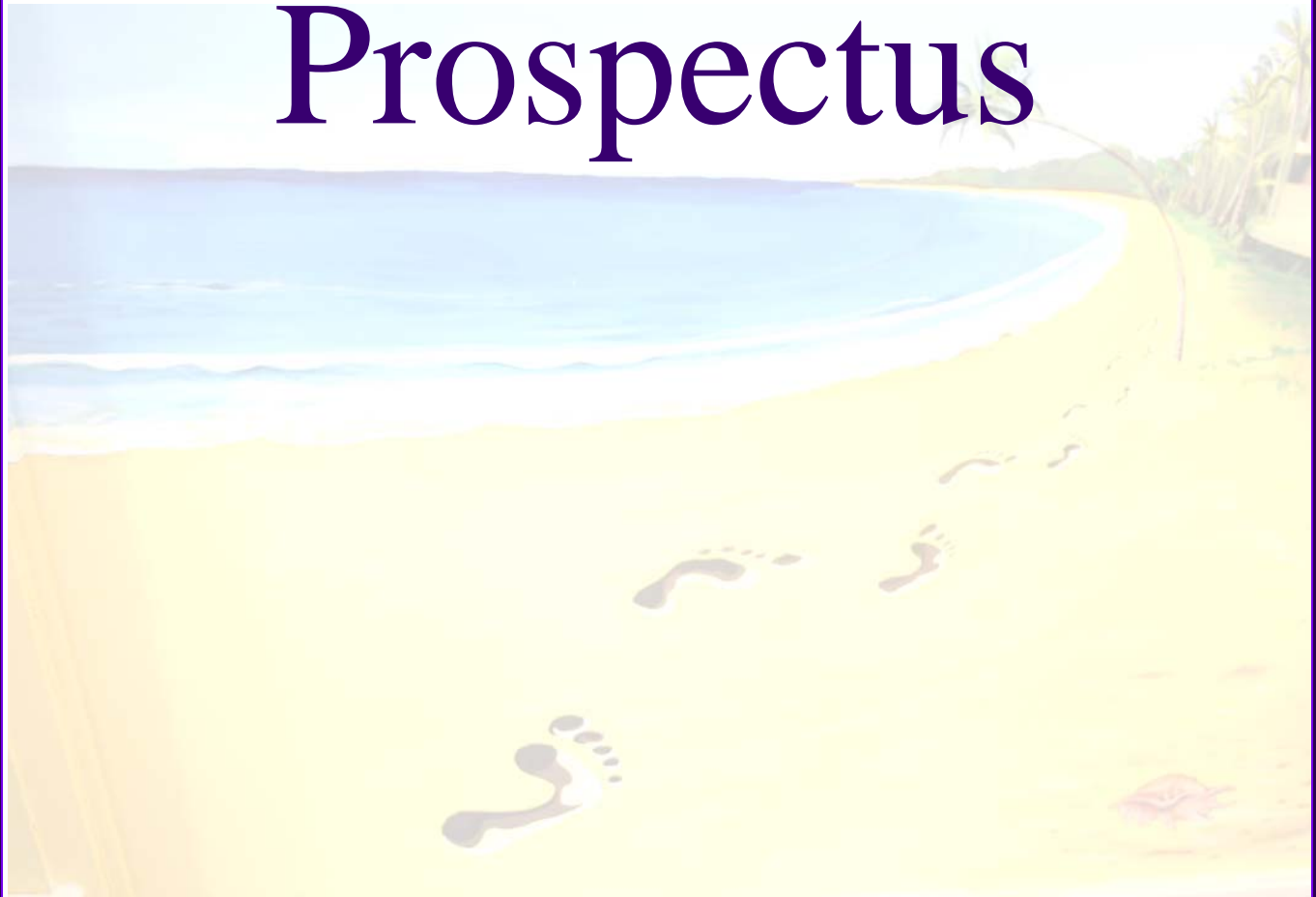




Nursery Prospectus



The ethos of our nursery is maintained by our caring, happy, qualified, carefully selected staff, working within OFSTED's guidelines, providing patience, understanding and early year's education.

