



New Beginnings at Park Spring

Brochure

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WELCOME

Welcome to New Beginnings at Park Spring. This handbook aims to provide a simple, clear and essentially practical guide to the workings of the Nursery.

We are a small family orientated nursery providing care for children from birth to 5 years. We open all year round, Monday through Friday 7.30am to 6pm; we are shut on Bank Holidays and on our mandatory staff training days.

We are registered and regulated by OFSTED and are full members of the National Day Nursery Association (NDNA), Early Years Foundation Stage Forum, and the Early Years Careers.

Enclosed, you will find details of our facilities, hours, educational framework and example of our daily routine. Important operational policies are available for your perusal on our website. All other nursery policies and procedures are available in the office and will be supplied on request.

We hope you find this information helpful. However, if you have further questions regarding the care of your child, please do not hesitate to contact us. We'd love to meet you!

Please be pro-active in communicating with the us. You can telephone us on 01132563382 or email info@newbeginnings-nursery.co.uk. Also have a look at our website www.newbeginnings-nursery.co.uk as well as our Facebook page <https://www.facebook.com/newbeginningsatparkspring/> to see how we have developed our nursery.

From all of us at New Beginnings at Park Spring, we thank you for your valued interest and we hope to see you soon.

Yours faithfully

Ruth Oseme MSc, BA. (Hons)

Director & Person in Charge

OUR AIMS & OBJECTIVES

To provide a safe, stimulating and caring environment for every child in our care.

To cherish every child as an individual.

To listen to every child and respect their views.

To promote healthy development emotionally, mentally and physically.

To give every child a positive self-image, to be happy and confident.

To give the children an appreciation and respect for life and the world around them.

To create a partnership between the parents / carer and ourselves.

To welcome and encourage parental inclusion.

To keep every parent/carer informed of their child's progress and keep them up to date with news, events and outings.

To support our staff through regular meetings and training reviews.

To operate an equal opportunities environment that recognises the many diverse backgrounds of children, parents and staff within our society today.

To encourage the children to acquire a set of moral values and develop self-discipline and acceptable behaviour.

To promote race equality and a sense of belonging.



NURSERY LIFE & EDUCATIONAL GUIDANCE

At New Beginnings, we provide activities based around the Early Years Foundation Stage (EYFS) which is the educational framework for all children in England from birth to 5 years. As from April 2017 the 'Revised Early Years Foundation Stage' (EYFS) came in to practice. It brings positive and supported learning to life by having its principles based on four areas

- Every child is a unique child
- Children learn to be strong and independent through positive relationships
- Children learn and develop well in enabling environments
- Children embrace learning and development in different ways and at different rates

New Beginnings operates a continuous provision where activities are always available for the children to access when they wish, in addition to the planned activities and focus that are set by our staff every week. These focus and activities are based on children's individual needs and are planned to bring out the best in every child.

Our children make very good use of our outdoor area at least twice a day. We encourage parents to provide suitable clothing and footwear to enable the children to enjoy the outdoors no matter the time of the year.

Baby Room



Our Baby room is for the 3–24 months old age group. Our baby room has been designed to be a true home-from-home for your little ones, enabling them to grow, play and rest in comfortable and loving surroundings; parents and visitors describe it as cosy. It has a wide range of age appropriate resources & curriculum plan. The room includes a heuristic play corner, sleep area as well as a sensory corner. We are breast feeding friendly and as such have dedicated area that parents can stay to

breastfeed their child and we welcome you to visit and feed during the day where possible. Our staff are also trained in the storage and use of breast milk.

Toddler Room

The Toddlers area is for the 24–36 months age group. They enjoy a slightly more structured curriculum plan, with opportunities for the children to develop their independence. Staff follow children's interests and developmental needs. Staff plan for the areas of learning and development as set out in the EYFS government framework. Children have the use of a reading corner, home and role play corner, sand and water play as well as a construction area. A quiet / sleep area is available for when they are tired. Our staff will always help with potty training once we see that the child is ready and has become more independent.



Preschool Room



Our Preschool area is for the 3 – 5 yrs. old age group. The Preschool is a free flow room with a more detailed & structured curriculum plan which follow the 3 prime & 4 specific areas of learning as set out in the EYFS and the development matters. The children are catered for according to their level of development and planning follow the areas of learning and development specific to their age and requirements.

At this stage, the children are introduced to self-service at all meals and they are also encouraged to use the toilet facilities independently in preparation for school. In this room, they have the use of a home and role play corner, a mark making area, reading and literacy corner as well as a math and construction corner.

