

Bright Stars Childcare and Education LTD



@ White Horse Children's Centre

Prospectus

Bright Stars Nursery
C/O White Horse Children's Centre
Eden Vale Road
Westbury
Wiltshire
01373 827076

www.brightstarsnursery.co.uk
[email - brightstarsnursery@hotmail.co.uk](mailto:brightstarsnursery@hotmail.co.uk)



Our Shared Vision.....

At Bright Stars Nursery we aim to create a warm, friendly and welcoming home from home setting where children learn through having fun!

We aim to create a safe, stimulating and caring environment where all children flourish and become genuinely engaged in their learning, resulting in happy, independent, confident and individual learners.

Partnerships with parents are paramount in helping children to reach their full potential and we recognise that they are the first and most important educators of their children.

All children are given opportunities to access learning taking into account their individual stage of development and needs.

We celebrate the diversity of our community, carefully considering and respecting the variety of cultures, backgrounds, individual needs and gender.

We work closely with other local settings, schools and professionals in order to provide an integrated approach, making links with the wider community and outside agencies.





Bright Stars Nursery 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 nursery 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 Nursery

Bright Stars Nursery is a childcare facility which opened in April 2008 within The White Horse Children's Centre on Eden Vale Road in Westbury. We offer full-day care for 67 children from birth to five.

The nursery is a purpose built building offering lots of space with everything designed with children in mind. There is a room for each of the different age groups which enables us to cater for their different needs.

Lions (3-5 years)
Munchkins (2 $\frac{1}{2}$ - 5 years)
Tigers (2-3years)
Bears (0-2 years)

All the staff working at Bright Stars have, or are working towards their NVQ 3. They all have a wealth of experience of working with 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 toys and resources and take charge of their learning.

We have a large outdoor space and believe it's important to provide opportunities for outdoor play on a daily basis. The outside space contains a grassed and concrete area as well as a specifically designed area for our under twos and a free flow garden for the toddlers.

Bright Stars benefits hugely from being in the White Horse Children's Centre which can offer parents a variety of activities and support.

We put a strong emphasis on working in partnership with parents and welcome them to be a part of the nursery. We invite parents to spend sessions with their child which is a wonderful opportunity to see your child hard at work playing in the nursery and interacting with other children.



Bears (0-2 years)

Bears are the smallest children in our care. We have designed the room to be as stimulating as possible with age appropriate toys. The Bears have their own quiet sleep room with cots which is designed to be peaceful and calming to help your baby drift off to sleep.

There is a basic daily routine in the Bear Room, which is flexible and takes into account for each child's individual needs.

Activities are provided to encourage different areas of development with a strong focus on communication and language skills, personal, social and emotional development and physical development.

Staff working in this room are qualified and have previous experience of working with babies. A high adult:child ratio will ensure your child is cared for at the highest level. Your child's Key Person will keep a record of your child's daily routine and keep you informed at the end of each day through a daily diary and informal daily verbal feedback.



Tigers (2-3 years)

The Tiger room is designed to give the children plenty of space to explore and move around. We aim to make the toys and resources accessible to the children, having them low and easy to reach.

The Tiger's room has an area specifically designed for creative activities. This will be accessible at all times where they can do activities, such as, painting, cutting and sticking, junk modeling and other planned activities.

There is a quiet area with mats for day time rests if needed and a wide selection of toys which are developmentally appropriate.

Staff will work with parents and help support potty training when needed.



The daily routine is flexible to fit in with the individual children.

Munchkins (2 $\frac{1}{2}$ - 5 years)

The Munchkins have a large room. The room can cater for 16 preschool and 4 toddlers. The room is split into different areas, such as, a creative area where they can access resources at all times, carpet area for construction toys, a math's area to explore numbers and puzzles, a writing table to encourage and develop early writing skills and an activity table where there will be an adult-led planned activity.

The children are encouraged self-select resources showing more independence as they grow in confidence. Learning boundaries and rules.



The emphasis at this stage is to continue to allow children to learn through play whilst at the same time being encouraged to learn the everyday skills and independence they will need for school. The basis for all their activities will be The Early Years Foundation Stage Guidance.

