

Grow Learn Play



Welcome to our prospectus for 2018/19



“Children develop very well, have lots of fun & learn within the caring environment of the nursery, as they enjoy the wide range of activities offered.”

*Ofsted.* Greenfields Ofsted reference number is EY438368.

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## Welcome to Greenfields

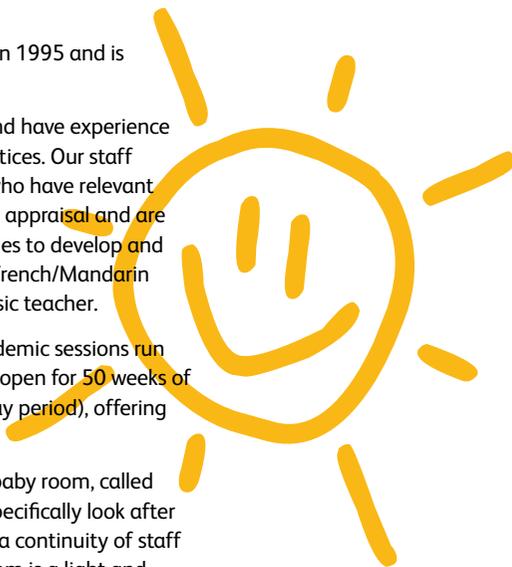
# Thank you for your enquiry regarding Greenfields Nursery

We are an established nursery that was set up in 1995 and is located in Shipston on Stour.

The proprietors and practitioners are trained and have experience in both Montessori and traditional nursery practices. Our staff are highly motivated and capable individuals who have relevant childcare qualifications. They receive an annual appraisal and are encouraged to take regular training opportunities to develop and supplement their skills. We employ a qualified French/Mandarin teacher, Dance teachers, Yoga teacher and Music teacher.

We are open from 8.00am – 6.00pm daily, academic sessions run from 9.00am – 3.00pm term time only. We are open for 50 weeks of the year (only closing over the Christmas holiday period), offering both before and after school and holiday care.

In September 2012 we opened our dedicated baby room, called 'Spring Greens' We have staff members who specifically look after Spring Greens, and therefore the children have a continuity of staff that they know and feel safe with. The baby room is a light and colourful building with age appropriate toys and activity areas, designed to engage and develop your child's learning experience. We have a quiet carpet area with comfy cushions, so children can look at books and relax, where we have story time. We encourage the young children to experience lots of messy play including painting, water and sand play, as well as music, songs and games.



## Our facilities

As with the other areas of the nursery, we offer free settling in periods, where you and your child can come together and familiarise yourselves with the nursery and the staff, which allows plenty of time to discuss your and your child's specific needs and requirements. Spring Greens has its own outside space with lots of outdoor toys, and activity areas, and we do go outside as much as possible.

We are an accredited Sing and Sign nursery, which we feel helps to bridge the gap as the younger children learn to communicate and promotes learning, we then lead onto Jolly Phonics which is a fun based way of learning the phonic letters and sounds. Jolly Phonics is a proven method of learning which significantly ensures that all our children are well equipped with the basic learning blocks before they go on to school.

We have a well-equipped spacious area for 2-3 year olds to play, socialise and learn together. There is a comfortable quiet room for when they need to rest or relax. They have their own entrance, toilets, changing area and kitchen. Our 3-4 year old children have a large free play area, their own quiet room, home corner, art area and two very well equipped resource rooms. We have a large and varied amount of learning resources and toys.

We have an enclosed garden and outside learning area, which is used throughout the year. There is a very large fenced tarmac area for the outdoor toys and close by we have access to a children's play park and sensorial garden. We are surrounded by a large recreational playing area, which enables us to have an extended safe grassy play area and where we are able to take the children out for country walks.

We have recently been awarded the WInCKS (Warwickshire Inclusion Kite Marking Scheme) accreditation by Warwickshire County Council showing that we welcome children with SEND (Special Educational Needs and Disability).



