

2018 - 2019



SCEPTRE NURSERY PROSPECTUS





The Nursery Mission

It is our aim at Sceptre Nursery that every child develops a lively, enquiring mind, feels happy, safe, secure and fulfils his/her own potential in every aspect of learning and growth.

Dear Parent/Guardian,

Welcome to Sceptre Nursery.

The Nursery is a 26 place purpose built setting, providing care and education for children from birth up to five years old.

The Nursery has two play rooms and an excellent outdoor environment.

The philosophy of the setting is to provide a continuous, free-flow provision where every child is considered to be unique and where they feel safe and secure, whilst becoming confident, self-motivated, independent learners through their play.

The Nursery Practitioners work closely alongside parents/guardians and other child care professionals. Working in partnership is essential to the well-being and development of children.

The Nursery Prospectus contains all of the information that you require regarding fees, staff structure, holidays, policies and procedures.

After reading and agreeing to comply with the policies/procedures of the Nursery, please sign the agreement form which can be found at the back of this booklet, and return it to the Nursery. If there is a policy or procedure that you do not agree with, or would like to discuss further, please do not sign but bring your concern to my attention.

If you would like a copy of the Nursery Prospectus in larger print or translated into another language then please see a member of staff who will be happy to help and discuss this further with you.



Joanne Pierpoint

Nursery Manager







Term Dates

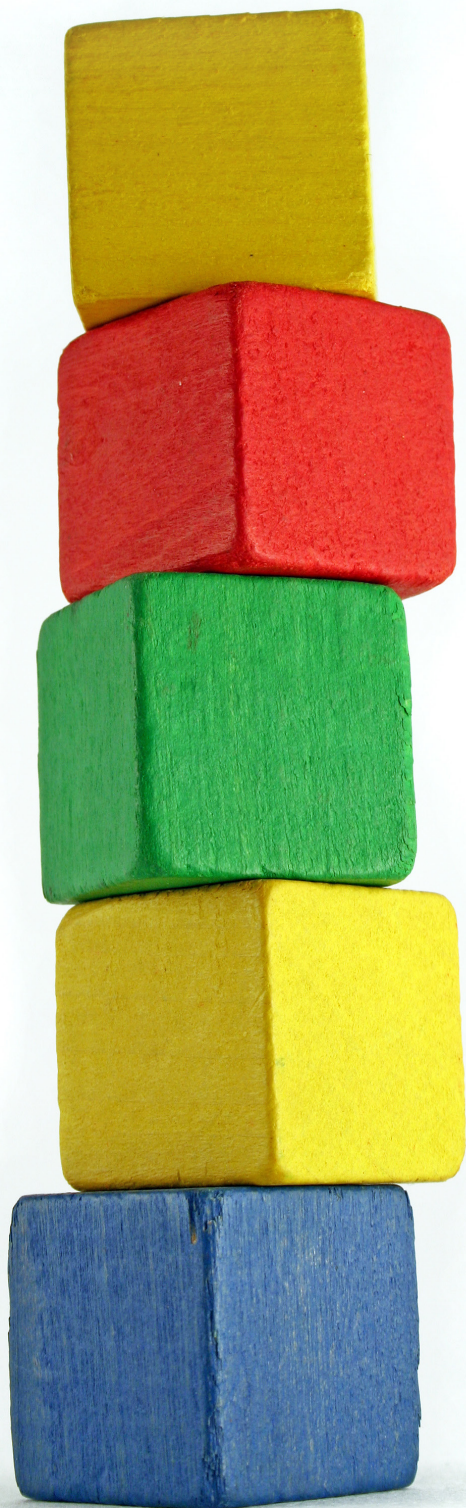
Sceptre Nursery is open for 51 weeks of the year with the exception of ALL bank holidays in which we close.

We close for one week at Christmas.

Staff Structure

Nursery Manager	Joanne Pierpoint
Deputy Manager	Sarah Newton
Senior Nursery Nurse	Louise
Nursery Nurse	Tracy
Nursery Nurse	Sam
Nursery Nurse	Sophie
Nursery Nurse	Rebecca
Nursery Cook	Christine





Nursery Fees

Fees must be paid monthly in advance. They must be paid whether the child attends or not. If you experience difficulty paying your fees, please see the Nursery Manager.

Any child who is absent for two weeks or more without notifying the nursery shall be deemed to have withdrawn from the setting. The parent/guardian will be sent a bill for the two weeks' fees.

