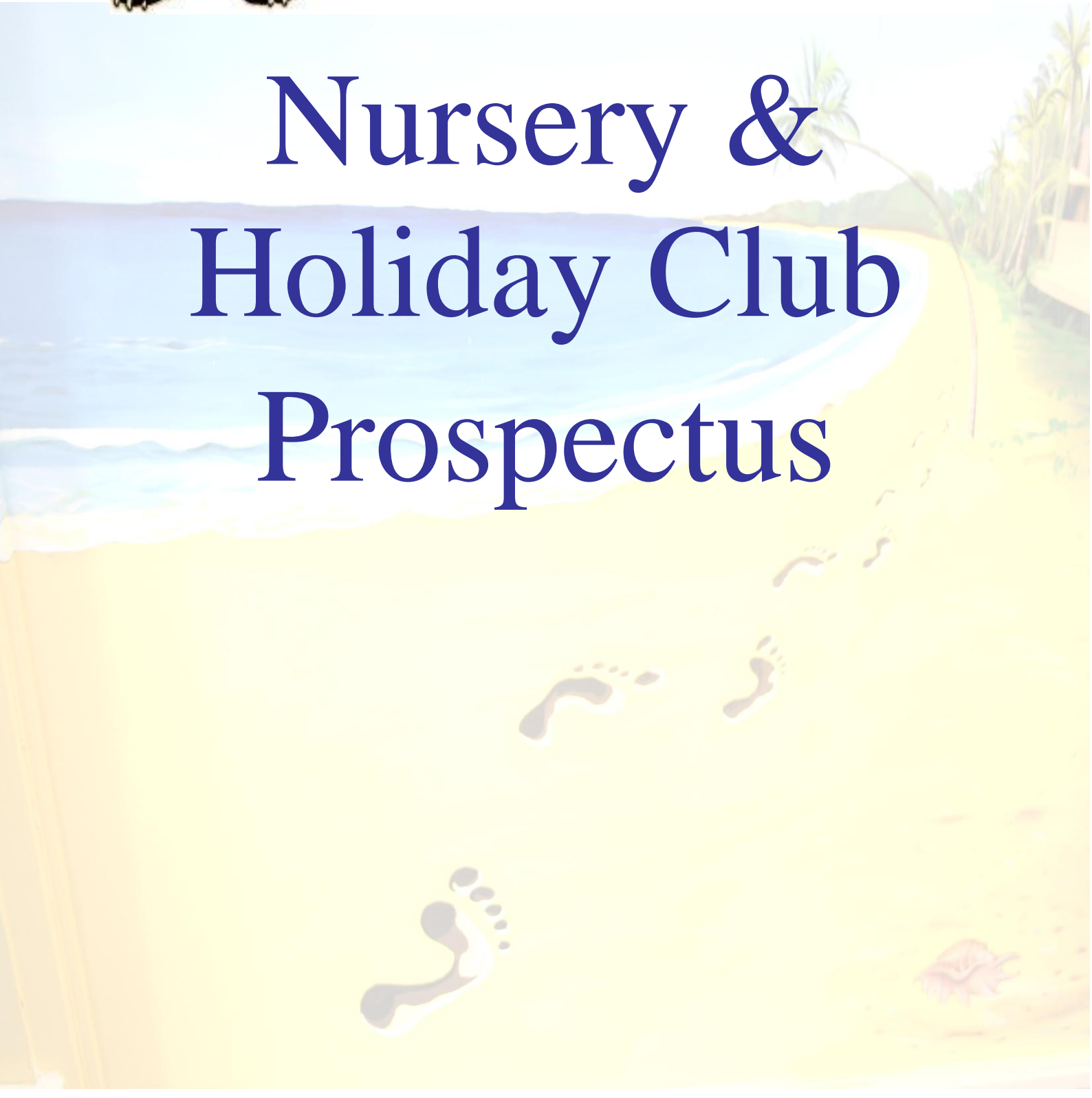




Footprints

Day Care

Nursery & Holiday Club 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 & out of school care for your child.

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 eleven years, in both our nursery and holiday club.

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 75 children, of which 20 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.

A little about us

Footprints Day Care is a 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 professional care, enthusiasm and a genuine love of young children. They are highly 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.

Early Years Foundation Stage

At Footprints day care we use the Early Years Foundation Stage document which sends a clear unequivocal message underlining the importance of home and family working together with practitioners to lay the best possible foundations for life and learning. This document identifies four key principles, which encourage the skills and competence of babies and young children. These four are:

- **A unique child** – recognises that every child is a competent learner from birth who can be resilient, capable, confident and self-assured. The commitments are focused around development, inclusion, safety; and health and well-being
- **Positive Relationships** – describes how children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person. The commitments are focused around respect; partnerships with parents; supporting learning; and the role of the key person
- **Enabling Environments** – explains that the environment plays a key role in supporting and extending children’s developments and learning. The commitments are focussed around observation, assessment and planning; support for every child; the learning environment, and the wider context – transitions, continuity, and multi agency working

- **Learning and Development** – recognises that children develop and learn in different ways and at different rates, and that all areas of learning and development are equally important and inter-connected

Learning through play

Children start to learn about the world around them from the moment they are born. The care and education offered by Footprints Day Care helps children to continue to do this by providing all of the children with interesting environments and opportunities for first hand experiences which stimulate their natural curiosity.

Play underpins the delivery of the Early Years Foundation Stage. Children must have opportunities to play indoors and outdoors and Footprints prides itself on placing play at the centre its practice.

Play is essential for all development and learning for our young children, and most will play spontaneously although some will require adult support. It is through play that children develop intellectually, creatively, physically, socially and emotionally.

Providing well planned experiences based on children's spontaneous play, both indoors and outdoors, is an important way in which our practitioners support young children to learn with enjoyment and challenge. In playing, children behave in different ways; sometimes their play will be responsive or boisterous, sometimes they may describe and discuss what they are doing, sometimes they will be quiet and reflective in their play.

Practitioners play an important role in developing this play by observing their key children and reflecting on their spontaneous play. They build on this by planning and resourcing a challenging environment which:

- ✚ Supports and extends specific areas of children's learning
- ✚ Extends and develops children's language and communication in their play

Through play in a secure but challenging environment with effective adult support, children can:

- ✚ Explore, develop and represent learning experiences that help them to make sense of the world around them
- ✚ Practice and build up ideas, concepts and skills
- ✚ Learn how to understand the need for rules
- ✚ Take risks and make mistakes
- ✚ Think creatively and imaginatively
- ✚ Communicate with others as they investigate or solve problems

The Early Years Foundation Stage document divides children's learning and development into six areas:

- Personal, social and emotional development
- Communication, language and literacy development
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

None of these areas of learning and development can be delivered in isolation from the others. They are equally important and depend on each other to support a rounded approach to child development. All the areas must be delivered through planned, purposeful play, with a balance of adult led and child-initiated activities.

Personal, social and emotional development

All children are provided with experiences and support which will help them to develop a positive sense of themselves and of others; respect for others; social skills; and a positive disposition to learn. Our practitioners ensure that they provide support for children's emotional well-being to help them to know themselves and what they can do.

Communication, language and literacy

Children's learning and competence in communicating, speaking and listening, being read to and beginning to read and write is supported and extended. They are provided with opportunity and encouragement to use their skills in a range of situations and for a range of purposes, and are supported in developing the confidence and disposition to do so.

Problem solving, reasoning and numeracy

All children are supported in developing their understanding of Problem Solving, Reasoning and Numeracy in a broad range of contexts in which they can explore, enjoy, learn, practice and talk about their developing understanding. They are provided with opportunities to practice and extend their skills in these areas and to gain confidence and competence in their use.

Knowledge and understanding of the world

Children are supported in developing the knowledge, skills and understanding that help them to make sense of the world. Their learning is supported through offering opportunities for them to use a range of tools safely, encounter creatures, people, plants and objects in their natural environments and in real-life situations; undertakes practical ‘experiments’; and work with a range of materials

Physical development

The physical development of babies and young children is encouraged through the provision of opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement. They are supported in using all of their senses to learn about the world around them and to make connections between new information and what they already know. They are supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

Creative development

Children’s creativity is extended by our provision by the support for their curiosity, exploration and play. They are provided with opportunities to explore and share their thoughts, ideas and feelings, for example, through a variety of art, music, movement, dance, imaginative and role-play activities, mathematics and design and technology.

Languages

Children in our pre-School are provided with the opportunity to join in with our weekly language lessons.

Holiday Club

Footprints are proud to offer additional care for primary school children up to the age of eleven years in our holiday club. The holiday club aims to operate during all school holidays and on as many inset days as possible in order to provide flexible care for all young children who may need it when schools are closed.

