

# Smisbydaynursery

## Prospectus



# Smizkids511

*"Everyone feels welcome in the setting and parents are encouraged to share their knowledge of cultures, festivals and skills. They are willing to share their appreciation of the setting. They feel that staff are 'perfectly approachable' and the setting is 'amazing'"*

**OfSTED - Nov 2011**

The Old School  
Main Street  
Smisby  
Ashby de la Zouch  
Leicestershire  
LE65 2TY

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Website: [www.smisbydaynursery.co.uk](http://www.smisbydaynursery.co.uk)

***Thank you for requesting information about our day nursery and Out of School Club.***

We hope the following booklet will be useful to you when making one of the most important decisions on the care of your child.

After reading these details please call us to make an appointment to see the Nursery or Out of School Club in action and appreciate our peaceful surroundings. Alternatively you can call in anytime un-announced to see the nursery, but please bear in mind we may not have a free member of staff to show you around the whole nursery at busy times.

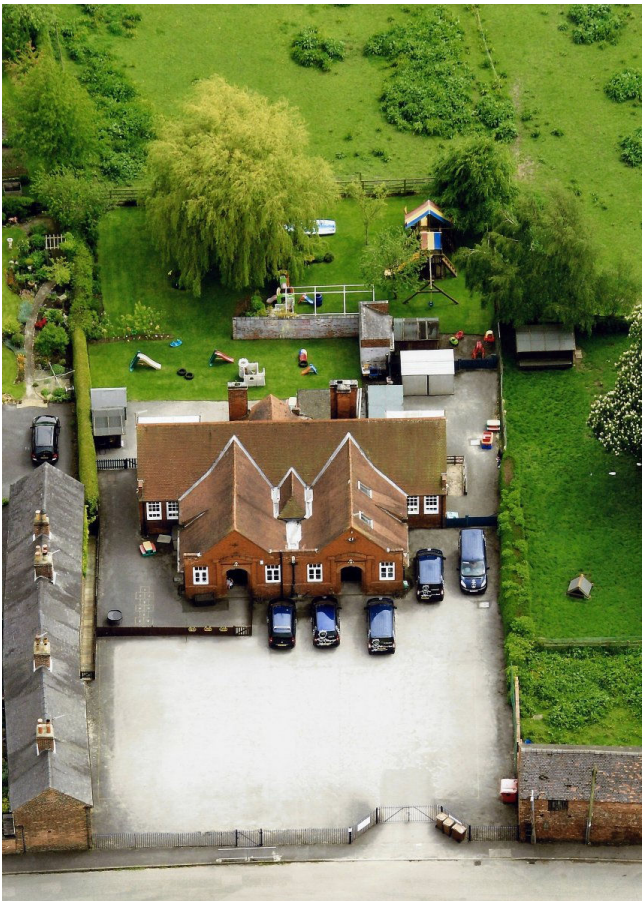
### **Location and History**

Smisby Day Nursery is contained in the original village school building built back in 1900. Nicknamed "The Sunshine School" for its large South-facing classrooms it is a purpose built building full of character.

The school was closed in 1984 and was used for a variety of uses until it fell into disrepair. It was restored to its former glory by the founder of the Nursery in 1990 and opened its doors to the sound of children once more.

Set in over half an acre of land in a

quiet village location close to Ashby de la Zouch, Smisby Day Nursery has a large south facing garden and secure play area with views over open countryside to the rear, and a secure drop off and collection point at the front, with ample parking.



## **The Philosophy of Smisby Day Nursery Limited**

Smisby Day Nursery is a home from home environment which provides care for every child that comes here. Physical contact, emotional support and practical challenge are a part of all our lives, and Smisby Day Nursery provides these children with a way to enjoy their days spent at the nursery.

We provide an environment where young children can have space and freedom, noise and peace, opportunities to enjoy themselves, fulfil ambitions, try out new ideas and share friendships within a framework of controlled care and support.

We ensure that there are sufficient staff to meet the needs of the nursery every day. These staff are sensitive and creative people, bringing to the nursery a mixture of life experience, ideas, training, skills, innovation and a genuine wish to support and enhance the lives of the children.

Above all the nursery is a place where young children and their families can be supported, respected and encouraged in a practical way. We maintain their individual rights to be themselves and use the diversity and challenge they bring to the nursery to enhance all our lives.

