



## LOCAL OFFER: Sunshine Day Nursery. May 2014

1. How does the early years setting know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?

At Sunshine Day Nursery your child's key person is responsible for the ongoing assessment of their individual learning journey. The key person's role is to develop trusting, sensitive relationships with children and parents to enable respectful sharing of information. The key person and the settings SENCo liaise on a weekly basis to discuss any children whom may require additional support. The SENCo will then plan additional support programs, with the key person, which are tailored to the individual needs of the child.

If outside agency support is required, then parents are consulted, permission is requested and the SENCO will start the referral process to FIRST Visiting Team. (FIRST are the local support agency within West Sussex)

If you have any concerns about your child's development you can ask for time to discuss this in private with your child's key person, the SENCO and/or the nursery Manager.

2. How will early years setting staff support my child?

At Sunshine Day Nursery all of our children are entitled to high quality teaching and learning.

On induction to the setting, the SENCo, key person and parents will share information about the strengths and needs of the child, if additional support is needed to enable the child to progress across the EYFS, then parents/carers will be invited to attend a meeting at the setting.

An Individual Education Plan (IEP) or Play Plan will be created alongside and shared with parents/carers, this plan will detail what sort of provision is in place, what the expected outcome is, who is providing it and for how long. The setting and the parents/carers can work together in line with the plan to ensure the best possible outcome for the individual child.

Observations, assessments, evaluations and listening all contribute to this plan, we will listen to your input as well as your child's. The SENCo and your child's key person will work together to identify needs and plan next steps, the SENCo will also be available to access additional support such as, FIRST Visiting Team and explain to you who may be involved in your child's learning and development.

<p>3. How will the curriculum be matched to my child's needs?</p>	<p>All practitioners at Sunshine Day Nursery are provided with key information and are aware of the needs of their individual key children. This assists in the planning of future learning and development within the EYFS framework to ensure that all children are able to make progress.</p> <p>Many of our staff have received additional training and have a wealth of knowledge and experience in supporting children with SEND. If for example a child has Speech, Language and Communication Needs, practitioners will use simplified language &amp; visual aids such as pictures and visual timetables, as well as Makaton signing in order to support them &amp; help them to learn a new vocabulary.</p>
<p>4. How will both you and I know how my child is doing and how will you help me to support my child's learning?</p>	<p>Your child's key person will be making regular observations and assessment of your child, these are all recorded in individual learning journeys with progress updates and individual planning (including IEP's) monitored and reviewed on a monthly basis. We will ask for the parent/carers input when writing individual planning and will also provide you with copies of IEP's to work with at home.</p> <p>If additional support has been requested then there will also be termly meetings with FIRST Visiting Team, your child's key person and the SENCo.</p>

<p>5. What support will there be for my child's overall well being?</p>	<p>The staff have an inclusive, positive and welcoming approach to all. On entry to the setting we will provide parents with the admissions policy, safeguarding policy and SEN code of practice.</p> <p>Parents/carers are asked to complete all about me forms to help practitioners get to know and meet the individual needs of the child.</p> <p>We use visual timetables to support children in understanding routine and older children are supported in managing their own personal care.</p> <p>We try and prepare children for the future by helping to develop their personal, social and emotional skills and give them a joy for learning. We see these skills as being fundamental building blocks for the children to be able to become independent learners in the EYFS and throughout their lifelong learning.</p>
<p>6. What specialist services and expertise are available or accessed by the early years setting?</p>	<p>Many of the staff at Sunshine Day Nursery are trained to work in specialist areas of special educational needs. We encourage our staff to continually update their skills and knowledge and attend regular in-house training as well as training courses run within the county.</p>

