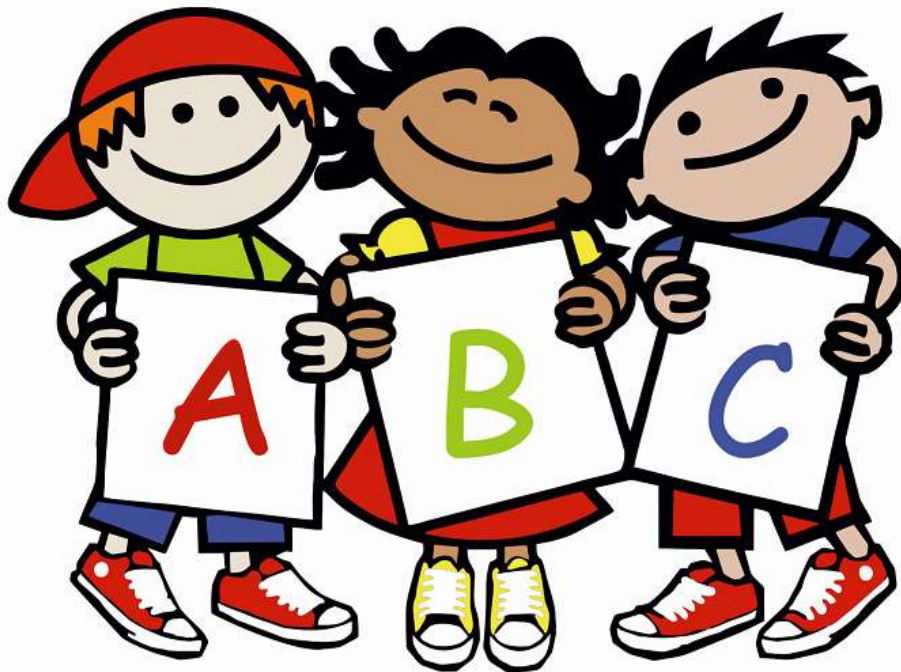


Alphabet Day Nursery

Providing the very best in Childcare for children aged 3 months to 7 years since 1993



Prospectus

OFSTED Registered *GOOD*

"The friendly and inclusive nature of the setting ensures that all children receive a warm welcome and settle well with the support of the caring and nurturing team of staff"

We are a well established Children's day nursery based in Whittlesey near Peterborough. When we first opened our doors in 1993 we wanted to provide families with the very best in childcare for children aged 3 months to 7 years and this why we created a bespoke nursery with lots of space to play and explore, large air-conditioned rooms filled with natural light, freshly prepared nutritious home-cooked meals, a purpose built baby unit and a spacious garden and allotment area.

We are committed to providing the highest quality of care and education for all children in a warm and caring atmosphere where children are able to learn through play. We are reflective of current Early Years Foundation Stage curriculum guidance and legislation.

We work with you as parents to make a smooth home to nursery transition providing professional fully flexible childcare to suit your individual requirements. We open 51 weeks of the year at 7.30am ready for a busy day of fun and new learning experiences and close our doors at 6.00pm. In between we provide healthy snacks, a two-course nutritious home-cooked meal with locally sourced meat, fruit and vegetables and an afternoon tea at 4.00pm. We love fresh home-made food and believe Good Food creates Good Health and a Good Mind

Play is a child's 'Work'

It is our aim at Alphabet Day Nursery to provide a clean, caring, safe and stimulating environment which will provide a happy and warm atmosphere where children can play and have fun enabling them to develop their physical, intellectual, emotional and social skills through play. A general but flexible routine is followed daily to give the children a sense of security and to enable them to relate with confidence to members of staff and their peers. We recognise the different needs of individual child development, our staff are sensitive and will ensure each child is cared for at a level appropriate to their own development, individual needs, cultural and religious beliefs.

We have sound policies in place to manage risks as well as Health & Safety, Fire Procedure, Food Safety Standards and First Aid. A full set of which are located in the entrance hall for parents to look at. We have a Secure Entry Intercom System where staff will release the door once your identity has been confirmed

Once you have decided that Alphabet Day Nursery is right for you and your child, please come in and familiarise yourselves with the nursery surroundings. Going to nursery is a big step for a child, especially if they have not been separated from you before or are not used to mixing with a large group of other children. We understand how hard this decision can be for parents, which is why we put a huge emphasis on our relationship with you and the settling of your child. Children learn from their parents first, you are the principal carer and know your child best. Our Nursery staff are committed to providing the best care for your child in partnership with you.

Many of our parents have their 2nd, 3rd and 4th children with us now, which we feel is a good reflection on the excellent quality of care we provide and 20 years on we are proud that the children who were part of the nursery when we first opened are now returning with their own children

Our Rooms

Rabbit Room - 0-18 Months

The Rabbit room is home to our babies, the room is large yet cosy and filled with natural light. Slippers are worn by all staff to ensure the room is clean and safe for the babies to explore and move freely. There is a very happy relaxed routine in the baby room with plenty of activities and equipment carefully selected to suit this age range. Lots of comfy beanbags encourage homely cuddle time or are the perfect place to snuggle with a member of staff for bottles. Our baby room has its own cosy sleep room attached which is perfect for a peaceful snooze, where babies have their own cots or sleep mats dependent on age.

The Rabbit room also has its own milk kitchen used to prepare bottles. We feel mealtimes are very important at this age encouraging first tastes and we pride ourselves on making our own freshly prepared blended meals using lots of fruit and vegetables ideal for weaning.

Inside our babies learn through experiences like exploring fabrics, playing with musical instruments or treasury baskets with items such as pine cones or brushes, or playing in the sand pit, water or messy play. Singing sessions help develop sounds and the first stages of language.

Outdoors the babies have the opportunity to play in our secure garden, go for walks and mix with the 'older' children. The wet pour surface ensures the babies can play safely and explore the outside in all seasons, our babies love to 'choo choo' at the trains going past and wave to the horse in the neighbouring field.

Our babies have a key person who is responsible for working with you to learn your baby's routine and individual needs. A daily diary keeps you informed of their day from start to end; this is recorded in a home to nursery book. During your baby's first month we also create a 'Starting Point at Nursery' this is the beginning of their 'Learning Journey' showing how well they have settled and contains pictures with written observations. In line with the Early Years Foundation Stage (EYFS) this will be where your baby's achievements, learning and progress are recorded throughout their time at Nursery. We encourage you as parents to add your own comments so we can develop a partnership in caring for your child. Good parenting together with high quality early learning, provide the foundation children need to make the most of their abilities and talents as they grow up.

Hedgehog Room - 18 Months - 3 Years

Our Hedgehog room has a cosy secure atmosphere where our Toddlers can relax, explore, move freely, have fun and develop at their own pace with the support of our caring staff.

Toddlers are very curious and love investigating the world around them; in line with the Early Years Foundation Stage (EYFS) the main emphasis is learning through play. Activities are planned from the children's interests; the room is well equipped with a good range of exciting and stimulating toys, games and activities including singing and dancing, creative activities, story time and sand and water to name a few.

Our children benefit from the support of their 'Key Worker', their main role is to ensure your child feels settled, happy and safe. They take a careful note of your Child's progress which they share with you and record in a 'Learning Journey', this is a unique record of your child's achievements,

learning and progress in all the development areas of the EYFS. We encourage parents to add their own comments, experiences and photographs so that we can also see children's progress at home.

In all seasons our Toddlers have direct access to their secure outdoor garden enabling them to explore the Sensory area, touch and smell the herb garden and get plenty of fresh air as and when they choose.

Our Toddlers also regularly go into the larger garden to play in the houses, ride the bikes and socialise with different age groups. Our children wave as the trains rush past the station and when the horse comes to the fence they love to be picked up by staff to say Hello!

At nap time, our children snuggle down with a blanket on their own sleep mattress. Soothing music is played and children are comforted by our nurturing staff until they drift off into a peaceful sleep.

A daily diary is kept to keep you informed about your Child's day, so you know just how busy they have been at Nursery!

Squirrel Room - Pre School

Our squirrel room is where our children begin their pre-school journey ensuring they are ready when the time arrives for school life. In this room children follow a play-based curriculum which reflects the Early Years Foundation Stage (EYFS) requirements allowing them to learn at their own pace individually and with friends.

This room is very busy with the children choosing what they wish to do, from creating drawings, paintings and stickings in our Art Area to dressing up, building train tracks, playing in the home corner, reading books or using the computer. Children in this room also have free access to the garden with the doors open all day so they can go outside to play as and when they choose. The garden is packed full of wonderful things allowing them to continue play on a larger scale exploring the outside, playing in the sand pit or riding the bicycles. In our allotment area children are able to plant fruit and vegetables and watch them grow - experiencing the different textures and smells of soils, herbs and plants and probably most popular of all filling up the watering cans to give everything a good drink. Our children love watching the trains go past and giggle with joy when the horse pops his head over the fence from the field next door to say a quick hello!

