



## Nursery information

### Our Nursery

Manchester Settlement Community Nursery is conveniently located on the main high street in Openshaw with access to excellent travel links between Manchester City Centre, Clayton, Droylsden, Ashton, Gorton and Longsight. The Nursery is furnished to a high standard and has spacious, bright and calm areas dedicated to each stage of development from 3 months to 4 years of age. Our nursery is easily accessible for disabled people and has a lift. For how to find us please visit our website at [www.manchestersettlementnursery.org.uk](http://www.manchestersettlementnursery.org.uk) or see the map at the back of this brochure. The Nursery is a service provided by Manchester Settlement a registered charity and not for profit organisation. Based at the New Roundhouse the nursery is only one part of our community offer, we provide a wide range of services, and community activities from our centre for parents and families. Manchester Settlement was established in 1895 and has been based in Manchester for over 125 years! The nursery opened in September 2018.



### Our Childcare Approach

Manchester Settlement Nursery provides stimulating and inspiring childcare aiming to encourage the development of children through a **holistic approach** by supporting the **whole child** to ensure 'all children have the best start in life'. This is achieved through play, teacher and child interactions, creativity, physical activity, social and emotional care and through warm and nurturing relationships and environments. It is also achieved through our extended family offer supporting the child's family too. We are passionate about quality Early Years Care and Education and recognise the importance of each child's self-development. We believe that children learn through play, interaction and teaching and we strive to expand your child's development through these methods. We help every child in every aspect of their growth and achieve this through praise, guidance and encouragement. Children will develop manners, independent skills, resilience, learn to be kind, share, and respect others, as well as being stimulated creatively and mentally through our child-led activities. Our child-led activities allow our children to flourish into independent and confident individuals. We also provide adult led activities to support children to learn and make progress with their next steps. Above all, we strive to provide a secure and nurturing environment which will make you completely relaxed and at ease when leaving your child. We implement the standards of the Early Years Foundation Stage (EYFS) to ensure your child's learning and safety is prioritised. We concentrate on the

prime areas of learning first, Communication and language, Physical and Personal and Social Emotional development as these build the foundations for all other areas of learning  
We are an inclusive setting, speak to the childcare Manager or SENCO if your child needs extra or tailored support to attend our nursery.

## **Settling in procedure**

Your child will be settled into the nursery gradually. Firstly spending one hour, building up to a half-day session and then staying for lunch or tea. This phasing in allows your child to become familiar with our nursery surroundings and staff. Settling in sessions are tailored around each individual child's needs, where a child may need extra support to access the nursery a gradual admission approach will be used to ensure your child and staff can make appropriate adjustments. We understand that every child's different and our aim is to make these sessions as flexible and comforting as possible to guarantee that both you and your child are comfortable. Parent visits are encouraged whilst your child is gradually settled into the nursery.

## **Starting at nursery**

Once your child starts with us they will be assigned a designated key person. Your child's key person will be responsible for monitoring your child's development and will be your first point of contact at nursery. Your child's key person will be available to discuss your child's progress. You will be asked to assess your child's development stage on entry to provide a baseline for your child's keyperson to track your child's progress whilst at nursery.

## **Equal opportunities**

All children will be given equal opportunity to attend our nursery. If your child has special educational needs and or disability (SEND) we will assess their needs with you and any other professionals involved with your child. If required we will request additional financial support from the local authority to enable us to put in place additional staffing/resources and adjustments. A place will only be declined where after a risk assessment we feel we cannot meet the needs and safety of the child after exhausting all available opportunities for support.

## **Our Rooms**

Playrooms within our nursery are carefully planned and extensively resourced to create inspiring learning environments in which children can grow and learn with confidence. All children have access to the outdoor play areas offering the opportunity for regular outdoor learning opportunities across all areas of the curriculum.

## **Safety**

The welfare of your child is paramount, safety is our priority. The nursery has secure keyfob entry for Nursery and relevant staff only. There is CCTV operated throughout the centre and all nursery rooms. The nursery has strict safety procedures in place for collection of children. A Reception and Premises team are on site to provide visitor sign in and access procedures.

## **Babies**



Our Baby Room has spaces for up to 6 children from 5 to 23 months. We have qualified and highly experienced staff whose priorities are to follow the home routine of each baby as closely as possible. Parents are required to supply formula milk wipes and nappies. Our baby room is a comforting, spacious play area with a quiet and secure sleeping area. Our staff take babies outdoors every day to ensure babies get as much fresh air as possible. We provide a variety of stimulating activities to promote your baby's all-round development including physical development, crawling and walking, language and communication- babbling, using gestures and starting to form and use single words then putting two together. Weaning onto blended then solid foods and then being able to eat independently. We are a breast feeding friendly nursery, with staff trained in breast milk storage. We encourage and welcome you to visit during the day to feed your child. At around 20-23 months of age children will progress to our Toddlers room. This room cares for between 16-24 children from 22 months up to three years of age. Here we begin to adopt a more challenging and varied approach to the day. Your child will be introduced to activities such as potty training, and self-care skills. There will also be a more prominent focus on physical and musical activity, giving children creative scope to explore what they want, helping them to develop skills and individuality.

