



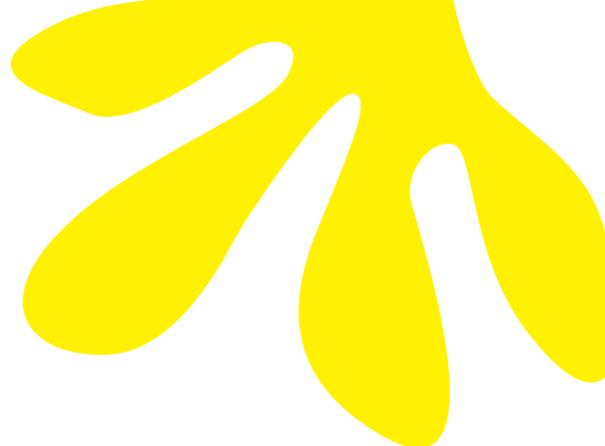
# Nursery Handbook

# Welcome

Choosing a nursery can be daunting and we know you will probably have a lot of questions. We hope this handbook will give you a good idea about what makes Coin Street nursery special and why you should choose us to care for and educate your child.

Our nursery is a safe, welcoming space where children are encouraged to show kindness and respect to one another, and to understand that their views and the views of others are valued.

Our staff team is made up of highly qualified childcare professionals. We provide an inspirational, challenging and creative environment to help children grow and develop. We encourage children to learn through play and discover their own passions.

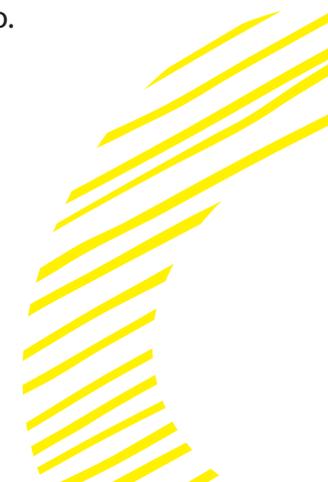
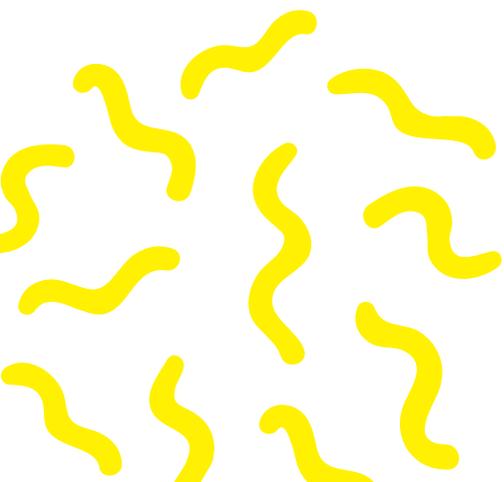


## Why Choose Coin Street?

- Highly qualified, committed staff
- Part of the Ofsted Outstanding rated Coin Street family and children's centre
- High Quality Food - Healthy meals prepared by our on-site chef
- A unique location on the South Bank (Fees include local trips)
- Part of Coin Street community with strong local partnerships with Columbo, Rambert and other local organisations

By joining Coin Street nursery you and your child will become part of a vibrant, diverse and welcoming community where children and families are at the heart of everything we do.

Jane Christofi  
Head of Early Years



# Our Nursery

We offer high quality inclusive education for over 60 children. The nursery is set in a large open plan space on the first floor of the Coin Street neighbourhood centre. Inside the space is divided into three separate areas for different age groups:

Explorers: 3 months -2 years

Investigators: 2-3 years

Discoverers: 3-5 years

We have an outdoor play space giving the children lots of opportunities for exercise and outdoor learning.



## What makes us unique?

### Part of Coin Street community

Our nursery is part of Coin Street, a social enterprise working to create an inspirational neighbourhood in Waterloo and North Southwark. From a derelict site in 1984 Coin Street has created a thriving, diverse, vibrant and welcoming place for people to live, work and play. Our 13 acre site now includes the nursery, family and children's centre, and galleries and a community garden.

