

A KIDS ACADEMY

Private Day Nursery & Pre-school

Prospectus

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Introduction

Kids Academy aims to provide a high quality caring environment in which children are happy, safe, well cared for and encouraged to develop early years skills. We hope to provide the children not with a replacement to the home environment but with an *extension* to their home life. It follows on therefore that parents leaving their children in our care are themselves confident and reassured whilst they pursue other commitments and activities away from their children. All too often we talk of today's children missing out on some of the advantages of large extended families which benefited the children of previous generations. Those children had the security of having not only one or two adults around them but numbers of people both adults and children interacting with them and providing the friendships and stability which resulted in a natural confidence to socialise. The nursery can provide that same environment for the children to mix with their peers and also be aware of the other age groups within the nursery setting.

Here at Kids Academy we work with the parents in understanding the requirements of *each individual* family of the children in our care. We aim to ensure a high level of communication with the parents about the experiences of the children during their time in the nursery.

It is of great importance that the relationship between nursery and parents is one where parents can discuss their child's development and obtain advice on various aspects of child care, ranging from breast feeding and weaning to reading and preparation for school. Our staff have a wealth of experience in working with infants and children and are only too willing to help or provide support. Family life can be complex and hectic at times, so we have considered some of those activities which can sometimes be difficult to fit in at home on a day to day basis. In recognition of this we periodically arrange for a hairdresser to visit and where requested trim children's hair. We also arrange for occasional dance cheer leading and drama classes with the older children.

The nursery is registered by OFSTED under the Children's Act of 2006, to provide care for children aged three months to five years. All staff are vetted by enhanced level CRB checks as 'fit persons' and the nursery is subject to regular spot inspection by OFSTED and Environmental Health. The team provides a full range of experience and competencies in childcare. The majority of staff hold formal childcare qualifications, and others are working towards formal qualifications. All staff undertake periodic post qualification training to ensure they are constantly professionally updated. We also have staff who are undertaking Foundation Degrees and working towards Early Years Professional Status.

Our registration with OFSTED ensures we work within the Early Years Foundation Stage (EYFS) framework.. We aim to ensure children leave the nursery well prepared for the transition from nursery to primary school. The move to school is improved by our excellent relationships with the local primary schools. We arrange Nursery Education Grants for three and four year olds as we are a registered 'provider'. This Grant, which is *not means tested* provides families of three and four year olds with up to 15 hours per week free during term time. For further details please contact the nursery manager.

Kids Academy has clearly defined policies, which are summarised in this prospectus. Detailed versions of all our policies are available on request. Our policies are not 'cast in stone' but continuously subject to review and improvement and we welcome input and comments from our parents at any time. A suggestion box has been incorporated in the entrance hall - we hope you will use it. Our admission policy intends to make our setting accessible to children and families from all sections of our community through open fair and clearly communicated procedures.

Events will be organised periodically in order to allow parents to meet with other families who use the nursery. Whilst the emphasis will be to socialise we have chosen to support a particular charity each year.

It is hoped that this prospectus answers many of your questions, but of course we welcome enquiries and visits from parents and hope you will contact us to discuss your requirements further.

Nursery Activities and Curriculum

The provision for children's development and learning is guided by the Early Years Foundation Stage (EYFS) which was introduced as a national framework in 2008.

Purpose and aims of the Early Years Foundation Stage are as follows

All babies and children deserve the best possible start in life and support to fulfil their potential, and their experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services they want to know that provision will keep their children safe and help them to thrive. The Early Years Foundation Stage (EYFS) is the framework that provides that assurance. The overarching aim of the EYFS is to help young children achieve the five *Every Child Matters* outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution, and achieving economic well-being by:

- **setting the standards for the learning**, development and care young children should experience when they are attending a setting outside their family home, ensuring that every child makes progress and that no child gets left behind;
- **providing for equality of opportunity** and anti-discriminatory practice and ensuring that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability;
- **creating the framework for partnership working** between parents and professionals, and between all the settings that the child attends;
- **improving quality and consistency** in the early years sector through a universal set of standards which apply to all settings, ending the distinction between care and learning in the existing frameworks, and providing the basis for the inspection and regulation regime;
- **laying a secure foundation for future learning** through learning and development that is planned around the individual needs and interests of the child, and informed by the use of ongoing observational assessment.

