



## White Lodge Nursery

### Mission

The nursery is one of many services provided by White Lodge.

*We provide services and support that enable those with a range of disabilities, their families and carers to lead fulfilling lives.*



### Values

The nursery is an integral part of White Lodge and has been providing opportunities for children since the 1960's. Our values focus on our aim of "enabling ability" in all. Regardless of age and ability.

**E**ncourage and enable children to achieve as rewarding lives as possible.

**N**urture by providing our Nursery service in a friendly, caring and supportive environment.

**A**lliances, by respecting and valuing each other we form strong alliances with children, parents and carers to cultivate and strengthen our services and support.

**B**elieve in being open and honest, working with integrity at all times to earn vital trust from the families, carers and individuals we support.

**L**istening allows us to constantly adapt, diversify and evolve our Nursery environment to best meet the needs of the children.

**E**xcellence in all that we do through the expertise, experience and professionalism of our staff team.

**enabling  
ability**



## Opening times

Our nursery is school term time only and is open Mon-Fri 9.30-15.30. The children can stay for a morning session (9.30-12.30) or a full day (9.30-15.30).

## Admissions

We cater for all children aged five years and under, including those with cerebral palsy or similar conditions.

All our nursery places are subject to availability, taking into account staff/child ratios, the age and ability of the child and space requirements.

We operate an inclusion policy and all children regardless of nationality, religion, culture, race, gender, physical ability or disability and health.



**[LINK TO ADMISSIONS POLICY HERE](#)**

## Fees

There are different funding options available:

- FEET (Funded early education for two-year olds) offers 15 hours of free education per week for eligible families the term after your child turns two. Find out more on link below:  
<https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/funded-early-education-for-2-year-olds-feet>
- FEE (Funded early education and childcare for all three- and four-year olds). This is available for all three- and four-year olds.
- 30 hours funding. eligible working families are able to claim extra 15 hours funding per week. Find out more on link below:  
<https://www.surreycc.gov.uk/people-and-community/families/childcare/paying/30-hours-funded-childcare-for-working-parents>
- Private payment is available. Families who are not eligible for FEET or 30 hours funding can pay privately. The rate is £39 for a full day session and £22 for a half day session (am or pm). Payment is in advance per half term and can be paid by cash, debit/credit card, bank transfer, child care vouchers or tax-free childcare. Bank details: NatWest, sort code 60-23-34, account number 33450994



## Staff

We aim for the staff team to have a Level 3 qualification or have relevant experience to work towards their level 3. Some staff may have higher qualifications and all have a Paediatric First Aid certificate. Staff receive annual in- house training on Manual Handling, Safeguarding, First Aid etc. We ensure that all staff are up to date with their training.

## Key person

It is required by the EYFS that each child in the nursery has a Key person. They are there to help your child settle in, ensure that your child's individual needs are met and build a good relationship with the family.

## A day in the Nursery

All early year's providers in England follow the standards for care, learning and development set in the Early Years Foundation Stage (EYFS). The EYFS specifies seven areas of learning (communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world, expressive arts and design); these are all present in our Nursery. The children are encouraged and supported to explore these areas and access activities available. In addition to the EYFS curriculum, we use a sensory curriculum to ensure that every child's needs are met.



When you arrive with your child to the nursery in the morning, there is a member of staff welcoming you by the entrance door collecting the communication book and any other necessities your child may have for the day. You have a chance to give us any important information that may affect your child's day in the nursery. The member of staff will then take your child into the nursery where the day starts with registration. Please let the staff member know if you need to discuss something with the coordinator as this can be arranged after drop off or before pick up.

**Please can we ask you to arrive promptly so that the children can be registered on time.**



After registration the children enjoy a healthy snack together. This is usually fruit, vegetables and water or sugar free squash. After the snack, the children have free play.

A healthy two course lunch is served at noon. A vegetarian option and any special requirements are also catered for. There is a charge of £1.50 for lunch which is invoiced monthly.

