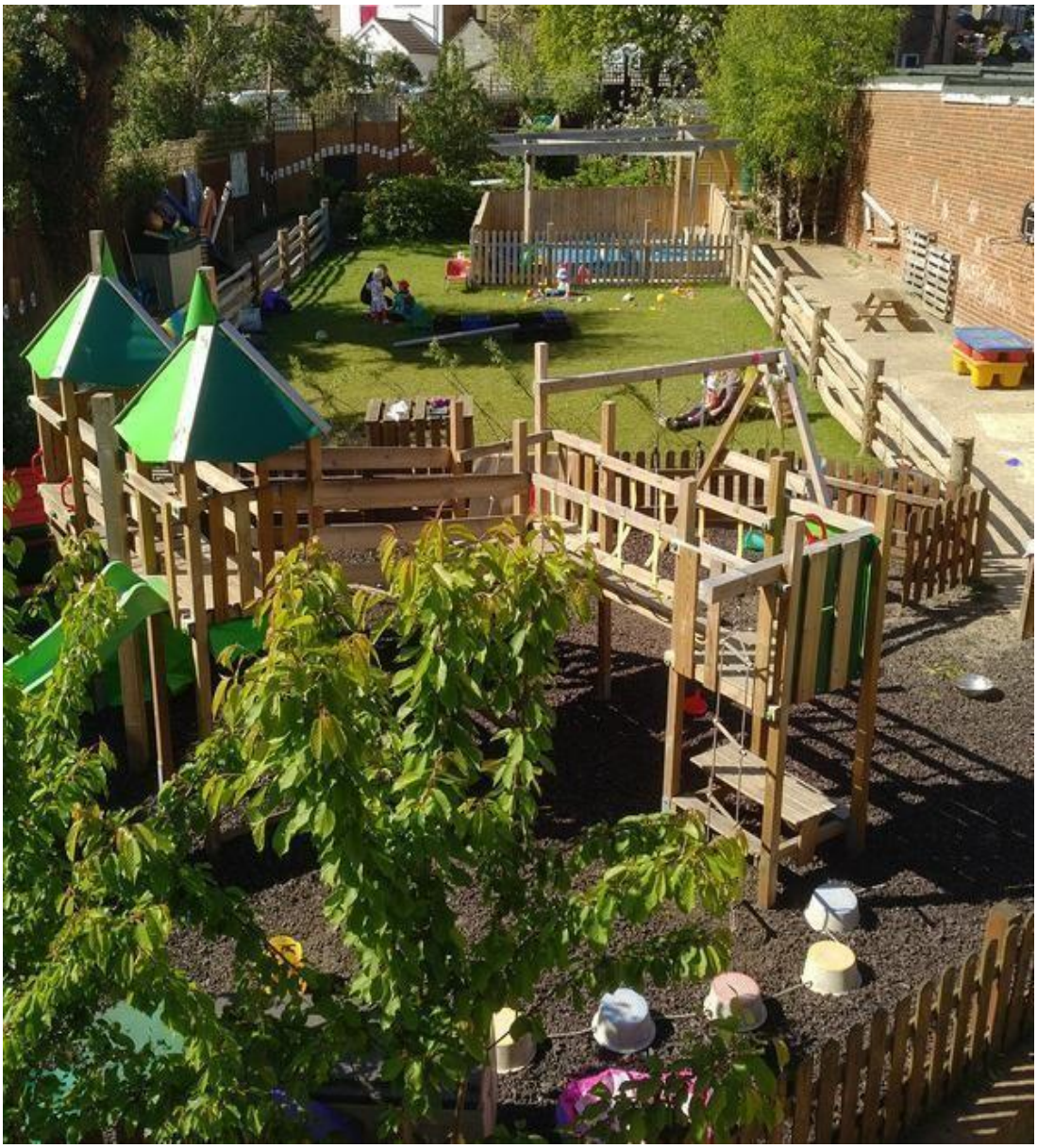
# Amberley Nursery & Forest School

9 Buckhurst Road, Bexhill-On-Sea, East Sussex, TN40 1QF
01424 212472 www.amberleynursery.co.uk

# Prospectus



Providing your child with a safe and stimulating environment for their early stages of learning and development since 2001

Company number 04717807 - Ofsted registration number 156381
Email jess@amberleynursery.co.uk

Are you looking for quality Early Years care and Education in the heart of Bexhill? If so, we would like to warmly welcome you to Amberley Nursery & Forest School! We offer quality 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 opening hours are from 8.00am until 6.00pm, offering a variety of flexible sessions.

