



Prospectus

Opening Hours: 8.00 a.m. to 6.00 p.m.

*Bright Beginnings Nursery Ltd,
41 Snowberry Crescent, Denvilles,
Havant, Hampshire PO9 2FE*

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ABOUT US

We are delighted to introduce you to Bright Beginnings Nursery Ltd. Our nursery is located in Denvilles, Havant and was officially opened by the Mayoress of Havant on 29 August 2009.

We are a family business and Tracey has been a Primary School Teacher since 1998. We have three children; Nicholas, Harriet and Luke, and are very much aware of the delicate balance between work and family life, so the Nursery is here to help.

At the nursery we strive to support children's development so that they may grow to be strong, independent individuals based on loving and secure relationships. The children in our care are all valued as individuals and each is an important member of Bright Beginnings Nursery. We provide a family atmosphere where they can learn through play in a safe, fun and caring environment.

The nursery is approved and registered by OFSTED meeting all the required standards. We are able to offer daily places for 40 children between 3 months - 8 years old.

The Baby Unit known as "Butterfly Wood" is for children between 3 months - 3 years. The nursery is equipped with a dedicated nursery room for babies and toddlers with the benefit of a soundproof sleep room. This room is equipped with a Webcam monitoring system and, in addition, babies are checked every 10 minutes by a member of staff. There are also quiet areas where the children can rest comfortably undisturbed yet closely monitored. Any sleep time will be recorded in "Me and My Nursery Book".

We have a separate Pre-School Room known as “Badger Wood” for children from 3 years to school age.

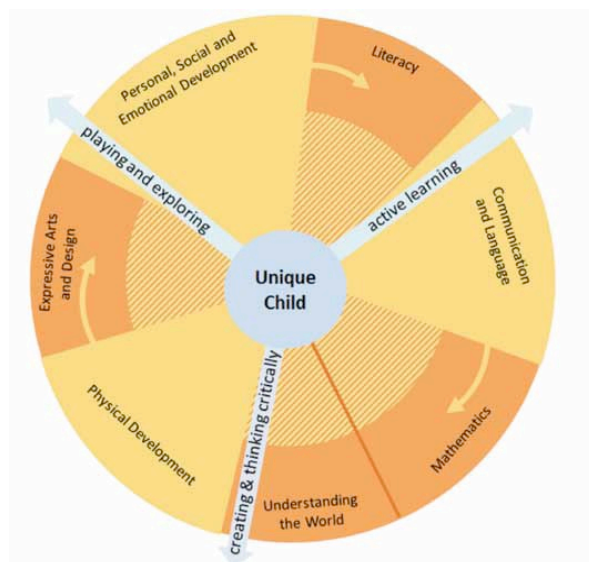
In addition we also run an out of school hours/holiday club known as the “Woodland Club”.

The nursery also provides freshly cooked food from our kitchen prepared on a daily basis by the Nursery Cook.

The nursery is surrounded by a large garden which is completely enclosed with fencing providing a safe area for children to play in. There is a giant sand pit, a meadow trail, a vegetable patch, large attractive trees for shade with seating, a range of outdoor toys including painting, water play and numerous activities that are sometimes associated more with the indoors e.g. home corner, dressing up and even a reading area complete with log seats. Entrance to the nursery is via a long driveway with extensive parking for parents directly in front of the building. There is also 10 designated cycle/buggy parking spaces.

CURRICULUM

Bright Beginnings Nursery follows the EYFS (Early Years Foundation Stage) curriculum. This covers the period from birth until the end of their Reception year at school. The EYFS breaks children’s learning into seven areas, three prime areas and four specific ones.



Prime Areas	
Personal, Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour

<i>Physical Development</i>	<i>Health and self-care</i>
	<i>Moving and handling</i>
<i>Communication and Language</i>	<i>Listening and attention</i>
	<i>Understanding</i>
	<i>Speaking</i>
<i>Specific Areas</i>	
<i>Literacy</i>	<i>Reading</i>
	<i>Writing</i>
<i>Mathematics</i>	<i>Numbers</i>
	<i>Shape, space and measure</i>
<i>Understanding the World</i>	<i>People and communities</i>
	<i>The world</i>
	<i>Technology</i>
<i>Expressive Arts and Design</i>	<i>Exploring and using media and materials</i>
	<i>Being imaginative</i>

Our free-flow system ensures that the children have time to explore activities and experiences in all of these areas of learning inside and out. This means that our children are able to meet every development need from music and movement, stories, singing, sand and water, messy play, role play, the natural world, ICT, Literacy and number fun and much, much more.

A Unique Child

Every child has an individual plan which is centred around your child's interests. This is used to help identify strengths and areas of support to ensure your child is developing in all areas of learning. The children have individual learning journeys recording your child's time with us. We also track your child's learning observations, photographs and tracking sheets. We encourage our families to be as involved in our nursery as the children are so we include parent's views in all of the children's learning journeys. We also provide a detailed daily verbal

handover which includes important information such as; how much food they have eaten, what they have enjoyed doing and how long they have slept.

Taster Sessions

If you choose Bright Beginnings Nursery for your child we recommend that they come for some taster sessions before they officially start. We usually suggest two one hour play sessions to help settle the children and give you a chance to get to know your key person. In babies we ask that you stay for the first session so that we can go through your child's routine with you.

Key Person System

All children are allocated a member of staff as their key person. This member of staff is responsible for settling the child into the nursery, making observations on the child's development for their records and planning developmentally appropriate activities for your child. This staff member is your first point of contact at this nursery.

Equal Opportunities

Our nursery is open to all members of the community. We promote equal opportunities and welcome the diversity of family lifestyles and work with all families. We provide an environment in which all children including those with special educational needs are supported to reach their full potential. A full copy of our Equal Opportunities Policy is available on request and a copy can be found at all times in the Policies Folder by the Parents' Notice Board.

Child Protection

All parents and carers must be aware that we are obliged by law to inform Social Services if we have concerns about a

child's welfare. The safety of the children in our care may include a duty to share confidential information with others involved in protecting children.

Health and Safety

The health and safety of all the children and adults at Bright Beginnings Nursery is of paramount importance. All of the children's toys and equipment are checked regularly for any breakages or faults. We have a comprehensive Health and Safety Policy which is available for all parents to read. Please notify us if you have any areas of concern.

Complaints

If you ever have any concerns with the nursery, please come and discuss your anxieties with your child's key person or a member of the management team. We operate an open door and 'phone policy, and would encourage you to give us any feedback on areas where we can improve our service. Full details of our Complaints Procedure are available on request and a copy can be found at all times in the Policies Folder by the Parents' Notice Board. We promise to do our utmost to resolve any issues to your complete satisfaction.

Suggestion Box

We would be delighted to receive any suggestions for our nursery, either verbally or please feel free to post them in our Suggestion Box situated by the Parents' Notice Boards in Butterfly Wood and Badger Wood.

Open Door Policy

If you have any concerns with your child at nursery, or with the way in which the nursery is operating, please feel free to speak to a member of the management team at any time. We

rely on the honest feedback of parents to ensure that we can continue to improve and exceed our high standards.

Disclosure & Barring Service

All our staff have undergone enhanced police checks through the Disclosure & Barring Service. Any students or visitors to the nursery who do not hold current DBS checks will be accompanied at all times by a qualified member of staff.

Qualifications

All staff hold an NVQ2 or NVQ3/equivalent qualification or above, any staff who do not currently hold an appropriate qualification are training towards this. All our staff access regular training and would be delighted to discuss their areas of expertise with you.

Ratios

Butterfly Wood

The staff ratio is 1:3 for under 2 years old and we ensure that each baby is individually catered for with a multitude of opportunities to develop and explore, such as books, songs, treasure baskets, physical play all within a caring environment.

For children aged 2 and over in Butterfly Wood the staff ratio is 1:4 for each child. Children also have a multitude of opportunities to develop and explore.

Badger Wood

The staff ratio for children aged 3 years and above is 1:8 nationally, however we will endeavour to maintain 1:6 ratio whenever possible. Activities are individually tailored to each

child's developmental stage and a range of experiences are available to children both indoors and outdoors e.g. sand, water, painting, role play, construction, investigations and much more.

Woodland Club

The staff ratio is 1:8 for children attending the Woodland Club. Children have the opportunity to participate in a variety of activities, including playing in the large garden, in the wooden fort, playing music, accessing computers, relaxing, painting, and much more.

First Aid

The majority of staff hold an Early Years First Aid Qualification and we are encouraging all staff to become First Aiders. There will always be at least one qualified member of staff on the premises, however all staff are able to deal with minor injuries such as a grazed knee. If your child requires first aid during the day, an Accident Form will be completed and you will be asked to sign it when you collect your child.

Staff Uniform

Staff members wear a royal blue polo shirt embroidered with our nursery logo, so that they are instantly recognisable to you and the children.

