

Prospectus



Woodland Industrial Estate, Eden Vale Road,
Westbury, BA13 3QS

Open 8.30am-3.30pm
38 weeks of the year

01373 826534



Our Mission Statement.....

At Bright Stars Pre-school we aim to create a happy, stimulating and caring environment for all young children from two years to five to give them the best possible start in life.

We will encourage and support the development of each individual child, helping them to become confident and independent learners.

We recognise the importance of working in partnership with parents to create an environment your child feels secure in and to help them to reach their full potential.



Bright Stars Pre-school Aims and Objectives

- To promote learning through play and offer a wide and varied range of experiences in order to develop the whole child.
- To allow children to be active learners and take responsibility for their learning and use the staff as a resource to explore the pre-school environment.
- To help each child feel valued and to encourage their independence and confidence.
- To form a partnership with parents and inform them about their child's welfare, progress and day to day routine and activities.
- To value parents contributions.
- To ensure that all children with special educational needs develop to their full potential.
- To allow children to make choices and decisions and to learn from their mistakes.
- To develop children's skills in all areas of The Early Years Foundation Stage.
- To respect and recognise the child's cultural and linguistic background, religion and racial origin.



About our Pre-school

Bright Stars Pre-school is a childcare facility which will open in March 2012 in Unit 10, Woodland Industrial Estate, Eden Vale Road, Westbury. We offer care for 24 children from two to five years. We open term-time only 8.30am-3.30pm.

The pre-school is in a great location and close to Westbury Infants School and the housing estates nearby. There is a room for each of the different age groups which enables us to cater for their different needs.

Toddler Room (2-3 years)
Pre-school Room (3-5 years)

All the staff working at Bright Stars Pre-school have, or are working towards their Level 3 in Childcare and Education. They all have a wealth of experience of working with young children.

We aim to make each room an inspiring place for children to play with different areas of interest. This includes a quiet, comfortable area where children will have the opportunity to reflect on their learning and rest and a creative area where children can access their own resources. We have designed each room to ensure that children can access the resources and take charge of their learning.

We have a good size outdoor space and believe it's important to provide opportunities for outdoor play and activities on a daily basis. The outside space contains a grassed and concrete area. There is also a large sandpit and other equipment to support physical development.

The pre-school has good links with The White Horse Children's Centre and can offer advice on the services they offer.

We put a strong emphasis on working in partnership with parents and welcome them to be a part of the nursery.

We welcome parents to spend sessions with their child which is a wonderful opportunity to see your child hard at work playing in the Pre-school and interacting with other children.



Bright Stars
Pre-School

Snacks

Bright Stars Pre-school will be open for 7 hours per day so it is essential that we provide children with a healthy diet and plenty of energy to keep them going throughout the day.

We provide the following snack times throughout the day:

Mid morning snack 10 am

Afternoon snack 2.30pm

Wherever possible, we will provide snacks to suit special dietary/cultural requirements and work in close partnership with parents to ensure these are catered for.

Wherever possible, children will be involved in preparing their snacks. All snacks will promote healthy eating such as, fruit, bread sticks, carrot sticks, crackers etc

Lunch Time

If your child stays over the lunch time period (12-12.30) then you will be asked to provide a healthy packed lunch for your child. We recommend that during the warmer weather you place an ice pack in their lunch pack. If you need some ideas or advice for a healthy packed lunch please do not hesitate to ask.



Policies and Procedures

Bright Stars Pre-school has policies and procedures in place to ensure the safety of the children is paramount at all times. The policies are available in the foyer/office for parents to read at all times. Please familiarize yourselves with these.

Here is a summary of some of the key policies.

Safeguarding Children Policy and Procedure

At Bright Stars pre-school we intend to create an environment in which all children are safe from abuse and in which any suspicion of abuse is promptly and appropriately dealt with.

The key commitments of Bright Stars pre-school policy for safeguarding children:

1. Bright Stars pre-school is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. Bright Stars Pre-school is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused'
3. Bright Stars pre-school is committed to promoting awareness of child abuse issues throughout its training and learning programmes for staff. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.
4. The child's welfare is paramount
5. All children without exception have the right to protection from abuse
6. All suspicions of abuse will be taken seriously and responded to swiftly and appropriately
7. To work in partnership with children, parents/carers is essential for the protection of the child.

Confidentiality Policy

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Bright Stars Pre-School Fees 1st September 2014

A £10 registration fee is required upon registering your child.

The aim of Bright Stars Pre-school is to offer affordable and accessible child-care and we try to reflect this in our fees.

If you wish to change your child's booked sessions, please speak to Shelley. The more notice given the more chance you have in the sessions you want being available.

Don't forget: starting from the term after your child turns 3, you are entitled to fifteen hours of free entitlement funding each week.

Fees can be paid by monthly or weekly by cash, cheque, or BACS.

Sessions	Pre-school 3-5 years	Toddlers 2-3 years
Per hour	£4.00	£4.30
9-12 or 12.30-3.30	£12.00	£12.90
9-12.30 or 12-3.30	£14.00	£15.05
8.30-12.30	£16.00	£17.20
8.30-12	£14.00	£15.05
9-3.30	£26.00	£27.95
8.30-3.30	£28.00	£30.10

***These prices are correct on the day of print, but are subject to change.**

For children staying over the lunch time (12-12.30pm) parents will need to provide their child with a packed lunch. Please read our policies for guidance on packed lunches.

If you require childcare after 3.30pm we can arrange for your child to be taken across to Bright Stars 1 at 3.30pm where they can stay until 6pm. Please speak to Jackie Day for more information.

