



Where Care Meets Learning

The Beeches Day Nursery Prospectus

The Beechdale Lifelong Learning Centre
Stephenson Square
Walsall
WS2 7DX

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Owners: Mrs Radford & Mrs Southall
Governing Body: Ofsted
(Registration number supplied upon registration)

Our Mission Statement

"At Beeches Day Nursery we are committed to providing an excellent quality service for every child and parent. This is delivered within a safe, friendly and caring environment, where all our children feel nurtured and secure.

We provide children with opportunities to play, explore, learn and experiment, whilst allowing them to take reasonable risks which will help them gain confidence and grow into unique individuals."

Welcome

Welcome to Beeches Day Nursery, an established nursery within the Beechdale Estate community. We opened our doors in September 2000 with the aim of providing a quality child care service for the local and surrounding areas. Our goal is to provide a welcoming, friendly and safe environment where your child can thrive.

The Nursery

Beeches Day Nursery is registered for 36 children from birth up to 5 years of age, and is open Monday to Friday, 8am to 6pm. The nursery is open all year round, only closing for the Christmas and New Year period, and bank holidays. Outside of term times we offer a holiday club for children up to 8 years of age. The nursery also offers a Walking Bus service to and from the local school, also for children up to 8 years of age.

The nursery is all on one level and is a very open plan environment, which allows for the close supervision and support of all children and staff, and prides itself on maintaining a friendly supportive atmosphere in which the children can develop. Being open plan allows for smoother transitions for the children when they move through the rooms. We promote fundamental British Values and welcome every child and their family. We embrace individuality & equality and diversity, thus promoting a culture of respect & positive self-esteem. The nursery operates an 'open door' policy to enable families to feel welcome, and able to discuss any concerns or issues that may arise, as we believe in building strong, positive relationships to enable us to work together with parents to benefit the development of the child.

Staff

Beeches Day Nursery employs a high-quality team of Early Years Practitioners, with qualifications ranging from NVQ/CACHE Level 3 in Childcare and Education to NVQ Level 5. All staff undergo mandatory training in line with the requirement of their roles including Safeguarding & Paediatric First Aid to ensure up-to-date knowledge. The nursery also provides a training programme that staff can access to enhance their professional development. Staff are monitored and supported by the nursery' management team to ensure they are able to support your child to the best of their abilities. The 'open door' policy also extends to the staff as their ideas, input and wellbeing are of the utmost importance, as they are at the heart of maintaining a high quality of service.

Nursery Activities and Curriculum

The nursery aims to provide a wide and varied curriculum designed to meet the individual needs of each child from the baby room to 5 years, working to the guidelines laid down in the Early Years Foundation Stage. The nursery planning is based around the child and their individual developmental stage and interests. We use regular observations of children as they play, learn and socialise to highlight their current interests alongside learning or development aims. These observations inform the children's individual planning and help us to track their progress, as well as identify specific needs.

The nursery has a policy of encouraging and supporting everyone and to ensure that they are all given the opportunity to reach their full potential. Heuristic play allows children the opportunity to use all their senses by exploring a wide range of natural materials throughout their play.

Children are given the opportunity to explore the world around them, this includes visits to local parks and shopping trips depending on events in nursery. We celebrate events such as Easter, Eid, Harvest Festival, Holi and Christmas, where we attend the local church, giving them the opportunity to experience their local environment and culture.

Outdoor Environment

The children have access to a safe, enclosed garden every day, where they can enjoy playing outside in the fresh air. There are trees for the older children to explore, and a growing area where children are encouraged to plant, care and cultivate fruit and vegetables. Children are encouraged to take an interest in their world and care for nature through activities such as mini-beasts and growing flowers.

The outdoor areas, both within the nursery grounds and in the local community have a wealth of experiences and resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem, all of which support children to develop skills now and for the future.

The full [Outdoor Play policy](#) can be located in the parent folder by the signing in desk.

Key Groups

Upon admission each child is allocated a Key Person and put into a Key Group. Key groups are arranged in ages, and they are as follows:

0-2 years (Babies) are ELEPHANT GROUP

2-3 years (2-3's) are split into:

- OWLS
- SQUIRRELS
- FOXES
- HEDGEHOGS

3-5 years (Preschool) are split into:

- * ZEBRAS
- * LIONS
- * GIRAFFES

The Key Person has the main responsibility of caring, assessing and planning for their key children, as well as building positive, working relationships with the child, parents and family. A child will be placed in a Key Group before they attend nursery, but this is reviewed if it appears that a child is bonding with another member of staff.