We are registered with Ofsted, the Information Commissioner, Rother Environmental Health dept, and 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 put children first
- 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 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.

- 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 keyworker 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 wonderful practitioners will help you fill out an 'All about me form', to find out all your child's likes, dislikes, sleep patterns, favourite activities and diet etc, 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.  So are Parents, it's not just the children need settling!



**Forest School**

We became a Forest School in 2012 when Mark passed his level 3 training with the Sussex Wildlife Trust. 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, go pond dipping and snake hunting, 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 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 and there is a copy in the hallway for parent's perusal. We recommend you read and accept them before registering your child at Amberley.



**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 Zebedees hot dinner or bring in a packed lunch. In accordance with the new Dfe policy, the packed lunches you provide must be nutritious and healthy, packed in an insulated bag with an ice pack. We have received an outstanding award from the children's food trust! Occasionally your key worker may request that fish or egg for example aren't included due to allergies, please ask if you are unsure. 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.

General Food Rules

- All food must be ready to eat—nursery staff will not cut, heat, or prepare food in any way.
- If food is not correctly cut or prepared, it will not be offered to the child for safety reasons.
- All uneaten food will be returned in the child's lunchbox so parents can see what was/wasn't eaten.
- Lunchboxes will not be washed at the nursery—parents are responsible for cleaning them at home.
- Excluded list - Any excluded food items listed below will not be offered to the child and will be sent home uneaten.
- All food must arrive inside the child's lunchbox containing an ice pack. Some food groups need to be kept below 5 C to remain safe for consumption.

**Excluded Food Items List**

These items should not be brought into the nursery and will be sent home uneaten if provided:

| Unsafe or high risk foods | Unhealthy or Processed Foods |
|---|---|
| Whole grapes and all other fruit | Crisps |
| Whole sausages | Chocolate in any form |
| Whole cherry tomatoes | Sweets & sugary snacks |
| Nuts | Fizzy drinks & juice |
| Nut-based products | Flavoured milk |
| Seeds | Highly processed foods |
| Rice | |
| Beans or pulses that are unsafe to eat cold | |

**Ill child policy and Exclusions**

Should your child have sickness or diarrhoea they must remain at home for at least 48 hours since their last bout. If before your session you have given your child Calpol or it's equivalent, please keep your child at home as their symptoms will be masked whilst still remaining contagious. If your child has been prescribed antibiotics, they are to remain at home for 48 hours after commencing the medicine, in case of reaction and to give them a chance to get better.

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 operate strict exclusion periods which account for the age and understanding of the child. The Public Health Agency and NHS guidance is for birth-16 yrs, therefore some of our exclusions are over and above the Public Health Agency.

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.

**Uniform**

Our red and grey uniform is optional and can be ordered from www.myclothing.com for children.

What your child will need to bring to nursery:

- At least three 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 raincoat 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.
- 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 icepack or frozen bottle of water inside their lunch box.

Unless you are full time 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.

**The staff team at Amberley**

Within our staff team, 95% have achieved or are working towards a level three qualification in Childcare and Education. Clare holds an FdA in and a BA (Hons) in Childcare and Education, Mark our Forest School Leader holds his level 3 in both early years and Forest School, with an outdoor emergency first aid qualification. Many of our staff hold level 6 qualifications. All our staff undertake safeguarding training, hold an enhanced Disclosure and Barring Service (DBS) check, we obtain 2 references, and they attend a minimum of four training courses per year. All of our staff hold a paediatric first aid qualification and food hygiene training, renewed every 3 years.





**Our Funding models**

## Amberley Nursery & Forest School Nursery Fees
## Applicable from April 2026

(Nursery registration fee - £50 per child, Funded only place £0)
(Deposit – for 3 sessions or under £100 – for over 3 sessions £200, Funded only place £0)

| **Amberley Nursery & Forest School is open between 08:00 – 18:00** | |
|---|---|
| Session times | |
| Sessions available | Times |
| Breakfast club | 08:00 – 08:30 |
| Mornings | 08:30 – 13:00 |
| Full Day | 08:30 – 17:30 |
| Afternoons | 13:15 – 17:30 |
| Late club | 17:30 – 18:00 |

We offer funded only session from 1.15-5.30 – anything else is paid. Please see section 2 for details