Additional Information

Pre-school Manager:
Jackie Day

Setting Supervisor:
Shelley Fielding

Managing Director:
Laura Prior-Mangum

We ask you to provide your child with the following things at Pre-school:

- Wellington boots
- Spare clothes at all times in case your child gets wet or dirty during their play or has a toilet accident
- Nappies and wet wipes for those children still in nappies

There is no attached parking at Bright Stars Pre-school, therefore, parents are encouraged to walk when bringing their child. Parents are not permitted to drive onto the industrial estate and are kindly asked to use local street parking.

If you would like to register your child for a place at Bright Stars Pre-school, please complete a registration form, read and sign the Fee Contract and complete the parents consent form and send it to the address below with a registration fee of £10.00 made payable to **Bright Stars Nursery**. We will then be in contact with you as soon as possible to confirm your child's place.



Registration Form

Child's Name:		Date of Birth:		
Home Address:		Home Tel No.		
		Email Address:		
Postcode:		Mothers Mobile:		
Mother's Name (please state Miss, Mrs other)		Father's Mobile:		
		Father's Name:		
Who has parental responsibility for your child? Please Tick				
<p style="text-align: center;"> <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both </p>				
Emergency Contact: (other than parents)				
Name:				
Home Tel. No:				
Mob. No:				
Relationship to child:				
Any other person collecting your child on a regular basis: (if different from emergency contact, i.e. child minder, relative, carer)				
Name:				
Contact Tel. No:				
Address:				
Name of Doctor:	Name of Health Visitor:			
Address:	Address:	Age	Immunisations	Please tick if received
		2 months	5 in 1 and Prevenar	
		3 months	5 in 1 and Meningitis C	
		4 months	5 in 1 Prevenar and Meningitis C	
		12 months	*MMR 1 Hib/Men C and Prevenar	
Tel. No:	Tel. No:			

		3 years 4 months	*MMR 2 and pre-school booster
*Children require 2 doses of MMR (Measles mumps and rubella) to ensure maximum protection.			

Are there any health issues regarding your child or your family that you would like us to be aware of?

Does your child suffer from any allergies, or have special dietary requirements?

Does your child have any special needs:

Child's/family ethnic origins:

Child's Family Religion:

Language Spoken at Home:

Is there any further information about your child or family you would like us to be aware of?

Parent/Guardian Signature:

Date:

We operate a password system, in the case of the usual person not being able to collect the child, a password will be asked for. If possible, the parent/guardian must inform the nursery that someone different will be collecting the child. This password will be kept confidential.

Password:.....

Requested sessions (please tick)

Preferred Start Date:

Day	8.30am-3.30pm Long Day	9am-3.30pm Shortday	8.30am - 9am Early bird session	9am-12 noon Morning session	12-12.30 Lunch time session	12.30-3.30pm Afternoon session
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Term-time only or full-time? (circle)	
Term-time only	Full-time

Do you wish to pay Weekly or Monthly (please circle)

Please keep us informed of any change of details, for example change of telephone number or address.

Date received:	
Registration fee Paid	
Checked by:	
Managers Signature:	

For office use only



Fees Contract

Child's Name.....

I understand my £10.00 non-refundable registration fee secures a place for my child at Bright Stars Pre-school.

I agree to pay my child's Pre-school fees weekly or monthly and that Bright Stars Pre-school reserves the right to give a child's place to someone else if fees are not received on time.

I understand I can only change my child's sessions on a termly basis.

I understand that I will still be charged when my child is absent from nursery for any reason, including sickness.

I understand fees are subject to an annual increase.

I understand Bright Stars Pre-school requires two weeks notice in writing if I wish to end my child's place.

I understand that parents arriving late to collect their children will be charged £2.50 for any part of half hour. Discretion will be used.

Please sign below to agree to the above:

Parents Signed:

Parents name:

Date:



Parents/Carers consent form

Child's Name:.....

I agree that Bright Stars Nursery has the right to call an ambulance in an emergency or to take my child to the emergency department of the nearest hospital and to await my arrival. Any decisions regarding my child's care will then be made by the Emergency Department of the hospital.

I understand the nursery will be monitoring my child's progress and will retain any progress checks and assessments until my child leaves the nursery.

A vital part of observations and record keeping will involve taking photographs and making video recordings of your child playing. I agree to these images being used within the setting for displays. (you will be asked for permission to use photographs for any other use)

I understand that children play closely together which means a photograph of my child may be used within another child's Learning Journey.

I understand that as part of the daily routine, the children may go for local walks to support the children's learning, this may include the park and library (Letters and permission slips will be sent to parents for trips further away)

I understand it is my responsibility as parent or carer to inform the nursery of any change of contact details.

I understand that Bright Stars has a duty to refer to Ofsted/Child Protection Team at Social Services if it suspects that child abuse may be an issue.

I understand that any group photographs or video recordings of children taken at nursery that are available for you to take home, are for personal home use only and not to be used or displayed on any social networking sites.

I understand that while my child is attending Bright Stars I will refrain from posting anything on a social networking site that could have a negative impact on the setting or a child attending the setting.

I understand that Bright Stars Nursery has a set of clear policies and procedures that are available for parents to read at any time and I agree to abide by them.

I understand that any information given to the nursery about my child is kept for three years after my child has left the nursery and will be shared with staff of the nursery and the Children Centre Manager.

I understand there is no parking attached to the Pre-school and parents are not permitted to drive into the industrial estate. Please use local street parking or walk to drop your child at Pre-school.

Parent/Carers signature:.....

Date:.....



Bright Stars
Pre-School

Fees Contract (Parents Copy)

Child's Name.....

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