



The College Nursery
Prospectus



The College Nursery

The College Nursery offers a friendly and caring atmosphere in bright, modern facilities for children from babies until they enter full time education. The garden is grassed and fenced off with access via a lockable gate. There is also available a fenced, hard surfaced area for use in the winter months particularly. The Nursery is a part of Activate Learning Bracknell Campus, which employs a Manager who is responsible for the day to day running and organisation of the nursery along with a Deputy Manager, Room Leaders, Nursery Assistants, and an Administration Assistant.

The Nursery Manager is a Graduate. Most staff hold relevant childcare qualifications and regularly attend training tailored to the needs of the children in our care.

All members of staff are subject to an enhanced Disclosure and Barring Service check which is currently repeated every three years.

All members of staff working with the children are qualified in paediatric first aid which is refreshed every three years.

The Nursery is registered and inspected by OFSTED. The College Nursery aims to provide an environment where children flourish and reach their full potential. We acknowledge that each child is a unique individual and therefore has individual needs.

Visiting the Nursery

We actively encourage prospective parents to come and visit the nursery with their child to meet the staff, see the facilities and to be sure that their child would be happy here. All visitors are required to ring a bell in the entrance hall and a member of staff will verify who they are before letting them in.

Parents and the Nursery

We aim to work with parents to provide the best possible care for children while they are with us, and a sound basis for their future education. Children start to learn about the world around them from the moment they are born, and we recognise and value the significance of the part parents and families contribute to this. Parents hold key information and have a critical role to play in their children's education. Parents, therefore, are regarded as members of our setting and we would very much like to welcome you to share in your child's learning journey with us. We will try to support parents in whatever way we can, recognising their role as the first and most important influence in their child's lives.

Regular attendance at nursery will promote good habits, secure relationships, self-esteem and support learning and development opportunities.

Opening Times and Fees (from Sept 2020 correct at time of printing)

We are open 42 weeks a year. During half terms, we also offer a holiday club from Tuesdays to Fridays, and include any child of primary school age, up to and including eight years of age.

The nursery is open Monday to Thursday from 8:00am to 5:30pm and on a Friday 08.00 to 5.00 (where there is a need). For those who require flexible times we can offer any hours within our opening times subject to spaces being available. Fees are charged by the quarter of an hour, according to the time your child is booked in on the class register. Any part of a quarter of an hour will be charged the full 15 minutes.

Students in receipt of benefits may qualify for a bursary towards childcare. For further information, please look at the Bracknell & Wokingham College website or email studentfinance@activatelearning.ac.uk. Other funding may be available from various Government agencies.

The nursery fees vary according to your child's age and are listed below

- 0-2yrs £5.96 per hour
- 2-3yrs £5.76 per hour
- 3-5yrs £5.56 per hour

There is also a one off, non-refundable registration fee of £25 per child which needs to accompany the registration form. Fees are calculated on a Monthly basis dependant on your

child's age, the tariff will change the Monday following their birthday, and therefore, it is important that you provide the nursery with a copy of your child's birth certificate when they start. Please note that fees are payable in advance and you will be billed monthly. If your child does not attend nursery due to holidays or illness the fees are still payable. In the case of prolonged absence, parents should consult the nursery Manager about fee payment.

Each child's attendance at the nursery is conditional on prompt payment of fees. The Manager may reduce the amount of sessions your child attends if fees become in arrears.

Children dropped off before or picked up after their booked time may be charged at a higher rate of £5.00 per 15 minutes or any part of.

If additional copies of invoices are required, an administration fee of £15.00 will be payable in advance.

Holiday Club

The Holiday Club runs during half terms on Tuesday to Friday 8am to 4pm. The normal hourly rate applies to children up to 5 years old and for siblings up to and including 8 years old there is a daily charge of £25 with a one off, registration fee of £10.00

Government Funded Places

Government funding for up to 15 hours free a week is available to **all** children the term *after* their third birthday, we also accept children in receipt of two-year-old funding. These hours can be distributed across the week to suit the parent's needs where possible. If your child is only attending the free 15 hours, we do not charge the Registration Fee. Bracknell Forest Borough Council also has reciprocal arrangements with other authorities such as Windsor & Maidenhead, Wokingham and Reading.