## Toddlers

Children move to our Toddler Room at around 22 months of age. Our Toddler Room focuses on language development, independent learning and self-care skills. We enjoy sensory activities such as fruit tasting, making sensory bottles and playing in sand and water. Any messy play is good play, as it can benefit your child in many ways! Messy play allows children to express their creativity, encourages children to explore and develop their senses, and can even help develop language skills. Children learn to follow routines, take turns, share and be confident talkers. At age 2 Children will have a 2 year progress check, this is done by Nursery staff who assess your child's development in line with the Early years foundation stage goals and Health visitor who checks your child's health and development progress. Nursery staff/Health visitor will also conduct a 'Welcomm' language screen. Support will be put in place for your child if the screen shows they need a bit of extra help.

## Pre-School

This room cares for between 24-32 children between the ages of 3 to 4 years. We believe your child's development between the ages of 3 to 4 years, is crucial in forming your child's core development. In this room children have a wide choice of learning opportunities including arts and crafts, construction activities and problem solving games. Your child will be introduced to early numeracy, literacy skills and activities designed to develop their communication skills. At Manchester Settlement Nursery we pride ourselves on ensuring that when your child leaves our nursery to move on to primary school they do so confidently and independently taking with them a love of learning and pride in their achievements. We strive for your child to have the following skills when leaving nursery: Good listening skills, independent skills around dressing toileting and eating meals, recognising and writing their own name, demonstrating good observational skills, showing preliminary reading skills, being able to confidently control a pencil, show creative skills and have a knowledge of numbers, shapes. At the end of pre school children will have a final development assessment and be supported to transition into school.

## Room Ratios

We maintain the **\*statutory staff to child ratios in Accordance with the EYFS**

### Staff Ratio

1:3 for babies and children aged 0-2 years

1:4 for children aged 2 to 3 years

1:8 for children aged 3 to 4 years

\*Minimum number of staff to number of children – In accordance with current Ofsted regulations

## Outdoor Play

We love to get outside at The Manchester Settlement Nursery. We have an indoor/outdoor play area which provides our children with the opportunity to get fresh air and have fun in a safe and secure area. Our nursery's outdoor area has a separate area for the youngest children, green area including a large play house, planters, bikes, trikes, a sand pit, water, music area and lots more! Our children love spending their time outdoors looking for creepy crawlies, building dens and helping grow their own food.

As well as access to our outdoor play areas, children of all ages enjoy walks in the local area. Our youngest children are often seen out in our double buggies enjoying the fresh air, sights and sounds of the local community. We use our walking bus child safety systems and high visibility vests to keep children safe when out on trips away from the nursery.

## Our Team

The Manchester Settlement Nursery staff team comprises a blend of experienced and professionally qualified nursery practitioners and trainees working towards their qualifications. All staff are skilled in expertly guiding your child through the wonders of learning whilst playing. Each staff member is dedicated to treating your child with patience, affection, enthusiasm and understanding as they participate in ongoing training to continuously progress their own skills and abilities. All staff are trained in safeguarding and all qualified staff are Paediatric first aid trained for your child's safety. We have a SENCO who can support children with additional support needs.

## Our Activities

### Nursery Events, activities and services for families

Our nursery holds many events throughout the year including open days and parents evenings, as we are a part of Manchester Settlement community hub family and community activities, classes and services. We also hold, award ceremonies and a graduation ceremony for our children who are moving onto primary school. All parents are invited to attend and get involved with all these exciting occasions.

## Activities for the whole family

We are much more than a nursery, we have lots of family services and activities for children and adults of all ages. We run stay and play sessions, wellbeing days and events for adults, ESOL classes, citizens advice appointments, parent support mentors, youth clubs and activities for seniors. For an up to date 'whats on' list visit Manchester Settlement website

[www.manchestersettlement.org.uk](http://www.manchestersettlement.org.uk)

## Our Menus – Promoting healthy lifestyles

Our nutritionally balanced menus ensure our children are raring to go every day! Children are offered a range of delicious, nutritious meals and snacks. Our wholesome and nourishing menus



are designed to give your little one the very best start in life. The meals we provide are all cooked within the nursery by our experienced, on site nursery cook. Our cook has carefully created a 4-week rolling menu that ensures a healthy well balanced diet for all children. Whenever possible we try to source all our food locally, including seasonal vegetables and fruit. Our children even help by planting and growing their own produce in our outdoor play area! We believe that providing our children with nutritional food, with lots of fresh fruit and vegetables, is a necessity for each child's physical and mental well-being.

