

# Bedale Day

# Nursery



**01677 422991**

**Email us at:-**

[maxine@bedaledaynursery.co.uk](mailto:maxine@bedaledaynursery.co.uk)

**visit our website**

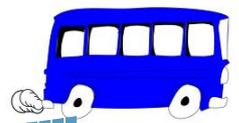
[www.bedaledaynursery.co.uk](http://www.bedaledaynursery.co.uk)

**Ofsted Registration number EY481775**

***“ Our excellent reputation is based upon providing high quality care in a home from home environment your child will love”***



**Where the learning journey begins.....**



Dear Parents / Guardians

Thank you for your valued enquiry regarding Bedale Day Nursery Ltd.

We hope that this prospectus will provide you with all the information you need.

We have an open door viewing policy which welcomes you at any time to come and see how we operate and meet our team so please feel free to do so. This is an ideal time for us to discuss your childcare needs and any suitable vacancies available.

We feel confident that if you choose Bedale Day Nursery Ltd to care for your child you will not be disappointed as we offer the highest standard of care, our staff are dedicated and highly motivated.

We offer FREE settling in sessions, and 15 hour free Government funding is available for 2,3,4 Year olds.

We look forward to meeting you soon.

Yours Faithfully

Maxine Cocks (Nursery Director)

# INTRODUCTION

It is understandable that entrusting your child into the care of others is probably the most difficult decision you will ever have to make. Here at Bedale Day Nursery Ltd we aim to ensure that your child is happy and cared for in a home from home environment your child will love.

We work within the Early Years Foundation Stage Curriculum to encourage and assist each child to develop emotionally, physically, and intellectually to his or her full potential.

Our nursery is run by a mother and daughter for almost 20 years. We operate in a purpose built day nursery set in a prime location convenient for parents travelling from Bedale, RAF Leeming, and the surrounding villages. We are also handy for those of you who need to get on to the A1. We have employed architects, designers and child care specialists who have joined forces to develop a safe, stimulating and secure environment for your child. All aspects of comfort and play, as well as mental and physical development have been considered when designing the layout of the interior and garden area to ensure that we can meet the needs of all children - from babies to children requiring before/after school care.

We offer your child the scope to acquire skills, learn to communicate, gain confidence and most of all to have fun!

Starting nursery is a big step both for your child and for the family, we would suggest that you visit us a few times with your child so that they become settled when he/she is left in our care.

There are many factors which make Bedale Day Nursery Ltd the number one choice for parents, not least the experience, dedication and enthusiasm of all our staff. We have a long established team, many of which have been with us since the day we opened. Not only have they watched the children grow and develop until they leave for big school but also the staff members themselves have benefited from working with colleagues they know and trust; both of which help foster a sense of belonging for the children in our care.

# THE CURRICULUM

We follow the Early Years Foundation Stage (2012). We ensure that we provide quality and consistency to allow every child to make good progress throughout their time with us.

By following the EYFS we provide a secure foundation through learning and development opportunities for each individual child's needs and interests.

The children are continually observed and assessed which in turn informs our planned activities and continuous provision of resources ensuring that each child reaches their full potential.

We pride ourselves on our partnership working between parents, carers and us as practitioners. We value parents and carers views and provide an 'open door policy' to ensure that we are always on hand to offer advice and support, to 'signpost' to other professionals such as speech and language drop in centres or other healthcare services, and of course to provide continued updates and reviews on your child's time with us across all areas of learning.

We value our ethos on equality of opportunity and have developed a strong culture of inclusive practice within the setting and the local community.

"We strive to work in partnership with all who use our setting. We value, respect and celebrate each child as an individual, enabling them to feel a sense of belonging and thrive to the best of their ability"

## Overarching Principles

The following four overarching principles of the EYFS shape all practice in early years provision and at Bedale Day Nursery Ltd we strive to adhere and embed these principles in everything we do:

- 'Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **positive relationships**.
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
- **Children develop and learn in different ways and at different rates**.

The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

## Characteristics of effective teaching and learning

There are three characteristics of effective teaching and learning which move through all areas of a child's learning:

- **Playing and exploring** - children investigate and experience things, and 'have a go'.
- **Active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy their achievements.
- **Creating and thinking** critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

Within the EYFS there are **7 areas of learning and development**

There are **Three Prime Areas**, which reflect the key skills and capabilities all children need to develop and learn effectively, and become 'ready for school'. It is expected that the balance will shift towards a more equal focus on all areas of learning as children grow in confidence and ability within these prime areas.