We all want the very best for our children and at 'Footprints' we aim to provide the finest quality childcare for children between birth and five years.

The warm welcome and atmosphere at 'Footprints' will ensure that you know your children have an exciting day ahead of them.

Our location, facilities and qualified staff allow us to provide that care in an optimum environment.

We are registered for 54 children, of which 9 places are for babies and under 2's.

Our aims are:

To learn through play

To share and care for each other, our surroundings and the environment

To encourage eco friendly ways

We hope that you will find our prospectus to be both informative and helpful. However, should you have any queries or concerns which have not been covered, please speak to any member of staff who will be happy to assist you and answer your questions.

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A little about us

Footprints Day Care is a pleasant family owned nursery that offers a secure, caring environment in which children enjoy the company and friendship of others and, through praise and encouragement, can develop their full potential.

‘Footprints day care’ is part of ‘Ashford Play Centre Ltd’, a family run business incorporating ‘Imagine’, a much loved and well visited children’s indoor play centre.

The owners have 5 children themselves and through their experience with their own family and the play centre, they are confident that the nursery will continue with their present high standards and commitment.

Our carefully selected staff have personal qualities, dedication to quality care, enthusiasm and a genuine love of young children. They are professionally qualified, with the experience to provide that extra something each day for the children in their care.

What can we offer your child?

We encourage the children to be independent, enthusiastic, well mannered and caring towards others. Our committed staff members give each child the individual attention needed to develop new skills and interests.

Registering your child

We would like to ensure that we are able to maximise our time with you, giving you and your child a tour of the nursery, meeting the staff and answering your questions. We also need to spend time completing the necessary forms together, so please make an appointment (if possible) to register your child.

A child health record will need to be completed by parents/guardians, including emergency contact details, medical information regarding allergies, dietary or special requirements and details of immunisation.

Please remember to notify us of any changes of personal details e.g. name, address, phone numbers and emergency contacts.

Waiting List

We operate strict adult/child ratios

0 months – 2 years 1:3

2 years - 3 years 1:4

3 years - 5 years 1:8

If our quota of children is full, you will be placed on the waiting list. We will contact you as soon as a place becomes available. Please feel free to call in or telephone to see where your child is on the waiting list.

Settling in policy

You are very welcome to stay initially, to settle your child into the classroom; after all, you will know better than anyone how s/he adapts to new surroundings.

So that your presence does not hamper his/her interaction with the rest of the class, we may ask you to ‘disappear’ from view

for short times whilst remaining on the premises (why not have a cup of coffee next door in the play centre?)

Sessions

We are open Monday to Friday from 9.00am to 6.00pm

Mornings 9.00am – 1.00pm - includes cooked lunch and snack

Afternoons 2.00pm – 6.00pm - includes tea and snack

Full day 9.00am – 6.00pm - includes cooked lunch, tea and snack

Fees

Fees must be paid at least one week in advance and can also be paid monthly or per term in advance.

NEG (Vouchers) will be accredited @ 2½ hrs x 5 sessions. These hours can be extended by prior arrangement and a small top up fee. NEG are eligible during term time only.

There is a £40 deposit payable per child after your child's initial settling in period.

Should you wish to discontinue with us this deposit is fully refundable subject to the following conditions:

Two weeks written notice has been given and there are no outstanding fees or penalties.

Failure to keep fees paid up to date could result in your child forfeiting his/her place at nursery.

Any absences, including a child's vacation and ill health, must be paid for in full.

No fees will be charged for days when 'Footprints' is closed due to holiday/bank holidays.

If you require the booked days and sessions to be reduced at all, or if you no longer require your child's place, we will require at least two weeks written notice. Full fees are payable during this time, even if your child does not attend. If insufficient notice is given, full fees for the cancelled sessions or place are payable.

Meals

Weekly menus will be displayed on the notice board. Please speak to a staff member to discuss any special dietary needs for your child. We will endeavour to meet them.