Our children are given the opportunity to take part in a variety of activities designed to encourage them to develop in all '7 Areas of Learning' in the EYFS. Opportunities will be made for children to make choices for themselves and to experience spontaneous unplanned activities such as snow or the arrival of a tractor. We help them to develop creative, social and personal skills through play to gain awareness in the world in which we live.

Our children benefit from the positive support and nurture of their key worker with whom they form a good adult and child relationship. Each key person creates a 'Learning Journey' folder in which observations and photographs are recorded to detail a child's personal progress and development in all 7 areas of the EYFS. We encourage parents to add their own comments, experiences and photographs to the Learning Journey so that we can also see children's progress at home. Partnership with parents is a vital component of the Early Years Foundation Stage and one which we strongly advocate and support.

What is the Early Years Foundation Stage?

This is the curriculum of learning on which we base our practice.

The Early Years Foundation Stage (EYFS) is a comprehensive statutory framework that sets the standards for the learning, development and care of children from birth to five.

All providers are required to use the EYFS to ensure that whatever setting parents choose, they can be confident their child will receive a quality experience that supports their care, learning and development.

What does this mean for me and my child?

For all children learning begins at birth. The EYFS will help our practitioners provide appropriate play experiences to enable your child to develop in all areas. It will enable practitioners to recognise your child's strengths and the areas where they may need more support in to develop new skills. For young children it is important that they are made to feel safe and secure in their surroundings, this is aided by having a 'Key Person' within the setting who gets to know you and your child well and builds a positive relationship with you both.

The EYFS means that wherever your child is being cared for or educated between 0-5 years they will be following the same set of principles, they will be offered a 'principled play based approach to learning and development'. **Young children learn best through play** and our Early Years Practitioners will be able to provide your child with appropriate play and learning experiences for their stage of development and help them develop new skills. The activities that are provided for your child will underpin the skills they need to develop in the following areas:

Prime areas -

- Communication and Language - CL
- Personal Social & Emotional Development - PSED
- Physical Development - PD

Specific areas -

- Literacy - L
- Mathematics - M
- Understanding the World - UW
- Expressive Arts and Design - EA

Safeguarding & Promoting Welfare

At Alphabet Day Nursery we are committed to the Safety and Welfare of all children in our care. We have named Designated Lead Practitioners (DLP) within the nursery that have specific training on safeguarding matters and will ensure this is of paramount importance in all aspects of our work. All staff are thoroughly vetted prior to starting work with the children and are kept up to date in

ongoing training on Safeguarding. They understand their role and have a responsibility to the children. Please see our policies and procedures with important information and contact numbers should you have any concerns about a child's safety or wellbeing.

SENCO

At Alphabet Day Nursery all children regardless of ability will be given equal encouragement and respect appropriate to their needs to ensure they reach their full potential. We have a designated experienced SENCO practitioner whose role and responsibilities are to work alongside the Early Years Practitioner to:

- *Ensure liaison with parents and other professionals in respect of children's special educational needs
- *Advise and support other practitioners in the setting as appropriate
- *Ensure that appropriate individual education plans are in place
- *Ensure that relevant background information about individual children with special educational needs is collected, recorded and updated.

Special Educational Needs - what does it mean?

The term 'special educational needs' has a legal definition. Children with special educational needs all have learning difficulties or disabilities that make it harder for them to learn than most children of the same age. These children may need extra or different help from that given to other children of the same age.

Children with special educational needs may need extra help because of a range of needs, such as in thinking and understanding, physical or sensory difficulties, emotional and behavioral difficulties, or difficulties with speech and language or how they relate to and behave with other people.

Our full Policy and Procedures are available to view when you visit.

Our OFSTED Reports are available to view by following the link below

www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/221576

For further information regarding the EYFS please visit; www.foundationyears.org.uk/early-years-foundation-stage-2012

Meal Times

We love food - we believe good healthy food promotes healthy, happy children. All our food is prepared on-site in our kitchen which is kept to the highest food standards and holds a 5* Food hygiene certificate awarded by Fenland District Council.

Meal times are happy and social part of the day at Alphabet Day Nursery, where both staff and children sit together at the table in a family atmosphere. We carefully plan a four-weekly seasonal menu, which is updated and reviewed regularly to ensure a good nutritional balance for all children, as well as honoring individual and family dietary requirements. Meat is supplied fresh daily by our local reputable butcher along with fresh fruit and vegetables supplied by a local supplier.

When your children are in our care we truly believe it is important they eat good wholesome meals. Our healthy eating policy reflects the School Food Trust, Eat Better - Start Better Campaign which is why our menus offer a good variety of foods encouraging children to try new foods with different flavours, textures and tastes. The children grow their own fruit and vegetables in our allotment area helping them to learn and understand the field to plate process.

Our Baby Room has a dedicated milk kitchenette area where we can store and prepare bottles. When your child is ready to start weaning our nursery cook is able to prepare freshly made baby dishes specially designed for baby's first tastes.

Breakfast 8.00am
Snack Time 9.30-10.00am
Lunch Time 12pm
Snack Time 2.00-2.30pm
Afternoon Tea - 4pm

We operate a 'rolling snack' system which means that children can come to the snack table when they are ready and do not have to interrupt their play in order to eat.

Water is available throughout the day and both milk and water are served with Afternoon Tea and Snacks.

Staff Information

Alphabet Day Nursery is led by our Manager who has a Degree in Early Years and has achieved Early Years Professional Status. Most of our staff are qualified to Level 3, some also have Level 4 and we have a good mix of mums among them. It's a mix that creates a warm, family environment. All our staff are CRB checked and qualified in Paediatric First Aid.

We feel it is important that our staff's knowledge and understanding is continually updated and all our staff regularly attend a variety of training courses to achieve this

Teamwork

As parents you will have a very clear idea of what you want for your child. We see ourselves as an extension of the network which you put in place to help protect and develop your child towards your goals. Before starting nursery we spend time getting to know your child, and understanding what you want for them. We encourage you to take up our free trial sessions. Each child is an individual, and whilst observation and assessment form an important part of our care, we know that each child develops at a different rate. We hope that by constant communication, by welcoming your questions and acting upon your feedback we will ensure a happy child and guarantee your peace of mind. Should you have any concerns at any time, please do not hesitate to speak to the nursery manager who will be able to help.

Clothing & Laundry

Whilst we provide painting aprons and bibs, we do ask that you bring a spare set of clothes for your child. All clothing should be clearly labelled, including shoes. We do ask that you provide either slippers or indoor shoes that your child can keep at nursery. Seasonal clothing such as hats or wellies should be brought to nursery as required. Pegs are provided for each child's bag.

Each child is provided with their own set of sheets and blankets that are laundered weekly. We have a policy of not using duvets, pillows or cot bumpers.

Illness Policy

In the event of your child being ill or having an accident at nursery, we will telephone parents or named contacts.

Medication will only be given if prescribed and the child has already been taking the medicine for at least 24 hours before returning to nursery. This is administered under strict controls, and is kept safely away from children.

Please ask for a copy of our full exclusion policy regarding sickness.

Keeping Costs Down

FREE Flexible Childcare

Claim up to 15 hours free childcare per week for all 3 & 4 years olds.
15 hours per week for 2 year olds is now available subject to personal criteria

Tax Credits

Inland Revenue tax credits will pay a percentage of your childcare costs providing you are eligible.

Voucher Payments

We accept all voucher schemes operated by employers which can reduce your national insurance payments.

We offer a 10% discount for your second child.

And finally...

We understand how difficult the decision to place your child in a nursery can be. Feeling of guilt, indecision and apprehension are the normal responses of a caring parent or guardian. That is why we do not want you to take any further steps until you are completely at ease with your decision. Everyone who has requested a prospectus will receive a follow up call from the nursery manager. This is to ensure you have received all the information you require. If you wish, we will also arrange a suitable time for you to visit our nursery for a chat and to see for yourself the facilities and level of care that we offer.

At Alphabet Day Nursery we understand your child is an individual....so when registering we ask you to complete an 'All about me' questionnaire. Staff will discuss with you the special likes and dislikes of your child. Meal and drink routines, any special dietary requirements and indeed any other specific information which you may feel is relevant for us to provide your child with the best individual care. We will also ask you to complete a Registration form. This gives us some indication of what level of service you will be requiring for your child and will also enable us to work out, in advance, the cost of this service.

We look forward to you joining us!

Complaints and Compliments Procedure

At Alphabet Day Nursery we aim to provide an excellent service to parents, children and staff. If you have any cause for complaint, if you feel able, please discuss it with your child's key person.

If you do not feel happy with how your complaint was dealt with, please speak to Deborah Goakes - Nursery Manager or Christina Boon - Nursery Proprietor, who will work with to ensure you feel satisfied that the issue is dealt with.

You have a right to voice your complaint further with our registered body

OFSTED
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 4666

Please ask a staff member if you would like to see our full policy.