Prime areas

- **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

There are also **4 Specific areas**

- Literacy: Reading/Writing
- Mathematics: Numbers/Shape, space and measure
- Understanding the World: People and communities / The World /

Technology

- Expressive Arts and Design: Exploring and using media and materials / Being imaginative

### **Your child's Learning journey**

We record your child's progress and development in their very own 'Personal Portfolio'. This is a brightly coloured, child and parent friendly folder that celebrates your child's achievements.

The portfolio contains many photographs, observations and children's work, along with their next steps for their individual journey of learning.

## **Other Agencies**

At Bedale Day Nursery Ltd we work with other agencies in order to share expertise and knowledge for the benefit of all individual children and for the development of the staff.

These agencies may include:

- ◆ Health Visitors
- ◆ The Area SENCO
- ◆ Portage workers
- ◆ Child development unit
- ◆ Community Paediatric Nurses
- ◆ The Local Authority Early Years Service
- ◆ Sure Start
- ◆ Speech and Language therapist
- ◆ National Early Years Organisations
- ◆ Any other local or national agencies

## **Environment and resources**

◆ The learning environment indoors and outdoors is planned carefully to ensure that children can access and participate in all areas of provision.

◆ Resources are organised to allow children to access them independently by appropriate use of the floor, treasure baskets, low shelving, silhouettes and picture labels.

◆ Resources include bought, found and improvised items.

## **Planning**

◆ Play experiences are planned in response to observations of the children and knowledge of the child gained from parents and other sources. They include possible learning and development, but also allows for play to arise spontaneously from children's own ideas.

◆ Possible learning intentions in short term planning are drawn and developed from the EYFS and long term planning.

◆ Short term planning is completed weekly informed by observations, assessment and evaluation but spontaneous activities may be added in response to children's interests, needs and responses.

\* Free flow play between inside and out side is available all day.

This routine may vary slightly depending on the age of your child and which room they are in.

Although all of our rooms offer free play / spontaneous activities and focus activities which promote age appropriate learning and development.

# BABY ROOM

The babies are catered for in their own room which is warmly decorated with individual care and attention and provided with toys to stimulate their physical and intellectual development.

Staff ratios for babies are one member of staff to three children. The staff are always the same providing your baby with continuity of care and enabling them to begin to form a special bond with the staff caring for them. You will be given a daily record sheet everyday which gives you all the information on your child's day including sleep times, feeding times, nappy changing details and any other relevant information.

The babies participate in a wide variety of activities and the resources enable them to be creative and explore the rich environment.

*"Babies delight in wheeling their toy cars through shaving foam and use their fingers to make marks" OFSTED, 2014.*

Our babies have their own newly renovated garden area which enables them to get plenty of fresh air.

We also have a trained baby signing teacher who visits us weekly, these sessions are tailored and delivered with 'fun' in mind. The babies learn to sign to popular songs and nursery rhymes with the help of puppets and props.

*To guarantee your baby a place at our nursery we will require a non refundable £200 deposit, which will be deducted from your first months bill. This amount equates to a full week in the setting.*



# TODDLER ROOM

This room is brand new for 2015. We have employed a dedicated building team who have designed an exciting new room for our toddlers.

This room gives the children space, resources and activities specifically for their age group. Giving them the freedom to explore their surroundings and investigate the world around them. There is chance for messy play, role play, rough and tumble but also a cosy sleep area is available for those who still need to rest.

The toddler room is next door to our baby room with doors which may be left open at times so in quiet periods the babies can wander between rooms, this makes the transition between rooms run so smoothly as the children are already familiar with the toddler room and staff prior to moving up.

Some of the activities we get up to in the toddler room include:-

- Painting
- Story time
- Play dough
- Dancing
- Musical Instruments
- Counting
- Sand and Water play
- Collage making
- Dressing up
- Hide and seek
- Soft play
- Tunnels and tents
- Stickle bricks and Duplo
- Role play
- Jigsaws
- Sensory play

This room shares the outside area with the both the babies and the big room, this gives the children a wide scope of opportunities for outside play including the ride on bikes and cars, the sand and water activities and growing and sensory activities. On a daily basis the activities available inside are also taken outside for the children who prefer to spend their time in the fresh air!



## PRE SCHOOL ROOM

This room is all about giving the children the independence, confidence and spirit they will need to proceed on their journey to school.

