



Blue Pear
Day Nursery & Pre-School

Information Pack

www.bluepeardaynursery.com

2019

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Opening Hours: Monday – Friday 8am-6pm



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Thank you for your interest in Blue Pear Day Nursery and Pre-School. The following information is an introduction to us and the day-to-day running of our nursery. If you would like to view our nursery once you have read our information pack please call or e-mail us and we would be happy to arrange a visit.

About Us

We are a family-run day nursery providing excellent childcare for children aged 3 months - 5 years. Our nursery managers have a range of skills, qualifications and experience in providing the best childcare and learning opportunities for your child. At our nursery we give children the opportunity to discover their own interests and explore their abilities through structured free play and by offering a range of activity choices. We recognise that every child is unique and has their own voice; we encourage them to use their words and express their interests, which helps us to plan our activities and curriculum. Blue Pear Day Nursery works within the Early Years Foundation Stage (EYFS) framework and focuses on developing the prime and specific areas of each child's learning before the start of school. We pride ourselves on valuing individuality and difference in each child, which is supported throughout each child's stages of development.

Aims

- ❖ To provide exceptional childcare and education for children aged 3 months -5 years
- ❖ To provide a safe, happy and caring environment where individuality and learning through play is promoted
- ❖ To work in partnership and form positive relationships with all parents/carers as well as outside agencies and professional's
- ❖ To enable children to form positive relationships with staff built on trust and confidence

Our Staff

Qualified and trained staff help us to deliver our service and meet regulatory requirements. We work within the recommended adult-child ratios and have permanent staff your child can build relationships with. We have a robust recruitment system in place to ensure we have the right people to look after your child. Most of our staff hold recognized childcare qualifications, whilst the rest are in the process of gaining childcare qualifications (apprentices). Our staff members hold up-to-date certificates in first aid, safeguarding, health and safety and food hygiene awareness. All members of staff also undergo an enhanced DBS check to ensure they are suitable to work with children.

Our Setting

A secure main front gate controls access to our setting, and also additional secure pre-school/babies entrance and toddlers entrance.

We have three separate children's rooms; babies (3months-2 years), Toddlers (2-3 years), and Pre-School (3-5 years).

Our pre-school room is run from a large free-flow hall where all children have the space to actively explore construction, role-play, reading, quiet area, and focus activity areas with ease. We tend to plan our pre-school creative and fun activities around all areas of the EYFS. This includes the specific areas of literacy, mathematics, understating the world and expressive arts and design. Children will gain confidence in these specific areas in preparation for school. Our pre-school activities and planning take into account the levels and stages of individual development and needs of each child, as well as children's interests picked up from observations and assessments

For our toddlers and babies we plan lots of creative, sensory, messy play, and role-play activities. Toddlers are encouraged to use their ideas and imagination when taking part in activities. Toddlers are also taught social skills such as sharing, taking turns, making friends and being kind. We also encourage them to be independent, for example, wiping their own noses, getting dressed, and potty training.

We follow the EYFS framework, which allows all children to build on the skills they already have whilst also giving them the opportunity to learn new ones. Our structured nursery environment involving planned and free choice activities helps children toward meeting the seven key areas of learning. When planning to meet these areas, our staff will assess individual needs, abilities and interests.

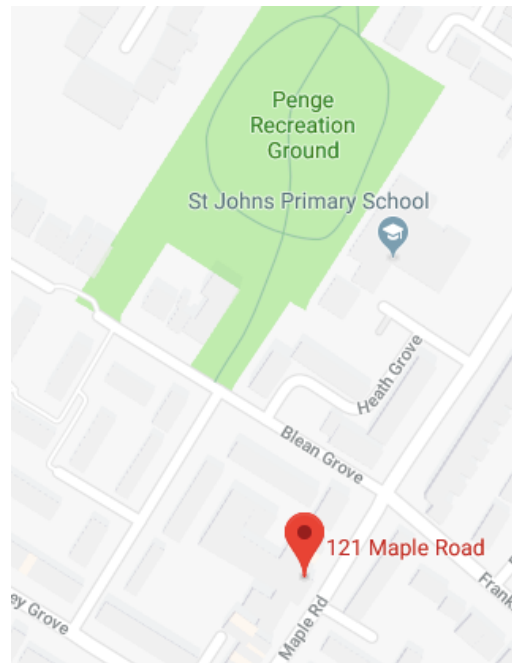
For all children we operate a daily report system. Staff write down a daily report on your child based on activities they've taken part in and a few highlights of their day. Feedback from you about your child's time at home is both welcome and helpful. We also hold parent-teacher evenings twice a year to discuss your child's progress.

We operate a key worker system where one staff member is responsible for observing and keeping records of your child's daily activities, new skills, strengths, areas for improvement and assessments. This is done on the electronic observation system Tapestry, as well as in individual Learning Journeys. This enables your child to develop a strong bond with their key worker, which helps them to form positive relationships at nursery.

Outside Play and Activities – Penge Recreation Grounds, Betts Park, The Library

On a daily basis we take children to play outside (weather permitting) at Penge recreation ground (only a two minute walk) to encourage fitness, exercise and general physical development. We also attend Betts Swing Park once or twice a week to allow children to have variety and choice in their outdoor play environment. We believe that the change in environment and fresh air helps to keep children

focused and allows them to thrive in their inside learning environment. When we attend Penge recreation ground, we take with us play equipment such as balls and scooters, or other materials such as books, chalk, flash cards or sensory tubes – this varies on a day-to-day basis and according to our weekly outside plan (which covers all seven areas of learning). Children wear high visibility jackets and walk over in pairs to each location. We have robust policies, procedures and risk assessments for staff taking children to play at Penge recreation ground, Betts Park or the Library. (Below shows the location of Penge recreation ground)



Children’s Learning and Development

We are guided by the Early Years Foundations Stage (EYFS 2017) in all areas of children’s learning and development. The EYFS sets the standard that all childcare providers must adhere to. It ensures that all children learn and develop effectively and consistently, and are kept healthy and safe at all times.

The **four** overarching principles of the EYFS are:

- ❖ Every child is a **unique** child who is constantly learning
- ❖ Children learn to be strong and independent through **positive relationships**
- ❖ Children learn and develop in **enabling environments**
- ❖ Children **learn and develop in different ways** and at different rates

There are **seven** areas of learning identified in the EYFS and which shape our educational programme:

Three Prime Areas

- ❖ Communication and language
- ❖ Physical Development
- ❖ Personal Social and Emotional Development

Four Specific Areas

- ❖ Literacy
- ❖ Mathematics
- ❖ Understanding the World
- ❖ Expressive Arts and Design

For toddlers, we focus mainly on the prime areas of learning (progress check age 2) as these form the basis of successful learning in the four specific areas. The three prime areas support toddlers in developing secure attachments and a sense of belonging, identifying their feelings, becoming independent, curious and ready to explore.

For our pre-school children the balance will shift towards a more equal focus on all areas of learning, as they grow in confidence and ability within the three prime areas. We aim for our pre-school children to become confident in all specific areas of learning before the start of school, as this will help them significantly when moving on to Reception class and Key Stage 1 (School Years 1 and 2).

Assessment

We assess how well our children are learning and developing by recording observations on a daily basis. These observations are built up over time and used in children's formal assessments. Every 8 or 12 weeks (depending on age/individual needs) we assess your child's learning and development in all relevant areas and record this on their individual tracker, this helps us to pick up on their strengths and any areas weakness for us to focus on in our future activity planning.

Progress Check at Age 2 (formal assessment)

It is a requirement of the EYFS that we provide parents with a short written summary of their child's development in the three prime areas of learning and development at aged 2 (between 24 and 36 months). The three prime areas of learning are; personal social and emotional development, physical development, and communication and language.

Tapestry – Online Learning Journal

Tapestry is a confidential and secure online journal recording all the learning and development, special moments and fun activities of children's' early years education. We use the Tapestry app to record all observations, next steps and tracking details including photographs and videos of children participating in activities. The observations and data we collect on Tapestry is shared with parents/carers and available to view via the app. With the Tapestry app you can keep up to date with your child's development, give feedback and be involved in their learning process. All the information we collect on Tapestry is used to inform children's formal assessments, next steps and our curriculum planning.

Meals and Snacks

Our menus are carefully planned for each season and a balanced diet and healthy options are encouraged. Some items on the menus will be changed week to week to offer variety. Food is freshly prepared on site by staff who hold food hygiene certificates and nutrition awareness training. Water is offered throughout the day including meal times and milk at morning snack time only. We aim for our menus to offer a variety of different tastes and textures. Our menus are displayed for all parents to see.

We educate our children about food to encourage them to make healthy food choices for themselves. We also aim for our mealtimes to be fun and an opportunity to learn. At meal times we help children to grasp key skills and etiquette such as, setting the table, using knives and forks to feed themselves, sharing conversation and clearing away afterwards. We cater for children with special dietary needs based on allergy/medical conditions, religious, or cultural requirements.

Meals and snacks are served at the following times:

- ❖ Breakfast: 8.00 – 9.00am
- ❖ Snack: 10.15 – 10.30am
- ❖ Lunch: 12 – 12.30pm
- ❖ Tea: 3.30 – 4.00pm

Drop-off and Pick-up

At drop-off and pick-up time we will sign your child in and out of the nursery using the correct time. This is important with regards to fire safety and knowing exactly who is on the premises at certain times. If you wish to discuss your child with staff you can do so in the mornings at drop-off time or at pick-up time provided you arrive earlier than the collection time.

We ask for all parents/carers to close any doors or gates securely behind them.

No parent/carer should let anyone inside the premises when entering or leaving, even if you recognise someone as another parent. Everyone must ring the bell on entry.

What your child needs for nursery:

We ask for parents/carers to bring in the following:

- ❖ A change of clothes including socks, pants/knickers and shoes (for toilet accidents). Please provide this in a zip-up bag (avoid drawstring bags please). Your child's bag will be kept on the coat pegs in the foyer area
- ❖ Pull up's or nappies if your child wears them. Please provide enough for

throughout they day/week.

- ❖ Sealed formula milk container and sterilized bottles (babies)
- ❖ A water bottle with flip/easy open lid which can be left at nursery (toddlers and pre-school)
- ❖ If your child will sleep during the day at nursery, they may want their favorite soft toy/comforter to sleep with
- ❖ If you will use a buggy to bring your child to nursery, and wish to leave the buggy with us, this is at owners risk. Please leave buggies on the stage area in the main hall
- ❖ **If your child requires an EpiPen auto-injector it is parents/carers responsibly to provide the nursery with one**

If your child requires additional items of clothes or pull up's, this will be noted on the 'reminders for parents' section on your child's take home 'day in the life of...' sheet.

Potty Training and Nappies/Pull Up's for Toddlers

If your child is in the process of potty training we are more than happy to assist in the process and encourage your child to use the potty/toilet. If your child is using pull up's or nappies throughout the day or at certain times such as sleep times, we will gradually encourage them to use pants/knickers (or training pants) and to use the potty at their own pace (with parental consent).

Sickness and Medication

Bringing a sick child into the nursery environment can put other children and staff at risk. If your child is sick the best place for them is at home. If your child gets sick whilst in our care we will contact you promptly and you will be expected to collect your child from us. A medication form will need to be filled in if you wish for us to administer any medication to your child. All medicines must have a label with your child's name on it. Please note we cannot administer any medication that has not been provided by the parent, including Calpol - we need consent to administer any prescribed or non-prescribed medication including Calpol.

Complaints

If you have any complaints about the nursery that cannot be resolved by us you will need to contact Ofsted. Full contact details for Ofsted can be found online at www.gov.uk/government/organisations/ofsted.

Holidays and Opening Times

The nursery is open for 51 weeks in a year and will close for one week around Christmas and also for Bank Holidays. We may close for one or two extra days in a year to accommodate staff training needs or exceptional circumstances. You will be notified of nursery closure days in advance.

Free Nursery Education Funding - 15&30 Hours

All three and four year olds and some two years olds are entitled to 15 hours free Nursery Education Funding per week. Two year old funding requires specific criteria to be met, please visit www.bromley.gov.uk/iam2 to find out if you are eligible. Please ask a manager if you are interested in 15 hours of free childcare, we do accept 2 year old funding.

We also offer 30 hours free childcare per week for eligible parents/carers of 3&4 year olds - subject to availability at the nursery. Please contact us regarding reserving a 30 hours funded place for your child.

You will need to apply for a 30 hours funded place through www.childcarechoices.gov.uk and get your 11-digit access code. This code will need to be presented to us in order to gain 30 hours.

Parents and Carers

We regard parents/carers as members of our nursery who have full participatory rights. These include the right to be:

- ❖ Valued and respected
- ❖ Kept informed
- ❖ Involved; and
- ❖ Included at all levels

Safeguarding and Policies and Procedures

We have comprehensive policies and procedures in place to ensure the safeguarding of all children. Copies of all policies and procedures are available at the nursery or available to download from our website. We encourage all parents/carers to read through these before your child attends our setting. Managers and practitioners are legally obliged to report all safeguarding concerns to the Local Authority. If you have any safeguarding concerns, please contact our Nursery Managers.

Fees Table (From January 2019)

Age Group	Full Day (8am-6pm)	Half Day Sessions (8am – 1pm, or 1pm – 6pm)
3 months – 1 year	£60	£40
1 – 2 years	£56	£39
2 – 3 years	£54	£38
Over 3's	£52.50	£36

- ❖ Our fees are reviewed annually, parents are notified of this in advance
- ❖ A non-refundable registration fee of £25 is payable to register your child or to place them on our waiting list
- ❖ Fees must be paid in advance on the first working day of each month. Late payment will incur a £25 charge and a £10 daily charge after this
- ❖ Our fees are calculated using the half day and full day rates only
- ❖ We offer a 10% sibling discount on fees for the eldest child
- ❖ Fees are payable even if your child is not attending nursery due to sickness or holidays
- ❖ If your child starts mid-month fees will be charged for the remaining days of that month to bring your child's fees in line with the first day of the month
- ❖ A minimum of four sessions per week must be booked or 2 days. Sessions on separate days will be charged at the half-day rate each.
- ❖ Those accessing funding will be charged an hourly rate for any hours above the 15 or 30 hours free entitlement. (Please see additional hours rates below)
- ❖ **A deposit is required to guarantee your child's place at nursery**
- ❖ **The deposit will be reimbursed at the end of your child's time with the nursery, provided your child has attended for a minimum period of six months, and we are given one month's written notice of the child's leaving date**
- ❖ **The deposit paid to secure a place for your child will not be refunded if you decide not to take the space**

Additional Hours (Funding)

For those accessing 15 or 30 Hours of Free Childcare

Please note that 15 hours and 30 hours are term-time only. If you would like a stretched offer throughout the year please speak to a nursery manager.

- 15 hours funding can be accessed by booking 2 days, or 20 hours per week. Of which 15 hours are free and the charge for additional time will be £34.50 per week (3+4 year olds).
- 30 hours of funding can be accessed by booking 3.5 days, or 35 hours per week. Of which 30 hours are free and the charge for additional time will be £36 per week (3+4 year olds).
- We accept 2 year old 15 hours funding per week with a minimum of 20 hours booked per week, subject to available places. Any hours above the free entitlement will be charged at an hourly rate.

For more than 35 hours per week please speak to a manager for charges for additional time.

Registration Form

**Please e-mail your registration form to us at
info@bluepeardaynursery.com**

Full Name of Child:		
Preferred Name:		
Date of Birth:		<i>Office use only - Birth Certificate</i>
Gender:		
Start date:		
Full Home Address:		
Home Telephone Number:		
Ethnicity:		
Religion:		
Home language:		
Other languages:		

Parent/Carer Information:

1. Name of Parent/Carer:	
Relationship to Child:	
Home Address:	
Contact Number:	
Email:	
Work Address:	
Work Number:	

2. Name of Parent/Carer:	
Relationship to Child:	
Home Address:	
Contact Number:	
Email:	
Work Address:	
Work Number:	

Email Address for Invoicing:	
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Attendance:

Preferred Sessions						
	Mon	Tues	Wed	Thurs	Fri	
AM						Age at entry: Years and Months
PM						

Are you applying for an Early Years funded place? (15/30 hours per week)	Yes / No
If Yes, which funded place;	<input type="checkbox"/> 2 Year old 15 hours <input type="checkbox"/> 3+4 Year old 15 hours <input type="checkbox"/> 3+4 Year old 30 hours

Additional Child Details:

Details of any special educational needs or disabilities.		<i>Report Completed?</i>
Do you celebrate any festivals/occasions at home? Please specify		
Has your child attended any childcare settings previously? Please specify		

Health and Medical:

Doctors Name:	
Surgery address:	

Surgery telephone number:	
Child's NHS number:	
Is your child on regular medication? If yes, please specify	<i>Medication permission form</i>
Are your child's immunisations full and up to date?	<i>Immunisation disclaimer form</i>
Does your child suffer from any allergy, phobias or any condition we should be made aware of?	
Does your child have any dietary requirements including food allergies, or food preferences?	

Has your child ever suffered from any of the following? Please tick/highlight						
Mumps	Chicken Pox	German Measles	Measles	Scarlet Fever	Convulsions	TB
Fit	Small Pox	Whooping cough	Polio	Tetanus	Hand foot and mouth	Diphtheria

<p>Does your child have any additional needs with their: (Please tick/highlight)</p> <p><input type="checkbox"/> Hearing</p> <p><input type="checkbox"/> Speech</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Behaviour</p> <p><input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Other – Please state -</p>
<p>Has your child had, or is currently having support from the following professionals?</p> <p><input type="checkbox"/> Health visitor</p> <p><input type="checkbox"/> Speech therapist</p> <p><input type="checkbox"/> Physiotherapist</p> <p><input type="checkbox"/> Paediatrician</p> <p><input type="checkbox"/> Social Worker</p> <p><input type="checkbox"/> Other – Please state -</p>

Professionals Name & Contact Details:

Health visitor:	
Other professionals:	

How did you hear about us?	
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As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office.

To confirm registration of your child's place a registration fee of £25.00 is required with this form to cover administration costs.

Office Use only:

Registration Fee	£	Paid		
Deposit	£	Paid		
Monthly Payment Method: <input type="checkbox"/> Standing Order / Bank Transfer <input type="checkbox"/> Childcare Vouchers				