



The Park Nursery **Prospectus**

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Welcome

Welcome to Park Nursery and thank you for considering us for the important role of supporting you in the care and development of your child.

This prospectus has been put together to make the transition to Nursery as smooth as possible for you and your child. We have tried to include all the information, we think you will need, but please do not hesitate to ask if there is anything missing, or you have any other questions.

Our Aim

We aim to provide a safe, nurturing and stimulating environment that will promote confidence, curiosity, exploration and independence in each individual child. We offer a wide range of play-based activities and resources that give your child the opportunity to develop their skills and learning through child-led play. Our knowledgeable and well-trained staff support and enhance these learning opportunities.

We aim to respond appropriately to each child's background and individual need.

We ask parent/carers to give us as much notice as possible if their child has SEND (Special Educational Needs or Disabilities). This enables us to explore with parents/carers and outside professionals, how we can provide most effectively for that child.

Our Staff

Our staff are experienced professionals. Each member of staff has been police checked by the DBS to ensure they are suitable to work with children. All staff are given the opportunity to undertake appropriate training to update their skills and underpin their knowledge and understanding of the needs of nursery children.

We operate a 1:8 ratio staff to children over 3 years old,
1:5 on children aged 2 years and 1:3 on children from 6mths - 2yrs

Nursery Managers & Special Educational Needs Coordinators*

Heidi Kennedy

Denise Thurgood

Deputy Manager 3yrs-4yrs (Willows)

Dannielle Bailey

Becky Kennedy

Deputy Managers 6 months-2yrs (Seedlings, Little Chestnuts & Acorns)

Ruth Benfield

Stacey Riley

Nursery Practitioner

Becky Cooper

Beth Slee

Charlea Norris

Claire Pearson - Forest School Lead

Chloe Mead - apprentice

Gemma Lingley

Hannah Lockwood

Jo Mead

Kayten Lasslett

Kim Law

Lisa French-Gildersleve

Nicola Rayner

Sarah Brooks

Sue Morton

*A Special Educational Needs Coordinator (SENCO) helps support you and your child if you feel they need extra or a different type of support to help them develop. **Please speak to us at any time if you have concerns**

How We Deliver the Early Years Foundation Stage (EYFS)

Children's development and learning

The EYFS is a statutory government framework and sets the standard for learning, development and welfare of children aged 0-5yrs.

It explains the skills, knowledge and understanding children must learn to support their healthy development. It helps young children acquire the skills they will need to learn at school and beyond. It encourages learning through indoor and outdoor play, discovery and other activities that stimulate and entertain your child.

The framework is flexible and is focused around these 7 areas of learning:

Prime Areas

- communication and language.
- physical development.
- personal, social and emotional development.

Specific Areas

- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with a range interesting and stimulating activities and resources that are appropriate for their age and stage development. We are a 'no tablet time' setting.

The 'Development Matters' guidance sets out the likely stages of progress a child makes along their learning journey towards the early learning goals. Our setting has regard to these matters when we assess children and plan their learning 'in the moment'.

We post a snapshot of your child at play monthly on **Tapestry**, an online Learning Journal. If we feel that your child may need additional support, we will speak with you individually. We will set up and explain Tapestry when your child starts nursery.

If you do not have internet access, we will print for you to view.

Please find A Parent's Guide to Early Years Foundation Stage at info@nurseryresources.org

We have lot of flexibility within our daily sessions with an emphasis on learning through play, where children explore at their own pace.

Key person

Every family will have a key person. That key person will keep a record documenting your child's progress at the nursery. This helps us consider your child's current interests, development, and learning.

We obtained this information by observing your child. The observations are provided by **all** the staff looking after your child. We found that once the children become confident within the setting, they bond with several staff members. That member of staff is more likely to observe a **teachable moment* at that precise time.

All information within the setting regarding your child is subject to our Data Protection and Confidentiality policies.

**teachable moment*

A teachable moment is a spontaneous opportunity for a teacher to seize the moment, when a child shows interest, and share new information, skills, or experiences with them.

Parents/Carers

As a member of the Early Years Alliance, Park Nursery recognises parents as the first and most important educators of their children.