The children take part in a wide range of age appropriate, challenging and exciting activities. The room works on a free flow basis which means the children are able to choose where they play and participate in activities they enjoy and are interested in. However because the continuous provision is set up in such a way the children will always be learning and the experienced staff will be there to scaffold their learning and help each child to reach their full potential.

The staff set up focused activities on a daily basis which are monitored and observed and are set up to help the children gain specific outcomes which will then be documented in their personal portfolio.

We believe children should be outside as much as possible, with this in mind we have provided easy access through the pre school room to encourage free flow access to outside facilities. Our garden has been carefully planned to promote the seven areas of learning and ensuring all our children's needs are met. We have a wide range of outdoor equipment including a wooden play house, sand pit, water tray, black boards, digging area, sensory herb garden, musical area, balancing beam, stepping stones and lots of ride on bikes and cars.

We work closely with the local schools to ensure the transition from our setting to school is a smooth one, we take the children to a variety of events set up by the different schools including Christmas nativities, sports days, and harvest festivals.

We also try to get the children out into our local community as much as possible, this includes weekly visits to the library, seasonal walks in the woods and visits to the shops and the church.



## AFTER SCHOOL / HOLIDAY CLUB

This room is also Brand new for 2015. Our school children now have their own room upstairs! Our recent renovation means the school children have a new large room with everything they possibly need to relax after a busy day at school or to enjoy the school holidays.

This includes a cosy TV / reading area, role play area, computer games consoles and laptops, messy and creative activities and games galore.

We cater for children before and after school and during school holidays.

We pick up from the following schools :-

- ◆ Bedale Primary School
- ◆ Leeming and Aiskew School
- ◆ Leeming and Londonderry School

Activities are planned accordingly to the children's needs, interests and age. The activities could be arts and crafts, sports and outdoor play, messy play, computers etc.

Please be aware that it is still full price for Before / After school even when the child is absent. This secures your child's place on the bus.





We have recently purchased three new vehicles we use specifically for the school runs, although in the holidays we use them to take the children on exciting day trips! In the past these have included Brymor Icecream Parlour, Monk Park Farm and Aquatic Finatic.

Here at Bedale Day Nursery Ltd we hope to forge strong links with our parents, this is vital to ensure the individual needs of your child are met. We want you to feel very much involved in our nursery life and aim to keep you as involved as possible. Policies are displayed in the reception area.

## SNACK AND MEAL TIMES

Here at Bedale Day Nursery Ltd we promote healthy eating providing a varied nutritional diet for all children using fresh produce bought from local shops i.e. Cockburns butchers.

If your child has special dietary requirements we will try to meet these accordingly.

Mealtimes at our nursery are happy, social, occasions where staff encourage good eating habits, independence and good table manners. We endeavour to provide your child with the recommended daily requirement of five pieces of fruit / vegetables per day.



*An example of one our daily Menu*

### **Morning Snack**

Toast

### **Lunch**

Shepherds Pie

Homemade lemon drizzle cake

### **Snack**

Homemade fruit & cheese scones

Cucumber and carrot sticks

# ILLNESS

When children first begin nursery they are prone to coughs and colds. This is recognized as normal and therefore accepted unless they are not fit enough to attend. However, some childhood illnesses are very contagious. In these circumstances we require you to keep your child at home. If a child becomes ill whilst in our care we will inform parents, who will be requested to collect their child straight away. If a child is sent home from unwell from nursery we will not accept them the following day. Also we cannot accept children on Antibiotics for the first twenty four hours of treatment. Please find below the details of the most common childhood illnesses and the exclusion times.

## DISEASE

|                          | <b>Exclusion time</b>  |
|--------------------------|--|
| Diarrhoea                | 48 hours after symptoms stop   |
| Gastro - enteritis       | 48 hours after symptoms stop   |
| Chicken pox              | 5 days after the onset of the rash   |
| Threadworm               | None   |
| Scabies                  | After first treatment  |
| Head lice                | Until treatment has been administered  |
| Impetigo                 | Until lesions have crusted and healed or 48 Hours after commencing treatment |
| Conjunctivitis           | None   |
| Meningococcal meningitis | Until clinical recovery  |
| Hand, foot and mouth     | Until clinical recovery  |
| Diphtheria               | Until bacterial examination is clear   |
| Measles                  | 4 days from the onset of rash  |
| Mumps                    | Exclude child for 5 days after onset of swelling                             |
| Rubella                  | 4 days from the onset of rash  |
| Whooping Cough           | 21 days from the onset of illness or 5 days After the medication commences   |
| Polio                    | At the direction of the consultant   |
| Hepatitis A              | 7 days from the onset of jaundice  |
| Scarlet Fever            | Until 24 hours after commencing antibiotics                                  |

It is very important that you inform us if your child is ill with any of the above to prevent an outbreak. If your child is unwell please do not bring them to nursery, as it is unfair to your child, other children and staff.

