

The Local Offer

Name of Setting: Little Monkeys Playgroup

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

Little Monkeys welcomes any parent/carer and their child to our setting. You do not need an appointment just call in to see us, or telephone and we can arrange a visit at your convenience. You will be greeted at the door by a senior member of staff who will be able to discuss your needs and provide all the relevant paper work for you to take home and look through. This will enable you to make an informed decision regarding a placement at our nursery. We will give you a guided tour of the nursery and large external Play area enabling you to meet the staff, children and to look at the facilities that we can provide.

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

Our staff and children are friendly and look forward to seeing new faces. We can offer a home visit to discuss any concerns and as many visits as you feel necessary to make an informed decision. Your child's intended key worker will be able to work with you and answer any questions you may have and help you prepare your child, for the new setting. We can provide a photo book of the key worker, setting and staff who will be supporting your child so you can look at the photos and talk about the nursery at home thus assisting with the settling in process.

How accessible are your premises?

Our Nursery is located at Village Hall and is all on one level. We have a private car park where you can park your vehicle off the main road and there for it is safe from other road users. Our main entrance is at one side of the building and is wheelchair friendly. We have two other access points the fire door and kitchen door where there is one step down in to a large bright modern open kitchen area. We have toilets situated at the front and side of the building which includes a disabled facility.

How will you keep my child safe?

All our staff are aware of their responsibility and duty of care towards our children. We have a comprehensive set of policies and procedures in place to safe guard and promote the welfare of your child, your child's safety and well being is our main priority. Parents/cares are able to look at our polices and procedures at anytime. Each child is treated as an individual, our care plans are based on the information you provide us with prior to commencement at the nursery this enables each child to receive the best possible care in a safe child friendly environment, with a dedicated team understanding each child's needs. We carry out Risk Assessments on a daily basis including external play areas and equipment to ensure safety at all times.

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

All your child's information is accessible to our parents/carers at any time. We hold regular parent meetings, where we discuss your child's progress and any needs that have become apparent during the term. Should we have any communication issues with parents/carers we would attempt to find a person to assist with any translation or may be a family member could help. We use a communication book which is taken home daily with the child and details the activities undertaken and daily routines completed. We operate a key worker system and we verbally discuss your child's day with parents/careers at home time. Also a learning journal is created for each child, this is used to measure the progress from commencement at the nursery and which is accessible at anytime.

How do you work with other professionals?

We have good relationship with outside agencies, this is an important area of our practice. We have regular visits from the Area SENCO and other professionals related to our SEND needs. We keep up to-date with training requirements and receive up to date information released though our Area SENCO and Leicestershire county council early year department..

What training have you/your staff had in SEND?

All our staff have NVQ Level 3 in Childcare and we have one member who is the settings designated SENCO with a wide breath of knowledge and experience. We list current training completed to date below although this is an ongoing process: - The SEN code of practice and role of the SENCO/ sharing concerns with parents and carers/observation, play- based assessment and writing IEPs. - Signs and symbols. - The NOCN Menphys SOS working with disabled children and young people. - Child protection/Safe Guarding children/ A shared responsibility. - Makaton training (we are looking at developing this training).

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How will you adapt play opportunities for my child?

We plan for each child individual need which may require staff ratios to be increased. We want our children to find Little Monkeys a positive experience, so if the need arises we will adapt your child's activities to support them. We do this by planning activities on your child's individual interests and capabilities. Children with learning impairments may use visual clues eg pictures or makaton. Also to help we provide access to different equipment such as thicker pens and large print text books. The Nursery is accessible for children that use a wheelchair and toys can be played with at different levels. if more specialist resources are needed we can apply for extra funding.

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

Transition to school is based on your child's individual needs. We have a close working relationship with our feeder schools and they will come and visit your child in our setting and talk about their individual needs. We can arrange several visits to the new school, and provide a booklet for your child to look at over the summer holidays this contain details of the new school and teaching staff. We will provide an individual transitional school report, along with any relative information from professionals, this will be passed onto the new school. The information promotes continuity of care and makes the transition as smooth as possible. Activities leading up to transition are designed to support children entering their new School.

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

We aim to have a good working relationship with parents/carers this is most important, we meet and greet, at the start and end of the sessions and discuss any relevant information regarding their child. We also have an communication book which is completed daily detailing their activities during the day. The Nursery has an open door policy and parents/carers can access their child's learning journal to look/review at progress or any concerns our staff may have. We have regular meetings with parents/carers to review, plan and assess any needs and further support that may be required on a on-going basis.