

MEADOWS Nursery School

Home from Home care and education



# MEADOWS NURSERY HAILSHAM

5-6 FLETCHER CLOSE HAILSHAM BN27 2BW

**age 1 to 5 years**

**Open 8.00 am to 6.00 pm Monday to Friday**

**Full Day, Morning and Afternoon Sessions**

**Every Day a Good Day**

For more information or to book a viewing  
telephone 01323 440144 or email  
us at [hailsham@meadowsnurseries.co.uk](mailto:hailsham@meadowsnurseries.co.uk)  
or visit  
[www.meadowsnurseries.co.uk](http://www.meadowsnurseries.co.uk)



# MEADOWS NURSERY

A happy, secure and valued child is open to learning. As such our nursery offers a caring environment, in which children can settle quickly and develop relationships with friends and our dedicated team, who are sensitive to and understand a child's individual needs. Our nursery also offers a stimulating environment and is designed to promote a combination of supported and independent learning, so that children have fun as they learn through play and our teaching methods.

Our teaching methods are derived primarily from the Montessori and Reggio Emilia philosophies and have been proven successful over our 30 years of experience in preparing children for their future learning at School. By applying our teaching methods we provide an environment in which your child will be offered experiences that inspire, motivate and challenge them as they develop their skills through play. Our ethos is to help children develop positive attitudes to learning focused on their individual needs.

## The Nursery School Structure

Our Nursery is divided into a Kindergarten (1-3 years) and Preschool (3-5 years). Children are accepted into the Nursery from 1 year of age and are allocated to their age appropriate group so that they experience an environment more closely aligned to their overall learning needs:



To support the learning and development needs of children, our team implement a Play Based Curriculum for the children which promotes learning in the following areas as specified by the Early Years Framework (EYFS):

### PRIME AREAS

- COMMUNICATION & LANGUAGE
- PHYSICAL DEVELOPMENT
- PERSONAL & EMOTIONAL
- SOCIAL DEVELOPMENT

### SPECIFIC AREAS

- MATHEMATICS
- LITERACY
- EXPRESSIVE ARTS & DESIGN
- UNDERSTANDING THE WORLD

Children learn through play and our nursery operates around a routine which ensures children have opportunities to experience activities which support children's development in the 7 areas above. We believe that learning should be a source of satisfaction and joy for children, with the learning experience made positive through exploration, opportunity and encouragement. Children should have freedom to choose and make decisions during their time at nursery as this fosters their independence skills. We also believe that a healthy diet, fresh air, exercise, rest and play contribute to the child's physical, emotional and educational development.

Many of our activities which directly support the 7 areas above are delivered using natural and everyday objects which add further stimulation for children. To add additional stimulation we also include activities such as an introduction to the French language and visits from local services such as the fire brigade, ambulance, police, , dieticians and dentists.

Following the EYFS Framework children experience a secure, warm, caring and stimulating environment for exploring and practicing the skills necessary for healthy development. Each session at nursery typically includes a mixture of the activities outlined below, which link back to the Early Years framework:



- Art and Craft activities. We use a wide variety of materials for activities such as collage, painting, drawing, junk modelling, three-dimensional craftwork.
- Cooking, nature study, and gardening e.g. growing vegetables from seed, observing nature and weather
- Free play using books, puzzles, home corner areas, dressing up clothes, role play, sand/water, construction equipment and a range of toys that stimulate cognitive development e.g. colours, shapes, manipulative skills, coordination and dexterity.
- Singing, dance, music and drama.
- Structured group activities with an emphasis on language development, Phonic, logical ordering, sound, colour, tactile, shape and pattern discrimination.
- Introduction to early numeracy skills using familiar objects.
- Pencil skills using a variety of writing tools appropriate to the age of the child.

### **Partnership with Parents**

We encourage and assist parents as prime educators of their children and work with them in partnership. A good working relationship with parents is paramount to the well-being, education and development of your child and we welcome any opportunity to share any skills or knowledge that you may have with the children and staff.

All Children are closely observed and their progress is monitored and recorded. Information on your child's progress is available at all times, informally on a day-to-day basis or by appointment with your child's key worker. We aim to form a relationship where parents and staff can exchange information easily and comfortably. We provide children's contact books and parents have regular consultation visits.

### **General Information**

#### **Enrolment**

To get started, please complete and return the enclosed forms. Your child will be added to the waiting list and you will be advised a start date as soon as possible. This prospectus highlights some of our Terms and Conditions; we can email a copy of our full Terms & Conditions to you.

#### **Before Joining**

Before your child joins the nursery you are invited to bring your child along for a one hour taster session by arrangement and to get to know your child's key worker. Any continued taster sessions will be charged at the current hourly fee.

#### **Fees**

Fees are charged at the current rates and are payable per calendar month in advance. We reserve the right to levy additional fees for late collection and late payment. For holiday closure dates please refer to the nursery calendar. Fees are payable for all regular sessions booked throughout the year in accordance with the nursery opening times. Absences due to private reasons or illnesses are non refundable. This includes non nursery holidays taken by families as we cannot fluctuate our staffing and costs around multiple holiday times.

#### **A Few Things to Bring**

Please label your child's belongings and provide soft shoes for their time at nursery. We cannot accept liability for lost items. Your child will need a long-sleeved waterproof apron for messy activities. If necessary, please provide sufficient nappies and wipes plus a change of clothing. Also provide a water filled, labelled drinks bottle for each child. We are unable to accept children wearing jewellery as this may be hazardous (ear studs are acceptable). We operate a Sun-screen



policy, which you will be asked to comply with. Your child is welcome to bring a comforter e.g. favourite teddy or dummy.

## **Car Parking**

Parents and visitors with cars must park legally and with due consideration to neighbours.

## **Break Time/Lunch and Tea**

Mid-morning break is at 10.15 am, Afternoon break is at 2.45. These are both preceded by story time. We provide a choice of milk or water and healthy snack of fruit or vegetables (age appropriate) and a choice of bread/pita/cracker/rice cake/wrap with a dip (hummus, cream cheese, salsa, cheese and chive, taramasalata). Lunch is at 12:00 midday. Tea at 4.45. Parents should provide a packed lunch and Tea (if required) in a container including a cool pack. We offer cooked lunches; menu samples and prices are available on request.

## **Additional Needs**

We welcome children with additional needs and work closely with other agencies to provide the necessary and appropriate support for children whom we take great pride in. Our team includes a trained Special Educational Needs Coordinator and confirms our commitment to full inclusion. Individual Education plans are based on an observation and assessment within the framework of the foundation stage. If we believe it is necessary to make changes to accommodate additional needs we do so on a reasonable adjustment policy. Please refer to section 4 in our Terms and Conditions

## **Consistency**

All children are allocated a key person, responsible for the safety, care and education of the children in their group. Our experience shows that it is in the children's best interest to attend one setting on a regular basis and to stay at that setting until they go to school. We require a minimum booking of 2 sessions per week in order to build relationships and to establish a routine.

## **Resources**

Our nursery has a wide range of appropriate learning materials, high quality toys to support activities indoors and outdoors. Activities are practical, stimulating and meaningful, with a balance between adult led activities and child initiated activities.

## **Garden**

We have a large garden divided into areas making it safe for all to play and experience the great outdoors e.g. growing vegetables, monitoring wildlife and seasons. The garden is seen as an extension of the learning created indoors utilised to the maximum.

## **Community Development**

In many cases we are able to offer support and direction with respect to community services, funding options, training etc. Our thirty years experience includes an in-depth knowledge of community needs. We see the nursery as a focal point for the community and as a valuable resource to meet the needs of families e.g. training and social facilities working in many cases with other agencies including child-minding networks, early year's services and Sure Start.

## **Quality Systems**

As recognition of the quality of care provided our methods are accredited by the Centre for British Teachers, and East Sussex 'Launch pad to Quality' scheme. As an organisation we are committed to the training and development of all our staff and achieved Investor in People status in recognition of



this commitment. We offer a wide range of accredited training courses through our own organisation Training Places.

### Staff Training

Each member of staff is given the opportunity to attend relevant courses and meetings which will support them in their development and benefit your child by offering up to date, high quality care and education. Each member of staff has a training and development plan as part of their Continual Professional Development programme.

### Equality and Diversity

We positively value and respect children of all ethnic/racial groups, religions, cultures, linguistic backgrounds and abilities. Children of both genders are positively encouraged by staff to participate in all activities.

### Free Early Education for 2, 3 and 4 year olds

There are several funding streams available in childcare costs including Free Early Education for 2, 3 and 4 year olds.

