



Forest Sessions

ICAN Talk Accredited
since 2010

Healthy Setting Award
since 2012

Ofsted Registered
RP903483

Setting Number
EY466130

Nursery and pre-school for 0-5 year olds.

(Plus after-school and holiday care for 5-11 year olds at Redhills Primary School and Kindergarten and Out of School Club at Steiner Academy Exeter)

**Exwick Old School,
Exwick Road, Exwick, Exeter, EX4 2AT**

Tel: 01392 425551

www.exwickark.co.uk

Email: Admin@exwickark.co.uk

Managed by Paula Stone (B.Ed, Early Years Professional Status)
and Harri Sharp (BEng & DPP)

Exwick Ark Ltd. (No. 7321758) trading as The Exwick Ark



Our Nursery and Pre-school

Aim: To provide high quality child care and education that meets the needs of local families.

We will do this by:

- Providing a safe, fun and challenging learning environment that meets the needs of every child and family, regardless of background, gender or ability.
- Providing flexible childcare that enables parents to access training, employment and welfare support.
- Maintaining very high standards of care and education, demonstrating a commitment to standards significantly above those required by OFSTED.
- Building strong working relationships with parents and acknowledging their role as the primary educators of their child.
- Working co-operatively with local Primary Schools and other providers of services for families.

Demonstrating Christian values in the way we operate and interact with children, parents, staff and the community.



We offer your child:

- An ICAN accredited and OFSTED approved early years setting.
- Individual care and attention made possible by a high ratio of adults to children.
- Frequent trips to local parks and river, and regular trips further afield
- 4 fully qualified Early Years Teachers; 2 of whom are Early Years Professionals. Apart from one level 2 qualified member of staff all other staff are qualified or training at level 3.
- Teachers from Italy, Poland, Spain and Algeria. Excellent English as an additional language support
- Huge variety of outdoor play opportunities in 4 gardens (including water and sand play, mud kitchen, vegetable growing areas, wooden climbing structure, forest garden and covered areas.
- A healthy mid-morning/ afternoon snack and drink. A healthy lunch cooked on the premises.
- A childcare setting with underlying positive Christian values.



We open at the following times 50 weeks of the year:

Monday- Friday

- 7.45 to 12.45 am Morning Session.
- 12.45am-5.45pm Afternoon Session.
- 7.45am-5.45pm All day
- 9.15am -3.30pm School day

We offer term time only and year round places just let us know in advance which you require.

We close for a week at Christmas and Easter and for all bank holidays.

Age Ranges:

Our nursery and pre-school offers continuity of education and care for children from 6 months until they start school. We provide child care for children aged 6 months to 5 years old. For those at primary school we run a Holiday Club (8am-6pm) and Out of School Clubs at Redhills School, Exwick (3-6pm) and Steiner Academy Exeter (7.45-9.15am & 3.30-6pm).

Underlying Christian Values:

The Exwick ark has underlying Christian values demonstrated practically in the care we give your baby or young child. We often sing a simple and fun grace before snack time and occasionally include simple Christian songs in our music time. We learn about Christian celebrations, beliefs and stories as part of our curriculum, alongside the celebrations, beliefs and stories belonging to other cultures represented in our society. If you have any concerns about this aspect of our provision please feel free to discuss it with either of our managers, Harriet (Harri) Sharp or Paula Stone.



Equal Opportunities:

The ExwickArk is open to every family in the community. We will never discriminate against anyone because of race, ethnic group, religion, gender, ability, disability, age, status, sexuality, medical requirements, social or family commitments. Our full Equal Opportunities and Inclusion Policies are available to read in our Policies and Procedures folder which can be found in the Parent Meeting Room.



The Learning Environment

Our youngest children start off in Monkey room, which is a lovely homely area with a sofa and soft carpets. This room is designed to ease the transition from home to nursery. There is a separate sleep room leading off this room with cots and beds for children to take undisturbed naps as needed. The Monkey room has a doorway through to the older children so siblings and friends can see each other and play together when appropriate. A kitchenette allows us to prepare milk and feeds as needed. Babies have the use of lawns and a decked garden at the back of the building to allow them to have plenty of fresh air and outside play.

Most children move into the Elephant room at some time after 2 years of age. This room is very spacious and has a greater choice of activities on offer. Children have free flow access to the outside play area adjoining this room.

For the last year of children's time at The Exwick Ark before starting school children are based in the Giraffe room. This is actually two rooms with different activities in each of the spaces. Children in the Giraffe room are encouraged to help chop fruit and vegetable for their snack in the morning.

Play equipment is mostly open ended and there are many resources made of natural materials. There are nature displays in the rooms helping children to link the natural world with their learning. The nursery has direct access to the Station Road Park so that when we want to we can unlock the gates and take children through to use the additional play equipment. Of course, they will always be closely supervised by our staff!

Children put their things on a coat hook in their group's coat area. There is an inside parents' meeting room, where parents are welcome to meet up if they wish.





Curriculum

At the Exwick Ark we follow the Early Years Foundation Stage Framework which is a document setting the standards for learning development and care of children from birth to five years of age. The document is based on a number of principles grouped into themes:

A unique child – every child is a competent learner from birth who can be resilient, capable, confident and self assured.

Positive relationships- children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling environments – the environment plays a key role in supporting and extending children’s development and learning.

Learning and development – children learn and develop in different ways and at different rates and all areas of learning are equally important and inter- connected.

These four guiding themes work together to underpin the way we support the learning, development and care of young children during their time at The Exwick Ark. Every child is unique and when placed in an enabling environment with positive relationships they are able to learn and develop.

The ways in which the child engages with other people and the environment – **Playing and Exploring, Active Learning and Creating and Thinking Critically** – underpin learning and development across all areas and support the child to remain an effective and motivated learner. These are called the characteristics of effective learning.

There are 7 areas of learning, 3 prime and 4 specific. The prime areas are given more emphasis particularly with our youngest children as they are particularly crucial for igniting children’s curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. The specific areas are areas in which the prime are strengthened and applied.

Prime areas.

Personal, social and emotional development – Involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and Language – Involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development – Involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children must be helped to understand the importance of physical activity, and to make healthy choices in relation to food.



Specific areas



Literacy. Involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

Mathematics – Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.



Understanding of the world – Involves guiding children to make sense of their physical World and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



Expressive art and design. – Involves allowing children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, dance role play and design and technology.



Other

Children are taught and use Makaton type sign language to help them communicate with each other and the adults. This is particularly helpful with children who are still learning to communicate with others, whether English is not their first language or they need extra help with communicating. Even babies can learn to use these signs before they have started speaking. The signs we are using are usually displayed on one of our notice boards for parents to learn too.

Adult Resources

We are proud of the exceptionally highly qualified staff within our nursery and pre-school. For children over 3 years of age our ratio is at least one adult to thirteen children when one of our Early



Years Professionals is working directly with the children, as in a school nursery. It is one to eight when an Early Years Professional is not present. However we often have a minimum 1:8 ratio all the time. Our ratio for two year old children is one to four and for children under 2 years of age it is one to three. The high staff to children ratio ensures individual attention to the needs and development of each child.

Our Play Team:

We have 19 members of staff in our Play Team at the nursery including our Cook, Patricia. Harri and Paula are the Senior Managers of the Exwick Ark. Paula taught for nine years in a primary school and since 2003 has been teaching pre-school. Paula has a Bachelor of Education degree and Early Years Professional Status. Paula has three children of her own so understands some of the joys and concerns of being a parent. Paula oversees SEN and leads our Speech development work in the setting.



Harri Sharp

Harri has a degree in Engineering. She has 25+ years experience working with children, both full time and also part-time for her church. Harri has completed a Diploma in Pre-school Practice (DPP) and has three children of her own. Harri is responsible for overseeing bookings, invoices and fees. Harri oversees the continuing professional development of staff.

Sarah is the Giraffe Room leader. She has a degree in Childhood Studies and has Early Years Professional Status. Sarah is also training as a Forest School Teacher. Sarah is working towards a Masters Degree in Childcare and Education. Sarah is responsible for the planning in the Giraffe room and the Outdoor learning curriculum. Sarah is part time. Wioletta is leading the Giraffe room when Sarah Emerton is not in the room. Our Elephant room leader is Sharon Crook and she runs the educational side of the Elephant room on a daily basis. Sharon Crook has experience of running a nursery in Ruislip. She joined The Exwick Ark in October 2014. Our Monkey room leader is Monica Deidda. Monica is a Qualified Teacher and is from Sardinia.



Kim Philips has Level 3 qualifications in Play work and in Childcare. Kim is a one to one key worker. Sue (Grandma) Wilmott is a play assistant in the Monkey Room. Sue has lots of grandchildren whom she has cared for as a grandma and brings a wealth of experience to us. Sue has a level 2 qualification in Childcare. Nawal Boudjemia also works in the Monkey Room has a level 3 childcare qualification. Nawal speaks English, Arabic and French. Monica Deidda is a teacher from Italy; she has had her qualification translated into an English Qualified Teacher Status. Wioletta Jakubowska holds a Polish qualification as a Kindergarten Teacher, which is the equivalent of

Qualified Teacher in the UK, and also has a UK level 3 Childcare qualification. There is a team responsible for co-ordinating English as a second language; We have English, French, Polish, Arabic, Italian, Spanish and Russian speaking staff in the setting. Laura Alonzo is a qualified Teacher and is deputy room leader in the Elephant Room.

