

Adorable Nurseries Ltd



ADORABLE NURSERIES

PROSPECTUS

2015 / 2016



15-17 London Road, Stony Stratford, Milton Keynes, MK11 1JA

Email: enquiries@adorablenurseries.co.uk

Phone: 01908 571234

Company Registration Number 09447053



ADORABLE NURSERIES OUR AIMS

- Provide high quality childcare and education for children aged 3 months to statutory school age.
- Provide a nursery where children will feel safe and secure and where they are nurtured.
- Provide everything that your child will need whilst in our care.
- Work in partnership with parents as they know their child best, to enable their child to learn and develop.
- Offer children and their parents a service which promotes equality and values diversity.

Parents

As a member of the nursery you have full participatory rights. These include a right to be:

- Valued and respected.
- Kept informed about your child.
- Consulted.
- Involved in your child's learning.
- Included at all levels.

Children's Learning and Development

As a member of Adorable Nurseries, your child:

- Will attend a safe, secure and stimulating environment where they can learn and develop through adult and child initiated learning and sustained shared thinking.
- Be cared for by qualified staff who are experienced at caring for children aged 3 months to statutory school age.



- Will have the opportunity to interact with different age groups in order to build relationships both with their peers and adults through shared play, learning and interaction.
- Will have a personal key-person who will bond with your child to ensure their individual needs are met and monitor your child's progress.

Overview of the Nursery

15-17 London Road, Stony Stratford is a large double fronted detached building, offering off road parking to the front of the building.

A large beautifully designed garden which is five hundred and forty square metres. The garden has a large sensory path for the children to explore and wigwams, balance beams, wormery, ladybird and insect houses and planting areas. The garden also has areas where the children can explore music, mud, sand and water. Children can explore all seven areas of learning. It also hosts a large canopy to enable the children to access the garden in all weathers

The garden also has a separate area for our younger children from here they can see and interact with others in the garden. This area also has a canopy to keep our younger children safe from all weathers.

The building itself comprises of three rooms for the children. The baby's room (starfish) has two areas for the children to play and rest. The toddlers (seahorses) are based in the beautiful garden room which hosts a variety of different area for the children to explore such as creative and messy areas and discreet areas to reflect or play quietly. The pre-school room (dolphins) hosts a well-equipped ICT area with iPads and an interactive whiteboard, a calm and cosy book area along with areas developing all aspects of the children's learning.



The Service Offered by Adorable Nurseries Ltd

- The Nursery offers care and education for children aged 3 months to statutory school age.
- We are open five days a week from 7:30am till 6:30pm.
- The nursery is closed 3 days per year for staff training, Bank holidays and between Christmas and New Year.

Sessions

- Morning session 7:30am – 1:00pm.
- Afternoon session 1:00pm – 6:30pm.
- All day session 7:30am – 6:30pm.

These sessions are available all year round.

Government Funded Only Sessions

- Morning session 8:30am – 11:30am.
- Afternoon session 1:00pm – 4:00pm.

These sessions are offered term time only and have limited spaces.



Adorable Nursery Fees

We have an initial registration fee of £60 (non-funded children) fees are set out as detailed:

Rates	Under 2yrs	Over 2yrs
Weekly rate	£ 320.00	£ 310.00
Daily rate	£ 65.00	£ 64.00
Morning (7:30–1:00)	£ 34.00	£ 33.00
Afternoon (1:00 - 6:30)	£ 34.00	£ 33.00

Payment by cheque: please make payable to **Adorable nurseries Ltd**

Online banking:

Natwest Bank

Account name: Adorable Nurseries Limited

Sort Code: 60-14-55

Account Number: 67209351

Please put your child's name as a reference

- Fees are to be paid monthly in advance on the 25th of each month by bank transfer.
- Two months' notice in writing for pause of fees for family holidays, up to 10 days per annum.
- Two months' notice in writing is required before withdrawing your child from the nursery.
- Government funding will be applied to your invoice first followed by any unfunded sessions.
- Fees are still payable if your child is sick, on holiday (without prior written notice for holiday), and should the nursery close due to unforeseen circumstances.



- Sessions cannot be swapped or carried forward if your child does not attend their registered days.
- Fees include formula, breakfast, lunch and afternoon tea. Snacks are provided based on age appropriate nutrition, milk and water available.

Nursery Timetable and Routines

At Adorable Nurseries we believe that care and education are as equally important for the children in our care.

The routine that the nursery has in place provides:

- Each child will feel they are a valued member of the group.
- Ensure the safety of every child as this is paramount.
- Supports children in gaining social experiences by being part of a group.
- Provide opportunities for children to explore, engage, learn and to value the importance of learning.

We organise our sessions so that children can chose from a range of activities both indoors and outside, through taking part in child initiated and adult lead activities. This builds up their ability to work through a task to its completion and to gain new experiences through play.

Our Registration and Induction Process

Once we have received an application of interest form and a £60 registration fee you will be placed onto our waiting list. When a place becomes available you will be contacted to arrange a visit to the nursery.



You will have the opportunity to view the nursery during working hours to see for yourself the nursery in action and the staff at work with the children.

During this visit you will get to meet the staff and for your child to begin the process of getting familiar with both staff and toys.

During this visit if you are happy to proceed with your place you will then be asked to fill out a registration form. Once this has been received arrangements will be made for you to attend our settling in sessions.

Settling in Sessions

These are held up to twice a week, they are provided free of charge over a one or two week period.

- Morning induction session 9:00am – 11:00am
- Afternoon induction session 1:30pm – 3:30pm

During these sessions parents are required to stay in order for the nursery to meet Ofsted ratio requirements

Staffing

Here at Adorable Nurseries our staff have been carefully selected for their qualifications, experience and for their passion of working with children and to be an active member of a successful team. All staff have current DBS checks which are reviewed yearly.

We maintain the ratio of staff to children in the nursery as set out in the Safeguarding and Welfare section of the Early Years Foundation Stage Standards 2014, adhering to the Ofsted requirements as follows:

Age of Child	Staff - Child Ratio
3months - 2 years	1:3
2 years - 3 years	1:4
3 years - 5 years	1:8



Sue Casebrook (Nursery Manager)

Has worked in the Early Years sector for over 12 years. Her Qualifications include Early Years Teacher Status, BA (Hons) degree in Early Years Studies and she has received training in Paediatric First Aid, Food Hygiene, Health and Safety, Safeguarding Children and Safer Recruitment. She has had 7 years Managerial experience. Her philosophy is to have an open door policy for parents and staff, Sue expects her staff to maintain high standards to ensure they maintain good routines and structure within the nursery and to empower children's learning and development.



Nikki Torrie (Deputy Manager)

Has worked in Early Years for over 26 years with experiences in all areas of the nursery. Her qualifications are BA Degree in Early Years Studies. She is paediatric first aid trained, safeguarding children trained and she is the nurseries designated Special Education Needs Co-ordinator (SENCO).



Room Leaders

The nursery employs three room leaders who oversee the daily running of the three rooms. Each room leader is qualified either to Level 3 or above. The room leaders are responsible for the nursery nurses and ensure the smooth running of the daily routine, and plan activities to be carried out during the day. The room leaders are responsible for a key group of children and they oversee their individual learning and development.

Nursery Nurses

The Nursery nurses whom we employ are all qualified at level two early years qualification or are working towards a level three. Each have their own key children whom they are responsible for and to ensure they meet the individual needs of those children.



When your child first starts the nursery your child's key person will help to settle your child and will note key information individual to your child that will support your child whilst in the nursery.

Our Parent Partnership

Here at Adorable Nurseries we take our partnership with parents very seriously. We recognise that parents are their child's first and foremost primary educators of their learning and development and we value that parents know their child best.

All the staff recognise that they are co-workers with you to provide care and education for your child.

To support our partnership with parents the nursery will provide:

- Regular reports about your child's progress
- Parents meetings
- Social events at the nursery
- Information emails and newsletters
- Parent notice boards
- Parent surveys

There are many ways parents can contribute to their child's learning and development and by making the nursery a welcoming and stimulating place for children and families.

