



SQUIRRELS NURSERY

Turning acorns into oak trees.



Prospectus

2018/19

Dear Parents and Carers

Thank you for your enquiry regarding childcare at Squirrel's Nursery.

I am pleased to provide you with this copy of our prospectus, which will give you an insight into the aims and ethos of the nursery as well as some general information.

Of course, no prospectus can be as valuable or informative as a tour of the premises, giving you the opportunity to meet the team and see the children carrying out activities.

If you would like to arrange a visit or have any questions following a visit please do not hesitate to contact us.

We look forward to welcoming you and your child to Squirrels Nursery in the near future.

Yours sincerely,

Claire Newton
Malvern Vale Childcare
Manager





Welcome!

Welcome to Squirrels Nursery, graded 'Good' by Ofsted in December 2017. The Nursery is a 24 place pack-a-way setting providing care and education for children aged 2 years up until school age within its nursery and beyond within our after school and holiday club.

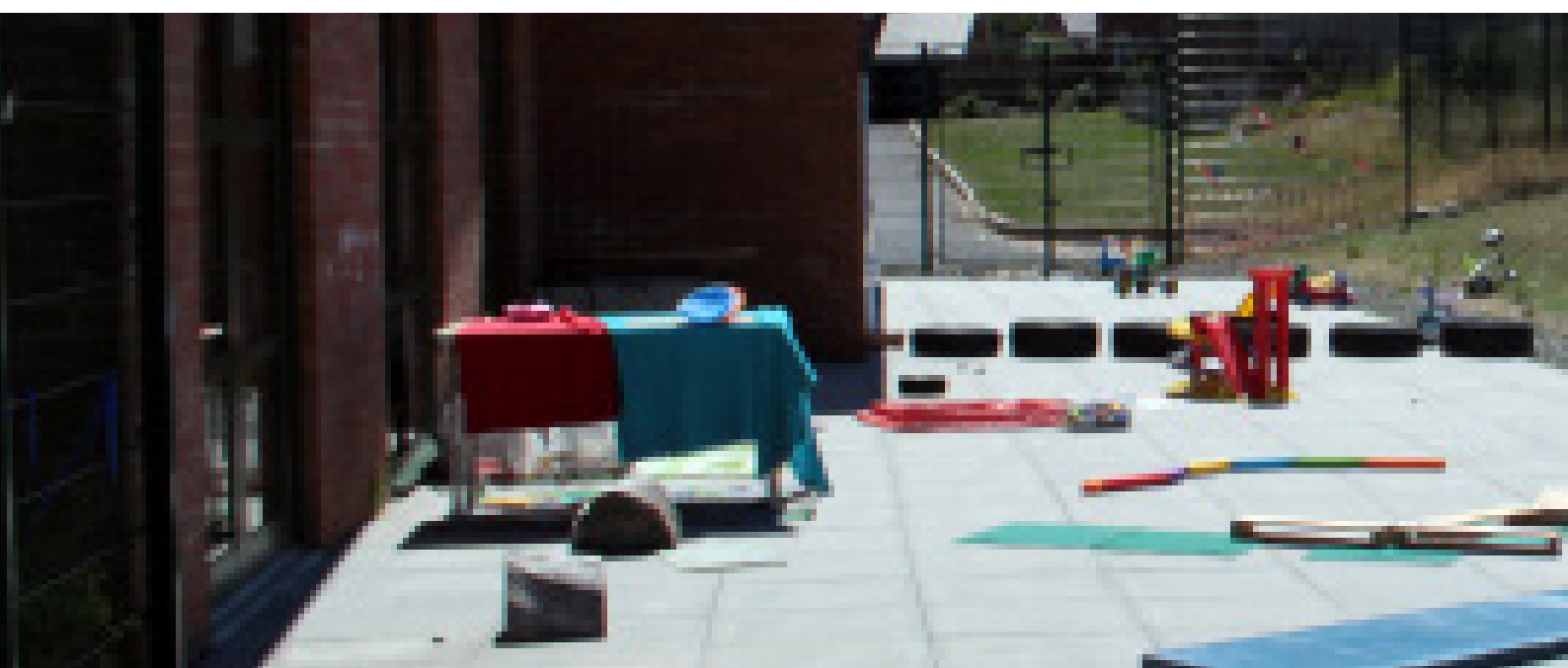
We offer care from 9am until 3pm Monday – Thursday for 38 term time weeks per year. For children aged 3 and over they are able to access wrap around care within our after school club which runs from 3-6pm Monday-Friday term time only and

our holiday club 8:15am-5:30pm Monday – Friday during school holidays excluding bank holidays.