## **Mission Statement**

"To provide a safe, secure and stimulating environment in which children learn through play. Play experiences will encourage the physical, intellectual, emotional, social, and language development of each child ensuring each one develops to their full potential as an individual"

## **Aims and objectives of Smisby Day Nursery**

- ◆ We will continue to deliver a quality service as defined by the requirements of OfSTED
- ◆ We will provide a stimulating and secure environment in which children will feel happy and contented and parents should feel confident and positive to leave their children in our care
- ◆ We will create an open atmosphere which will make parents feel welcome at any time to come into the nursery and discuss any aspects of their child's care
- ◆ To ensure that there is a safe and happy working environment that will attract and retain qualified staff that are committed to the delivery of a quality service to the children and their families
- ◆ To ensure that we understand fully the needs and expectations of the children and their families and to exceed those expectations where we can

## Facilities

Smisby Day Nursery offers the following facilities:

- ◆ A 9 place Baby Nursery
- ◆ A 14 place Toddler Room
- ◆ A 27 place pre-school Room
- ◆ A 32 place morning Sessional Care
- ◆ A 32 place Before and After School Club
- ◆ A 32 place School Holidays Scheme

The Sessional Care, Before and After School club and the Holiday Schemes operate from the separate Smizkids building behind the main Nursery.

Built in late 2015 this new building has the benefit of not mixing the older children with the under five's in the nursery and allows the older children to have more freedom within their own space.

The new building has access to the garden, a newly fitted kitchen, specially fitted toilets and washroom facilities, facilities for the disabled and an interactive whiteboard and computers to help children's development.

The Holiday Clubs run in line with Leicestershire schools and offers full and half-day care during ALL the school holidays.

Many years ago the children in the After School Club and Holiday Club decided that they wanted to clearly identify themselves separately to the nursery and a competition was arranged to find a new name for the club. It was decided to call the facility "**Smiz Kids 511**". The name has since been adopted by the organisation and is reflected in our certificate of registration with OfSTED

Smisby Day Nursery and Smizkids 511 open from 7:45AM until 6 PM Monday to Friday. We are closed on all bank holidays and also for a week at Christmas, to include Christmas Eve.



*Our bespoke play equipment in the garden*

All Food is cooked daily on the premises and the nursery has an important role to encourage healthy eating. The nursery is careful to plan well-balanced meals and snacks. All specific dietary requirements are catered for and we are increasingly catering for children with specific food intolerance's and special dietary needs.



*The new Smizkids building*

Local trips and walks around the village and up to the play park are a regular part of the routine and parents are asked to sign a consent form allowing their children to take part in these activities.

The holiday club in the summer holidays tries to have at least one outing a week to outside venues to achieve a balance for the children and we always try to run one week of sports activities including two swimming sessions a day.

### **Staffing**

More than three quarters of our staff have an NVQ Level 3 qualification or higher, some have degrees and we have one Early Years Practitioner. All Other staff have skills relevant to working with children or are working towards a qualification in child care.

All staff are expected to undertake training courses to develop new skills, and keep up with the changes in the field of early years care.

All of our care staff have a paediatric first aid qualification, a Food and Hygiene qualification and training in child safeguarding issues.

Staffing Ratios always exceed OfSTED requirements, both in terms of numbers of staff, and the qualifications of staff. Many of our staff have been with the organisation for many years and some have even been here since it opened back in 1990! A recent survey found that the staff have over 155 years of service at the nursery between them. This is so important in the continuity of the care we provide to the children and is a rarity in this environment.

All staff, including part time staff, non care staff and volunteers, have Enhanced DBS clearances before they are allowed to work unsupervised with the children. All Directors and Senior staff are vetted by OfSTED including Enhanced DBS clearance and Social Services checks.

## The Rooms

### Baby Room

Staffing Ratio: 1:3

Age Range: 3 Months - 18 months



***Sssshhhhhh - This is the quiet room!***

In here there is a homely environment for the babies which follows the home routine as close as possible. The nursery works closely with parents and tries to accommodate all reasonable requests to help families build a routine that suits the child's needs. Once children are confident on their feet and toddling they will move to the next room.

### Toddler Room

Staffing Ratio: 1:3 for under twos and 1:4 for the over twos

Age range: 18 months - 2 ½ years



***They still like their cuddles but are becoming adventurous!***

This area is structured to develop finer skills. The nursery is committed to offering as wide a range of experiences for the children as possible by gradually preparing the child for school life. Preparation includes teaching them eating skills and toilet training. Once they have mastered these skills they are ready for the hustle and bustle of the Pre-school room.