Babies and children are competent learners from birth and learn on a wide variety of ways. We look carefully at the children in our care and consider their needs interests and stages of development, using this information to help us plan challenging and enjoyable experiences for all our babies and children.

Early Learning Goals and Activities

There are six areas covered by the early learning goals and educational programmes:

- Personal, Social and Emotional Development;
- Communication, Language and Literacy;
- Problem Solving, Reasoning and Numeracy;
- Knowledge and Understanding of the World;
- Physical Development;
- Creative Development.

All our activities are planned to cover these learning goals and each child's profile folder is updated on a regular basis and is available for parents to examine at all times.

We promote the importance of outdoor play and our plans ensure that the children of all ages have the opportunity to have regular outdoor play and activities in the fresh air. Parents are asked to provide suitable outdoor clothing and sun cream when appropriate.

Outings may take place from time to time. Our ratio is a maximum of 2 children to 1 member of staff.

Outings will be fully discussed with duty manager as to the aim of the trip.

Parents will be asked to give prior consent and will be made aware of the plans for a specific trip. However for local walks we ask for your consent on the registration form.

Health And Safety

General

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, we will ensure that:-

- All children are supervised by adults at all times - children are *never* left alone at any time.
- Adults do not take hot drinks into rooms occupied by children.
- A file is available for the reporting of any accident/incident, this file will be monitored regularly to check the accident/incident record for any recurring accidents/incidents.
- A register of both adults and children is completed as people arrive so that a complete record of all those present is available in the case of an emergency.
- Safety checks on all play equipment and premises are undertaken daily, any breakage's/dangerous equipment are reported to the manager and noted in the Health and Safety hazards file.
- A member of staff checks children sleeping in sleeping area or in prams outside every ten minutes.
- Reins/safety harness are used for babies in prams/buggies and high chairs.
- Whenever any children are on the premises at least two adults are present.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk for younger/less mature children.
- Fires/heaters/electrical points/wires/appliances and leads are adequately guarded and tested.
- All dangerous materials, including medicines and cleaning materials are stored out of the reach of children.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.
- Evacuation procedure is regularly practised.

Accidents

Occasionally accidents occur as they would at home. If your child is involved in an accident while at nursery it will be entered on the child's form in our accident book - which you will be requested to sign. Our policy is that parents must be informed of any accident/minor incident, which has happened during the day. The majority of Kids Academy staff are first aid trained. However the medical aid that we administer is limited to cold compresses or plasters with parents permission.

If a serious accident occurs in the Nursery an ambulance will be called.

You will be notified and asked to meet the staff and your child at the hospital (LGI Accident and Emergency). We will then hand over responsibility to you.

We comply with RIDDOR reporting and OFSTED will be made aware of any serious accidents

Medication

Where medication is required we request that your GP prescribe a dosage which can be administered by you. Where prescribed medication needs to be administered by the nursery, written consent must be given by you (we have some medicine forms that we will ask you to complete). The nursery will not administer medication that has not been prescribed by a doctor.

Medicines are kept in the fridge or in a cupboard out of the reach of any child - *medicines should not be kept in your child's bag.*

Where ongoing medical conditions exist requiring medication to be administered this will only be by reference to our insurers.

The nursery will ensure that the first aid equipment is kept replenished and replaced as necessary.

Infectious Conditions

Parents are asked to keep their children at home if they have an infection and to inform the nursery so that other parents can be alerted to minimise the spread of the infection.

Below are the recommended periods of exclusion for cases of communicable diseases:

Disease	Incubation Period	Period when Infectious	Minimum period of Exclusion
Chicken Pox	Usually 11 - 21 days	1 day before to 5 days after appearance of rash	5 days from onset of rash
Conjunctivitis		When eyes are sticky or inflamed	May attend once treatment has been sought.
German Measles (Rubella)	Usually 14 - 23 days	Few days before to 5 days after onset of rash	5 days from onset of rash (avoid/warn women under 14 weeks' pregnant)
Hand, foot and mouth	Usually 3-7 days	Can be 7 - 10 days	No exclusion
Impetigo	Variable 4 – 10 days		Until skin has healed, providing medical treatment has been given. (If affected part can be covered, no exclusion necessary)
Measles	Usually 8 – 15 days	Few days before to 5 days after onset of rash	5 days from onset of rash
Mumps	12 - 26 (Usually 18)	Few days before to subsidence of swelling	Until swelling has subsided (5 days minimum)
Sickness and Diarrhoea		During symptoms	48 hours
Streptococcal Infection (Scarlet Fever and Throat Infection)	1 – 5 days		5 days or until clinical recovery, providing medical treatment has been given.
Whooping Cough	7 – 21 days (Usually 7, never over 21)	From 7 days after exposure to 21 days after onset of paroxysmal cough.	5 days from commencing antibiotic treatment.