Eligibility criteria are set out by the Local Authority:

A child born between	becomes eligible for Funding from	Terms included in the Funding Year	Stretched Offer (12 or 24 Funded Hours per week)	Term Time Offer (15 or 30 Funded Hours per week)
1 April - 31 August (inclusive)	The start of term 1 following their third birthday (after summer holidays) until statutory school age.	Autumn, Spring, Summer	570 <sup>12 hrs</sup> / 1,140 <sup>24 hrs</sup> free hours spread over 48 weeks per Funding Year (full take up of free hours requires a weekly top up payment of 7.5 mins <sup>12 hrs</sup> / 15 min <sup>24 hrs</sup> in order to match existing session times)	570 <sup>15 hrs</sup> or 1,140 <sup>30 hrs</sup> hours spread over 38 weeks per Funding Year (during Term Times only, no funding during Half Term or School Holidays, Bank Holidays)
1 September - 31 December (inclusive)	The start of term 3 following their third birthday (after Christmas/New Year holiday) until statutory school age.	Spring, Summer, Autumn	or 564 <sup>12 hrs</sup> / 1,128 <sup>24 hrs</sup> free hours spread over 47 weeks at no further charges (this leaves 6 <sup>12 hrs</sup> / 12 <sup>24 hrs</sup> funded hours allocated ad hoc if available unless fewer hours than the entitlement are claimed)	
1 January - 31 March (inclusive)	The start of term 5 following their third birthday (after April holiday) until statutory school age.	Summer, Autumn, Spring	Funding Year ends mid August, no funding on Bank Holidays	
<b><i>Where a child joins or becomes eligible mid year (from January or April), the annual free entitlement is allocated pro rata by term/weeks remaining in the funding period</i></b>				

Working Families Tax Credit is available for working parents. Tax free childcare accounts and Early Years Education funding. For more information please visit the following websites:

<https://www.childcarechoices.gov.uk>

<https://www.gov.uk/childcare-calculator>



## REGISTRATION FORM

Child Surname	Child Forename(s)	D.O.B
Address		Post Code
		Parental Responsibility
Parent/Carer Name 1	Mobile No.	Yes/No
Parent/Carer Name 2	Mobile No.	Yes/No
National Insurance No.	Eligibility Code (30 Hours Funding)	
Email Address (for invoices) <span style="float: right;">@</span>		
Emergency Contact Name	Mobile No.	Relationship to child:

### IMMUNISATIONS

Diphtheria	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Polio	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Whooping Cough	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	MMR	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Tetanus	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	HIB injection	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Doctor's Name									
Doctor's address									
Post Code									
Tel No									

### **PLEASE INDICATE THE REQUIRED SESSION TIMES OVERLEAF ON THE BOOKING FORM**

**Minimum** booking of **2 x 4 hour sessions** per week.

Bookings cannot be **confirmed until receipt of a £30.00 registration fee** and return of completed form. The registration fee is **non refundable** even in case the place is not taken up.

Bookings are made for **all weeks the nursery is open**. Invoices are prepared per calendar month in advance. **Absences** due to private reasons or illnesses are **non refundable**.

For detailed information about nursery opening times, a nursery calendar is published annually.

**Payment is required within 7 days** of receipt of invoice; a **late fee of £15.00** will be applied.

Non payment may result in suspended nursery space or moving funded session to alternative times.

**Reduction or cancellation** of sessions require **six weeks written notice**.

Where the nursery management has not been informed of a **late pick up or pick up after 6.00 pm**, a fee of **£25.00 per half an hour** will be charged.

**Hot Lunch** can be provided at a charge of **£2.75** per lunch. Please indicate overleaf as required.

We provide **suncream at an annual charge of £2.00** per child.

NURSERY FEES PER HOUR	Tax Free Childcare effective rate	Full time rate (40+ hrs per week)	TFC effective rate full time
<i>under 2 years:</i>	£5.50	£4.40	£5.35
<i>over 2 years:</i>	£5.25	£4.20	£5.10
<i>over 3 years:</i>	£5.10	£4.08	£4.95

**RATES FROM 01/06/2019    OUR FEES ARE SUBJECT TO ANNUAL REVIEW**

### ACCEPTANCE:

*I accept the Terms & Conditions and the Nursery Policy Document and herein authorise nursery staff to administer First Aid, sun cream and medication in line with those Policies and to seek medical attention s necessary:*

Date:		Signed:	
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## BOOKING FORM

Child Name	D.O.B.
Parent/Carer Name	Parent/Carer Surname
NI Number	Eligibility Code
Date	Signed

