

kamelia kids

Day Nursery & Beach School

Wellesley Avenue, Goring by Sea, West Sussex BN12 4PN



NURSERY PROSPECTUS

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Kamelia Kids Day Nursery & Beach School - 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 during the International Year of the Child in 1979, Kamelia Kids Day Nursery is a large spacious purpose-built building. At Kamelia Kids we care for children of ALL abilities and offer 51 weeks full day care with breakfast and after school clubs. The nursery follows a curriculum based on the Early Years Foundation Stage (EYFS) principle of children learning through play and has a large catchment area within West Sussex, spanning from Shoreham to Arundel.
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

We Play – We Explore – We Learn – We Develop

Our Mission

6. At Kamelia Kids we provide an inclusive, safe, stimulating and welcoming environment where according to their individual needs, children are given opportunities to become competent learners and to flourish in all areas of their development, through play, exploration and active and creative experiences indoors and out, including our local beaches. We are dedicated to supporting families and assisting in giving every child the best possible start in their schooling, so that they may reach their potential and be the best they can be.

“It is our mission to enable young children to thrive in a learning and caring environment; encourage parent partnership and active participation to optimise the child’s growth and development to reach their full potential. We will accomplish our mission by being an informed, innovative and responsible early year’s provider by providing the facilities and services needed to build on the child’s early experiences gained at home.”

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, 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.

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.childcarechoices.gov.uk
- **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.childcarechoices.gov.uk
- **Childcare vouchers** are no longer available to new applicants, however those parents already on the scheme may still be able to benefit from the savings. <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>
- **Tax Free Childcare** You can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider via an online account. You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both. Check to see if you are eligible by visiting www.childcarechoices.gov.uk

13. 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 Office Manager as soon as possible.

Registration & Deposit Fee

14. Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Kamelia Kids in line with the General Data Protection Regulation 2018 and Ofsted Registration requirement under the 1989 Children Act. A **£75** 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 registration form. This fee covers administration and settling sessions. If siblings are registered with us at the same time and attend the same sessions, we will only charge one initial registration fee.

A deposit fee of **£100** per child will be charged unless the child is accessing Funded Entitlement (FE) sessions only. The deposit will be deducted from the final invoice once fees have been confirmed that they are up to date.

15. We require your child to attend a minimum of two sessions per week. This is to provide them with consistency and to enable them to develop secure attachments.

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 year 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 years 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 including Beach School

27. The Early Years Foundation Stage (EYFS) Curriculum places much emphasis on the importance of daily outdoor experiences for children and their value in terms of learning and development. Outdoor experiences contribute to children's health, their physical development and their knowledge of the world around them. Children have the opportunity, and are encouraged, to take part in outdoor child-initiated and adult-led activities throughout the day at nursery. A reflection of the principles of Forest School from Scandinavia 1950's we operate our own Beach School. Our Beach School is run by our trained Beach School Leaders and is offered to all Preschool children! Beach School follows a holistic approach focusing on children's curiosity and provides opportunities to explore outdoors in a forever changing environment. We have our own fully equipped beach hut on Goring sea front providing a base and shelter on wilder days! Children of all abilities have the opportunity to take part and take regular trips down to the beach where they will explore their environment and learn about the natural world. We believe that time spent on our beautiful coast – playing and exploring in the fresh air and connecting with the natural environment – provides children with an abundance of learning and developmental opportunities focusing on their health and wellbeing, safety by the sea and a deep respect for the natural world.

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. We encourage clothing, outdoor wear and footwear to be named.

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.

4. Our Staff

Nursery Manager

33. Our Nursery Manager, Suzanne Charlesworth is responsible for the day to day management of the nursery and is responsible to the Charity Trustees.

Nursery Staff

34. Kamelia Kids is a graduate led 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 an experienced voluntary board of trustees who are responsible for the sustainability, legal accountability and long-term viability of the nursery. All trustees bring unique and important skills and experience to the Board. 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). The trustees undertake an induction process which includes a Safeguarding course. The Trustees work closely with our experienced Senior Management Team (SMT) which comprises the Nursery Manager, Deputy Manager, Executive Officer and a part-time Finance Manager.

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 General Data Protection Act 2018 and the Human Rights Act. Please see our Privacy Policy.

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. We follow guidelines issued by Public Health England. In exceptional circumstances we can administer prescribed medication to a child following procedures set out in this policy.

See table below.

Health Protection for schools, nurseries and other childcare facilities

Exclusion table

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	Exclusion may be considered if an outbreak/cluster occurs.
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	
Diphtheria *	Exclusion is essential. Nursery to consult with local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Nursery to report outbreaks to local HPT
Glandular fever	None	
Hand foot and mouth	None	Exclusion may be considered in some circumstances. Nursery to report to local HPT if a larger number of children are affected.
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of Hepatitis A, the local HPT can advise the nursery on control measures.
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Nursery to contact local HPT for more advice.
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR).
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). Local HPT can advise nursery on any action needed

Infection	Exclusion period	Comments
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk). Local HPT can advise nursery on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Nursery to contact local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk).
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Four days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk).
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, nursery to contact local HPT
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Local HPT will organise any contact tracing necessary.

***denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London. PHE publications gateway number 2016692 Crown Copyright 2017

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.

Data Compliance

46. In compliance with the General Data Protection Regulations 2018, any information you provide will be kept secure and treated confidentially. The data collected will only be used by Kamelia Kids and will not be disclosed to any external sources without your prior consent.