

Halesfield Day Nursery Centre Halesfield 22  
Telford TF7 4QX  
(01952) 583848

# Prospectus



## About Us

Halesfield Day Nursery Centre has been open since January 1989. As a Registered Charity, our philosophy is simple - to be here for you and your children.

We are very informal, do not dress in 'uniform' and aim to ensure that children are both happy and secure in our care.

Many of our staff are working parents; consequently, we do understand the difficulties and pressures you face. We aim to support both you and your child during the early years and are always open to suggestions about how we can do this better.

Regular, independent inspections are carried out by OFSTED and their report is always available for you to read before you make a decision on the right nursery for your child (available at the nursery or on the OFSTED website - [www.ofsted.gov.uk](http://www.ofsted.gov.uk)). In addition, we are working towards the Preschool Learning Alliance Quality Assurance Scheme for early years.

## The People

Our wonderful team of mature and experienced staff changes rarely so you and your child will be able to form lasting relationships.

To work here, we must have a genuine affection for the children; appropriate qualifications and/or considerable experience. In addition we also take part in regular training sessions to ensure we keep up to date with our knowledge.

All of us have been approved by OFSTED and hold clear Criminal Records Bureau checks.

The Board of Trustees comprises parents (past and present) of children at the nursery so you can be sure that they have a real interest in making the nursery work for the benefit of the children. There will also be opportunities for you to get involved as a Trustee should you so wish.

## Early Years Foundation Stage (EYFS)

From birth through to the preschool, the children's environment and activities are organised according to the Early Years Foundation Stage (EYFS)

## Our Baby Room



The **Baby Room** has six places with two members of staff who provide the care and attention required at this young age. We provide each baby with access to a cot, complete with their own bedding; in addition, a 'Baby Diary' is provided, to be used by both staff and parents so that we can share information about your baby's needs. Your baby will stay in this group until

they are physically confident and they show us that they are ready to move on this is usually around 18 months.

## Our Toddler and Rising Threes Room



The **Toddlers** and **Rising Threes** have their own room where they can explore and extend their physical limits - this usually means climbing on anything in sight! In addition, they are encouraged to experiment with an increasing range of exciting activities. We continue to provide them with their own bags of bedding for daily naps and have a range of beanbags and folding beds for this purpose.



The **Rising Threes** continue to develop their skills and knowledge of the world about them. The range of toys and resources are carefully chosen to reflect the needs of the age and the EYFS. This is the age when children tend to become comfortable using the potty and this group has an adjacent bathroom close at hand. We work on the basis that all children will use the potty/toilet when ready and offer gentle encouragement when they show interest.

## The Pre School



Entry to **Pre-School** is around the age of three. From this point, play activities are designed around the **Early Learning Goals**. This does not mean 'sitting at desks' to learn - at this age children should not actually realise that they are learning and certainly should not feel they are 'being taught'.

We are fortunate to have an excellent pre-school staff who understand the Early Learning Goals and how to deliver an excellent Learning Through Play Curriculum. Our OFSTED report is available for you to read; this rated our provision as strong across all areas.

## What goes on here?



Whatever age your child joins us, we understand the importance of getting off to a good start. **Free 'settling-in' visits** are an essential part of the process and we do not prescribe how many is 'enough'; however, a child cannot normally start this nursery without at least two visits. Being child

centred means putting the needs of your child first, but as a parent you will also benefit from the chance these visits afford to get to know us all a little better.

What your child will do during a typical day will depend on his/her age and is best observed during a visit to the Nursery. The aspects which underpin all our activities are:

Conversation and eye contact with the children  
Physical comfort and affection in play and rest  
The opportunity for children to explore, test and solve problems  
For the children to be able to extend skills and knowledge  
For a child to be both part of a social group and also engage in solitary activity  
The opportunity to be loud and active or at rest

## Food

One thing that is certain, all young children love to eat. Our kitchen is in the capable hands of Gwen and Lorraine who both have many years' experience in catering for adults and children.

Each day, a two-course lunch is served in addition to the morning toast and afternoon tea. Milk, fruit juices and water are offered as drinks and we aim to provide a healthy, balanced diet following Pre-School Learning Alliance guidelines. Fresh fruit is always available in the dining rooms and is a popular choice for 'afters'. Vegetarian foods are always available and special diets can be catered for. The menu is on display in the reception area.

We hold a platinum Healthy eating award as issued by Telford and Wrekin and 5 stars for our scores on the doors



## Miscellaneous

**Security** will naturally concern you. Our premises have two entrance doors both are controlled by coded entry systems (there are, of course, other fire exits but these can only be operated from inside). We also have very firm procedures for allowing children to leave at the end of their day and these will be discussed with you when you come to visit the Nursery.

**Liaison with you** is most important. Your child's Key Worker will always make time to discuss any concerns you may have and our normal reporting procedures include daily diaries for the babies and daily report forms for the older children.

The **welfare of your child** is paramount. If we have any concerns during the day we will always contact you (or any other person you may nominate - eg, grandparent); the most common reason will be the onset of illness which we feel may require you to make a doctor's appointment for later in the day. Occasionally, it may be necessary to ask you to collect your child because of illness.

**Prescribed medicines** will be administered at your request; you will be asked to sign a Medicine Authority form giving us detailed instructions. Paracetamol Suspension is kept on the premises for emergency use should a child suddenly develop a high temperature but we will always endeavour to contact you for instructions prior to administering any dosage.

**Details of fees** are given later in this Prospectus and are designed to be as flexible as possible. We are committed to keeping fees affordable and, as we are a Registered Charity, every penny you pay is invested in staffing and facilities for the children. To assist families with more than one child we offer a **10% discount** on the second child's fees. No deposit is required to secure a place and, once your child has started Nursery, we only need seven days' notice of any changes to attendance, for example, holidays. Naturally, any permanent or temporary change of sessions will be subject to availability.

I sincerely hope you will come and pay us a visit to see why parents have been choosing us for the past 18 years.

I look forward to seeing you.

# Helen

Helen Kite BA EYPS  
Nursery Manager



## Fee Structure (from 4<sup>th</sup> March 2013)

### Weekly fees

Full-time (full days)	£152.00
Short-time (maximum 6 hours per day)	£134.00
Mornings/Afternoons (excluding lunchtime)	£86.50
Mornings/Afternoons (including lunchtime)	£108.00
Nursery school sessions*	£ free

### Daily/Sessional fees

Individual full days	£32.00
Individual short days	£28.50
Individual half-days (excluding lunchtime)	£18.00
Individual half days (including lunchtime)	£23.00
Nursery school sessions*	£ free

**\* Free sessions are available for children aged 3 and 4 who are eligible for Nursery Education Grant. Your child is entitled to a maximum of 15 hours per week which may be used in a variety of ways. Please ask for details.**

If you require a place for more than one child, the second (and third) child's fees will be discounted by 10%.

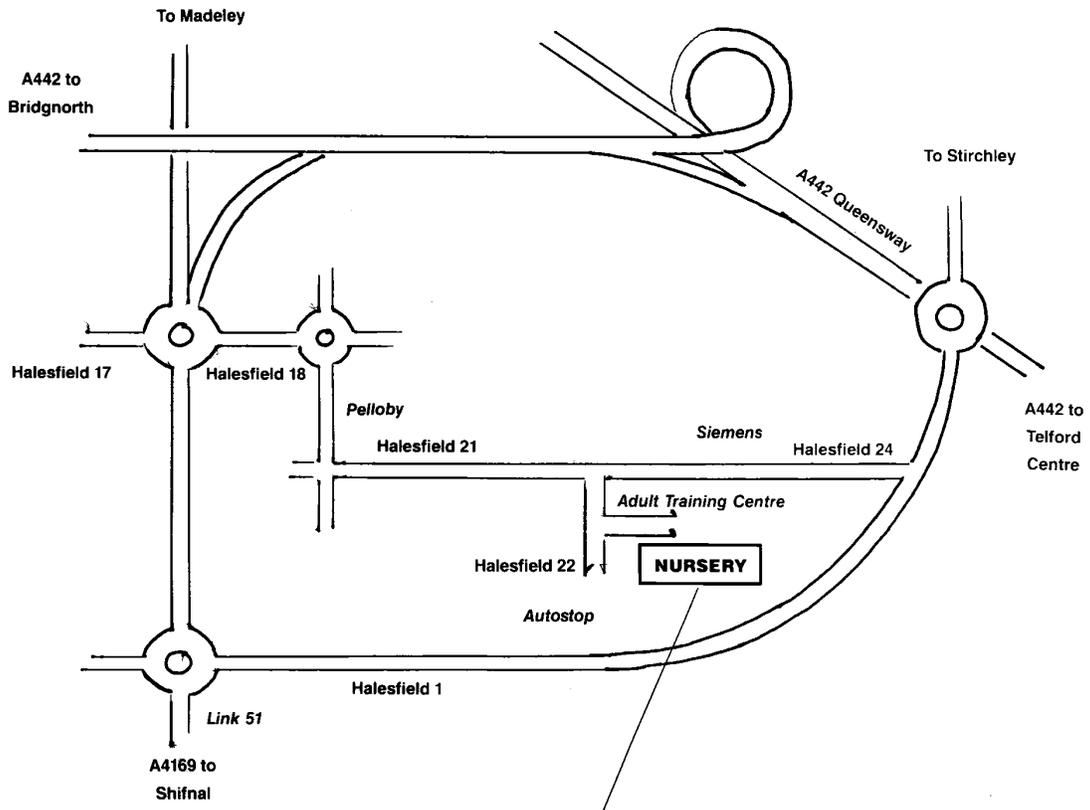
**Fee Payment** - choose between the end of each week or monthly in advance.

**Fees during absence** - If you give 7 clear days notice of absence, fees will be reduced to 50%. Absence at shorter notice, for whatever reason, will be charged at the full rate.

### Choose an attendance pattern to suit your needs:

Full days	any hours within our opening times 7.30 am to 6 pm
Short days	up to 6 hours per day, across morning and afternoon
Mornings	any hours between 7.30 am and 12.15 pm
Mornings plus lunch	any hours between 7.30 am and 1.15 pm
Afternoons	any hours between 1.00 pm and 6 pm
Afternoons plus lunch	any hours between 12 noon and 6 pm
Nursery school sessions	15 hours, flexible by individual arrangement

# How to find us:-



We are here

## **Additional Information**

### **What is included:**

The full cost of your child's care/education for the times requested

Breakfast, lunch and afternoon tea (according to attendance)

Cleansing and barrier creams, including sun cream

Jars and packets of baby food and cereals

Sheets and pillowcases

### **Please could you provide:**

Nappies

Formula or breast milk, ready prepared in bottles

Indoor and outdoor shoes/slippers and sun hats.

## **Property and Valuables**

Children must not bring valuables (jewellery, money, etc) into Nursery. It is also requested that children do not bring their own toys into Nursery as loss of or damage to a treasured item causes distress. If your child has a special 'comforter' item they are, of course, welcome to bring it.

We cannot accept any responsibility for personal possessions brought into the Nursery.

## **Medication**

Should your child need to take any prescribed medicines, you will be asked to fill in and sign a Medicine Authority Form specifying dosage and frequency; this may be done on a daily or weekly basis according to the prescription. The only non-prescription medicine we will administer is Paracetamol suspension for which we will also require a completed form.

Any medicines brought into Nursery must be clearly marked with your child's name and handed to a member of staff for safe storage.

## **Fees**

Terms are weekly in arrears or monthly in advance on the first day of each month. For security reasons, cheque payments are preferred although cash will be accepted if necessary.

Arrears in excess of two weeks will result in loss of the Nursery place unless individual circumstances have been discussed with Nursery.

Should a cheque be represented or returned by your bank, a fee of £5 will be charged on each representation/return to cover bank charges.

## **Sickness**

You will naturally keep your child at home if he/she is obviously unwell; however, sometimes children become unwell during the day and, should this happen, you will be contacted at one of the contact numbers on the Enrolment Form. Please let us know immediately should your doctor confirm an infectious ailment.

## **Collection**

When you complete the Enrolment Form, you will specify the names and addresses of people authorised to collect your child from Nursery. Should it be necessary for you to send any other person at short notice, please inform us as soon as possible of their name and description. Evidence of identity will be required.

Please note that we will refuse to allow your child to leave the nursery with the adult unless we are completely satisfied with their identity and have verified your consent; a password may be required.

## **Parking**

Access to the Nursery should be gained by using the car park at the rear and following the path to the front door.

Thank you