The above chart is meant as a guide and not as an aid to diagnosis, this should be undertaken by an appropriately qualified health professional.

These periods of exclusion are the *minimum* necessary from the point of view of control of spread of infection (suggested by the Department of Health, March 2000). Individuals who have suffered from these diseases may, quite commonly, require a longer period before they are fully fit.

Children suffering from sickness or diarrhoea must not return to nursery until at least 48 hours have elapsed from the last bout of sickness/diarrhoea and they are eating normally.

If a child does become ill at nursery every effort will be made to contact the parents, who will be requested to collect their child as soon as possible.

In most cases when a child is sent home we feel it would be beneficial for them to see a doctor.

Please would you notify us if your child has a contagious illness, or any other illness that will prevent them from attending nursery.

Evacuation Procedures

In the event of a fire, the alarm will be sounded by:

Detection by the smoke sensors,

The person observing the start of a fire.

Children and staff will evacuate the building by the nearest available fire exit and meet in front of the building. Certain members of staff have been allocated as extras to help evacuate rooms occupied by non-walking children. Staff will take their registers with them to check off their children. Fire drills take place regularly and there is periodic testing and checking of fire safety equipment.

Every member of staff is aware of the fire procedures, which are displayed in each room.

In the event of a fire alarm requiring the evacuation of the building:

Always use the agreed escape route.

Do not stop to collect personal belongings.

Do not re-enter the building.

Collection of children

Children are never allowed to leave nursery unaccompanied. In order to safeguard this please follow the following systems.

- All exits from the nursery must be kept shut at all times- please check the external door shuts behind you, do not put it on the latch.
- Do not hold the door open for people you do not know, if you enter at the same time as another please state in the intercom that there is another person beside yourself.

A register is kept of all of all the children on the premises, please let a member of staff know when your child arrives or leaves.

We will not allow the children to leave with an individual we do not know. If someone comes to collect your child who's identity we are unsure of certain security measures will be undertaken:-

- Find out who the person is and their relationship to the child.
- Contact you the parent to ensure that you agree to your child leaving with this person.
- Ask for a password that is only known by the collector, parent and nursery.

If you could provide a photograph of nominated collectors this makes identification much easier.

Please forewarn the staff and complete a collection form if another collector is coming so that the handover of children runs smoothly.

Meals and Diet

We provide well balanced and nutritious meals prepared on the premises by our own full time cook.

Main meal times are as follows:-

Breakfast	8.15-8.45 a.m.
Lunch	11.30 a.m.
Tea	3.00 p.m.

In addition there is fresh fruit healthy snacks and water available all day.

The kitchen is a full commercial standard kitchen fitted to Environmental Health Standards and registered under the Food Safety Act 1990 and subject to inspection. All the nursery meals will be prepared here by our own cook, and brought through to the children's areas at meal times. The cook and most staff has a food hygiene certificate and all food is probed for correct serving temperatures. We are regularly inspected by Environmental Health and recently achieved a 4 star rating.

The main meals for the week are posted on a notice board. We aim to provide a variety of different foods and always provide a vegetarian option. Any special dietary needs must be notified on each child's registration form and the allergy form whenever they arise, so that we can accommodate these. Any suggestions for children's meals will be welcomed to increase the variety we offer.

In the baby room formula milk or breast milk should be provided by the parents and brought daily. Weaned babies will be given food as per the daily menu in a suitably blended form. We also provide the appropriate weaning foods such as pureed vegetables or fruit , however if parents prefer they can provide weaning foods for themselves.

Nappies and Potty Training

Nappies are changed regularly as necessary. This is done in the designated nappy area in line with our Bathroom hygiene and health and safety policy. We use cotton wool and baby lotion (which nursery provides) or water. If you wish baby creams to be applied please would you provide the room staff with some in a named container. Potty training will commence with consultation with parents.

