



Darul Arqum Nursery

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<http://www.darul-arqumnursery.co.uk/>

Our Vision statement

"At Darul Arqum Nursery we learn, we grow, we fly. We enable our caterpillars to become blossoming butterflies ready to take on the world"

Our Mission statement

"Our mission is to create a home away from home environment, where children feel safe, secure and loved"



Opening times

- Morning session: 9.00am-12.00pm
- Afternoon session: 12.30pm-3.30pm
- All day session: 9.00am-3.30pm

Please note we are a term time only setting.

Our Staff

- Our staff team is made up of Managers, Finance support, full-time, part-time staff, lunch supervisors and bank staff.
- All our staff are fully qualified to level 3 or above and hold an enhanced DBS. The staff are here to work in partnership with you and to provide the best quality of care and education to your child.

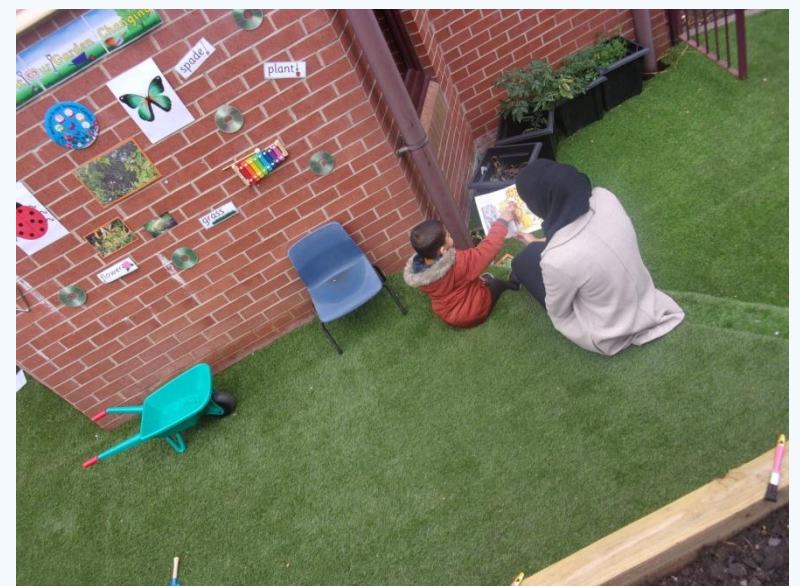
Student Placements

During the nursery year we have student placements from colleges and universities.

All students are DBS checked before they start their placement.

Key Person Approach

- Each child is allocated a key person prior to them starting nursery.
- The keyworker is responsible for the induction of the child and for helping him/her settle in. They are also responsible for the direct and indirect needs of the children within their key group including nappy changing and toilet training.
- The key worker will carry out observations and assessments on the child and will keep an up to date learning journal.
- This ensures that your child's individual care and educational needs are met at the nursery.



The Learning Environment

We have very spacious outdoor and indoor environment. Indoors we have 2 rooms that have been designed to provide a provision that has been differentiated for 2 age groups, 2 year olds and 3-4 year olds to meet their learning and developmental needs.

Outdoor provision has been developed to include different areas for exploration. This includes our enclosed garden area with digging opportunities, planting, and climbing wall to enable groups of children to explore independently in all weathers. It also includes stimulating play equipment that includes a tunnel, teepee and music areas.

Our aim is to provide an exciting and stimulating learning environment with various different areas of provision to include a wide variety

These Include:

Construction and small World

Role Play and home corner

Book corner and Sleep Area

Sand and Water Areas

Maths and IT area

Heuristic Play and music corner

Mark making and messy play

Outdoor and garden areas



Ofsted

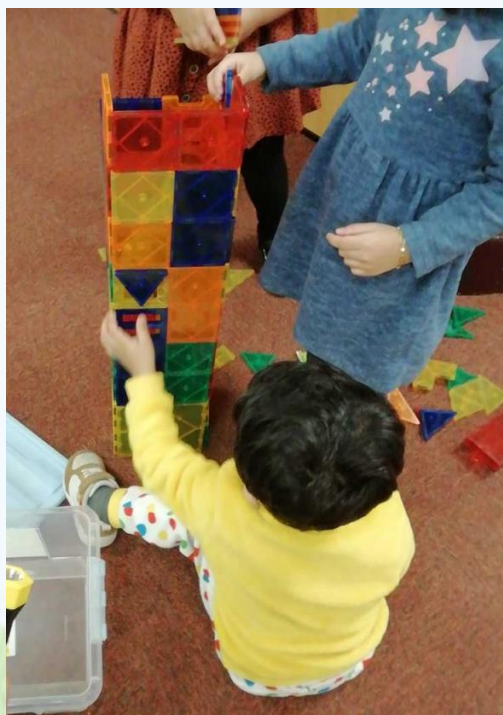
- The nursery is inspected by Office for Standards in Education (OFSTED).
- In our last inspection in June 2022 the nursery was graded as good. A copy of the report is available upon request.
- The nursery is inspected every 3-6 years.
- Environment Health Officers, Health and Safety Officers and Fire officers also make periodic inspections.
- Our qualified and experienced staff will help your child learn, both through individual attention and group activities with other children at the nursery. Darul Argum works closely with OFSTED and the Kirklees Early Years Service to make sure that all relevant legislations are complied with and both you and your child receive the services you deserve.

“Children arrive happy at this nurturing setting. They confidently wave goodbye. Children with special educational needs make good progress” which allows them “to reach their full potential”.

“Staff are deeply caring and patient with children, and forge excellent relationships with one another and the staff”.

Settling into Nursery

We have a settling in policy, to make children's transition into nursery as comfortable as possible. We understand all children are individuals and that settling in periods will differ for all children. We work with parents to establish a settling in plan to meet children's individual needs.



- We have a standard procedure for the initial 3 days of a child starting at the nursery:

Day one

- The child is accompanied by a parent/carer for an induction/taster session for one hour.
- The child and parent are introduced to the child's key person who will spend time with them to initiate a relationship.
- Parent/carers are asked to sign and complete all relevant forms providing up to date important information.
- A parent prompt is carried out by the key person in order to gain knowledge of the child's interests and needs.

Day two

- Parents are encouraged to leave their child in the nursery for one hour.
- Parents are welcome to call the nursery to see how their child is doing.
- If a child is extremely upset the parent will be called to collect the child within 30 minutes in order to prevent the child from becoming too distressed.

- A settling in plan is agreed between the parent and key person to support the child's transition from home to nursery.

Day three

- The child will be left for a full session provided he/she did not get very upset on day two.
- If the child was very unsettled then the child will only be left for one hour.
- We work in partnership with parents to make the transition from home to nursery as easy as possible.
- If a child requires longer settling in we will encourage parents to send them for short periods of time every session and gradually build the time up so the child begins to become familiar and comfortable with the nursery and practitioners.

Admissions

- Parents wishing to enrol their children should complete an application form. Children are then placed on a waiting list according to the date the application is received by us; however priority will be given to children in receipt of government funding; those living in the catchment area of the nursery or those who have got siblings already attending the nursery.
- Our main intakes are in September, January and April.
- Children must attend nursery for a minimum of three sessions a week.
- Parents are asked to fix the days their child will be attending in order for us to ensure we meet child: staff ratios.
- If a child is to go away on holiday the child's space will be kept available for him/her for 4 weeks.
- If a child goes on extended leave for more than 4 weeks then we have the right to withdraw the child's space and allocate it to another child.
- If a parent wishes to withdraw their child place from the nursery, they must give at least 4 weeks written notice to the nursery.

Funded children

- All 3 to 4-year-olds can get 15 hours free hours per week
- Some 3 to 4-year-olds may also be eligible for 30 hours free childcare a week.
- Some 2-year-olds can get free childcare for 15 hours if they are eligible.
- For further information go to <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

Fees for non-funded children

- Nursery fees are as follows:
- Half day without lunch supervision - £15.00
- Half day with lunch supervision - £18.00
- Full day - £33.00
- Lunch orders fee - £2.50 per meal
- Snack & baking fee - £1.50
- Fees are payable by cash, cheque, bank transfer and child care vouchers on a half termly basis.
- All payment must be paid by the deadline date allocated each term. Failure to do so can result in a fine of £10.00 each term or withdrawal of your child's place.
- We are registered with the tax free child care scheme.

