

***Prospectus***

*Play Learn Educate*

Broadfield Nursery, Crawley Broadfield Family Hub, Creasys Drive, Broadfield, Crawley RH11 9HJ

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**We are committed to**

* Providing high quality play-based experiences that support the ongoing development of every child
* Valuing each child as a unique individual in a safe, secure, and caring environment
* Developing children’s self-esteem, confidence and dispositions to learning
* Ensuring all children are included and have access to a stimulating, varied and balanced curriculum that meets their developmental needs
* Encouraging children’s independence and ability to make choices and decisions
* Supporting children’s self-chosen learning by capitalising on their sense of enquiry, curiosity and imagination
* Promoting a shared understanding and acceptance of diversity
* Working in partnership with our families, parents and carers
* And has an expectation that children and adults are good roles models who are kind, listen, empathise, and cooperate with each other

**Introduction**

Broadfield Nursery is a 50-place full day care nursery for babies and young children ages from 3 months to 5-year-olds. We are registered with Ofsted and

adhere to the regulations set down in the National Standards. We follow the adult to child ratios as set out under the Statutory guidance for the Early Years Foundation Stage

These are as follows:

AgeAdult to child ratio

Under 2 years 1 to 3

2 to 3 years 1 to 4

3 years+ 1 to 8

**Opening Times and Session Information**

We are open from 8:00 till 18:00, Monday to Friday, for 52 weeks a year. We are closed on Bank Holidays, for a week over Christmas and for 5 days per year for staff training.

To offer our families the most flexible child care Broadfield Nursery operates an hourly charge which enables families to request the days and times that suits them best.

(Please refer to our current terms and conditions for more details.)

**Our Nursery**

The nursery has an open plan interior, which is bright and spacious. The room is arranged into workshop areas, where a variety of experiences are available, for children to move around and investigate at their own stage of development. This encourages independence and allows children to develop their social skills, make decisions and explore through first-hand experience and through play.

The outside area consists of two secure play areas, which are solely for the use of the nursery. There are a variety of experiences for the children to participate in all year round and in all weathers. The outdoor space is organised effectively, creating a child friendly environment that enables children to explore and take risks while being appropriately supervised.

**Equal Opportunities**

At Broadfield Nursery we recognise that parents need to feel confident and comfortable with the childcare that they choose. To ensure this we operate an ‘open door’ policy, so that parents can discuss any aspect of their child’s care or development at any time with a staff member or a manager. Your child will have a Key Person who will act as a special person for your child and will work with you to plan care and provide feedback about your child’s activities at nursery. We hold regular parent meetings and also have a parent’s notice board in the entrance hall to keep parents up to date with Nursery issues.

**Routines**

In the nursery we adopt a child-centred approach to learning, where the children are free to play throughout the day and develop their skills through a good mix of adult lead activities and child lead activities. However, there are routines to the day, although these need to be flexible to adapt to the child’s needs and interests.

**8.00 am** Breakfast/activities

**9.00 – 11.30 am** Children choose from a wide range of experiences available throughout the nursery and garden, some led by adults and some that the children will explore and develop themselves.

**11.30am** Tidy up time

**11.40 – 12.00am** Group time – This is a much more structured element of the session which is led by the children’s key worker. It enables children to develop a sense of belonging as a member of a small group, and is used to help develop social skills by sharing information, reading stories and singing together. It is used as a learning opportunity to extend children’s thinking and to build on the experiences they have had throughout the session.

**12.00 – 1.00pm** Lunch time

**1.00 – 4.00pm** repeat of the morning session

**4.00 – 6.00pm** Tea/activities

**Staff**

Nursery staff are selected for their experience, knowledge and enthusiasm in working with children. Our team consists of a Manager, Assistant Manager, Early Years Teacher, Qualified Practitioners, Nursery Assistants and Apprentices. The practitioners are qualified from level 2 up to Qualified Teacher Status. The staff work on a shift basis to cover the hours the nursery is open. All staff have access to regular training opportunities and are encouraged to develop their skills and share good practice.

**Students/Volunteers**

Students from local colleges do work experience placements at the nursery when they are studying for childcare qualifications. They are never left alone with the children but do take part in all the experiences offered by the nursery. We also welcome volunteers into the nursery.

