



Kerswell Nursery & Forest School Prospectus

**Member of the Pre-School Learning Alliance (103877)
Ofsted Registered**



**Kerswell Hall
Wills Crescent
Whitton, Middlesex TW3 2JF
Tel: 02087553014, Mobile: 07958269475**



Introduction

Kerswell Nursery has been established and offering affordable childcare since 2006. We are registered with Ofsted and are members of the Pre-School Learning Alliance and are a Health Early Years London setting.

Prospective parents and carers are welcome to visit the premises Monday to Friday 9:30am to 11:15am or after 3:15pm (by appointment).

Staff

Both the lead practitioner and nursery manager are graduate leaders; other key staff have a minimum level 3 early years qualification and are permanent members of staff who work a regular pattern of hours. All staff undergo disclosure and barring screening (DBS) checks and have knowledge of current Safeguarding Children Procedures. *(full policy available)*. Staff are encouraged to continue to further their knowledge and expertise in child development and education and undertake regular training to upskill.

There is always an adult ratio in the nursery one adult to eight pre-school children (3 to 5 yrs), one adult to four children aged 2 yrs and one adult to 2 children aged 18 months. This is occasionally augmented by students.

Admissions

Admission to the Nursery is for children aged from 18mths to 5 years, We are open between 8:00am to 4:00pm Monday to Friday, term time (38 weeks).

Parents of children aged 3 & 4 are eligible to receive 15hrs of universal early education funding (EEF), an additional 15hrs of funding is available to working parents, 30hrs funding is also available to working families of children aged 18mth to 2yrs, subject to eligibility criteria.

Funding is available to some disadvantaged 2-year-olds, this is subject to status.

On receipt of the completed registration documents you will be written to offering a place, once provisional space has been reserved. You will be asked to complete a transition questionnaire. If a place is unavailable you will be placed on our waiting list.

Children still in nappies are accepted. *(see nappy changing policy)*

Fees

Current Nursery fees are £13.50 per hour for children 18 to 25 mths, £10.50 for 2yrs-old children and £7.50 per hour for 3 & 4 yr-olds. Nursery fees are payable monthly in advance.

Tax free childcare vouchers are accepted.

Funding is available from the term after the child's birthday (dependant on funding criteria and the child's age - cut off dates apply). The awarding of the early years grant is dependant on parent/carers completing a Parent Declaration Form (PDF).

4 weeks notice as per funding requirements is required should parents wish to withdraw a child otherwise there will be a liability of payment of fees. Fees will not be refunded if a child is absent for any reason.

Accommodation

Kerswell Nursery has its own purpose built unit on site which offers disabled facilities and children's toilets, we also use the main building, Kerswell Hall which is owned by 1st Whitton Scouts. We have access to all the ground floor areas, all buildings are secure during sessions. Children are encouraged to move freely between the indoor and garden areas and are encouraged to use the toilets independently.

We have a large self contained kitchen, where we prepare all meals, this also offers regular cooking opportunities with the children.

Accident, Illness & Medicines

Staff will deal with minor cuts and bruises, parents will be informed of incidents that occur electronically. Parents will be asked to sign a record of the incident which will be kept on file. If a more serious accident occurs parents will be contacted and asked to come to the Premises. Similarly if a child is sick or unwell, you will be contacted and asked to come and collect.

Medicine is not normally administered, however we will make an exception for any child who needs regular medication for a specific condition. We will need a letter of authorisation stating: Name of Medication, Dosage and Reason for Administration. A record will be kept on file of the time of administration and member of staff who administered medicine. *(a copy of our full accident & illness policy is available)*

Welcoming/Settling in New Children to Nursery

To ensure a smooth integration, children have a keyperson and parents/carers are asked to complete an 'About Me' questionnaire on the child. This helps the keyperson to provide toys and activities that are familiar to their child during the settling in process. New children are provided with a tray and peg, it is anticipated that between two and three settling in sessions are required for children to feel secure.

Child Records - Planning , Observation and Assessment

We keep on file the registration form and wellbeing record for all the children in line with the Data Protection Act 1998 and General Data Protection Regulations 2018.

Children's progress is continuously monitored and every child will be assigned a keyperson. Observations will be kept on each child's progress towards the Early Years Foundation Stage outcomes, we record these observations on an electronic learning journey (Tapestry). All records relating to the child are available to the parent/carer and are kept confidential within the setting.

If a particular developmental problem is identified the Manager or Keyperson will discuss this with the parents/carers as soon as possible.

Behaviour

The children are encouraged to have a caring attitude towards others. We discourage unkind behaviour or physical aggression, if any problems arise we try to help children resolve these. We use positive reinforcement of good behaviour, to help build self confidence and self esteem. When a child has problems co-operating with staff or adults we will remove them from the situation and encourage them to become involved with something or someone else.

We realise that there are times when children need to be alone and that part of their social development is learning to respect this need in others, we actively promote co-operation and sharing.

In all behavioural aspects we involve parents/carers as much as possible and keep them informed. It is very important that we have parents support in this.

Special Educational Needs

Children with special educational needs are welcome. When a child is identified as having special educational needs the parents/carers will be informed and staff will work together with them to help the child. If the problem continues, the child will be registered on the special needs register. *(please see the full SEND Code of Practice)*

Safeguarding Children

The Children's Act 1989 states that a child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. As a registered setting we will follow referral guidelines set out in the document Safeguarding Children and Young People. The aim of our child protection and safeguarding policies and procedures is to safeguard and promote all children's welfare. *(full policy and procedure available)*.

Equality of Opportunities

The Nursery aims to demonstrate through its work that it positively values and respects children of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities. Children of both sexes are positively encouraged by staff to participate in all activities. *(full policy available)*

Complaints Procedure

Any parent/carer who has a concern or complaint should speak firstly to the Lead Practitioner. If it is felt that the complaint/concern is not resolved through discussion, a formal complaint to the Nursery should be put in writing or by email and will be recorded. Serious or unresolved issues relating to the National Standards should be addressed to:

Ofsted, National Business Centre, Royal Exchange Buildings, St Anns Square, Manchester, M2 7LA – Tel: 08456 404040

Parental Involvement

Parents have a central role in their children's development and we feel that working in partnership with parents and sharing responsibility for each child's learning is the key to success. Once a child is in regular attendance parents are invited to come along on a voluntary basis to help and become involved with the Nursery's activities. Parents are encouraged to spend at least one session a year with us.

We also encourage parents to take part in the Groups decision making by making their views known through the Manager, staff or suggestion box. We know parents have a wealth of talent and expertise which we urge them to share it with us.

Parents are welcome to discuss their child's progress or any concerns they may have.



All Enquiries

Kerswell Hall, Wills Crescent, Whitton, Middlesex TW3 2JF

Tel: 020 8755 3014 or Mob: 07958 269475 (out of hours)

Email: kerswellnursery@gmail.com

