



# The Bright Kids Hackney

## Prospectus

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"Movement, or physical activity, is thus an essential factor in intellectual growth, which depends upon the impressions received from outside. Through movement we come in contact with external reality, and it is through these contacts that we eventually acquire even abstract ideas."

M.Montessori (1936) secret of childhood.

## **Introduction**

Welcome to Purpose built Nursery. We are pleased that you have taken the time to find out more about our nursery.

Bright Kids Leyton have been established since 2001 and Bright Kids Hackney was opened in 2016. Both of our nurseries are purpose both with children in mind and have excellent outdoor play areas.

We cater for all children in a happy, loving, nurturing and stimulating environment.

We are registered with OFSTED to provide day care for children aged between Birth to 7 years.

### Our Aims-

-  To provide a caring loving, happy, stimulating environment for young children.
-  To treat all children, equally, bearing in mind that all children have different needs.
-  To provide safe, secure environment that enables children to feel valued and confident.
-  To provide equal opportunities for all the children.
-  To offer a broad curriculum 'Early years Foundation Stage'
-  To develop children's own interests, skills and attitude and to meet their individual needs.
-  To provide a positive partnership with all parents enabling them to become fully involved in a nursery life.

**Our Ethos- 'At Bright Kids we believe that all children should have the opportunity to play, learn and grow to achieve their full potential in a safe and secure environment'.**

### **Partnerships with Parents**

Parents are the children first educators and care givers, we encourage partnerships with parents and we wish to work with you in supporting your child in the setting,

Our aim is to work in partnership with you but if you have any suggestion, comments about our service we want to hear from you, please talk to the nursery manager, or the deputy Manager. You are welcomed to look around the nursery at any time. As part of our effective practice we encourage you to have a look at your child's profiles and write a brief observation on what your child does at home which is of significant event and you feel it needs to be shared with the staff.

### **Opening times**

The nursery is open from 8.00pm to 6.00pm every weekday excluding Bank holidays and one week over Christmas and New Year.

We aim to be as flexible with regards to hours and sessions;

Sessions offered are;

Full Day: 8am to 6.00pm early bird service is available from 7.30am to 6pm please speak to the Manager for more information.

Part time 8.00am to 1.00pm or 1.00pm to 6.00pm.

We can be flexible on the time to meet your needs.

### **Enrolment**

These forms must be kept up to date at all times. We must be notified of any changes immediately.

### **Picking up of children**

Please ensure that your child is picked up on time. If you are going to be late or suspect you will be late please ring the setting as soon as you are able to or someone other than yourself possibly someone the child knows, please let the nursery know as soon as you are able.

The nursery will not allow any person 16 years or under to pick up children from the setting. You will be required to write a password on the registration form which will be used for when you will instruct other people to pick up your child from the nursery, in some cases we will also require an ID.

## **Staff**

We have a dedicated staff team, which include Managers, and senior Nursery nurses, Nursery assistants, Nursery cook and Nursery cleaner. An area Manger oversees and provides support as necessary to the nursery.

Most of our staff have NVQ level 3 and above qualification including the Deputy Manager. The Area Manager has many childcare qualifications and holds an EYPS status which is the highest level of qualification for Early Years Practitioners. Therefore you can be assured that you child receives the highest level of care and education during her/his stay at the nursery.

All staff appointed at the nursery goes through our rigours 'Safer Recruitment Procedures' and have enhanced DBS checked prior to taking up employment with us. We operate a 'Key Person system'. We have key person's approach this is where your child will be allocated a Key Person to ensure to meet his/her individual need.

## **Staff Training**

Our staff are encouraged to go on regular training courses relevant to childcare; this could be in house or at an appointed venue. We have Parental security webcam system in all the rooms which are accessed by the parents.

## **Ratios**

We always work in accordance with the ratios set out in the statutory framework for the Early Years Foundation Stage as follows;

0-2 years is 1 adult to 3 children

2-3 years is 1 adult to 4 children

3-5 years is 1 adult to 8 children

Or 1 staff to 13 children if a graduate is employed.

We try to have over and above the minimum ratios so as to enable the children to have sufficient time with the practitioners on a one to one basis.

## **Curriculum**

We use the EYFS framework for all the children in the nursery. We do however realise that children develop at all different stages and therefore the focus activities will be based on his/her needs and

abilities. Routines are subject to change to work alongside the individual child to meet her/his needs; however we do have a basic routine in the nursery that allows the children to form a pattern and a structure of the day. You can find out more about this in the rooms or talk to staff members. The new EYFS 2014, consist of Prime and Specific areas of learning and development. More information can be found on this in the nursery.

### Units-

We have under 2's , 2 to3 years old and 3 years and above. All children have opportunity to play between the units which make the transition easier for when they move.

Although children may reach the age, when they change room, the child may not be ready at the time. There are settling in periods, where the child will spend some time in the new room, getting to know the children and the environment this is carried out with their Key Person.