**Section 1 – Mixed funding and paid sessions**

| **Morning** | | 08:30 – 09:30 (Unfunded) | 09:30 – 13:00 |
|---|---|---|---|
| 0 – 3 years | | £18.50 | £0 |
| 3 – 5 years | | £21.00 | £0 |

| **Afternoon** | | 13:15 – 16.30 | 16.30-17.30 (Unfunded) |
|---|---|---|---|
| 0 – 3 years | | £0 | £18.50 |
| 3 – 5 years | | £0 | £21.00 |

| **Full Day** | | 08:30 – 09:30 (Unfunded) | 09:30 – 16.30 | 16.30-17.30 (Unfunded) |
|---|---|---|---|---|
| 0 – 3 years | | £18.50 | £0 | £18.50 |
| 3 – 5 years | | £21.00 | £0 | £21.00 |

**Section 2 – Funded only sessions**

| **Funded Afternoon**<br>- Completely free - cannot add any paid sessions.<br>Please pick optional consumables and events<br><br>15 hours – 2 afternoons – 8.5 hours a week<br>30 hours – 3 afternoons – 12.75 hours a week | | 13:15 – 17.30 |
|---|---|---|
| 0 – 3 years | | £0 |
| 3 – 5 years | | £0 |

Consumables – Funded only children.

| Item | Per session | Per week | Please tick to opt in | Please tick to opt out |
|---|---|---|---|---|
| Snacks | £2.50 per snack | | | |
| Nappies & wipes | £3.00 | | | |
| Evidence me system – (Children will still have a paper report each week if opted out) | | £5.00 | | |

| Below are Events for parents to pick from. – Funded only children. | | | | | |
|---|---|---|---|---|---|
| Parents meetings | | | £10.00 | | |
| School leavers gifts | | | £10.00 | | |
| Graduation photos | | | £10.00 | | |
| School leavers party | | | £25.00 | | |

**Section 3 – Full fee sessions**

| **Full Fees (Non-funded)** | | 0 - 2 years | 2 – 3 years | 3 – 5 years |
|---|---|---|---|---|
| Breakfast club | | £5.25 | £5.25 | £5.25 |
| Morning session | | £52.00 | £49.00 | £46.00 |
| Full day | | £90.00 | £85.50 | £81.00 |
| afternoon | | £50.00 | £47.00 | £45.00 |
| Late club | | £5.25 | £5.25 | £5.25 |
| Forest School | | N/A | N/A | £12.00 per session |
| Registration fee | | £50.00 | | |
| Hot dinner & pudding | | £3.75 Special dietary - £4.15 | | |

***Additional information***

- **At Amberley we stretch the funding over 52 weeks of the year**.
- You can apply for the funded hours here. The funded hours are 15 or 30 hours per week, for 38 weeks per year, and the codes will need periodic re- checking by you. Reminders will be sent out by HMRC.
- There is a 10% reduction of fees for any sibling attending.
- Children attending on a full-time basis receive breakfast club and tea club free of charge within fees paid.
- Nappies and wipes are included within our standard fees. We proudly use Tesco and Aldi brand products as part of this provision.
- Late Collection – each 1-10 minutes' £ 12.50
- Fees are due by the 5th of the month. Payments after the 5th will have a £25 late payment fee added on the 6th, plus £10 per week until payment is received. Please talk to us if you are having difficulty with your fees
- Financial support and advice can be obtained from www.childcarechoices.gov.uk Universal credit may contribute up to 80% of your fees, or with Tax Free Childcare for every 80p you pay in, the government tops it up to a shiny £1
- A one month written notice is required to withdraw from Amberley Nursery in which all finances will be due as normal. Your deposit is credited to your final bill.

**Minimum Attendance**
Regular attendance is essential for your child's well-being and progress. To support continuity of care and help children feel secure, we strongly recommend a minimum of two sessions per week. Please note that while this is our recommended practice for a successful transition, it is not a requirement for families accessing only their funded entitlement.

**Initial 3-Month Commitment**

- No session reductions are allowed within the first three months of attendance. After this, one month's notice is required.
- Session increases may be accommodated if space allows.
- Parents may switch to a funded-only place, subject to availability.

**Registration Fee**

- Cost: £50
- Payable upon registering and joining our waiting list.
- This fee is non-refundable and applies only to families booking sessions beyond fully funded-only places.
- Funded Only Places are exempt from this fee.

**Deposits**

- 3 sessions booked per week £100
- 4+ sessions booked per week £200
- Deposits are payable when booking sessions
- Deposit refunds must be requested within two weeks of leaving; otherwise, they will be allocated to a funding pot for disadvantaged children.
- If you choose to not take up your saved space deposits are non-refundable.
- Funded Only Places are exempt from this fee. – but cannot save a space.