Settling In

The settling in period is an important time for a child. It is the period where they learn to feel safe and comfortable in their new environment. Therefore, we plan 2 'Settling In' visits (usually lasting 1 hour) to aid a smooth transition and ensure good communication and information sharing with parents. All About Me booklets help practitioners and parents to share information such as favourite food, favourite book, interests, sleeping routines and comfort strategies. The child' Key Person will sit with parents to go through the booklet & discuss anything else that they or the parents feels is relevant. We will work with parents to ensure as smooth a transition as possible for the child, and for those children that seem to be taking longer

to settle in, we will devise a settling in programme that caters for their individual needs. We encourage parents to call and check on their child' progress, especially as we accept that the separation for parents can be equally as difficult as it can for the child.

The full 'Settling In' policy can be located in the parent folder by the signing in desk.

Parental Partnership

A parents choice of child care is an important and personal one, we believe that it is based on mutual trust, and respect for the role we all play in caring for and supporting your child on their learning journey. It is important for children to witness good relationships between parents and practitioners. From settling in to the day-to-day care, we include and value parental input.

Parents can access the on line Parenta App to see a run-down of their child' time in nursery, but verbal feedback will also be given at the end of a child' session, as we feel it is important to facilitate a two-way communication channel between parents and staff. For babies, diaries are also completed to document their time in nursery. The open door policy means we make every effort to be available to our parents throughout the day. We aim to meet the needs of all our parents and children through formal and informal chats with parents, questionnaires, comment sheets & the comments and compliments tree in the signing in area.

As well as daily hand-over discussions and our open door policy, parents are invited into nursery to participate in Parent Activity sessions and are asked for their input and comments at the end of the session. There are also suggestion cards for parents to put their suggestions forth on what they would like to do on activity days.

The nursery strives to involve parents in their child' time at nursery, and we ask that parents download the 'Ourschoolsapp' on their phones, so that they can see notifications of upcoming special events, illness outbreaks, menu samples, term dates & parent participation events. Staff are happy to answer any questions that parents may have about any of the information that they receive. We actively encourage parents to contribute to their child' learning by sharing observations, interests and experiences from home. We celebrate a child' WOW moment with parents, whether that be their first step, or learning how to put on their shoes.

The full Parents and Carers as Partners policy can be located in the parent folder by the signing in desk.

Special Educational Needs

At Beeches Day Nursery we are committed to the inclusion of all children. We are committed to working with any child who has a specific need and/or disability and making reasonable adjustments to enable every child to make full use of the nursery's facilities. All children have a right to a broad and well-balanced early learning environment.

Beeches Day Nursery has made SEND training mandatory for all of its staff, so that they have the knowledge and the tools to work with a child that may have additional needs. The nursery has a named SENCO that will liaise with parents and outside agencies alike, and who will support staff in implementing the graduated approach of assess, plan, do and review to ensure early identification of any SEND. Parents

are consulted at every stage as we will work closely with parents and outside agencies to develop effective strategies and development plans.

The nursery can signpost parents to Walsall Council' 'Local Offer', which lists organisations and help available for children and adults with SEND, and our **Special Educational Needs and Disability policy** can be viewed in the parent folder on the signing in desk.

Special Days and Events

At Beeches Day Nursery we believe that every day is a special day for your child. We believe that children learn from those around them and the experiences they have. All the special events we celebrate in nursery help the children to learn about themselves, and their place in the world they live. We aim to give children the opportunity to develop their self-esteem and confidence for the future.

Some of the special events that we like to celebrate include: Talk Like a Pirate Day, International Mud Day, British Science Week, Winnie The Pooh Day and World Book Day. The nursery also invites outside educators in to hold classes with the older children. These have included The Music Man, Animaltastic and Kidslingo (French lessons).

The nursery puts on a Christmas production every year, and all of the children take part, including the babies. This is a real family event, where Mom's, Dad's, Grandparents, and all family members are invited to support the children. The nursery holds a Christmas party for all of the children during the last week of term, and they get a special visit from Santa himself. We celebrate Easter with an Easter Bonnet Parade and an egg hunt, and at Harvest Festival the children attend the local church service, where they donate our harvest gifts for those in more need. The children celebrate the end of winter and the beginning of spring with the festival of Holi, which includes lots of brightly coloured activities.