Fees

Under 2 Years

Full time	£179.00 per week
Full days	£ 39.00 per day
Morning session	£ 24.00 per session
Afternoon session	£ 23.00 per session

2-3 Years

Full time	£167.00 per week
Full days	£ 35.00 per day
Morning session	£ 24.00 per session
Afternoon session	£ 22.00 per session

3-5 Years

Full time	£149.00 per week
Full days	£ 33.00 per day
Morning session	£ 22.00 per session
Afternoon session	£ 21.00 per session

Vouchers:

We take several Childcare Vouchers, please enquire direct.

Grants:

We accept Nursery Education Grants.

Please ensure that you reserve childcare for the appropriate times, for example if your class starts at 9.15am and your day finishes at 5.15pm, please book in from 9.00am until 5.30pm and you will be charged accordingly. Parents are requested to collect their child promptly; there may be an additional charge for parents who arrive late. All parents are expected to have vacated the Nursery by 5.45pm Monday to Friday.



R COTTON WOOL PAINTING



Government Funding/ Childcare Funding Schemes

Free early education for eligible two year olds.

Who can access this scheme?

From the term after your child turns two, he or she might be able to have up to 15 hours a week of funded childcare, for 38 weeks per year. This is called the Free Early Education and it is paid for by the government.

You can claim a funded place for your child if you receive one or more of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner are on a low income from work (this usually means a combined income of less than £15,400 a year after tax)
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

If you are not getting one of the benefits listed above you might still be able to claim a free childcare place. The other ways children could be eligible are:

- Children who are looked after by the council
- Children who have left care under a special guardianship order, child arrangements order, or adoption order
- Children who get Disability Living Allowance (DLA) or Personal Independence Payment (PIP)
- Children who have a current education, health and care (EHC) plan

- Children in need
- Children with a child protection plan
- Children of Gypsy Roma Traveller Heritage residing in Lancashire
- Children of serving armed forces personnel residing in Lancashire
- Children who meet the criteria for portage from Lancashire County Council (please note referrals relating to this criteria can only be submitted by the portage team)

If you feel that you may be eligible for funded childcare places, then please go to the www.Lancashire.gov.uk website and search for Free Early Education for 2 year olds and follow the steps.

Eric Wright Group Staff

The Nursery is part of the Edenred scheme; you can save tax and NI by taking childcare vouchers. For more information please contact payroll.

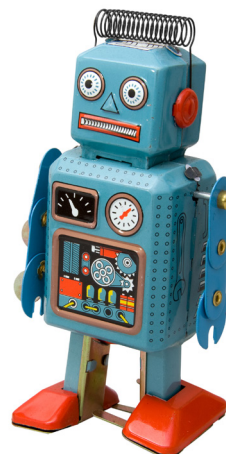
Edenred details:

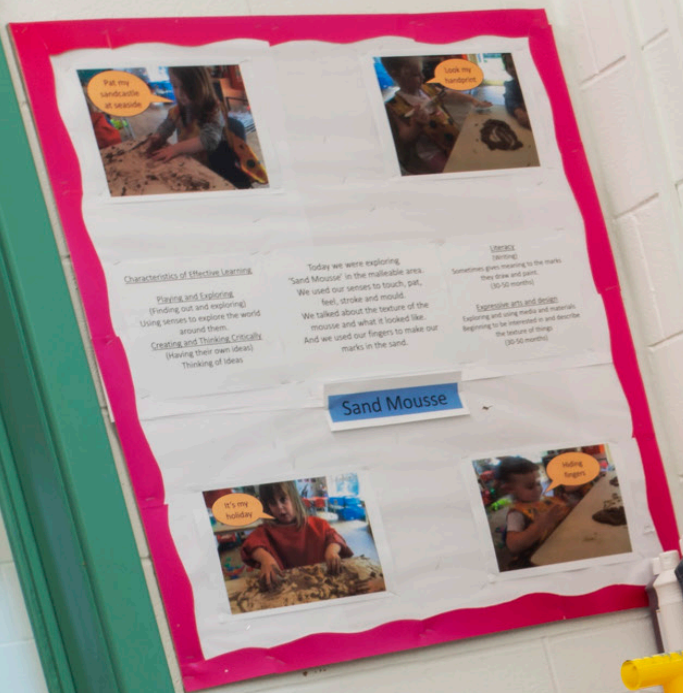
Edenred account number: P436979

Membership number: this will be supplied by letter

Edenred helpdesk: 0800 247 1233

EWG staff who wish to take part in this scheme are requested to pay their Nursery fees in full within one week of receiving their invoice from Sceptre Nursery. Please pay the full amount due.





