



# Alcester Nursery Studio Ltd

St Faith's Road, Alcester, Warwickshire, B49 6AG

Before & Afterschool

Prospectus

Telephone 01789765780

Email: [ANSmanager@welearn365.com](mailto:ANSmanager@welearn365.com)

Registered as an Educational Charity



[www.alcesternursery.org](http://www.alcesternursery.org)

Company House no: 5278232

Charity no:1032182

Accredited as a Quality Nursery

Members of the Pre-School Learning Alliance

## **Welcome to our club!**

Alcester Nursery Studio Ltd runs a nursery and before and after school club on the grounds of Our Ladys Catholic Primary School. We offer before and after school care for children who attend Our Ladys and St Nicholas primary schools.

## **Our Promise to You**

At Alcester Nursery Studio's before and after school club we will work in partnership with every family to provide high quality childcare in a safe, stimulating and nurturing environment. Our aim is simple; to offer affordable child care for parents, where children have a fun and safe environment to play in and make new friends, improving their confidence and enjoy being a child. Our daily activities programme is carefully structured to include fun-based activities like arts and crafts, cooking, constructing, forest school and outdoor sports activities. We endeavour to keep all children engaged, amused and entertained, giving them the opportunity to try new activities they may not have experienced before.

## **Location**

We are based on Our Ladys Catholic Primary School grounds in our own building as you walk down the path.



## **The Staff Team**

Our team are made up of Penny the Manager. Andrea and Rosa Deputy managers then Jane, Claire, Jess and Claire. All staff are qualified and have first aid certificates and all are up to date with other mandatory training such as child protection.

There is a continual programme of staff development to enhance their knowledge and understanding of childcare.

## **Parental Involvement**

At Alcester Nursery Studio's before and after school Club we recognise that parents need to feel confident and comfortable with the child care that they choose. To ensure this we operate an 'open door' policy, so that parents can discuss any aspect of their child's care at any time with a staff member or a member of the management team.

## **Our Facilities**

### **Play Rooms**

The setting is split between three play rooms which are used by nursery children as well as before and after school. There is also access to the school playground by prior arrangement with the school or the school field.

### **Snacks and meals**

At Alcester Nursery Studio's before school Club we offer cereal and toast from 8am. Then in the after-school club a snack and drink are provided when the children arrive at the club from school pick up. A more substantial snack is provided after 4.30pm for children staying for the longer session.

### **Outdoors**

The setting itself has a large outdoor play area which can be accessed by the after school. We are fortunate to be on a school site where we can use their playground or school field through prior arrangement.

There is a very relaxed routine in the after-school club, although this does not mean that there is lack of activity! Your child will have lots of opportunities to choose and explore the fun activities set daily. We aim to provide a safe, fun and friendly environment for all children from the start of the new primary school academic year from reception (age 4 years) up until Year 6 (age 11 years) when the new academic school year starts for secondary school. We want the children to relax and have time with their friends, playing games, chatting and meeting new people.

### **Activities**

We try and include the children in a variety of activities whilst they are with us and encourage them to have a go. Here are a sample of our activities.

### **Arts & Crafts**



### **Forest school**



### **Cooking/Baking**



### **Drop off/Collection**

When you drop your child off or pick them up you will need to ring the bell and then you will be buzzed in by the manager in the office or a staff member will answer the door. Please ensure you don't arrive before 8am as this is the time we open. Also please don't park in the car park as this is the school's car park and not ours. Please be prompt at pick up times; short session 4.30pm and a long session 5.30pm.

Children are released only to the adults listed on the consent form previously provided by you. You will also be asked to provide photographs of authorised people who can collect your child.

### **Before/afterschool Staff**

Children are encouraged to walk sensibly to and from school whilst being escorted by our staff. We expect the children to walk with the group to and from school and not run of ahead.

If your child is likely to be absent from school, we would be very grateful if you could let us know by telephone or email so that we don't add them to the pick-up list.

<p>Fee structure sept 2020-July 2021</p> <p>Breakfast club 8am - 9am £5.00</p> <p>Afterschool club - long session 3.30pm - 5.30pm £10.00</p> <p>Afterschool club - short session 3.30pm - 4.30pm £5.00</p> <p>Breakfast, snacks and substantial snacks are included in the fee.</p> <p>Invoices will be emailed to parents at the beginning of each term, these relate to sessions that you have booked in, all booked sessions MUST be paid for.</p> <p>Payment dates will be issued and any failure to pay your fees as agreed will result in extra late charges of £25 a week, and could result in the withdrawal of your child's place.</p> <p>Please note that if your child is absent during times when the Nursery is operating then full fees are still payable. Full payment is also required during training days if taken during term time</p> <p>If you collect your child after the end of the session you are liable to increased charges. These are: £5 for every five minutes, then after ten minutes the following applies: After which time £1 a minute will be charged.</p> <p>Parents will normally be given one term's notice of adjustment to the school fees, but Alcester Nursery School reserves the right to give a shorter period of notice should exceptional increases to costs make it necessary. The fees automatically increase each school year, in the Autumn term, in the September by a minimum of 3%.</p>	<p>For withdrawal of a pupil or the rejection of a place previously accepted, one full term's notice is required in writing and full payment for 4 weeks.</p> <p>A registration fee of £25 per child will be required, before they start at after school. The registration fee is non-refundable.</p> <p>We issue dates for when the nursery/before &amp; After school may be closed due to nursery staff training days. Listed below are the training days we have planned for September 2020 - July 2021</p> <p><b>Tuesday 1<sup>st</sup> September 2020</b></p> <p><b>Monday 4<sup>th</sup> January 2021</b></p> <p><b>Friday 2<sup>nd</sup> April 2021</b></p> <p><b>Thursday 22<sup>nd</sup> July 2021</b></p> <p>I will issue any other dates of events which you may find useful once I am able to so in the new school year.</p> <p>Please return all the all forms at the end of the prospectus including the registration document signed and follow the details for paying the registration fee online. Thank you!</p>
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## **Alcester Nursery Studio Ltd.'s Policies**