### Family and children's Centre

We are part of Coin Street family and children's centre, rated 'Outstanding' by Ofsted. We work closely with the Family Support team, providing support and advice on parenting, child development and health and wellbeing.

Our centre is a hub for community activity. We promote enterprise, creativity and lifelong learning. To find out more about our community programmes and activities visit: [coinstreet.org/events](https://coinstreet.org/events)



## Highly qualified, committed staff

The nursery is led by Jane Christofi, Head of Early Years Education, who has over 30 years' experience working with children. Jane holds a National Professional Qualification in Senior Leadership and has a wide experience in the early years and play sector managing nurseries, children's centres, out of school childcare and community services for primary schools locally and nationally.



Jane leads a team of experienced childcare professionals and we have a Special Educational Needs and Disabilities Co-ordinator (SENDCo), for children who require additional support. All staff are trained to the highest national standards (NVQ level 4,3 and 2, NNEB, Degree, EYPS, QTS) or are working towards these qualifications. Our Nursery staff attend regular first aid, child protection and food hygiene courses. We encourage staff to improve and update their qualifications and keep up to date with developments and good practice in the Early Years Foundations Stage framework. All staff are DBS checked every two years.



## Our nursery team teach children by:

- Creating opportunities for children to contribute to and make choices in their learning
- Build on the children's learning by encouraging children to problem solve and support the children to become more independent
- Asking questions to check or develop children's understanding
- Working with the children to solve problems and find answers
- Providing challenge and positive comments to help children remember their learning and give them ideas to extend their exploration and thinking further
- Observing children when they are playing by themselves or with their friends to record new learning



## High Quality Food

Our meals are prepared and cooked in our nursery kitchen. Menus are planned on a three week cycle and are displayed in the nursery reception, and on our website. A vegetarian option is always available. We cater for children with allergies who have a letter from their GP but not for preferences. Children and staff eat together, and older children are encouraged to serve themselves.

## Location

Our nursery is situated just five minutes walk from Waterloo and Blackfriars station. We are at the heart of the South Bank, London's cultural district. The London Eye, Big Ben, Covent Garden, Trafalgar Square and Borough Market are all within a 10-minute walk or bus ride from our nursery and we regularly take the children out to see the sights.

Caring for our environment is important to us at Coin Street. We encourage our children to develop a love and respect for the world around them. We work closely with our team of community gardeners and grow fruit, vegetables and wildflowers in our nursery garden and the Bernie Spain Garden growing beds.



## Local Partnerships

We work in close partnership with our South Bank neighbours to create some amazing opportunities for our children. These include dance sessions with the celebrated Rambert Dance Company, sports activities at the Colombo Centre as well as opportunities to link up with local artists, businesses and organisations in and around the area.



## Age groups

### Explorers: Age 3 months – 2 years

We understand how important it is that your baby has the best start in life. We have a purpose-built baby room, and follow the routines for feeding, sleep and care that you have established at home. We have a dedicated sleeping area for up to 12 babies which is a calm, quiet and relaxed space, which is always monitored by staff when children are sleeping.

The Explorers have their own outside play space so they can play and explore freely with children their own age.

The staff to child ration in Explorers is 1:3.

## How our children Learn

Our overarching ethos is to help children develop the independence necessary to take charge of their own learning and by the time they leave us they embody the Coin Street three 'C's.

We want our children to be:

- Creative - to look for solutions rather than problems which will help them to develop skills to find better ways of doing things.
- Collaborative - to show them that by respecting the views of others they will learn, grow and achieve more together.
- Committed - to be able to do what they say they are going to do and do it the best they can.

### Investigators: Age 2 – 3 years

When children reach their second birthday they move into our Investigators room. This area is designed to cultivate a curiosity for learning while developing your child's independence skills. Your child will take part in a wide variety of activities and will be encouraged to lead their own play. The team in this room are also very skilled at supporting children to develop their language. If an Investigator needs a rest after lunch, there is a quiet space in the room with sleeping mats.

