

Bright Sparks



Childcare

Prospectus (out of school)

71 Stott Close,
Efford,
Plymouth
PL3 6HA.

Telephone: (01752) 225115
Email brightsparks2004@yahoo.com
Updated February 2023

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

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.

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All About Us

Mandy Coath

Manager

Foundation Degree in Early Years Studies

Katie Luke

Administrator & Assistant Manager

Buisness and Admin NVQ Level 2

Working towards NVQ level 3 Early Years Care and Education

Lisa Owen

Pre-school Leader & SENCO

Early Years Degree in Care and Education

Jamie Akerman

Baby Practitioner

NVQ level 3 Early years care and education

Charlotte Wood

Toddler Practitioner

NVQ level 2 Early Years Care and Education

Also

All our staff have an enhanced CRB disclosure & have had additional 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



March 2023 Prices

	Per	Cost	Sibling discount (25%)
<i>Babies (3 months - 2 years)</i>	Hour	£7.00	£5.25
<i>Toddlers (2-3 years)</i>	Hour	£6.75	£5.06
<i>Pre-school (3+years)</i>	Hour	£6.50	£4.87
Holiday special rate	9am-3pm Including lunch	£30.00	£22.50

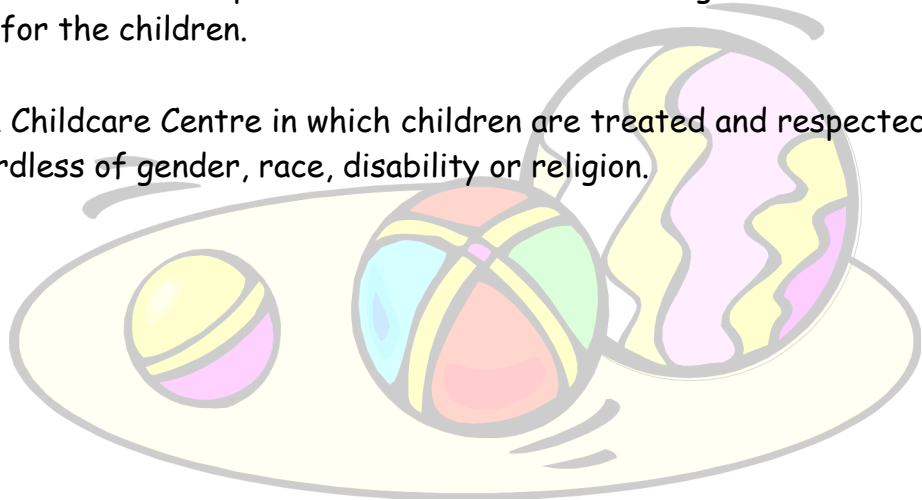
We also offer 25% discount for siblings (discount will be taken off lowest priced child's fees).

Other services we offer

We can take children from the age of 3 months in the nursery. 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. Please ask for more information on any of these services if they are of interest to you.

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

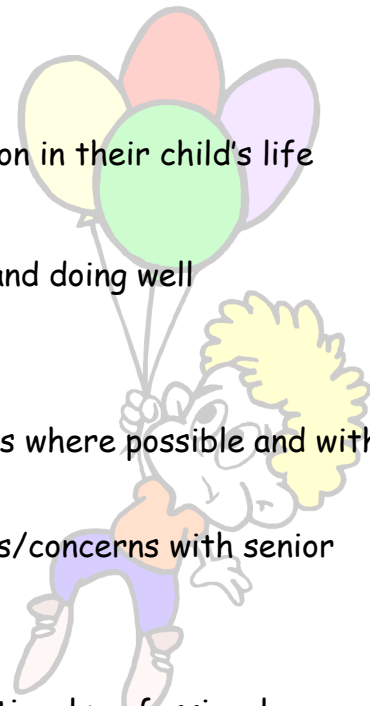
- To be kept safe at all times
- To come first at all times
- To be shown respect and their views heard
- To be given choices whenever possible
- To feel valued and important
- To have fun within sensible boundaries
- To be given the environment to learn naturally and at their own pace
- To learn important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

Parents

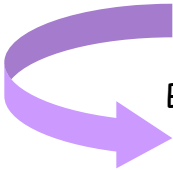
- To know that their children are kept safe at all times
- To know that they are important
- To know that we care about their children
- To know that they are the most important person in their child's life
- To feel that they can talk to us about anything
- To know that their child is safe, happy, valued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

Staff

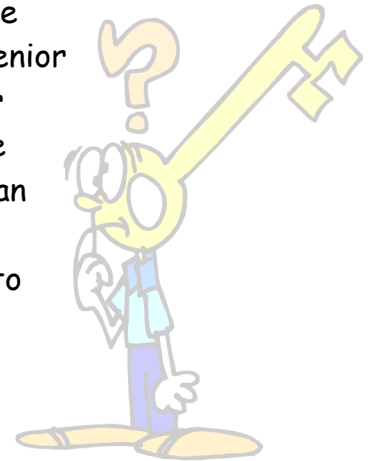
- To be accommodating with parents requirements where possible and within reason
- To feel valued & happy & they can discuss issues/concerns with senior management
- To be flexible with their colleagues
- To be professional at all times & undertake continual professional development.



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 5.30pm. 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 EYFS guidelines and overseen by our fully qualified teacher (you can download a copy of the EYFS guidelines at www.teachernet.gov.uk/publications). We also do 'Forest school' activities with the children, this is where we use the natural outdoor environment we have in the top garden and the valley, for activities that help the children to explore and learn about nature. There are also lots of other activities planned to ensure that the school aged children have lots of fun and new experiences during their time at Bright Sparks.

Daily Routine

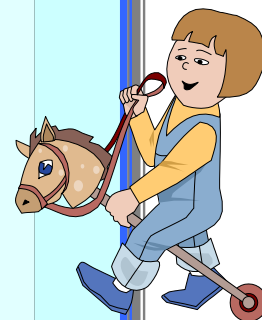
This is evaluated regularly and adapted slightly to allow for children's individual needs and influences out of our control like the weather. We do appreciate that continuity is very important for children so we stick to the following routine in the main.

After school

- 3.30 **Snack** - Children arrive and are offered either a healthy snack or they can have any items they have left in their packed lunch box from dinner time.
- 3.45 **Freeplay** - Children can access the art and craft area where they can do activities that the younger children have done earlier or they can use any of the resources they need to do something of their own choosing following their current interests or topics at school. There is a quiet area with games, books, dressing - up, imaginative play and construction kits that they can access or they can choose to play outside in the 2 gardens.

Holiday Club

- 7.30 **Breakfast** - Children can have breakfast when they are hungry. There are also lots of free-choice activities available and one adult planned activity.
- 9.00/13.00 **Group time** - The children sit on the carpet to discuss the planned activities and anything else they would like to do (this is a good time for new children to get to know each other better).
- 9.15/1.15 **Main session** - As Free-play time in the after school club but there will be more planned activities available both inside and outside.
- 10.30/15.30 **Snack** - Healthy snack of fruit, wholemeal toast, raisins, rice cakes etc. with water or milk. This can also be something they have made themselves in the main session.
- 12.00-12.30 **Lunch**- Lunch is served, hot meals are available or you can provide your child with a healthy packed lunch.
- 16.00 **Wind- down** - Games, reading, construction etc.



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 doctor's 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 paid session for a holiday for example, provided we have a month's notice you will not be charged, (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 and drinking water will be available at all times throughout the day. 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 care and education.

Lunch

We offer a nutritionally balanced (well liked) home cooked meal that has been prepared on site at no extra cost. 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. 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. 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.

What to Provide

We ask that you provide us with a supply of the following items in a named bag. Also, please label all your child's belongings, to avoid confusion.

- A spare set of clothes (if your child likes getting messy)
- An outdoor coat (and wellies in the winter)
- Sun hat, sunglasses & suncream (during the better weather).

What to Wear

The activities we provide can sometimes be messy! Although we provide aprons we advise you to dress your child in clothes that are easily washable (or old as some paint does stain). We also encourage independence therefore clothing which they can handle themselves. It is useful if you can provide your child with a bag of spare clothes (pair of socks, pants, trousers and a T-Shirt) for your child to change into if they get their clothes damp from messy fun. 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 out of school club as soon as possible. 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 on the parents notice board go into more detail and copies are available from any member of staff at your request.

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 after school club 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

- 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 off Site are carefully planned to ensure the safety of the children.
- Commitment to on-going improvements, feedback gratefully received.
 - Bristol Standard Quality Assurance (in progress).

Contact Details

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

Telephone: 01752 225115

Mobile: 07955944557

Email: brightsparks2004@yahoo.com

Website: www.brightsparkschildcare.co.uk

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 behaviour 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.
- 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: _____



Registration Form

Child's Details

Full Name: _____

Address _____

Post Code: _____ Home phone number: _____

Date of Birth: _____ Verified By: _____

(we are required by law to see your child's birth certificate)

Child's Preferred Name/Known As.: _____

Parent/Carers Details

Parent/Carer 1

Full Name _____

Relationship To Child: _____

Mobile no: _____

Email: _____

Occupation: _____ Employer: _____

Work address: _____

Work phone numbers 1: _____ 2: _____

Hours of work: _____

Parent/Carer 2

Full Name _____

Relationship To Child: _____

Address _____

Post Code: _____ home phone: _____

Mobile number: _____

Email: _____

Occupation: _____ Employer: _____

Work address: _____

Work phone numbers 1: _____ 2: _____

Hours of work: _____

Legal Guardians

Is parent 1 a legal guardian of this child? Yes ☐ No ☐

Signed (parent/guardian 1): _____ Date: _____

Is parent 2 a legal guardian of this child? Yes ☐ No ☐

Signed (parent/guardian 2): _____ Date: _____

Somebody else? Please specify _____

Emergency Contact Details (should parent/carer(s) be unavailable)**GP Details**

Name _____
Relationship To Child: _____ Doctor's Name _____
Address _____ Surgery Address: _____
Post code: _____ Phone number: _____ Surgery Telephone Number: _____

Other Adults Authorised To Collect My Child**Health Visitor Details (if applicable)****Authorised Collector 1:**

Health Visitor's Name _____

Full Name: _____

Health Visitor's Contact No.: _____

Relationship to child: _____

Social worker details (if applicable)

Contact numbers 1: _____ 2: _____

Social workers name: _____

Authorised Collector 2:

Contact number: _____

Full Name _____

Relationship to child: _____

Contact numbers 1: _____ 2: _____

Immunisations Information

Are your child's immunisations up to date?

Yes/No _____

Medical/Dietry Details**Specific Information (if applicable)**Any known special dietary
requirements/food allergies: _____

Favourite Toy: _____

Any known medical conditions: _____

Favourite Activity: _____

Any known Allergies to medication: _____

Preferences (eg comforter/sleeping position): _____

Any known special educational needs: _____

Religious/ethnic
requirements: _____

Any other important information: _____

(Continue overleaf if needed and indicate here)



Emergency Treatment Consent Form

Child's Full Name _____

Date of Birth _____

I agree to the registered person in the provision (or deputy in charge) taking the necessary steps to ensure that my child _____ (name of child) receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing. I understand that the registered person (or deputy in charge) will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child _____ (name of child) to hospital in the case of a serious accident in my absence.

Signed (parent/guardian 1): _____ Date: _____

Signed (parent/guardian 2): _____ Date: _____

Parental Permission Form

Child's Full Name _____

In order to make full use of the facilities for young children in the local community the children may be taken on short walks and trips to venues such as the park, shops, or library accompanied by a responsible adult from Bright Sparks Child Care.

I give permission for visits to venues in the local community with a responsible adult from Bright Sparks Child Care as part of the day - to - day activities.

Signed (parent/guardian): _____ Date: _____

Where vehicles are being used, adequate insurance of vehicle and driver, and sufficient child restraints (seatbelts/car seats) for every child will be arranged.

I agree for my child to travel in the vehicle being used on the understanding that the vehicle and the driver are fully insured, and that my child will use the appropriate child restraints (seatbelt/car seat) fitted in the vehicle.

Signed (parent/guardian): _____ Date: _____

In order to show the children and yourselves that we value what they do at nursery we need to photograph the children for their learning journeys and for display.

I agree to photographs of my child being used within the nursery.

Signed (parent/guardian): _____ Date: _____

For protection from the sun we will always apply suncream to children on sunny days.

I give consent for a member of Bright Sparks staff to apply suncream & in the event that there is no suncream provided by me available I am happy for Bright Sparks to apply their own which will be a factor 50 for sensitive skin.

Signed (parent/guardian): _____ Date: _____

In line with our safe guarding policy, there may be times when we need to share information with other professionals

Signed (parent/guardian): _____ Date: _____