

## Our values

We believe that every child is special and that their earliest relationships strongly influence their learning and development. We want your children to feel valued, respected and confident and we believe this can be achieved through building positive partnerships with parents. When children feel happy and secure, they are able to develop their confidence and try new things. Coin Street nursery offers high quality child-centred care and learning. You and your child will be assigned a key person to ensure your child is supported and nurtured.

The Coin Street family and children's centre forms part of Coin Street Community Builders, a social enterprise with three central values; to be creative, collaborative and committed in the work we do and to the community which we support.

Our foundation stage curriculum is based around the cultures and interests of your child. We observe your child and plan their next steps ensuring their needs are met. We meet the needs of all children, irrelevant of where they are on their journey. We support children's diversity and celebrate success.

We have created an interactive workshop style environment that encourages your child to explore and find things out for themselves.

We are there at every step to support, challenge and extend their thinking. We provide experiences for children to develop their understanding of the world in which they live, and to develop the skills they need to have happy, successful and enriched lives.



## Our vision

- To encourage children to be strong and independent from a base of loving and secure relationships between their families and the Early Years Foundation Stage team.
- To promote creative, active learning through planned, purposeful play and exploration.
- To plan activities with real experiences such as visits to the local area and attractions.
- To enable children to explore, investigate and discover new concepts safely with adult support when needed.
- To create a caring, stimulating environment indoors and outdoors where children can enjoy and achieve in their individual ways, and at their own pace, through the developmental stages.
- To provide a balance of focussed teaching and child-initiated activities across seven areas of learning and development.
- To inspire children to love learning from their very first day with us, and to continue this passion throughout their lives.

Coin Street neighbourhood centre is a safe place to visit, use and work in. Everyone has the right to feel safe, secure and respected equally. We do not tolerate any forms of abuse or threatening behaviour towards children, parents, staff or other service providers such as health care professionals. We have a complaints policy and procedure and take all views of our service users seriously. Copies of our policies can be found in the nursery office, and we may ask you to sign a copy of these. If you have any questions regarding our policies, please ask.



## Teaching and learning

Coin Street's approach is shaped and enriched by the diversity, needs and aspirations of the children and families in our community. We aim to provide children with a rich and exciting curriculum based around interests and experiences which are relevant to them. We firmly believe that children learn best through their play. Therefore, we provide daily opportunities for interaction, discovery, active learning, talk and exploration both inside and outside

### Early Years Foundation Stage

Our provision for children's learning and development follows the Early Years Foundation Stage Framework (EYFS).

*The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.'* [Statutory framework for the early years foundation stage 'Setting the standards for learning, development and care for children from birth to five' 2017.](#)

Our practitioners continually plan 'in the moment'. Each time they interact with a child, they are observing, assessing, planning for, and responding to, that individual child. We are confident that the children are experts in their own learning and allow them to lead adults in new discoveries and challenges. The adults ensure that learning opportunities are purposeful and that resources support children to make good progress in all areas of the EYFS. We do this by providing a 'workshop' style learning environment which means that resources are available and accessible to the children at all times but nothing is set out, when a nursery is organised in this way the children are in control of their learning. The learning environment is regularly assessed and reviewed to match the interests and stages of development of the children.

*'Babies and young children are experiencing and learning in the here and now, not storing up their questions until tomorrow or next week. It is in that moment of curiosity, puzzlement, effort or interest – the 'teachable moment' – that the skilful adult makes a difference. By using this cycle on a moment-by-moment basis, the adult will be always alert to individual children (observation), always thinking about what it tells us about the child's thinking (assessment), and always ready to respond by using appropriate strategies at the right moment to support children's well-being and learning (planning for the next moment).'* [National Standards document 'Learning, Playing and Interacting' page 22-2.](#)

We work in this way because high level involvement occurs in child initiated activity. When children show high levels of involvement, that is when there is progress and development occurring – that is when the brain is at its most active. High level involvement occurs most often when children are able to pursue their own interests in an enabling environment, supported by skilful staff. Planning in the moment helps to make this possible.