All staff working in the holiday club are qualified nursery staff, a majority of whom work in other areas of the nursery during the rest of the day. We maintain the same high standards of care throughout our day care provision and our Ofsted registration extends to cover this provision.

Working together for your children

Footprints Day Care has a high ratio of adults to children in the setting. This helps us to:

- Give time and attention to each child
- Talk with the children about their interests and activities
- Help children to experience and benefit from the play opportunities we provide
- Allow the children to explore and be adventurous in safety

The staff who work at Footprints Day Care are:

Name	Job title	Qualification
Diane Aldis	Nursery manager	NVQ 4 & A1 assessor
Carol Pratt	Deputy manager	NVQ 4*
Alina Deacu	Early years co-ordinator Pre School	QTS
Carley McDougall	Nursery Nurse Pre-school	NVQ3 Diploma
Pauline Wilson	Nursery Nurse - Toddlers	NVQ 4
Louise Giles	Nursery Nurse - Babies	NVQ3
Will Whisson	Nursery Assistant - Pre School	National Diploma Music Technology NVQ3*
Carrie Fluhrer	Nursery Nurse - Toddlers	NVQ 3
Mandy Turner-Humble	Nursery Assistant – hygiene coordinator	O’Level Childcare
Karen Dell	Nursery Chef	Diploma in Nutrition
Andrea Fenn	P/T Nursery Administrator	

*** signifies that this member of staff is currently studying.**

From the term following your child's 3rd birthday they are entitled to 6 x 2½ hours free nursery education per week. This is paid for with National Education Grant (NEG) vouchers which we can claim on your behalf. This funding can be claimed at two separate settings but the total of claimed hours should not exceed 15hrs per week. NEG is only available during the pre published school term dates and full fees are payable during non funded periods.

We offer term time only places to teachers and other associated education staff only, with a retainer fee payable in the holidays to secure their place.

How parents take part in the nursery

At Footprints Day Care we recognise parents as the first and most important educators of their children. All the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the nursery a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff
- Helping at sessions of the nursery
- Sharing their own special interests with the children
- Helping to provide, make and look after the equipment and materials used in the children's play activities
- Taking part in events and informal discussions about the activities and curriculum provided by the nursery
- Joining in community activities in which the nursery takes part
- Building friendships with other parents in the nursery

Joining in

You can offer to take part in a session by sharing your own interests and skills with the children. For example, parents have visited the nursery to play clarinet for the children, show pictures of the local carnival held in their childhood and show the children their collections of memorabilia.

Do speak to either Diane or Carol if you would like to arrange to come into the nursery to see it at work or speak to the staff.

Speech and Language Therapy

As part of our commitment to provide the best possible Learning, Development and care for your child, we work together with speech and Language Therapists who give advice about children's communication skills and development.

Key Person

The nursery has a key person system. This means that each member of staff has a group of children for whom s/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what the nursery provides is right for your child's particular needs and interests. When your child first starts at the nursery, s/he will help your child to settle and throughout your child's time at the nursery, s/he will help your child to benefit from the nursery activities and maintain 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 person first to see your child's key folder. This is to prevent any unauthorised person looking at your child's information.

Profiles

The nursery keeps a profile on each child that is used to record their progress throughout their time with us. Staff and parents working together on their children's profiles is one of the ways in which Footprints Day Care and parents work in partnership. Your child's profile helps us to celebrate together his or her achievements and to work together to provide what your child needs for his or her well-being and to make progress.

Your child's key person will work with you to keep this profile. To do this you and s/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move onto the next stage.

Learning opportunities for adults

As well as gaining qualification in early years care and education, the nursery staff take part in further training to help them to keep up to date with thinking about early years care and education.

The nursery also keeps itself up to date with best practice in early years care and education through the Nursery World and Children Now magazines.

From time to time the nursery supports learning events for parents. These usually look at how adults can help children learn and develop in their early years; Courses on similar topics are held locally by Sure Start and are displayed on the parent's notice board.

The nursery's timetable and routines

Footprints Day Care believes that care and learning through play are equally important in the experience which we offer children. The routines and activities that make up the nursery day are provided in ways that:

- Help each child to feel that s/he is a valued member of the nursery
- Ensure the safety of each child
- Help children to gain from the social experience of being part of a group
- Provide children with opportunities to learn and help them to value learning

The day

The nursery organises the day so that children can take part in a variety of child initiated and adult led activities. These take account of children's changing energy levels throughout the day.