### Pre-school Room

Staffing Ratio: 1:8

Age Range: 2 ½ - 4 years



***If you want adventure and activity this is the place to be!***

This again is a very homely room, it is spacious to allow for wider movements. Older children are introduced to colours, shapes, counting and letter sounds covering all areas of the child's development. Here the children will work towards early learning goals by the end of the Foundation Stage. Children help at mealtimes and learn to serve themselves.



### **Smiz Kids 511 Before and After School Club**

Staffing ratio: 1:8

Age Range: 4 and over

***They are mad, bad, cool, hip and trendy - So they tell us!***

The Smizkids building has a spacious room, zoned for different activities, which allows the children to move freely and take part in the activities they want to.

Before School children have breakfast if they want it. After School, once all the children have arrived at Smizkids, the children have a snack tea (Sandwiches, Soup, Fruit, cakes) before they take part in any activities.

There is time set aside for the children to do any homework they may have but we can never make them do it!

The Breakfast Club and After School Club runs for the following Schools:

- ◆ Hill Top (Ashby)
- ◆ Burton Rd (Ashby)
- ◆ Willesley (Ashby)

### **Smiz Kids 511 School Holidays Scheme**

Staffing ratio: 1:8

Age Range: 4 and over

This popular scheme offers full and half day care during all of the Leicestershire school holidays with the exception of the days between Christmas and New Year.

The clubs are planned well in advance, then the details are sent out to parents on the mailing list by letter. It offers a range of activities including trips out, crafts and sports. The main summer holiday is planned so each week has a theme. Activities, craft work & trips out are planned to co-ordinate with this theme.

A hot lunch is provided at lunchtime and a snack tea in the afternoon same as the After School Club. Children bring a packed lunch for any full day trips. All other drinks and snacks are provided.

The club is run on the basis of the children having 'FUN' in their holidays.

## Policies

The Nursery has a number of key policies in place including:

- ◆ Safeguarding Children & Every Child Matters Policy
- ◆ Baby Weaning Policy
- ◆ Behavioural Policy
- ◆ Medical Exclusion Policy
- ◆ Special Educational Needs Policy
- ◆ Administration of Medication Policy
- ◆ Security Policy
- ◆ Placement Policy
- ◆ Confidential Reporting Policy
- ◆ Equal Opportunities Policy
- ◆ Risk Assessment Policy

All parents are asked to read a copy of the policy booklet that is given to them when their child first starts at the nursery. You will be asked to sign where appropriate all policies relevant to your child's care whilst at the nursery. Should you wish to see any of these policies before your child attends the nursery please ask a member of staff for a copy.

## Transport

For all trips two methods may be used:

- ◆ The four nursery vehicles, three nine seat mini vans and one eight seat MPV. All have air bags, three point seat belts on all seats and booster seats for children that need them under regulations.
- ◆ Staff vehicles Insured for appropriate business usage and all containing seat belts and booster seats where relevant.

During 2004 the Nursery adopted a policy of paying for all staff members responsible for the driving of vehicles with children in to complete an advanced driving course.

A consent form will need to be signed by parents before children are transported anywhere. Staff will always check that children are the right size for booster seats, despite what the children say, and those that meet the minimum height requirement of 135cm do not need to have a booster seat.



## OfSTED

### Smisbydaynursery

"Staff have good relationships with parents to secure knowledge of children's individual routine needs. Policies, procedures and parental permissions are clear to support good practice. Systems to monitor and evaluate the service are good which provides a secure basis for continual improvement and better outcomes for children." **OfSTED - November 2011**

"All children develop their individuality and self-esteem as they are given choices over activities, have opportunities for self-selection and get respect for their ideas and opinions from the staff and other children." **OfSTED - February 2008**



### Smizkids511

"Smiz Kids 511 ensures strong relationships are fostered between caring staff and happy children in a welcoming and child friendly environment. Staff are dedicated, caring and offer an inclusive and welcoming service where the uniqueness of each child is valued. Children engage in a wide range of enjoyable and challenging activities that support their individual interests and learning needs. Highly effective partnerships with parents and other agencies are established, ensuring children's individual needs are fully supported. The setting gives upmost priority to commitment and positive attitude to the sustained and continuous improvement of the setting." **OfSTED - November 2011**

"Children's behaviour is exemplary. A strong emphasis is placed on promoting positive behaviour and successful methods are adapted effectively to meet the ages and developmental stages of all children. Children listen intently to staff and respond positively to a consistent use of praise and encouragement. Children receive warm cuddles and affection and build trusting relationships which contributes to their sense of belonging. Children make active decisions about their play, making choices as they develop their confidence and self-esteem. They develop an acute awareness of the needs of others as they help each other and learn to share and take turns. They play confidently alone and socially and ask for appropriate help if required" **OfSTED - February 2008**