Your child's Key Person will keep records of their development and pass these to the school. These Learning Journeys will be accessible to you at all times.

Lions (3-5 years)

The Lions occupy the largest room of the nursery. The room is split into many different areas, such as a creative area where they can access resources at all times, carpet area for construction toys and puzzles, a small world table where the children can freely access different imaginative toys and select props to enhance their play, a writing table to encourage and develop early writing skills and an activity table where there will be an adult-led planned activity morning and afternoon and a CFS area (Communication friendly space) which is a quiet, comfortable area where the children can rest, read a book or talk with friends.

The children are encouraged to take charge of their learning through choosing how they spend their time. All the toys and resources are accessible to them. We then use group carpet time to reflect on what they have been doing and what they have enjoyed doing.

The emphasis at this stage is to continue to allow children to learn through play whilst at the same time being encouraged to learn the everyday skills and independence they will need for school. The basis for all their activities will be The Early Years Foundation Stage Guidance.

Your child's Key Person will keep records of their development in a "Learning Journey" and pass these to the school. These Learning Journeys will be accessible to you at all times.



Learning Journeys

Every child will have a Learning Journey throughout their time at Bright Stars. This is a book which your child's Key Person will record any informal observations, pictures and photos in. This will be kept at nursery but will be available for you to see at any time. It will provide you with an insight of your child's time at nursery and their learning journey.

Early Years Foundation Stage Guidance

The Early Years Foundation Stage (EYFS) is the statutory framework that sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children are ready for school and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The current framework was introduced in September 2012

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first.

These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Please ask for our EYFS Parent Guide if you would like to know more.

Extra Activities

We currently have Active Trowbridge coming into our setting once a week to do physical fun with the Pre-school aged children. This gives the children chance to get active and play new and exciting games that keep them healthy.

We were rated Outstanding by Ofsted in all areas, in November 2014
Please see the parent's notice board for a copy of the report

Snacks and Meals

Bright Stars Nursery is open for 10 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 meal times throughout the day:

Breakfast 8am (we stop serving breakfast at 8.30)

Mid morning snack 10am

Hot lunch 12 noon

Afternoon snack 2.30pm

Tea 4.30pm

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

Breakfast

Children can choose from a variety of healthy cereals, porridge, fruit, yoghurts or toast. Older children will be encouraged to be independent and help prepare their breakfast. We stop serving breakfast at 8.30.

Lunch

Menus will be put together by the cook and Owner to produce a well balanced, nutritious meal that children will enjoy. The menu will be changed on a weekly basis and will be displayed on the kitchen door

Tea

A light tea will be provided for the tea time children, such as, scrambled egg on toast or pasta

Morning and afternoon snacks

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

Please note, due to babies being at different stages of weaning, we ask parents of children under one year to provide their own meals and snacks. Please talk to the staff in the room for more details.



Bright Stars Nursery 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 for parents to read at all times. Please familiarize yourselves with these. Here is a summary of some of our key policies and procedures;

Safeguarding Policy

At Bright Stars Nursery 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. We have procedures in place to ensure we exclude all known abusers, respond to suspicions of abuse effectively and deal with allegations against staff members appropriately. Parent, carers are provided with a Safeguarding leaflet as part of the induction process, detailing our Child Protection procedures, our full policy is available upon request.

Bright Stars Nursery takes part in a project that runs jointly between schools, early years and Wiltshire Police. Operation Encompass is the reporting to schools and early years settings, prior to 9am on the next school day, when a child or young person has been exposed to, or involved in, any domestic incident. We strive to offer the best support possible to all our children and we believe that this will be extremely beneficial for all those involved.

Confidentiality Policy

At Bright Stars Nursery we respect the privacy of children and their parents and carers, while ensuring that they access high quality 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.

Complaints Procedure

Our setting believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

Sick Child Policy

The nursery does not aim to exclude children from the nursery unnecessarily. Decisions on whether a sick child will be allowed to attend the nursery will be made by the manager and will take into account the needs of the child and those of the group. Children with infectious or contagious diseases will be excluded for certain periods. If a staff member suspects that a child is sick, they will contact the parents and ask them to collect their child and request that they see a doctor before returning to the nursery. A child who has been sick or who has a stomach bug should not return to nursery for at least 48 hours after the last episode of vomiting or diarrhea to prevent the spread of bugs around the nursery. In the case of infestations such as head lice, staff will inform parents of the problem and advise them how to proceed. Children must receive treatment before returning to the nursery.

Bright Stars Nursery Fees

A £20 non-refundable registration fee is required upon registering your child. When registering toddlers and babies a deposit is also required. This is based on one week of fees and once your child starts this will be deducted from your final bill. If you cancel the space prior to the start date the deposit will not be refunded.

You can choose to register your child as full-time or term-time only.

Full-Time Registration

If you choose to register your child as full-time, they will attend for 49 weeks of the year and they will be entitled to 2 weeks half price holiday per year.

Term-time only registration

If you choose to register your child as term-time only, your child will only have a place at nursery for 38 weeks of the year (please see Julia for the term dates as these change slightly from year to year)

We offer various sessions throughout the day. Your child can attend just one session during the day or all the sessions if you wish. We ask you to book a minimum of two sessions per week to enable your child to settle easier

Sessions can only be changed once a term. If you wish to change your child's booked sessions, please speak to Julia. The more notice given the more chance you have in the sessions you want being available.

If your child stays over the lunch hour, which runs 12pm-1pm, we provide nutritious hot meals.

Fees can be paid by monthly or weekly by cash, cheque or BACS. BACS is our preferred method of payment.

Don't forget: starting from the term after your child turns 3, you are entitled to fifteen hours of free funding each week. Other funding may be available to you if the criteria is met, brief details are included below, further information is available within the setting or via the Wiltshire Council website, www.wiltshire.gov.uk > Early years and childcare.



The funding will pay for childcare for up to 15 hours a week (38 weeks of the year) if the criteria is met.

These children will then move automatically on to three year old funding, which is available for a maximum of 15 hours a week.

We encourage all families who receive this funding to engage with their local Children's Centre.



A new entitlement is available to working parents of 3 and 4 year olds, which allows up to 30 hours of Free childcare a week. You can check what help you could get by using the governments Childcare Calculator: <https://www.gov.uk/childcare-calculator>.

Please see the prices attached.

Bright Stars Nursery Fees from September 2018

Sessions	Children 2-4 years in receipt of funding	Children 2-4 years not in receipt of funding
8-12 or 1-5	£21.00	£21.00
8-1 or 12-5	£28.50	£28.50
9-12 or 1-4	£15.00	£15.00
9-1 or 12-4	£22.50	£22.50
12-6	£33.50	£33.50
1-6	£26.00	£26.00
9-4	£37.50	£37.50
9-5 or 8-4	£43.50	£43.50
8-5 (short day)	£49.50	£47.00 (save £2.50)
9-6 (short day)	£48.50	£46.00 (save £2.50)
8-6 (long day)	£54.50	£51.00 (save £3.50)

Sessions	Babies (0-1 years)	Babies (1-2 years)
8-12 or 1-5	£20.00	£21.00
8-1 or 12-5	£25.00	£28.50
9-12 or 1-4	£15.00	£15.00
9-1 or 12-4	£20.00	£22.50
12-6	£30.00	£33.50
1-6	£25.00	£26.00
9-4	£35.00	£37.50
9-5 or 8-4	£40.00	£43.50
8-5 (short day)	£42.50	£47.00 (save £2.50)
9-6 (short day)	£42.50	£46.00 (save £2.50)
8-6 (short day)	£46.50	£51.00 (save £3.50)

Includes breakfast (8-8.30), lunch (12-12.30), tea (4.30-5) and snacks mid-morning and mid-afternoon, expect for babies aged 0-1 years where parents/carers provide their meals. If you do not want your child to have a cooked lunch and would prefer to provide them with a packed lunch, please speak to the nursery.