Louise Leyland-Simpson has achieved her level 3 childcare qualification and uses her skills to help promote Parent Partnership. Sophie Roberts is Level 3 qualified in Childcare and Development and is responsible for the Health and Safety in The Exwick Ark. Ellen Tapp has achieved her Level 3 qualification in Childcare and Education. Sarah Casey is level 2 qualified and works mainly in the



Monkey Room. Sarah C is working towards her level 3 qualification. Abby Grant joined us as a level 3 apprentice in child care in May 2017, she already is level 2 qualified. Charlotte Hoppins is working towards her level 3 Childcare Qualification as an apprentice.

In addition, we are recognised by Exeter University and Exeter College as a high quality setting and often have students working with us on placements. We also sometimes have staff from other pre-schools and nurseries coming to spend time with us to observe our good practise.

All our staff members attend relevant training over the year and have child protection, anti-discrimination, food hygiene, paediatric first aid and health and safety training as part of their induction programme. All the staff members are encouraged to continuously develop their knowledge of childcare by studying for appropriate qualifications and attending training sessions.

Family-worker system:

We operate a Family-worker system where each child is linked into a small group with a member of staff. These groups are usually made up of children who will start school at the same time. The Family-worker will build a special relationship with you and your child. They will help your child settle into nursery, will observe your child playing and learning, record these observations, create your child's development records and use these to create an individual learning plan for your child. They will discuss this learning plan with you during our once a term parents' meetings and are always happy to discuss your child's development and care informally at the end of a session. Sometimes a child will form a strong relationship with other staff as well and we acknowledge this by those adults working with the Family worker in observations and planning. Ofsted use the term Key Worker where we use Family Worker.

Record keeping:

We implement an electronic record keeping system in which observations of the children in the group are used as a basis for drawing up an individual curriculum for each child. Parents/ carers are encouraged to share observations of their own child with their child's Family-worker to enhance the record of a child's development. During your child's time at The Exwick Ark we will keep a record of your child's development. This will include notes, photos and artwork from their time with us. These are available for parents to see on a secure server. Records are passed on to the parents/carers and their new teacher when a child leaves the Exwick Ark. Parents/carers are invited to be involved in planning activities appropriate to their child.



Parental Involvement: Research shows that children learn better when their parents are involved in their education. We are always happy for parents to visit or help in the group. This helps to increase the high ratio of adults to children in our playgroup. It also gives parents the opportunity to take an active part in the group, to see what happens there and to talk about it afterwards with their child. In addition, these visits provide a valuable opportunity for all children to see their own parents/carers in a new role.

We hold events for parents to attend usually twice a term. These often are celebration assemblies during the day time and early evening social events. These are a good way for new parents/ carers to get to know people in an informal setting and all parents are welcome to attend. Please ask if you'd like to know more. Parents/ carers are welcome to give feedback to the management on all aspects of our nursery and pre-school. Each half term a home learning sheet of ideas is produced.



Special needs:

The number of adults present in the pre-school enables us to provide individual attention for each child. Each child is able to progress at his/her own rate in all areas of development, and this is true for the children with and without special educational needs. Our Special Educational Needs Manager (SENDCO) is Wioletta Jakubowska who works with children with special needs and liaises with other professionals. If you would like to discuss further the group's ability to meet your own child's special needs, please talk to Wioletta.

Working in partnership with others:

The Exwick Ark has very good relationships with local schools and works hard to aid communication. During a child's last term in the Pre-school/ Giraffe room the primary schools invite children to go to school for a few sessions before they start at school. A member of staff from the Exwick Ark often will attend at least one of these sessions.

Our Child Protection Officers have good relationships with Health Visitors, Social Workers and other children's services. Where appropriate we attend meetings with these other professionals.

Management and decision making

Decision making:

The Exwick Ark is run and owned by two senior managers, Harri Sharp and Paula Stone, which ensures that there is continuity in the running of the nursery. The Exwick Ark is a business where profits will be put back into the Exwick Ark to aid its development. If parents/ carers have any comments to make they can either talk to Harri or Paula or put a suggestion in the "suggestions and comments" box. All comments will be considered. Should you have a complaint to make the procedure is explained in the Complaints Policy, which can be found in the Policies and Procedures Folder in the Parents Meeting Room. We have Complaints and Positive Comments folders, which you are welcome to look at, so please ask to see them.