Clothing

We would appreciate a change of clothes (all items named please) left in a soft bag on your child's peg. Accidents do happen and although we have a limited supply of clothes which can be borrowed, your child's distress is greatly eased by changing into their own dry clothes.

Should your child need to borrow clothes from us we would appreciate them being returned promptly, washed and pressed.

Any donations of suitable clothing that your child has outgrown would be gratefully received.

Long flowing dresses are very pretty but unfortunately not very practical for scrambling around. We also suggest elasticated waists on trousers and skirts (rather than buckles and buttons) for children to maintain their independence when using the toilet.

We do partake in messy play – gardening, gluing, painting, playing with water and would suggest that your child wears old clothing so that s/he and you are not upset by the odd splashes of paint or dirt. An old, adult size, shirt/blouse to wear as an overall is an excellent accessory.

Sleep

Please keep us informed of your child's sleeping habits so that we are able to maintain their routine as much as possible.

Toilet Training

Please advise us when you begin toilet training your child and we will help and support you during their nursery hours.

Medication

We will only administer prescribed medication for the named child, providing it is in date and recorded in our medication book which must state the name of the medicine, dosage and times to be given. Please notify us in advance if you have given your child any medication, prescribed or otherwise, within 6 hours prior to a nursery session.

Sickness

'Footprints' cannot be held responsible for any illness caused to any child from their attendance at the nursery. Please telephone during the day to reassure yourselves if you feel there may be cause for concern, e.g. morning upset, tummy aches, appetite, colds etc. However, we cannot care for children who have a temperature or infectious disease.

Parents/carers will be telephoned if their child develops any illness symptoms or simply appears unwell in any way. Please arrange for prompt collection of your child.

We would appreciate your co-operation in ensuring that your child is completely clear of any infectious illness before their return to the nursery.

Minor Injury

We reserve the right to administer basic First Aid treatment as and when we think necessary. If a child requires minor outpatient treatment, the parent/guardian will be contacted and it should be their responsibility to take their child for treatment.

Major Injury

In the event of a major injury, our first call will be for an ambulance and the second call to the parents/guardians. A staff member will remain with the child until a parent/guardian arrives.

Key workers

Each child will have a key worker and a key folder. The key folder will contain records of progress, achievements and personal information gathered throughout his/her time at Footprints. You are welcome to browse through it at any time.

To protect confidentiality, we ask that you ask a staff member or preferably the key worker first to see your child's key folder. This is to prevent any unauthorised person looking at your child's information.

Collecting your child

Either parent may collect a child unless we are made aware otherwise. Parents/guardians must inform us if any people, other than themselves, are to collect a child. Don't forget to give the password to the collector! (No one under 16 years of age should be allowed to collect a child). Please aim to be here ten minutes before the agreed pick-up time to be able to discuss your child's day and not make a hurried departure for them. Should there be a problem in collecting him/her on time, please

let us know by telephone as soon as possible to help avoid any upsets while s/he is waiting. Please note that you will incur extra charges if you are persistently late in collecting your child.

Notice board

Displayed on our notice board is information about nursery events, timetable, weekly menus and copies of our policies. The information is constantly being updated, so please ensure that you read it.

Outings

We will require the parents/guardians written consent to outings.

We operate a strict 'No Smoking' policy inside, outside and around the building.

Finally

We would like you and your child to have happy experiences at Footprints and to be happy to recommend us to your friends and family. Should anything untoward happen – however small it may seem - please do not hesitate to voice it to the manager or deputy so that it can be addressed. Should your complaint be about the manager or deputy you may prefer to contact the following people.

Director

Lynn Conybear Tel: 01233 650789

Other useful telephone numbers

Kent Childcare Information Service

Oakwood House

Oakwood Park

Maidstone

Kent ME16 8AE

Tel: 0870 4644488

OFSTED

Kent Team

1st Floor, Dukes Court

Dukes Street

Woking

Surrey GU21 5EP

Tel: 01483 702634



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