### SESSION TIMES

#### MORNING SESSION

4 Hours	MON	TUES	WEDS	THURS	FRI	
09:00    13:00						
5 HOURS	MON	TUES	WEDS	THURS	FRI	
08:00    13:00						

#### AFTERNOON SESSION

4 HOURS	MON	TUES	WEDS	THURS	FRI	
13:30    17:30						
5 HOURS	MON	TUES	WEDS	THURS	FRI	
13:00    18:00						

#### FULL DAY SESSION

7.5 HOURS	MON	TUES	WEDS	THURS	FRI	
09:00    16:30						
10 HOURS	MON	TUES	WEDS	THURS	FRI	
08:00    18:00						

#### HOT LUNCH \*

served between 12:00 - 13:00	MON	TUES	WEDS	THURS	FRI	

**Total Hours per week:**

### FUNDING PATTERN

**15 FREE HOURS** where applicable allocated as follows subject to availability 570 free hours per academic year, pro rata termly

Funding Pattern	Weeks	Hrs funded per week	Notes
Stretched	48	12 hrs-7.5 mins	This option raises charges to cover the additional 7.5 minutes per week to fit with our session times/current fee structures
Term Time	38	15	During Term Time only

**30 FREE HOURS** where applicable, allocated as follows subject to availability 1140 free hours per academic year, pro rata termly

Funding Pattern	Weeks	Hrs funded per week	Notes
Stretched	48	24 hrs-15 mins	This option raises charges to cover additional 15 minutes per week to fit with our session times/current fee structures
Stretched	47	24	This option has 12 hours unused which can be allocated on an ad hoc basis, subject to availability
Term Time	38	30	During Term Time only

\* Hot Lunch is provided by Zebedee's at a current charge of £2.75



## ADDITIONAL INFORMATION

CHILD NAME:

DOB:

Special dietary requirements/allergies:

Special or additional needs:

Skin or hair care issues:

Special words that your child uses or responds to, or which have a special meaning:

Your child's sleep pattern or any particular problem your child has with sleep:

Family member's names used by your child for other family members:

Family Religion plus any religious activities you do not wish your child to participate in:

Ethnicity and Home language:

Health and medical situation and history, including any recent illnesses:

Other:





## PARENTAL CONSENT FORM

I have read and support the nursery sun safety policy.  
I give permission for approved staff to apply it when considered necessary.  
I agree to pay £2 towards the cost of sunscreen/I agree to supply sunscreen.

Parent/carer signature:

Date:

I give permission for photographs and recordings to be taken of my child.  
I understand that photographs and recordings are only taken for valid reasons, i.e. to record learning and development, for nursery displays, with written permission are received by parents.  
I understand that such use is monitored by the nursery manager.

Parent/carer signature:

Date:

I understand the circumstances in which information may be shared without my consent.  
I have read and understand the sharing of information policy.

Parent/carer signature:

Date:

In the event that my child becomes ill and neither parents nor emergency contacts can be reached, I give permission for nursery staff to administer medication such as Calpol, \*when dosage times/frequency can be established.

Parent/carer signature:

Date:

I give permission for my child to receive emergency first aid treatment.

Parent/carer signature:

Date:

If hospital attention is required, I give permission for my child to receive medical treatment by a qualified doctor and/or nurse.  
In the event that neither parents nor emergency contacts can be reached, I give permission for a member of staff to take my child to the nearest Accident & Emergency unit to be examined, treated or admitted as necessary. I agree for emergency treatment to be sought in my absence on the understanding that I will be informed and will come to the hospital immediately.

Parent/carer signature:

Date:



# STANDING ORDER MANDATE

Please complete this form in **BLOCK CAPITALS**

To  Bank

Please set up the following Standing Order and debit my/our account accordingly

## Account details:

Account in the name of:

Account Number:  Sort Code:

Account holding Branch:

## Payee details:

Account in the name of:

Account Number:  Sort Code:

Payment reference\*:

*\*Please quote your child's full name*

## Payment details:

Payment frequency:

Weekly  Two weekly  Monthly

Date of the first payment  Amount to be paid: £   
*DD/MM/YY*

Choose one of the following options:

Until further notice   
*Payments will be made until you cancel this instruction*

Until  
Date of the last payment  Amount to be paid: £   
*DD/MM/YY*

## Confirmation:

Account holder(s) signature(s):

Date:

Banks may decline to accept instructions to charge Standing Orders to certain types of accounts other than Current Accounts. NOTE: The Bank will not undertake to: a) make any reference to Value Added Tax or pay a stated sum plus VAT or other indeterminate element. b) Advise remitter's address to beneficiary. c) Advise beneficiary of inability to pay. d) Request beneficiary's banker to advise beneficiary of receipt. e) Accept instructions to pay as soon after the specified date as there are funds to meet the payment, if funds not available on the specified date. Payments may take 3 working days or more to reach beneficiary's account.



**MEADOWS HAILSHAM**

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OFSTED NO 51 1228

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

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