

KAMELIA KIDS DAY NURSERY PROSPECTUS

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Kamelia Kids Day Nursery - Early Year's Prospectus

1. At Kamelia Kids, we understand that choosing a nursery is one of the most important decisions that you as a Parent or Carer can make. Therefore, choosing the right type of setting is of paramount importance and we hope that we can make it easier for you. This prospectus is an introduction to the services that we provide. We hope that after you have read through all the information you will visit the nursery and see for yourself the standard of childcare that we provide and that your child will enjoy.
2. Opened in 1979, Kamelia Kids is purpose built and is equipped for aged 0 – 8yrs children of ALL abilities.
3. Kamelia Kids is a non-profit making charitable incorporated organisation. The charitable arm of our operation means all money received, from fees and fundraising, is invested back into the nursery to the maximum benefit of the children in our care.
4. Please remember that we are just a telephone call away and should you need any further assistance or details please do not hesitate to call us on 01903 504077.

OFSTED

5. Kamelia Kids is registered with the Governments official standards body OFSTED (EY477206) and copies of our latest reports can be found at www.ofsted.gov.uk.

Our Vision










6. At Kamelia Kids, we believe that all children have the right to be; listened to, understood and given the time and opportunity to develop as individuals to be creative, competent learners in a secure, caring and inspiring environment.

1. Children's Development and Learning

7. The Early Years Stage framework (EYFS) sets the standards for children's learning, development and care. It is mandatory in all OFSTED registered provision from birth to the end of the academic year in which a child turns five. The framework aims to ensure all children learn and develop well and are kept healthy and safe. Children develop quickly in the early years and early years practitioners aim to do all they can to help children have the best possible start in life. Our nursery reflects the following four themes of the EYFS underpinning all the guidance to ensure that each child has an opportunity to interact in positive relationships and enabling environments; *A Unique Child; Positive Relationships; Enabling Environments; Learning and Development.*

Learning through play

8. Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our nursery uses the EYFS seven areas of learning and development guidelines to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. The areas of development and learning comprise:

| Characteristics of Effective Learning | Area of Learning & Development | Aspects of learning and Development |
|---|---|---|
| Playing and exploring – engagement  Finding out and exploring  Playing with what they know  Being willing to 'have a go' | Personal, social and emotional development | making relationships self-confidence and self-awareness managing feelings and behaviour |
| | Physical development | moving and handling health and self-care |
| Active learning – motivation  Being involved and concentrating  Keeping trying  Enjoying achieving what they set out to do | Communication and language | listening and attention understanding speaking |
| | Literacy | reading writing |
| Creating and thinking critically – thinking  Having their own ideas  Making links  Choosing ways to do things | Mathematics | numbers shape space and measure |
| | Understanding the world | people and communities the world technology |
| | Expressive arts and design | exploring and using media and materials being imaginative |

For more information on the EYFS please ask to see a copy of our EYFS pack or visit www.foundationyears.org.uk

2. Opening times and fees

9. The nursery is open from 8am to 6pm Monday to Friday for 51 weeks of the year and does not open during Bank Holidays. If the nursery has to close for unforeseen reasons beyond our control, a refund of fees will not be given unless at the discretion of the management subject to terms and conditions as detailed in the registration form.

10. Fees can be seen on our website at www.kameliakids.org.uk.

Payment

11. Nursery fees must be paid in advance by cash, cheque, childcare vouchers or by direct payment into our bank account.

Fees and Financial Help

12. We understand childcare can be expensive and all sorts of unforeseen problems can come up in any parent's life; we want to help and below you can find details of some financial assistance schemes.

- **Free Entitlement funding:** A government scheme that offers children of 2, 3 and 4 years old 15 hours of free sessions through the week during term time. www.gov.uk/free-early-education
- **Tax credits** can pay parents as much as 70% of their childcare costs; call the national helpline on 0345 300 3900 to find out what you could claim. www.gov.uk/government/organisations/hm-revenue-customs/contact/tax-credits-enquiries
- **Childcare vouchers** are an alternative way of receiving your pay cheque; but do check that they won't affect your tax credits if you claim them! www.hmrc.gov.uk/calcs/ccin.htm

Admissions

13. We cater for children from 0 – 8 years. Kamelia Kids supports equal opportunities and inclusion, believing that all children should be considered with equal regard. We operate a waiting list system. If you would like a place at our nursery, please ask for a registration form and return it completed to our Nursery Manager as soon as possible.

Registration Fee

14. A £50 non-refundable registration fee is payable when booking your child's place (excluding children only accessing Free Entitlement funding and 2 year old funding) subject to the Terms & Conditions on the registrations form.

15. Please note that we expect that children will attend a minimum of two sessions per week.

3. Our Approach to Childcare

Key Person

16. We use a key person approach. We recognise every child's individuality, efforts and achievements and believe that relationships between adults and children are crucial for the child's happiness and security. The Key Person approach gives every child the reassurance to feel secure and cared for, helping them to become familiar with the nursery environment and to feel confident and safe within it. They are in the best position to understand your child's individual needs and to share information with you about your child's experiences in nursery. The Key Person will help each of their children to develop relationships with other members of staff and children. They will observe them in their play so that they can plan future opportunities and experiences that best meet their needs and interests. Your child's key person will be the person who works with you to make sure that what we provide is tailored to meet your child's individual needs and engaging and supporting you as parents/carers in guiding your child's development at home and helping you to engage with more specialist support if appropriate.

Settling - The first days

17. We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide how best to help your child to settle into the setting. It is normal for some young children to take time to settle. This can be a distressing time for both the child and parents and we will work on a settling programme that meets your individual needs.

Assessment

18. We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development. We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement.

We undertake these assessment summaries at regular intervals as well as at times of transition, such as when a child moves into a different group or when they go on to school.

Nursery rooms & Children under 2 Years

19. Our younger children are greeted by their key person and welcomed into their own **Daisy room** at the beginning of the session. Here they are able to explore their surroundings in a secure and familiar environment and have opportunities to interact with the world around them through active, sensory and heuristic play. Our 2-3 yrs olds are based in the **Poppy room**, a beautiful room with wooden beams and skylights adjoining sensory room, messy room and toilet/changing area. These rooms share access to a large open plan south facing garden with willow structure. Used flexibly during the day, our younger children may have periods of time together and in mixed age groups, providing them with opportunities to learn and develop with their peers. Our preschool children aged 3-5 yrs are based in the **Bluebell room**, during their final year before moving on to school. A large free flow environment complete with own kitchen, group room, cloak/toilet area and walled garden. The Bluebell room is adjoined to an exciting indoor movement area, soft play and ball pit which children of all ages across the nursery access daily.

20. Children can enjoy a variety of learning experiences taking into account the holistic nature of learning and development at this age including active, sensory and creative play – much of which is floor based. The younger children follow a structured yet flexible routine, taking into account their natural rhythm of active and resting times.

21. We ask that parents provide nappies, wipes and any comforters/soothers as needed. For our youngest Daisy group please also provide a pair of named indoor shoes or slippers (soled) for indoor play and all groups may bring wellington boots for outdoor play in wet weather.

Progress Check at Age Two

22. The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development (between 24 - 36 months) in the three prime learning and development areas of the EYFS:

- personal, social and emotional development
- physical development; and
- communication and language

23. The key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Sessions routines

24. Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the session in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help to value learning.

25. Experiences for children are based on observations and are planned taking into account their current needs and interests. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Special Education Needs and Disabilities SEND & Our Local Offer

26. At Kamelia Kids we provide an environment in which all children, including those with special educational needs, are supported to reach their full potential in a fully inclusive environment. We work closely with many professionals such as speech & language therapists, health visitors, physiotherapists and occupational therapists to provide the best care for your child. At Kamelia Kids we have many years' experience and access ongoing training to support all children, including those with complex medical needs. Please see our Local Offer for more details.

Outdoors

27. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-initiated and adult-led activities, as well as those provided in the indoor playroom(s).

Food and Drink

28. The setting makes snack time a social time, at which children and adults eat together. We ask Parent/carers to provide a piece of fruit or vegetable to share at snack times with their peers so that children learn about healthy and nutritious food. We would also ask that children staying for lunch provide a suitable lunch with ice pack. Please do tell us about your child's dietary needs and we will make sure that these are met.

Clothing

29. We provide protective clothing for the children when they play with messy activities where possible. Please note that we do not accept responsibility for any damage or loss to personal clothing. 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.

Records of Achievement

30. A record of achievement is kept for each child. Staff and parents working together on their children's records of achievement is one of the ways in which the key person and parents work in partnership. Your child's record of achievement helps us to celebrate their achievements and through this partnership we are able to provide what your child needs for their well-being and to make progress.

31. Your child's key person will work with you to keep this record. To do this you and the key person will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

Working with parents

32. Our nursery recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. We ensure that parents are given every opportunity to talk to our staff and the key person at the nursery. This enables us to provide full reports on the progress your child is making and answer any questions parents may have. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging feedback which provides both the parents and the key persons the opportunity to discuss their child's progress, needs, activities, interests and progress
- contributing to the progress check at age two
- joining in community activities in which the setting takes part; and
- building friendships with other parents in the setting.
- Joining the parent/carer and staff forum

4. Our Staff

Nursery Manager

33. Our **Nursery Manager Rachel Martini** is responsible for the day to day management of the nursery, and is responsible to the Trustees.

Nursery Staff

34. Kamelia Kids is a graduate lead nursery which recognises that having qualified, knowledgeable, competent and skilled staff working within the setting improves the quality of education and care your child receives. Research has shown the huge positive impacts of graduate leadership on areas of child development such as early literacy and social development. At Kamelia Kids we strive to have the best qualified staff and we do. Our early year's practitioners understand, value and support young children's play in its various forms and how it is fundamental to the wellbeing, learning and development from babyhood and throughout their early years.

35. We also know from our parents that our early years practitioners are effective in developing their children's communication, language and literacy, reasoning, thinking and mathematical skills. At Kamelia Kids our staff provide the warmth and love children need to develop emotionally alongside and as part of planned and spontaneous learning opportunities.

36. All our staff are highly valued professionals and hold recognised National Occupational Standard (NOS) qualifications in Early Years Care and Education. They adhere to early years statutory frameworks and related requirements to uphold and give due regard to equalities, diversity, inclusion, anti-discrimination and human rights. Overall, our early years' practitioners bring these aspects of care and education together to provide the very best experience for each and every child that attends our nursery.

37. The staff are always ready and willing to talk with parents about their ideas, views or questions and welcome parents to drop into the setting to see it at work.

The Board of Trustees

38. As a charitable organisation Kamelia Kids is managed by a voluntary board of trustees who are responsible for the sustainability, legal accountability and long term viability of the nursery. All staff and trustees are vetted to ensure their suitability to be working with pre-school children. The vetting process includes obtaining references from previous employers or educational establishments, with a successful issue of an Enhanced Disclosure Certificate from the Disclosure and Barring Service (DBS).

5. Our Policies & Procedures

39. Kamelia Kid's policies help to ensure that the service provided is a high quality one and that the setting is an enjoyable and beneficial experience for each child and their parents/carers. A brief description of some of our **key** policies and procedures are shown below.

Safeguarding children against suspected or actual 'significant harm'.

40. Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty

Equal Opportunities

41. We will ensure that our service is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

Confidentiality

42. At Kamelia Kids we respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

Supporting children with Special Educational Needs and Disabilities (SEND)

43. We are a fully inclusive nursery with extensive experience of working with children with a wide range of additional needs including global development delay, blindness, deafness, autism and medical issues. We work closely with parents and agencies involved with the child to provide an environment in which all children, including those with special educational needs, are supported to reach their full potential.

Managing children who are sick or infectious and Administration of medicines

44. At Kamelia Kids we have an obligation to promote good health and hygiene for all children, parents and staff and to minimise the risk of illness and infections. If a child becomes unwell at nursery or has an illness or infection, parents will be contacted and asked to collect the child. Children should remain at home until they are well enough to return to the nursery or until exclusion period for illness/communicable disease.

In exceptional circumstances we can administer prescribed medication to a child following procedures set out in this policy.

EXCLUSION PERIOD FOR ILLNESS / COMMUNICABLE DISEASE

| Disease /Illness | Minimal Exclusion Period |
|--|---|
| Antibiotics Prescribed | First day at home if a new antibiotic regime |
| Temperature i.e. 39 Plus | If sent home ill, child must be off for 24 hours |
| Vomiting | If sent home ill, child must be off for at least 24 hours and must be able to eat and drink as normal before coming back to Nursery |
| Diarrhea | 48 hours after last bout – the child must be able to eat and drink as normal before coming back to Nursery |
| Conjunctivitis | After 48 hours of medical treatment or eyes remain clear |
| Scarlet Fever & Streptococcal infection of the throat | Until appropriate medical treatment has been given & at least 3 days from start of treatment |
| Impetigo | Until the skin has healed |
| Pediculosis (lice) | Until appropriate treatment is given |
| Ringworm of the scalp | Until cured |
| Ringworm of body | Seldom necessary to exclude provided treatment is being given |
| Scabies | Need not be excluded once appropriate treatment has been given |
| Measles | At least 5 days from onset of rash |
| Chickenpox | Until all spots are dried |

Complaints

45. We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff, usually the nursery manager. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

TERMS AND CONDITIONS

Parents/Carers agree to:

Registration/Acceptance/Termination/Variation

1. Pay a non-refundable registration fee of £50 per child on acceptance of a place (excluding children only accessing their Free Entitlement Funding and 2 year old funding when they enter the nursery). This fee covers administration and settling sessions;
2. After acceptance of the offer by the parent/carer either party may terminate this agreement by giving 4 weeks' notice in writing to the Nursery Manager during which time the child may continue to attend the nursery. In the event of the child being withdrawn immediately then 4 weeks fees will be due in lieu of notice;
3. If in the reasonable opinion of the Nursery Manager it is considered that the continued presence of the child would be detrimental to the health, safety or well-being of the child or other children of the nursery or the staff then the nursery may serve notice to the parent/carer or a request for the child to be immediately removed from the nursery and the provision of 4 weeks' notice shall not apply;
4. Any variation of this agreement must be confirmed in writing by both the parent/carer and the Nursery Manager.
5. Any reduction to sessions requires 4 weeks' notice in writing;
6. Any permanent changes to sessions will incur a £10 admin fee per change to cover the additional administration work generated and must be agreed in writing with the Nursery Manager.
7. **Ad hoc/Emergency sessions. We understand that occasionally it may be necessary to book ad hoc or emergency sessions. In all cases, these sessions must be booked with the Nursery Manager and will be charged at an hourly rate of £7.50 regardless of the age of the child.**

Payment of Nursery Fees:

8. **Pay the nursery fees in advance, on the first day of each month, by cash, cheque (payable to 'Kamelia Kids'), internet banking (bank details will be on the invoice), standing order (form supplied on request) or by a voucher scheme through your employer, please use your child's name as a reference on any form of payment;**
9. Failure to comply could result in sessions being suspended until full payment is made. If the payment of fees remain outstanding for more than 2 weeks a £10 charge will be added to the next invoice and the nursery may serve 2 weeks' notice in writing to terminate this contract. Upon termination of this contract the child shall cease to be admitted to the nursery and the nursery's notice to so terminate shall be regarded as a formal demand for all outstanding monies;
10. Part sessions will be charged at the full rate. Sessions missed due to sickness or holiday will be charged at the full rate. Fees are also charged for Public and Bank holidays;
11. The nursery reserves the right to increase the fees at any time upon giving 4 weeks written notice of the proposed increase;
12. If the nursery has to close for reasons beyond our control refunds of fees will not be given unless at the discretion of the management;
13. **Arrive and collect the child on time. A fee will be charged for repeated late collections at £10 per quarter hour or part thereof. Persistent lateness may result in sessions being suspended. Please see our late collections policy.**

Sickness & Medication:

14. Inform the nursery if the child has had any form of illness within 24/48 hours of their session and respect the nursery's decision on whether or not to admit the child. Understand that if the child has experienced any form of vomiting or diarrhea within 48 hours of their session, they must NOT be sent to the nursery;
15. Inform the nursery of any medication prescribed by the doctor and give written permission (including dosage instructions) for the staff to administer the medication if required;

Other:

- 16. Give permission for the child to be observed and assessed by key staff whilst at Kamelia Kids Day Nursery;
- 17. Understand that Kamelia Kids Day Nursery cannot take responsibility for the loss or damage to any personal belongings;
- 18. Provide suitable emergency contacts and update when necessary;
- 19. Ensure your child is appropriately dressed for nursery e.g. coat, suitable shoes;
- 20. Provide suitable healthy snack and/or lunch for your child;
- 21. Inform the nursery of any agencies working with the child/family i.e. social services;
- 22. Drive and park considerately and safely – avoid parking in the staff car park and emergency vehicle area;
- 23. Abstain from smoking outside the nursery building or adjacent grounds;
- 24. Use appropriate language in or around nursery grounds (no swearing).
- 25. Parents and visitors are requested not to use their mobile phones whilst on the premises.

Early years Free Entitlement and 2 years funding

Kamelia Kids Day Nursery is currently registered to receive statutory Free Entitlement and 2 year old funding subject to availability for 38 weeks per year. I have read and understood the terms and conditions above.

| | |
|-------------------------------|--------------|
| Parent/Carer signature | |
| Print name: | Date: |