Security/Smoking Policy/Mobile Phone

All entrances and exits to Bright Beginnings Nursery are secure and display "No Smoking" signs and "No Mobile 'Phone" signs. All visitors are required to sign in and out and are never left unattended under any circumstances. Smoking is not permitted inside the building or in the grounds of the

building, nor is the use of mobile 'phones, (with the office as an exemption area for 'phones).

Collection of Children

No child can be collected from Bright Beginnings Nursery by anyone who is unfamiliar to the staff unless prior notice has been given by the parent, including a personal description, an agreed password and the person collecting the child can prove identification.

Transition to School

We have established links with the local primary schools to make the transition from nursery to school as easy as possible for the children.

Parents in Partnership

Our nursery provides numerous opportunities for parents/carers and staff to communicate effectively with one another about the children. These opportunities include; each baby receiving their "Me and My Nursery Book", parents' notice board, activities and food board, key person evenings, pre-visits, drop in sessions, newsletters, etc. We are always pleased to see you at any event or time as it is our intention to keep you fully informed about all that nursery life has to offer.

A SUCCESSFUL START AT NURSERY

Pre-visits

Before your child starts at nursery, we offer two pre-visits for you both to attend. This is a chance for you to meet your child's key person and the other staff and to familiarise your child with the nursery.

Joining In

We encourage all children to participate in all aspects of nursery life. We welcome parents, carers and grandparents to come into the nursery at any time and participate in our activities.

Me and My Nursery Book

All babies in Butterfly Wood are provided with a "Me and My Nursery Book". For our youngest children the book focuses mainly on the child's daily routine. For our Toddlers and Pre-School, information relating to their daily activities are displayed on our "Parents' Boards" found in our entrances and staff give a detailed verbal handover at collection times.

Clothing

Please make sure your child is dressed in appropriate clothing for the weather and all the messy activities we will be getting up to at nursery. We ask parents to provide in a labelled bag a change of clothes just in case!

We also ask parents to provide a pair of wellingtons, a hat and gloves for their child during the Autumn and Winter months, and a sun hat during the Summer months and a small, financial contribution towards a 50+ sun cream, which the nursery will purchase. We ask that you apply your child's sun cream before they start nursery, and we will re-apply it as necessary. Please ensure that all clothing, shoes and bags are clearly named or labelled.

Butterfly Wood - Baby/Toddler Unit

Where appropriate, parents are asked to provide the following labelled items:

- Nappies
- Wipes
- Creams
- Formula/Water measured out in two separate, labelled containers
- CALPOL - Please provide CALPOL in a labelled bottle. (This is given only after we have attempted to contact parents for permission, or failing this, at the Manager's discretion)
- Please provide a fitted cot sheet and a top cover for your child's sleep time, as this aids a home-from-home experience and is very comforting for your child. We provide a child's sanitised mattress for toddlers.
- Or any personal items, such as dummies or favourite cup which would aid your child's comfort and wellbeing at nursery.

For safety reasons, we respectfully ask parents that children do not wear jewellery to nursery.

Behaviour

We adopt a positive behaviour strategy and a full copy of our Behaviour Policy is available on request, and a copy can also be found, at all times, in the Policy Folder which is situated by the Parents' Notice Board. Staff will always remain calm and positive, keep activities attractive and interesting and remain focused on the children. Staff at the nursery act as children's role models. We encourage the children to be polite by teaching them to say 'please' and 'thank you', and to be friendly to everyone around them.

Illness

Please do not send a sick child to nursery. Parents will be informed immediately if their child becomes unwell and you

will be asked to collect your child or make arrangements for your child to be collected. **PLEASE NOTE THERE CAN BE NO COST REDUCTIONS FOR ABSENCES.**

We ask that your child does not attend nursery for 48 hours after suffering sickness and/or diarrhoea. For other illness, such as chicken pox, please contact the office to discuss exclusion times.

We are allowed to administer prescribed medicine, which must be clearly labelled with the child's name and dosage required, and you will be asked to give your written permission before this takes place. If your child is prescribed antibiotics, please do not send them back to nursery until 24 hours after they have received their first dose and are well enough to be away from home. Medication will be kept in a lockable cabinet out of the reach of children. If your child is asthmatic and uses an inhaler, then a named spare inhaler must be kept at nursery at all times.