Safeguarding



- Our Designated Safeguarding Leads are Sumayya Lunat & Juwairiyah Jogee (Nursery Managers).
- The welfare of the children is of paramount importance and we have a duty and responsibility to protect all children attending our nursery.
- Our first concern will always be the welfare of your child. As a care provider for your child, we are required to follow the Kirklees Safeguarding Children Partnership procedures.
- As carers for your child we will at all times try to share with you any concerns we may have about your child. However, there may be times when we have to talk to Social Care before we talk to you.
- A member of staff who suspects or has evidence that a child is being abused will immediately inform the Child protection Officers (CPO) who will make a referral to Duty and Advice.
- In line with our safeguarding policy we ask all parents to keep their phones in their pockets or bags and not use them whilst on the nursery premises.
- We are part of the Kirklees Early Years Domestic Abuse Notification Protocol and will follow up notifications when we receive them. Which means if a domestic case has occurred, where police has been informed we will receive notification either from the Police or Social care.

GDPR – Data Protection

Our nursery complies with GDPR regulations and our privacy notice is available to all parents and staff.

Our policy outlines how we collect information for what purpose, who it is shared with, and how we store the information in detail.

Photo Consent

During your child's time at nursery photographs of children are taken for observations and displays around the nursery.

Photographs will only be taken with parental consent.

Accidents

All accidents are recorded and investigated and reported to parents straight away.



Parent Partnership

- We work in partnership with parents and carers, sharing their child's learning journey and we always encourage support and involvement from parents.
- We aim to provide supportive induction procedures and routines. We aim to build close relationship with parents through continuous communication, through personal daily reports, newsletters, letters, messages, tapestry and parental review meetings.



Educational visits and outings

During the year we organise and take children on various trips and events, such as local library trips and our end of year trip. We always encourage parents to join us on these trips and invite parents to events such as coffee mornings and fun days.