There are many ways in which parents can take part in making the Nursery a welcoming and stimulating place, such as:

- sharing their own special interests with the children
- taking part in events and informal discussions about the activities and curriculum provided by the Nursery
- joining in community activities with the Nursery
- building friendships with other parents in the Nursery

Parents/carers are kept informed of day to day aims and objectives through regular letters and displaying information on the notice board outside and via our web page, emails & Facebook.

Illness, Injury and Absence

If your child has a temperature, is sick or has diarrhoea, please do not send them in until a clear **48 hours** after symptoms have stopped. Please let us know if your child is absent for any reason.

If your child is ill or sustained an injury during the session, we will contact you or your emergency contact number to arrange for your child to be collected.

Injuries are recorded in the Accident/Incident book which will need to be signed by both the parent/carers and the member of staff who dealt with the situation. Minor accidents will be mentioned when your child is collected.

Please notify staff if your child has had to be given medication before the session. **We will only administer prescribed medicines.** Such medication must be logged with the manager/supervisor each time it is bought on and off the premises. **Please keep your child at home if you have administered Calpol for illness. Calpol can mask the effects of illness which can be passed on to other children and staff.**

(We make exceptions for teething babies see our Calpol policy 4.3)

Policies

Park Nursery Policies and Procedures have been developed to ensure that all children and adults can ensure a safe and well-planned environment.

Our policies are regularly reviewed, and your views are welcome.

A copy is kept at the Nursery for you to access. We will send an email of the policies to you when your child starts and/or if we make any changes to a policy.

Safeguarding Children

We are committed to ensuring the welfare and safety of all the children in our care. We abide by the safeguarding children board policy. A full copy of our Safeguarding Children & Child Protection Policy is kept at the nursery, or you can read it on our website.

We will, in most circumstances, endeavour to discuss all concerns with parents/carers about their children. However, there may be exceptional circumstances when the setting will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with child protection procedures). We will, of course, always aim to maintain a positive relationship with all parents/carers.

Complaints and Concerns

We believe children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our staff are available every day to discuss worries or concerns they might have, and every effort will be made to resolve difficulties, which will be treated with discretion and confidentiality.

If you do not receive a satisfactory outcome or a problem recurs the parent/carer should put the complaint in writing to the nursery school managers.

If you are dissatisfied with the actions taken by the Nursery, you can contact OFSTED at

Email: enquiries@ofsted.gov.uk

General enquiries: 0300 123 1231

Complaints: 0300 123 4666

Website: www.ofsted.gov.uk

A full copy of our complaints procedure can be found in the Policies and Procedures file at the Nursery.

Session Times & Fees

Session Type	Times	Non-Funded 6mths- 2 yrs	Non-Funded 2yrs-3yrs	Non-funded 3yrs-4yrs	Funded
Early Start (add on session)	8.15am-9am	£5	£5	£5	£5
Morning session	9am - 12 pm	£30	£25	£22	£0
Afternoon session	12.30pm- 3.30pm	£30	£25	£22	£0
Full day 6-hour session	9am - 3pm	£60	£50	£44	£0
Additional 30min (For full day session)	3pm - 3.30pm	£5	£5	£5	£5
Late Stay (add on session)	3.30pm - 4pm	£5	£5	£5	£5

*prices listed above are for non-funded sessions

Fees are invoiced at the beginning of each month. Fees are payable whether your child is present at Nursery or not.

This includes, sickness, training days, outings, unforeseen weather, holidays, and bank holidays. Late payment will incur an additional charge. See our late payment and fees policy.

Consumable charges

As per the new government legislation this is a voluntary decision and families can decide what is best for their individual circumstances, however we feel we must be clear in the fact that if you chose to 'opt-out' you will be given a list of items you would need to provide for your child

	Cost per 3-hour session
Healthy snack, learning resources including sensory and experimental resources & equipment; 'baking', gardening, forest school/outdoor learning, events and festival resources. Suncream	£1.50

Please note - if you choose to **Opt-Out** of the charge above you will have to provide every session -

All snacks for your child, in-line with our healthy snack policy 4.11 for example fresh fruit, rice cakes, vegetable, breadsticks bread, cracker. Suncream. Some Enhanced

Provision experiences. These may include sensory/investigative play resources e.g., rice, flour, gloop, pasta. Forest school resource e.g., wood, nails, screws, drills, fabrics, hammers, seeds, planting items etc. 'Baking' activities. Festival and events may inc. pancake day, Easter, Mother's/Father's Day, Christmas, Chinese New Year etc. We are an 'In the Moment' planning sessions so we like to have these resources to hand.