The nursery hosts a Graduation Ceremony for those children in preschool that are going on to school, and all parents are invited to come along and celebrate their child' journey with us and say goodbye.

Sickness and Illness

At Beeches Day Nursery we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend nursery if they are unwell. If a child is unwell it is in their best interest to be in a home environment with adults they know well rather than at nursery with their peers.

Parents are requested not to send their child to nursery if they are suffering from any infectious disease/illness, or if they are not feeling well enough to attend. The nursery reserves the right to refuse admission to a child that is unwell. The decision will be made by the Nursery Manager and is non-negotiable.

In the case of diarrhoea or vomiting, children (or staff) are not permitted to return to nursery until 48 hours after the last episode. In-line with our Sickness and Illness policy, we reserve the right to send home a child who is considered to be unwell, or with a high temperature of 38c+, or a contagious disease. Children are required to be on a course of antibiotics for a minimum of 24 hours before returning to nursery.

Parents are also requested to inform the nursery if their child contracts any normal childhood illness, or any illness that is contagious.

*A full copy of the **Sickness and Illness policy** can be located in the parent folder on the signing in desk.*

Medication

Medication will not be administered unless prescribed by a Doctor, for a current condition, with a dispensing label containing the child's name, dosage details and date.

Prescribed medication will be administered, providing parents complete a Prescribed Medication form stating date, time, and amount of last dose, and when further dosages are to be administered.

The nursery can administer non-prescribed medication such as **Calpol for 24 hours only** with written consent. Parents will be asked to complete a Non-Prescribed medication form with dosage, date etc. This will be at the nursery' discretion.

If a child has to take prescribed medication permanently, then full written instructions and authority must be provided by parents to the nursery.

If your child becomes ill whilst in nursery they will be made comfortable, and parents will be contacted and asked to collect the child.

*A full copy of the **Medication policy** can be located in the parent folder on the signing in desk.*

Meals and Snacks

Beeches Day Nursery has the lunch time meals brought in from an outside catering company. The Vines Catering Company provides a variety of nutritious, balanced meals. All allergies and dietary requirements are taken into consideration when meal orders are placed & orders are placed 2 weeks in advance. Menus are rotated on a 4 weekly basis and are displayed on the parent board each day. As well as milk, a healthy snack is served during each session: these consist of a range of fresh fruits, salad, crackers, yoghurt or dried fruit. Children are encouraged to self-serve themselves and drinking water is available at all times.

Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children are encouraged to use their manners and say 'please' and 'thank you' and conversation is encouraged, ensuring a warm atmosphere.

Meal Times:

- Breakfast is served from 8 – 8.30am
- Lunch is served from 12 – 12.35pm
- A light tea is served at 4pm

Safeguarding

It is the aim of the nursery to provide a safe and secure environment for all children whilst in our care. All staff are DBS checked and undertake Safeguarding and Child Protection training, along with Online Safety & Inclusion, Equality and Diversity. Management also undertake Safer Recruitment training. The Nursery has a Designated Safeguarding Lead, and a Deputy Designated Safeguarding Lead, whose details can be found by the signing in desk upon entry to the nursery.

In-line with our commitment to safeguarding, it is the policy of the nursery to keep a written record of any injuries that may occur to a child: this could have happened within nursery, at home or elsewhere. Should a child arrive in nursery with an injury, parents will be asked to complete an Incoming Injuries form, which is then recorded and kept securely on the child's file. Likewise, nursery will inform parents of any accidents or incidents that have occurred in nursery. Parents will be given a form detailing the accident/incident and asked to sign to say they have been informed. Developing two-way open information sharing, trust and honesty is vitally important when dealing with any safeguarding issues.

All of the nursery's safeguarding procedures can be found in the '**Safeguarding Children and Child Protection**' policy, which can be located in the parent folder on the signing in desk.

As you can appreciate, the policy exists to protect and ensure that your child is never at risk whilst in the care of the nursery, and it ensures that the staff and parents are clear about the procedures regarding any instance that may come to our attention.

The Safeguarding Children and Child Protection policy is a comprehensive policy that is for the protection of all parties.

