

# *Highdale Day Nursery*

Providing the Best in Childcare & Education for Your Child

Our Aim Is To Exceed Your Expectations

Telephone 01275 872345

## *Prospectus*



School Lane, Highdale Avenue, Clevedon, BS21 7LT

Telephone: 01275 872345  
[www.HighdaleDayNursery.co.uk](http://www.HighdaleDayNursery.co.uk)

## Welcome to Highdale day nursery.

Highdale day nursery provides full day care for children aged from 2 to 5 years. We are open Monday to Friday throughout the year excluding bank holidays and the Christmas period. A selection of sessions are available from full day care too morning or afternoon sessions.

Children can enjoy excellent facilities and warm care from friendly, qualified and experienced staff.

We aim to provide a continuous quality of care for all children in our setting by creating a safe happy stimulating environment allowing children to develop and reach their full potential.

Our main aim is to encourage the children in our care to enjoy and thrive during these early years in order to provide them with happiness and enthusiasm for their future.

Highdale day nursery is registered with ofsted, registration number EY313458. All of our staff hold enhanced CRB disclosures, which are necessary to work with children and is of the utmost importance to us. Our nursery facilities are inspected and approved by environmental health and fire prevention officers.

Highdale opened in August 2002, with the first Ofsted inspection being in September 2003. The inspection went exceptionally well and ofsted placed Highdale in the highest category for providing the best in child care and education. This fact has not changed as Highdale was taken over in August 2005 by previous management. We were inspected in April 2006 and ofsted rated our education standards in the newly classified, top category of outstanding!

## Nursery curriculum

Here at Highdale we follow the Early Years Foundation Stage (EYFS) curriculum guidance. This is a framework put together by the DCSF (Department for children, schools and families) and covers ages 0-5.

It focuses on four themes

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

We aim to create a stimulating environment offering children first hand experiences and opportunities for them to develop and learn new skills through play enabling them to progress in all areas.

We understand that through observation, interaction and planning we can follow children's interests and encourage them to be motivated, enthusiastic learners.

We aim to build positive relationships with all children so that they feel secure and confident. Our role as adults is to be there to share and support children's ideas, encouraging them to be independent thinkers and building up their self esteem.

Children have access to all three areas of the nursery including our outside area throughout most of the session; this enables them to make their own choices, encouraging independence and self confidence.

We have a large variety of toys and educational resources which are clearly labelled so that the children can access these easily.

There are designated areas within each larger area of the nursery these areas include:

- Home corner/ imaginative area
- Maths area
- Writing area
- Construction area
- Book area
- Computer area
- Sand and water area
- Art area
- Outside play area
- Garden area

These areas are incorporated into choosing time/free play and adult led planned activities.

We provide a balance of child initiated and adult led activities which are appropriate for each child's age and stage of development.

Profiles are kept on every child to monitor their development and celebrate their achievements, we will be happy to discuss each stage of your child's development with you as your child progresses.

We recognise that you as parents/ carers are the most important people in your child's lives and the knowledge that you have of them is invaluable to us, therefore we wish to work in close partnership with you to ensure that your child has the best possible start in their early years.

We hold regular parents evenings giving parents and guardians the opportunity to meet with your child's key worker, discuss their development and contribute to the profiles, however if you have any issues you wish to discuss or would like to see your child's profile we welcome you to do so at any time.

We welcome any input about activities, skills and appropriate information that will help us to get to know your child better, home/ nursery contact books are provided if you would like to use them to assist with this important communication.

Information regarding the Early Years Foundation Stage curriculum, particular skills that we are concentrating on and daily activities are displayed on our notice board.

## General information

### Starting at Highdale day nursery

Highdale day nursery understands that deciding on an appropriate setting for your child is an important decision. For this reason we will welcome you and your child to visit us and ask questions freely. Our aim with new children is to settle them into nursery as smoothly and comfortably as possible, we work closely with parents/carers to meet each child's individual needs and believe that continuity of care is of the utmost importance. Please give us as much information as you can about your child when starting as this will allow a smooth transition from home to nursery. You will soon know the staff by name, but to assist in this process we have placed pictures of us all, accompanied by names on the nursery notice board.

### Arrival and collection times.

You are welcome to arrive after your child's session has begun but not before due to staff/ child ratio numbers. If you require extra hours or an earlier start this must be agreed with us in advance. You will be charged for late pick ups.

If anyone other than the agreed persons is to collect your child we must be told in advance and require a description or photograph of the person. This is for your child's safety and we hope you will respect this.

### What to wear

We feel old clothes are more appropriate for your child to wear to nursery as it is impossible for us however hard we try to always avoid paint spills etc. It is a good idea to bring a bag with spare clothes in so we can change your child's clothes if necessary. Please ensure all clothes are labelled with his/her name.

### Nappies and toilet training

If your child wears nappies they must be disposable. Please provide a suitable amount of nappies and wet wipes in your child's bag and let us know when he/she is ready to begin using a potty/ toilet. We will endeavour to reassure you through this time and have various strategies in place to encourage and support children with this. Once your child has begun using the potty/ toilet please ensure that your child wears clothes that can be adjusted and undone easily. Your child will develop self help skills and confidence more quickly if he/she is able to be independent.

### Nursery parking

Parking for Highdale day nursery is accessed from the entrance off of Old street. Please ensure cars are parked in the allocated parent parking spaces. Do not obstruct the turning point and please show consideration for the surrounding residents.

### Nursery notice board

Whenever possible please take time to read our notice boards which are situated in the hall way and our 'messy room'. They display valuable information such as our policies, menus, key worker groups, daily activity sheets plus much, much more.

### Sickness and medication

Please call the nursery as soon as possible if your child is unwell and will not be attending nursery that day. Medication can only be given if prescribed and written consent is given from the parent/carer. A child cannot attend nursery if they appear to be suffering from an infectious disease or within 24 hours of their last attack of sickness/ diarrhoea, this is in order to reduce the risk of affecting other children and staff. Full nursery fees will be charged for absence due to sickness/illness.

### Meals

Highdale day nursery provides home cooked lunch, buffet style tea and fresh fruit snacks. Weekly menus are displayed on our notice board; please ask for a copy of the menu if you would like one. We provide water and milk including cows, goats or Soya milk. All dietary requirements will be catered for. There will be an opportunity to discuss your child's needs when you visit.

### Staff

We follow ofsted's guidelines for our child/ adult ratio but our ratio is often higher. For children aged between 2-3 years the ratio is 1 adult to 4 children, and for children aged 3-5 years it is one adult to 8 children. We ensure that staff are kept up to date with training.

### Students

Highdale day nursery take an active role in training child care students in the local area, students offer a valuable input to the nursery and we have a duty to provide experiences which encourage good practice. Students will not be left unsupervised at any time.

### Key workers

To help develop relationships between staff, parents and children we have a key worker system. You will be able to discuss your child's general progress with the key worker and meet with them at parent's evenings to discuss your child's development.

## Policies and procedures

We have a concise list of policies and procedures which all of our staff are required to work towards and implement. The following information is a brief outline of our policies; please take time to browse our full policies and procedures booklet which is located on the notice board.

### Behaviour management policy.

Here at Highdale day nursery we operate a positive approach towards behaviour.

- \* We believe it is important to promote and encourage wanted behaviour and have a number of strategies in place enabling us to do this.
- \*We have established clear boundaries and rules thought up by the children.
- \* We encourage children to show respect and consideration for others and property.
- \* Minor incidents will be dealt with by the staff following the six steps of conflict resolution and 1, 2, 3 magic system.
- \*serious incidents of unacceptable behaviour will require 2-4 minutes time out and the situation will be calmly talked through with the child. These incidents will be monitored, recorded and parent/carers informed.
- \*If unacceptable behaviour persists we will work together with parents and relevant outside agencies to encourage wanted behaviour.
- \*Under no circumstances will physical punishment be used.

### Inclusion policy

Highdale day nursery is committed to the inclusion of all children and believes that every child should be given the same opportunities and be encouraged to meet their full potential. Children and families will be fully supported and where integration is possible we will ensure good access, support, expertise and teamwork.

Highdale day nursery acknowledges all cultures, religions, and races not only in our society, but also in the wider world. We believe that equal opportunities are essential for the development of each child.

\*The nursery staff are committed to providing a positive attitude throughout the nursery towards gender, religion, disability, race and age. We do this by being positive role models and providing non stereotyped images through the use of toys, books, posters etc.

\*All adults and children will be treated equally, valuing and appreciating each others views, similarities, opinions and differences.

\*If it is found that discrimination is taking place by a staff member, parent or child the managers will address this issue promptly and take necessary action.

### Child protection policy.

The welfare of each child is paramount. As a provider of child care we have a responsibility to all children and parents to provide security and promote confidence and independence.

Highdale day nursery has a duty to report any suspicions around physical, emotional, sexual abuse and neglect to the local authority. The children's act 1989 places duty on the local authority to investigate such matters. If Highdale have sufficient reason to believe a child in their care is being abused the same procedure will be followed - 1) Speak to parent/carer privately to gain an explanation. 2) If explanation is unsatisfactory, reinforce our duty of care to inform social services. 3) Report to social services.

Any circumstance that arises will be dealt with sensitively and confidentially by the nursery managers.

### Accident policy.

All accidents are recorded on individual accident forms and need to be signed by parents/carers; this is part of our health and safety requirements. If serious accidents occur the emergency numbers will be contacted immediately and medical advice sought.

### Child collection policy

Please sign in and out of the building using the register displayed by the door. We will not release a child to someone other than those declared on the registration form, unless we are notified previously and given a description. In the event that a child does not get collected and no one can be contacted, after a 30 minute period has passed we are obliged to contact the police and social services for advice.