## Recording and celebrating achievement

The key person makes regular observations of the children using the online system. The information is used effectively to assess what stage children are at in their development. This can be shared with other agencies, such as the health visitor, any medical professionals involved in the children's development, and predominantly with their parents. As a result, children receive the additional support needed to close any gaps in their achievements. This means that all children make good progress, at their own pace, in relation to their starting points. Coin Street Neighbourhood Centre Ofsted Report 2014

At Coin Street Nursery practitioners observe children engaged in self-initiated activities and record significant progress and achievement. Ipad's are used to track each child's progress on a secure online system called My Nursery Child which tracks the stages of development mapped out in the EYFS curriculum (Development Matters). Parents are encouraged to contribute to their child's learning and progress by logging on to their child's individual learning journey on My Nursery Child. A child's Key Person will arrange termly meetings to discuss and celebrate the progress made by children.

On entry to Reception class, each child will leave with a learning journal which celebrates their achievement during their time here. These are presented to the children and their families at our Graduation ceremony.

### The two year old progress check

A child who attends our setting and is aged two years and six months will have their progress reviewed by their Key Person. They will provide parents and/or carers with a short written summary of their child's development in the EYFS prime areas of learning (Personal, Social and Emotional development, Communication and Language and Physical development). This progress check must identify the child's strengths, and any areas where the child's progress is less than expected. If there are any significant concerns or any identified special educational need or disability the practitioners should develop a targeted plan to support the child's future learning and development and involve relevant professionals.



## Our structure and staff

Coin Street nursery has recently been judged as "good" by Ofsted. The nursery is a large open space separated into three age groups. Each age group is managed by an Early Years Manager:

- The Explorers – 3 months to 2 years
- The Investigators – 2 years to 3 years
- The Discoverers – 3 years to 5 years

The open plan layout of the nursery allows greater interaction between children of different age groups and facilitates transitions between rooms. Each room is staffed by childcare workers who have studied a childcare qualification to at least level 3.

The Head and Deputy Head of Early Years Education are both experienced teachers, and oversee the running of the nursery.

The office is run by the family and children's centre Operations Manager and the Nursery Administrator. You can contact any of the team by using our email [nursery@coinstreet.org](mailto:nursery@coinstreet.org) or by calling **020 77021 1670**.



## Settling

At Coin Street, we want your child's transition into nursery to be a happy experience. We therefore visit you at your home prior to your child starting with us. This enables your child to meet the key staff who will be supporting them. We also use your child's first week in the nursery as a period of "settling" in order to introduce them to the nursery gradually.

Home visits are set up before a child starts at Coin Street. During the home visit two members of the Coin Street team will come to your home to meet you and your child. We will bring some toys to play with to help build a relationship with your child. This is also the time when you can ask any questions that you may have. During the home visit and their first few weeks the children are observed, to provide base line information. This is shared with parents and carers so that they can contribute to and help establish an accurate assessment of children's starting points.

The first session usually lasts around an hour. You and your child will both meet the Early Years Manager of the room and continue to build your relationship with your Key Person. You will spend this time getting to know each other, learning about the routines of the nursery and sharing any important information about your child.

Throughout this first week, your child will attend every day even if they have been registered for a part-time place. This is because it is important to introduce the child to the setting gradually and give them time to feel comfortable with the environment and the staff.

Every child is different and some children may take longer than others to settle in. We will work closely with parents to ensure that we put in place a settling routine that is sensitive to the needs of each child and that is adaptable. During the settling process, we ask you to settle your child at an activity before saying goodbye, then reassure them that you will be returning later and leave confidently.



## The Key Person system

Strong attachments are key to a child's development. We all learn best when we are happy and feel safe.

It is our belief that children know who they like and that they form bonds from the moment they start at a new setting. This is why we believe a home visit is crucial to your child feeling safe. They will have met the key people at the home visit and will recognise them on their first day. A back up person is also allocated to your child to ensure that there is always someone you can talk to and who will support your child.