The Nursery operates according to the following policies to comply with the regulatory and best-practice guidelines of the Government and professional bodies.

Parents can read a sample selection of our policies on our website and at times we may email policies to parents where necessary.

### **Equal Opportunities Policy**

The Nursery operates a policy on Equal Opportunities. All staff, children and parents will be regarded with equal concern. Children's needs arising from race, gender, culture, disability, special educational needs and linguistic needs will be sensitively catered for. The Nursery will help children to see men and women as equal.

### **Child Protection Policy**

The Nursery follows the guidelines for Child Protection laid down by Warwickshire Safeguarding Children's Board. This requires that our staff ask questions concerning cuts, burns or bruises that your child may have and you will be requested to fill in an injury form.

Concerns about children will be recorded and referred to the Children's Team / Social Services where appropriate. Penny Williams Designated Safeguarding Lead, Rosa Burden, Andrea Shaw, Jane Denby and Jess Quiney Deputy safeguarding Leads.

Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary. **This will only be done where such discussion will not place the child at increased risk of significant harm.** The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Parents/carers will appreciate that the Nursery's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.

### **Policy on Discipline**

When a child's behaviour is deemed unacceptable this will be discussed with the child and they will be encouraged to realise the benefits of acting in a more appropriate manner. If their behaviour continues to cause concern then it will be discussed with the parents. Children attending the Before/After school will not be disciplined by smacking, slapping or any other form of physical contact.

Disciplinary action will be taken by the Nursery if any member of staff is found in breach of the Nursery's policy on discipline.

### **Complaints Policy**

If you have any cause to be concerned about the service in the Nursery School, please speak to Penny Williams nursery manager or you can talk to our chair of directors. You may also get in touch with OFSTED if you are still not satisfied on 03001234666.

### **Admissions Policy**

When a place is offered in the before and after school club you will be required to:

- Complete a registration form and make payment of the registration fee
- Provide the manager with photographs of relevant people authorised to collect your child
- A taster session will be offered before your child starts

### **Special Education Needs and Disabilities Policy**

The provision made for children with special educational needs and disabilities within the Nursery has been designed in conjunction with the Special Educational Needs and Disabilities Code of Practice effective from 2015.

### **Non-Collection of children**

In the event that a child is not collected by an authorised adult at the end of a session then Alcester Nursery Studio Ltd puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

- On occasions when parents are aware that they will not be at home or in their usual place of work, they will inform us of how they can be contacted in an emergency.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they

inform the manager of the person collecting instead by issuing us with a photograph, name and contact number as well as ensuring the person collecting uses the registered password.

- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. Please note in the event that their children are not collected from nursery by an authorised adult and the staff can no longer supervise the child on the premises - we apply our safe guarding children protection procedures as set out in our safe guarding children policy. We will contact our local authority social services department.

### **Health & Safety**

The nursery has a comprehensive Health & Safety policy. Everyone is responsible when in the nursery, therefore we ask that you do not let your child press the green exit buttons and please do not let them run off ahead or out of the school gates. Alcester Nursery Studio Ltd will not be held liable for any incidents or accidents which take place during such times.





**Form A: Registration Form and Permission Slip**

**Child Details**

<b>Child's name</b>		<b>Sex</b>	<b>M / F</b>
<b>Preferred name</b>		<b>Date of Birth</b>	

<b>Child's first language</b>	
<b>Other languages spoken</b>	

**Family Details**

<b>Address</b>	
<b>Home Tel No</b>	
<b>Work Tel No</b>	
<b>Nationality of Child</b>	
<b>Nationality of Father</b>	
<b>Nationality of Mother</b>	
<b>Position of Child in the Family</b>	

**Other Special Circumstances E.g. Religious / Food Restrictions or anything you would like to share with the staff.**


**Password if someone other than the parent/carers are picking up .....**

**Medical Details**

<b>Family Doctor</b>		
<b>Address</b>		
<b>Telephone No</b>		
<b>Health Visitor's Name &amp; Tel No</b>		
<b>Social Worker name &amp; Tel No</b>		
<b>Speech Therapist name &amp; Tel No</b>		
<b>Other Professional Agency Name &amp; Tel No</b>		
<b>Medical Conditions</b>		<b>Comment</b>
<b>Asthma</b>	Y/N	
<b>Eczema</b>	Y/N	
<b>Food allergy</b>	Y/N	
<b>Recurring illness</b>	Y/N	
<b>Mobility restrictions</b>	Y/N	
<b>Visual impairment</b>	Y/N	
<b>Hearing impairment</b>	Y/N	
<b>Speech &amp; language difficulty</b>	Y/N	
<b>Any other disability</b>	Y/N	
<b>Other (please specify)</b>	Y/N	
<b>When was your child last inoculated against tetanus?</b>		
<b>What other inoculations has your child had?</b>		

**Emergency Contact Numbers for parent / guardian 1**

<b>Name - please print</b>
<b>Relationship to child</b>
<b>Address</b>
<b>Post code</b>
<b>Occupation</b>
<b>Emergency no.</b>
<b>Daytime no.</b>
<b>Evening no.</b>
<b>Mobile no.</b>
<b>Work no.</b>
<b>email address</b>

**Emergency Contact Numbers for parent / guardian 2**

<b>Name - please print</b>
<b>Relationship to child</b>
<b>Address</b>
<b>Post code</b>
<b>Occupation</b>
<b>Emergency no.</b>
<b>Daytime no.</b>
<b>Evening no.</b>
<b>Mobile no.</b>
<b>Work no.</b>
<b>email address</b>

Please provide two additional contacts we can get in touch with, should the parent / guardian not be available in an emergency.

**Emergency Contact Numbers**

<b>Name - please print</b>
<b>Relationship to child</b>
<b>Address</b>
<b>Post code</b>
<b>Occupation</b>
<b>Emergency no.</b>
<b>Daytime no.</b>
<b>Evening no.</b>
<b>Mobile no.</b>
<b>Work no.</b>

**Emergency Contact Numbers**

<b>Name - please print</b>
<b>Relationship to child</b>
<b>Post code</b>
<b>Occupation</b>
<b>Emergency no.</b>
<b>Daytime no.</b>
<b>Evening no.</b>
<b>Mobile no.</b>
<b>Work no.</b>

This is a question that we now need to ask in order to comply with the Statutory Framework for the Early Years Foundation Stage (EYFS), in order to ensure that we Safeguard Children and Promote children's Welfare

### **Who has parental responsibility?**

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he's either:

married to the child's mother

listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can apply for parental responsibility if you do not automatically have it.

### **Births registered in England and Wales**

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

### **Unmarried parents**

An unmarried father can get parental responsibility for his child in 1 of 3 ways:  
jointly registering the birth of the child with the mother (from 1 December 2003)  
getting a parental responsibility agreement with the mother  
getting a parental responsibility order from a court

### **Same-sex parents**

#### **Civil partners**

Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, eg donor insemination or fertility treatment.

#### **Non-civil partners**

For same-sex partners who are not civil partners, the 2nd parent can get parental responsibility by either:  
applying for parental responsibility if a parental agreement was made  
becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

This information was taken from

[www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility](http://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility)

### **Who has Parental Responsibility?**

Name	Relationship to child
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Name	Relationship to child
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Sessions Required - Please tick required day/s and time

	Start Time	End Time	Mon	Tues	Weds	Thurs	Fri
Morning	08.00	08.45					
St Nicholas							
Our Lady's							
Afternoon	15.30	16.30					
	15.30	17.30					
Pick up from							
St Nicholas							
Our Lady's							

Breakfast Club is £5.00

Afterschool Club is £5.00 until 4.30pm & £10.00 if up to 5.30pm

To ensure a place for your child at the Club we require from you a **non-refundable** registration fee of **£25.00**. Please make payment direct into the nursery account **Alcester No2 Sort code: 40-38-07 Account no: 92094045**

**We have an Inclusion Policy however we also have grounds for exclusion as detailed below:**

- Please follow the Health Guidelines, with special notice to Diarrhoea & Vomiting – exclusion 48hrs
- Unaccepted persistent behaviour towards children, staff or volunteers (every effort will be made to work with you and other professionals) i.e. bullying, rudeness, bad language, verbal abuse, physical violence, fighting, racial incidences, deliberate damage to property or others items and dishonesty.
- If excluded there will not be a refund on fees paid

**Statement of Consent**

I agree to my child being taken direct to hospital or being seen by the nearest doctor should an emergency arise and the parent not be found.

I agree to a member of staff who holds a First Aid certificate administering first aid in an emergency until help / the emergency services arrive and take over.

I agree for my child to have a plaster on if required

I give my permission for my child to be taken out of the premises for outings.

I give my permission for my child to be photographed on outings or within the Club to promote the Nursery or to be used for student’s course work.

I understand and agree to the terms and conditions set down in this Prospectus.

I will pay fees each half term, always when re booking for the following half term

I verify that all the above information is true and accurate at the time of registration.

I confirm that I have read and understood the policies and agree with them.

I agree to the terms and conditions set out in this document

I understand that failure to pay my fees could result in the withdrawal of my child’s place and legal action will be sought by the nursery.

<b>Signed</b>	
<b>Print name</b>	
<b>Date</b>	
<b>Relationship to child</b>	