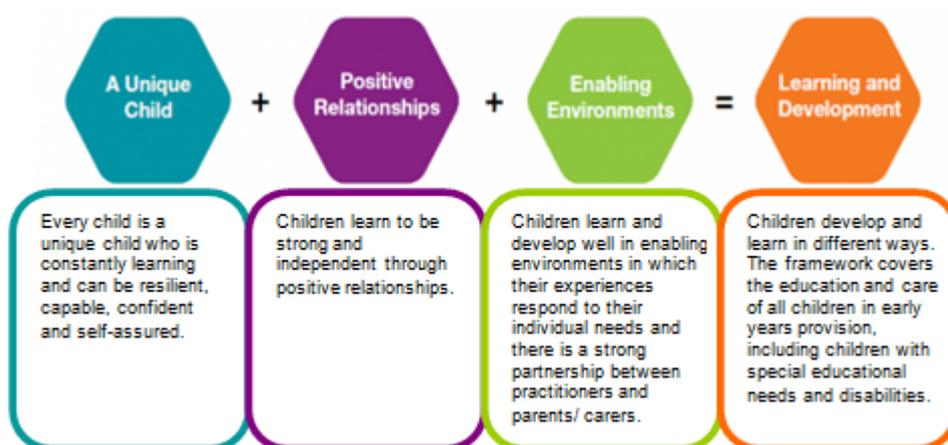
- By sharing your own special interests or occupations with the children through coming into the nursery to share with the children these things eg: Doctor or playing an instrument.
- By contributing to your child's individual learning journey's by adding your own comments or by sharing things your child does at home on the appropriate form.



The Early Years Foundation Stage

‘The EYFS Statutory Framework sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children’s ‘school readiness’ and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and’ (DfE, 2014).

Our nursery reflects the four overarching principles of the framework:



Providing learning and development

Children start to learn about the world around them from the moment they are born. The care and education offered by the nursery helps the children to continue their learning by providing all the children with interesting activities that are appropriate for their age and stage of development.

The areas of development and Learning comprise of the:

PRIME AREAS:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

The **prime** areas begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas. The prime areas continue to be fundamental throughout the EYFS



SPECIFIC AREAS:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The **specific** areas include essential skills and knowledge. They grow out of the prime areas, and provide important contexts for learning.

The Characteristics of Effective Learning

The unique child reaches out to relate to others and things through the characteristics of effective learning which move through all the areas of learning, through playing and exploring, active learning and creating and thinking critically.

Characteristics of Effective Learning
<p>Playing and exploring – engagement</p> <p>Finding out and exploring Playing with what they know Being willing to 'have a go'</p>
<p>Active learning – motivation</p> <p>Being involved and concentrating Keeping trying Enjoying achieving what they set out to do</p>
<p>Creating and thinking critically – thinking</p> <p>Having their own ideas Making links Choosing ways to do things</p>

Within the Early Years foundation stage there are seven areas of learning these support practitioners to monitor children’s progress and for practitioners to support children develop the knowledge, skills and understanding they need for:

Personal, Social and Emotional Development

- Making Relationships
- Self-Confidence and Self Awareness
- Managing Feelings and Behaviour





Physical Development

- Moving and Handling
- Health and Self-care



Communication and Language

- Listening and Attention
- Understanding
- Speaking



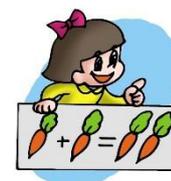
Literacy

- Reading
- Writing



Mathematics

- Numbers
- Shape, spaces and Measures



Understanding the World

- People and Communities
- The World
- Technology



Expressive Arts and Design

- Exploring and Using Media and Materials
- Being Imaginative



Our Approach to Learning and Development

We believe that children learn best through play, whilst engaging with others and adults scaffolding their learning this enables children to learn and understand the world and people around them. We use the Early Years Foundation Stage Guidance to plan and provide opportunities for children to make progress in all areas of learning. Through a mixture of carefully planned adult led activities and child initiated learning where they organise and enjoy for themselves their chosen



areas of play thus enabling children to make choices and think for themselves to support children in becoming independent learners.

Assessment

We assess how young children are learning and developing information gained from notes, photographs and videos of the children to document their progress and where this is leading them and plan their next steps to support their learning.