Over the first six weeks that your child attends the nursery, we will be observing your child, and all staff will interact with them to ensure your child has the opportunity to develop a relationship with any adult who works in the room. During this time the Early Years Manager or Key Person is your point of contact.

The Key Person will meet with you after 6 weeks to review how things are going, and to share our 'Baseline assessment' of your child. We will talk to you about the observations we have made and show you how these are recorded.

Your Key Person will support with all aspects of your child's intimate care, teething and sleep time. When it is time for your child to move to a different room your child will transition in a similar way to when they first settle with us. The Key Person will act as the solid base and support their transition. A meeting will take place just before transition and you will meet your child's new Key Person. Information is shared at this meeting with you and both the new and old Key Person.

Our environment is open plan which means transitions are generally smooth because the children can see each space. They often meet staff in other rooms before they go in there. This means that your child will know where they are going and know the staff in the room. They will be ready to move on.

*"Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents."*  
Statutory Framework for the Early Years Foundation Stage



## Communication

We mainly communicate via email and through our Coin Street e-newsletters 'Freshly Minted' and My Nursery Child's online parent page. This will enable you to stay up to date on all our news, events and information. Please also check the notice boards regularly when in the nursery for important information and activities in the local area.

## How parents and carers can get involved

At Coin Street we are very keen to involve parents and carers as much as possible. All the activities that you do with your child at home are important in supporting their learning and development and really help their progression through nursery and school. We have many opportunities throughout the year for parents to get involved such as our Parents' Forum and working/studying parents' group, our Fundraising Group, Christmas activity afternoons and more. For more information on how you can get involved, please contact the Nursery Administrator on **020 7021 1670** or email **nursery@coinstreet.org**



## Food

At Coin Street we provide an award-nominated, healthy and well-balanced menu for all children.

Our chef freshly prepares all of the children's in our onsite kitchen.

Each meal is advised by a dietician and adapted to suit individual dietary requirements.

Our menu is on display, so you can see what the children are eating throughout the week. There are also charts in each room detailing what individual children have eaten each day.

We have a Healthy Lifestyles Policy which we expect all service users to follow. Please ask in the office for a copy.

If you would like to learn how you can include more veggies in your meals or how to introduce new food to young children, our chef is always willing to provide some helpful tips.



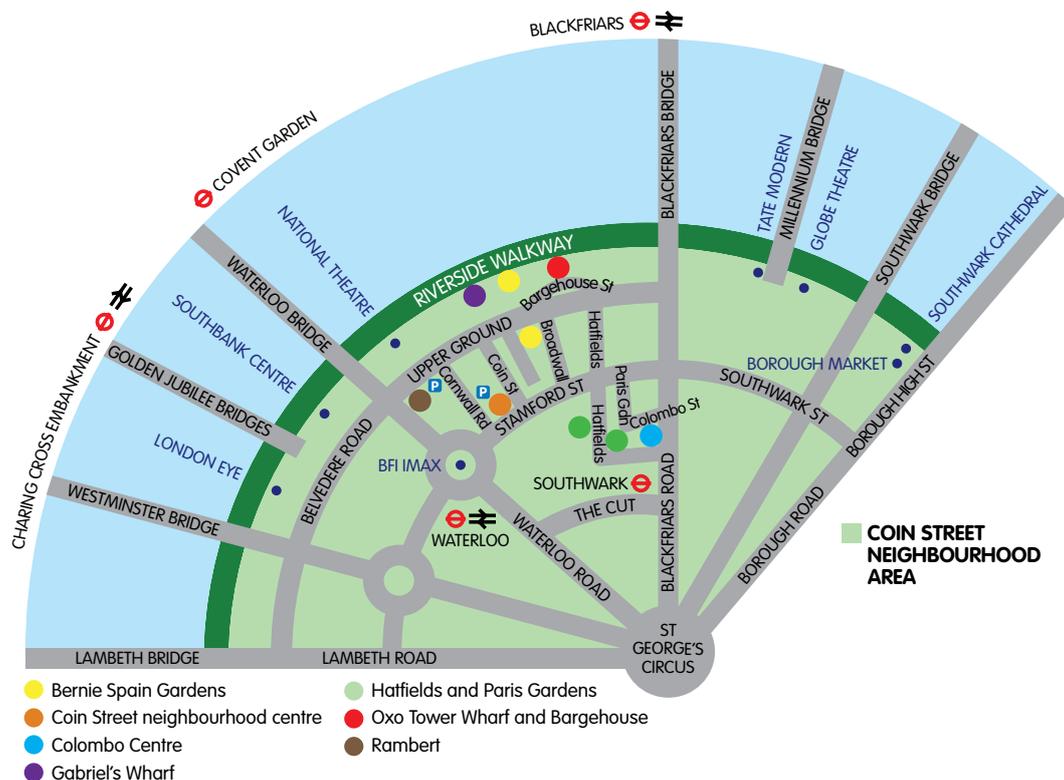
## Getting a place at Coin Street nursery

