

Bright Stars Childcare and Education LTD

Prospectus



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

Open 8.30am-3.30pm
38 weeks of the year

01373 826534

www.brightstarsnursery.co.uk

Email: brightstarsnursery@hotmail.co.uk



Our Shared Vision.....

At Bright Stars Pre-School 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 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.

Pixies Room (2-3 years)

Elves 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 pre-school..

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.

Pixies (2-3 years)

The Pixie 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 Pixie'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.



There is a fenced covered decking area attached to the Pixies room, which allows them to have free flow on a daily basis.

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

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

Elves (3-5 years)



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.

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.

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.

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

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.

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 Pre-School Fees 1st September 2016

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 funding each week.

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

Sessions	Pre-school 3-5 years	Toddlers 2-3 years
Per hour	£4.20	£4.50
9-12 or 12.30-3.30	£12.60	£13.50
9-12.30 or 12-3.30	£14.70	£15.75
8.30-12.30	£16.80	£18.00
8.30-12	£14.70	£15.75
9-3.30	£27.30	£29.25
8.30-3.30	£29.40	£31.50

*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 Shelley Fielding or Jackie Day for more information.

Additional Information

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.

If you would like any additional information about the care we offer at Bright stars Pre-school or would like a registration form please contact us below.

Shelley or Jackie

01373 826534

brightstarsnursery@hotmail.co.uk

Bright Stars Pre-School

Unit 10, woodland industrial estate,

Eden vale road

Westbury

Wiltshire

BA13 3QS

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:			
Who has parental responsibility for your child? Please Circle.				
Mother Father Both				
Email address:				
Please circle which method you would prefer to receive newsletters and information from the nursery.				
Email Letter				
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	
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:

Do you have a social worker involved with the family, if so please provide details:

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

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_____

(Do not use your child's name)

Requested Sessions:

Day of the week	Session required e.g. 9-12 or 9-3.30	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:	
Monthly	Weekly	Cash/Cheque	BACS

Term-time only or Full time: (Please circle)			
Full Time		Term time (Only attends when schools are open)	
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 Pre-School 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 826534 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:	

(For office use only)

Child's Name _____

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

I agree to pay a week's worth of my child's fees upfront as a deposit which will be deducted from my first invoice. I understand that if I cancel my child's place prior to them starting, the deposit will not be refunded.

I agree to pay my child's nursery fees weekly or monthly.
I understand I can only change my child's sessions on a termly basis.

I understand that I need to choose whether my child is term-time only or full-time (during school holidays) and if I have chosen full-time, I am entitled to two weeks half price holiday. We require one week's written notice to receive this entitlement.

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 Nursery reserves the right to give a child's place to someone else if fees are not received on time.

I understand Bright Stars Nursery 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 before 6pm and £5 for any part of each half hour after 6pm. Discretion will be used.

Please sign below to agree to the above:

Parents Signed:

Parents Name:

Date:

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 Pre-school 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.

Bright Stars Nursery has a full behaviour policy in place and we will liaise with the Early Years Team to support challenging behaviour.

I understand that Bright Stars Pre-School reserves the right to reduce/change my child's sessions or hours where physical aggression impacts on the wellbeing of other children or staff members.

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

Parent/carers signature:.....Date.....



Fees Contract (parents copy)

Child's Name _____

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Parents Signed:

Parents name:

Date:

Child's Name _____

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Parent/carers signature:.....Date.....

Bright Stars Pre-School Fees from September 2014

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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
8.30-5	£34.00 (+£2 saved hot lunch)	£36.55 (+£2 saved hot lunch)
9-5	£32.00 (+£2 saved hot lunch)	£34.40 (+£2 saved hot lunch)
8.30-5.30	£36.00 (+£2 saved hot lunch)	£38.70 (+£2 saved hot lunch)
9-5.30	£34.00 (+£2 saved hot lunch)	£36.55 (+£2 saved hot lunch)
8.30-6	£38.00 (+£2 saved hot lunch)	£40.85 (+£2 saved hot lunch)
9-6	£36.00 (+£2 saved hot lunch)	£38.70 (+£2 saved hot lunch)

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

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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 Shelley Fielding or Jackie Day for more information.

If your child goes to Bright Stars 1 for the tea time session a **cooked lunch** can be provided at an additional charge of **£2.00** for all children.