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 5th of the following month. Fees continue to be payable all year, even if your child is absent, or ill. Failure to pay by the 6th will incur late payment charge of £25 and 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, taken as a full week, at 50% reduced fees. If you wish to book holiday, reduce or cancel your sessions at the nursery we require a minimum one month written notice (letter or email only please).

**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.

We hope that your child's time at Nursery is a very happy and productive one. Should you have any queries or comments then please do not hesitate to contact us. Assuring you of our best attention at all times.

East Sussex
County Council

Date as Postmark

Dear Parent or Guardian

**Child Protection Regulations**

**This letter is for all parents using registered childcare in East Sussex. It is 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 purpose of regulation is to protect children, provide reassurance to parents and guardians and to ensure that the services meet specified standards. When a childcare provider meets the standards, they can register. 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 East Sussex Safeguarding Children Partnership. A copy of these procedures can be found online at Welcome to your Pan Sussex Child Protection and Safeguarding Procedures Manual | Sussex Child Protection and Safeguarding Procedures Manual. Under these procedures, childcare providers must 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 Early Years Team, Education Department on 01323 463026 and ask for the Early Years Support and Intervention Officer for your area.

Yours sincerely,



Donna Davis, LADO Safeguarding Unit

Reviewed September 2023

***OFFICE USE ONLY*** Birth certificate number: Seen by: On:

Check the details on the birth certificate match the registration form:

| Parents names/ parental responsibility? | Child's name? | Child's DOB? |
|---|---|---|
| | | |

Check there are a minimum of 2 emergency contacts, other than parents/carers:

**Amberley Nursery- Registration Form**

The child's details...

| | | |
|---|---|---|
| Full name | | |
| Date of birth | Age | Religion |
| Gender | Languages spoken at home | Ethnic Origin |
| Address<br><br>Post Code | | |
| People/pets who live at my house | | |
| Medical details | | |
| 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 | | |

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, or if a child is not collected, 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. Should your child not attend a booked session, and we are unable to make contact with you, we will also contact these individuals. *Please ensure you have gained permission to pass on these details,* **It is a requirement of the EYFS that we obtain a <u>minimum</u> of 2 emergency contacts, other than parents/carers.**

| | |
|---|---|
| Name | Relationship to child |
| Telephone Numbers | |
| Name | Relationship to child |
| Telephone Numbers | |
| Name | Relationship to child |
| Telephone Numbers | |
| | |
| Which sessions do you require and when would you like them to start? We require a minimum of 2 sessions. A session classes as half a day. | |
| Does your child require a hot dinner? | |

Details of Parents/Carers...

| | |
|---|---|
| Who has parental responsibility?<br>Mother Father Both Other: | |
| When your child is eligible for funding, which parent will be claiming this? | |
| Mother/Father/Guardian<br>Full Name | Mother/Father/Guardian<br>Full Name |
| Date of birth | Date of birth |
| Address:<br><br>Postcode | Address:<br><br>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 |
| NI<br>Number | NI<br>Number |
| Does either parent/carer have any medical conditions which it would 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 and local and national early years 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 without your knowledge or permission, such as to safeguard your child. We are required by our local authority to collect and exchange data on children's attendance and developmental outcomes. 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. We may use third party software to store information about children and families.

Reserving a space:

I have enclosed:

- ☐ A copy of my child's birth certificate

I understand I will be emailed an invoice for the following, and understand that sessions cannot be saved until payment is received:

- ☐ Registration fee of £50
- ☐ Deposit of £100 (for three half sessions)
- ☐ Deposit of £200 (three or more half sessions)

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. If I do not abide to the terms and conditions I understand my contract will be terminated.

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 and website?

Yes / No

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

Yes / No

Other than safeguarding, which is compulsory - If my child attends another setting, or when they move to school, I give permission for Amberley to share information about them? Yes/No

Print name: Signature: Relationship to the child: Date:

## Paracetamol (optional consent)

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

- If a child's temperature reaches 39 °C The parent/carer will still need to collect their child or arrange for a family member to do so.
- If a child appears to be in pain due to teething. If the child remains in discomfort after one dose, the parent/carer will be called to collect them.

Where parents cannot be contacted (and you have given permission for paracetamol administration) then a member of the management team 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 or if my child 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)

Children are not to attend nursery if you have given them paracetamol before their session. 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.

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

# Funding Contract Sept 2026-2027

I wish to receive the (Please tick):

Model with Parental Voluntary Contribution

Mixed funding and paid sessions

Free only model

I agree to the terms and confirm this is my parental choice for my child.

Name: Date:

Signature: