

# Prospectus



.....Every child is unique.....

**Ages: 6 months - 5 years**

**[www.alphadaynursery.co.uk](http://www.alphadaynursery.co.uk)**

## **South Norwood Branch**

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## **WELCOME TO ALPHA DAY NURSERY**

Alpha Day Nursery has facilities to cater for 45 children aged from 6 months to 5 years. Children at this stage of development learn essentially through play, and are at all times absorbing an enormous amount from what they see, hear and the learning opportunities on offer.

## AIMS AND OBJECTIVES

Our underlying philosophy is based on the fact that every child is unique and as such benefits from being introduced at an early age to an environment that is

friendly, warm and stimulating and that encourages him/her to develop their own interest which in turn gives them the confidence to progress. We aim to develop your child to their full potential in accordance with their interests and capabilities, while developing a positive relationship with our parents.

We help develop their sense of independence and ability to think and take decisions for themselves and be responsible for their actions. We promote equality in accordance with the Nursery policy on Anti-bias practice which caters for each child's needs in a multicultural society.

We provide emotional stability, cognitive development, social awareness and self-confidence in each child, through delivery of the Early Years Foundation Stage curriculum, working together with parents and other professionals in a secure and stimulating environment.

We take pride in our service provision which reflects what we have on offer:

- Newly decorated nursery
- Spacious outdoor area with a variety of equipment
- Qualified and friendly staff team
- Early Years funding
- Strategic location with easy access to buses, trains and trams
- Modern kitchen with a qualified cook on the premises
- Nutritional/ well-balanced diet on offer (dietary needs catered for)

## NURSERY HOURS AND HOLIDAYS

Alpha Day Nursery is open from 8.00am to 6.00pm Monday to Friday, excluding Bank Holidays.

The nursery will be closed for three weeks in a year i.e. one week at Easter, one in August and one week over Christmas. **Fees will be payable for those weeks. Full fees are also payable during Bank Holidays.**

Parents who take their children on holiday will be required to pay the child's fees prior to their holiday.

## **WEEKLY SESSIONS**

Full Time                    8.00am - 6.00pm

Morning session        8.00am - 1.00pm

Afternoon session 1.00pm - 6.00pm

All children attending the nursery full time and for afternoon sessions must be collected by 6.00pm. There will be a charge of £1 for every minute of lateness after 6.00pm.

## **MEALS**

Breakfast, mid-morning snack, lunch and tea will be provided. Children with special dietary needs will be catered for. Our menu is well-balanced and supplies nutrients in the proportion required for each stage of a child's development and growth. A weekly menu will be displayed for viewing.

Children under two in the baby unit will be fed according to their age i.e. babies in bottles first then the older children. Food to be given to babies who are weaning will be pasty in nature, older children will have their food chopped up.

Babies on bottle milk will be fed on demand.

## **BIRTHDAYS**

The nursery will celebrate your child's birthday during snack/tea time. We do ask parents to provide a cake for the celebration.

## **CLOTHING AND HYGIENE**

You are required to provide your child with shoes with non-slip soles.

We also ask that you provide the nursery with

- a spare set of clothes in a labelled bag
- kids toothpaste and toothbrush in a wash/drawstring bag

- nappies and baby wipes as necessary
- two flat sheets in a bag for sleeping
- prepared or dried milk (Babies only)

The nursery will not take responsibility for loss of any personal possessions taken to nursery. Children are discouraged from bringing their toys from home to the Nursery (except such toys or items that are comforters) as this can cause distraction among the children.

Please do not send your child to nursery wearing jewellery or looped earrings.

Girls with long hair should be sent either with hair clips or hair bands.

In the summer parents are required to supply their child with sun hat, cream and appropriate shoes and clothing for the season.

**All items coming into the nursery must be labelled.**

## **TOILET TRAINING**

We encourage co-operation between parents and the Nursery to encourage the child to use toilets and potties. Accidents will happen, therefore we would appreciate sufficient spare clothing in a labelled bag especially trousers and pants.

We will not toilet train a child until the child is fully settled in the Nursery and showing signs that he/she is ready to be potty trained.

## **SICKNESS**

Please do not send your child to Nursery if he/she has a temperature or vomitted the previous night. Your child should not be sent to Nursery with Diarrhoea or within 48 hours of the last bowel movement.

We will contact you immediately on your contact number should your child become ill whilst at nursery. Please ensure that we have relevant contact details of someone in addition to you, who not only can be informed, but in the case of emergency can attend the nursery at short notice.

If your child is absent due to illness or any other reason please telephone the nursery or send a note.

