

# Prospectus

**stepping stones**  
nursery and out of school club

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We are a small, friendly nursery and out of school club based in the heart of Cononley, on the outskirts of Skipton. With a dedicated and hugely enthusiastic team of experienced staff, we provide quality care and education for children aged between 2 and 11 years.



Our key goal for our younger children is to enable them to have fun while forming the basis of their education. We encourage children to explore and to express their individuality, and to develop friendships with other children and adults. We have strong links with our Cononley Primary School, as well as other local schools, and ensure we make the transition from nursery to

'big school' as seamless as possible. For school children who attend our before and after school clubs, we aim to create a relaxed and fun 'home from home' environment that provides a clear break from the school day.

We are based in the village Institute, a community building conveniently located in the centre of Cononley village. We are an equal opportunities setting and all staff employed are CRB checked. We are registered with Ofsted and are members of the Pre-School Learning Alliance. We have places for 18 children at any one session, and offer funded nursery places for 3 & 4 year olds in line with national guidelines.

*"Children enjoy their time in nursery and make good progress. The nursery provides effective learning opportunities to meet all the children's needs and effectively promote their welfare." Ofsted 2009*

We pride ourselves on our fun and friendly approach to care and education, and ensure that we achieve our aims with huge amounts of patience, understanding and laughter! Our latest Ofsted inspection saw us achieving 'Good' ratings across all areas of our care and education for children. For the full report, please visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and search under EY312228.

These are our aims:

- To provide a caring, happy, stimulating and safe environment for children, parents and staff that promotes equality and values diversity.
- To help children to achieve their full potential in all areas of development, identifying and providing for their educational and social needs.
- To provide parents with a reliable, open and honest service, with as much flexibility as is possible.



Children are welcome to join Stepping Stones from the age of **two**. They will spend part of their time with us in our main nursery room, which is vibrant with colour and stimulation and provides an exciting learning environment. At nursery your child will be given the opportunity to partake in a variety of fun, active, educational games and activities. In our nursery room, we have dedicated areas in which the children are encouraged to participate in various activities such as drawing, painting, crafts, playdough, music, singing, circle and story time, water play,



construction, imaginary and role play. We also have a large bright hall where children spend part of the day developing their physical skills, learning to play alongside each other and getting rid of some excess energy! All children are introduced to early numeracy and literacy skills, whilst focusing on learning through play at all times. We also have a PC where we provide one-to-one support to encourage your child to develop early IT skills such as mouse control and how to operate a simple program.

Outdoor activities contribute to a child's health, their physical development and their knowledge of the world around them. We take the children outside on a regular basis so that they have the opportunity to take part in outdoor child-chosen and adult-led activities. These include nature walks around the village, trips to the park to play, picnics, and playing on the school fields. For visits and trips further afield, we will ask parents/carers to sign a consent form prior to the outing.

In the year before they start school, children are invited to join our **PRESCHOOL** group. We offer a range of activities both on an individual basis and as a group which enable them to develop the various skills they will need when they enter primary school. Children are offered the opportunity to take part in activities involving numbers, letters and shapes in the same way as they would at school. The children are also encouraged to adapt to sitting quietly at a table for short periods of time, eating together, listening and following instructions, and getting changed for PE! We provide a combination of group and one-to-one activities to allow each child to develop at his or her pace. We liaise closely with local schools to ensure the transition for children is as enjoyable as possible. We arrange reciprocal visits with the reception classes and teachers so that the school and its routines are familiar to children before they join in September.



We provide kind and caring individual attention that will enhance the development of each child. We have a strong, well-established team of caring and enthusiastic staff, over half of which are fully qualified in Early Years Education and Childcare.

We are also proud that Sam Harvey (Manager) has been appointed as Lead Practitioner in Early Years for the Craven Area. This means that Stepping Stones demonstrates best practice in Early Years care and Sam plays a key role in advising other local settings on ways of enhancing their provision.

Our key person system gives members of staff particular responsibility for a small group of children. This allows them to tailor the curriculum of the group to the needs of the individual child, ensuring that all children are supported in reaching their full potential. Your child's key person will also be responsible for taking a



lead in reviewing his or her progress and will be your first point of contact should you want to discuss anything about your child. The aim of this system is to provide a much more focused approach to your child's development, and to build closer relationships with parents and carers.

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*"The staff actively engage the children in activities and encourage their participation and development by using effective questioning and support. They skilfully introduce activities and experiences which encourages children to make connections by thinking things through."*  
Ofsted 2009

The majority of our team holds a Paediatric First Aid qualification, and we also have dedicated team members for key areas of responsibility, such as Special Education Needs, Safeguarding and Health and Safety issues. We frequently attend training events to keep up to date with latest best practice, and meet regularly as a team to review and improve what we do.

All of our team are mums themselves and above all else, we all work together to form strong relationships with the children, to understand their individual backgrounds and needs, and to provide the support, care and love they need to enjoy their time at nursery.

Starting nursery for the first time can be quite a tense time for both you and your child, so we feel it is extremely important for us to work together to help your child feel confident and secure as quickly as possible.



This takes longer for some children than others, and you should not feel worried if your child takes a while to settle. Every child is different and with this in mind there are no hard and fast rules for a child's first few sessions. Until you feel happy about leaving your child for a full session, you are welcome to stay with your child until you feel he or she is settled. Our team is here to help your child feel safe, secure and happy. We will always give your child one-to-one attention if they are upset about anything. If your child becomes distressed at all during a session we will always telephone you – our main priority is that the children are happy in our care.

We recommend that it is best to bring children in clothing that is washable and not too new, so they are free to explore and experiment with all kinds of materials, including messy ones! We encourage children to practice the skills that will make them independent; therefore simple clothing that they can handle themselves will enable them to go to the toilet when they want to, although our staff will be on hand for support. If your child is in nappies, we would appreciate it if you could provide nappies and spare clothes in order to keep your child feeling comfortable.

**Morning and afternoon snacks are provided at each nursery session.** We offer a selection of snacks including crackers, pitta bread, cheese, vegetables sticks, yogurt, biscuits and a selection of fresh and dried fruits. Children are offered water or milk to drink. On special occasions we share birthday cake or try foods related to a specific topic area (i.e. Chinese food, unusual fruits, cereals). If your child has any special dietary needs, please discuss these with us and confirm them in writing on your child's Registration Details form. If your child attends an afternoon lunch session, they can have a picnic-style lunch prepared at nursery for a small cost, or you can provide a packed lunch for them. During lunch, staff will sit with the children to talk to them, build social skills, encourage them to eat and to supervise from a safety perspective. We always encourage children to eat their sandwiches and savoury items before their puddings! If your child comes to a breakfast club session, they are offered a choice of toast or cereal and a drink, and at our after school sessions, we cook a hot meal for the children and provide a drink and pudding, or offer a snack if they are not staying for tea.

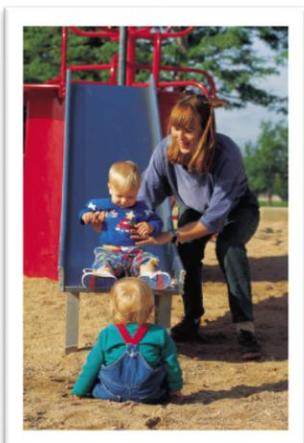


We recognise that as parents, you are the first and most important carers and educators of your children. As such, all of our staff see themselves as partners with parents in providing care and education for your child.

There are many ways in which parents take part in making Stepping Stones a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our team and your child's key person;
- helping out at sessions;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- taking part in events and informal discussions about the activities and curriculum provided by Stepping Stones;
- joining in community activities in which we take part and building friendships with other parents in the setting.

We invite suggestions from you about our nursery and out of school club: we have a suggestion book for parents but we also encourage you to feel free to talk to staff at any time. We ensure that you are informed on a regular basis about your child's progress, via your child's Link Book, via informal discussions and more formal meetings and parent's evenings. We also issue a monthly newsletter to communicate any relevant information and to let you know which topics and activities your child will be involved in. All help is welcome and if you have any special talents or interests, please let us know! You are welcome to take part in a session by



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*"Parents and carers receive effective information about the nursery through a detailed information booklet as children begin their care which includes aspects of the curriculum. Regular newsletters ensure information is updated and includes the activities the children will be involved in."*

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*Ofsted 2009*

sharing your own interests and skills with the children. In the past, parents have visited the setting to play a musical instrument for the children, to bring in a new baby pet and even to show the children an x-ray of their broken wrist and ask them to decorate their plaster cast!

Our noticeboard in The Institute will provide you with additional information and we kindly ask parents to have a look at our Daily Whiteboard which lets you know what we have been up to each day! From time to time we issue questionnaires and surveys as a more formal way of getting some valuable feedback from parents about the services we offer and your support and cooperation in completing these helps us to continually make improvements. We operate an open door policy and welcome you to drop in to see us.

# early years foundation stage

We provide a caring and stimulating environment in which the children feel safe and comfortable to socialise with their peers and adults. With increasing confidence children gain the independence to develop their social, physical, intellectual, creative and emotional skills.

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*“The staff team have a good knowledge of the learning and development requirements and are confident in helping children learn appropriately both in and outdoors.”*  
Ofsted 2009

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Like all Ofsted-registered settings, we follow the Early Years Foundation Stage (EYFS) that means we work towards the same goals that your child will be achieving in their reception year at school. The EYFS recognises that there is a developmental continuum for children and lays down broad milestones against which children can be observed and assessed. We will help your child progress through the developmental levels during

their time with us by delivering the EYFS through a well-planned play-based approach to learning. The EYFS also encourages practitioners and parents to work together to help children develop to their full potential. For you this means the opportunity to input information about your child’s development, and we will be involving you via informal discussions and questionnaires.

There really is no such thing as a ‘typical’ day at nursery as we are very much led by the children. We ensure there is always a good core provision of activities available for them to choose from at each session and then we add in additional activities based on the time of year or whatever the children are interested in. We regularly observe your child at play and record written assessments that we store confidentially in your child’s folder. We also add in examples of their work to show the progress they make during their time with us, and we are happy to share this folder with you whenever you wish. With your permission, information is then passed onto the school your child will be attending. The EYFS includes 7 key learning and development areas (3 of which are considered prime areas), around which all our activities, observations and assessments are based:



- ▶ Communication and language (PRIME AREA)
- ▶ Physical development (PRIME AREA)
- ▶ Personal, social and emotional development (PRIME AREA)
- ▶ Literacy
- ▶ Mathematics
- ▶ Understanding the world
- ▶ Expressive arts and design

Please speak to us for more information about the EYFS.

# our policies & procedures

All our policies and procedures can be found in the entrance area in the Policy File. Copies are also available in hard copy and on disc. Our policies help us to make sure that the service provided by Stepping Stones is of a high quality, and that being a member of Stepping Stones is an enjoyable and beneficial experience for every child and parent. Please make sure you look at the notice boards regularly in order to keep up to date with any relevant information, including current planning and topic areas that we are following. You will also find two booklets that can be used to note any suggestions or complaints you may have.

Whatever your child's needs or culture, he or she will always be welcome at Stepping Stones. Every child is different, and of course every child is special. Our staff listen and talk to all children in a positive way and respect them as unique individuals. If children are distressed, we listen to them, comfort them and take action where necessary.

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

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*"Children behave well in response to the consistent responses from staff and have developed positive relationships as they play cooperatively at activities, such as play dough. Certificates are awarded to children for being kind, helpful or being a superstar which parents identified as having a positive impact."*  
Ofsted 2009

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We adhere to strict health and safety guidelines at Stepping Stones. If your child becomes unwell at nursery, we will obviously ring you immediately and continue to care for them until arrangements are made for his/her collection. Please keep your child at home if he/she is unwell, particularly with an

infectious illness such as sickness, diarrhoea, conjunctivitis or a rash.



If your child has been sick or had a tummy upset, you are required to allow 48 hours after the last bout before your child returns to nursery. This follows current Health Protection Agency guidelines and we appreciate your cooperation with this.

In the event of an accident, a qualified member of staff will administer first aid. In the event of a serious accident or illness, we would contact you immediately and a

senior member of staff would call for professional medical assistance and take whatever action is necessary for your child's welfare.

# out of school club

We aim to offer safe, fun and affordable before and after school care. We provide children with a range of activities, both indoors and outdoors, and give the children the opportunity to relax and be with friends out of school hours. For mums, dads and carers we hope to enable to you to return to work or stay in work, or take up training opportunities without having to worry about childcare. Stepping Stones Out of School Club is also the perfect place for children to play in safety on dark winter evenings with groups of friends.



The club is open to all children aged between 2 and 11 years of age. We are registered with Ofsted (EY312228) and, as such, you may be able to claim working families tax credits to help with the fees.

At least half of our team holds an up-to-date Paediatric First Aid qualification and there is always a

trained first aider at each session. All our staff hold current Food Hygiene certificates. We work extremely closely, albeit it independently, with Cononley Primary School and regularly meet with the headteacher to review our processes and procedures. We welcome visits from parents and carers and your children at any time during our opening hours.

Our Breakfast Club sessions run from 7:30am – 9:00am and are usually very relaxed. Children can play with their friends, take part in activities or just relax and be quiet. At our After School Club sessions, there is normally a planned activity which children can choose to do if they like. There are always also a wide range of games and activities available such as:

Play Station / TV / videos  
Drawing / crafts  
Baking

Outdoor activities  
Role play / dressing up  
Lego / K'Nex / Playmobil

Board games  
Jigsaws  
Scalectrix

We are also happy to help with homework or reading if anyone is feeling particularly studious! We always make sure that separate areas are available for the younger and older children if required, although we are always happy to encourage siblings and small groups of friends to play safely together.

In the morning, we serve breakfast until 8:15am and children are offered a range of cereal, toast, fruit, juice and milk. After school at 3:45 we provide all children with a snack of fruit, biscuits and a drink. For those children that are staying on, we serve tea at approximately 5:00pm. Food is cooked fresh on-site and includes:

Shepherd's pie  
Spaghetti bolognese  
Fruit strudel

Pasta bake  
Sausages and mash  
Rice pudding

Chicken korma  
Fish pie  
Ice cream

# opening times & fees

We offer free funded nursery places to all qualifying 2, 3 and 4 year olds. Children are entitled to up to 15 hours in term following their 3<sup>rd</sup> birthday. If an eligible child attends for more than 15 hours, parents will be charged for the additional sessions at the rates shown below. Parents can split their free entitlement across 2 different nurseries if required. We are currently open 5 days a week during term times:

	2 year olds	3 & 4 year olds	School children
Full Breakfast 07:30 to 09:00 (09:15)*	£8.75	£6.80	£4.85
Short Breakfast: 08:15 to 09:00 (09:15)*	£5.00	£3.90	£2.75
Nursery Sessions:			
09:15 to 12:15	£15.00	£11.70	n/a
12:15 to 15:15	£15.00	£11.70	n/a
Lunch & Play Session:			
12:15 to 13:15	£5.00	£3.90	n/a
Nursery lunch	£1.85	£1.85	n/a
After School until 5pm: 15:30 (15:15)* to 17:00	£8.75	£6.80	£5.30
After School until 6pm: 15:30 (15:15)* to 18:00	£13.75	£10.70	£7.95

\* Times for preschool children



We invoice monthly in advance, and accept payment via internet/telephone banking, cheque, childcare voucher schemes or cash. If you would like more information please speak to a member of staff or contact us using our details below.

Our address is The Institute, Main Street, Cononley, BD20 8LJ and our phone numbers are 01535 634217 or 637027.

Our email address is [519507@nyey.co.uk](mailto:519507@nyey.co.uk).

Our website is [www.steppingstonescononley.co.uk](http://www.steppingstonescononley.co.uk).

Our team:

<b>Jo Clark</b>	Owner	<b>Sam Harvey</b>	Manager
<b>Bev Mason</b>	Deputy Manager	<b>Lindsay Rollins</b>	Leader
<b>Janet Buckley</b>	Leader	<b>Linda Bayer</b>	Assistant
<b>Katie Lee</b>	Leader	<b>Jenny Rayner</b>	Assistant
<b>Ella Marsden</b>	Assistant	<b>Joanna Schofield</b>	Assistant