We believe that parents know their children best and encourage parents to share information and contribute to their assessment about what your child enjoys at home and how as parents you are supporting their learning and development.

The Early Years Foundation Stage requires that we supply parents with a short written summary of their child's development in the prime areas of learning when the child is aged between 24–36 months. Your child's key person is responsible for completing the progress check using the information from their ongoing observations and assessments which are carried out during everyday practice, this report takes into account the views and contributions of parents and other professionals that may be involved.

We make periodic assessment summaries of your children's learning and development based on our ongoing assessments. These form part of your children's records, we provide you with summaries twice a year. You will also receive a transition meeting with the child's key person prior to them leaving for school, their transition report will give you the chance to add any further information you wish to share before they attend school.

Children's Learning Journals

Here at Adorable nurseries the children's journals are recorded online at Tapestry, their Journals are printed off and filed in your child's folder for you to view at any time. By working together we can provide what your child needs for his/her well-being and to make progress. Your child's key person works in partnership with you to keep this record, the information that is recorded and shared will ensure together you identify your child's stage of progress and together we will decide on how to support your child as they move on to the next stage of learning and development.



Safeguarding Statement

At Adorable Nurseries Limited we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form. We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development.

Policies and Procedures

In order to run a successful nursery it not only has to have qualified and caring staff, but needs to have efficient and effective policies and procedures in place. Here at Adorable Nurseries we have over 60 policies and procedures which are listed below,

Should you like to read the policies please ask the Nursery Manager who will be more than happy to give you a copy?

INDEX

Safeguarding and welfare.

- 1.1 Safeguarding children/Child protection Policy.
- 1.2 Intimate Care.
- 1.3 Safe care and practice.
- 1.4 Whistleblowing.
- 1.5 Camera, mobile phone and recording device use.
- 1.6 Mobile phone and social networking.
- 1.7 Looked after children.
- 1.8 Promoting positive behaviour.
- 1.9 Biting.
- 1.10 Lost child procedure from nursery.
- 1.11 Lost child procedure from outing.
- 1.12 Settling in.
- 1.13 Transitions.
- 1.14 Late collection and non-collection.



Health.

- 2.1 Sickness and illness.
- 2.2 Infection control.
- 2.3 Medication.
- 2.4 Accident and first aid.
- 2.5 Immunisation.
- 2.6 Allergies and allergic reactions.
- 2.7 Sun care.
- 2.8 Nappy changing.
- 2.9 Caring for babies and toddlers.
- 2.10 Sleep.
- 2.11 Bereavement.
- 2.12 Nutrition and mealtimes.

Parent partnership.

- 3.1 Separated family.
- 3.2 Parents and carers as partners.
- 3.3 Conflict resolutions with parents who may be challenging.
- 3.4 Arrivals and departures.

Equal opportunities.

- 4.1 Inclusion and equality.
- 4.2 Special educational needs (SEN) and disabilities.
- 4.3 Dealing with discriminatory behaviour.



4.4 Early learning opportunities statement.

Suitable people, qualifications, training and support.

5.1 Personnel.

5.2 Staff development and training.

5.3 Supervisions.

5.4 Special consideration for employees.

5.5 Safe recruitment of staff.

5.6 Suitability of staff.

5.7 Staff working with their own children/close relation.

5.8 Students.

5.9 Volunteers.

5.10 Absence management procedure.

5.11 Grievance procedure.

5.12 Disciplinary procedure.

Safety and suitability of premises, environment and equipment.

6.1 Overall approach to risk assessment.

6.2 Health and safety in the office.

6.3 Fire safety.

6.4 Safety checks.

6.5 Manual handling.

6.6 Healthy workplace.

6.7 Animal health and safety.

6.8 Sustainable Practice.

6.9 Visits and outings.



6.10 No smoking policy.

6.11 Alcohol and substance misuse.

6.12 Equipment and resources.

6.13 Critical incident.

6.14 Adverse weather.

6.15 Supervision of children.

6.16 Supervision of visitors.

6.17 Outdoor play.

6.18 HACCP

Information and records.

7.1 Fees.

7.2 Admissions.

7.3 Access and storage of information.

7.4 Confidentiality.

7.5 Complaints and compliments.