<p>7. What training are staff, supporting children with SEND had, or having.</p>	<p>All of the staff at Sunshine Day Nursery are qualified or working towards qualifications in Child Care.</p> <p>In addition our settings SENCo has also completed a CACHE level 3 Diploma in Working with Children with Additional Needs and a Level 2 certificate in Working with Individuals with learning Difficulties as well as attending the below courses:</p> <p>Muscular Dystrophy - NHS (In-house, all staff)  Bereavement Training - NHS (Management and SENCo)  Let's get Talking - WSCC  Spina Bifida &amp; Hydrocephalus - NHS/SHINE (In-house, all staff)  The Role of The INCo - WSCC (Management and SENCo)  Child Development - WSCC  Working With Vulnerable Families - WSCC  English as an Additional Language - WSCC  Sensory Play - WSCC  Paediatric First Aid - Silver Cloud Academy (All staff)  Fun with Letters &amp; Sounds - WSCC  Catheterisation Training - NHS Community Nurses (3 staff members)  Hearing Aid Training - NHS (In-house, all staff)</p>
<p>8. How will my child be included in activities outside the early years setting, including outings?</p>	<p>We promote the involvement of all children in all aspects of the EYFS, including trips away from the setting.</p> <p>Parents/carers are consulted and involved in any trips away from the setting and thorough risk assessments are completed with safety and access being considered prior to the activity taking place.</p> <p>We have an outings policy which all staff will follow &amp; adhere to.</p>

<p>9. How accessible is the early years setting environment? (Indoors and outdoors)</p>	<p>We respect and value diversity in our setting and do our very best to meet the needs of all our children and their families.</p> <p>We welcome families whom have English as an additional language and are happy to provide nursery information and policies in their home language.</p> <p>We have bi lingual signs and posters around the setting and we encourage children to talk about and bring in things to show from their home lives.</p> <p>Our building and gardens are accessible with toilets and changing facilities located on the ground floor with access for all. We also have a ramp to provide easy access into the setting.</p> <p>There is accessible parking opposite. (free before 9am and after 5pm)</p> <p>We have access to the local toy library and are able to provide sensory play equipment as well as visual aids.</p>
<p>10. How will the early years setting prepare and support my child to join the early years setting or transfer to a new setting/school?</p>	<p>At Sunshine Day Nursery we invest our time in the transition process. We ask the parents/carers of new children to complete all about me forms &amp; each child will attend the setting for a minimum of 4 settling in periods where they will get to meet and build up a trusting relationship with their individual key person.</p> <p>In the summer term, prior to the new academic year, staff from feeder schools will visit the setting to introduce themselves and get to know the children. The SENCo and key person will make sure that all relevant information is up to date and passed on to the relevant people.</p>

<p>11. How are the early years setting's resources allocated and matched to children's special educational needs?</p>	<p>Inclusion funding, additional funding and 2 year old funding can be applied for in order to support the child being included in the setting. Dedicated budgets will be used to provide additional resources/staff or to adapt existing resources.</p>
<p>12. How is the decision made about what type and how much support my child will receive?</p>	<p>These decisions are monitored through observation, assessment and planning and then made by the key person and SENCo and discussed with the parents/carers.</p> <p>Observations and assessments linked to the EYFS will be used to identify what support the individual child requires. If necessary, extra support will be put in place with the aim of enabling the child to become independent within the environment.</p> <p>The SENCo will advise on the process of applying for extra support.</p> <p>The inclusion funding process will identify the level of need based on the evidence submitted to the panel from the setting and other professionals working with the child/family.</p> <p>Reports from healthcare professionals or others working with the child and family will be used to plan support within the setting.</p> <p>The SENCo and FIRST Visiting Team will support the decision making process linked to planned targets on IEP's/Play Plans and within the child's Individual learning Journey.</p>

<p>13.How are parents involved in the early years setting/How can I be involved?</p>	<p>At Sunshine Day Nursery we regularly involve parents/carers in their child's learning.</p> <p>We operate an open door policy to allow for a two way dialogue to occur between staff and parents.</p> <p>We host parents evenings twice a year, where parents/carers are invited to come into the setting to discuss their child's progress and development with their individual key person.</p> <p>We send out quarterly news letter's to keep parents/carers up to date with any changes/news within the setting, these news letters are available in formats which are accessible to all.</p> <p>We also invite parents/carers to stay and play sessions as well as regular charity events, summer fairs, Christmas parties and leavers parties.</p> <p>Parents/carers have the opportunity to speak with the child's key person on a daily basis and day care diaries are provided with information on your child's day.</p>
<p>14. Who can I contact for further information?</p>	<p>In the first instance, parents/carers are encouraged to talk to their child's key person.</p> <p>Further information and support can be obtained from the settings SENCo and Nursery Manager.</p> <p>More information and contact details can be found on our settings website.</p> <p>Visits to the setting can be arranged to meet with the relevant staff member.</p>