We may need to revise this model and the full days we offer if it becomes financially untenable.

Funding

Funded Early Education Entitlement (FEEE) is a government programme giving all 3 year and 4-year-olds 15 hours of funded childcare per week (starting a term after your child turns 3) and for children aged 2 years, subject to eligibility criteria.

www.childcarechoices.gov.uk or ask a member of staff.

We offer 30-hour funding dependent on availability. To check eligibility go to www.childcarechoices.gov.uk

From September 2025 you can apply for 30 hour funding from 9mth - 2years subject to eligibility criteria www.childcarechoices.gov.uk

We offer the Working Families Entitlement Funding for children from 9mths (FEEEW1) and 2 years (FEEW2) to check eligibility go to www.childcarechoices.gov.uk

For further information please refer to:

Funded Early Education Entitlement (FEEE) for 2-, 3- and 4-year-olds a Guide for Parents www.eycp.essex.gov.uk

The First Days

The early days at Nursery can be daunting for some, very exciting for others. At The Park Nursery we have a flexible approach to settling your child, as we recognise that all children are individuals. We therefore endeavour to work closely with you to ensure a smooth transition for your child.

Arrivals and Departures

The staff will be ready to welcome and assume responsibility for your child at 8.15 (early start) 9.00am (morning session), 12.30pm (afternoon session), when a member of staff will open the door. Willow room children are encouraged to find their own name peg.

Please ensure you collect your child on time; late collection can be very upsetting for some children.

No children will be allowed to leave the setting with anyone other than the persons named on the registration form unless prior arrangements have been made with either the nursery managers or leader on duty.

You are asked to create a unique password that must be used by any unauthorised person collecting your child.

No child will be allowed to leave the Nursery with anyone under the age of 16, including older brothers and sisters.

Your Contact Details

If any of your emergency contact details change, please notify us immediately.



Outside Play

Outside learning is an important part of every session and we endeavour to spend time outdoors, so please remember to provide a coat, hat gloves and wellie boots in the winter and a sun hat in summer. Please ensure children have a spare set of clothing for wet/messy play or toilet accidents.

Clothing

Please send your child in practical clothes that are suitable for play and manageable when using the toilet independently. Aprons are provided for creative work but please avoid sending children in their best clothes as accidents do happen and some children do not like wearing an apron.

Park Nursery t-shirts are available to purchase for **£10** each,
Sweatshirt **£15** and fleece **£20**

Please make sure ALL coats, hats & wellie boots are named. This avoids mix up and upset.

Spare clothes are kept at the nursery in case of water play or toileting accidents, but it is helpful if parents bring a named bag with a change of clothing.



Snack Time

We provide a healthy snack and a choice of milk or water. We encourage the children to develop their skills in preparation and serving where possible. We encourage independence in pouring drinks for themselves and spreading with safety knives. Support is given where needed and any allergies/dietary requirements are always considered. Water is always available.

We occasionally add different foods to try, especially if the food relates to a festival or event.



Lunch Session

Lunch time is a great opportunity to learn manners, chat together, and encourage independence.

Please make sure you pack your child a sensible amount of food, your child is more likely to eat everything you provide if he/she feels they can easily manage it.

In hot weather please add a cold pack as we have no fridge space available.

We ask that you do not pack sweets.

If we have a child with a food allergy, we will advise you accordingly.

Please name your child's drink bottle and lunch box to avoid mix-up.



Transition to School

We have a flexible transition process into our setting. the Nursery Managers and Deputy Managers, will speak with you individually to discuss the best transition plan for your child.

We have good links with all our local Primary Schools. Wherever possible we arrange for teachers to visit the children in the setting and visit the primary schools with the children.

We link with other preschools, schools, and nurseries throughout the year at Local Community meetings.