**Key Person**

Each child has a designated Key Person (KP), although the care of the child is the responsibility of all staff on a daily basis. The KP is responsible for maintaining your child’s developmental records and ensuring that interests and individual needs are met. We encourage regular liaison with your KP on an informal basis and also a formal basis through parent consultation events.

**Induction**

The induction process helps your child make the transition from home to the nursery. We want to work with parents/carers consistently to offer stability to each and every child.

A home visit can be offered where there is an identified need for the individual child.

At the nursery your child will be introduced to their Key Person, who will take them around the nursery and make them feel at ease, meeting other members of the staff and children. This enables your child to recognise familiar faces when they start.

We hope you and your child will enjoy this chance to have a look round and meet new friends.

**Settling In**

After your induction visit your child should feel more at ease with the nursery environment and more familiar with the nursery staff. However, all children react differently when starting at nursery and each parent/carer has their own way of coping with this. We can offer guidance on what to do, and work on an appropriate settling in procedure for you and your child. If you are at all worried, please ask about how to deal with this often-difficult time. We would encourage all parents to come into the nursery and settle their child, a member of staff will be there to welcome you and provide support with separation.

If you wish to find out how your child is when at nursery, please feel free to telephone the nursery during the session to speak to a member of staff.

**Working in partnership with Parents**

Parents/carers are the most important people in a young child’s life. We want to work in partnership with parents/carers to enhance and support them, at this significant stage of development for their children. In order to do this we encourage parents/carers to become actively involved in their child’s learning. We work with parents in the following ways:

* Regular discussions with key workers/members of staff
* Parent consultations
* Parent’s notice board
* Letters and flyers
* Newsletters
* Encouraging parents/carers to be become involved in activities with the nursery either regularly, or for specific events
* Facebook page

*Fees-* Please refer to the nursery’s current Terms and Conditions

**How do I change my child’s days and times?**

Your child’s sessions can be changed or increased on request. To make changes you will need to put your request in writing and allow up to 1 month for any changes to be processed, however where possible the management team will try to accommodate you as soon as possible. You will receive an invoice for your fees, once a month in advance with instructions about payment. If you have difficulty paying the invoice at any time, please speak to the Nursery Manager as soon as possible.

**Early Years Free Entitlement for 2- 3 and 4-year-olds**

You can use your Free Entitlement (FE) flexibly to meet your family’s needs. You could access your FE school term time only for 15 hours a week or you 11 hours a week all year round. For more support and guidance please talk to a senior member of staff.

**Early Extended Free Entitlement (30 hours) for working families**

This is 30 hours a week over 38 weeks or we offer stretched funding at 22 hours a week for 52 weeks. Early Extended Entitlement funding families will have to apply for themselves on line. Please ask for further information.

**Holidays**

Please see terms and conditions leaflet for current information. If you are planning to be away from the nursery on a holiday please give a month’s written notice, where possible.

**Sickness**

If your child is ill and unable to attend the nursery, please phone to let us know before your child is due in. It may be important for us to know what your child is suffering from, as it may be infectious, such as chicken pox. For infectious illnesses we will need to warn other parents that they may need to watch out for symptoms in their own children (confidentiality will be maintained and your child’s name will not be mentioned in connection to the illness). Your child may need to be absent from nursery for a specified amount of time and the nursery staff will be able to advise you on incubation periods and necessary absence times.

If your child is absent due to illness there is no reimbursement of fees as the nursery still has operational costs to pay.

**Medication**

Please note we are only able to administer prescribed medication, which you have signed for before we can administer it. If your child has an ongoing medical condition, such as asthma, we will ask you to complete a ‘health care plan’. We can keep prescribed medication such as inhalers in our lockable medical cabinet. ***If your child has received Calpol or similar product we would presume they are not well enough to attend their nursery session. Please call the nursey in the first instance to discuss*** .

**Notice**

If you are leaving the nursery and you no longer require your child’s place, please give the nursery one month’s written notice. This is important as it will affect your invoice and you may be charged.

**Food and Drink**

Breakfast can be provided for a small charge, and includes toast and cereal, and a drink of milk or water – please see current fees leaflet.

During the session your child will have the opportunity to select from a range of snacks, at the snack bar. This will include fruit, breadsticks, rice cakes and a drink of water or milk. Children are encouraged to take an active part in the preparation of snacks and will benefit from the social interaction with staff and other children.

We can provide a hot nutritionally balanced meal for your child to enjoy at lunch time and a prepared tea for a charge – please see current fees leaflet.

Alternatively, you can provide your child’s own healthy ready to eat packed lunch and tea, please see our leaflet for some ideas of what you could include. Please ensure this comes in a named container with an ice pack.

Please note no juice in water bottles is permitted into nursery, the nursery will supply beakers and child sized cups for your children to use. If you would like more information or support about not providing juice, please talk to a member of the team who will be happy to help you.

Due to the food hygiene regulations of September 1995, we have adopted the following: ‘*As the re-heating of food is regarded as unsafe, we cannot accept responsibility for food prepared away from the Nursery’.*

Children have access to water at all times.

**PLEASE NOTE:**

* We are a nut free nursery, so any food containing nuts or traces will not be given to ensure safety of all children.
* Rice cannot be reheated, so will need to be eaten cold.
* No frozen food will be reheated.

**Babies**

Bottles and weaning solids should be supplied from home. We will follow your instructions on milk preparation.

**Comfort Objects**

In order for your child to make a smooth transition from home to the nursery we encourage the use of a comforter or comfort object. It is your responsibility to make sure your child will not become distressed if the item is left at the nursery e.g., their favourite teddy. If your child uses a dummy, please provide one to be kept in the nursery at all times.

**Nappies and Potty Training**

If your child is in nappies, we ask you to put an adequate supply of nappies and wet wipes in your child’s bag (named please).

Potty training will be continued at nursery when parents/carers decide to start, and a meeting will be arranged to talk over with the parent/carer how we can work together.

**Clothing**

Children can wear their own clothes of you may like to purchase our nursery uniform which is available to buy online through My Clothing formally Tesco’s, please ask a member of staff for more information. Our nursery really values forms of play that may lead to your child getting wet and other activities such as painting or playing outside in our outdoor areas. As we use our outdoor areas throughout the year children will need to be appropriately dressed. **All coats and jumpers will need to be named**. All belongings will need to go home at the end of the day. Please could you also provide a full set of spare clothes for your child in case of any accidents, messy play, outdoor play etc.

* Spare labelled clothes – a full change of clothes including spare underwear. Also, please remember to replace the items in your child’s bag as they grow!
* Labelled Wellington boots and appropriate outdoor coat.

**Policies and Procedures**

The nursery has many policies and procedures ranging from settling-in procedures, complements and complaints, health and safety, equal opportunity through to student placements. A policy file is kept in the parents’ entrance hall. If you have any further questions or concerns, please ask a member of staff.

**Arrivals and collection**

It is important for the running of the nursery that parents do not arrive with their children earlier than the allotted start time for the session and that they are collected punctually at the end of the session. This is to comply with Ofsted Regulations and Insurance conditions.

If your child is going to be collected by another adult, please inform the nursery. The staff will ask the adult collecting your child for your password.

**Safeguarding Children and Child Protection**

We safeguard all children and have a child protection policy for the nursery. The aim of this policy is to ensure the protection of all children in our care. We have a statutory duty to ask you about any injuries your child may have when attending the nursery, to record any concerns we may have, and if necessary, pass these concerns to the relevant persons. Please ask a staff member if you would like to see our full policy on Safeguarding and child protection.

**Behaviour**

The nursery has a Social Development Policy, which includes how we understand and support children’s behaviour. We aim to develop an atmosphere of respect for other people and property. Children will be helped to understand that certain behaviour is not acceptable or appropriate within the nursery because it is unsafe or unfriendly. Children will be spoken to and helped to understand why their actions were unacceptable. All good behaviour shown by children will be acknowledged, praised and encouraged by the staff. A full copy of our policy is available from the nursery

**Registration Forms**

 We are required by law to collect certain information please ensure we have all paperwork completed and returned to the Nursery office before your child’s first settling session. We also need to see your child’s original birth certificate.

**Concerns, Complaints, and Plaudits**

If you have a worry or query please do come and have a chat to your child’s Key person or Nursery Manager. It is important for us to know how you feel about our Nursery, good and not so good! We welcome feedback and take your comments seriously and we may change things as a result.

**And finally...**

We look forward to working closely with you and your child. Any other questions or concerns please talk to member of the team. And please remember your child can stay at Broadfield Nursery until they go to school, we will ensure your child is ‘School Ready’!

**Useful contact numbers**

Main Nursery: 01293 512734

Nursery Office: 01293 512734

Ofsted: 0300 1231231