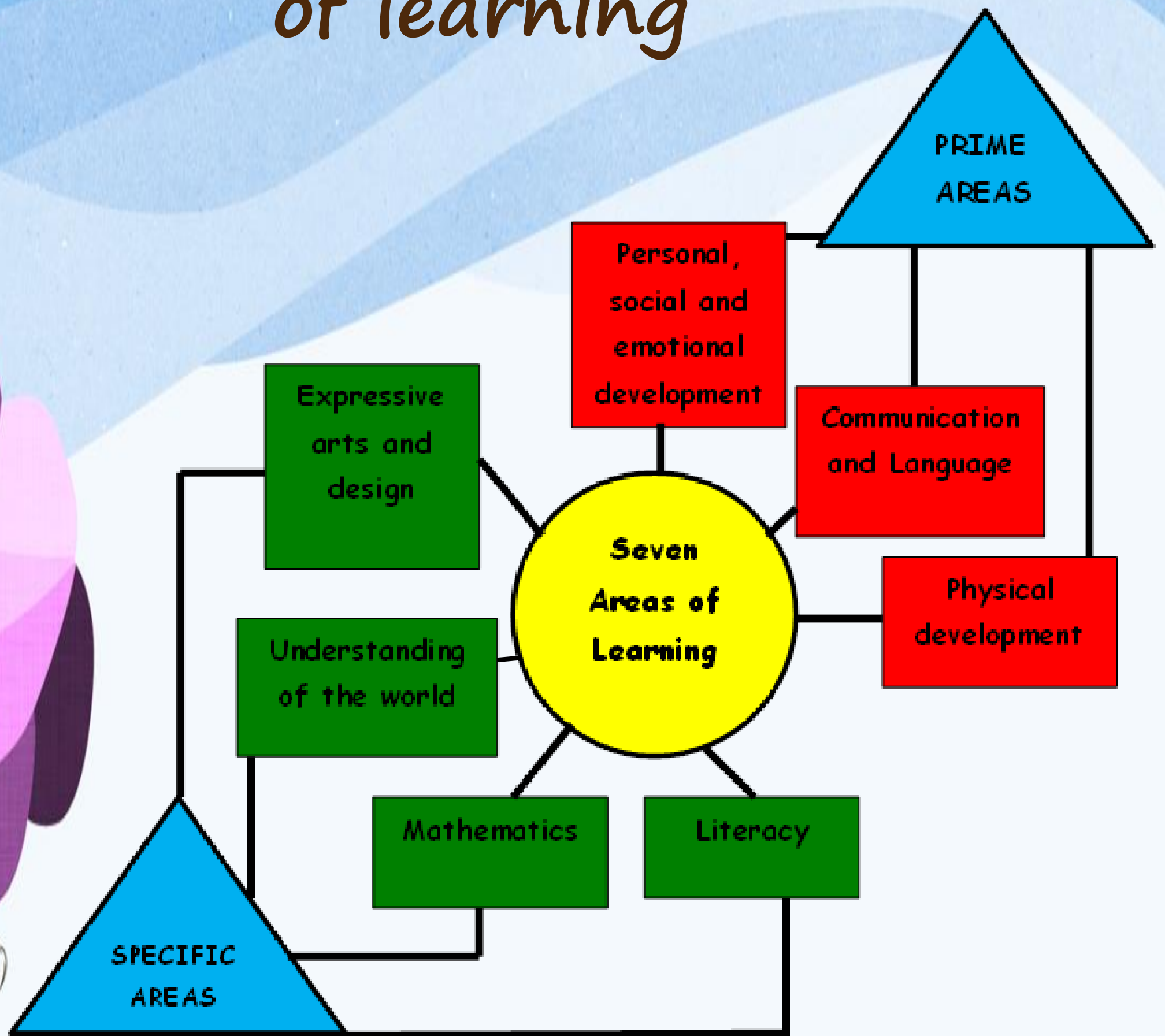
Tapestry



We record each child's progress on an online Journal, Tapestry. Children's observations, photos and reports are created on Tapestry and shared with parents every term. We expect parents to contribute to their child's learning journal to form part of their learning and development.



The seven key areas of learning



We follow the Early years Foundation Stage (EYFS) which is a play based curriculum divided into 7 areas of learning. In each area there are milestones that specify the likely rate of development for each child to work towards the Early learning Goals.

We plan and provide our activities in accordance with the EYFS to support each child's progress. We also use the framework to carry out observations on children to plan next steps for their learning journey and extend any interests they may have. Our practitioners also use 'Characteristics of Effective Learning' to support children with different ways of learning. These are:

- Playing and exploring
- Active Learning
- Creating and Thinking Critically

Your child's day at Nursery

AM	PM	What we do at nursery
9:00-9:20	12:30-12:50	We meet and greet our practitioners and friends and prepare for Registration time.
9:20-9:30	12:50-1:00	We sit down on the carpet area for registration time where we respond to our name. We also discuss the day, the weather and the planned activities for the day.
9:30-10:10	1:00-1:40	We will now play and learn in the different areas indoors and join in with the activities.
10:10-10:15	1:40-1:45	Tidy up time!
10:15-10:30	1:45-2:00	We join our groups to take part in planned activities for Circle Time.
10:30-10:50	2:00-2:20	Snack Time.
10:50-11:00	2:20-2:30	Now we put our coats on so we are ready to play outside.
11:00-11:45	2:30-3:15	We use the outdoor equipment and join planned activities to play and learn outside.
11:45-12:00	3:15-3:30	We sit down on the carpet area for story time and are ready to go home.



Lunch Time Routine

Lunch time for children that stay for lunch starts at 12.00pm. Children have half an hour for lunch, which is supervised by our lunch time supervisor and staff.

Parents can bring a packed lunch from home or we have an external caterer who provides a menu with variety of healthy choices, who parents can order from.

We have a healthy eating statement and we promote our healthy eating policy. We provide parents with information and support to provide healthy packed lunches for their children.



HEALTHY EATING STATEMENT

"We at Darul-Arqum Nursery want to ensure that our children eat well and grow up understanding the importance of a healthy diet and lifestyle."

Snacks

Snack time at Darul Arqum is a social time during which children eat together. Children are encouraged to make their own choices and practice independence during snack time.



We provide a variety of healthy and halal snacks including fruit, vegetables, dried fruits, toast, breadsticks, crackers, yoghurts etc.

We also provide milk and water during snack time and fresh water is always available during the day.

The charge for snack and is £1.50 a week which must be paid by the allocated deadline date each term.

Clothing

We ask that you keep your child dressed appropriately for each session, for example: warm clothes, hat, gloves and coat in winter and sun hat, sun cream and cooling clothes in summer.



If your child is in nappies you should bring a bag (not a carrier bag) consisting of nappies, wipes and spare clothing. Please do not send nappy sacks.

If your child is in the process of toilet training we ask that you bring a change of clothes including socks and underwear.

Policies and Procedures

We have established all our policies and procedures in line with Ofsted requirements and EYFS guidance. These are continuously reviewed and amended for continuous improvement and effectiveness.

Our policies and procedures file is available for parents to view in the foyer on our parents information table.


Compliments, Concerns and Suggestions

Thank you for taking the time to read this information and we hope that you and your child enjoy your time with us. Should you require any additional information, please do not hesitate to contact us.



Mount Pleasant Islamic Trust

Darul Arqum Nursery is part of MPIT. We are based at the ground floor of Madressah building.



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