Upon registering a child, parents are required to put a safety password in place, to be used by anyone collecting a child who is not the parent (a designated adult). If the designated person is not known to the nursery staff the parent must provide a detailed description of this person, including their full name (middle name if known). This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

Under no circumstances will a child be allowed to leave nursery with anyone unknown to staff & without the safety password.

Parents are required to keep the nursery up-to-date on any changes to theirs or their child's details, in case of emergencies.

Government Funded Places

The nursery offers places 38 weeks of the year for 2 year olds that receive Time 2 Start funding, and also 3 year olds who receive 15 hours & 30 hours funding.

Places for 15 hours are offered at 3hrs per day, either morning or afternoon sessions, Monday to Friday (although this can be reviewed depending upon availability & parents requirements).

30hrs is offered Monday to Friday, 3hrs per morning and 3hrs per afternoon. (Charges will apply for the 30hrs, including for meals and any extra hours provided following the funded sessions).

A full list of sessions and prices can be requested from the office

Arriving and Collection

Session times vary, but children are welcomed into nursery from 8am onwards. The nursery is not registered/insured to care for children outside of opening times, so parents are asked to adhere to opening and closing times.

The nursery reserves the right to charge for late collections – Late collection fee is £10.

The nursery will make every effort to contact the parent if a child is late being collected, if however, the child has not been collected after 30 minutes, and we are unable to contact the parent, then our Late Collection and Non-Collection policy will be followed.

The Late Collection and Non-Collection policy can be located in the parent folder on the signing in desk.

Admissions Policy and Fees

Parents are responsible for all childcare costs unless in receipt of funded education sessions. The nursery operates a waiting list and places are allocated on a first come first served basis.

To reserve a place for your child, you are required to complete a registration document, along with a payment of 4 weeks of your child's fees, which acts as a deposit. This deposit is non-refundable.

Fees are then payable in advance. If paying monthly, fees will be due the first week of each month. If paying weekly, payment will be due on your child's first day for that week.

All fees are to be paid in full, and payments by standing order are preferred.

Fees are paid to retain that place for your child, so there are no reductions on fees for absences as pre-arranged staffing and operational expenses still have to be met. All sessions are non-refundable or transferable. Parents are invoiced for 52 weeks of the year.

One calendar month notice to terminate a place must be given in writing by either party. In the event that arrears have accrued then immediate termination of your child's place will happen.

The nursery fees are reviewed annually and reflect the nursery's aim to provide a high standard of care and education, whilst keeping the costs to parents at a level that is affordable.

Holiday Club

Although the nursery is open for 51 weeks of the year, Government funded children only attend during 'term' time, and have the same number of holidays that schools do. During these weeks the nursery runs a Holiday Club for 3-8 year olds. A separate registration form must be completed for any child that isn't already on our register.

All details and prices can be requested from the office



- ❖ To secure a place at Beeches Day Nursery, completed registration documents accompanied by a deposit of 4 weeks fees must be accepted. This deposit is non-refundable once a child has been added to our waiting list or a place has been reserved, unless we are unable to offer the requested sessions. On leaving the nursery, providing one month's notice is given, the deposit will be used towards payment of your last invoice.
- ❖ One month's notice is required to terminate a nursery place or amend agreed attendance sessions. If one month's notice is not received, you will be liable for a full month's fees & forfeit your deposit.
- ❖ One month's notice will be given by Beeches Day Nursery for any changes to fees or terms and conditions.
- ❖ Fees are payable either monthly, in advance, during the first week of each month, or weekly on your child's first session of the week. Fees to be paid by standing order/bank transfer preferably. Cash and cheque are also acceptable. Cheques should be made payable to: Beeches Day Nursery Ltd.
- ❖ You will be invoiced for 52 weeks of the year as you are paying for your child's place to be retained. Unfortunately, no refunds will be considered for absences as pre-arranged staffing and operational expenses still have to be met.
- ❖ You will not be charged for your child's settling in sessions, as the nursery will provide these for free.
- ❖ A late collection fee of £10 will be charged if your child is not collected on time.

Deposit of received.

Paid by: Cash Cheque Bank transfer

Payment received by: Date:

I HAVE READ AND AGREE TO COMPLY WITH BEECHES DAY NURSERY'S TERMS AND CONDITIONS

Signature of Parent/Legal Guardian:

Date:

Name of Parent/Legal Guardian: