



# Nursery Prospectus

Lower Green Road

Pembury

Tunbridge Wells

Kent

TN2 4ES

Telephone: 01892 825580

[www.pemburyschoolhousenursery.co.uk](http://www.pemburyschoolhousenursery.co.uk)

## Welcome to Pembury School House Nursery

### Our Promise

At Pembury School House Nursery we will work in partnership with every family to provide the highest quality childcare and education for your child. We provide a safe, stimulating and nurturing environment where children are cared for in an atmosphere of care and warmth.

Children's learning is taken forward, offering opportunities for all to succeed and reach their individual potential; valuing unique achievements and interests.

Your child is at a crucial stage of development; with research showing that children learn and develop more rapidly in the first seven years of life than at any other time.

Pembury School House Nursery is proud to hold an 'Outstanding' Ofsted judgement and to be part of the Collaboration Early Years Team for Kent.

This handbook is intended to give you information about the nursery, should you have any further questions please do not hesitate to contact a member of staff.

### The Team

#### Manager of Nursery

Kelly Marsh

#### Roles

Safeguarding Leader  
Special Educational Needs Coordinator  
Behaviour Management Co-coordinator  
First Aider

#### Qualifications

Diploma in Children's Studies  
Studying for Early Years Level 5  
Lead Practitioner

Kelly joined the Nursery in May 2018. She has extensive experience working with children aged from birth to 7yrs 11mths. She has worked with children in various Early Years settings, including Nurseries, full-day care and pre-schools. Kelly completed her Diploma in Childcare studies in September 2015. Kelly is part of a leading collaborative Early Years Team in Tunbridge Wells.

**Deputy Head of Nursery**

Victoria Tracey

**Roles**First Aider  
Safeguarding Lead Support**Qualifications**CACHE Diploma in Childcare and Education  
Paediatric First Aid

Vicky joined the Nursery in September 2017. She works both morning and afternoon sessions; Vicky has extensive childcare and education experience. She has worked with a range of children; various ages and abilities.

**Early Years Educator**

Kate Vanns

**Role**Key Person  
First Aider**Qualifications**

Qualified Teacher Status

Kate joined the nursery in September 2018. She works part time; both morning and afternoon sessions.

**Early Years Educator**

Cora Akhurst

**Role**

Key Person

**Qualifications**Started Cache Level 3 Diploma for the Early Years  
Workforce

Cora joined the Nursery in November 2020. She works both morning and afternoon sessions. Cora is currently undertaking a Level 3 in Early Years Education.

**Early Years Educator**

Carly Moore

**Role**Key Person  
First Aider**Qualifications**

Cache Level 3 in Homebased Childcare

Carly joined the nursery in May 2021. She works part time; both morning and afternoon sessions.

**Early Years Educator** Joanne Hall

**Role** Key Person  
First Aider

**Qualifications** Safeguarding training; Embarked on Cache Level 3 in Early Years and Childcare in November 2021

Jo joined the nursery in May 2021. She works part time; both morning and afternoon sessions.

**Early Years Educator** Laurel Fawcett

**Role** Key Person  
First Aider

**Qualifications** Cache Level 3 Diploma for the Early Years Workforce

Laurel joined the nursery in December 2021. She works part time; both morning and afternoon sessions.

**Office Manager** Jane Askew

**Role** Office manager/Nursery Director  
First Aider

**Qualifications** Cache Level 3 Diploma for the Early Years Workforce.  
BA (Hons) Early Years Education & Care

Jane joined the nursery in September 2017.

- All Staff attend appropriate training & courses and keep up to date with relevant legislation, government targets and aims.
- All personnel employed to work with children are assessed by OFSTED and the Disclosure and Barring Service (DBS).

#### **Parental Involvement**

We recognise that parents/carers need to feel confident and comfortable with the childcare that they choose. To ensure this we operate an 'open door' policy, so that parents can discuss any aspect of their child's care or development at any time with a staff member.

Parent / carers are welcome to assist with sessions and share their child's experiences.