Maintaining Standards

Statement of intent

The Nursery is a reflective practice and therefore welcomes feedback from parents/guardians. This can be given via the comment book which is placed inside the nursery entrance, verbally to any member of staff, at Key Person meetings or alternatively if you prefer you can email Joanne:

sceptrenursery@ericwright.co.uk.

Questionnaires are sent out to parents/guardians at the beginning and the end of the nursery year. The questionnaires are evaluated, the strengths of the Nursery are celebrated and maintained, any concerns, issues or areas to be further developed are reflected upon and if found to be necessary, changes will be made with immediate effect, or at the next suitable opportunity.

Staff meetings are held every 8 weeks. The aim of these meetings is to monitor the standards of the Nursery, to reflect upon the Nursery policies and procedures, and to discuss any additional staff training which could enhance the provision we provide.





Settling In

Statement of intent

The settling in period is paramount to your child feeling safe and secure in the Nursery environment. The Nursery wants parents/guardians to have confidence in both their child's well-being and their role as active partners with the Nursery.

The Nursery allocates a Key Person and a second key person to each child and family.

To help support children and families with the transition into the Nursery environment, home visits can be arranged. The purpose of the visit is to exchange information, and begin to build relationships between the Key Person, parents/guardians and child. This will consequently have a positive impact on the smooth transition into the Nursery.

All parents/guardians are encouraged to visit the Nursery with their child during the weeks before an admission is planned. During the visits the Nursery works with the parent/guardian to decide on the best induction plan to meet the needs of the individual child.

All parents/guardians are welcome to visit the Nursery at any time; appointments do not need to be made. The nursery would appreciate it if visits do not take place during the busy periods between 8am - 9am and during the lunch period between 11.30am - 1.15pm.

You are welcome to telephone the Nursery as frequently as you like to enquire how your child has settled, on 01772 694747.

Parents/guardians will always be contacted if their child becomes distressed during the Nursery session.

Flexible admission procedures can be introduced, when appropriate, to meet the individual needs of the child. For example, parents may need to leave their children for brief periods at first, gradually building up to longer absences.

Every child and family are unique, subsequently their induction visits will be different. Some children may require a couple of visits others may require more. The Nursery will support all families to ensure that every child feels safe and secure before their parents/guardians leave them in the Nursery.

Possessions

In order to avoid distress at the end of the day, please try to persuade your child not to bring treasured toys from home. Nursery is a large place and small items can easily be mislaid, or other children might want to play with them which sometimes can be upsetting for the child.





Food and Drinks

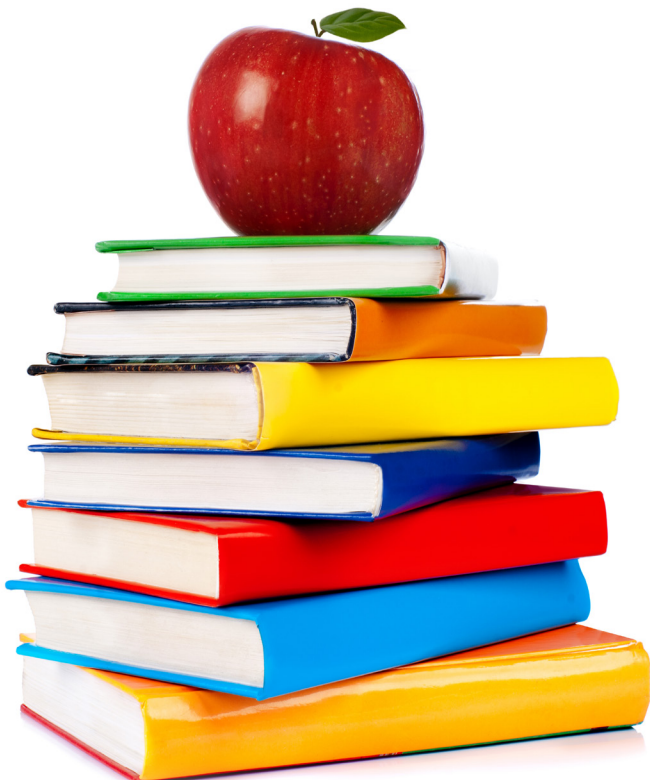
Statement of intent

The Nursery regards snack and meal times as an important part of the Nursery day. Eating represents a social time for children and adults and helps children to learn about healthy eating. The children will be provided with milk, or water if preferred. Children are able to access drinking water throughout the day.

Parents/guardians are requested to bring in sealed tins of formula milk and sterilised bottles for babies under one year.

The Nursery will provide a mid-morning, hot lunch and afternoon snack (dependent on the sessions attended) - we aim to promote healthy eating. The nursery has a Food Hygiene Rating of 5 from the Food Standards Agency.

Some children have a life threatening allergy to nuts, therefore the Nursery requests that no nut products may be brought into the Nursery environment. This includes peanut butter.





Working in Partnership with Parents/ Guardians

Statement of intent

It is the policy of the Nursery to ensure that parents/guardians have the opportunity to actively participate at all levels, as partners of the organisation and in the planning of services for their children. We aim for parents/guardians to feel comfortable, respected and valued.

The Nursery aims to achieve this by:

- ensuring all parents/guardians are made welcome to visit the Nursery at any time
- ensuring that parents/guardians have the opportunity to review their child's progress as often as requested
- ensuring that parents/guardians are involved with the reviewing of policies, procedures and guidelines of the Nursery
- ensuring that parents/guardians can meet with staff and other parents/guardians to discuss relevant issues and concerns
- ensuring that meetings are open for all parents/guardians to come and observe
- ensuring that the Nursery values parent's/guardian's comments regarding the strengths and areas requiring development in the Nursery

Sceptre Nursery has a Facebook page, which is able to be viewed by the public. No photographs or details of any children will be posted on this page. However, we do have a parents/carers Facebook page, which is closed to the public and will only be open to parents/carers of children that are currently attending the nursery. If you would like to be included in this group, please ask the Nursery Manager.

Sceptre Nursery also operates a text messaging service to notify parents/carers of useful information. The Nursery Manager will be able to give more details regarding this service.

The Nursery welcomes parental support with activities. If you have a skill you would like to share with the children, or you would like to be included in an activity, please see a member of staff.



Confidentiality

Staff members are easily identified by their uniform. The Nursery provides work experience for Childcare students; please ensure that you discuss any private matters concerning your child/family with staff only.

The Nursery aims to ensure that all parent/guardians can share their information in confidence that it will be used to enhance the welfare of their child. We respect confidentiality in the following ways:

- To ensure that Data Protection is maintained, personal information about children, families and staff is kept in a locked cupboard
- Information containing children's personal details and development are not accessible to other parents
- Staff will not discuss personal information given by parents with other members of staff, except on a need to know basis when it affects the well-being of the child
- Staff will not discuss children/families with work experience students

The Nursery works closely in partnership with other childcare providers. For the benefit of the child, practitioners from different settings will exchange information. If you do not want your child's information shared, please discuss this with the Nursery Manager.

Staff members are not permitted to friend parents on any social networking site.

Policies and Procedures

There is a copy of all policies and procedures available for all parents/carers to view at the Reception area of the nursery. Parents/carers may request a printed copy.

Role of the Key Person

The Key Person has special responsibilities for working with a small number of children and their families. Young children require consistency of care and attachments. The responsibility of the Key Person is as follows:

- To build a relationship with the child to enable the child to feel safe and secure in the Nursery environment
- To know the interests and stage of development of their key children
- Monitoring the Emotional, Intellectual and Physical development of the key children. This is carried out through observations and assessments. The outcomes are shared with the child and parents/guardians and are used to support the individual planning for the child, 'what comes next?'
- Observations recorded in children's Learning Journals include WOW moments (something that has happened for the first time), specific dialogue, the child's interests and anything that is significant to the child's learning and development
- The Nursery also provides a second Key Person for each child. The role of the second person is to liaise and work in partnership with the parent/guardian in the absence of the Key Person
- To work closely in partnership with the parents/guardians. Observations and assessments are paramount to the well-being and development of the child
- To support the child and family with their transition from one room to another or onto school







The Principals in Practice

The four Themes of the EYFS are:

A Unique Child

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Child Development 1.1

- Child Development
- A skilful communicator
- A competent learner

Inclusive Practice 1.2

- Equality and diversity
- Children's entitlements
- Early support

Keeping Safe 1.3

- Being safe and protected
- Discovering boundaries
- Making choices

Health and Well-being 1.4

- Growing and developing
- Physical well-being
- Emotional well-being

Positive Relationships

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Respecting each other 2.1

- Understanding feelings
- Friendships
- Professional relationships

Parents as Partners 2.2

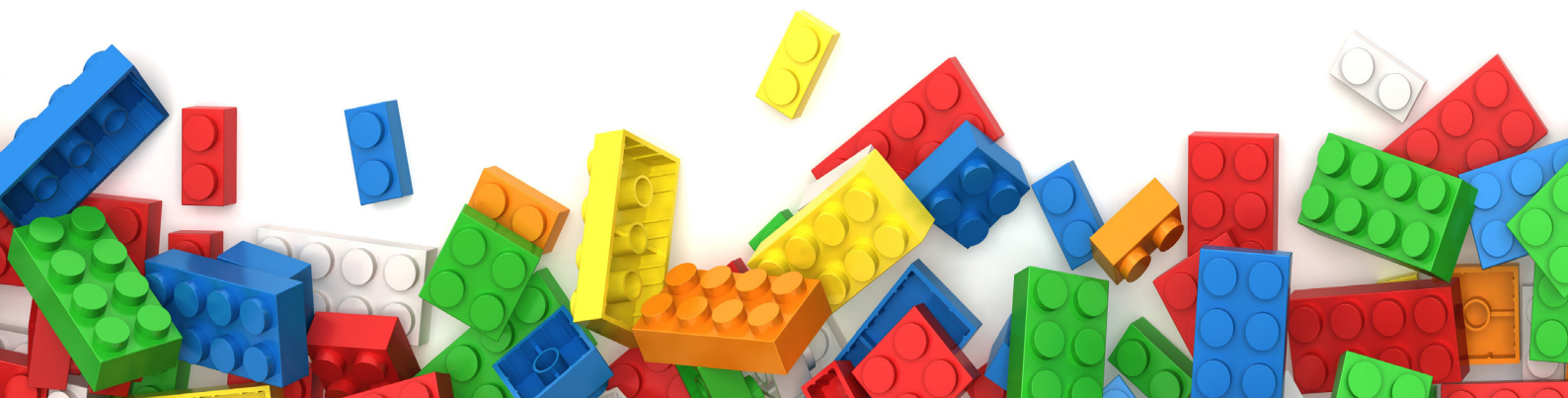
- Respecting diversity
- Communication
- Learning together

Supporting Learning 2.3

- Positive interactions
- Listening to children
- Effective teaching

Key Person 2.4

- Secure attachment
- Shared care
- Independence





Enabling Environments

The environment plays a key role in supporting and extending children's development and learning.

Observation, Assessment and Planning 3.1

- Starting with the child
- Planning
- Working together

Supporting Every Child 3.2

- Children's needs
- The learning journey
- Working together

The Learning Environment 3.3

- The emotional environment
- The outdoor environment
- The indoor environment

The Wider Context 3.4

- Transitions and continuity
- Multi-agency working
- The Community

Learning and Development

Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

Play and Exploration 4.1

- Learning through experiences
- Adult involvement
- Contexts for learning

Active Learning 4.2

- Mental and physical involvement
- Decision making
- Personalised learning

Creativity and Critical Thinking 4.3

- Making connections
- Transforming understanding
- Sustained shared thinking

Areas of Learning and Development 4.4

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

If you would like further details of the Early Years Foundation Stage please see a member of staff.





Useful Information

Lancashire County Council – Childcare and Family Support

www.lancashire.gov.uk/children-education-families/childcare-and-family-support

Lancashire County Council – Free Early Education for Two Year Olds

www.lancashire.gov.uk/children-education-families/childcare-and-family-support/free-early-education-for-two-year-olds/

Lancashire County Council – Tell us if you are Worried About a Child

www.lancashire.gov.uk/children-education-families/keeping-children-safe/tell-us-if-you-are-worried-about-a-child/

Ofsted

www.gov.uk/government/organisations/ofsted

OFSTED General Enquiries

0300 123 1231





Notes



Sceptre Nursery

The Eric Wright Group of Companies

Sceptre House

Sceptre Way

Bamber Bridge

Preston

PR5 6AW

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Email: sceptrenursery@ericwright.co.uk