

WARMINSTER BRIGHT BEGINNINGS



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Prospectus

Welcome to Treetops and Meadows

We are a friendly committee run nursery and welcome children from birth up to rising fives. We have a modern purpose-built nursery in The Community Centre on Firbank Crescent with a team of 20 staff, we look after children Monday to Friday 8am until 4pm, 38 weeks a year term-time only.

We follow the Development Matters Early Years Foundation Stage (EYFS) curriculum, providing a fun learning environment where all children can thrive. We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. We feel it's very important to adapt our activities to suit children individually and we frequently observe the children to monitor how well they're doing.

Throughout your child's time in nursery a 'Learning Journey' portfolio will be created. A 'Learning Journey' is a great way to celebrate children's achievements.

It is a collection of significant steps they take in all areas of learning, it may contain:

- observations
- photographs
- comments from parent carers and
- contributions from other settings the child attends

Alongside the 'Learning Journey' additional supporting evidence of a child's learning may also contain:

- Summative reports and next steps
- Two Year Progress reports
- Assessment tools to monitor children's language development

We encourage you to look at these records from time to time and we value your input as parents/carers, because you know your child best and you are the primary role model in their learning.

EYFS

The children at Warminster Bright Beginnings follow the Development Matters Early Years Foundation Stage (EYFS) Framework set out by DFE.

There are seven key features of effective practice:

1. The best for every child
2. High-quality care
3. The curriculum: what we want the children to learn
4. Pedagogy: helping children to learn
5. Assessment: checking what children have learnt

6. Self-regulation and executive function
7. Partnership with parents

The Characteristics of effective teaching and learning:

- Playing and exploring
- Active learning
- Creating and thinking critically

EYFS seven areas of learning:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

One of our aims is to encourage and support language and communication skills. We achieve this through a BLAST (Boosting Language, Auditory Skills and Talking) six-week training programme and the Every Child a Talker initiative that provides lots of time and space for talking opportunities in large groups, small groups and one to one.

We are registered with The Charity Commission.

- We were successfully inspected by OFSTED Care & Education in December 2016 (Grade - Outstanding).
- Copies of the policies of the Nursery are available for inspection at the setting.
- We accept the free entitlement funding for two and three year olds.
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Woodlands, Meadows and Treetops

We have three lovely rooms Woodlands, Bumblebees and Ladybirds, they have lots of natural light and have easy access to the secure play area behind nursery. We pride ourselves on having excellent resources with lots of lovely toys both small and large, we have a policy of constantly renewing and updating our toys and try to keep them new looking. Outside we have a range of larger toys and equipment and a safe surface to prevent little injuries. There are custom-made toilets and nappy changing areas in all the rooms. There is a Sleeping area for under twos and a Sensory room which is available for all children.

Typical sessions in the group

Approx. time	2 to 3 year olds	Approx. time	3 to rising 5 year olds
8am-9am	Breakfast and table top activities	8am-9am	Breakfast and table top activities
9-9:20am	free play / sensory room to explore	9-9:20am	Children arrive in group for self-registration Outdoor play
9:20-9:30am	Carpet time / circle time / songs	9:20am	Line up to go inside
9:30 - 9:55am	Outdoor play	9:30-9:45am	Carpet time / Letters and Sounds Split into two groups in the sensory room and main class
10-10:30am	Snack (Nappies are changed during this time)	9:45-10:40am	Free-play / adult led activities Rolling snack open (During free-play children will also access outdoor play)
10:30-	Adult led activity / messy play	10:20-	BLAST (Boosting children's language and

11:20am		10:40am	skills)
11:20-11:35am	Outdoor play Sensory room / targets / I-Can activities	10:40-11am	Tidy up time Songs / rhymes / musical instruments
11:40-12pm	Story time / songs / musical instruments	11-11:10	I-Can activities
12 noon	Morning children go home Afternoon children arrive	11:05-11:25am	Outdoor play
12-12:30pm	Lunch time Floor activities and books available until all the children have finished lunch	11:30-11:45am	Table top activities in key groups
12:45-1:15pm	Outdoor play / sleepers	11:45-11:55am	Songs / rhymes / story time
1:20-1:30pm	Carpet time / circle time	12 noon	Morning children go home Afternoon children arrive
1:45-2:00pm	Nappies are changed before snack	12-12:40pm	Lunch time Floor activities and books available until all the children have finished
2-2:15pm	Snack	12:40-12:50pm	Tidy up time and line up for outdoor play
2:15-2:45pm	Free play / targets / I-Can activities / Sensory Room	12:50-1:15pm	Outdoor play
2:50-3:00pm	Story time / rhymes	1:20-1:45pm	Carpet time / Letters and Sounds Split into two groups in the sensory and main class
3pm	Home time for most children (Parents /Carers collect children)	1:45-2:45pm	Free-play / adult led activities BLAST (During free-play children can access outdoor play)
3:15-3:50pm	Outdoor play/Free play/Table top activities	1:45-2:30pm	Rolling snack
4:00pm	Home time	2:45-2:50pm	Tidy up time
		2:50-3pm	Story time / rhymes
		3:15-3:50pm	Outdoor play/Free play/Table top activities
		4pm	Home time

We organise our sessions so that the children can choose from, and work at a range of activities. In doing so they build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playrooms. Please label all clothing with your child's name.

The setting makes snacks a social time at which children eat together. We plan the menus for snacks so that

they provide the children with healthy and nutritious food. Once every half term we also have a fruit week at which time we encourage the children to bring in some fruit to share at snack time. Water and milk is available at all times. Do tell us about your child's dietary needs and we will make sure that these are met. When children stay for lunch parent/carers are asked to provide a "Healthy" lunch for their child (please label your child's lunch box). We always try to ensure we have a nut free zone, so please do not send in food for your child which contains nuts.