All places at Coin Street nursery are allocated through our waiting list. In order to join the list, a waiting list registration form must be completed and returned to the nursery office. Joining the waiting list is free. Please note that being on the waiting list does not guarantee you will get a place in the future. You may move up or down the waiting list depending on who else is applying to the nursery at any one time.

Our waiting list operates using the following priority system:

- Priority 1 – children with special educational needs who are referred to us
- Priority 2 – children with siblings attending the nursery
- Priority 3 – children who live in the Coin Street neighbourhood area
- Priority 4 – children with parents working/studying in the Coin Street neighbourhood area
- Priority 5 – children who live just outside the borders of the Coin Street neighbourhood area

You can find where we are located on the map below.



We do not reject any applications. However, please be aware that if you do not fall into any of the first four priority categories, it is unlikely that you will get a place at Coin Street. Please keep the Nursery Administrator informed of any changes in contact details or change to the number of days that you require. We will require proof of your priority rating.

For more information please contact the **Nursery Administrator** on **020 7021 1670** or email [nursery@coinstreet.org](mailto:nursery@coinstreet.org)

## Costs

If you are offered a place, you will be contacted and asked to confirm the offer. You will then be sent a confirmation letter, at which point your deposit is due.

We offer both full and part-time places in the nursery. For children attending on a part-time basis, days must be taken consecutively as follows:

- 2 days – Monday/Tuesday or Thursday/Friday
- 3 days – Monday/Tuesday/Wednesday or Wednesday/Thursday/Friday
- 4 days – Monday/Tuesday/Wednesday/Thursday or Tuesday/Wednesday/Thursday/Friday or Monday/Tuesday/Thursday/Friday

We do not offer one day places, as we are keen to ensure continuity and a settled routine for all the children. Half-days may be taken a minimum of 4 days a week unless you are on the free entitlement. The morning session runs from 8am-1pm and the afternoon from 1pm-6pm.

Please see below for our monthly fees, which are due on the 30<sup>th</sup> of each month, payable one month in advance. Upon registration, we will require a deposit equivalent to one month's fees. When your child starts at the nursery, you are also required to pay your first month's fees in advance.

Monthly Fees (pro rata)	Age			Discoverers entitled to 15 hours funding (the term after their third birthday)	Discoverers entitled to 15+ hours funding (30 hours)
	Explorers (0-2 years)	Investigators (2-3 years)	Discoverers (3-5 years)		
2 days	£595	£517	£491	£273	£153
3 days	£897	£770	£736	£518	£201
4 days	£1,196	£1,029	£985	£767	£462
5 days	£1,284	£1,144	£1,091	£873	£616
4 half days	£595	£517	£491	£273	£153
5 half days	£761	£644	£618	£401	£177
Price for an ad hoc additional day	£88	£76	£71		

*\*This is the amount the local authority contributes towards your child's place (pro rata'd across the year). Every child receives 15 hours funded early education entitlement the term after their third birthday.*

For further details on finance, attendance and other matters please see the Terms and Conditions of nursery placement.

For more information please contact the **Nursery Administrator** on **020 7021 1670** or email [nursery@coinstreet.org](mailto:nursery@coinstreet.org)