yourselves and the previous key worker to discuss information in depth. We would never move your child into their new room until both you and your child are happy and comfortable with the transition taking place.  
**New School** At Busy Bees we have fantastic links with the local primary schools and when it comes to your child moving on from our setting we like to invite their prospective teachers in to see them in an environment in which they are comfortable and engaged. Should this be on a day your child does not do we would invite your child along free of charge. We also do a variety of activities to help prepare your child for school such as practicing changing for PE, getting coats and shoes on and having a packed lunch. We also create a school based role play area with different uniform's to try on, books to read and prospectuses from different schools to look at. Alongside this we also do a seamless transition form which provides your child's new teacher with information on them such as likes and dislikes as well as a section for, you the parent to complete. We would also be more than happy to meet with the school SENCO to ensure no vital information slips through the net (parental permission would be obtained for this).

---

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

Upon starting nursery your child will be assigned a key worker who will plan according to your child's needs and abilities. They will carry out twice monthly planned observations, incorporating your child's interests both at home and at nursery as well as twice monthly spontaneous observations to ensure targets are met and learning objectives completed. You will also be required to complete an Early Assessment Record as a guideline to where you feel your child's development is currently situated. In addition to this your child will have twice yearly development summaries and tracker sheets which will highlight areas of development and

# The Local Offer

---

provide next steps for key workers to focus on. Should your child be with us at age 2-3 years we will also carry out a 2 year check. Once your child has started at Busy Bees they will be provided with a 'learning journal' which will contain their twice monthly spontaneous observations, at home observations, family photographs and much more. This document belongs to you and your child and you are more than welcome to take it home with you at any point. We pride ourselves on partnership with parents and are keen to keep you involved in every aspect of your child's learning and development. On your child's 'current interests and achievements' planning sheet is a box for you to tell us what your child enjoys doing at home and we also send out monthly activities as 'At home observations' for you to do with your child. We can also provide activity sheets, story sacks and resources to help you support your child's learning at home. We are keen to see what your child has been up to out of nursery and have a section entitled 'my visit to'. You are always welcome to bring in photographs or email them to nursery for us to print. Alongside this we liaise with any other settings your child may attend (once permission has been obtained from yourselves) to ensure no learning and development opportunity goes unmissed. Should you or your child speak any additional languages a form can be completed to provide us with key words which would help your child whilst at nursery. Overall we ensure that parents are included every step of the way as we understand the importance of helping your child thrive. We give regular feedback on how your child has been and hold twice yearly parents evenings for a more in-depth look at your child's learning and development. We also meet with parents every 3 months to look at personal inclusion plans, and discuss progress and targets set.