The College Nursery accept 30 hours free childcare for three and four year olds of eligible parents who are working over 16 hours a week, and earning the minimum wage, providing space is available. To check your eligibility please log on to www.childcarechoices.gov.uk.

Any child in receipt of Government funding can take up to six weeks holiday in any academic year. However, where a holiday break is for longer than 3 weeks, the Nursery will need to notify the Early Help Team at Bracknell Forest Council.

Leaving the Nursery

We require 4 weeks term time notice in writing for children who are leaving for whatever reason. In the event of notice not being given, one calendar month fees in lieu will be payable.

Refreshments

Milk or water and a healthy snack are offered mid-morning and mid-afternoon; this is in line with our healthy eating policy. The College Nursery provides dairy products subsidised by the European Union under the European school milk scheme. This entitles each child to a third of a pint each day.

If your child attends between 11.45am and 12.30pm and/or 4.00pm to 5.00pm please supply them with a packed lunch and/or tea in a labelled container (and any containers within) and should include an icepack as there is only limited space in the fridges. We always supply water but if your child would prefer an alternative you can include this.

The Nursery charge 30p per day attended to cover the cost of providing snacks for the children (except those in receipt of 2-year-old funding and not until a child is weaned).

Starting Nursery – The First Days

When a family joins the nursery, you will be asked to visit with your child to meet the staff in the room and talk through the routines, complete the paperwork, your child's medical history and any additional needs your child might have. This is usually carried out by the Room Leader. We ask that all new parents read and sign two copies of our Agreement form; this document describes our obligations to you and what we expect from you in return. Please take the time to read it carefully, taking it home if necessary, then the Manager will sign both copies with one copy for the nursery records and one for the parents. You will be given time with your child's key person to go through an Entry Profile. This is so that we know about your child's interests, what their favourite toy is, or if they have a comforter to bring with them to nursery. There is space on this profile for you to put photographs of the important people in your child's life. We find this helpful when settling children into nursery as it is a good link with home. We have found that children settle more quickly, if they have visited the Nursery once or twice to play before they are first left, and ideally, if their parent or carer can be with them for a short time at the beginning and end of the first session at least.

The children in our Nursery are treated as individuals and we recognise that some children will take longer to settle than others.

Your child will be allocated a key-person who will take special responsibility in helping them to settle in and build up an attachment so that you can leave knowing that your child is fully supported.

It is important for parents and nursery staff to work together to help your child to feel confident and secure in the Nursery and we can be flexible in our arrangements to ensure this happens. A settling in period will be discussed with you, we usually recommend one or two short visits prior to starting, however this is very flexible and depends on your child. Each day you will be given an opportunity to talk to a staff member at the beginning and end of the session. Younger children often need the support of a dummy/comforter and, when new to the Nursery, we find a special toy from home can be very reassuring for them.

Staffing

We maintain excellent adult: child ratios and your child will be looked after by a core team of the same staff all of the time so there will always be a familiar face and a member of staff sensitive to the needs of the individual child.

In addition, the help of students on placement and of parents and carers means that children's experiences can be enhanced with this extra help on our occasional outings.

Curriculum

The Deputy Manager leads the curriculum for the whole nursery.

The College Nursery helps children to learn by providing interesting activities that are appropriate to their age and stage of development. We assess how children are learning by observing them frequently. We use information that we gain from observations, as well of photographs to document the children's progress which we compile into a Learning Journey.

We recognise that children's development is individual and so we place great importance on really knowing them well, that includes their learning styles, preferences and interests. We then support them in developing their potential at their own pace. The Nursery

is well equipped and the activities we provide are designed to stimulate all-round development. The curriculum is planned to meet all aspects of the Early Years Foundation Stage early learning goals as appropriate to the age and ability of the child.

Our priorities for the children in our care are:

- Their health and safety
- Their happiness
- Their all-round development

Special Needs (SEND) and Equal Opportunities

Bracknell and Wokingham College operates a policy of equal opportunities. The Nursery respects and values every child equally, whatever their gender, ethnic origin, religion or capabilities. We treat children as individuals, each with their own needs, with or without disabilities or learning difficulties. If you would like to discuss the group's ability to meet you own child's special needs, please talk to the Nursery Manager.