The staff to child ratio in Investigators is 1:4.

## Discoverers: Age 3 – 5 years

This is our pre-school room. Here we start to focus on activities that help your child in the next stage in their learning journey; starting school. In this room children take part in activities to develop their confidence, decision making, and learning through their making, doing and exploring. The staff support the children to build meaningful relationships with other children and adults. Children are able to choose their own activities, and take part in circle times where they are encouraged to share their learning experiences with friends.

If any of our younger Discoverers need a rest after lunch, there is a quiet space in the room with sleeping mats.

To ensure a smooth transition from nursery to school we work in partnership with other childcare providers and local schools.

The staff to child ratio in Discoverers is 1:8.



## A typical Day

Mornings: At the start of each day, children are greeted by their Key Person and self-register by finding their picture and placing it in the visual register. Then we have circle time where children greet each other and are introduced to the day's activities.

Children help to tidy-up before Lunch.

Lunchtime: Children and staff eat together in the children's rooms. Our staff encourage children to try new foods in a safe environment.

Afternoons: Younger children have a rest or sleep after lunch if they need to. For children who don't need a rest we have story time or calm activities such as role play or arts and crafts.

We have a different afternoon activity each day such as, cookery, gardening, music or sports.

There are opportunities to have milk, fruit and a snack in the morning and afternoon.

## Outside learning

Our outside learning area is an important part of our nursery. Playing outside can help children develop physical skills and boost intellectual development.

Whether sunshine or rain, children at Coin Street go outside in all weathers. We provide wet weather clothing, but children bring in their own wellies.



## Learning to communicate, read and write

Communication, language and literacy are threads which connect the learning experiences children will have at Coin Street. We help them to communicate and listen well so that they can engage in all areas of learning and play.

## Ensuring Quality

Nurseries, pre-schools, reception classes and childminders must be registered with Ofsted to deliver a childcare provision for children. Our Ofsted registration number is : EY357851

All registered providers must follow a legal document called the Early Years Foundation Stage Framework (EYFS). The EYFS is how the Government and early years professionals describe the time in your child's life between birth and age 5. This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

## Assessment and record keeping

At Coin Street we use an online system, called First Steps, to record each child's development. Parents can use the app to view daily updates about your child's feeds, nappies, sleep patterns and what they have enjoyed during the day. We encourage you to add comments and share what you have been doing at home, so we can work together to develop your child's interests in and out of nursery.

Each child also has a 'special book' where they can see the progress they are making. These books are available to the children in the classroom, and can be taken home to share with family members. Parents and carers are welcome to add comments your children have made, experiences you have shared, and photos and pictures.

We invite parents to the nursery three times per year to meet your key person and discuss your child's progress. You are also welcome to contact us anytime to have a chat about your child.

## Special educational needs and disabilities (SEND)

Some children may experience difficulties or delays in areas of development. For example, speech and language, social, emotional, behavioural, cognitive and physical difficulties.

Many of these issues will be resolved by parents and carers working with practitioners to devise appropriate early intervention strategies.

We can also make referrals to a range of professionals, including speech and language therapists, educational psychologists and occupational therapists when necessary.

If your child has specific medical needs, we will work with you to ensure they are supported. Our team of experienced nursery practitioners, led by our highly skilled Special Educational Needs and Disabilities Co-ordinator (SENDCo), work alongside children with special educational needs and disabilities to ensure they learn and develop at Coin Street.



## Starting Nursery at Coin Street

We believe a children's earliest relationships and experiences strongly influence their learning and development. We want you and your child to feel valued, respected and confident. When your child starts nursery, they will be assigned a Key Person. Having a secure relationship with one person supports children's emotional wellbeing and helps them to become confident in a setting.

Before your child starts at Coin Street nursery, your child's Key Person will visit you at home to learn about your child's routines, likes and dislikes, so that the transition from home to nursery is as smooth as possible.