Additional Information

We ask you to provide your child with the following things at nursery to enable them to take part in all activities:

- Wellington boots
- Waterproof clothing as we play outside in all weathers
- Sun hat in hot weather
- A bag with spare clothes
- Nappies if needed and wet wipes
- Prepared feeds and snacks (0-1 years)

Please make sure you label all items clearly with your child's full name to avoid them getting lost or sent home with the wrong child!

It's always a good idea to send your child to nursery in clothes you don't mind getting dirty as they take part in many fun activities which can result in messy clothes!

If you would like to register your child for a place at Bright Stars Nursery, please complete a registration form, read and sign the Fee Contract and Parental Consent form and bring it in to nursery or send it to the address below with a registration fee of £20.00 made payable to Bright Stars Nursery. We will then be in contact with you as soon as possible to confirm your child's place.

If you would like any additional information about the care we offer at Bright Stars Nursery or would like a registration form, please contact us below:

Jackie or Julia
01373 827076
Brightstarsnursery@hotmail.co.uk

Bright Stars Nursery
C/O White Horse Children's Centre
Eden vale Road
Westbury
Wiltshire
BA13 3NY

Registration Form

Child's Name:		Date of Birth: Please provide official proof e.g. birth certificate or passport.		
Home Address:		Home Tel No.		
Postcode:		Mothers Mobile:		
		Father's Mobile:		
Mother's Name: (please state Miss, Mrs other)		Father's Name:		
Mothers employers details:		Fathers employers details:		
Work phone number:		Work phone number:		
Email address:				
Please circle which method you would prefer to receive newsletters and information from the nursery.				
<div style="display: flex; justify-content: space-around;"> Email Letter </div>				
Who has parental responsibility for your child? Please Circle.				
<div style="display: flex; justify-content: space-around;"> Mother Father Both </div>				
Emergency Contact: (other than parents)		Any other person collecting your child on a regular basis: (i.e. child minder, relative, carer)		
Name:		Name:		
Home Tel. No:		Home Tel. No:		
Mob. No:		Mob. No:		
Relationship to child:		Relationship to child:		
Name of Doctor:	Name of Health Visitor:	Age	Immunisations	Tick if received
Address:	Address:	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	
		3 years 4 months	*MMR 2 and pre-school booster	
Tel. No:	Tel. No:			

		*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?		
Is there any further information about your child or family you would like us to be aware of, including any additional requirements or special needs. Please include as much information as possible to make sure we can provide appropriate support:		
Do you have a social worker involved with the family, if so please provide details:		
Have you or any member of your family ever experienced domestic violence: Yes No		
Please include information if the child you are registering is a looked after child:		
Child's/family ethnic origins:	Child's Family Religion:	Language Spoken at Home:
<p>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.</p> <p>Password _____</p> <p>(Do not use your child's name)</p>		

Requested Sessions:		
Day of the week	Session required e.g. 9-4	Preferred Start Date
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Payment details		
Please circle if you wish to pay monthly or weekly:		Please circle how you wish to pay:
<div>Monthly</div> <div>Weekly</div>		<div>Cash/Cheque</div> <div>BACS</div>

Meal choices	
Lunch options	Breakfast and Tea options
<p>We can provide a 2 course hot dinner that is prepared on site for £2.50 a day or you can provide your child with a packed lunch. (Please circle)</p> <div>Hot Dinner</div> <div>Packed lunch</div>	<p>Breakfast is provided between 8.00-8.30 and tea between 4.30-5.00 so if your child attends the 8-9 or 4-5 session a charge of £1.00 will be made for the meals.</p>
<p>Term-time only or Full time: (Please circle)</p> <div>Full Time</div> <div>Term time (Only attends when schools are open)</div>	
Parents Signature:	Date:

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

When your child has been given a space at Bright Stars Nursery you will receive a letter informing you of your child's 2 complimentary settling in sessions a few weeks before they are due to start. If these dates aren't convenient for you please call us on 01373 827076 or email us at Brightstarsnursery@hotmail.co.uk and we will endeavor to rearrange these for you. Thank you

Date received:	
Registration fee Paid:	
Birth certificate /passport check	
Checked by:	

Managers Signature:	
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(For office use only)