Policies:

A full set of policy and procedure statements are available in the nursery. Particularly relevant policies for parents/carers are offered to parents/carers for them to read when a child starts with us. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on an annual basis and comments and suggestions from parents are always welcome.

Fees:

From the term after their third birthday all children are entitled to the equivalent of 15 hours of free childcare each week for 38 weeks a year, or 11 hours a week over the whole year, until they start school. Children with working parents may be eligible for Extended funding (double and sometimes called 30 hours funding). Please visit the www.Childcarechoices.gov.uk website for more information on this and other ways of getting help with childcare costs. Some 2 year olds are eligible for free places under a government scheme. These are funded by Devon County Council. Please ask for more details. Fees for additional sessions or for younger/older children are payable each month, payable at the end of the month. Fees can be found on the chart on the following page. Children need to be booked for sessions as shown on the chart on the last page. For children attending during



lunch time (11.45-12.45am) you can provide a healthy packed lunch or purchase a 2-course cooked meal which has been prepared on the premises. All the food we provide has been prepared in accordance with government guidelines for healthy eating.

What you need to provide:

In order to provide continuity for your child we ask that you provide nappies or pull ups if your child is using these at home. Please send your child with a packed lunch if they are staying with us for lunch and you are not paying for a cooked meal (see guidance sheet for babies). We provide all other snacks and drinks and these are included in the fees. Children will also need at least one change of clothes in case they get wet or dirty and more if they are toilet training. Children in the Monkey room need to bring a pair of slippers once they are toddling and those in the Elephant and Giraffe rooms a pair of wellies and waterproofs. In the Monkey room you may bring a set of cot sheets if your child is likely to need a nap during the day. We find that using familiar sheets and blankets helps the child to settle. We suggest you leave the sheets with us for the week and then take them home to wash at the end of the week. We do have plenty of sheets on the nursery however.

Visits:

We understand how important it is for you to feel confident in your choice of childcare so are happy for you and your child to visit or spend some time with us before making a decision. We are also happy to answer any of your questions either in person, by email or over the phone.

Waiting list:

We operate a waiting list but, in order to ensure equality of opportunity we operate a priority list (Please see the Admissions policy for details). If you wish to put your child's name on our waiting list, please complete the short form that you should find attached.

Home Visit:

As it gets nearer to the time your child is due to start at the Exwick Ark we will offer you the opportunity to spend a session with us and the opportunity of a home visit. Paula, Harri or Sarah and another member of staff will visit you and your child in your home. This gives us a chance to finish completing the full registration form with you, to give you a copy of the Parent Handbook and to answer any questions you may have about your child's start at the Exwick Ark. This face-to-face contact with staff also will mean your child sees a known, friendly face on their first time with us.

The Exwick Ark Fee Structure From 30th April 2018

Cooked lunches are an additional £2.40 per meal. This will be added to the monthly invoices.

Fees		3/4 year olds	2 year olds	0-2 year olds
1/2 day	7.45-12.45am 12.45-5.45pm	£6/hr for hours not covered by the EYEF and Extended EYE	£28	£30
Long day	7.45am-5.45pm		£56	£60
School Day	9.15am-3.30pm		£35	£37.50



Please complete and return to:
 Mrs Harri Sharp
 The Exwick Ark
 c/o Exwick Old School
 Exwick Road
 Exeter EX4 2AT

Office use: date received:
 acknowledgement letter/phone:
 added to CP:
 Home visit: FWkr:

Or send the same information in an email to admin@exwickark.co.uk

Request for a place at the Exwick Ark.

Name of child:

Date of Birth of Child:

Gender: Male / Female

Name of parent /guardian:

Address of parent /guardian:

.....

Email address:

Day time contact phone number for parent /guardian:

Date you wish your child to start at the Exwick Ark:

(please underline preferred choice) Date:Year..... or

Beginning of Sept-Dec term / Jan-April Term / April- July term / Other (please specify year)

Days you would prefer your child to attend The Exwick Ark (please mark preferred choices):

	Monday	Tuesday	Wednesday	Thursday	Friday
7.45-12.45am					
12.45am-5.45pm					
7.45am-5.45pm					
9.15am-3.30pm					

Please delete as appropriate:

- I wish to have a..... term time only place/ year round childcare/ term time and some school holidays

- I have a code for Extended Years Entitlement; code no. : date valid from:



Updated November 2018