



## Young & Smart Nursery

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**Dear Parents,**



Thank you for showing interest in Young and Smart Nursery. This prospectus will provide you with a glimpse of the children's daily activities within the nursery.

At Young and Smart Nursery we aim to provide a warm, friendly, secure and stimulating environment for all of the children at the Nursery. The Nursery offers full day and part day care to children between the ages of 6 months - 5 years.

All children who attend Young and Smart Nursery regardless of age, gender, class, family status, disability, color, ethnic origin, culture or religion will be entitled to a consistent, high quality care and the opportunity to learn through a play-based curriculum and to be treated as individuals.

The pre-school years for any child are very important and formative years, which is why at Young and Smart Nursery we provide a range activities to help the children develop to the best of their abilities. This involves being regularly encouraged and motivated which will enable the child to develop at their own pace.

Please feel free to visit our nursery to fully appreciate the high quality and personal care that we have to offer.

Young and Smart Nursery is registered with Ofsted.

## Record Keeping



The staff consists of key workers who are responsible for keeping detailed records on your child's progress.

Informal discussions regarding your child's progress are most welcome on the collection of your child. Young and Smart Nursery holds annual mid-year parents evenings, for a detailed report of your child's progress, and parents are always welcome to visit our nursery at anytime.

## Religious Education



At a nursery level this is non-statutory, but as the children live in a multi-faith society, religious and cultural festivals are celebrated to give children some understanding of religion.

Staff will give equal importance in the way festivals are presented. Celebrations will include story telling, learning new songs, activities related to the festivals, e.g., parcel wrapping, making clay models, sharing of foods etc.

We acknowledge that the nursery is not substitute for home beliefs and so we will not promote any one festival as being more important than another. As part of the curriculum offered, staff will try to foster a sense of wonder and inquiry about the world in which we live, sensitivity to the needs of others and the importance of caring and sharing with others.

## Parental Involvement



Parents can make arrangements to discuss their child's progress on an individual basis by making an appointment with the manager. Parents are encouraged to discuss their child's developmental progress with the staff at any time throughout the year.

A copy of children's developmental records is given to the parents when a child leaves Young and Smart Nursery and prepares for primary school. The developmental record can then be given to primary school teachers, which will then allow the teacher and child to build a more efficient relationship more rapidly. Parents are encouraged to introduce their child to the nursery by setting visits during the first week, so that children will gain confidence and, get to know the staff at Young and Smart Nursery.



Throughout the year there will be many opportunities for parents to join in the fun at the nursery with a host of parties and events including:

- Display classes from the extra curricular activities.
- Outings.
- Themes and projects - This will give parents the chance to become part of the nursery for the day. The themes and projects can range from preparing a special dish for international food week too participating in a talk to the children about your professions.

## Accreditation, Funding, policies and Health and Safety



Grants are available for three to four year olds in the term after they are three years old. Funding is paid to the nursery and will subsequently be deducted from the fees. The current amount available for funding (per child) is £416 per term, however this figure will fluctuate over time.

## Policy Statements



The nursery has available a documented operational plan incorporating policies on many aspects of the nursery's routines.

Policies are available for parents to view and those on equal opportunities, child protection, behavior management and special educational needs are displayed in the nursery. The nursery has consultancy services for health and safety and personnel matters and a fire consultant to provide advice, training and regular servicing of our equipment. Electrical and gas safety inspections are conducted annually.

## Staff and training

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The staff ratio at the nursery currently consists of around 1 adult to 6 children for the nursery as a whole. The nursery also has additional volunteers and a supernumerary staff member. There is a structured timetable for each group, which will help children reach their educational and social developmental milestones.

Our staff is highly qualified with a variety of qualifications such as NVQ2, NVQ3, BTEC and other degrees in Early Childhood studies.

Staff ratios are displayed on the hall notice board.

The proprietors are responsible for overseeing all aspects of the nursery and for coordinating management tasks delegated to staff.

The nursery holds a training day once per term (see nursery closures), in order for the staff team to meet together and discuss new procedures or legislation and individual staff members participate in ongoing professional training programmes.

The nursery as a whole is in the process of starting the investors in people programme and would like to obtain the disabled people's accreditation when there is time to follow the programme.

## Fees

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The fees increase annually allowing the necessary adjustment for inflation. Fees are payable monthly in advance on the first working day of the month by cheque or standing order and must still be paid in full for children who are absent due to sickness, holiday or other reasons. Parents are held jointly liable for the payment of fees.

