

Bright Sparks



Childcare

Prospectus

**71 Stott Close,
Efford,
Plymouth
PL3 6HA.**

Telephone: (01752) 225115

Email brightsparks@live.co.uk

Updated November 2016

Bright Sparks Child Care Ltd. Registered in England, Company No. 5002284

W
e
l
c
o
m
e

Mission Statement



Bright Sparks believes all children should be treated with respect and have the best possible care because they develop and learn best when they are happy and secure.

That is why we at Bright Sparks are: **Always putting your child first.**

At Bright Sparks we are aware of how important family life is to children and the pressures that modern society can have upon this. Therefore we aim to be as flexible as we can to be able to accommodate for most childcare needs.

All About Us

Mandy Coath

Managing Director

Foundation Degree in Early Years Studies

Sharleene Sturgess

Manager

Bed (hons) Early Years Professional status
Child Protection Officer (C.P.O.) & appointed person

Lisa Owen

Deputy Manager

Early years Degree
Special Educational Needs Co-ordinator (S.E.N.C.O)

Practitioners

Sarah Owen

NNEB & level 4 Care and Education

Natasha Adams

NVQ level 3 Early years

Kerry Higgins

NVQ 3 Early years care and education

Amber-Lea Lawson

Working towards NVQ 2 Early years care and education

Danny Thompson

Working towards NVQ 2 Early years care and education

Also

All our staff have an enhanced CRB disclosure & safer recruitment checks made to ensure they are suitable to work with children.

On Going Training

All our staff have or are working towards the following:

Paediatric First Aid

Food & Hygiene

Health & Safety

Child Protection

Early years Foundation stage

Other Related Childcare courses (a minimum of 4 each year)



January 2017 Prices

Prices include lunch for children doing sessions of 5 or more hours in a day.

| | Per | Cost | Sibling discount (25%) |
|--|----------|--------|------------------------|
| Babies (3 months - 2 years) | Hour | £5.25 | £3.94 |
| | Full Day | £42.00 | £31.50 |
| Toddlers (2-3 years) | Hour | £5.00 | £3.75 |
| | Full Day | £41.00 | £30.75 |
| Pre-school (3-5 years) | Hour | £4.75 | £3.56 |
| | Full Day | £37.00 | £27.75 |
| Out of school (4-12 years) | Hour | £4.50 | £3.37 |
| | Full Day | £35.00 | £26.25 |

We also offer 25% discount for siblings.

Vouchers & Government funded sessions

We accept government funding for 3 & 4 yr olds, which all children are entitled to, and Me2 funding for eligible two year olds. We also accept childcare vouchers supplied by various companies, which save you money on your childcare fees so please ask for more information.

Aims & Objectives

- To provide a safe, happy environment with at least the appropriate adult to child ratio in accordance to OFSTED and the Early Years Foundation Stage guidance (we generally have a much better ratio than needed).
- For children to reach their full potential through activities with meaning and purpose encouraging individuality.
- To encourage parental/carer involvement by keeping them informed in their child's progress, group plan and activities.
- To enhance the children's confidence and self-esteem by praise and encouragement.
- To plan and provide a wide range of equipment and activities with appropriate adult interaction where the children can succeed.
- To follow a structured termly plan creating progression in the children's learning abilities, linking their skills and understanding.
- To provide a well balanced curriculum which will encourage the children to use their ideas and imagination to further their understanding of the world.
- To encourage the staff to update and further their training to ensure quality care for the children.
- To provide a Childcare Centre in which children are treated and respected equally regardless of gender, race, disability or religion.



Principles

Children

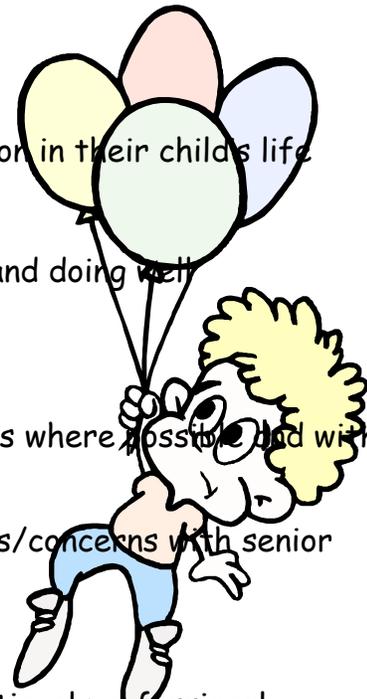
- To be kept safe at all times
- To come first at all times
- To be shown respect and their views heard
- To be given choices whenever possible
- To feel valued and important
- To have fun within sensible boundaries
- To be given the environment to learn naturally and at their own pace
- To learn important life skills: independence, respect of themselves and respect of others
- To be given positive encouragement and their self-esteem boosted

Parents

- To know that their children are kept safe at all times
- To know that they are important
- To know that we care about their children
- To know that they are the most important person in their child's life
- To feel that they can talk to us about anything
- To know that their child is safe, happy, valued and doing well

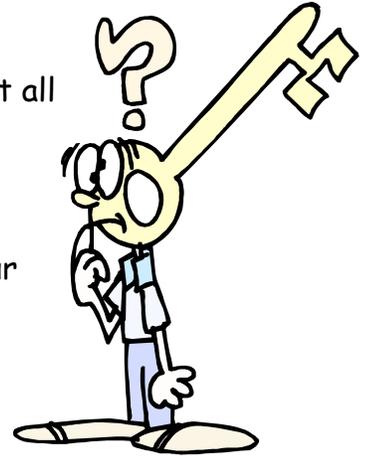
Staff

- To be accommodating with parents requirements where possible and within reason
- To feel valued & happy & they can discuss issues/concerns with senior management
- To be flexible with their colleagues
- To be professional at all times & undertake continual professional development.



Key Workers

Our key worker system gives each member of staff responsibility for just a few children. Each child in the group has one special adult to relate to, which can make settling into the group much easier. The key worker maintains links with your child's home setting, working with you the parent/carer through shared record keeping to ensure that all children are supported in reaching their full potential. The system we use for monitoring and recording each child's development is a secure online learning journey that you will be able to access (for your child alone) to see and comment on your child's progress.

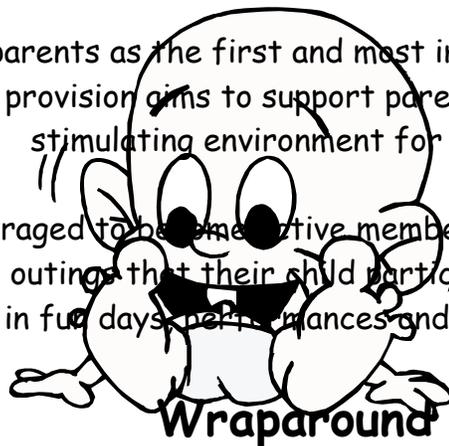


We welcome you to discuss your child's progress verbally as well and this can be arranged within session times, before or afterwards, whatever is more convenient for you.

Parental Involvement

We recognize parents as the first and most important educators of their children. Our provision aims to support parents by providing a safe and stimulating environment for each child.

Parents are encouraged to become active members of the setting by informing us of activities or outings that their child particularly enjoyed and by involving them in fun days, performances and parent's evenings.



We operate wraparound care for the 3-4 year olds that attend a local nursery or pre-school, if that's required. This involves collecting your child from another nursery and bringing them to Bright Sparks for the next session. We can also have the child in the morning and take them to nursery. For more information or clarity please feel free to speak to a member of staff.



Security

Bright Sparks operate within a secure area; entry can only be accessed by authorised persons who will be admitted by senior nursery staff. We have on file a list of the parent/carers or designated collector/s authorised by the parent (see forms at the end of the prospectus) to ensure that no unauthorised person/s can collect a child from the nursery. In addition, when a permitted collector is collecting your child from the nursery, they will need to confirm a password chosen by you and given to us and show some identification.

Admissions

We operate an open door policy so an appointment is not necessary. Parents/Carers and all interested persons are welcome to visit the nursery at anytime between 7.30am and 6.00pm. For the safety of the children, all visitors will need to show some identification and will be accompanied by a member of staff at all times, however we reserve the right to refuse admission if we feel there may be a risk to the children or staff.

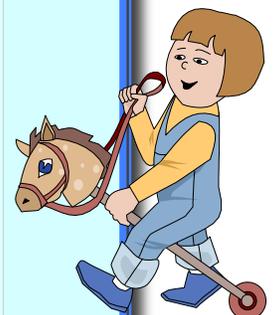
Activities

All the activities are carefully planned to ensure that the children are having every opportunity to develop the skills that they need. They are planned in line with the revised EYFS guidelines and overseen by our fully qualified teacher (you can download a copy of the EYFS guidelines at: http://www.foundationyears.org.uk/files/2014/07/EYFS_framework_from_1_Sepember_2014__with_clarification_note.pdf) We also do forest school style activities with the children, this is where we use the natural outdoor environment we have in the top garden for activities that help the children to explore and learn about nature. There are also lots of other activities planned to ensure that the children have lots of fun and new experiences during their time at Bright Sparks.

Daily Routine

This is evaluated regularly and adapted slightly to allow for children's individual needs and influences out of our control like the weather. We do appreciate that continuity is very important for children so we stick to the following routine in the main.

- 7.30-8.00 **Breakfast** - Children can have breakfast when they are hungry. There are also lots of free-choice activities available and usually one adult planned activity.
- 9.00 **Arrival** - Children arrive and hang their bags and coats etc. on their named peg, whilst their carers discuss any requirements for them with the staff.
- 9.30 am + 12.45 pm **Registration** - Group/carpet time session. The children greet each other with the 'hello' song, and then the day's activities are discussed along with things like the weather and the day for the older ones.
- 9.45 am + 1.00 pm **Free play** - Children can choose from a wide selection of activities, both inside and outside. There are also activities that are planned to enhance the children's learning and enjoyment.
- 10.30am + 2.30 pm **Snack**- Healthy varied snack offered for those children who wish some (drinking water is available all day).
- 10.45 am + 2.15 pm **Language Development or other Activity** - BLAST language development or other activity for the older children, younger children often start having their naps about now.
- 11.45 am + 3.45 pm **Story & singing** - Children are read a story and then they sing songs together (or individually if they wish).
- 12.00 **Lunch**- Lunch is served, a hot meal is provided that is prepared on site by our cook.
- 3.30 pm **Tea/After school snack** - Children who are in all day can have tea if required whilst the after school club have snack.
- 3.45 pm - 6.00 pm **Free play** - Children of all ages can play together if they wish (siblings often particularly enjoy this). There are also fresh planned activities for the children to do if they want.



Absence

In order to fulfil our legal requirements for government funded sessions, if you know that your child will be absent from a session (e.g. a doctors appointment, family holiday etc) you must inform us in writing prior to the event. In the case of illness a telephone call to the nursery on 225115 will be adequate. Should you require to cancel a session for a holiday for example, provided we have a month's notice you will not be charged for them (all other absences will be still be charged for)

Health & Hygiene

Parents are asked to keep their children at home if they have any infection and to inform the nursery as to the nature of the infection. This will allow the staff to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring in a child that has been vomiting or had diarrhoea until at least 48 hours after the last bout of diarrhoea/sickness.

Snack Time

Each day your child will be offered a healthy food and a drink during snack times. We aim to introduce children to new foods and at the same time promote healthy eating as part of our continued effort to provide quality nursery care and education.

Lunch

This is an excellent opportunity for children to learn social skills and get into good eating habits, essential for a healthy life. We offer a nutritionally balanced cooked meal that has been prepared by our cook on site, the menu is displayed within the nursery for you to see and we will let you know how well your child enjoyed the meal each day, we welcome any feedback from you. If you choose to provide your child with a packed lunch we recommend that you only put healthy food items into your child's packed lunch box and advise that we cannot reduce the fees for this. We will then store the lunch in the fridge until required and return uneaten food so that you can monitor how much your child has eaten and what they do not like (please persevere a few times with new healthy foods as it often takes a while for a child to acquire a new taste).

What to Provide

You will need to provide the following:

- A spare set of clothes (or 2)
- An outdoor coat (and shoes/wellies in the winter)
- Sun hat, sunglasses & sun cream in the summer
- Nappies, Wipes, Cream & Nappy Sacks (if applicable)
- Made up bottles/food (if applicable)

What to Wear

Nursery learning can often be messy and clothes will inevitably occasionally get stained! So please be mindful of this when choosing what to send your child to nursery in. Bright Sparks jumpers and polo shirts can be purchased at a reasonable price for anyone who is interested. We also encourage and teach independence: therefore simple clothing which they can manage themselves will enable them to learn these new skills more easily (avoid things like straps, belts and laces). It is useful if you can provide your child with a bag of spare clothes (pair of socks, pants, trousers and a T-Shirt) just in case of accidents! It is quite normal for a young child to become so absorbed in an activity that they forget to visit the toilet. All items of clothing, including shoes, should be clearly labelled with your child's name to avoid any mix-ups and anxiety.

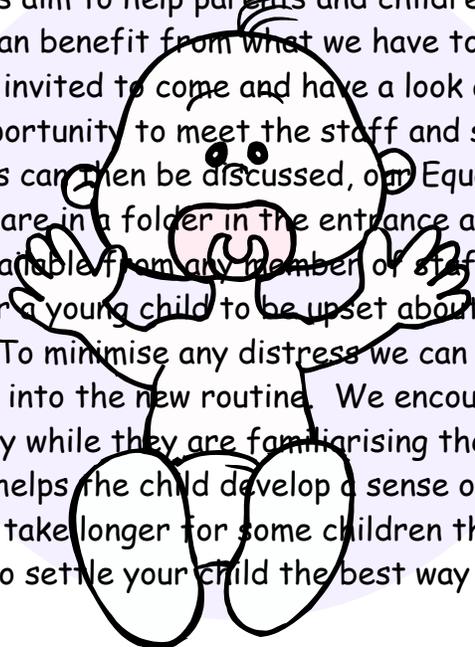
For safety reasons we request that no jewellery should be worn in the nursery. For pierced ears small studs or sleepers are acceptable, however we accept no responsibility for any loss or damage.

Settling In

We want your child to feel safe and happy in our nursery as soon as possible. To help with this we offer two free 3 hour settling-in sessions to start off with. Our settling-in procedures aim to help parents and children feel comfortable and to ensure that they can benefit from what we have to offer with confidence.

You and your child are invited to come and have a look around the nursery prior to starting. This is an opportunity to meet the staff and see what we do. Any special needs or requirements can then be discussed, our Equal Opportunities Policy and Inclusion Policy, which are in a folder in the entrance area, go into more detail and copies are available from any member of staff at your request.

It is not uncommon for a young child to be upset about being away from you when starting at a nursery. To minimise any distress we can be as flexible as your child needs whilst settling into the new routine. We encourage parents to stay with their child initially while they are familiarising themselves with the new surroundings, as this helps the child develop a sense of security before they are left with us. This can take longer for some children than others and we will help you to settle your child the best way for them.



Registration Form & Consent Forms

There are a few details and permissions that we require from you and the forms you need to complete for this are located at the back of this prospectus each of them is explained below:

Registration form

If you wish to apply for a place in the nursery you need to complete the registration form with the information we need and return it to us, prior to your child starting.

You need to provide at least one contact number other than the main carer's home or mobile number in case of emergencies, if your child becomes ill during a session and needs to leave before the end it will reduce their distress if we can assure them that we have contacted a relative or friend. Please notify a member of staff promptly if there are any changes of address or telephone numbers.

Emergency Treatment Form

This form needs to be completed for every child in order for us to be able to deal with an emergency should it arise. If you do not wish for emergency treatment to be given to your child, you need to specify this on the form and notify us what your wishes are.

Collection Arrangements Form

It is important that we are informed of anyone else, besides named parents/guardians, who are authorised to collect your child. Children will only be released into the care of authorised adults.

Permission Forms

In order for your child to be included in all activities within the nursery, you need to complete and sign these forms.

Quality Assurance

- **Bristol Standard quality assurance scheme assured**
- Highly Qualified Staff who are committed to continuous professional development.
- All Staff are CRB checked and vetted using safer recruitment guidelines.
 - Ofsted Registered and regularly inspected.
- All Activities both on and of Site are carefully planned to ensure the safety of the children.
- Commitment to on-going improvements, feedback gratefully received.

Contact Details

Bright Sparks
71 Stott close,
Efford,
Plymouth.
PL3 6HA

Telephone: 01752 225115

Mobile: 07903893018

Email: brightsparks@live.co.uk

Website: www.brightsparkschildcare.co.uk

Find us on Facebook and Twitter

Registered Details

Bright Sparks Child Care Ltd. Registered in England, Company No. 5002284.
154 Churchway, Weston Mill, Plymouth PL5 1AJ





Bright Sparks Confirmation of Booking

Child's Name: _____

D.O.B: _____

Sessions Required:

| Mon | Tues | Weds | Thurs | Fri |
|------|------|------|-------|------|
| From | From | From | From | From |
| To | To | To | To | To |

Date Childcare to begin: _____

Date Childcare to end: _____
(Or put ongoing)

Variations agreed by Nursery Manager: _____

Fees Payable in Advance: £ _____ Weekly/Monthly (delete as applicable)

Terms and Conditions:

1. Fees are payable for all sessions whether they are used or not.
2. One month's notice is required for permanent cancellations.
3. Non-payment of fees may result in the loss of your child's place. All outstanding fees due will incur a 10% surcharge.
4. Any changes in your child's sessions must be given in writing.
5. Bright Sparks will only be closed for two weeks at Christmas, bank holidays and four staff training days a year. No charge is made when the nursery is closed.
6. Due to company costs, parents/carers late to collect their children will incur a charge of £25.00.

Signed: _____
(Parent's signature)

Date: _____

At Bright Sparks we make every effort to be flexible and accommodating so please come to see us if you require any changes to your booking.

Bright Sparks



Childcare

Parent/carer contract

While your child is with us we at Bright-sparks will ensure to:

- Keep your child safe and happy.
- Only feed your child varied, healthy (but enjoyable) snacks & meals.
- Put children first at all times.
- Use positive reinforcement to combat undesirable behavior and NEVER use physical punishment or humiliation to punish your child.
- Treat all children and parents respectfully.
- Adhere to confidentiality policies at all times.
- Make ourselves available to listen and advise if and when needed.

Signed: _____ on behalf of Bright-sparks.

While our child is registered with Bright-sparks we agree to:

- Book our child/children in at least a week in advance.
- Pay the full fees at least a week in advance & the 10% surcharge for any fees not paid in advance.
- Allow Bright Sparks (after requesting additional consent) to collect fees due by me using card details previously given by me.
- Pick my child up on time, or arrange for another suitable adult to pick them up and notify the nursery of the arrangement and password. If not be prepared to pay £25.00 per 15 minutes I am late to cover staff wages for that extra time.
- Give one month's notice in writing before withdrawing our child from the Nursery.
- Treat other users of the centre and staff with respect.

Signed: _____ Parent/guardian of: _____