As a nursery we are keen to encourage child led activities and spontaneous play, we can only achieve this through flexibility. The timings given are therefore just a guide to the routine of the morning. The rolling snack gives children the independence to select their own choice of food and enables them to decide who they want to sit with to eat it.

Our setting aims to:

- ✓ provide high quality care and education for children primarily below statutory school age
- ✓ work in partnership with parents to help children to learn and develop
- ✓ add to the life and well-being of its local community
- ✓ offer children and their parents a service that promotes equality and values diversity

We believe that children of this age should play and be happy; if a child is happy while they are playing they will be learning. Parents are always welcome in the group to visit or as a helper. Children like their parents/carers to be involved in what they are doing.

We aim to ensure that each child:

- ✓ is in a safe and stimulating environment
- ✓ is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers
- ✓ has the chance to join with other children and adults to live, play, work and learn together
- ✓ is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- ✓ has a personal key person who makes sure each child makes satisfying progress
- ✓ is in a setting that sees parents as partners in helping each child to learn and develop
- ✓ is in a setting in which parents help to shape the service it offers

In our setting we maintain the ratio of adults to children which is set by the Statutory Framework for the Early Years Foundation stage. We also have volunteer parent helpers where possible to complement these ratios. Jo Webster is Manager and has overall responsibility for the running of the nursery, with support from Jo Spink who is Deputy for the nursery. Lucy Folan, Jenny Gibson and Tamara Spratt are the main room leaders in charge of the day to day running of the classrooms. Please look at the parent/carers notice board for all staff names and qualifications. We have up to twelve members of staff, all staff are either qualified or training for qualifications in childcare/education. Mrs Webster is the nursery's Special Needs Coordinator (SENCO) and it is her job to help all children access the learning opportunities we provide in the setting. As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the **Special Educational Needs Code of Practice 0-25 (2014)**.

All members of staff are aware of the need to always exercise Equality and Diversity in the nursery and encourage children in the practice of equal opportunity.

Our setting has a key person system. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, they will help your child to settle and throughout your child's time at the setting, they will help your child to benefit from the setting's activities.

We do not expect children to be potty trained; when the time is right working with parents/carers we will encourage potty training. Please can parents/carers provide plenty of clean clothing in this situation, as we have a limited stock? Finally, please remember to dress your child in something suitable for playing in as we have lots of fun and messy play at nursery.

We believe good behaviour is developed through praise and recognition. We use Golden rules, relating to safety and boundaries which staff and children are made aware of. Children and staff are encouraged to respect and treat each other as individuals.

We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. Our Admissions policy broadly states that we arrange our waiting list in birth order. In addition, our policy may take into account, the age of the child, with priority given to children who are eligible for the free entitlement - including eligible two-year-old children, the length of time on the waiting list, the vicinity of the home to the setting, whether any siblings already attend the setting the capacity of the setting to meet the individual needs of the child (for more details please ask to see our policies).

Fees

- All non-funded children will be charged a non-refundable registration fee of £100 to secure/retain a place.
- All funded children will be charged a £100 non-refundable deposit to secure/retain a place (£70 deducted from the first month's fees, and £30 admin fee).
- The fees are charged at an hourly rate of £7.05 per hour and breakfast is £1 per meal. We are in receipt of the free entitlement funding for two, three and four year olds; where funding is not received, then fees apply. Fees must be paid at the beginning of each month within 10 working days of the invoice given. Fees must still be paid if children are absent due to illness or holiday. For your child to keep her/his place at the setting you must pay the fees, if parents/carers fail to pay fees for two consecutive weeks then they will forfeit the place in the group. Please give Mrs Webster at least one month's paid notice of intending to leave the nursery, so that other children on the waiting list can be informed of a place being available.

Additional charges

A sustainability charge will be made to funded children. This charge is £1.50 daily the days your child attends. In the Early Years guidance, it states " *Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities.*" sourced from Operation Guidance DfE. Types of things this charge will be used for e.g. consumables such as paper, paint, paper towels or open-ended resources to broaden the children's learning and development. We also have to update resources as they become broken, or to follow the children's interests.

As we are registered with "OFSTED", the nursery is required to follow the Child Protection Procedures as agreed by the (WCSB) Wiltshire Children's Safeguarding Board. Because we are a day carer we do have a duty of care for your child. This means that while we will endeavour to share with you any concerns we may have about their health or well-being, if deemed necessary by the manager, we will refer our concerns to local Social Services, as our first concern will always be the welfare of your child.

The agencies the manager may contact are:

(Mash team) Social services referrals (0300 4560108) and OFSTED Manchester (0300 123 1231)

There are collection procedures in place when it is not the authorised person on your Childs registration form collecting them. A permission slip is available on the signing in table. In circumstances where a permission slip has not been filled in e.g. a telephone message in an emergency then a password and ID must be given.

The Nursery looks after children from a wide range of backgrounds and young children are particularly susceptible to infections. In order to protect your child and others, we ask you not to bring them to nursery if they are unwell. As vomiting and diarrhoea may be particularly infectious, we ask you not to bring your child in to nursery until 48 hours after they were last sick (please see our Covid-19 policy and procedures document, this is on our website and must be followed in your child or family have symptoms).. For more information on childhood illnesses please take a look at our Health Protection Agency poster displayed on the notice board.

All our policies and procedures are available in the foyer area please take a look at them.