## Notice

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One month's notice in writing is required for any child leaving the Nursery; otherwise the deposit will be forfeited. Young and Smart Nursery reserves the right to ask for a child to be withdrawn from the Nursery if fees are unpaid or if required due to other circumstances.

## Visits

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Children will occasionally be taken to the public library, park, or other places of interest under the full supervision of members of staff. Your children will be taken only upon receipt of your written permission to do so. A small charge may be made for some visits to cover the cost of transport and entrance fees.

## Daily Schedule

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### (6 month - 1 year olds)

8.00 - 9.30 am	Arrival and Welcome
9.30 - 10 am	Breakfast
10.00 - 10.15 am	1st Activity e.g. Story, Sand, Water
10.15 - 11.15 am	Outdoor Play
11.15 - 11.45 am	Change Time
11.45 - 12.30pm	Lunch
12.30 - 1.30 pm	Sleep Time
2.30 - 3.30 pm	Quiet Period/Activity
3.30 - 4.00 pm	Tea Time
4.00 - 5.00 pm	Play and Change Time
5.00 - 6.00 pm	Prepare for Home Time
6.00 pm	Nursery Closed



## Session Times, Fees and Closures

### Opening Times



The Nursery is open from 8am to 6pm from Monday to Friday all year round excluding Bank Holidays. Full time (8am-6pm) and a limited number of half-time (8am-1pm or 1-6pm) places are provided on a daily or weekly basis. Nursery Schools i.e. singing lessons are open on a session basis during term times as specified.

### Admissions Policy



Children may join Young and Smart nursery at any time throughout the year if there is a vacancy. Prospective parents are invited to view the nursery before registering their child. A non-refundable Registration Fee is payable upon submission of the registration form. Places are offered according to availability, and are provided on a first come, first served basis.

### Registration and Waiting List



Children may be registered on completion of a registration form and payment of a non-refundable fee. Payment of the registration fee does not guarantee a place at the nursery. If, at the time of registration or the proposed starting date, there is not a place available for your child, then your child will be placed, on the waiting list and be given priority of a place.

As soon as a placement has been offered and accepted and the registration signed we would arrange the timing of visits and ask you to fill in our starting information forms with details about your child, contact numbers etc. Please complete the consent forms for outings and photographs.

## Daily Schedule


### Pre-school (2 - 5 year olds)



8.00 - 9.15 am	Arrival and Welcome
9.15 - 10.00 am	Breakfast
10.00 - 10.15 am	Activity
10.15 - Noon	Music / Perceptual Motor Skills Group Activities, Listening, Puzzles, Playhouse, Library, Outdoor Play, Creative
Noon - 12.30pm	Lunch
12.30 - 1.30 pm	Quiet activities to prepare for rest
1.30 - 2.30 pm	Rest/Nap
2.30 - 3.00 pm	Toileting etc.
3.00 - 3.30 pm	Afternoon Tea
3.30 - 5.30 pm	Montessori Activities Outdoor Play Free Choice Activities E.g. Computers, Coloring, Tracing, Cut out & paste Music/Dance Story Time
5.30 - 6.00 pm	Quiet activities to prepare for home

## Fee

### 6 months - 1 year old



	Price Per Month	Price Per Week
Full Time	£1000	£250
4 Days	£1280	£320
3 Days	£960	£240
2 Days	£640	£160
1 Day	£320	£80
8 AM 1 PM	£720	£180
1 PM 6 PM	£640	£160

### 1 Year - 2 Year old



Full Time	£800	£200
4 Days	£960	£240
3 Days	£720	£180
2 Days	£480	£120
1 Day	£240	£60
8 AM 1 PM	£560	£140
1 PM 6 PM	£480	£120

### 2 Year - 5 Year old



Full Time	£720	£180
4 Days	£960	£240
3 Days	£720	£180
2 Days	£480	£120
1 Day	£240	£60
8 AM 1 PM	£560	£140
1 PM 6 PM	£480	£120

\* Additional days for 1 year olds to 5 year olds will cost an extra £60 per day

\* Additional days for 6months to 1 year olds will cost an extra £80 per day

The first full months fee will secure your child's place at Young and Smart Nursery.

Fees are reviewed annually in September of each year.

Please note that help is provided towards the cost of childcare such as:

- Working Family Tax Credit
- Child care vouchers
- 3-4 year old FREE Funding

**We look forward to welcoming you to Young and Smart Nursery**

## Location



We are located here.

### Nearest Transport Links

Tube Station	Lewisham	0.33 miles (0.53 km)
Railway Station	Lewisham	0.35 miles (0.56 km)
Airport	London City Airport	4.14 miles (6.66 km)