The children regardless of age always have a settling period as they move rooms to ensure a smooth transition is in place, you will also be notified of this and be involved in the transition period.

We have an excellent outdoor play area that allows children to explore and investigate the outdoor environment with confidence.

### Meals

We try and cater for most of dietary needs sometimes it may not be possible to meet specific needs. For the safety of the children we may ask you to provide some meals.

We believe that children should be provided with healthy and wholesome balanced meals. This is provided through our four-week rotational menu, which is displayed in the entrance hall for you to see and is changed during summer and winter periods.

Mealtimes are a very important part of the day, the children are able to socialise with their friends, gain independence in feeding themselves.

All meals are freshly prepared on the premises by our in house cook. The children are offered a breakfast of cereals, toast, porridge. There is a mid morning snack of fruit or crispy vegetables, i.e. cucumber, carrots, milk or water. Lunchtime starts at 11.30am depending on the rooms.

Afternoon tea is at 3.30pm, which will consist of sandwiches, fruits, and yogurt etc. We also have a weaning menu for younger children.

All foods given are subject to change. Please feel free to check the menus. Water is available for the children throughout the day, in each room. We also serve Halal meat.

We also have information on food which may contain certain allergies or intolerance when consumed please read this or discuss it with the Manager.

### Notices

One month's notice must be given in writing to the Manager or Deputy. Fees are charged at normal rate for this period. **If less notice, is given deposits will be lost. This is also applicable to students.**

All deposits will be lost for placement not taken up.

### Attendance

We expect your child to attend nursery regularly unless there is a valid reason for absence i.e. sickness medical appointment, holidays. Please call the setting to let us know what is happening.

Regular attendance is needed in order to acquire and develop many skills, and help us to build a picture of child's development.

### Settling

There is a settling in period for your child. This will be done after the Registration and the deposits paid. However if you decide not to take up the placement after the settling in period you will lose the deposit.

All deposits will be lost for placement not taken up.

As each child is individual please allow 1 week or longer for your child to settle in the group.

### Accidents

We take every precaution to prevent accidents in the nursery however it is impossible to prevent all accidents from occurring. You will be asked to sign an accident book on your arrival. Half of our staff has under gone Paediatric First Aid training at the nursery and a couple are appointed as First Aiders, they will be responsible in assessing and dealing with any accident's that occurs at the nursery.

### **Emergency**

In case of emergency parents/carers may wish to give permission, for their child/ren to be seen by the GP or Hospital.

### **Sickness**

Many childhood illnesses spread rapidly through the nursery, please do not send your child in with tummy bugs, sickness, eye infections or any other contagious disease. Please keep them at home until the doctor says they may return. We have an exclusion procedure for illnesses and communicable diseases which is kept in the office.

**Medicine** - We are not allowed to give medicines to the children unless it is prescribed by the dentist, Doctor or a Pharmacist , this also includes cough medicines. However, we may give CALPOL to your child if S/he has a high temperature but we will phone you before administering the medication to get your approval. When you bring in the medicine you will be asked to fill in a request form which explains about the dosage and number of times it has to be given, on return you will need to sign the same form to check that the staff has given the medicine as stated on the sheet. We do not give Aspirin to children under the age of five unless it is prescribed.

### **Outings**

We enjoy taking the children on outings. Some of the places that are visited are the Local Parks farms and library . Sometimes these trips are organised on the day, weather permitting. Therefore it may not be necessary to inform the parents in advance.

It is good practice to take the children on organised trips/outings. There will be sufficient notice to all parents in advance and we will request that parents join us therefore it may not be necessary to inform the parents in advance.



Our outdoor play area in Leyton.

### **Clothes**

Parents /carers are asked to bring a spare set of clothes for their children, please do not dress your child in clothes that you value, the children do many activities, Aprons are worn when the children are doing activities. The children do on occasion get messy. We have a small selection of spare clothes, which we use in emergencies.

Please pay attention to the weather so your child is not under dressed or over dressed. We will not take responsibility of missing clothes or clothes that get dirty during child's play, please write the child's name on their belongings.

### **Photographs**

We take pictures of the children when they are engaged in special activities or events, which are displayed around the setting. Under the EYFS recruitment we need to show evidence of children's work and this can only be proven through their work and photographs. We have a policy on how we use camera in the nursery and how they are used in children's profiles. We delete the photos when they are been printed and destroy and any unused photos get destroyed. We also use photos on our nursery website and face book page.



Bright Kids Hackney 'Open Day'

### **Birthday**

When the children have birthdays, you are more than welcomed to bring in a cake, if you want to bring in other items of food, please check with the staff. We do not use foods that contain nuts, so please check packages.

### **Complaints**

If you have any concerns or complaints please address it first to the room leader, and if you are still unhappy then discuss it with the manager. If you are still not satisfied you may write in to us. Please see our complaints policy and procedure on how to make a complaint.

### **Code of conduct**

Parents at all times are to be respectful and kind, while in the nursery. The nursery setting has several policies and procedures, which we expect parents to read and adhere to. If a parent/ carer is abusive or displays threatening behaviour to staff, children or other parents and users of the setting the nursery reserves the right to terminate the child's place. The Police may also need to be informed.

### **Safety & Security**

We take security and safety very seriously at the nursery. Our building is locked at all times. Staff will only open the door if they know who you are. If practitioners are unsure the management, will be informed. We also have Parental security NurseryCam where Parents can view their child from a secure place. Parental security webcam system is encrypted and you will be given a password to open your account. We have

ultimate control as to when and how long you will be able to view the room where your child is based. The images are live and recorded upto 20 days. There is a policy on this and we expect all parents to adhere to this as it is there to safeguard and protect your child. It is the responsibility of everybody to keep children safe in the nursery, therefore we request that you close the door on entry and when you leave the building, please do not let anyone in behind you. For security reasons we request that you sign your children in when you drop them off and ensure that you sign them out on leaving. If you forget to do this the staff will do this on your behalf. If you are unable to pick the child for any reason and have arranged another person to pick up the child from the nursery please notify us immediately. For more information on the Nursery Cam please log onto: <http://www.nurserycam.co.uk>

### **Equal opportunities**

We are committed to equal opportunities and good working practices in order to provide a stimulating, warm, friendly environment for young children, parents and carers. We believe that all children should be given the same opportunities and experiences regardless of age, race, ethnicity, disability, and gender. Our staff team is diverse and some can speak many different languages which represents the local community.



Our cultural day celebration

### **Policies**

We have a list of policies and procedures which are kept in the folder in the lobby which you may want to look at please feel free to read them, This will include, Safeguarding/ child protection, Behaviour Management Partnership with parents , medication and illness, Special Educational

Needs, complaints and the use of cameras and mobiles phones, British Values and Prevent Duty. All our policies are updated in line with the new EYFS and according to the needs of the business. The Manager will go through these with you during your settling in week.

### **Fees & Payments**

Like every business we need to ensure that we have a sufficient cashflow to keep the business running and we can only do this if you keep up with regular payments. Fees must be paid in advance and not in arrears.

### **Events**

We like to do a few events at the nursery, this could be fund raising for charities, or teddy bear picnics, Red Nose day, Fancy dress parties etc, and we encourage parents to take part.



Our cultural day, children and parents having fun

**Daily structure for the day in each room is pinned up on the notice board**

### **Testimonies- from parents/carers**

'My child enjoys coming to the nursery. She enjoys the messy activities and being with her friends. The girls in the baby room unit do a fantastic job this makes me feel good about leaving her.' (N.M.2015)

'The girls within the baby unit do a fantastic job with my son he likes coming to the nursery and enjoys exploring and getting messy. I know when he has had a busy and enjoyable day because he sleeps at nights.

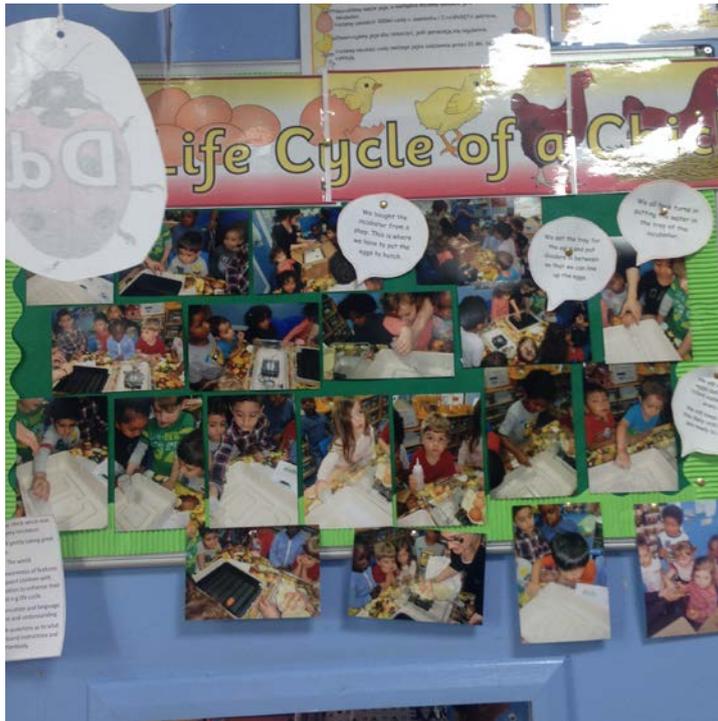
'(A.H.2015)



Our lovely garden!



Children were learning about the Life Cycle of a Chick, These are some of the chicks that hatched in our incubator.



Step by step showing how the chicks were hatched.!



Our topic of the month, Myself and My



Safe handling of the chick by one of our children



Our learning tree and flowers!