Baby Sitting

Please do not compromise staff by approaching them in nursery regarding babysitting. We ask that staff do not baby sit for our families as our OFSTED registration does not cover staff in this activity. We point out that if a member of staff babysat for a parent it is completely unconnected with their role in the nursery and that we are not responsible for children or staff outside nursery hours.

Safeguarding children

We must emphasize that the nursery is primarily concerned with the welfare of the children within our care and therefore if a child comes to nursery with a mark/bruising we will discuss with you how this occurred. If any suspect mark/bruising is noticed on a child's body it will be reported to the Manager. Any behaviour which may also give cause for concern will be reported to the Manager an appropriate course of action will then be taken.

Please do not think that this will automatically suggest we are suspicious of abuse, we are well aware, as you will be yourselves of the accidents that often occur with children, especially those just learning to walk!

However, we feel that it is our responsibility to protect the children that come into our care from abuse.

OFSTED require that if we have any concerns regarding any child that comes into our care we will report these concerns to the Leeds Safeguarding Board and OFSTED.

Equal Opportunities

The nursery is committed to working within the relevant legislation relating to: Race Relations Act 1976, Sex Discrimination and Children's Acts, Age discrimination and Disability. A copy of our full policy is available in the nursery on request.

The nursery is open to all children from all racial, cultural and religious backgrounds. We aim to encourage respectful awareness of the different religious backgrounds and cultures. Bilingual/multicultural children and adults are an asset. They will be valued and their languages recognised and respected in the nursery. Food, medical, cultural and dietary needs will be met

In order to achieve this, we aim to acknowledge various festivals, without indoctrination the children will be made aware of the festivals and the appropriate stories behind them. Before introducing a festival with which the adults in the nursery are not themselves familiar, appropriate advice will be sought from people to whom the festival is a familiar one, if you feel you can help us with this please speak to a member of staff.

The toys and equipment in the nursery provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play, and feature positive images of people, both male and female, from ethnic and cultural groups, with and without disabilities. Resources will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected which help the children to develop self-respect and to respect other people, by avoiding stereotypes and derogatory pictures or messages about any group of people.

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Discriminatory behaviour/remarks are unacceptable in the nursery. The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Behaviour Management

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this, rules governing the conduct of the group and the behaviour of the children are discussed and agreed with the nursery staff and explained to all newcomers, both children and adults. All adults in the nursery will ensure that all rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour. Adults will try to provide a positive model for the children with regard to friendliness, care and courtesy. They will praise and endorse desirable behaviour such as kindness and willingness to share.

We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour. When children behave in unacceptable ways, physical punishment, such as smacking or shaking, will be neither used nor threatened. Children will never be sent out of the room by themselves, or be called naughty.

Children who misbehave will be given one-to-one adult support in seeing what was wrong and working toward a better pattern of behaviour. A period of 'time out' with an adult may be used if the situation is appropriate.

In cases of serious misbehaviour, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame. In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child in question that is unwelcome.

Adults will not shout, or raise their voices in a threatening way. Adults in the nursery will make themselves aware of, and respect, a range of cultural expectations regarding interactions between people.

Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity. Recurring problems will be tackled by the whole nursery, in partnership with the child's parents, using objective observation records to establish an understanding of the cause.

Adults will be aware that some kinds of behaviour may arise from a child's special needs.

Complaints Policy

We aim to have good lines of communication with parents/carers and nursery staff and therefore wherever possible, any concerns that parents/carers may have about the nursery, or any matters relating to the nursery will be dealt with in the first instance by informal discussion with the room staff and/or if preferred the nursery manager or deputy. However, if issues cannot be resolved, you should put these in writing addressed to the Company Director, Mr M Nadry. All complaints will be fully investigated and treated in confidence. Complaints are noted on official OFSTED forms which are looked at during OFSTED inspections.

If, after this you are unhappy with the response then issues may be referred to the OFSTED complaints department on 08456 40 40 40 or Compliance Unit 0161 618 8500. The OFSTED standards require that written complaints are investigated within 28 days of receipt.