We work closely with other agencies in the local authority which enables us to provide additional support for children in the setting. The setting has a designated Special Educational Needs Disability Co-ordinator (SENDCO) who has undertaken specific training to help to identify and support children with any additional needs. The Area SENDCO provides further support when required.

Our setting values and embraces diversity, we aim to include all children and meet their needs, regardless of their ability and welcomes children from different ethnic backgrounds including children with English as an additional language.

Communications

To maximise the benefit the nursery can offer your child, we believe in a two-way communication between the nursery and the child's family.

There are several noticeboards in the nursery to enable us to share information with you, please read them on a regular basis.

In the Buttercups (Babies Room) daily records are provided to show you information about your child's nappies, sleep, food and drink.

You will be asked to contribute regularly to your child's Learning Journey as we believe that parents know their children best. After going through the Entry Profile with your child's key person there will be further formal opportunities to discuss your child's development and progress as they move from one room to the next. The room staff are available for a quick informal chat when you drop off or pick up your child, however if you have any concerns you can arrange to speak with their key person in private.

Fundraising

We rely on the support of parents in fundraising to replace and update toys and equipment and buy extras such as Christmas presents for the children. There is usually one event at the end of each term. We also encourage the children to help raise funds for local, national and international charities.

Policies and Procedures

Copies of our Policies and Procedures, as approved by OFSTED, are given to each parent when they start at the nursery. Further copies can be obtained from the office.

Accidents, Bumps and Bruises

Any accidents, which occur at Nursery, will be recorded and parents asked to sign the book in acknowledgement. Parents should notify the staff on duty if a child arrives at Nursery with cuts or bruises or has had a knock to the head in the previous 24 hours.

In an emergency your doctor or the emergency services will be contacted immediately, and parent informed.

It is the Nursery protocol to ring a parent if any head injuries are sustained and in case further medical aid needs to be sought.

Illness

Any child suspected or confirmed as having an infectious illness must stay at home until the risk of infection has passed.

Children who have been prescribed antibiotics should not attend the Nursery until at least 24 hours after commencing the course of treatment.

Children with live head lice must also remain at home until the condition has been treated.

Parents will be informed if their child falls ill at nursery and when you collect your child you will be asked to sign a form in case medical attention is needed.

Medication

If any medication needs to be administered while your child is at the Nursery, our medication form must be completed before medication can be given. We cannot give children any medicine that has not been prescribed for the child by their doctor, including paracetamol type products.

Asthma inhalers must be demonstrated to staff and a medication form completed and signed.

Health and Safety

The Nursery adheres to Local Authority recommendations regarding Health and Safety. Activate Learning's Health and Safety Officer oversees the Nursery premises and practice regarding Health and Safety.

Collecting your child

Children should be dropped off and collected from the Nursery by persons know to us. If this is not possible staff must be informed and the "Authority to collect form" completed. Children will never be allowed to leave the Nursery premises with an unauthorised adult (or any person under 16).

Children must be collected on time. If a child has not been collected within 30 minutes of their leaving time, and we are unable to contact an authorised adult, Social Services will be asked to assist.

Children still in Nursery beyond their normal collection time will be charged the rate of £5.00 per 15 minutes late.

Likewise, on arrival parents/carers and children must wait outside the class until the time paid for.

In the event of a Broadmoor alert/lockdown a parent will be contacted, and two members of staff will stay with your child until you arrive. The Nursery doors will be locked.

Personal Property

We have a shed where pushchairs can be left if folded. Please be considerate of others when using this facility. No responsibility can be taken for toys, buggies or other property left on the Nursery premises.

Fire Drills

These are carried out regularly. If you are in the Nursery at the time of a fire drill, you should proceed calmly to the assembly point at the basketball court.

Outdoor Facilities

The Nursery garden is located alongside our building and is enclosed by a fence with a lockable gate. We are fortunate to also have the use of a fenced and gated basketball court which gives us a hard surface to play on in the winter months.

Safeguarding Children

The Nursery follows procedures laid down by OFSTED. If a member of staff becomes suspicious that a child may be the subject of abuse, they must discuss this immediately with the Manager who in turn should inform the duty officer of the local Social Services and OFSTED immediately – confidentiality is paramount.

All members of staff receive Universal training in Safeguarding Children which is updated every three years. The Manager and other designated Safeguarding Leads attend further training.

Contacting the Nursery

Phone: 01344 766615

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