## How we work and play

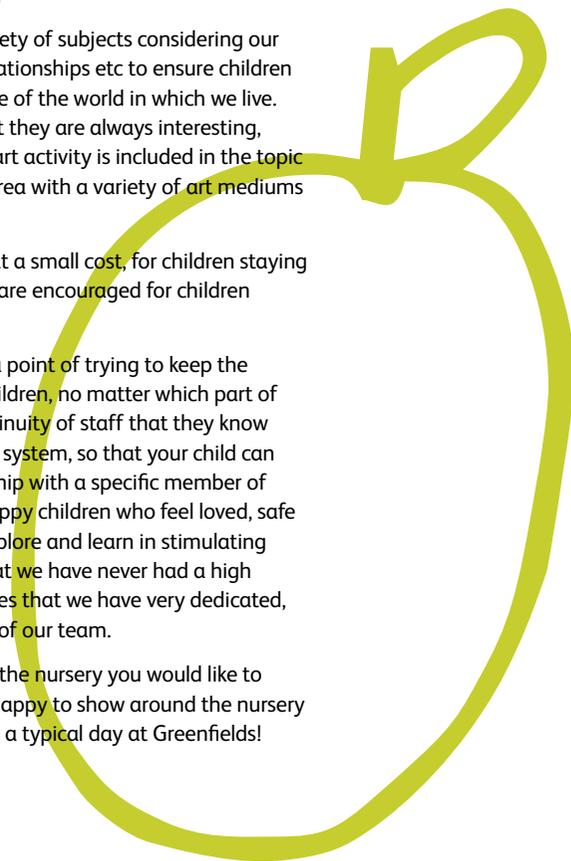
Circle and registration time is split into three groups, 2 – rising 3's; intermediate and the older ones (Reception bound children!) so that our Jolly Phonics class, topic and 'about ourselves' work can be talked through in appropriate detail. Stories, rhyme and listening to sounds also take place at this time!

Our weekly topic work covers a variety of subjects considering our environment, different cultures, relationships etc to ensure children in our care have a sound knowledge of the world in which we live. We evaluate these annually so that they are always interesting, appropriate and topical. A weekly art activity is included in the topic work. All age groups share an art area with a variety of art mediums to work with.

A small nutritious tea is provided, at a small cost, for children staying after 3:00pm. Regular rest periods are encouraged for children attending for full day sessions.

Throughout the nursery we make a point of trying to keep the same staff in each area, so that children, no matter which part of the nursery they are in have a continuity of staff that they know and trust. We operate a key worker system, so that your child can build a happy and secure relationship with a specific member of staff. We feel that this results in happy children who feel loved, safe and relaxed whilst being free to explore and learn in stimulating surroundings. We are very lucky that we have never had a high turn over of staff and pride ourselves that we have very dedicated, motivated and qualified members of our team.

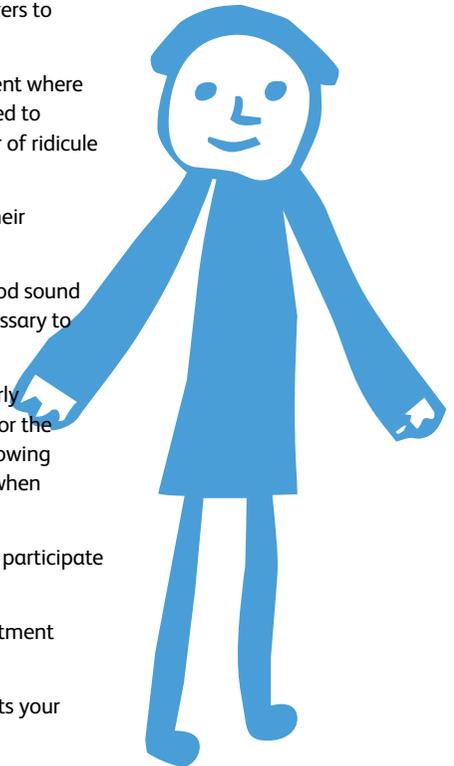
Please ask if there is any aspect of the nursery you would like to know more about. We are always happy to show around the nursery to see the children and us enjoying a typical day at Greenfields!



## Principles of the nursery

Whilst we believe that parents are the first and main educators in their child's early years, we also:

- 1 establish good working relationships with parents/carers to maintain a continuity of a child's development.
- 2 provide a safe, colourful, happy and loving environment where children are given a freedom of choice, are encouraged to experiment and reach their full potential without fear of ridicule and enjoy doing it.
- 3 recognise that all children should be respected and their individuality recognised, valued and nurtured.
- 4 hope to encourage confident children who have a good sound grounding in alphabet, numbers and social skills necessary to ease their transition into primary school.
- 5 provide an education within the framework of the Early Years Foundation Stage (EYFS) which is appropriate for the developmental stage that each child has reached, allowing them to progress at their own pace, moving on only when they are ready.
- 6 are committed to provide equality for all who wish to participate in our activities.
- 7 we believe that this is the best start and a good investment in your child's future.
- 8 provide a robust safeguarding environment which puts your child's safety paramount.
- 9 promote British values.
- 10 their foundation for life.



## Aims of the nursery

Whilst our main objective is to provide your children with a structured learning programme for their entrance to primary school, we also follow the principles of the Montessori method, which is to allow children to grow naturally, to retain their individuality and to develop their own unique personality.

Therefore, we place great emphasis on developing children's personal and social skills, as a result, free play, practical life, sensorial exercises, music and dance play are a large part of our educational programme.

We provide a stimulating learning environment where children can:

- 1 approach learning with confidence and fun, building on their own experiences.
- 2 become independent learners through first hand experience of our man-made and natural world.
- 3 develop in all areas – personal, social, emotional, knowledge and understanding of the world, physical, creative, communication, language, literacy, numeracy and problem solving and reasoning.
- 4 ensure all members of the Greenfields team are fully equipped and trained to provide the optimum learning experience for your child within a safe and vibrant environment.



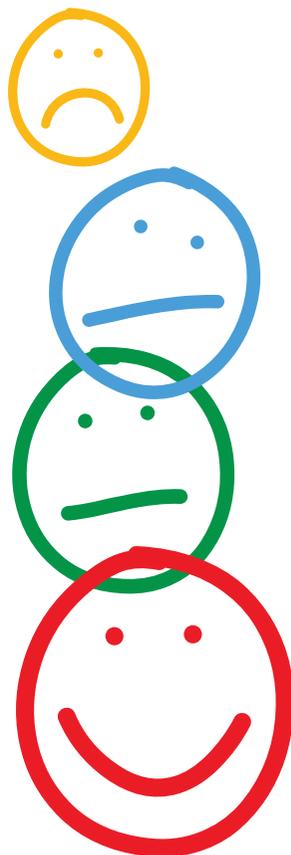
## Settling in procedure

When making a decision about settling a new child, it is, we feel, necessary to consider the child's age and past experiences. If the child has never been left before, the circumstances will be different to that compared with a child who has been looked after by other people from an early age. The first separation can be painful for the parents as well as the child. We are very well aware of this and will approach the situation with sensitivity and resourcefully. Even if a child has had a happy experience previously, he/she may be overwhelmed by a new, unfamiliar setting and may be dismayed and upset.

In some circumstances it may be appropriate for a parent to stay for a short period of time until the child becomes familiar with the surroundings and then leave when all is well. However, we do encourage the child to bond with members of staff, we will then be close and supportive to the child for as long as it is needed. This is the preferred route, as the child will feel more secure in our care. Parents sometimes need help with this, as their own anxiety causes them to be an unhelpful influence. Rest assured, if the child's anxiety causes us prolonged concern, we would contact you. In most cases, once the parent has left the child settles quickly.

We appreciate the importance of daily communication with the parents of the children in our care and will endeavour to have informal, as well as formal, opportunities to discuss your child's progress, behaviour and health. Please feel free to talk to any member of staff about your concerns and anxieties, we have generally seen most scenarios and are here to help both you and your child.

We will produce a report on each child when they are due to leave, charting their progress in all aspects of their time at Greenfields Nursery. However, if you have any concerns or questions, please do not hesitate to approach us.



## Important notes



### Conditions of Entry

A child must be eight months old as a condition of entry and parents are required to complete the confidential registration form and return it to the nursery before the entry date.

### Ratio

The ratio of children to practitioners is strictly adhered to:

1-2 years	1:3
2-3 years	1:4
3-7 years	1:8

Although we do tend to have a lower ratio of 3-7 years 1:5

### Lunch

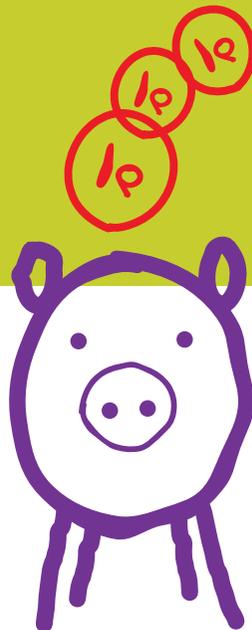
Drinks, fruit and biscuits are provided during the sessions. All children are required to bring a healthy packed lunch, depending on their sessions. This should not include sweets and fizzy drinks.

### Illness

Parents are asked to keep a child at home if they display symptoms of an infectious illness that may result in other children becoming infected. Sickness and diarrhoea are especially infectious, so please keep children away from nursery for 48 hours. A telephone call to that effect would be appreciated if a child is unable to attend their session.

## Fees and opening hours

In the “Big Room” (3yrs to rising 5yrs) the Nursery Education Fund (NEF) will entitle children in the term after their 3rd birthday to 15 hours of free childcare for 38 weeks of the year. Working parents may be entitled to up to 30 hours of childcare, this is an additional 15 hours of childcare on top of the 15 hours universal entitlement. You can apply via [childcarechoices.gov.uk](http://childcarechoices.gov.uk). Warwickshire County Council pay this funding to the nursery for 38 weeks of the year, however the academic year is 39 weeks. Therefore for the week that is not covered by NEF we will have to charge you for your child’s total hours without the benefit of the NEF. This week will be charged to you during the Summer Term.



Our fees are as follows:

### Baby Room

8:00am-9:00am	Early Bird	£6.40 (inc breakfast)
9:00am-1:00pm	Part Time Morning Session	£24.00 (inc snack)
9:00am-3:00pm	Full Day Session	£36.00 (inc snacks)
3:00pm-5:00pm	After Care Session	£14.00 (inc two course meal)
5:00pm-6:00pm	Twilight	£6.00

### Little Room

8:00am-9:00am	Early Bird	£6.10 (inc breakfast)
9:00am-1:00pm	Part Time Morning Session	£22.40 (inc snack)
9:00am-3:00pm	Full Day Session <i>(free for eligible funded 2 year olds)</i>	£33.60 (inc snacks)
3:00pm-5:00pm	After Care Session	£13.20 (inc two course meal)
5:00pm-6:00pm	Twilight	£5.60

### Big Room – 3 and 4 Year Old Funded Sessions

9:00am-1:00pm	Part Time Morning Session <i>(including 3 hours free)</i>	£9.00 (additional services)
9:00am-3:00pm	Full Day Session <i>(including 5 hours free)</i>	£12.00 (additional services)
9:00am-12:00pm	Full Day Session* <i>(including 6 hours free)</i>	£7.00 (additional services)

*\*available for children eligible for 30 hours funding only*

**We have a limited number of funded only places available on a 9.00am-12.00pm session!  
Please contact the Nursery to discuss.**

## Fees and opening hours

### Big Room – Non Funded Sessions

8:00am-9:00am	Early Bird	£5.70 (inc breakfast)
9:00am-3:00pm	Full Day Session	£31.20 (inc snacks)
3:00pm-5:00pm	After Care Session	£12.40 (inc two course meal)
5:00pm-6:00pm	Twilight	£5.20

### £200 refundable deposit is payable upon registration for Spring Greens (Baby Room).

The fees are due at the beginning of each half term. We regret that fees are still payable during absences, as the space is still available for your child. We would advise that from a social and learning point of view, at least two sessions per week should be attended to maximise results.

We are an Ofsted approved nursery and therefore also accept Government childcare vouchers which are offered through the parent's workplace and are exempt from tax and national insurance.

### Fee and debt management

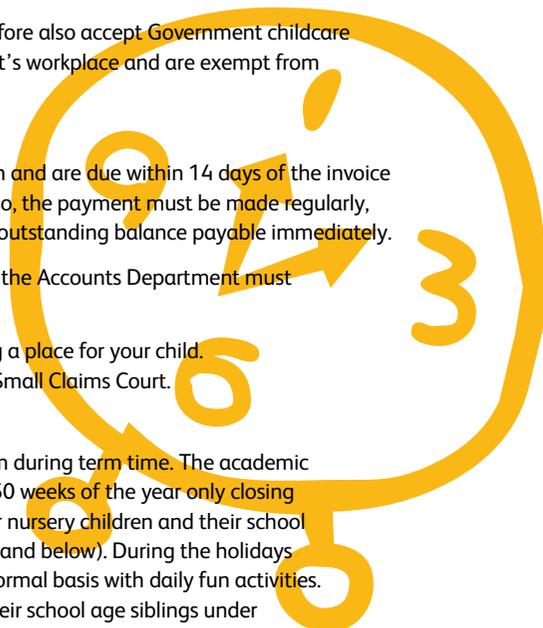
Fees are invoiced at the start of each half term and are due within 14 days of the invoice date. Parents who wish to pay weekly can do so, the payment must be made regularly, failure to make regular payments renders the outstanding balance payable immediately.

If there is any difficulty with payment of fees, the Accounts Department must be contacted as soon as possible.

Failure to pay fees will result in us withdrawing a place for your child. Any outstanding debts will be referred to the Small Claims Court.

### Opening hours

We are open Monday – Friday 8:00am-6:00pm during term time. The academic day runs from 9:00am-3:00pm. We are open 50 weeks of the year only closing for the Christmas break, this is available to our nursery children and their school age siblings under the age of 8 (school Year 2 and below). During the holidays we run a "holiday club" which is on a more informal basis with daily fun activities. This is available to our nursery children and their school age siblings under the age of 8 (school year 2 and below).



## Our policies

### Ofsted

Our current Ofsted report can be found on the Internet and a copy is available at the nursery, our Ofsted number EY438368.

Greenfields Nursery have a complaints procedure in place, if you have a complaint about one of the staff please speak directly to the proprietors, Lesley Tavener or Pam McGuinness, who will respond in writing within 28 days and email Ofsted immediately with regard to the complaint. If you feel that your complaint has not been dealt with satisfactorily, the Ofsted complaints number is 0300 123 1231.

### Greenfields Nursery policies

Copies of the complete Greenfields Nursery Policies are available at all the Reception Desks within the Nursery. These include those below together with child protection, behaviour management and health and safety.

#### Admissions policy

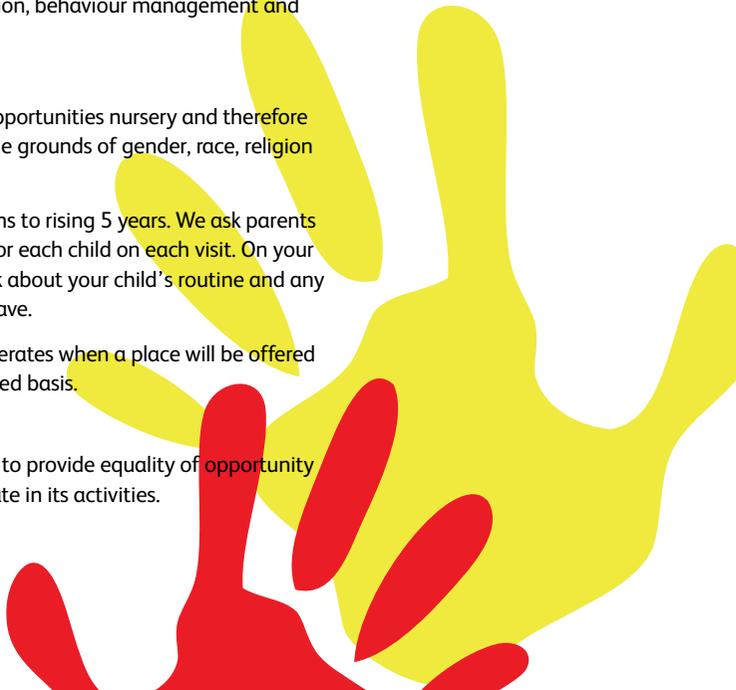
Greenfields Nursery is an equal opportunities nursery and therefore no child will be turned away on the grounds of gender, race, religion or disability.

We care for children from 8 months to rising 5 years. We ask parents to bring a full change of clothes for each child on each visit. On your first visit to the nursery we will ask about your child's routine and any specific requirements they may have.

When necessary, a waiting list operates when a place will be offered to a child on a first come first served basis.

#### Equal opportunities policy

Greenfields Nursery is committed to provide equality of opportunity for all those who wish to participate in its activities.



## Our policies

### Special needs policy

Greenfields Nursery is committed to creating a welcome and secure surrounding and to provide a broad and balanced education for any child identified as having special needs. Please see our special needs policy for more details.

We have strong links with all Special Needs Agencies, to ensure that if your child needs additional support, they are assessed and welcomed quickly and efficiently.

### First aid and accident procedures

Staff have current Paediatric First Aid Certificates. An emergency action procedure is in place.

### Fire precautions

Fire Drill – a fire drill is on display and practised twice a term. The premises are inspected annually by the Fire Service.

### Children not collected

If for any unforeseen reason a child has not been collected within 30 minutes of their usual finishing time we will make every effort to contact all persons on the child's registration form. If we are unable to contact anyone within an hour we must inform the Warwickshire Children's Team.



### GDPR

We will comply with data protection law. This means that the personal information we hold about you must be:

- 1 Used lawfully, fairly and in a transparent way.
- 2 Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- 3 Relevant to the purposes we have told you about and limited only to those purposes.
- 4 Accurate and kept up-to-date.
- 5 Kept only as long as necessary for the purposes we have told you about.
- 6 Kept securely!

## Typical day for Spring Greens

### Morning

- 9:00 Welcome the children into nursery  
Planned activities following the EYFS (see weekly plans in foyer)
- 10:00 Tidy up time  
Snack
- 10:20 Circle time e.g. singing, games, stories, musical instruments
- 11:00 Creative, messy play, outside play, soft play, cooking activities
- 12:00 Lunchtime
- 12:45 Story time

### Afternoon

- 1:00 Hometime for the children who attend morning sessions
- 1:15 Quiet time e.g. music, story, puzzles, constructive play or sleep time
- 2:00 Circle Time
- 2:45 Snack time
- 3:00 Home time for some children
- 3:10 Free play/outside play
- 4:30 Tea time
- 5:00 Story time
- 6:00 Home time





## Typical day for our 2-3 year-old children

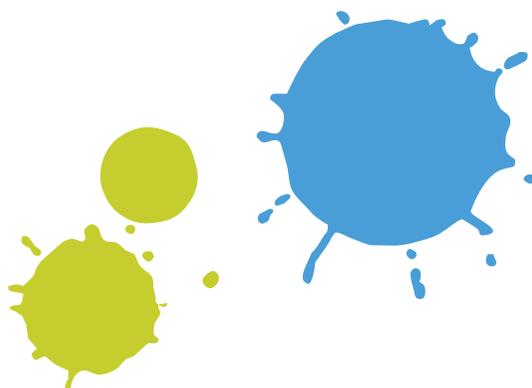
### Morning

- 9:00-9:45 Free play
- 9:45-10:15 Registration, circle time, numbers, colour work and singing
- 10:15-10:30 Drinks, fruit and biscuit
- 10:30-11:30 Free play at all times, painting getting to know each other, sharing, role play and having fun
- 11:30-12:00 Outdoor/indoor play. Sand/water play. Story bag, small group activities. Jolly Phonics letters and sounds
- 12:00-12:30 Lunch followed by free play, outdoor/indoor activities

### Afternoon

- 1:00 Home time for those children attending a morning session only
- 1:30 Registration
- 1:30-2:30 Free play – painting, drawing, playdough and topic work (including rest time for those children still requiring a nap)
- 2:45- 2:55 Drinks, fruit and biscuit
- 3:00 Home time for some children
- 4:30 Tea time
- 5:00 Story time
- 6:00 Home time

This is a sample of our academic session



## Typical day for our 3 rising 5 year-old children

### Morning

9:00-9:25	Settling in time and free play
9:25-9:45	Registration/circle time. Jolly Phonics learning through sound blending, discussions regarding topic of the week, children's own experiences and what activities we will be completing during the day
9:45-10:00	Drinks, fruit and biscuit
10:15-12:00	Outside play "letting off steam" before moving onto structured learning including Jolly Phonics and workbooks on a one to one basis, whilst the remainder of the children are occupied on other activities, including, topic work and all aspects of Montessori practical life and sensorial activities. Extra curricular activities also take place, including, French/Mandarin, modern dance, music, yoga, multisports and science

12:00-12:30 Lunch

### Afternoon

1:00-1:15	Registration
1:15-2:00	Free play, painting, drawing, playdough and topic work
2:00-2:30	One to one, as per morning
2:30-2:45	Circle time – floating and sinking exercise, look and talk time, silence game, creative work, cooking, Montessori simple science exercises. Weather permitting, outside play, large play equipment and country walks
2:45-2:55	Drinks, fruit and biscuits
3:00	Home time for some children
4:30	Tea time
5:00	Story time
6:00	Home time



This is a sample of our academic session, free play both indoor and outdoor.

## Extra activities

Along with the activities and topics running during the usual nursery day, we also provide extra activities on different days:

### Monday

am Calypso Music – Spring Greens  
Calypso Music – Little Room  
Calypso Music – Big Room  
pm Mandarin – Big Room

### Tuesday

am Yogabugs – Spring Greens  
Yogabugs – Little Room  
Yogabugs – Big Room  
pm French – Big Room

### Wednesday

am Multisports – Big Room  
Yogabugs – Spring Greens  
Yogabugs – Little Room  
pm Modern Dance – Big Room

### Thursday

am Pop Whizz Bang Science – Big Room  
pm Modern Dance – Big Room

### Friday

am Pop Whizz Bang Science – Big Room





# Registration form

Proposed Date of Entry:

Days/Times Required:

Surname of Child:

Forename:

Parent 1:

Parent 2:

Address:

Postcode:

Home Telephone Nos:

Work Telephone Nos:

Mobile Nos:

Alternative Nos:

Email Address:

Alternative Contact Address (if applicable)

Emergency Contact Name and Telephone No:

Date of Birth:

Nationality:

Child's State of Health:

Allergies:

Doctor's Contact Details:

We will use your (including your child's) personal information to provide a childcare service to you. We'd like to keep sending you information about your child and our nursery by email and phone, but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about your child and the nursery. We keep your information secure and will never share it except if required to do so by law. A full copy of our privacy notice is available in the reception areas of the nursery.

By ticking the box you are consenting to us holding and processing your data and sending you information.

You can of course ask us not to contact you by email or phone etc at any time!

## Registration form

Permission to administer Child's medication, if necessary,  
ie inhaler/non-prescribed medicines:

Parental Consent for Emergency Medical Advice and Treatment: Yes:

No:

Special Needs/Any Other Information:

Immunised: Yes:

No:

Permission for trips Out: Yes:

No:

Permission to take Photographs for internal use: Yes:  
(ie. for learning journals and displays)

No:

Permission to take Photographs for Greenfields Nursery School Limited Website: Yes:

No:

I agree to the rules and regulations as outlined in the Greenfields Nursery Prospectus.

*please tick*

Who has Parental Responsibility for the child:

Who has legal contact with the child:

Parent 1 signature:

Date:

Parent 2 signature:

Date:



All about me...

Name

I like to eat



My pets



# More about me...

People I spend time  
with at home



At home, I like  
to play with



DATE

/ /



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this brochure please recycle it

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and accepts no responsibility for any consequences of such modification or cancellation.

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