The nursery caters for children's individual needs for rest and quiet activities during the day.

Outdoor activities contribute to children's health, their physical development and the knowledge of the world around them.

Snacks and meals

All staff who prepare and handle food hold a basic food hygiene certificate. The nursery makes snacks and meals a social time at which children and adults eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food in line with the World Health Organisation guidelines. We employ our own chef who takes responsibility for sourcing and preparing all our food on a daily basis. However, if you prefer you may provide your child with a nutritionally balanced packed lunch. If you choose to do this please ensure that you send it in a suitable named container so that we can store it in our nursery fridges. Do tell us about your child's dietary needs and we will do all we can to make sure that these are met.

Policies

Copies of the nursery's policies are available in the nursery office for your perusal.

These policies help to make sure that the service provided by the nursery is a high quality one and that being a member of the nursery is an enjoyable and beneficial experience for each child and his/her parents.

The staff of the nursery work together to adopt the policies and they each have the opportunity to take part in the annual review of them. This review helps us to make sure that the policies are enabling the nursery to provide a quality service for its members and the local community.

Special needs

As part of the nursery's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have.

The nursery works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000). The nursery's special educational needs coordinator is Carol Pratt – Deputy Manager

The Management of Footprints Day Care:

'Footprints' is owned by Lynn Conybear.

The Nursery Manager is Diane Aldis.

The Deputy Manager is Carol Pratt.

Meals

A four weekly rolling menu is displayed on the notice board. Please speak to our Nursery Chef to discuss any special dietary needs for your child. We will endeavour to meet them.

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.

We operate strict adult/child ratios

0 - 2	1:3	(tiny and big baby rooms)
2 - 3	1:4	(toddler room)
3 - 5	1:8	(pre school room & holiday club)

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.

The first days

We want your child to feel happy and safe at our nursery. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the nursery. The nursery has a policy about helping children to settle in and a copy is available in the nursery office for your perusal.

Sessions

We are open Monday to Friday from 7.45am to 6.00pm except Bank Holidays.

Meal times are as follows:

Breakfast	8.00am – 8.30am
Snack	10.00am
Lunch	12.00 noon – 1.00pm
Tea	4.00pm – 4.30pm

Drinks are offered throughout the day

A minimum 4 hour session per week is required.

Sessions times are flexible so please speak to the management.

Fees

Nursery fees are payable in advance on the first day of the week that your child attends and four weeks fees are payable as a deposit before your child may start at the nursery.

Full details of our fees are attached to this prospectus. Fees must be paid at least one week in advance and can also be paid monthly in advance.

NEG (Vouchers) will be accredited @ 2½ hrs x 6 sessions. These hours can be extended by prior arrangement with a small top up amount. NEG are eligible during term time only.

After your child's initial settling in period, a deposit of four weeks fees, payable in advance, is required per child.

Should you wish to discontinue with us, your last month with the nursery is fee-free subject to the following condition:

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

Fees must still be paid if children are absent without notice for whatever reason. If your child must be absent for a long period of time please speak to **Diane Aldis** - the Daycare Manager. For your child to keep his/her place at the nursery you must pay the fees or we must receive nursery education funding for your child.

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

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

No fees will be charged for days when 'Footprints' is closed due to Bank Holidays.

If you would like the booked days and sessions to be reduced at all, or if you no longer wish to keep your child's place, we will require at least four 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 remain payable.

Clothing

We ask that your child keeps a pair of soft shoes, plimsolls or slippers at the nursery in order for them to change out of their outdoor shoes on arrival.

Please can you ensure that your childs clothes and coat are all named.

We have a limited supply of clothes which can be borrowed. 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.

Sleep

We have a dedicated sleeping room, equipped with cots and day beds should your child require a nap during the day. Bedding is washed after each use for the purposes of hygiene. 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. We have child sized toilets both downstairs in the Pre School and upstairs in toddlers plus a number of potties.

Medication

We are only permitted to administer prescribed medication for the named child, providing it is in date and recorded in our medication. This book must be completed with 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, loss of appetite, colds etc. Please understand that we cannot care for children who have a temperature or infectious illness. 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.