A copy of our Ofsted report is available for you to view at the nursery; alternatively you may view the report on the Ofsted website and enter our registration number (EY465264)

Funding

We accept 2, 3 and 4 year old funding both for universal and 30 hours free childcare.



Meet the Team

Claire Newton is level 3 qualified and has 15 years of childcare experience ranging from nursery settings, schools, Nannyng and also holiday clubs for older children up to 15 years. Claire is also the settlings DSL.

Alice Martin has just graduated from the University of Worcester with a degree in Early Childhood (Professional Practice). She has previously worked in a range of early years settings. Her last being an outdoor based nursery in Worcester. Alice is also the SENDCO and Deputy DSL.

Jade Conway is one of our Early Years Practitioners she is Level 3 qualified and has 6 years of experience across the ages of 3 months to reception age. Jade has also worked as a babysitter.

Jill Wright is one of our Early Years Practitioner, Jill has her BETEC Level 3 in childcare, and has worked at the setting since we opened in 2013. She has many years of experience in a variety of different settings including private nursery's and child minding.

Our Early Years and Childcare Manager is **Laura Salmon** she has a BA Honours in Early Childhood Studies with Practitioner Option. Other job titles include DSL for Worcestershire YMCA. Laura has been supporting the setting since 2013 and has 12 years of experience.



Parents as Partners

At Squirrels Nursery we aim to offer a stimulating and safe environment where children and their families feel welcomed and respected. We all believe that parent partnership is key to the development of your children within the early years setting. Due to this we invite parents to join us in celebrating many events such as parties, picnics, parent's stay and plays, sports days, Christmas activities and much more.

To ensure our parents are kept up to date with what we are doing at nursery the planning board is displayed within the entrance and staff are on hand to answer any questions you may have.

When starting at the nursery parents are asked to complete all about me profiles about their children and to answer a short questionnaire about their child's development this helps ensure we plan for all children effectively from their very first day.

The Early Years Foundation (EYFS)

The nursery day is planned according to the Early Years Foundation Stage (EYFS) which is based on the importance of children learning through play and covers all areas of children's development.

The purpose and aim of the EYFS is that every child deserves the best possible start in life where they are supported to fulfill their potential. A child's experience in early years has a major impact on their future life

chances. A secure, safe and happy childhood is important in its own right, and it provides a foundation for children to make the most of their abilities and talents as they grow. When parents choose to use early years services they want to know that the provision will keep their children safe and help them to thrive.



Settling in Sessions and Key Person

When you register your child at the nursery, you are offered a minimum of three settling in sessions which are free of charge. The aim of the settling in sessions is for your child to get to know the setting, key person and staff.

The Key Person will help you and

your child settle into the nursery. It is this person who will talk through your child's profile and development questionnaire. These documents work together to help ensure a smooth transition from home to nursery.

Health and Wellbeing

We encourage children to lead healthy lifestyle by explaining the importance of hand washing and choosing healthy foods. We offer water throughout the day. We encourage children to drink water within the nursery by providing cups and a jug of water and also their own water bottles for nursery. Milk is also offered within all rooms at snack times.

Outdoor play is a valuable part of aiding children's development and has positive impacts on children's sense of well-being. Children outdoors have unique opportunities to play co-operatively by sharing resources, turn taking, communicating ideas and developing friendships, as well as offering opportunities for doing activities on different scales. While

outdoors children have first hand contact with weather, seasons and the natural world. They also have the opportunity to take part in physical activities which are enjoyable and promote a sense of self esteem through achievements. At Squirrels we ensure all children can access the outdoors and plan for their development. All staff ensures the children are dressed appropriately for the weather conditions and ask you as parents to support this by sending your children with the relevant clothing including water proofs for wet days.

