Raglan Day Nursery

Prospectus

Raglan Road, Bromley, Kent, BR2 9NL

Telephone: 020 8290 3793
E-mail: nursery@raglan.bromley.sch.uk
At Raglan Nursery all staff and committee members believe that our Nursery should provide a caring, positive, safe and stimulating environment which promotes social, physical and moral development of the individual child. All our staff hold NVQ (level 2 or above) qualifications enabling them to provide the opportunities for all children to experience a wide variety of activities that are essential in their early development, in a happy and relaxed atmosphere. Regular training updates ensure that our high standards are maintained.

Through the Early Years Foundation Stage, children's aesthetic and academic abilities will be supported and helped to progress to their full potential. Play underpins the delivery of the Early Year Foundation Stage. Children learn best when they are safe, happy and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.

Our aim is to try to ensure that all of the children when leaving Raglan Nursery are ready for the next stage of development and are ready to become part of the wider community.

The Nursery has a policy of non-discrimination against race, colour, sex, religion, ability or immigrant status. All staff and children are expected to respect differences and a positive self-image is promoted.

The Nursery is contained within the main Primary School building. We are able to offer a unique opportunity for the children to use the schools excellent facilities, such as the Gym, Hall, Library, PE equipment, large playgrounds and stage area.

In addition the Nursery has its own outside play area. To support the Early Years Foundation Stage we join with Reception children and staff for an assembly once a week and have occasional joint playtimes. The school has an Early Years Leader who oversees the curriculum in both the Reception classes and the Nursery to enable us to share resources and skills.
General Information

Raglan Day Nursery is a Private Day Nursery and does not guarantee your child a place at Raglan Primary School. The school applies its own admission criteria.

- The Nursery caters for a maximum of 24 children per session, between the ages of 2 ½ and 4.
- The Nursery has one intake in September.
- We are able to accept children on the waiting list once they reach the age of 18 months.
- When allocating spaces in the Nursery the following criteria is used:
  1. Existing children who would like to increase or change their sessions
  2. Siblings of children attending Raglan Day Nursery / Raglan School
  3. Remaining eldest children on the waiting list
- Raglan Day Nursery is registered and inspected by Ofsted.
- The children will be experimenting with messy activities and although every effort is made to protect the children's clothing, accidents do happen. Please do not send your child in their best clothes.
- We can accommodate nappy changing for your child
- We encourage independence in dealing with toilet needs. Please ensure that clothing especially trousers and tights are suitable for children to manage. Shoes that the children can learn to put on themselves. Flip Flops and opened toed sandals are not suitable for nursery. If your child attends Nursery on a gym day, children should be appropriately dressed for exercise and energetic activities.
- We primarily use the phone and emails to contact parents on our waiting list, please make sure that this information is kept updated.
- The Nursery operates a Key Person system. On admission your child will be allocated a key person who will write observations and will look at the progress your child is making whilst at Nursery.
- All members of staff hold current First Aid Certificates and are trained to use epipens.

We have policies covering Health & Safety, Equal Opportunities, Special Educational Needs, Organization and Staffing. These are available for you to see in the Nursery. Please ask if you would like to see a copy.
Session Times, Fees and Funding

From September 2015, our fees will be:

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 - 11.45</td>
<td>morning session</td>
<td>£16.00</td>
</tr>
<tr>
<td>11.45 - 12.30</td>
<td>lunch</td>
<td>£6.00</td>
</tr>
<tr>
<td>12.30 - 3.45</td>
<td>afternoon session</td>
<td>£16.00</td>
</tr>
<tr>
<td>8.30 - 3.45</td>
<td>full day session</td>
<td>£38.00</td>
</tr>
</tbody>
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Our sessions are 3 hours and fifteen minutes in length.
Our funded morning times are 8.30am - 11.30am as part of our 3hr 15mins session.
Our funded afternoon times are 12.45pm - 3.45pm as part of our 3hr 15mins session.

Free early education becomes available to a maximum of 15 hours per week in the term after your child's third birthday. The funding pays for 3hr basic sessions only. Our sessions are 3hr and 15mins, and include the use of the school gym, ICT suite, hall and playgrounds. For the extra time and facilities we charge £4.60 per session. We do offer shortened afternoon sessions (12.45pm - 3.45pm) free of charge, subject to availability. This facility is not available in the morning.

Parents of 2yr olds who receive:
A family on benefits*

- You have a household income of £16,190 or less
- The child you are claiming for is looked after by the local authority or has previously been in care
- The child you are claiming for has an Education, Health & Care plan
- The child you are claiming for receives Disability Living Allowance *

Benefits include:-
- Income support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
• Support under part VI of the Immigration and Asylum Act 1999
• State Pension Credit - guarantee element

Parents should apply online following the link at www.bromley.gov.uk/iam2

Subject to availability and consultation, children can also add lunch to their morning or afternoon session. Lunch fees are £6.00 per session covering the cost of the food and the supervision. Lunches are prepared by the school cook and all dietary requirements can be met. The children are cared for during the lunch period by two experienced staff who also supervise games and musical activities after a quiet time. We have 16 places available over the lunch time period.

Included in the fee is a mid-session snack of milk or water and fruit. Occasionally other snacks are offered.

Fees are reviewed annually.
We are registered with a number of Childcare Voucher Schemes. These can save you between 20-40% of your childcare costs via your salary. Speak to your employers in the first instance and then let us have the details.

Invoices are payable termly in advance. The first invoice will be sent to you prior to your child starting in the Nursery and is payable on the first day of starting. Failure to pay any invoice, within half a term, will result in your child being denied access to the Nursery.

It is not possible to refund fees due to illness or holidays. Any returned cheques will mean suspension of your child’s place until all fees are paid in full.

How to increase your sessions
There is an opportunity to increase your sessions in the nursery each September. Forms are distributed before Easter to state your requirements. If sessions become available in between these periods a notice will be placed on the notice board outside the Nursery offering the sessions.
Increases for lunch can be applied for at the start of each term.

**Nursery Curriculum**

The Nursery uses a topic/theme in order to provide the children with a varied curriculum.

Previous topic/themes have included:
- Ourselves & Growth
- Fairy Tales
- Traditional Stories
- Transport
- Colours
- Under The Sea

We follow the Early Years Foundation Stage and provide activities through play that will help the children develop and achieve the Early Learning Goals at the end of Reception. Within the Early Years Foundation Stage there are four principles:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

Within Learning and Development there are six areas of Learning and Development these are:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

We follow a plan for the day. This is important for both the children and the staff. The children need the security of a predictable routine and the daily plan is based on the interests of the children and the requirements to extend their learning based on our observations. However the ability to alter this plan is as important as having it in place.
We share a range of multicultural experiences and religious festivals to help the children experience and develop their knowledge of the world around them. These include:

- Chinese New Year
- Diwali
- Hanukkah
- Eid
- Harvest
- Easter
- Christmas

We use a range of ways to show your child’s progress:

- Observations of your child’s learning
- Photographs
- Samples of your child’s work

These are sent home for you to see once a term. At this time you also have the opportunity to attend a parents’ evening/morning, to discuss your child’s progress with their key person.

We use the information we have gathered about your child to plan what he or she will need to learn next.

If you, or we, have any concerns about your child’s development, we may also develop an individual education plan (IEP) in consultation with yourself. This is useful in identifying small, achievable targets which we can all work towards together to help your child make more rapid progress.

All children learn and develop at very different rates and in many different ways. You should not worry if your child's rate of learning is different from their friends. It is important to remember that children will be in the Early Years Foundation Stage working towards the Early Learning Goals until the end of their Reception year in school.