



Queen Mary's Nursery

Middle Hill Aldershot GU11 1PL

Telephone 01252 324042 or 01252 318578 (Baby Unit)

queenmarys@aldershot-nurseries.com

Facebook: Send a Friend Request to: Queen Mary's Nursery Aldershot

Manager – Debbie Newbury

The information detailed in this prospectus is designed to give you an overview of the organisation of Queen Mary's Nursery and other important information that you need to know when you are considering leaving your child in nursery or more particularly, if you have decided to place your child in our care.

We hope that it will be useful to refer back to but please do not hesitate to ask any questions you may have. We want your child and you to feel at ease and I assure you that we will do our utmost to achieve this



Ofsted January 2019

The quality and standards of the early years provision is

GOOD

- Identifying areas for development has a positive impact on the quality of teaching and children's outcomes.
- Staff use the information they gather from parents when their child starts effectively.
- Parents value the care and support that the staff provide.
- Good systems are in place to help children who require additional support in their learning.
- Staff listen to and respect what children tell them.

😊 **Mission statement**

“We are dedicated to providing children with a caring, exciting environment full of rich, purposeful opportunities and experiences.

We aim to provide children with a place to play, learn, build friendships, to take risks, to explore, to challenge, to laugh and to be themselves and to grow into ambitious, independent learners ready to take on the world.”

Queen Mary’s Nursery is a registered charity (number 1146542) and part of the Aldershot Garrison Pre-school Settings. We predominantly serve the Garrison community but do take a percentage of civilian children. The company is run by a group of trustees chaired by the Garrison commander and include parent trustees (volunteers are always welcome).

The Trustees are responsible for:

- Managing the Nursery’s finances
- Employing staff
- Ensuring that the Nursery has and adheres to providing a quality service
- Ensuring that the Nursery works in partnership with parents and carers and any outside agencies supporting children and their families



😊 **About us**

We are a full-day nursery offering childcare for 51 weeks of the year. We close for the week between Christmas and New Year and Bank Holidays. The nursery also has five inset days that are spread throughout the year. We provide as much notice as possible of these closure dates.

We welcome children from the age of three months.

Nursery is open Monday – Friday from 7.30am to 6.00pm offering the following sessions:

Morning – 8.00 am – 1.00 pm

Afternoon – 1.00 pm - 6.00 pm

All day – 7.30 am – 6.00 pm

Queen Mary’s Nursery has two separate buildings. Babies and younger children under the age of are accommodated in **Rabbits**, our Baby Unit. They move up to **Hedgehogs** at some point after their second birthday and then move up to **Squirrels** (our pre-school group) for the three terms prior to going to school. (Please note that children are only moved when staff and parents feel they are ready and that there may be occasions when we cannot move children to their next room until we have space). Hedgehogs and Squirrels are located in our main building.

We also have a further room, known as **Badgers**, which we use for Squirrels’ mealtimes and small group activities based on children’s individual needs. Children from Hedgehogs and Squirrels also start and end the day in this room.

We are lucky enough to have a sensory room which all the children get to use and we benefit from extensive outdoor space, which offers ample scope for physical activity, gardening and exploring in the mud kitchens.



☺ **Our Aim is to:**

- Enhance the development and education of children under school age in a parent involving, community-based group.
- Provide a safe, secure and stimulating environment.
- Work within a framework that ensures equality of opportunity for all children and their families.

☺ **We offer your child:**

- A curriculum that leads to approved learning goals for your child, as outlined in the Early Years Foundation Stage Development Matters Practice Guidance Document.
- A high adult: child ratio.
- Individual care and attention.
- Fun and friendship with other children and adults.
- Support and pastoral care from an adult key person.
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.



☺ **Fees.**

Our fees are currently:

Daily

£56.10 per day for all ages, (we offer a 10% discount to service families £51.00)

Our sessional rates are:

£35.25 per session Mornings 8am – 1.00pm (service families with 10% discount £32.00)

£35.25 per session Afternoons 1.00 – 6.00 pm

There is a daily catering charge of: All day £4.40 (with 10% discount = £4.00)

Morning sessions £3.30 (with 10% discount = £3.00)

Afternoon Sessions £2.20 (with 10% discount = £2.00)

Fees are payable monthly in advance. We have set up an account with go cardless and would recommend that you pay fees through this method. For further information or help in setting this up, please contact our accountant on 01252 315599 or by email

finance@aldershot-nurseries.com Please note that fees will still be charged if your child is absent from nursery (including for illness and holidays). If your child has to be absent for a long period of time please discuss this with our nursery manager. Fees are subject to change.

The nursery accepts a range of Childcare Vouchers. Please ask the nursery manager for the account number of the company whose vouchers you may wish to use.

You are required to pay a non-refundable registration fee of £30 when you enrol your child in the nursery and a further £100, which will be deducted from your last month's bill.

Four weeks' notice is required if you wish to withdraw your child from the nursery. Otherwise, one month's fees will be charged and payable.

Aldershot Garrison Pre-school Settings offers a 10% sibling discount. Please note that this is applied to the fees payable in respect of the eldest child.

Aldershot Garrison Pre-School Settings has a debt policy, which will be implemented if fees fall into arrears. If you do experience difficulty in meeting nursery fees, please come and

talk to our nursery manager. We will look at setting up a payment plan if you feel this will help. Please note that we charge a late collection fee of £10 for every 15 minutes or part of) if children are not collected by 6pm and there is no acceptable reason for this.



😊 **Funding**

Each child is eligible for 15 hours early years grant funding from the term after their third birthday. If your child's third birthday falls between;

1st April – 31st August – They are eligible from 1st September

1st September – 31st December – They are eligible from 1st January

1st January – 31st March – They are eligible from 1st April

Some children will be eligible for an extra 15 hours. Please check your criteria by visiting <https://www.childcarechoices.gov.uk/>

Funding is either offered for 38 weeks of the year (standard offer) or can be stretched across 51 weeks of the year. This option is of benefit if you access childcare during school holidays and means that nursery fees are more consistent, which makes budgeting easier. This is particularly noticeable in April (Easter holidays) and August (summer holidays).

Please note that the amount of grant remains the same whether you choose the standard or stretched offer.



😊 **Our staff.**

We offer a high adult child ratio which is usually 1:6 for children aged 3 to under 5 years, 1:4 for children aged 2 years and 1:3 for children under 2 years.

Our staff are dedicated practitioners who strive to encourage every child to reach their full potential.

Our staff have an abundance of skills and experience supported by a range of qualifications. Each staff member has undergone an enhanced DBS check. All staff are first aid trained within the first 6 months of starting with us and complete safeguarding training. They are given many training opportunities to update their knowledge and skills.

Staff qualifications range from Level 2 to Level 5. Some of our staff are studying to improve their current level of qualification.

😊 **Key person approach.**

The key person system within the setting gives each member of staff the responsibility for a particular group of children, their key family. This system ensures that each child and parent has one adult to whom they can relate and also receive pastoral care whilst away from the family environment. In addition, the key person is ideally positioned to tailor the group's curriculum to the unique needs of each individual child. The key person maintains links with the child's home and works with the parents through shared record keeping, ensuring that all children are supported in reaching their full potential. Each key person has a buddy who will be available when the key person is not available to share the care and knowledge of each individual child. You will find details of the dates your child's key person is absent displayed outside their room.



☺ **The role of the parent.**

We recognise the importance of a successful partnership between parents and nursery. Parents are the first and foremost educators of their children. We have an open-door policy where all staff and management are available for you should you need us. Please remember that there is no such thing as a silly question. We also offer;

- Parent meetings to discuss your child
- Stay and play and other events
- Time to talk at drop off and collection times
- Opportunities for you to share your expertise and skills within the setting

We use numerous ways to communicate with our parents including emails, Facebook, newsletters and parent notice boards as well as face to face handovers.



☺ **Ofsted**

The nursery is registered with Ofsted and is subject to regular inspections to ensure it is compliant with the requirements of the Statutory Framework for the Early Years Foundation Stage. Please ask our nursery manager for a copy of the nursery's latest inspection report and details of what we are doing to address the issues raised. Alternatively, you can read the nursery's inspection report on the Ofsted website at www.Ofsted.gov.uk find an inspection report.

The Early Years Foundation Stage Safeguarding and Welfare Requirements

These cover the health, safety and welfare of your child including:

Child Protection, Safety and Risk Assessment
Medicines and Illnesses, Behaviour Management
Food and Drink, Information for Parents
Staffing qualifications and expectations
Organisation and Documentation



The Early Years Foundation Stage Learning and Development Requirements

☺ **Curriculum, planning and assessment.**

The Early Years Foundation Stage (EYFS) is centred on seven areas of learning.

☺ **Prime areas**

Personal, social and emotional development.

Within a nurturing environment children are individually supported to develop confidence, autonomy and self-respect. Children are encouraged to concentrate independently and also to take part in group activities. Through activities, conversation and practical example, they learn ways to express their feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and property.

Communication and language

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and nursery rhymes. Children are encouraged to follow instructions in games and in day-to-day activities. They are also encouraged to ask and answer 'how' and 'why' questions during activities and stories.

Physical development.

A range of equipment and opportunities both indoors and outdoors allows the children to develop confidence in movement both large and small. A high level of adult supervision enables children to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time children are supported in their development of fine motor skills which are required to use tools including pencils, pens and to handle small objects with increasing control and precision.

Children are also taught about the importance of good health both physical exercise and a healthy diet and are encouraged to attend to their own personal hygiene.

☺ **Specific areas**

Literacy

Children are helped to understand that written symbols carry meaning, to be aware of the purposes of mark-making/writing and, when they are ready, to draw and write symbols independently.

Well-stocked book corners, staff who are always willing to sit and read to children and the nursery's lending library gives every child the opportunity and encouragement to become familiar with books, to be able to handle them carefully and correctly and to be aware of their uses for reference and a source of stories and pictures.

Mathematics

By means of adult support and practical experience, children become familiar with sorting, matching, sequencing, counting and weighing through everyday play, which forms the basis of early maths. As the children become more confident with these activities they learn and use mathematical language, identifying objects by shape, position, size, volume and number. Songs, games and books help children to become aware of number sequences.

Understanding the World

Children are assisted in exploring their environment both within the group and within the wider community. They learn about similarities and differences between themselves and others. A safe, stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, to recognise differences, patterns and similarities. A range of safe and well-maintained equipment enables the children to extend their technical understanding using simple tools and techniques appropriately to achieve their desired intentions and to solve problems. They use a wide range of technology and select and use this technology for a particular purpose. Our older children regularly go to the shops to purchase ingredients for cookery activities.

Expressive arts and design

Children are encouraged to use a wide range of resources to express their feelings and to construct their individual responses in two and three dimensions. Art equipment including paint,

modelling dough, crayons and pencils as well as natural and re-cycled resources provide opportunities for open-ended exploration of colour, shape and texture. Children join in and respond to music and stories and there are many varied opportunities for imaginative role play both individually and as part of a group.



We take regular observations of children as they play to highlight their current interests. We use these observations to plan individual activities, next steps and to track the children's progress.

We use Tapestry as our online learning journal to document children's learning and development. This allows us to work with the child's family to share information and to record the child's time at nursery and at home. Parents and carers are given individual log-in details to access their child's account. Staff are given their own secure log-in. We can then upload photos, observations and assessments. Once saved, parents will be able to view this information via the app or the Tapestry website. We encourage you to comment and add to your child's records.

We also carry out termly assessments on children's speech, language and communication development as well as two-year progress checks for children following their second birthday.



😊 **Food**

We offer breakfast, a morning snack, a two course cooked lunch and afternoon tea. Meals and snacks have regard for children's individual dietary requirements and parental preferences. Lunch and tea are provided by a local outside catering company, Slice of Pie, which caters specifically for young children. Food is delivered to nursery twice a day. You will find details of the daily menu displayed on the blackboard in the foyer of each building. Please ask if you would like a copy of the whole menu. We are happy to provide this. Additionally, if you would like any further information you are very welcome to access Slice of Pie's website www.sliceofpie.org.uk

Nursery staff make up bottles for babies as required. Children have access to drinking water at all times.



😊 **What does your child need to bring each day?**

- Appropriate clothing. We advise you to 'dress for mess' as the nursery provides plenty of messy play opportunities and the children do at times get dirty. You can purchase our uniform via the Tesco website (<https://www.tesco.com/direct/ues/?source=others>) and by entering 'Queen Mary's Nursery' in the search bar.
- Spare clothes, please ensure they are named. It is also helpful to supply spare shoes. If your child is potty training, please supply several changes of clothes.
- Weather appropriate clothing. Waterproofs and wellington boots in the rain, hats and gloves in the cold and sun cream and sunhats in hot weather. Children go outside every day. We are happy for wellington boots and waterproofs to be kept at nursery. Again, please make sure hats, gloves and boots are named.
- Nappies and wipes, and nappy cream if needed. We are happy for you to bring a potty from home for when your child is toilet training and will work with you to support your child in this.

- A named water bottle.

The Nursery encourages children to gain the skills which help them to be independent and look after themselves. This includes taking themselves to the toilet, when ready, and taking off and putting on outdoor clothes. Clothing which is easy for them to manage will help them to do this. Dungarees, clothing which does up at the back and belts are extremely difficult for the children to undo so please try to avoid these if possible. Please send your child with a change of clothing.

We have a no outdoor shoe policy in our baby unit and would be grateful, if your child is accommodated in this unit, that you provide a pair of non-slip slippers or slipper socks for them to wear during the day. Our no shoe policy also applies to adults, so please either remove your shoes before entering the rooms or use the blue covers provided.

You are welcome to provide soft shoes (e.g. plimsolls) for your child to wear indoors if they are in Hedgehogs or Squirrels (especially if they are with us all day).



☺ **The first days.**

A child who is tense or unhappy will not be able to play and learn so it is important for parents and staff to work together to help children feel confident and secure in the group. This may take longer for some children than others and parents should not feel worried if their child takes a while to settle in.

We work to the individual needs of each child as to how we settle them, working closely alongside the child and the family. As part of our settling in arrangements, we offer home visits and encourage you to bring your child for short visits to the nursery before their starting date.



☺ **Special educational needs.**

We take account of any individual needs that a child may have as part of the nursery policy. This makes sure our provision meets the needs of each child. The setting works to the requirements of the Education Act (1993) and The Special Needs Code of Practice 0 to 25 (2014).

The settings Special Educational Needs/Disability Co-ordinators (SENDCO) are: Sasha McCafferty and Michelle Botes.



☺ **Safeguarding.**

Everyone working with children and young people has a duty of care to keep them safe and protect them from harm. The Children Act 2004 places a responsibility for us to safeguard and promote the wellbeing of children and young people.

Staff are made aware of our responsibilities regarding Prevent Duty, FGM (female genital mutilation and CSE (child sexual exploitation.))

We have a duty to report any concerns to a designated member of staff and/or to the local children's service.

Our designated safeguarding officer is **Debbie Newbury** or **Sarah Carrington** in her absence.



😊 **Policies and procedures.**

All of our policies are designed to offer the best possible experience for children and their families and to ensure your children are kept safe while in our care.

Our policies include; admissions, behaviour management, complaints, general data protection, debts, inclusion and equal opportunities, health and safety, illness and exclusion, medication, lost and uncollected children, safeguarding and child protection, special educational needs and disabilities, social media and partnership with parents. There is also a range of other policies and documentation available. These are available for parents to see at any time. We review our policies annually and welcome comments and suggestions from parents. A copy of our policies will be emailed to you upon request. Please make yourself familiar with them.



😊 **Additional information.**

- Parking - there is parking available in the car park next to the nursery. Please do not park on the pavement outside the nursery grounds as this causes a safety risk to pedestrians, especially those with pushchairs who may find they have to step out into the road when cars are mounted on the pavement and they cannot get past.
- Facebook – we run a secure Facebook page to provide parents with the most up to date information and events within the nursery. Please send a friend request to the group ‘Queen Mary’s Nursery, Aldershot’
- Social media – as stated in our policies, it is not acceptable for staff and parents to become ‘friends’ on any social media site, or to contact each other via social media.
- Staff are not allowed to provide baby-sitting services.
- Please check our parents’ notice boards and displays regularly
- Please do not share the key code to the gate with anyone or allow your children to press the gate release button.
- And last but not least, if your child is based in the main building, please do not leave them alone in the corridor while you go and collect coats or bags.