### **Dietary Requirements**

Our menus are rotated every 4 weeks, in line with the availability of seasonal produce. Above all, we have a flexible approach and are happy to cater for children with special dietary, medical, religious or cultural requirements. Our staff have all been fully trained in Food Hygiene and are passionate about teaching children the importance of good hygiene too. We promote washing hands before and after meals and snacks and encourage children to help serve their own food and talk about cleaning their teeth in the morning and evening. Above all, we believe that meal times should be a happy, relaxed time where children learn social skills, manners, good hygiene practice and healthy eating habits to last them a lifetime.

### **Environmental Commitment**

We are committed to being an environmentally friendly nursery, making changes wherever we can in order to make the world a greener place! We are committed to teach our children about their environment and the effect we have on it in our day to day lives. Our children will learn to recycle and care for their environment and garden. We always consider environmental implications when planning activities for our children and will continue in our green approach to develop strong environmental awareness within our children, helping their little green fingers to care for the world for many years.

### **Sessions & Fees**

Our nursery is open from 7.30am - 6pm and cares for children from 3 months to 5 years of age. We are open all year round except for Christmas and New Year. Full time/part time sessions available, and 2-4 years old funding available through Manchester City Council. Please contact us for Information regarding our competitive fee structure.

### **What's Included?**

- 📋 Quality Early Years Care and Education
- 📋 Quality resources, and equipment
- 📋 Freshly made, healthy meals and snacks (free places are subject to meal charges)
- 📋 Parentzone nursery communication app
- 📋 Celebration of festivals and family events throughout the year
- 📋 Graduation Ceremony, Parents evenings, City in the community sports session

We also have visits to local parks, shops and community places of interest

### **Discounts**

- 📋 Set discounted fees for fulltime weekly sessions available and siblings

## Keeping in touch –Parent partnership

In recognition that education begins in the home, we are fully committed to a partnership approach with parents. The needs of each child are discussed in full, prior to admission and on an ongoing basis. We are keen to keep parents as involved as possible during their child's time in nursery. Daily routines such as meals, sleep times and nappy changes are recorded and communicated to you via PARENTZONE a nursery app, along with wow moments, messages and photographs of your child at play. This ensures that parents can easily see what their child has been up to on a day to day basis. We offer parents home learning packs and strategies to use at home with your child, to further support their development. Parents are encouraged to discuss their child's day with their key worker and individual records are available at all times for parents to view. Throughout the year we hold parents evenings, support home learning, share your child's progress assessments and our full nursery 'cohort' tracking so that you are fully informed and involved in your child's nursery learning journey. We welcome and will ask for your feedback about how we are doing and what you think needs to improve.

## Social Media

We use social media to keep our parents up to date with upcoming events and offers available. We also believe it is a great and convenient way for us to receive your feedback and suggestions.

We are on facebook	Facebook.com/The Manchester Settlement Nursery
Our website	<a href="http://www.manchestersettlementnursery.org.uk">www.manchestersettlementnursery.org.uk</a>
Nursery phone app	Parentzone – this is a great way of seeing what your child is up to we will send you wow moments pictures and your account information is ready for you to view anytime. See the nursery team to ask for details.

## Quality assurance

We are regulated by Ofsted, and Environmental Health Services to help us maintain the highest possible standards within the nursery. Should you wish to have any further information please do not hesitate to contact them on 0300 123 1231. We are proud of our regulatory reports and these are available for you to view within the nursery and on our website.

We also participate in Manchester City Council's Early years quality assurance scheme and are members of the NDNA (national day nursery association). We are Currently graded 'Good'

## Policies, procedures and further information

We have a parents information file in reception full of our policies, procedures and further information about our nursery and other support organisations. Here you can find out about our safeguarding procedures, health and safety, complaints and compliments and much more, take a look or ask for copies.

## Visit Us

If you haven't already done so, we recommend you come for a viewing of our nursery to see our fantastic facilities for yourself! We can arrange a personal show round during any weekday, and will be as flexible as we can to fit around your family's needs. Alternatively, we do have an open-door policy, so if you are in the area please feel free to pop in and say hello! If available our staff members will be happy to show off our nursery and answer any questions you may have. If you would like to book your nursery visit or require more information, please

Contact us on 0161 974 1300 or email; [nursery@manchestersettlement.org.uk](mailto:nursery@manchestersettlement.org.uk)