



**Est 1976**

(Ofsted No: EY382152  
Registered charity no. 1035748)

# Prospectus

## Nursery Aims

Dear Parents/Carers

Welcome to Beckermat Nursery. We have been established since 1976, are registered with OFSTED to provide nursery educare and members of the pre-school learning alliance.

Our nursery aims to

1. Provide a safe and stimulating environment in which children feel happy and secure
2. Encourage the emotional, social, physical, creative and intellectual development of the children
3. Encourage positive attitudes to self and others and develop confidence and self-esteem
4. Create opportunities for play both indoors and outdoors
5. Encourage children to explore the world
6. Provide opportunities to stimulate interest and imagination
7. Extend the children's abilities to communicate ideas and feelings in a variety of ways

### How do we achieve our aims?

We have a highly committed nursery team comprising of Manager (BSc Hons Child and Family Studies) together with several fully qualified and experienced nursery nurses (Level 2 & 3) who are responsible for the welfare of the children during each session. The nursery team work together to plan activities for your child. Observations are made on a regular basis and through these we can assess and plan the "next step" for your child.



### Playing?

When children are asked, "What were you doing at nursery today?" often the reply is "I was playing!". That is exactly what the children have been doing. However, there is more to play than meets the eye! Play is natural to the children and is the means by which they learn. Through play, children learn new skills, develop new interests and encounter new experiences.

In nursery, we provide a secure, caring, happy and structured environment where the children learn through meaningful and constructive play using materials and equipment, which have been carefully selected by the staff.

Each of the activities in the nursery provides a learning experience for children, e.g. they are preparing for reading by becoming used to seeing their names on painting and drawings. This, and other types of labelling, together with books in the book corner and story telling enable the children to become familiar with the printed word and encourage an interest in books.



The children are preparing for writing by expressing ideas through drawings and learning how to hold and control pens and pencils.

There is preparation for mathematics by sorting, matching, selecting and ordering as they play with materials such as sand, water and construction toys. Jigsaws, games, painting, drawing, and computer programs all encourage recognition of colour and shape.



The children acquire knowledge about the world and participate in physical education and outdoor play. They sing songs and rhymes daily, and also have opportunities to play musical instruments.

The children's increasing attention span is catered for both individually and in groups. Opportunities are provided for discussing, describing, questioning, listening and recalling so that the children's language skills are increased. Many practical skills are taught and encouraged during the daily nursery routine e.g. washing and drying dishes, going to the toilet (and washing hands!) and tidying.

In nursery, the children make new friends and learn to respect and care for each other. They learn to share and take turns and they become more independent.

They also learn to follow routines and obey rules and instructions which helps prepare them for school.

As there are so many activities in the nursery, your child may not always take home evidence of his/her play (e.g. paintings, drawings or gluing). However, whatever they do take home is always their own work.

We firmly believe that children learn more when they are allowed to create their own pictures, models etc. but they do need encouragement and praise. What looks like scribbles to us could be a work of art to a child and we must value their efforts.

So when your child tells you he/she has been "playing" in nursery, please bear in mind that they have been very busy participating in numerous activities and learning many new skills through their play.



### **Special Educational Needs**

If children attending the nursery have special educational needs. Where necessary they will receive additional support from a qualified member of staff.

### **Assessment**

All children are individual and progress at different rates. Our assessment involves establishing what each child can do and planning the next step through the keyworker system. We observe all the children regularly and, throughout the year we build up a profile for each child. This is presented to you at the end of each full term, to include a 0-2 or 3+ progress check and ECAT (Every Child a Talker) assessment. A summary is passed on to the relevant reception teacher to ensure continuity of learning and progression. Any concerns about your child would be raised with you during the term. However, each keyworker is available for a chat on a daily basis.

### **Links to Beckermat C of E School**

We work very closely with Beckermat School to enable an easy transition from nursery to the reception class. Staff from nursery are invited to take the pre-school children to school to do activities in the summer term before they start in September. This enables the children to become familiar with their new surroundings and makes the transition process much easier for the child. This does not ensure a child's place at Beckermat C of E School. For further information about the school and their intake procedure please contact Mrs L Thomson 01946 841221. If your child will be attending another school we would welcome visits from that school's reception teacher.



### **The Management of our Nursery.**

A voluntary parent management committee – whose members are elected by the parents of the children who attend the nursery - manage the nursery. The elections take place at our Annual General Meeting. The committee is responsible for:

- Managing the nurseries finances,
- Employing and managing the staff,
- Making sure that the nursery has – and works to – policies that help to provide a high quality service, (these can be found on the main notice board or website [www.beckermetnursery.co.uk](http://www.beckermetnursery.co.uk))
- Making sure that the nursery works in partnership with the children's parents and
- Maintains a safe and healthy nursery

The Annual General Meeting is open to all parents of the children who attend the nursery and includes relatives and friends who may be interested in joining our committee. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

### **Opening times:**

- Nursery - 7.30am to 5.30pm. (Except Fri 5.00pm closure)
- Breakfast Club – 7.30am – 9.00pm (children escorted to school via walking bus minimum of two sessions required per week)
- Lunchtime meals are nutritious and well balanced charged at £1.00 and cooked on site. Snacks charged at 50p per day (as above)

- Nursery EYE granted hours (children eligible term after 3<sup>rd</sup> birthday). Parents/carers who may experience difficulties accessing full granted entitlement should contact the Manager to discuss this as the nursery has a legal responsibility to monitor the take up of EYE hours
- After School Club – 3.00pm – 5.30pm (children collected from school via walking bus minimum of two sessions required per week)
- We also run a summer programme 7.30am – 5.30pm (numbers permitting)
- Hours to suit individual needs can be catered for.