The Child Care Team

Our team of staff has been carefully selected to ensure a complementary mix of experience and competencies. The nursery nurses are qualified to EYPS (Early Years Professional Status, Foundation Degree, NNEB, BTEC or NVQ2/3 or equivalent). We encourage nursery assistants to work towards gaining an appropriate qualification.

The staffing ratios are a minimum of:-

1:3 for under 2 years

1:4 for 2 - 3 years

1:8 for over 3 years

We frequently have trainee nursery nurses from the local colleges, students on placement are not counted as part of the staff.

A key worker system ensures one individual is the main family contact and carer of your child. The key worker and staff are happy to give reports and feedback to parents about children's activities on a daily basis. It is always wise to discuss any concerns or upsets that the children may be experiencing at home such as a house move or hospitalised family member so that account can be taken of this and extra reassurance given to children who may be somewhat stressed on such occasions. We have a policy of confidentiality and parents should not hesitate to discuss such personal matters.

We welcome parents into the nursery at any time and if you have any special skills which the children might find interesting please let us know.

Confidentiality

The nursery's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

- parents will have ready access to the files and records of their own children, but will not have access to information about any other child.
- staff will not discuss individual children, other than for purposes of curriculum planning/ management with people other than the parents/carers of that child.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will be shared on a 'need to know' basis.
- Students who visit the nursery as part of the course work to observe in the nursery will be advised on the confidentiality policy and be required to respect it.
- We share children's developmental records with destination schools when children transfer from nursery.

Fees, Holidays And Times

Our basic terms are detailed below. These should be read in conjunction with the notes which follow. These fees include nappies and meals except for formula and early weaning foods.

Fees (Per Week)	Full week	Individual day	Half days
Under 2's	£195	£43	£24
Over 2 until eligible for NEG	£185	£41	£23
Over 3 and eligible for NEG	£137.90	£25.40*	£12.44**

***based on child attending 3 full days a week **based on child attending 5 half days per week**

Nursery Education Grant (NEG) can be claimed for all three and four year olds the term after their 3rd birthday. This grant is not means tested, and varies with the number of days attended. It currently covers 15 hours per week during term time. The nursery will apply for the grant on your behalf but for further details please contact the nursery directly.

When more than one child is registered, 10% discount will be applied to the child paying the lower fees.

Fees are payable in advance on the first day of the month by standing order. The first month must be paid in full before a child starts. Parents are responsible for changing their own standing orders, and Kids Academy are not able to make these changes on your behalf.

Late charges- due to registration, staffing and insurance reasons we respectfully ask parents to collect children before the nursery closing time. Should parents persistently collect after the session ends we reserve the right, in common practise with other nurseries, to invoke a 'late charge' of £1 per minute thereafter.

Returned cheque charge_ - If a cheque is returned unpaid a charge of £20 will be applied to the account.

Notice - One full calendar month's written notice must be given by either party to terminate a place. We reserve the right to change our terms and conditions from time to time subject to one months notice.

Holidays and Other Absences

We are closed on all statutory bank holidays and on Christmas Eve will close at 12.30 p.m. and re-open on the first working day of January. We close for one day per year for training. A full weeks fees are payable where a bank holiday or training day occurs. A weeks holiday allowance is already made as fees are calculated at the weekly rate for 51 weeks divided into 12 equal monthly payments.

In the case of illness of up to one month on each occasion, fees are payable in full. Where a continuous period of absence extends more than one month, fees are reduced by half for the remaining period of illness.

Reservations

Where a place is being reserved in advance a deposit of £100 is required. This is then deducted from the final account. Changes in the basis of attendance require one month's written notice. When booking a place, one month's notice is required of a change in start date where it is moved to a later date, otherwise the prearranged start will be chargeable. We reserve the right to carry out credit reference checking and will share this information with our debt management agents.

Working Family Tax Credit - This credit is available via the Inland Revenue and up to 80% of nursery costs may be claimed, subject to earning limits. This must be claimed directly by parents. For further information the Child Tax Credit and Working Tax Credit helpline number is 0845 3003900.

Employers Childcare Vouchers – such as Busy Bees, Accor and a number of others are accepted by us.

Session Times

Full days: 7.30 a.m. to 6.00 p.m. Mornings: 7.30 a.m. to 1.00 p.m. Afternoons: 1.00 p.m. to 6.00 p.m.

Extra sessions can be arranged if places are available. These are chargeable on booking and must be paid for in advance.