Illness	Recommended exclusion period	Comments
Diarrhoea and/or vomiting	48 hours from the last episode of diarrhoea or vomiting	Exclusion from swimming should be for 2 weeks following last episode of diarrhoea
E.coli 0157 VTEC	Exclusion is important for some children. Always consult with Health Protection Unit	Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
*Typhoid	Exclusion is important for some children.	Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
Shigella (Dysentery)	Exclusion may be necessary	Exclusion (if required) Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
Flu	Until recovered	Can be serious in those with other medical condition. If concerned seek medical advice.
*Whooping cough	Five days from commencing antibiotic treatment or twenty one days of onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment non infectious. Coughing may continue for many weeks

*Tuberculosis	Always consult with Health protection unit	Not usually spread from children. Requires quite prolonged close contact for spread.
Athletes foot	None	Not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash	Pregnant women should seek advice from their GP or antenatal carer to check for immunity.
Cold sores	None	Avoid kissing and contact with sores. Generally a mild self-limiting disease.
*German measles. Rubella	Five days from onset of rash	Preventable by immunisation. Pregnant women should seek advice from their GP or antenatal carer to check for immunity.
Hand, foot and mouth	None	Exclusion may be considered in some circumstances. Contact Health Protection unit if a large number of children are affected.
Impetigo	Until lesions are clustered or healed	Antibiotic treatment by mouth may speed healing and reduce infectious period.
*Measles	Five days from onset of rash	Preventable by vaccination. Pregnant women should seek advice from their GP or antenatal carer to check for immunity.
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Until treatment commenced	Treatment is important and is available from your pharmacist

Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Two treatments one week apart for cases. Contacts should have one treatment include entire household and any other very close contacts.
*Scarlet fever	Five days after commencing antibiotics	Antibiotic treatment recommended for affected child.
Slapped cheek /Fifth disease/Parvovirus B19	None	Can be serious in those with other medical condition. If concerned seek medical advice. Pregnant women should seek advice from their GP or antenatal carer to check for immunity.
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chicken pox in those who are not immune. Can be serious in those with other medical condition. If concerned seek medical advice. Pregnant women should seek advice from their GP or antenatal carer to check for immunity.
Warts and verrucae	None	Should be covered in swimming pools, gymnasiums and changing rooms.
Conjunctivitis	48 hours after treatment.	If an outbreak occurs consult health protection unit.
*Diphtheria	Exclusion is important	Preventable by immunisation
Glandular fever	None	About fifty percent of children get the disease before they are five and

		many adults also acquire the disease without being aware of it.
Head lice	None	Treatment is recommended. Close contacts should also be treated. Regular detection should be carried out by parents.
*Hepatitis A	Exclusion may be necessary. Always consult with Health Protection Unit	Good personal and environmental hygiene will minimise any possible danger of hepatitis A.
*Hepatitis B and C	None	Not infectious through casual contact, Good hygiene will minimise the risk of any possible danger of spread of either hepatitis A or B.
HIV/Aids	None	Not infectious through casual contact. There have been no recorded cases of spread within a school or nursery. Good hygiene will minimise the risk of any possible danger of spread of HIV/Aids.
*Meningococcal meningitis/septicaemia	Until recovered	This condition is preventable by vaccination. There is no reason to exclude siblings or close contacts.
*Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or close contacts.
*Meningitis viral	None	A mild illness. There is no reason to exclude

		siblings or close contacts.
MRSA	None	Good hygiene in particular hand washing and environmental cleaning are important to minimise any danger of spread.
*Mumps	Five days from onset of swollen glands	Preventable by vaccination.
Threadworms	None	Treatment is recommended for child and household contacts
Tonsillitis	None	There are many causes but most cases are due to viruses and do not need an antibiotic.

*** Denotes a notifiable illness**

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 feel it necessary. If a child requires minor outpatient treatment, the parent/guardian will be contacted and it is 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 senior staff member will remain with the child until a parent/guardian arrives.

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! Staff may also ask for your child's date of birth and home address to confirm the identity of an unknown person, so please do not be offended. (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, weekly menus and all relevant childcare information. 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 for you 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 **Diane Aldis** - Nursery Manager or **Carol Pratt** - Nursery 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 652640

Other useful telephone numbers:

Kent Childcare Information Service

Oakwood House

Oakwood Park

Maidstone

Kent ME16 8AE

Tel: 0870 4644488

OFSTED

Freshford House

Redcliffe way

Bristol

BS1 6NL

Tel: 08456 404040



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