We are open 50 weeks per year. Closing for Christmas and Bank Holidays. Planned closures are usually posted on the annual planner which is found in the cloakroom. We reserve the right to implement unexpected closures, if circumstances warrant.



### Fees

The fees are payable monthly on or about the 15<sup>th</sup> of each month. Invoices submitted must be paid within 7 days of receipt of same. You will be entitled to four weeks holiday per academic year (full day care only – min 20 hours per week all year) when you will not be charged. Two of these weeks to be taken at Christmas, when nursery is closed, and the other two weeks can be taken when you choose. These weeks deducted from invoice usually in October. At least one months notice must be given, in writing, of any planned holidays or changes. Unfortunately we cannot make any reductions for unplanned absences. Those children using Breakfast and Afterschool Clubs who wish to guarantee a holiday place must book throughout the year. Entitlements will then be one week FDC and one week BC/AS. To reserve a place for your child a £50.00 administration fee is payable and non-refundable.

For your child to keep his/her place you must pay the fees. If you experience difficulties paying your child's fees please speak to the nursery manager as soon as possible as we aim to find a solution to any problem you may be incurring.

We are in receipt of free entitlement nursery funding for two, three and four year olds, where funding is not received then fees apply.

- Hourly rate £4.50 (charged thereafter half hourly)
- Babies under 2 years – staff ratio 1 adult: 2 children. Ofsted legal requirements 1 adult: 3 children. Therefore ensuring excellent quality care. (Unless in case of exceptional circumstances when all legal requirements will be fulfilled) (Minimum hours required per week)
- Minimum charge for breakfast and after school £4.50 per hour
- 10% reduction for second and subsequent children.
- Any late collections or drop offs (not during nursery opening hours) will be charged one full hour extra. We accept several different childcare vouchers. Standing Orders preferred please ask for bank details.



## Starting at our Nursery

We want your child to feel happy and safe with us. To make sure the transition from home to nursery is a smooth process the staff will work with you to decide on how to help your child to settle in. All children are dealt with on an individual basis to ensure the best transition possible.



## Clothing

We provide protective aprons for the children when playing with messy activities, although we reserve the right to change children into dry/clean clothes if during the course of an activity etc they need changing - to do this we follow our safeguarding procedures. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this. A sweatshirt and polo shirt embroidered with our nursery logo is available at a small cost, and is worn by **ALL** children in their preschool year. For reasons of health and safety, it is the policy of the nursery that no jewellery should be worn by children during the school day. When your child starts with us we ask you to provide slippers, wellies and a waterproof suit which will stay in nursery. These are laundered on a regular basis.



**Baby Unit** at Beckermat Nursery, the Baby Unit has a homely atmosphere with comfortable cots and lots of soft cushions. It is a self-contained area providing dedicated care for babies from 3 months to approx. 18/20 months old. They will then move to the 'tiddler area' specifically for children aged 18/20 months to 30 months. After this they will move into the 'main area' designed for children rising 3 and over. All children will transition from each area based on stage of development rather than their age. The areas are brightly decorated with colourful displays; there are mirrors on the walls and mobiles. The baby unit, tiddler area and main area are resourced with age-appropriate play equipment which includes soft play toys, multi-activity centres, push-around toys, heuristic and sensory equipment.

There is a basic daily routine, but it is very flexible and always takes into account each baby's familiar feeding and sleeping patterns. As well as providing physical care for your baby, time is also devoted to playing actively with the babies to encourage them to explore and discover new experiences for themselves. Baby's day includes activities such as painting, sticky activities, messy play, playing action games, singing nursery rhymes and imaginary play.

In the Baby Unit we provide a safe, stimulating environment to encourage baby's senses, giving them the freedom and space to move around and the opportunity to explore their environment and encourage their development.

The unit has its own Senior Nursery Nurse who is fully qualified with a great deal of experience in the running of a day nursery, assisted by nursery assistants who specialise in the care of babies. The children in the Baby Unit are usually cared for on a ratio of one member of staff to a maximum of two babies. This ensures excellent quality care in a stimulating environment,

(OFSTED requirement Statutory Framework for EYFS ~Appendix 2 No.5 states "there must be at least one member of staff for every three children).