## Settling in

In their first week children attend every day even if they are registered for a part-time place. It is important to introduce your child gradually to help them feel comfortable at the nursery and with our staff. We ask that you or another key adult in your child's life is available throughout this process until they are settled.

On your child's first day they will start a little later than the other children. You and your child will meet with your Key Person so they can spend time with your child. On the first day children only stay in the nursery for an hour.

The usual settling in plan will be

- Attending nursery with your child for a few hours for the first few days.
- Introducing short periods of time away from your child, where you are in the building or close by.
- Increasing the time at the nursery including a meal.
- Leaving your child for a half day.
- Leaving your child for a full day.

Settling usually takes one week, however this can be extended if a child requires a little more time to settle in. Your Key Person will be available for you to talk to and discuss changes to the settling plan if necessary.

## Admissions

We hope after reading this handbook you feel Coin Street Nursery is right for you.

Here's what you need to do next:

- Check our priority categories to see if you meet the criteria.
- Book a tour of the nursery, by contacting [nursery@coinstreet.org](mailto:nursery@coinstreet.org) or 020 7021 1670.
- Complete a waiting list application and provide proof of your home or work address.

Our waiting list uses 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 or studying in the Coin Street neighbourhood area.
- Priority 5: children who live just outside the Coin Street neighbourhood area.

Joining the waiting list is free but does not guarantee you a place at the nursery. Due to the high demand for places we recommend that you register your interest and join our waiting list approximately six months in advance.



## What happens next?

When a space becomes available, we will:

- Contact you to confirm availability and a potential start date.
- Confirm the offer in writing and take one month's fees as a deposit.
- Book a home visit to meet your child and learn more about your family.

# Monthly fees

## Full time or part time?

When planning your child’s time at Coin Street nursery, please note that:

- Half days are not available for under 2’s.
- All booking are for a minimum of two days a week.
- All bookings must include a Monday or Friday .
- We are open for 50 weeks of the year and our fees are paid monthly.
- We offer term time only places (38 weeks) to children who are entitled to 15 hours universal childcare from the term after their 3rd birthday or those entitled to funding for 2 year olds. For all other children nursery places are based on attendance for 50 weeks of the year.
- This means we are not able to offer term time only places to children receiving the government entitlement to 30 hours funding.

|   | Explorers<br>(0-2 years) | Investigators<br>(2-3 years) | Discoverers<br>(3-5 years) | Discoverers<br>(15 hours<br>funding) | Discoverers<br>(15 hours+<br>funding) |
|---|--------------------------|------------------------------|----------------------------|--------------------------------------|---------------------------------------|
| Two days                                  | £682                     | £586                         | £572                       | £246                                 | £137                                  |
| Three days                                | £1027                    | £873                         | £858                       | £532                                 | £206                                  |
| Four days                                 | £1370                    | £1167                        | £1148                      | £822                                 | £494                                  |
| Five days                                 | £1498                    | £1310                        | £1272                      | £982                                 | £629                                  |
| Price for<br>ad hoc<br>additional<br>days | £100                     | £87                          | £83                        | -                                    | -                                     |



## What do parents say about Coin Street nursery?

'Our little boy loves his time at Coin Street - it's a beautifully light, clean nursery with lots of space (indoors and out). The staff are so caring and the kids all seem to have great fun! The food is delicious and home cooked on site. Our little boy is flourishing there, I highly recommend it.'

Maddy M.

'This is a fantastic nursery, great facilities, lovely location and amazing staff – from key person to office support... I recommend this Nursery 100%, don't hesitate, your child will love it here.'

Ana D



'My son settled in easily thanks to the care, warmth and thoughtfulness of his key person. As parents, we were very impressed with the 1-to-1 care that the practitioners have for every single child. We loved the variety of experiences and creative activities they created for the children: from painting to building, to caring for plants, to seeing little ducklings hatch from the eggs and grow - What unique memories of his time at Coin Street nursery!'

Silvia C

## Get in touch

[www.coinstreet.org/nursery](http://www.coinstreet.org/nursery)  
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[nursery@coinstreet.org](mailto:nursery@coinstreet.org)

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