** Room allocation may vary dependent on demand and the individual development needs of the children**

Outdoor Area

We love to get outside and have a large outdoor play area, which provides opportunities for all the children to get fresh air and have fun in a safe and secure area on daily basis. At New Beginnings, we have a wide range of outdoor resources including, bikes and trikes, planting and growing, science and discovery, role play resources, bats, balls, hoops and more. We believe that there is no such thing as bad weather only inappropriate clothing, therefore we ask all children to have appropriate clothing for all types of weather from wellington boots to sunglasses.



Nursery Management Software

We use a nursery management software called Babysdays at the nursery. This is a fantastic software that allows parents to be as involved as much as possible in the care of their children.

The system is used to capture the children's daily diary. At the end of each day, parents can log in to read about everything that their child has been doing at nursery that day as well as any pictures that have been uploaded. We also use this system to record an online version of the learning journey and parents can log in to add observations or view how their children are developing.



Sessions & Staff Ratios

Full Day	7:30am – 6:00pm
Morning Session	7:30 – 12:30pm
Afternoon Session	1:00 – 6:00pm

Age	0–2 years	2–3 years	3–5 years
Staff Ratio	1:3	1:4	1:8

Free Early Education Entitlement

All 3 and 4-year-old children are entitled to 15 hours free nursery education from the term following their 3rd birthday. New Beginnings Nursery can provide these FREE sessions. The 15 hours may be used in term-term only (38 weeks) of the year.

We also provide free places for eligible 2-year olds. For more information and to check your eligibility, please contact our Nursery Manager on 01132563382 or use the Leeds family information service website.

We are registered to offer the 30 hours free childcare starting from September 2017. The 30 hours free childcare offer is for working families in England with 3 and 4-year-old children. This can be spread over the whole year at 22 hours per week.

Children are eligible from the term following their 3rd birthday until they reach compulsory school age. Parents must be working and each earning at least £120 a week, but no more than £100,000 a year. Please contact the office for more information about this. At no point, will New Beginnings charge for any funded service or place conditions upon attendance. We will however charge funded places for meals and other consumables per session attended. Please ask at the office for more information.

Nursery Meals

Our onsite nursery cook provides children with delicious healthy homemade meals and nutritious snacks throughout the course of the day. Our food is prepared and cooked everyday onsite to ensure its freshness. We try to accommodate all dietary requirements throughout our nursery menus, and operate on six weekly menus. Copies can be downloaded from our website or obtained from the office. Our kitchen is well maintained and our cooking practices conform to the highest standard in food safety and this is reflected in our 5* food hygiene rating. Our morning session include breakfast and a hot lunch. Our afternoon session include snack and a light tea. Full day places include all of the above. Special dietary requirement can be catered for based on individual children's need.



Daily Routine

Below is an example of our daily routine

- 7:30 Welcome, registration and free play
- 8:00 Breakfast
- 9:00 Circle time, show and tell, story time
- 9:30 Planned activity
- 10:15 Outdoor activity
- 11:30 Lunch time
- 12:15 Nap time / quiet play
- 1:00 Welcome, registration, Circle time, show and tell, story time
- 1:30 Indoor free play
- 2:00 Snack time
- 2:30 Planned activity
- 3:15 Outdoor activity
- 4:00 Lunch time
- 4:30 Free play / home time, table activities.



PARENTS AS PARTNERS

We believe that nursery life should be a partnership with the home and therefore welcome parental involvement at every stage. From the first meeting, the partnership between the Nursery and Parent should begin to develop with trust and understanding. The nursery provides a warm, happy, friendly atmosphere where children not only feel valued for themselves and their achievements but also feels safe. While encouraging group play, we hold the prime principle of unique child, and will treat your child as an individual to assist every child to achieve their potential in all areas of development. As well as providing detailed daily feedback specific to their child about what they enjoy, take part in and eat that day, we also hold regular parents' evenings and 'meet the key person days' to give parents a chance to spend quality uninterrupted time with their child's key person and discuss their development.

Our monthly newsletters, parent information board and regular email updates are very popular with our parents / carers, as this keeps them up to date with any outings, events changes in the nursery, room updates and any other important information.

KEY PERSON SYSTEM

Every child and family needs a special person while in nursery and for that reason we have the key person system. At New Beginnings, we operate a primary and secondary key person system. The role of the Key Person is to help settle your child into nursery, get to know them and support their sense of identity and individuality. They will also be the main person providing the child's intimate care such as nappy changing, putting them to sleep and calming them. They will be the one to answer any questions you may have, be responsible for their learning and development, upkeep of paperwork, but above all they will be your child's friend and your first point of contact.