We encourage the children to use their own initiative and imagination in their play, with adults supporting and guiding them where necessary. However, there are also planned adult led activities throughout the day, including; singing sessions, art activities and an obstacle course.



Every day is different in our nursery as there are so many possibilities and opportunities available for the children in our well-equipped nursery. Children can enjoy outdoor play in our safe and secluded garden, and our soft play area which is used for climbing and sliding and sometimes for quiet moments. Our Hedgehog room is ideal for interactive learning using our Smartboard or reading and lending books from our library. It is also perfect for any preschool work done sitting around the horseshoe table. The Badger room is our sensory room with spaghetti lights, jellyfish aquarium, light tunnel and other equipment.

Sometimes we leave the Nursery to explore the surroundings. We walk to the woods or the garden centre or just go outside our building to see the fire engine when the fire brigade visit us.

## Toileting

Whilst encouraging our children to manage their basic hygiene and personal needs independently, we consider their needs and abilities and support the children to manage them in the best possible way.

Our toileting facilities include changing beds, different size and style potties and children sized toilets. We ask you to provide nappies, wipes, cream and spare clothes that are all kept in your child's locker.

Toilet training is an important part of being independent and getting ready for school and when you feel that your child is ready, we will support you by following a similar toileting routine in our nursery.



## Working in partnership with parents

We value the relationship with our parents greatly. We ensure that you have opportunities to discuss any concerns and share any information related to your child. We do this for example by:

- Talking to you at the beginning and end of the day
- Arranging meetings when necessary
- Arranging a coffee morning at the beginning of the school year
- Having a parents' afternoon twice a year
- Half termly newsletters
- All about me documents, next steps sheets



Good relationship with all parents is important to us as we want children and their parents feel comfortable with us. Our aim is to give every child in our care the best possible start in their lives and this we can only achieve together with the families.

## Keeping Children Safe

Throughout White Lodge and the Nursery, we operate a Safer Recruitment process, this means all staff will have completed an Enhanced DBS Police check. All staff have undergone Safeguarding training. We have a duty of care to keep all children coming to the Nursery safe and secure.

Within the Nursery our paramount concern at all stages is the interests and safety of the child. This should be considered distinctly from the interests of the parents, carers or any other involved party.

Whilst respecting a family's privacy and recognising the importance of confidentiality, concerns about a child's welfare take precedence, ethically and legally. This means if we think a child is in danger or at risk of being in danger we will take advice or make a referral to Social Services. We will try to tell parents or carers if we decide to do this but only in doing so, does not put the child at more risk.

Current Designated Safeguarding Leads (DSL): Lesley Robbins (CEO), Terry Broom (Head of Services), Mari Passchier (Nursery Coordinator) and Karen Reed (Deputy).

[Please do read / see our Children's Safeguarding policy.](#)



## **LINK TO SAFEGUARDING POLICY HERE**

For Safeguarding concerns:

During Office Hours SPA (Single Point of Access) 0300 470 9100

Out of Office Hours Surrey Emergency Duty Team: 01483 517898

Surrey LADO 0300 123 1650

Contact Numbers for other local authorities are available on their website.

## **Compliments/Complaints**

The Nursery welcome feedback and would like to hear about things you have found helpful or unhelpful.

Compliments can be passed to a member of staff, or put in writing and sent to the Coordinator.

If you are unhappy with any aspect of our service, you may choose to make a complaint. We have a simple three-stage process which will enable you to do this. Please follow link below for Complaint service.

### **Link to Complaints policy**

Anyone making a complaint may also choose to contact Ofsted directly.

## **Contact us:**

White Lodge Nursery  
Holloway Hill  
Chertsey  
Surrey KT16 0FA  
Tel 01932 577981  
[www.whitelodgecentre.co.uk](http://www.whitelodgecentre.co.uk)

Email: [Nursery@whitelodgecentre.co.uk](mailto:Nursery@whitelodgecentre.co.uk)

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Ofsted registration URN 120 311