### Complaints procedure.

It is of the up most importance to us that you and your family are happy and satisfied with the care that we provide, however if you do have an issue or a complaint please feel free to bring it to either your child's key worker or the managers attention and we will do all that we can to resolve the matter.

Alternatively if you feel you are unable to speak to us directly then you can contact Ofsted or social services using the details listed below

OFSTED Early year's  
1 Temple square  
Temple Quay  
Bristol BS1 6HB  
Tel; 0117 9486937

Social services  
Under 8's Day-care team  
Social services  
7 Clevedon Walk  
Nailsea  
BS48 1RS

## Session times and Fees

Highdale day nursery is open Monday to Thursday 8.00am to 6.00pm and Friday 8.00am to 5.30pm. Each day is divided into sessions.

### Sessions

Morning session (including fruit snack and drink)	8.30 - 12.00	£13.75
Afternoon session (including fruit snack and drink)	1.00 - 4.30	£13.75
Lunch (including two course home cooked lunch)	12.00 - 1.00	£3.50
Teatime (including buffet style tea)	4.30 - 5.30	£3.50
Additional hours	8.00 - 8.30    £2.50                      5.30 - 6.00	£2.50

### Full day offers

Session 1	8.30 - 4.30 (including two snacks and lunch)	£29.00
Session 2	8.30 - 5.30 (including two snacks lunch and tea)	£32.00
Session 3	8.00 - 6.00 (including two snacks lunch and tea)	£35.00

Please note that all fees will be reviewed in August each year.

### Government funding

The government provides funding for all three and four year old children to attend an early year's education setting. The funding is called The Nursery Education Grant and all children become eligible the term after their third birthday. The grant funds your child to attend a maximum of five two and a half hour sessions of free education a week, the value of this funding varies from term to term. We are open all year round so the grant is calculated to cover every month and as our sessions are three and a half hours long parents/guardians will be required to pay a small top up fee.

## Highdale Day Nursery Registration form.

Childs name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Second Parental Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who has parental responsibility \_\_\_\_\_

Mother's name \_\_\_\_\_ Contact No \_\_\_\_\_

Father's name \_\_\_\_\_ Contact No \_\_\_\_\_

Any Access details \_\_\_\_\_

\_\_\_\_\_  
Ethnic origin \_\_\_\_\_ Religion \_\_\_\_\_

Allergies \_\_\_\_\_ Medication \_\_\_\_\_

Extra needs / special needs \_\_\_\_\_

Doctor \_\_\_\_\_ Health visitor \_\_\_\_\_

### Emergency contacts

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Tel No \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Tel No \_\_\_\_\_

Child will be collected from Nursery by \_\_\_\_\_

### Other useful information

Brothers/Sisters \_\_\_\_\_ Pets \_\_\_\_\_

Likes \_\_\_\_\_

Dislikes \_\_\_\_\_

Please note When registering your child a holding fee of £50.00 is required to secure Nursery places booked in advance, places can only be booked three months in advance only. Holding fees will be deducted from your first months invoice.

A registration fee of £30.00 is required per child to cover administration costs, this is non-refundable.

All cheques are to be made payable to **Highdale Day Nursery LTD.**

## Highdale Day Nursery contract

Contract between

Lindsay Ford and Sarah Millard of Highdale Day Nursery

& \_\_\_\_\_ Parent / Guardian

Name of child \_\_\_\_\_ starting date required \_\_\_\_\_

Weekly days / Sessions required

Monday Hours from \_\_\_\_\_ to \_\_\_\_\_

Tuesday Hours from \_\_\_\_\_ to \_\_\_\_\_

Wednesday Hours from \_\_\_\_\_ to \_\_\_\_\_

Thursday Hours from \_\_\_\_\_ to \_\_\_\_\_

Friday Hours from \_\_\_\_\_ to \_\_\_\_\_

Payment of account

All Nursery fees are payable in advance, weekly or monthly. **Full fees are payable even if your child is absent through holidays or illness.**

No fees are charged for Bank holidays and the break between Christmas and the New Year when the Nursery is closed.

If your child is leaving the nursery or cancelling sessions then four full weeks notice is required. In the event of notice not being given, you will be liable for four weeks nursery fees which will be charged to your account.

I acknowledge I have read and understand this contract and agree to abide by the rules of Highdale Day Nursery.

Signed \_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_

Signed \_\_\_\_\_ Highdale Day Nursery Date \_\_\_\_\_

**Highdale Day Nursery consent form.**

In the case of an accident, I give permission for my child to be given emergency treatment as considered necessary.

Signed \_\_\_\_\_ Parent / Guardian

I give permission for my child to be taken on local trips i.e. local walks, local church, local library etc.

Signed \_\_\_\_\_ Parent / Guardian

I give permission for photos to be taken and displayed on the premises as part of our family tree and included in the children's profiles.

Signed \_\_\_\_\_ Parent / Guardian

I give permission for staff to apply sun lotion to my child when appropriate weather conditions occur.

Signed \_\_\_\_\_ Parent / Guardian