At our nursery, we encourage all the children and all the staff to play together thereby building a strong relationship with all the staff. This is further facilitated by our open plan environment which enables the children to flow into all rooms under supervision and interact with other children of different ages, thereby enhancing their development. The key person will be available during the 'meet the key person' days which we hold throughout the year to give in depth information about your child and the developments that they are making.

SETTLING IN

Our aim is to ensure that all children in our setting are secure, safe, comfortable and happy to be left in our care. New Beginnings appreciate that not all children are the same and aim to make the settling in process as individual as your child. Where a child is very young or has not attended a setting before, we offer a home visiting service to help the child build familiarity and friendship with their key person. The visit will commence with the nursery manager and your child's appointed key person making a visit to your home at a time that is convenient to you, even if this means evenings. The child's likes, dislikes, routines and any special requirements will be noted and used within the nursery to make sure your child is comfortable and secure once in the setting. The settling sessions within the nursery will be used in conjunction with the home visits to make sure your child's transition from home to nursery is a smooth one.

Where the home visits are not required, New Beginnings offers three short visits before children commence a full session, however we appreciate each child is individual and they will not be rushed in any way. During the initial visit, parents / carers will be able to spend time discussing their child with the nursery manager and the member of staff who will be the key person for their child. Children will have the opportunity to play within the room with the parent / carer present if so wished. The room supervisor will settle the child and be responsible for helping the parent/carer to discuss the child's routine, dietary and cultural preferences and generally just be there to answer any questions that parents may have.

The child is left at this time to spend time with other children. This arrangement may continue until the child feels at home within the nursery if necessary. Parents will not be charged during the Settling in period, which is up to 3 sessions. The first two sessions will last for one hour per session at 10.00 am – 11.00 am. or 1:00pm – 2:00pm. The third session will involve your child having lunch with the other children.

This session will start at 10:30am and end at 12:30pm. Any extension to the above will have to be paid for at normal nursery charges.

STAFF & TRAINING

New Beginnings considers that every member of the team should hold a minimum NVQ Level 3 equivalent qualification or higher and therefore every member of the team is either qualified to this level or are working to meet this requirement. In addition to this, extensive industry training in all areas of nursery care including

pediatric first aid, food hygiene, health and safety, special educational needs and safeguarding children are undertaken throughout the nursery. We constantly review and update staff qualifications to ensure the highest standard of care for your child. As it is a statutory requirement that we provide training for staff, we are shut for up to 5 days a year for staff training to ensure that we provide high quality care to all the children attending our setting. On these days, childcare fees are expected to be paid, and unfortunately, we are unable to swap any sessions that fall on these days.

MEDICAL CONDITIONS, SICKNESS & EXCLUSIONS



Every member of the New Beginnings team is pediatric first aid trained. Where a child has a specific medical condition such as epilepsy, asthma etc., your child's key Person will undergo specific training to ensure that your child's need is fully understood and met. Where a child has a medical condition requiring medication New Beginnings is happy to administer doctor prescribed medication where necessary. New Beginnings has a stringent policy for the

administration of medication that must be abided to always. Copies are available from the office to be viewed at any time.

When a child is poorly we ask that you do not bring them to nursery. This will reduce the spread of any illness. If your child has an infectious condition we ask that you abide by our exclusion policy for the protection of all of our children. If your child is taken ill whilst in our care we will contact you to collect your child and the mandatory exclusion period will be applied. All exclusion period will be based strictly on the prescriptions of the Public Health England 'Guidance on Infection Control in Schools and other Childcare Settings'.

FEE PAYMENT & FINANCIALS

Your child's first week or month attendance fees must be paid in advance before their first day of starting nursery. We accept **Direct Debit, Standing Order and Vouchers** as the main ways of paying the nursery fees. The Nursery Bank account details are in this Parents Information Pack or can be obtained from the Nursery Manager. Fees should be paid either:

- ❖ **weekly, on Friday or before the Monday of each week**
- ❖ **monthly, on or before the 27th of every month**

The **monthly fees** are calculated by multiplying the weekly fees by 51 weeks per year and then dividing by 12 months to obtain an equal monthly fee amount.

E.g. full-time fees for a baby will be calculated as below;

£185 x 51 weeks = £9,435.00, divided by 12 months = £786.25 per calendar month.

Our bank account is held with NatWest Bank and the details are:

- Account name: **Lilyrose Ventures Ltd.**
- Sort code is 60-60-05
- Account number is 52671925

****Payments by Cheque / Cash will only be accepted temporarily and in limited circumstances****

Cheques should be made payable to **Lilyrose Ventures Ltd.** This should be placed in an envelope and the child's name, DOB, and enclosed amount stated on the envelope.

Registration and Deposit

Registration Fee of £30.00 and applicable Deposit are payable upon deciding to join us.

Deposit for Part-time attendance of 3 days or less will be £100.00. While that for Full-time attendance of more than 3 days will be £120.00. the deposit and registration fee must be remitted to our account once settling in dates have been agreed. While the registration fee is non-refundable, the deposit will be used to adjust your final bill when leaving the nursery if appropriate notice has been received.

Non-payment of fees and Arrears

All fees and vouchers not received by the 27th of the preceding Month, or not received within a week of this date will be deemed late.

Should a parent/ carer have problems paying their child's fees on time they should communicate in confidence to the Nursery Director (ruth@newbeginnings-nursery.co.uk) who will then come to an agreement with them as to how their child can continue at the nursery while they sort the fees out. If an arrangement has not been made, then the following procedure will apply:

PROCEDURE:

Childcare should be paid for in advance to secure the child's place and allow for staff planning in accordance with OFSTED regulations.

Any account falling into arrears will trigger the following procedure:

- ❖ If weekly or monthly payments are 1 week late, a Late Reminder Invoice (LRI) will be issued, and you will additionally incur a £5.00 or £20.00 charge for late payment.

- ❖ If this fails a letter will be issued informing you that if account is not paid in full by month ending the account arrears will be passed to a Debt Collection Agency and the child will be unable to attend nursery.

Any child leaving the setting with outstanding fees will trigger the following procedure:

- ❖ To give a last opportunity to settle an account the parent / carer will be informed of the date that information will be passed to the Debt Collection Agency.
- ❖ If the account is not settled, it is then out the hands of the setting, and all payment plus any additional charges by the debt collection agency will have to be added to them.

New Beginnings at Park Spring will do all that it can to avoid the above situation.

Childcare Vouchers

The nursery participates in the Childcare Voucher Scheme. If your employer participates in this scheme and you wish to pay your Nursery fees this way, please contact us. We accept Childcare Vouchers from all the financial organizations, including Accor, Care4, Busy Bees, Fidelity, You at work, etc. Ask us if you have vouchers from another source and we will happily register with the company.

Nursery Holidays and Closures

We are open all year round. The Nursery **is closed** in the **Christmas week, all Bank Holidays and 5 Staff Training Inset days** per year. Parents/ Carers will be given advanced notice of these closures. **Fees remain payable throughout closure periods.**

Fees during Absence

If your child is absent from the nursery due to sickness or holiday, the full fees must be paid for the place to be kept. If the absence is due to sickness and this exceeds two consecutive weeks, a **half – week fee** will be charged for each week starting from the **third** week of absence.

Term Time Attendance

From September 2017 for term–time only attendance, a retainer fee equal to 50% of the child’s weekly fee will be added to their annual fee total; this will ensure that the child’s regular attendance pattern and space will be guaranteed. Your retainer which is approximately 50% of your weekly fee multiplied by the number of holiday weeks will be added to your termly fees to arrive at your total annual fees.

Emergency Closure

In unavoidable and exceptional circumstances, such as notifiable infection or consequential damage following a fire or other disasters, it may be necessary to close

all or part of the Nursery at short notice, if this happens, it is not the nursery's policy to refund fees in such circumstances.

HELPFUL TIPS

If you have any messages regarding your child's wellbeing, please inform your child's key person. You may also email the information to the office on info@newbeginnings-nursery.co.uk. Should you have any concerns regarding your child, please make an appointment to see the room leader or the Nursery manager. You will need to provide nappies, wipes and nappy cream for your child. Also, we need you to provide us with wellies, raincoats, sun hat and sunglasses, as well as spare clothes; this will enable us to go out in any weather.

Drop-off/Pick-up

Please do not arrive at the nursery before 7:30am. Please be prompt in collecting your child; parents should aim to arrive at least 5 minutes before the actual pick up time to allow for exchange of information between them and their child's key person.

Should you arrive for drop off before a member of staff opens the room, please wait. No child is to be left unattended in any area of the nursery. Each child must be handed over to their key person or a member of staff before you leave the premises. Please ensure bags, coats are placed on the child's name peg; no string bags are allowed. Please label every item with your child's name.

Should you intend for someone else to collect your child, please notify the room leader in writing or phone the office. This person must have proof of identity and must have the correct password given to us at the time of registration. A phone call shall be made to the parent before the child is handed over if deemed necessary.

Accessibility

Public transport to the nursery from Bradford, Pudsey, and Leeds city is easily accessible and there is a train station near Morrisons supermarket in Bramley. Dedicated parking is available for quick drop off and pickups on the school premises.

**New Beginnings at Park Spring
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Wellstone Avenue, Bramley Leeds LS13 4EH
Telephone No: 01132563382, 07907515237
info@newbeginnings-nursery.co.uk**