We have a consultation room available to be able to hold consultations, and provide a twice yearly report on our Tapestry software system to share your child's interests and achievements. Lots of information is continuously shared on this software between ourselves and families. We hold end of year consultations in the summer term

We also have a parent/carers notice board in the entrance porch to keep you up to date with nursery news, activities and events. We also have termly newsletters to keep parents informed of upcoming events and all nursery news. We also have a dedicated Facebook page for our nursery.

Please read comments made by parents/carers on our website.

### **Key Person System**

A Key Person system is used to plan and co-ordinate the development of each child, within the guidelines of the Early Years Foundation Stage. This system is based on continual observation and assessment of each child.

A Key Person is assigned to each child when they start nursery. They ensure that the needs of each child are recognised and that the daily programme and curriculum is devised to meet the child's unique needs.

Parents are welcome to read their child's profiles /records. When your child leaves nursery, all profiles and records will be given to the child's parent/ carer via Tapestry and then passed on to the school your child will be attending.

### **Settling in at Nursery**

During the first few weeks of nursery we run settling-in sessions that gradually increase in time to aid the settling of children.

When a child attends nursery for the first time, the parent / carer may stay with their child whilst he/she settles. It is important to note that when a parent / carer's stay is prolonged; the effect on the child is often opposite to that being sought- it can actually take longer for the child to settle. Parents should balance carefully the time spent with their child at nursery during this period.

Staff are available to assist you and your child. Please ask a member of staff should you have any questions.

### **Curriculum**

The Early Years Foundation Stage is the curriculum we follow. This document is produced by the Department for Education.

The curriculum will underpin all future learning by supporting, fostering and promoting children's learning and development. The document is broken down into the following themes:

A Unique Child - every child is a unique child who is constantly learning and can be resilient,

capable, confident and self-assured.

Each child is valued for their own contributions. We embrace all cultures and beliefs and encourage children to share their news, thoughts and ideas. Children are encouraged to initiate their own play as we firmly believe that each child will make greater developments through activities they have chosen themselves.

Positive Relationships - children learn to be strong and independent through positive relationships.

Children are encouraged to socialise with peers and adults and build strong bonds. We operate a key person system to encourage relationships between practitioners, children and their families.

Enabling Environments with Teaching and Support from Adults - children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parent(s) and/or carer(s).

Children benefit from a choice of environments including free flow access to the outside, well-resourced upstairs classroom and large main playroom.

Learning & Development - children learn and develop at different rates. The framework covers the education and care of all children in early year's provision, including children with educational needs and disabilities (SEND).

Learning & development will be the result of the above facilitated themes.

The Early Years Foundation Stage is broken down further and forms seven areas of learning:

#### The Prime Areas

- Communication & Language
- Physical Development
- Personal, Social and Emotional Development

#### The Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

#### **Special Needs**

- The nursery provides an environment in which all children are supported to reach their full potential.
- Our Special Educational Needs Co-coordinator (SENco) is Kelly Marsh.
- Our inclusive Admissions Policy ensures equality of access and opportunity.

- Staff work closely with parent(s)/carer(s) of children with SEND, to create and maintain a positive partnership and parents are informed at all stages of assessment, planning, provision and review of their child's education and development.
- The nursery liaise with other professionals involved with children with SEND and their families, including transfer arrangements to other settings and schools.
- A broad and balanced curriculum for all children is provided. A system of assessing, planning, do and review following the graduated approach; this incorporates the 'Universal Level, Targeted Support and 'Personalised/Individualised Learning' for children with SEND.
- Resources (human and financial) are provided to implement our SEND.
- In-service training for practitioners and volunteers are provided.

### **Clothing**

We have onsite wet weather suits and wellington boots for the children to borrow, enabling us to explore the outdoors all year round!

Aprons are provided and children are encouraged to wear them during craft activities. Care is taken to purchase washable pens and paints etc... However some fabrics may stain.

We do ask parents to provide a full set of clothes (including socks and pants) in their child's bag as we do explore the outdoors a lot and have various sensory activities on offer.

We ask that children wear clothing that enables independence in toileting and dressing. For example belts, dungarees and tights can be difficult for children to manage.

### **Nappy Changing**

If your child wears a nappy please provide a bag with; a nappy, wipes and nappy sack. If your child is out of nappies, a change of clothes should be provided in your child's bag.

Dirty nappies are sent home with the child as we do not have the facilities to dispose of them.

### **Working in Partnership with Parent(s)/Carer(s)**

We understand the importance of working in partnership with parents and we have put systems in place to ensure that parent/carers and practitioners have regular forms of communication.

- We can offer home visits as an introduction where members of staff visit you and your child in their home environment. Some parents feel this is a positive introduction to the nursery staff as the child is in a relaxed environment and the staff can draw on the visit when the child starts the nursery.
- Consultations are provided for both the morning and afternoon parent/carers. This is a good opportunity to discuss how your child is settling, the progress they have made and ways to support your child.

- Staff are always available to discuss any matter relating to your child- just ask! We have an open door policy for all.
- Our website is very informative and provides details of activities, policies and procedures.

### **Our Facilities**

#### **Classrooms**

The nursery has two classrooms which are fully equipped with resources to support, inspire and motivate children's learning and development.

#### **Kitchen**

We have a kitchen which is designed for child use. Children are invited to cook in the kitchen, make sensory activities such as play dough and prepare the children's fruit and vegetable snack.

#### **Toilets**

There are three toilet areas within the nursery. All toilets have their own doors to offer privacy to your child and promote their independence. The sinks and toilets are all at child height. We work closely with parents to support toilet training as and when children are ready.

#### **Outdoors**

We consider outdoor play to be vital for your child's health, development and education. We offer a 'free flow environment'; where children can wander from the inside environment to the garden area.

#### **Consultation Room**

We have a room available to parent/carers for consultations / meetings. The room offers privacy and comfort and is available on request.

You are welcome to hire the room for meetings / outside organisations.

#### **Snack Provided and Birthday Treats**

- We offer cow's milk or water to drink at snack time. We like to vary the foods that we offer. We ensure that we provide a healthy, balanced snack of fresh fruit and vegetables. If for medical reasons, your child requires an alternative snack, please contact the nursery to arrange this.
- Children are able to prepare and serve their snack; developing independence and ability.
- We celebrate birthdays and welcome children to bring 'treats' for the children to take home. Treats should be bagged up ready to take home and ingredients should be listed.
- Your child needs to be provided with a named water bottle. This needs to be brought with your child each session. This enables children to access a drink throughout the session.

#### **Drop off/collection**

We ask parent(s)/carer(s) to wait outside the main entrance door until the start of the session; when the door will be opened. We ask that you assist children with their belongings ready for them to enter the nursery.

Similarly, when collecting your child you should wait outside the main door until the end of the session. To ease congestion within the nursery, the children will be brought out to the parent/carers individually. A member of staff will share your child's experiences with you.



## IMPORTANT

Parent(s) must inform staff if their child is to be collected by a person other than the parent / carer and the parent must give the person collecting the password documented on your enrolment form.

Staff will refuse to let your child leave nursery with an unauthorised person.

The nursery's responsibility for a child will cease once the child is handed over to the parent / carer at the end of the session.

## Opening Times & Fees

The nursery is open term time only, Monday - Friday, 38 weeks of the year.

The year is broken down into 6 terms; 1&2 (Autumn), 3&4 (Spring), 5&6 (Summer).

<u>Session</u>	<u>Time</u>	<u>Fees (without FEE funding)</u>	<u>Fees (with FEE funding)</u>
Morning Sessions	8:55am- 12:10pm	£22.00	£3.05
Lunch Club Session	12.10pm- 12:50pm	£4.90	£4.90
Afternoon Session	1:00pm- 3:30pm	£16.88	Free
Day Session	8:55am- 3:30pm	£43.78	£14.05

Please be aware, that these figures may rise slightly to reflect inflation.

### Funding Allocation

**Morning Session** - 0.25 hours of wrap around will be reflected in your fees if your child attends a morning session and is funded. 3 hours Free Early Education funding is allocated for each morning session attended (maximum of 15 hours per week). The funding will be allocated from 08:55am - 11:55am.

**All Day Session** - 0.75 hours of wrap around will be reflected in your fees if your child attends all day. 5 hours of funding is allocated per full day. A maximum of 15 hours per week may be used. The funding will be allocated from 8.55-11.55 for the morning session (3 hours) and from 12.50-2.50 for the pm session (2 hours).

**Lunch club** - charged at £4.90.

**Universal Funding** - This comes into effect the term after a child turns 3 and is capped at 15 hours per week for a 38 week term, with a maximum of 570 hours per academic year.

**30 Hour Funding (Extended funding)** - Families are to refer to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to see if they meet the criteria for funding that exceeds 15hrs per week for a 38 week term, with a maximum of 570 hours per academic year. The family will be issued a code if they are eligible and this will be submitted to KCC by the setting following completion of a declaration form.

Due to the settings opening hours, the maximum hours of grant that can be claimed is 25hrs per week.

Pembury School House Nursery can offer a limited number of fully funded sessions and these will be allocated at our discretion.

\*Please refer to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to determine if you meet the criteria for funding in excess of 15hrs.

Fees will be charged on a two termly basis (term 1&2, 3&4, 5&6) and an invoice will be issued providing a clear breakdown. Payment must be made in full by the end of each term.

We offer the Free Early Education funding for children the term after their third birthday. The funding is offered for the first 3 hours of a morning session and for five hours of an all-day session. Wraparound fees are charged for hours your child stays beyond this.

Fees may be paid by standing order, bank transfer cash or voucher schemes such as Tax Free Childcare Vouchers. We regretfully do not accept cash or cheques.

Fees may be paid weekly, monthly or termly. We ask that regular payments are made and the full balance is met by the end of each single term (terms 1, 2, 3, 4, 5&6).

Fees will still be charged during periods of closure, for example due to health and safety such as bad weather.

We ask for a £45.00 annual voluntary contribution and we spread this out over the terms your child attends. This on average works out to be £1.18 per week. This fee helps us to keep our session fees as low as possible and is used to provide a range of resources and experiences.

### **Free Early Education Funding (FEE Funding)**

We complete all the necessary documents on your behalf to ensure you can access the 15 hour funding. The current guidelines given by the Local Authority are that children are entitled to the funding the term after their third birthday. The funding is offered in blocks of hours and fees may be charged for additional hours you request your child stays. Please refer to 'Opening Times & Fees' above for further information.

Please be aware that the fee figures stated in this document are a guide and may change slightly to reflect inflation. Please liaise with the setting for further information.

You may meet the criteria for 30hrs funding per week. You will need to determine this by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

### **Holidays**

Parents / carers are asked to inform the nursery of holiday arrangements that will affect their child's attendance. Nursery fees will continue to be charged during absences.

### **Illness**

Parent / carers are required to inform the nursery if their child cannot attend nursery due to illness. The nursery is required to document the reason for absence and detail of illness. This is for safeguarding reasons and Free Early Education funding requirements.

In relation to The Covid-19 pandemic - please read our Coronavirus policy under the Prospectus and policy section. Please also advise us if any parent is a critical worker, we would need these details in case of a national or regional lockdown.

The nursery must be informed if your child is suffering from an infectious disease.

If a child is taken ill during a session staff will contact the parent/carer, failing that; the person(s) named on the Enrolment Form will be contacted to arrange collection of the unwell child.

Nursery fees will continue to be charged during absences.

**Notice Periods**

A notice period of 12 weeks must be given in writing if your child is to leave the nursery.  
A notice period of 12 weeks must also be given if you wish to reduce or change your child's sessions. Notice periods are term time and out of term closure is not included.

If you wish to change the sessions your child has been allocated; a £25.00 administration charge will be enforced to reflect the amount of administration involved.

Notice periods and admin fees apply to children accessing wraparound hours and non-funded children.

**Nursery Policies**

A full set of policies are available in the entrance hall and on the nursery website. If you require documents in a specialist format please inform a member of staff.

**Further Information**

The nursery has a 'Facebook' page. This page has been created to keep parent(s) and carer(s) informed of nursery events, closure due to adverse weather conditions etc.

We ask that this page is not used for commenting and that the usual forms of contact are used regards communication; this page is purely for shared information.

If the nursery had to close due to adverse weather conditions a post would be put on our page to inform you. We would ask parent(s)/carer(s) liaise with a 'Facebook user' if they do not use this form of social media.