A child on antibiotics should stay at home for 24 hours before returning to the Nursery.

Nursery fees are payable throughout any period your child maybe absent due to sickness.

## **MEDICINE**

Members of staff will only be allowed to administer **prescribed** medication. Should your child require any medication at any time please inform us. Instructions will be recorded on the nursery App. We will require the acknowledgement /signature of a parent/carer before any medication is administered.

If your child has any allergies we should be aware of this.

Written consent is required for children who might need to be administered with medicine as the need arises, e.g. inhalers.

## **SAFEGUARDING CHILDREN FROM HARM AND NEGLECT**

Staff at Alpha Day Nursery have a responsibility to adhere to Croydon Council's Safeguarding Procedures. This involves recognising, recording and reporting signs of child abuse and/or neglect. The under 8's Inspector/MASH must always be advised of any child protection concerns a day care provider may have.

There are internal procedures in place at the Nursery to pass on concerns to the Manager so that they can be recorded and acted upon as appropriate.

## **NURSERY FEES**

Full Day ( 8am - 6pm) £90.00 per day

Half Day Sessions (8am -1pm ) or (1pm -6pm) £62.00 per session

Additional services Charge £9.00 per session

Hourly Rate (funded hours) £14.00 per hour

Non Funded hourly rate £20.00 per hour

Fees are payable **monthly in advance by bank Transfer**

Fees are subject to revision at least one month's notice will be given before any changes are implemented.

**Please note:** The Nursery reserves the right to levy an appropriate charge as a consequence of late payment of fees.

N.B Here are some of the items our additional service charge covers. Payment for all meals i.e breakfast, lunch, tea and snack, hygiene needs such as wipes etc. Local trips e.g library, Parks, and other places of interest. Extra curricular sessions such as professional football sessions, French and Spanish, singing songs across the world, music and movement sessions etc. Please note this is not a mandatory charge. Please speak to us for any further clarification

## **FLEXIBLE HOURS**

We are able to offer parents a variety of hours designed to meet individual requirements. Please speak to the manager for more information.

## **REGISTRATION PROCEDURES**

Admission is on a first come, first served basis. There is a registration fee of £50 payable when a place is accepted, this is non-refundable. A deposit of £300.00 ( 2 or 3 days attendance) or £480.00 ( attendance of 4 days or more) is payable on registration. The deposit will be credited to your child's last week at the Nursery **providing a written notice of one month has been given and the child have been with us for a minimum of 3 months** . If you wish your child to attend Alpha Day Nursery, please complete a registration form.

## **SETTLING IN PERIOD**

We encourage all parents to visit the nursery with their child before they start and if at all possible to spend time at the nursery to see them settled in happily.

## **DISCIPLINE**

Positive behaviour is encouraged amongst the children, in the form of sharing, taking turns and playing co-operatively. We encourage respect for each other,

the equipment and the environment. We praise good behaviour, boosting self-esteem thereby making a child feel good about themselves and their achievement.

If a child is acting disruptively, he/she will be told of their unwanted behaviour, removing him/her from the situation and giving him/her activities that are appropriate to their development or Time out to calm down before returning to the activity.

## **PARENTS' EVENING**

Parent conferences will be held twice a year for you to meet staff and look at your child's work as well as discuss their progress and set next steps with their Key Person. In addition there will be an opportunity to meet other parents.

## **EARLY YEARS FOUNDATION STAGE - EYFS (AGES 0 - 5)**

There are six areas of learning in the Early Years Foundation Stage these are: Personal, Social and Emotional, Communication, Language and Literacy, Problem Solving, Reasoning and Numeracy, Knowledge and Understanding of the World, Physical Development and Creative Development. We ensure that all children develop in all areas of learning through a balanced curriculum.

The activities offered in the baby room (from 6 months to two years) involve the use of children's senses, mainly messy play, painting, story sessions etc.

We offer both 15 and 30 hours funding at our nursery, more information on how your funding is allocated to you during your child's day in the nursery will be discussed further during viewings and settling. .

## **EXCURSION**

Children will be taken on excursions to local parks, library, and other amenities. For other outings and activities which may be chargeable, parents will be notified and permission obtained in advance. Children may be taken on outings by public transport, minibus, coach and property insured private vehicle, all under supervision of qualified staff.

## **COMPLAINTS PROCEDURE**

If you have a complaint about the service we offer at the Nursery, please feel free to discuss it with the manager or proprietor. We will look into the matter and work out an acceptable solution with you. We have a very good partnership with our parents and we always strive to keep this going for the overall care and learning outcomes for all our children..