*If you would like to see the full OfSTED report for either setting please ask any senior member of staff for a copy.*

### Smisby Day Nursery Fees

Description	From 1/09/2015
Full Time Nursery	£220.50
Full Day Nursery	£49.00
12 - 6	£43.80
8 - 1 or 12 - 5	£35.80
8 - 12 or 1 - 5	£27.60
Extra Hours	£7.50
Late Collection Charge	£7.00 / 15 mins

### Smiz Kids 511 Fees

Description	From 14/07/2015
After School Club Weekly (3 - 6)	£69.00
After School Club Daily (3 - 6)	£14.30
Before School Breakfast Club Daily	£6.70
Holiday Club Weekly (8 - 6)	£125.00
Holiday Club Daily (8 - 6)	£25.00
Holiday Club 12 - 6	£16.75
Holiday Club 8 - 1 or 1 - 6	£14.75
Extra Hours	£5.00

The nursery does not charge for bank holidays or for the period of closure between Christmas and New Year, including Christmas Eve.

Two children in the nursery or two children in the Out of School Club get a 10% discount for both children irrespective of differences in the hours they do. One child in the nursery and one child in the Out of School club - 10% discount on the Out of School Club child.

Fees are to be paid monthly in advance. Standing Orders and electronic payments are the preferred method of payment. Late payment penalty charges of £5.00 per day are levied for each child and any discounts will be removed retrospectively for up to six months if payments are late, as any discount is based on payments being made on time. We accept a broad range of childcare voucher schemes and would encourage all parents to use them where possible for the tax advantages they offer you. Payment still has to be made if your child does not attend through illness or holidays.

One Months notice in writing, or payment in Lieu of notice, is required to terminate a child's placement.

**Agreement between Nursery and Parents**

We as a nursery recognise and value you the parents as the most knowledgeable people regarding your children. We therefore ask that you share that information with us to be able to offer the best extension of your childcare possible. You will be asked to make yourselves familiar with all our rules and policies and to agree to them.

We ask you to make payment of fees promptly when they are due as the running of the nursery is heavily dependant on them. We would also ask that you give us appropriate notice of changes to your requirements as well as termination of a placement. You must make payment of fees promptly when they are due and accept that late payment fees and removal of discounts can be applied to your account should you not pay the account promptly as well as any charges incurred by Smisby Day Nursery because of a failed or returned payment.

Once a placement is booked and a start date is specified we invoice you for the placement from that date, as space, once allocated, must be paid for. Should you not start on your chosen date we will take that as notice that you wish to cancel your booking and will be unable to refund your deposit. We will then allocate that space to other children on the waiting list. You may rebook the space if it is still free on the new date you wish to start.

Please help us to keep accurate and up to date essential records on your children by informing us immediately if there are changes to addresses or phone numbers, or your child is unable to attend through illness or holiday.

We will always ensure that we employ appropriate experienced and qualified staff and work within all regulations and guidelines laid down by OfSTED and other statutory regulation bodies.

We will always keep you informed of your child’s progress and information will be shared with you on a daily basis and by formal parents evenings.

We welcome feedback from parents. Monitoring our performance, as seen through the eyes of the parents and children, and to make changes where necessary to improve the quality of service we deliver is important to us.

We will provide ongoing training to our staff in order to keep their skills current and relevant in a constantly evolving childcare profession.

Signed  .....  
Managing Director

Signed .....  
Parent/Guardian 1

Signed .....  
Parent/Guardian 2

Dated ..... 11

Dated .....

## Smisby Day Nursery & Smizkids 511 Reservation Form

Please complete the form below and return it with a non refundable deposit of £250 **for each child** (£100 for Smizkids 511) made payable to **Smisby Day Nursery Limited**. The deposit is deducted from your first month's invoice. Please read and sign the agreement on the reverse side of this form.

Parent full name & Title					
Address					
Town					
County		Postcode			
Telephone Number					
Child's Name		D.O.B.			
Start Date		Room			
<b>Tick all required</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Full Days					
Half Day mornings*					
Half Day Afternoons*					
Sessional mornings					
Breakfast Club					
After School Club					
Name of School					
Holiday Club Mailing List?    Yes    No    (Please circle)					
<b>Office Use only</b>					
Deposit Paid?		Date	Cash/Cheque?		
Date of Booking		Staff Members Name			
Entered onto System		Yes	No	Date	
* Please enter exact hours required					

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