

# Prospectus



## Washington Nursery

0191 4171113

Knoulberry Road

Blackfell Village

Washington

Tyne & Wear

NE37 1HA

Tyneside Early Education

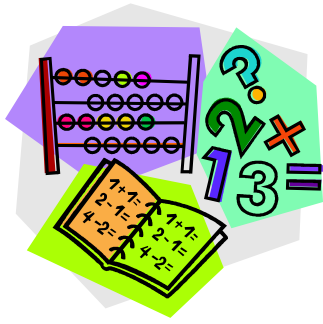


## **Welcome to Tyneside Early Education and Care-Washington Nursery**

We are situated within the grounds of Blackfell Primary School, in Blackfell Village, Washington. We are convenient for the A1 M and Washington Highway. The detached property is on one floor with large light comfortable open plan rooms. There is a large, secure, fenced outside play area and garden.

We are a Private Day Care Nursery, Registered with Ofsted. Our Day Care Provision has been designed to provide the highest quality care for your child.

The first few years of life are the most important for future intellectual and physical growth, because they are the formative years of life. At no other time in ones life is there such a dramatic rate of growth and change. We aim to provide children with freedom, happiness, guidance, discipline and kindness in a consistent, secure environment. We recognize the emotional needs of children include attention, affection, security, a sense of belonging and personal growth. They need encouragement to learn from experience, the opportunity to explore, investigate and experiment and be given appropriate activities that encourage the children to reach full potential.



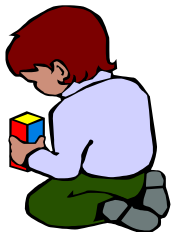
## Development and Education

All children learn through play - the principal means of learning in early childhood. Through play children gradually develop concepts, learn to discriminate, make judgements and use their imagination. Play offers the opportunity to experiment, explore, overcome fears and gain confidence. It helps promote language and explore surroundings. It offers equal opportunity to all regarding culture, religion, gender, linguistic background and helps children with special needs. Parents are encouraged to participate in activities facilitated in the nursery.

For under 3's we work under the Birth to Three Framework from the Department for Education.

For our older children we are committed to working toward the Early Learning Goals as part of the National Curriculum.

- 1) Personal, social and emotional development- developing confidence and independence while learning to concentrate and to enjoy sharing as part of a group
- 2) Communication, language and literacy-communicating with one another and developing skills in talking, listening, writing and reading
- 3) Mathematical development-using ideas about number, quantity, measurement shape and space
- 4) Knowledge and understanding of the world-investigating and beginning to understand about the things, places and people around them
- 5) Physical development-improving control and co-ordination of their bodies while learning to move and handle equipment
- 6) Creative development-finding ways to communicate by using colour, shape, sound, texture movement and stories



All children learn best through experiences that are planned to meet their stage of development. Play is key to the way young children learn.

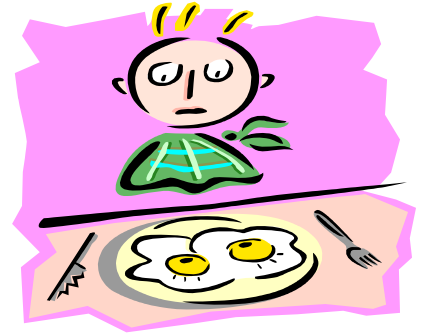
All parents have access to all planning sheets and small group activities.

All children will be allocated to a key worker.

All children will have their own files and parents can contribute to it any time.

Diary sheets will be given on request and verbal information will be given at all times regarding your child's day.

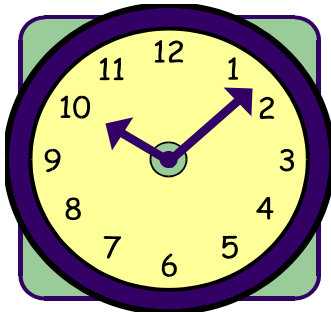
We wish for parents/carers to have regular contact with us through manager/parent meetings, record keeping and parent evenings-our staff at all levels are available to speak to directly with regard to progress or to address any concerns or questions you may have



### Nutrition

Depending on the sessions attended children will be provided with breakfast, lunch and tea together with morning and afternoon snacks. Menus are changed weekly and are displayed on the notice board. Special diets can be catered for if required.

Until you wish to your baby to have meals from the nursery menu, parents are asked to provide bottles/formula and foods and also to provide nappies, wipes and creams



### Sessions

Full Time            7.30am - 5.30pm    5 full days

Full Day            7.30am - 5.30pm

Part Time           7.30am - 12.30pm

                          1.00pm - 5.30pm

Children must be registered for a minimum of 2 sessions per week.

The nursery is open for 51 weeks per year, closing for Bank Holidays and Christmas.



## **POLICY DOCUMENT**

Tyneside Early Education and Care are registered for children aged between 0 and 5 years of age.

### **Admissions**

Matters that are considered when an application is made for a place in the nursery are as follows:

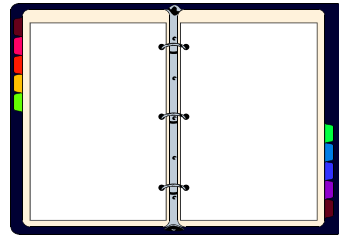
- a) The numbers of places available
- b) The age of the child and therefore the staff ratios
- c) Registration requirements i.e. maximum numbers of children cannot be exceeded
- d) There will be a waiting list for admissions over the maximum
- e) Priority will be given to siblings of children already in the nursery
- f) Preference will be given to parents/ carers wishing their child to stay on for a long term

We prefer your child to have several short visits to the nursery prior to them starting a full session. This enables them to have a settling in period to get to know the staff, other children and the routine.

If a child is very upset then it is the policy to inform the parent / carer. Registration forms are issued on visiting the nursery and are to be completed and returned before admission

Information will be issued to parents / carers on admission explaining our policies and procedures which are available to read at any time

Any queries you may have regarding any aspect of the nursery can be discussed at any time-with your child's key worker or the nursery managers



### Record keeping.

The following records will be kept:

- a) admission forms
- b) accident book
- c) incident book
- d) equipment book
- e) register - staff and child
- f) Staff records
- g) medication records
- h) fire procedures

The parents/ carers are able to have access to their child's records as desired.

### Confidentiality

All records are locked away

All staff are aware of the need for confidentiality within the nursery and will not discuss matters outside the premises. We discourage discussions about individual children outside of the nursery.

Concerns about any child will be discussed with the parents in a quiet and discreet manner.



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## Staff

The nursery complies fully with the recommendations of the Children's Act 1989

Staff / child ratios are strictly adhered to

Age 0-2 years: 1 staff per 3 children

Age 2-3 years: 1 staff per 4 children

Age 3-5 years: 1 staff per 8 children

At Tyneside Early Education and Care our attitude is that we care as much as you. When you put your child into our care you are entering into a partnership both with the staff at your nursery and the organisation as a whole. We will work in close partnership with our parents to ensure that we develop our nurseries in line with their needs as well as the appropriate regulatory authorities. Our nursery staff are the backbone of the whole operation. We invest heavily in recruiting the best staff available as well as their ongoing training and development to ensure that they keep their skills and knowledge up to date. Each child has a key worker assigned with whom the parents can build an ongoing relationship to ensure that the care that is given to the child while at our nursery mirrors the care the child receives at home.

All of our nursery nurses are fully qualified to NNEB/ NVQ level 3 or equivalent and our senior staff are recruited for their wealth of experience as well as being highly qualified individuals. We seek to promote from within the nursery framework-giving students and nursery assistants a goal to achieve

Nursery assistants will be qualified to NVQ level 2 in childcare and experience in working with children under 5 years.

All staff are encouraged to attend any relevant training courses available to keep up to date with the latest in childcare developments to help maintain a professional and sensitive attitude to the needs of all children

All members of staff are approved to work in our childcare settings through police and health checks, as well as references from two referees these are carried out by OFSTED and the Criminals Records Bureau



## Health and Safety

The safety of the children in our care is paramount and we have taken great care to provide the highest safety and security levels.

Hygiene is also of utmost importance and high in our agenda. Good practice concerning the importance of personal hygiene will be emphasised in a very positive way.

A register of attendance will be taken morning and afternoon for the purpose of fire safety. **It is important that you let us know by telephone on the first morning of absence that your child will not be attending for whatever reason.**

A regular fire drill will be carried out to ensure all staff are aware of fire procedures.

Children who are suffering from coughs, colds, sore throat, discharge from eyes/ears/nose sickness and diarrhoea or any infectious disease should be kept at home until the symptoms are gone or when a doctor has advised it is safe to return.

Equipment is regularly checked for safety and cleaned for hygiene purposes to promote high safety standards.

All dangerous substances and equipment are locked away

No smoking is permitted in the nursery.

The collection of a child from the nursery if other than stated on the admission form must be arranged prior to collection time for obvious safety reasons

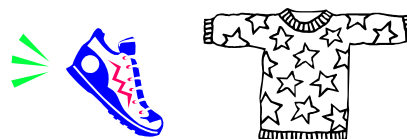
## **Behaviour**

Positive behaviour is strongly encouraged and shall be promoted at all times

Any child that may act inappropriately will be removed from the group. They will be encouraged to think about and talk about what has happened and if necessary to apologise (willingly) to the person they have upset. This is to help the child to understand that certain behaviour is unacceptable towards others but to emphasise through a calm caring manner that it is not the child that is unacceptable but the behaviour. Under no circumstances will a child be smacked, shaken or treated roughly in any way.

If a child continuously and persistently shows unacceptable behaviour the parent will be informed so that by meeting and discussing the matter we may be able between us to find the reason for this, possibly changes in circumstances or difficulties influencing their behaviour could be overcome with the help of the nursery and home together.

By our staff continually promoting positive behaviour and showing a caring and co-operative attitude to others that the children will develop a responsible outlook and behaviour to others in society.



## **Clothing**

Parents should supply a change of footwear and a spare set of clothes in case of accidents. Please do not allow children to bring money or valuables to the nursery. The nursery cannot accept responsibility for loss or damage to personal items. It is advisable to provide sun block and a sun hat in hot weather conditions.

## **Insurance**

Tyneside Early Education and Care have full comprehensive insurance and copies are accessible to all parents on request

## Fees

<u>Age</u>	<u>Full Time</u> <u>5 days</u>	<u>Full Day</u> <u>1-4 days</u>	<u>Part Time</u>
0-2	£120.00 per wk	£28.50 per day	£16.50 per session
3-5	£112.50 per wk	£26.50 per day	£16.50 per session

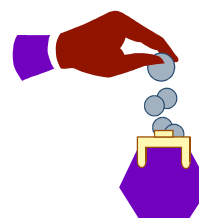
There is a £25 registration fee, refundable on leaving the nursery, subject to 1 months written notice.

Fees must be paid monthly in advance on 1<sup>st</sup> of month by standing order

The nursery reserve the right to exclude your child from nursery if this does not happen

There is a 10% reduction for a second child.

Children are entitled to 2 weeks holiday in the summer and 1 week at Christmas. The above fees include this calculation. Any absence apart from this will be charged at the full rate for place rather than the child. The nursery closes at 5.30p.m and your child must be picked up by then. Any child left after this time will be charged £5.00 per half hour. It is important you let the management know if you are delayed or you make alternative arrangements to have the child collected. If no contact has been made by 6.00 pm we may have to inform social services or the police



### Financial Help with childcare

Up to 80% of your child's nursery fees can be reclaimed from the Inland Revenue. This is incorporated through Child Tax Credit and Working Tax Credit. If you or your family have gross income of less than 58,000.00 year you will be eligible for some award. If you have savings this will not affect your claim

Also a Nursery Education Grant provides 12  $\frac{1}{2}$  hours per week free childcare for children over 3 years of age. Everyone is eligible for this regardless of income and savings. It is currently paid direct to the nursery and your fees will be altered upon its receipt.

We will give you any help we can with the forms required. Please do not hesitate to ask for advice.

To view the nursery or discuss your requirements in detail please contact the Nursery Manager on 0191 4171113