

WARMINSTER BRIGHT BEGINNINGS



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Caterpillars Prospectus

Welcome to Warminster Bright Beginnings

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 19 staff, we look after children Monday to Thursday 7:30am until 5:30pm and Fridays 7:30pm until 5pm, 38 weeks a year term time only.

We want to help our youngest children to develop new fine and gross motor skills. To support physical development, we provide them with stimulating activities which are both fun and safe. Our youngest children can use our secure garden, specifically designed with them in mind, where they can enjoy the fresh air. We also have a small soft play area in the room. The layout of the baby room has minimal furniture, to encourage the children to move around in a safe and nurturing environment. It has a lovely range of treasure baskets, sensory toys, wooden toys and toys rich in different shapes and textures, for the children to grasp and manipulate. There is a Sleeping area for under twos and a Sensory room which is available for all children.

We want to encourage a close bond with our staff so that they begin to flourish and become confident at nursery, learning how to socialise and interact effectively with other children. Within the nursery we use role modelling language to develop children's communication skills. This is promoted through play, but we also use the "I Can" Babbling Babies to support children's understanding, speaking, listening and attention.

A Daily diary is provided for staff to comment on how your child has been throughout the day; how they have eaten, details of nappy changes they have had and what they have enjoyed playing with at Nursery.

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

Typical sessions in the group

Approx.
time

Caterpillars

7.30am

Early start children arrive, Breakfast

8am

Children arrive for self-registration and meet and greet

9am

Free-play, outdoor play, structured activities

Snack and nappy changing time

11am

Outdoor play

Story/Singing time

Put on coats to go home and song time

12 noon	Parents/ carers collect children to go home staying for the morning session Afternoon session children arrive
12.15pm	Lunch time Carpet time/ toys / outside
2pm	Free- play, outdoor, adult led and language activities. Snack / bottles / sleep Messy play / structured play / free- play
3pm	Home time for some children (Parents /Carers collect children) Free-play/outside
	Tidy up time/ preparing for evening meal
4.30pm	Evening meal Quiet time / free-play
6pm	Children go home

General information

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.

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.

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 the 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 Bowen 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. All staff are either qualified or training for qualifications in childcare/education. Jo Webster is the nursery's Special Needs Co-ordinator. 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 exercise Equality and diversity at all times 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 for, this provides a secure and comforting presence throughout the day. 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.

A designated nappy changing area adjoins the room, where the child's key person will change nappies. Please can parents/carers provide plenty of clean clothing daily? Please see list provided on induction. 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, through staff role modelling suitable behaviour. 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.

Fees

The fees are charged at an hourly rate of £6.65 per hour and snack is 50 pence per session, breakfast is 75 pence per session and an evening meal is £2.00. Reduced fees are offered to parents that use our service for 9 and above hours per day. The hourly rate will therefore be reduced to £6.35 per hour including breakfast and an evening meal. 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 resource charge will be made to funded children. 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 pass word 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.