Outings

Parents/Carers will always be advised and given full details when an outing is planned. If you wish your child to be included in such outings, we would require your signed permission. All outings are carefully planned and supervised and we welcome any additional parent/carer helpers.

Lateness

Bright Beginnings Nursery closes at 6.00 p.m. Under OFSTED regulations, we have to ensure that two members of staff remain with the child, therefore if you are going to be unavoidably late collecting your child, please let us know as soon as possible so that we may make the necessary arrangements for their continued care. A lateness penalty of

£15 will be charged for the first 30 minutes past your collection time and thereafter £10 for every 10 minutes.

FEES

We are open 50 weeks of the year, from 8.00 am to 6.00 pm, with the exception of Xmas Eve which is half a day, closing at 1.00 pm. Fees are due within the first week of every month and our preferred payment method is either standing order or BACS payment and we also accept payment by cash. There is a LATE PAYMENT CHARGE of £25 per week for unpaid invoices and this commences as soon as a new month begins i.e. A June invoice will start to accrue charges once the month of July begins. These charges will be shown on the following month's invoice. Fees are reviewed on the 1 April every year.

We ask you to inform the office if your child is going to be absent, or if you are going away on holiday. There can be no cost reduction for absences due to illness, or for holidays taken, unfortunately this also includes no reduction for lunch and teas as staffing cannot accommodate constant changes. However, we do not charge when the nursery is closed during Christmas or for UK Bank Holidays.

We reserve the right to request immediate and full payment of any balance outstanding during a month if any deviation is made from the terms and conditions.

We reserve the right to vary these terms and conditions as the need arises, giving you due and formal notice of such changes.

Funding

The Government offers an Early Years Education Grant from the term after a child is three years old and for eligible two year

olds. The Government also offers up to 30 hours childcare for eligible working families. To receive this, your child must be registered with the nursery on the head count day, please ask the management team for more details.

The above grants, however, incur a charge for lunch and tea at £4.50 each if your child is here at mealtimes.

Please do ask a member of staff to explain further how the grant works. Thank you.

MEALS & REFRESHMENTS

Bright Beginnings Nursery is committed to our healthy eating policy. We regard snack and meal times as a very important part of the day representing a social time. It is our policy to provide nutritious food for all meals and snacks avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings. We aim to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes. We plan menus in advance involving children and parents in the planning. Lunch and Tea menus are displayed weekly on the Nursery's 'Parents' Notice Boards'.

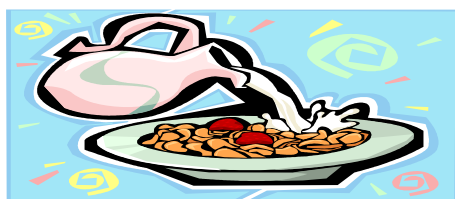
Fresh drinking water is always readily available and children are encouraged to have plenty to drink especially in hot weather. We are happy to cater for all restricted diets working closely with parents/carers to provide children with healthy options. We welcome fresh ideas at any time and menus may be changed if we find that a certain combination is not working. Meals are adapted for the very youngest children, ensuring that the food is suitable for their individual stage of development.

We aim to make meal times a social part of the day where staff and children can engage in conversation.



SAMPLE NURSERY MENU

	Lunch	Pudding	Tea	Pudding
1	Homemade Salmon Fishcakes with Baked Beans	Fresh Fruit	Potato, Ham, Leek & Sweetcorn Creamy Bake with a Crispy Topping	Strawberry Mousse
2	Turkey Meatballs with Spaghetti in a Tomato Sauce	Fromage Fraise	Vegetarian Homemade Pizza	Fruit Flapjacks
3	Sausage Casserole & Mashed Potato	Banana Muffins	Jacket Potatoes with Various Fillings	Orange & Cinnamon Biscuits
4	Creamy Vegetable Curry & Naan Bread	Summer Fruit Cheesecake	Quorn Sweet & Sour with Cous Cous	Yoghurt
5	Mediterranean Flan with Sweetcorn & Cucumber Salad	Seasonal Fruit Pudding	Tuna Pasta	Scones & Jam



Cereal: A selection of healthy cereals with Whole Milk & Toast

Breakfast: 8.00 a.m. - 8.30 a.m.

Lunch: 12.00 p.m. - 12.30 p.m. - See Menu

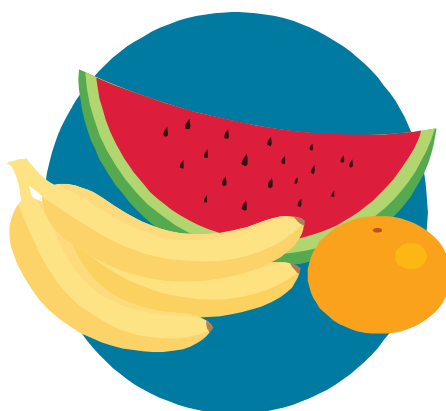
Tea: 4.00 p.m. - 4.30 p.m. - See Menu

Fresh Water and/or Milk are offered with each meal.

Snack Bar: We offer mid-morning and mid-afternoon healthy snacks and refreshments. We encourage the children to pour their own drink of either water or milk.

Cooked Lunch and/or Tea:

£4.50 two courses - There will be an additional charge of £1.00 per meal for special diets, with the exemption of medical and religious requirements.





Fees and Sessions Schedule

3 Months – 3 Years

Session	Times	Price
Mornings include breakfast & lunch. (Breakfast 8.00 a.m. – 8.30 a.m.) (Lunch 12.00 p.m. – 12.30 p.m.)	8.00 - 1.00	£34.00
Afternoons (includes tea) (Tea Time 4.00 p.m.)	1.00 - 6.00	£31.00
Full Day	8.00 - 6.00	£63.00
3.5 hour sessions not inclusive of lunch or tea	8.15 - 11.45	£27.00
	12.45 - 4.15	£25.00
Under 3's School Day Session (Includes Snack, Lunch & Snack)	8.30 - 4.00	£49.00
Whole Year Only/Minimum of 2 Sessions Per Week		
A reduced rate of £280 for full weekly attendance = Daily Rate £54		

Over 3 Years – Pre-school/These hours can be grant funded

Session	Times	Price
Morning	8.00 - 1.00	£31.50
Afternoon	1.00 - 6.00	£29.00
3.5 hour sessions not inclusive of lunch or tea	8.15 - 11.45	£24.00
	12.45 - 4.15	£24.00
Full Day	8.00 - 6.00	£57.00
A reduced rate of £270 for full weekly attendance = Daily Rate £48		
School Day Session (Includes Snack, Lunch & Snack)	8.30 - 4.00	£48.00

5 – 8 Years – Out of School Provision

Session	Times	Price
After School Club includes Tea. (Tea served from 4.00 pm – 4.30pm) Parents to drop off after school	3.00 - 6.00	£15.00
School Holiday Club:		
Morning	8.00 - 1.00	£26.00
Afternoon	1.00 - 6.00	£26.00
Full Day	8.00 - 6.00	£40.00
A reduced rate of £185 for full weekly attendance = Daily Rate £37		

Agreed extra care per half hour £4.50 and one hour £7.00

Early morning drop off	7.45am to 8.00am	£2.00
Breakfast is from 8.00 to 8.30		Closed Xmas Day to New Year's Day inclusive, and Bank Holidays.
*Lunch 12.00 to 12.30	Extra Lunch £4.50	

** Please note, there will be an additional charge of £1.00 per meal for any special diets with the exception of medical and religious requirements*

PLEASE NOTE, WE NO LONGER ACCEPT PAYMENTS VIA CHEQUE,
THANK YOU

REGISTRATION FORM

If you would like your child to join Bright Beginnings Nursery, please complete the registration form and return it as soon as possible with the registration fee of £25 and the refundable deposit of £50. We will then write to you confirming your child's place and start date at nursery. Should you decide to leave nursery, your refundable deposit will be returned if you have given us the required one months notice.

If you have two or more children, within your family, joining nursery, each child requires their own registration fee of £25, but just one refundable deposit of £50.

Notice to Withdraw Your Child

Four weeks written notice is required from you in writing before withdrawing your child from Bright Beginnings Nursery or reducing your child's confirmed sessions, or four week's fees are payable in lieu of no notice given. If any payments are outstanding you would forfeit the right to have your deposit returned. Please note, you would also forfeit the return of the £25 registration fee and £50 refundable deposit should you have a place confirmed at nursery, but not take up the reserved place for your child. Should you require a confirmed place between 3-6 months, in advance, a refundable deposit of £100 is required. It is not necessary to give notice the month before your child is due to start school in Reception class.

Thank you for your interest in Bright Beginnings Nursery. We hope you have found our Prospectus beneficial. Please do not hesitate to contact the Nursery if you have any further questions.

We will be more than happy to assist you.

From All the Team at BRIGHT BEGINNINGS NURSERY LTD