Each child has a baby information sheet which is given to the parents/carers for them to write in their child's daily routine and any other information the baby unit staff might need to know from time to time. Each day staff complete a log for the individual child to inform parents/carers as to how their child's day has gone, including their sleep times, what food and milk they have consumed, and times of nappy changes. This helps ensure good communication between staff and parents/carers. The partnership between parents/carers and staff is crucial to the child's well-being, development and progress. We aim to foster a trusting and mutually-supportive partnership, in which individuals feel welcome.

We also have a separate area where you can gather information regarding different issues e.g. child development and a room for which to have any confidential discussions with staff. The babies have their own separate quiet sleeping room and their sleep is monitored every 10 minutes. A sleep chart is signed when the children have been checked and records of nappy changes are also kept during the day.

When the children are fully weaned on to adult food they have the option of having nursery meals, which can be blended to the right consistency. Sample menus are displayed in the Nursery entrance for parents to see.



### **Hygiene**

We make the baby area as sterile and hygienic an environment as possible to help keep your child healthy. All feeding items are sterilised each session and stored in your child's individual utensil container. We recommend that all feeding bottles supplied are sterilised until your child is a year old. The Baby Unit toys and equipment are steam cleaned at the end of each week (or earlier if necessary) and recorded.

**Sleep** Each baby will have their own separate bed linen which will be washed at the end of their week or earlier if necessary. The sleep room temperature is maintained at a comfortable level and regularly checked via a wall thermometer. Sleeping babies are checked every ten minutes, monitored and this is then recorded via wall chart.

### **Nappy changing**

We have three routine nappy changes each day, plus extra if needed. Sometimes bottoms become sore, so please provide a tub of cream (e.g. Sudocrem) labelled with your child's name (see medicine policy on main notice-board).

### **Feeding**

During the first few weeks of your Baby's time in Nursery we fit in with his/her own daily routine, however we hope that gradually he/she will move on to our regular Nursery routine, where the children all eat at the same time. All feeding matters will be discussed with parents, we

recommend that young babies are able to accept a cup or bottle prior to starting Nursery to aid settling and help maintain their feeding routine. At lunch times we aim to have all the nursery children eating together with the staff. If bottle-feeding, you will need to provide ready-prepared formula milk in your baby's own bottle which will be stored in our own separate baby fridge preferably carton bought. Breast fed babies are also catered for i.e. expressed bottle mothers milk can be stored in our baby fridge. Parents are more than welcome to come into Nursery to bottle or breast-feed their baby if they are able to. All bottles should be provided daily and any excess will be returned at the end of each day. We have cooled boiled water available for the babies to drink in compliance with the Statutory Framework for the EYFS specific legal requirement for 'food and drink'. Diluted juices, of any kind, are not recommended.



### **Dietary requirements**

We also cater for most dietary requirements. The staff are made well aware of all the babies individual needs with any allergies clearly displayed in the kitchen.

### **Development through play**

We communicate with the babies as much as possible, to develop early listening/language skills and play with them using a variety of toys to encourage them to develop control over their body and to be alert and interested. We regularly play with water, paint, dough and whenever we can we go for walks in the fresh air. The children have regular access to the outside play area.



### **Daily Record books**

We provide all babies with a record book until age two. Messages are written by the Baby Unit staff ie. any relevant information that they feel you would like to know about your baby's day. Any information you feel you need to let us know about can also be passed this way e.g. times of their last feed and nappy change or any problems that would be useful for us to know about. This information exchange ensures that parent/carers receive all relevant information regarding their child. After children turn two, daily information is recorded on the main notice board in the cloakroom. If you require detailed information ie: length of sleeps etc then this can be requested from your child's keyworker. You will also find a "what I did today' information sheet.

### **Multicultural awareness**

We are a multicultural nursery. Each child is treated as an individual and we make ourselves aware of and share each other's festivals and customs. We are always keen for parents to help develop our own knowledge in this area, by talking to us of any activities they may be celebrating at home which we could continue in our Baby Unit and throughout the nursery. We feel it is important for each child to be aware of cultural differences and preferences and to respect the beliefs of others in a friendly and fun way.

An example of items required:

- Milk feeds (already made up)
- Food (if baby food)
- Change of clothes x 2
- Nappies (pack)
- Nappy cream (optional)
- Baby wipes
- Nappy Sacks
- High Factor Sun cream
- Waterproof suit

All items should come clearly labelled with baby's name

### **Sickness**

Any child suffering from infectious illnesses such as chicken pox should be kept at home. For illnesses such as sickness, diarrhoea or conjunctivitis the child should be kept at home for at least 48 hours. If you need advice on the incubation period of infectious diseases you should contact your GP. Should a child become ill, efforts will be made to contact the parents or nominated carer.

We hope that you and your child will enjoy being involved with our nursery and that you find taking part in our activities and events interesting and stimulating. Staff are always ready and willing to talk with you about your ideas, views or questions.



For any further information please visit our website [www.beckernetnursery.co.uk](http://www.beckernetnursery.co.uk) or telephone Patricia Gallagher 01946 841941 or email [beckernetnursery@hotmail.co.uk](mailto:beckernetnursery@hotmail.co.uk)