# **GENERAL INFORMATION**

## **ADMISSIONS**

When Bedale Day Nursery Ltd have places they will be offered to children whose names are on completed registration forms supplied by the nursery.

The staff will work with each parent and child to ensure positive entry to the nursery.

## **INCLUSION**

Bedale Day Nursery Ltd believes that no child should be excluded from the nurseries activities because the child has special needs or disabilities as defined by the Children Act 1989 and/or the Education Act 1993.

Bedale Day Nursery Ltd will support children with learning difficulties and disabilities and will work with outside agencies to meet the child's needs.

We will offer staff training where possible to increase their knowledge and skills to ensure that each child is offered equal opportunities within the nursery.

## **SAFEGUARDING**

As part of the registration process we are duty bound to inform social care of any worries we have regarding a child's welfare and safety.

## **SECURITY**

The security and safety of all the children in our care is our main priority. Therefore we ask that you comply with our policies to guarantee this. The password system for non parental collection must be adhered to if we do not have this your child will not be able to leave the setting with anyone other than the main carer.

# THINGS YOU NEED TO KNOW

- ◆ We value your input and ideas and because of this we have a suggestions box for your constructive comments in our reception area
- ◆ Topics and planning are on display in reception for parents to read
- ◆ Newsletters will be regularly sent out to keep parents up to date with any developments at nursery
- ◆ Parents are asked to be aware of other peoples children as well as their own, especially when entering or leaving the building. All parents must close the front door after them to prevent any child leaving the building. It also prevents anyone else gaining entry without a member of staff letting them in.
- ◆ If your child cannot attend nursery when expected please let us know before 9am or you may be charged for a full days fee.
- ◆ We do use aprons during messy play however mishaps do happen so please dress your child accordingly.
- ◆ When it is your child's birthday we will recognize his / hers special day, therefore you are welcome to bring a treat or cake in to celebrate.
- ◆ On your enrolment form you will be asked for the details of 2 other people who may collect your child. If somebody else is picking your child up they will be asked for a password on arrival. You must inform staff beforehand of this security password.
- ◆ Please keep us informed of any changes to your registration details.
- ◆ Please ensure your child's belongings are clearly labeled.
- ◆ Children's development portfolio's are available for parents on request.
- ◆ Parents are to keep us informed of any circumstances which may have an effect on your child's emotional wellbeing e.g. bereavement, illness, separation etc.
- ◆ If you child is leaving nursery you will need to give us one months notice.

**There will be a late pick up fee of £5 for every 5 minutes you are late after 6pm.**

# Opening Times and Nursery Fees

Bedale Day Nursery is open Monday - Friday 0730 - 1800 hours, all year round with the exception of bank holidays and over the Christmas period for which you will not for which you will not be charged.

| Session              | Hours       | Fee    |
|----------------------|-------------|--------|
| Full day             | 0730 - 1800 | £42    |
| Morning              | 0730 - 1200 | £21    |
| Morning with Lunch   | 0730 - 1300 | £28    |
| Afternoon with Lunch | 1200 - 1800 | £28    |
| Afternoon            | 1300 - 1800 | £21    |
| Before School        |             | £10.50 |
| After School         |             | £13.50 |

## Our Billing System

All accounts are to be paid a month in advance on the 1<sup>st</sup> of each month. You can pay by BACS or by standing order. We do accept card payments however there will be a £5 charge for this method.

Our billing system is divided over 52 weeks or 38 weeks of the year (Depending if your child attends term time only.) We will work out the days your child attends, deducting bank holidays and when nursery is closed so your bill will be the same every month. You are entitled to three weeks annual holidays of your choice which you will need to inform us of before hand and you will not be charged for these weeks. If your child is absent any other day you will still be charged full price for these days.

We can be quite flexible and allow you to book extra days, however once these days are booked you will be charged for them as we may have to employ more staff to ensure the ratio is correct on that day.

(N.B School children who are booked in will be charged regardless on these days as this reserves their space on the mini bus.)

Free nursery education voucher sessions are available, please ask a member of staff for more details.

**A Late payment fee is charged at £15 per week on accounts not cleared at the end of the month.**

**There is a late pick up fee of £5 for every 5 minutes you are late collecting your child.**