We ask you to support us in encouraging your children to eat healthily by sending your children with healthy lunch boxes. Ice packs must be placed in your child's lunch boxes each day.

Sessions and Fees

Monday	Tuesday	Wednesday	Thursday
9am-12pm £13.50	9am-12pm £13.50	9am-12pm £13.50	9am-12pm £13.50
9am-2pm £22.50	9am-2pm £22.50	9am-2pm £22.50	9am-2pm £22.50
9am-3pm £27.00	9am-3pm £27.00	9am-3pm £27.00	9am-3pm £27.00

Please be aware children over the age of 3years can attend our after school club until 6pm.

General Information

Newsletters

To keep you up to date with Nursery news you will receive a newsletter every term. We put any reminders on the information board.

Policies and Procedure

We have a range of policies and procedure which are important for you and your child's safety. If you require any other policies or procedures that can not be found within the main entrance please ask a member of staff who will be able to get this.

We ask parents to provide:

- Nappies
- Wipes
- Nappy Cream
- Spare clothes
- Wellies
- Packed lunch
- Water proof clothing
- Hat and gloves (cold days)
- Sun hat (hot days)

Labelling items

All items such as containers, lunch bags and clothing should be clearly labelled with your child's name so that they can be returned at the end of each day.

Nappy Changing and Toileting

Children's personal care is carried out by a consistent, caring person who carries out this process in a sensitive, caring way. Staff are required to wear gloves and aprons throughout; the nappy changing area is cleaned with antibacterial spray between nappy changes. We are only allowed to apply cream with parents' consent.

Nappies are changed at least every 3 hours and this is recorded. As our changing and toilet facilities are not within the room children are always accompanied by an adult however staff may at times be alone with children.

Safeguarding Children

Age of Children	Adult to child ratio
2-3 years	1:4
3-4 years	1:8

In accordance with Ofsted regulations, the nursery is staffed to meet required ratios as follows:

All staff have undergone training in child protection and are aware of current regulations and procedures. All staff and students working directly with the children in nursery are subject to a full criminal records disclosure. Only persons authorised by parents/carers will be allowed to collect children. In the event that parents/carers have to send a person unknown to the nursery to collect their child, a password system can be used. If a child sustains an injury whilst at Nursery, the incident will be recorded in an accident book and signed – you will be told about the incident and asked to sign the record in the accident book. Every setting will have a designated Safeguarding Lead (DSL).

Our DSL is Claire Newton (Childcare Manager) and Deputy DSL is Alice Martin.

In agreement with the Children's Act 1989, staff at Squirrels Nursery are committed to promoting children's welfare and safety. Squirrels Nursery's safeguarding procedure will always abide by the Worcestershire YMCA's Safeguarding Policy, Guidelines from the Worcestershire Safeguarding Children Board (WSCB), the Welfare Requirements of the EYFS and Ofsted.

Early intervention is important when a child is in need and all staff are made aware of the signs of possible abuse or neglect. Any concerns or disclosures reported by staff to the Designated Safeguarding Lead (DSL) will act appropriately.



Our terms and conditions

Invoices are issued at the start of each month; fees must be paid weekly or monthly in advance, either by cheque or standing order. Failure to do so will result in your child losing their space at nursery.

Full fees are charged for all children during sickness and holiday times with the exception of bank holidays unless previously agreed with the Nursery Manager.

One months notice in writing is required should your child be leaving the nursery.

Prescription medication will only be administered on completion of our medical form. Please note that your child cannot attend nursery for the first 24hrs of being on antibiotics. Children will not be admitted to the Nursery if your child is unwell and in the case of sickness and diarrhoea, your child will not be admitted to Nursery until 48hrs after the last incident of sickness or diarrhoea and 24 hours after a high temperature.



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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION