



# Amberley Nursery & Forest School

9 Buckhurst Road, Bexhill-On-Sea, East Sussex, TN40 1QF

(01424) 212472

[www.amberleynursery.co.uk](http://www.amberleynursery.co.uk)

## Our 2020 Prospectus



*Providing your child with a safe and stimulating environment for their early stages of learning and development*

*2020*



Amberley Nursery Ltd trading as Amberley Nursery.

Company number 04717807

Registered office, Ashdown Hurrey, 20 Havelock Road, Hastings, TN34 1BP

Ofsted registration number 156381

Email [Lisa@amberleynursery.co.uk](mailto:Lisa@amberleynursery.co.uk) or [mark@amberleynursery.co.uk](mailto:mark@amberleynursery.co.uk)



We would like to welcome you to Amberley Nursery & Forest School. Our Family run Nursery since 2001 offers care and education for children aged 7 weeks to 5 years. Our open hours are Monday to Friday, 52 weeks a year, except public holidays. Our open hours are from 8.00am until 6.00pm, offering a variety of flexible sessions.

We are registered with Ofsted, we are also members of the National Day Nursery Association and the Federation of Small Business. Our memberships ensure that we are constantly in touch with new thinking in the field of childcare and education. In addition, a variety of training is ongoing and available to both staff and parents.

Here at Amberley our aim is:-

- To work in partnership with families to enhance the development and education of children, in a safe and stimulating environment.
- To work in partnership with families to deliver the Early Years Foundation Stage and to ensure equality of opportunity for all.
- For every family to feel welcome and part of our setting.

**We will offer your child:-**

- An individual curriculum, working towards the Early Learning Goals.
- Individual care and attention, made possible by a high ratio of adults to children
- Fun and friendship with children and other adults
- The support of a key person



## The Early Years Foundation Stage EYFS

The EYFS framework explains how and what your child will be learning to support their development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children often develop the 3 prime areas first. These are;

- . Communication and language
- . Physical development
- . Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As your child grows, the prime areas will help them to develop skills in 4 specific areas. These are;

- . Literacy
- . Mathematics
- . Understanding the world
- . Expressive arts and design

These 7 areas are used to plan your child's development through activities suited to their needs. It is designed to be flexible so that your child's key-worker can follow your child's current interests, as well as adult-led learning, we focus on things which happen 'in the moment' and children are encouraged to express what they would like to learn next.



### **How your child will be learning**

Within the group, all the children are supported to develop their interests and learning at their own pace. Our key worker system enables us to ensure an individual curriculum, tailored to the needs of each child. Through developmentally appropriate play experiences and a high level of adult input, we offer experiences that enable children to progress through the EYFS, preparing them for the National curriculum, which begins at Year 1 in primary school.

### **Observations and record keeping**

To maximise your child's development and progress, observations and individual learning journals will be kept for your child. Parents are actively encouraged to contribute to their child's journal, through completing family observations and WOW moments. You are welcome to view your child's records within our opening hours. Observations are highly important at Amberley; they form an understanding of your child's current stage of development, enabling us to plan your child's next steps for learning. We are registered with the Information Commission Office and General Data Protection Regulation compliant.

## Special educational needs

We are passionate about providing equality of opportunity for all members of our group, and this includes children with special educational needs and disabilities. We will aim to make all reasonable adjustments to include children with SEND. This support will differ between children, depending upon their individual needs. For more information please see our Local Offer or come and have an informal chat with our Special Educational Needs Co-ordinator.

## Starting Nursery and Pre-school

A child who is tense or unhappy will not be able to learn to their full potential. It is very important for the parents and the staff to work together to help the child feel confident and secure within their new environment. We offer settling-in sessions before your child is due to start nursery; you will be asked to accompany your child for their first session of around an hour. One of our practitioners will discuss your child's likes and dislikes with you, then form a plan for you to gradually begin to leave them over their next few visits. It can take longer for some children to settle than others, please speak to your key-worker if you feel anxious or worried. All children are individuals and they will settle at their own pace.

## Food and Drink

We promote a healthy lifestyle at Amberley. Children who are staying for a morning or full day session can either have a hot dinner or packed lunch. We ask that the packed lunches you provide are nutritious and healthy, packed in an insulated bag with an ice pack. We have received an outstanding award from the children's food trust and do not allow juice, crisps, sweets, fizzy drinks, cakes within our nursery, unless it is a special celebration. Due to allergies, peanut butter and other nuts are not allowed. The nursery will provide a variety of nutritious snacks with water and milk at break times.

An allergy matrix is available for all snacks and meals we serve; please speak to a member of staff about any allergies, intolerances or dietary preferences. **We currently have a child with a severe fish allergy, therefore we ask for no fish to be put into children's lunchboxes, also that they do not eat fish before coming into nursery. We will not serve fish for snacks or dinners whilst this child is in attendance.**



## Forest School

We became a Forest School in 2013 when Mark passed his level 3 training. Forest Schools have demonstrated success with children of all ages who visit the same local woodlands on a regular basis. Through play the children have the opportunity to learn about the natural environment, light fires, cook on the fire, use real tools, how to handle risks and most importantly to use their own initiative to solve problems and co-operate with others. Forest School is available to book on a termly basis, usually 6-8 weeks. Warning, your children may develop a love of mud, sticks and the great outdoors!



## Policies

All of our policies are designed to offer the best possible experience for children and families. The Nursery policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. They are available on our website [www.amberleynursery.co.uk](http://www.amberleynursery.co.uk) and there is a copy in the hallway for parent's perusal. We recommend you read these before registering your child at Amberley.

## Exclusions

Should your child have sickness or diarrhoea they must remain at home for at least 48 hours since their last attack. If before your session, you have given your child Calpol or its equivalents please keep your child at home. If your child has been prescribed antibiotics they are to remain at home for 48 hours after commencing the medicine. Some childhood illnesses e.g. Chickenpox have exclusion periods and we follow guidance set by the Public Health Agency on exclusion periods.

## The staff team at Amberley

Within our staff team, 95% have achieved or are working towards a level three qualification in Childcare and Education. Our Early Years Foundation leader has achieved a FdA in and a BA (Hons) in Childcare and Education. Our Forest School Leader holds his level 3 in Forest School Leading and an outdoor emergency first aid qualification. All staff undertake a Disclosure and Barring Service (DBS) and attend a minimum of four training courses per year. All of our staff hold a paediatric first aid qualification. Safeguarding and food hygiene training is provided as part of staff inductions, then renewed every 3 years.

## **Uniform**

Our red and grey uniform is optional and can be ordered from [www.myclothing.com](http://www.myclothing.com) for children aged 2 years+. There are also baby grows and tshirts for the under 2's, please speak to the baby room team to arrange to purchase these.

### **What your child will need to bring to nursery:**

- At least two full changes of named clothing, this includes underwear and socks.
- Warm named clothing for colder days, this includes hats, scarves, warm socks and gloves during the winter.
- Either a named rain coat and trousers, or a rain suit. Please note that splash proof clothing will very quickly become wet, however waterproofs will keep your child dry.
- Wellies.
- In summer your child will need a named sun hat, swim wear (as we will use the paddling pools on sunny days), Please apply a 12 hour protection sun cream before your session.
- Slippers, slipper socks or other indoor shoes.
- If your child regularly has a sleep at nursery then please provide us with their own bedding.
- Each child who wears nappies needs to have their own supply of nappies and wipes, (please also provide wipes and multiple changes of clothes if your child regularly has toilet accidents).
- For children who have a packed lunch please put an ice-pack or frozen bottle of water inside their lunch box.

Please ensure that all items are taken home at the end of each session as we simply do not have the storage space to keep items here. This also ensures the pegs are empty ready for the children who attend the next session.

### **Funded sessions and the Integrated Care Package**

There are a strictly limited number of completely free funded places for children who are in receipt of 2, 3 or 4 year old funding. If you would like your child to go onto the waiting list for a fully-funded space, please let a member of the management know. These spaces are guaranteed for one term only and are available as 2 x half-day sessions per week, all year round, we regret that there is no ability to request days, do additional sessions or change your child's sessions.

When Parents opt-in to the ICP they can request sessions, book extra sessions (when available) and their child's space is guaranteed until the child leaves nursery. For full details of the ICP, please see our website, read the letter in the Hall or speak to a member of Management.

We hope that your child's time at Nursery is a very happy and productive one. If you have any queries, please contact us.

## Nursery Fees from April 2019 - April 2020

	0-3 years	3-5 years
Morning session - 8.30am - 1.00pm	£29	£29
Afternoon session - 1.15pm - 5.30pm	£29	£29
Full day session- 8.30am - 5.30pm	£54	£54
School Day session- 8.30am - 3.30pm	N/A	£43
Registration fee	£25	£25
Late Collection - per 1- 10 minutes	£10	£10
2 year old ICP charge	£1 per hour	
3 and 4 year old ICP charge	£2.10 per hour	

### **Additional extras (by arrangement)**

Forest school	£8.50 + optional water proof hire 50p per session
Football Club or Dance Club	£4 per session
Early risers - 8.00am - 8.30am -	£3.30
Late club- 5.30pm - 6.00pm	£3.30
Hot lunch with pudding	£2.70
Special/Dietary lunch with pudding	£2.90

There is a 10% reduction of fees for any sibling attending the nursery.

Children attending on a full time basis receive early risers and tea club free of charge.

**All spaces require a deposit. This deposit will be deducted from your final invoice.**

**The amounts are; EYEE deposit £20, under 3 sessions £100, 3 sessions or over £200.**

*A session is classed as a half day.*

Fees must be paid monthly in advance. You will receive an invoice one week before the end of the month, with payment due by the 5<sup>th</sup> of the following month. Fees continue to be payable all year, even if your child is absent, or ill. Failure to pay on time will incur late fees of £10 per week. There is no remission of fees for Bank holidays.

Each child will receive holiday entitlement of 2 weeks per year at 50% reduced fees. If you wish to reduce or to cancel your sessions at the nursery we require a minimum one month written notice (letter or email only please). In the 3-5 group it is possible to attend term-time only. Spaces are limited; if you are interested in this please see the management team.

### **How to Pay**

Please pay us via bank transfer or Tax Free Childcare account. With TFC for every £8 you pay in the government top up £2, check your eligibility at the childcare choices website. Our bank details are Amberley Nursery Ltd, Account 0305 3997, 09-01-50. Please put your child's name as a reference.

### **Ill child policy**

At Amberley we promote healthy choices. We aim to protect children from harm or neglect and help them to stay safe. We recognise that it is in the child's best interest to be in a home environment when they are unwell, rather than at nursery with their peers.



In order to minimise cross-infection children must stay at home if they have a contagious illness. We ask parents/carers to promptly inform the nursery as to the nature of the illness. This will allow us to alert other parents/carers, as necessary, and to make careful observations of any child who seems unwell.

We ask parents not to bring their child into the setting if they have been vomiting or had diarrhoea until at least 48 hours has elapsed since their last attack.

Children who have been prescribed an anti-biotic must not attend nursery for the first 48 hours of taking their medication, unless this part of ongoing care plan to treat chronic medical conditions and it has been agreed by the child's doctor that they do not need to absent for 48 hours.

Children who have been given Calpol (or any other brand of paracetamol medicine) must not attend nursery as if they have been deemed unwell enough to require this medication they are very unlikely to be well enough to attend nursery.

If a child has a temperature of 39°C or above it will always be deemed as too high and parents/carers will be contacted to collect their child. The children will be able to return to nursery on their next session if they are fit and well to do so. Children with temperatures below 39°C, but with other symptoms, may still be too unwell to attend nursery and parents/carers may be contacted to collect their child.

When a child becomes unwell whilst in our care we will ensure that the child receives appropriate care and attention, make them comfortable and minimise the risk of cross-infection. We will contact the parent/carer using the information provided by the parent/carer on their registration form. If the parent/carer is not contactable, we will call the child's emergency contacts, as provided on their registration form. The uncollected children policy will be implemented if no authorised persons on the registration form are contactable. If it is deemed the child needs hospital care, an ambulance will be called and a member of the nursery team will accompany the child to hospital and remain with them until their parent/carer arrives.

We shall follow advice given by the Local Authority and Public Health England regarding exclusion periods and notifiable diseases, following current guidance we shall report incidents to Ofsted and Public Health England where we are required to do so. The vast majority of our staff hold a Paediatric First Aid certificate. There will always be at least one first aider onsite and on all outings.



Children's Services

**Stuart Gallimore**  
Director of Children's Services

Planning and Performance Management  
St Mark's House  
14 Upperton Road  
Eastbourne  
East Sussex  
BN21 1EP

Telephone: (01323) 466612  
Fax: (01323) 466659

[www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)



Date as Postmark

Dear Parent/Guardian

### **Child Protection Regulations**

**This letter is distributed to all parents using registered childcare in East Sussex, and has been given to you for information only.**

As you may know, the valuable services offered by childcare providers for children under 8 years are subject to regulation by Ofsted. The purposes of regulation are to protect children, to provide reassurance to people who wish their children to be looked after, and to ensure that the services meet specified standards. It is only after these standards are met that a provider of childcare services is registered. Ofsted inspectors continue to carry out inspections following registration.

Your provider of childcare has given a commitment for the safety and protection of children and they are expected to make their individual policies and procedures clear to you. This includes their policies and procedures for Child Protection and for dealing with concerns and complaints from parents.

A registered childcare provider has a legal duty to follow the Child Protection Procedures which have been drawn up by the Local Safeguarding Children Board. A copy of these procedures can be found in the local library. Under these procedures, childcare providers have to report any suspicions they have that a child may have suffered, is suffering, or is at risk of suffering significant harm to the County Council's Children's Social Care department. It is then the responsibility of Children's Social Care staff to decide what action, if any, needs to be taken.

Such situations are always distressing but nevertheless the law is clear that the welfare of children is the paramount concern. The Sussex Procedures state that in the event of an inquiry, parents will be afforded the right to honesty, full information as appropriate and the opportunity to express their views and challenge actions.

If you require further guidance about any aspect of the responsibilities of registered providers, please contact the **Standards and Learning Effectiveness Service on 01323 463026 and ask for the Early Years Support and Intervention Officer for your area.**

Yours sincerely,

Amanda Glover, LADO Safeguarding Unit  
Reviewed November 2018

<b>Office use only:</b> Deposit	Registration Fee	Received By
<p><i>For all children attending Amberley:</i>          Proof of Parental Responsibility (PR) obtained?          Proof of child's ID?          Proof of child's DOB?          In which form?          ID number?          Seen by which staff member?          On which date?</p>		

## Amberley Nursery- Registration Form

### The child's details...

Full name		
Date of birth	Age	Religion
Gender	Languages spoken at home	Ethnic Origin
Address		
Post Code		
Medical details	NHS number* (this can be obtained from your GP or health visitor)	
Known allergies		
Special dietary requirements		
Current medication/any other information		
Health visitor's name and contact number		
GP name, contact number and surgery name		
Contact details for any other services involved with the child/family		

### Requirements...

Which sessions do you require and when would you like them to start? Are you looking for all year round sessions, or term-time only? (tto is not available in the baby room).
Does your child require a hot dinner?

### Other People Authorised to Collect...

Please give us details of three people, over the age of 16 who you authorise to collect your child. **Do not enter parents' details here please.**  
 In an emergency, we will always aim to contact parents or carers, however in the event we are unable to, we will also contact the people you've listed below.  
 Please ensure you have gained permission to pass on these details.

Name	Relationship to child
Telephone Numbers	
Name	Relationship to child
Telephone Numbers	
Name	Relationship to child
Telephone Numbers	

## Details of Parents/Carers...

Who has parental responsibility? Mother      Father      Both      Other:	
Mother/Father/Guardian Full Name	Mother/Father/Guardian Full Name
Date of birth	Date of birth
Address:	Address:
Postcode	Postcode
Mobile Number	Mobile Number
Work telephone number	Work telephone number
Place of work	Place of work
Home telephone number	Home telephone number
Email	Email
Does either parent/carer have any medical conditions which it would be beneficial for us to be aware of, for example in how we respond to children's absences or emergencies?	

### Privacy Notice:

We are required to collect and store personal details of children and their families, we do this in line with General Data Protection Regulations. We will normally ask for your permission before we share this information with anyone else, however there are some situations where we will share this permission without your knowledge or permission, such as to safeguard your child. Where we have asked for your consent to store/use your information you have the right to ask for this information to be deleted/edited at any time.

Further information can be found in our Confidentiality Policy and data audit.

### Required permissions:

I authorise Amberley Nursery to carry out any emergency medical treatment necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understood the nursery prospectus, policies and procedures and agree to abide by the terms and conditions, including those on the storage and use of CCTV images.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that my child's photograph will be taken and will form part of their observations and learning journals (please refer to our data audit for full details of how we process information).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that my deposit will be non-refundable should I not accept a place.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Optional Consents (please delete as appropriate):

Do you give permission for us to take your child on outings?

Yes / No

Do you give permission for your child to be part of group photographs to be used within children's observations and learning journals?

Yes / No

Do you give permission for your child's photo to be used on displays within the nursery premises?

Yes / No

Do you give permission for your child's photograph to be used on our social media sites?

Yes / No

Do you give permission for your child's photograph to be used on our website?

Yes / No

Do you give permission for your child's photograph to be used in various media forms?

Yes / No

Print name:

Signature:

Relationship to the child:

Date:

**When you return the form we will require proof of the child's name, date of birth and your parental responsibility for this child. Please also ensure you have paid the correct registration fee of either £0/£25 and deposit of £20/£100/£200**

**Paracetamol consent form**

Dear Parent/Carer

We have an emergency supply of liquid paracetamol at nursery to administer under the following circumstances.

- If a child temperature reaches 39 °C and the Parents/Carers are not close to the setting (over an hour away). *The parent/carer will still need to collect their child, or arrange for a family member to do so.*
- If a child of 2 years or under appears to be in pain due to teething then paracetamol can be administered, but will only be given once. *If the child remains in discomfort, the parent/carer will be called to collect them.*

Where parents cannot be contacted then a member of the Management will take the decision as to whether your child is safe to have a dose of paracetamol based on the time your child has been in nursery, the circumstances surrounding the need for this medication and your child's medical history.

Consent for paracetamol is optional. If you would like us to administer paracetamol to your child in the circumstances described above, please complete the following form.

I give consent for a member of the Amberley team to administer paracetamol to my child if they have a temperature that reaches 39 °c and there is no suitable adult close by to collect my child (in under an hour) **or** if my child is 2 years or under and is in pain due to teething. I understand staff will follow the instructions and dosage relating to my child's age on the paracetamol packaging. I understand that it will not be given for any other reason.

Please sign below if paracetamol has been used before with no adverse reaction and you are happy for us to use this medicine *(If your child has not had paracetamol before, please do not complete this form)*

Parent/Carer name.....signed .....Date.....

Children are not to attend nursery if you have given them paracetamol before their session and you will be expected to collect your child if we have deemed it necessary to give your child paracetamol while at nursery for a high temperature, or the paracetamol does not relieve teething symptoms.