



## Dear Parents

The aim of this prospectus is to assist you in making decisions concerning your child's pre-school education by providing you with information about **Prior Heath Nursery**.

The Nursery is committed to providing children from the locality with a quality pre-school education, and is a member of and supports the policies of the Pre-school Learning Alliance. Securely located within the grounds at Prior Heath County Infant School, the Nursery employs experienced staff qualified to ensure that your child receives a stimulating and enjoyable pre-school education. Being located on the school premises means the Nursery has a considerable advantage of access to facilities such as the school and grounds, which allows the Nursery to offer a particularly wide scope of activities. The Nursery is privately managed, and maintains close links with the school teaching staff and governors.

We encourage all prospective parents to come and visit our Nursery, meet the staff, and experience a typical Nursery day.

I look forward to welcoming you and your child in the future.



Sharon Breden

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### **Prior Heath Nursery Aims to:**

Provide a secure, caring and friendly environment in which children can develop pre-school learning skills prior to moving on to full time education,

and to

Provide a stimulating programme, designed for children of pre-school age, which will help children achieve their best in an enthusiastic, fun environment.

## **A Unique Child**

### **Child Development**

We plan and observe for the individual child, to enhance the child's growth and development in learning. We communicate with the children through verbal and non-verbal gestures, supporting all their needs. We praise and encourage at all times.

### **Inclusive Practice**

Prior Heath Nursery hopes to understand and meet the needs of every child and their family within the environment.

### **Physical, Educational & Emotional Development**

We identify the needs for any additional support and work with the family and outside agencies. All parents are welcome to come in and play/support.

### **Staying Safe**

Prior Heath Nursery has a structure and routine which ensures the safety and well being of every individual child: Learning to respect others around them, No running in the Nursery, Learning to say No if they don't like a situation. We instil clear boundaries, to make choices that will keep them safe.

### **Health and Well-being**

We follow a routine which ensures Physical, Mental and Emotional well-being for every individual child and their family. We celebrate different cultures and festivals. We offer a selection of fruit/ vegetables and milk/ juice or water at snack time. Learning is through play following the EYFS (Early Years Foundation Stage) guidelines with warm caring and encouraging staff members.

## **Positive Relationships**

### **Respecting Each Other**

Prior Heath Nursery encourages all parents to come in and talk to the staff. Staff understand the need to be professional in all areas, to be friendly, kind and reassuring in all matters, to be a positive role model and to respect the needs of everyone within the nursery; child, parent or member of staff.

### **Parents and Partners**

All parents and children will attend an induction session prior to starting at the Nursery. Parents will have the chance to discuss their child's needs with the staff.

The first week for any new starter is treated as a settling-in period and we may agree that shorter sessions during this week might be advisable for your child.

We acknowledge the child's home language, foods and culture. We produce regular newsletters and we have annual meetings with parents about their child's progress.

At Prior Heath Nursery we use an electronic 'Learning Journal' called Tapestry. Staff will log observations and learning outcomes. Parents can access the observations through a secure log-in and are encouraged to add their own observations and feedback.

### **Supporting Learning**

Using the EYFS (Early Years Foundation Stage) 'Every Child Matters' guidelines we build respect and caring relationships with the children and their families. We talk and listen to the individual child to guide and follow their needs. We motivate, encourage and praise. We aim to create a positive environment for the child to learn and grow.

### **Key Person**

Each child is allocated a Key Person. This staff member provides a warm and friendly relationship for the child and parent/carer. They build up a positive bond with the child which helps the transition from parent/carer to Nursery. Each Key Person keeps a record of the child's progress and development while in the Nursery, through Tapestry.

## **Enabling Environments**

### **Observation, Assessment and Planning**

Prior Heath Nursery follows the EYFS (Early Years Foundation Stage) journey, producing long term, medium term and weekly planning. We observe daily, analyse childrens' achievements, plan next steps for learning and develop records for learning.

### **Supporting Every Child**

Within the nursery routine we guide and support every individual child. We keep individual planning realistic while maintaining a focus or extending the learning outcomes. We encourage family and people from the local community to come in and support our themes for learning.

### **The Learning Environment**

We provide a warm welcoming environment for every child. All children are encouraged to understand the structure of the Nursery. We aim to provide a fun, safe and flexible range of activities. We discuss the boundaries:

Indoors: No running, respect for others and the toys/equipment.

Outdoors: Respect the environment.

We aim to provide a fun, safe and flexible range of activities.

### **The Wider Context**

Prior Heath Nursery has a good relationship with other settings and outside professional agencies within the local community. We have very good links with Prior Heath Infant School. We talk to the school about the new children moving up from the Nursery. We also liaise with other local schools.

## **Learning & Development**

### **Play and Exploration- engagement**

Prior Heath Nursery always encourages learning through play. All staff provide a spontaneous/challenging environment where children can play and be supported and extended within the Nursery. We provide flexible resources within a safe environment. We have both a structure and free play to enhance our themes.

### **Active Learning- Motivation**

The child's self-esteem and confidence is paramount for them to achieve and learn through play. We understand that we must have realistic expectations for every child based on information from home and by observations within the Nursery. We always make sure that the Nursery is attractive, welcoming and stimulating for the child.

### **Creativity and Critical Thinking**

Children have freedom to access resources and extend play within the nursery structure. They learn to tidy up when appropriate or at the end of play. We extend creativity through Dance, Music, Role play, Art and outside play. We have a balance of adult -led and child initiated activities. We document the child's learning through photographs and words. We use these to revisit activities and show parents.

### **Areas of Learning and Development**

We follow the EYFS stages of learning which are:

**Prime Areas:** Personal, Social and Emotional Development. Physical Development. Communication and Language.

**Specific Areas:** Literacy. Mathematics. Understanding the World. Expressive Art and Design.

All areas of learning are inter-connected to help develop a well-balanced child to learn and progress within their home or school environment.

## **Nursery Policies**

### **Discipline**

Children will be redirected away from situations which are, or are likely to become, confrontational. Should a child be consistently disruptive in the Nursery then the parent/ carer will be informed and we would anticipate working closely together to satisfactorily resolve the situation.

The use of physical contact when disciplining a child will **never** occur.

### **Equal Opportunities and Special Needs**

The Nursery is committed to the provision of equality of opportunity for all children, families, and employees. We aim to show respectful awareness of all the major events in the lives of the children and families in the Nursery, and to welcome the diversity of backgrounds from which they come. We aim to acknowledge all the festivals which are celebrated in our area and by the families involved in the Nursery.

The Nursery recognises that children have a wide range of needs which differ from time to time, and will consider what part it can play in meeting these needs as they arise.

### **Admissions**

Admissions to the Nursery will be accepted according to the following priorities:

1. Siblings of children already attending Prior Heath County Infant School.
2. Other children residing within the locality.

The Nursery is registered by OFSTED to accept children from the age of two and a half. Children below the age of three are accepted at the manager's discretion.

In order to be accredited to accept Department of Education Certificates of Eligibility, the Nursery will, whenever possible, offer four year old children five half-day sessions per week.



## **Nursery Policies**

### **Parental Involvement**

The Nursery welcomes the contributions of parents, whatever form these may take. Parents will be informed on a regular basis about their child's progress.

### **Staffing**

A high adult:child ratio is essential in providing good quality pre-school care. The Nursery will:

- have at least one member of staff to each four children aged under three, and one member of staff to each eight children aged three or older.
- ensure that at least half of the staff hold the Diploma in Pre-School Practice or an equivalent qualification.
- ensure that regular in-service training is available to all staff, through the Pre-School Learning Alliance.
- ensure that a staff member is always present who holds a current Social Services approved first-aid certificate.

### **Settling In**

Children will attend an Induction Session immediately before starting at the Nursery. Under certain circumstances a home visit can be arranged prior to starting.

During the child's first few days at the Nursery, parents/carers are encouraged to separate from their children for brief periods at first, gradually building up to longer absences. It might be appropriate sometimes for the first sessions to be reduced in length until the child has settled.

### **What to wear**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washable or not too new. Children should wear footwear appropriate for both indoor and outdoor play,

## **Nursery Policies**

### **Health and Hygiene**

Parents are asked to keep children at home if they have an infection, and to inform the Nursery as to the nature of the infection. This will allow us to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring into the Nursery any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

For children on prescribed medication, the child's parents will administer medicine whenever possible. If not (for example, asthma), then medication must be stored in the original container and clearly labelled with the child's name, dosage and any instructions. Written information must be provided by the parent, giving clear instructions about the dosage, administration of the medication, and permission for a member of staff to follow the instructions.

Please note that no food containing nuts should be included in packed lunches provided by parents.

### **Complaints**

The Nursery believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents, Prior Heath School and the community generally and we welcome suggestions on how to improve our facility at any time.

A parent who is uneasy about any aspect of the Nursery's provision should first of all talk over any worries or anxieties with the Nursery Manager.

Should there not be a satisfactory outcome, or if the problem recurs, the parent should put the concerns in writing and request a meeting with the Nursery Owner.

Any complaints will hopefully be resolved informally, or at this initial stage, but in the unlikely event that this is not possible, parents may put their concerns in writing to OFSTED.

The Nursery Owner is always available to discuss concerns with.

## **Nursery Hours and Fees**

Prior Heath Nursery has two adjacent classrooms, "Butterfly" and "Ladybird", enabling parents to be offered flexible arrangements for childcare.

**Butterfly** class offers the choice of a morning or afternoon session, or a full day combined session. Times are:

mornings:	8.45am	to 11.45am
afternoons:	11.45am	to 2.45pm
full day:	8.45am	to 2.45pm

Children attending the afternoon or combined session bring a packed lunch with them which is taken under supervision. Lunchtime and associated themes are built into the Nursery curriculum.

**Ladybird** class offers a single, longer session, from 9.00am to 2.00pm

The children have a packed lunch provided by parents.

Please see attached Fee Sheet for current fees.

Fees are not reduced if a child is absent from the Nursery.

In addition, and subject to availability, children over 3 years of age may attend all day from 8.00am to 5.30pm by attending the Butterfly combined session and the Before School (8.00am to 8.50am) and After School (2.50pm to 5.30pm) sessions at **Prior Heath K Club**.

**A Department of Education nursery grant** is now available for all children from the term **after** the child reaches 3 years of age, for up to 15 hours per week and up to 38 weeks per year. For example, children born before 31<sup>st</sup> August 2013 would receive grant from the beginning of the Autumn 2016 Term. To enable us to claim the grant on behalf of parents, your original child's birth certificate must be seen by the Manager when your child joins the Nursery.

The Nursery may occasionally organise a day trip to a farm or similar establishment. Such trips will be charged at the standard session rate, plus any entrance fees etc. There is a maximum of one trip per term.

Parents must advise the Nursery in writing if someone different is collecting their child. Children will not be released to unknown persons. A password will be required in all circumstances.

**A half-term's notice is required in writing before a child leaves the Nursery, or payment of one half term's fees in lieu of notice is required.**

### **Addresses and Telephone Numbers**

Manager:	Sharon Breden
Nursery address:	Prior Heath Nursery, Prior Road, Camberley, Surrey, GU15 1DA
Telephone:	07710 469 729
Email:	<a href="mailto:pachildcareltd@hotmail.co.uk">pachildcareltd@hotmail.co.uk</a>
Website:	<a href="http://www.priorheathnursery.com">www.priorheathnursery.com</a>