



## EAST HARPTREE NURSERY CIO

### Prospectus September 2025 – August 2026

Welcome to East Harptree Nursery CIO,

Our Nursery is committed to providing equality of opportunity for all children and their families. We achieve this by forming trusting, interactive relationships with both children and parents and valuing each child as an individual. Through providing a rich, exciting and stimulating environment, both indoors and outdoors and by promoting active learning through play. We support the four themes of the Early Years Foundation Stage: A Unique Child, Positive Relationships, Enabling Environments and Learning and Development and the ways children learn – playing and exploring, active learning and creating and thinking critically.

#### **ADMISSIONS**

The Nursery is open to every family in the community, and our Nursery journey begins from the age of 6 months. We have three rooms within our setting, Baby Room for 6 months – 2 Years, Toddlers for 2 – 3 years and Pre School from 3 years to leaving for school.

We require a minimum booking of 1 full day or 2 half days per week. For those children in their pre school year we also offer a Forest School session on Friday's with our qualified Forest School Leader. Children can book on either all year round or term time only.

If you are interested in visiting our Nursery, please do contact us to arrange a visit. To enquire about our Nursery availability please email [admin@eastharptreenursery.org](mailto:admin@eastharptreenursery.org).

#### **FEES**

Fees are payable monthly. You will be issued with an invoice through Famly towards the end of each month for the upcoming month. Invoices are due on the 1<sup>st</sup> of each month and there is a £10 charge per day for any late payments.

All children qualify for 15 hours of funded early years entitlement for 38 weeks a year funding in the seasonal (i.e. summer, autumn or winter) term following their third birthday. We offer 30-hour spaces for those who are eligible and have a current 30-hour code. We also offer funded spaces to children aged nine months and older who are eligible for the

working parent entitlement. For those eligible, funded hours may be used between 09:00 – 16:00, outside of this the applicable hourly rate will be charged. Funded hours may be used across 38 weeks or pro rata across the year. If pro-rated the number of funded hours per week reduces to 11 hours or 22 hours per week.

### **Session times and prices**

£72 full day (Monday – Friday 08:00 – 17:00)

£35 half day (09:00 – 13:00 or 13:00 – 17:00)

£58 school hours (09:00 – 16:00)

Ad hoc sessions may be purchased where available in discussion with the manager.

Government funding does not cover meals, nappies, additional hours, additional activities and extra-curricular sessions. Therefore, it is the policy of East Harptree Nursery CIO to charge an additional enrichment and consumables charge to cover resources and anything else required to go above and beyond to deliver high quality childcare following our EYFS Curriculum. The additional charge also allows Families to access Family, messy play resources, cookery ingredients, resources for specific occasions (Mothers Day, Fathers Day, Easter, Christmas etc).

Additional enrichment and consumables charge rates are applicable alongside funded hours:

Babies: £7.00 per day or £4.20 per half day

Toddlers: £6.80 per day or £4.10 per half day

Pre School: £6.50 per day or £3.90 per half day

### **Food Charges (Applicable to all children)**

£6.00 per full day/school day – includes milk, two snacks and hot lunch

£4.50 per half day (morning) – includes milk, one snack, hot lunch

£1.20 per half day (afternoon) – includes milk, one snack

£2.00 (for children in setting after 4pm) – includes tea and pudding

We charge an administration fee of £65 which covers the costs of the child set up on Family, two settling sessions and other administrative tasks.

We require a months' notice in writing for all year round places and a terms notice for term time only places, for any changes to hours or termination of contract.

### **ARRIVAL AND SETTLING IN**

It takes children varying amounts of time to settle at Nursery until they feel happy and secure. We offer 2 hour settling sessions either in one full 2-hour session or two, 1 hour sessions on the day/s that your child will be attending.

It is important that staff are informed if anyone other than the person who left the child is collecting them and your child's Password must be provided by the collector.

Staff need to be notified as soon as possible of any change of address or emergency contact numbers.

## **TIMES & CALENDAR**

Our Nursery is open Monday to Friday all year round, excluding bank holidays. We have closures for two weeks in the Summer (which will be confirmed at the start of each academic year) and two weeks over Christmas.

Monday – Thursday 8:00 – 18:00

Friday 08:00 – 17:00

## **CLOTHING**

It is good for children to practise the skills which will help them to become independent. Simple clothing which they can handle themselves e.g. **no belts, dungarees or shoelaces** - Velcro is wonderful, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help. *Please do not send children in their "best" clothes and name all items.*

## **FOOD**

We offer a hot lunch every day from an external catering company which can accommodate to any dietary requirements. We also have a morning and afternoon snack alongside our tea menu which is prepared by our staff who are all trained in Food Safety and Hygiene.

## **OUTINGS AND SPECIAL EVENTS**

Every year the Nursery aspires to organise outings etc. In addition, visits have been made to the Local Shop, Schools, Private Gardens and the Local Park. These will be fully supervised.

## **STAFFING AND PARENTAL INVOLVEMENT**

Staffing is in accordance with Ofsted regulations.

We believe it is important to develop a close partnership between home and Nursery for the happiness and security of your child.

## **Key Person**

Your child will be allocated a member of staff who will take special interest in settling your child. Regular observations are made to enable staff to develop an individual plan suitable for each child's stage of development. The key person maintain links with the child's home setting, working with parents through shared record keeping ensuring that all children are supported in reaching their full potential. All records are kept strictly confidential between parents/carers and the setting. The staff will always be available to discuss your child's progress on a regular basis. Appointments can be booked with your child's key person.

## **THE ROLE OF PARENTS - COMMITTEE**

We welcome parental involvement – Our Nursery is run by an active committee made up of our parents, grandparents and the local community. We are always looking for new members. If you are interested in joining the committee, please speak to the Manager or any committee member.

Committee member's names and contact numbers are available on the notice board.

## **TRAINING**

Our staff attend regular training courses, organised by both B&NES and private, professional agencies, which cover various aspects of children's learning and development, these include specialist training on – Safeguarding Children, Inclusion, Special Needs, First Aid, Health and Safety and Health and Hygiene.

Our In-Service training days are for specialist in house training, staff meetings, forward planning and to enable us to cover topics of particular relevance in depth.

# THE EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage (EYFS) takes the child through from birth to the end of the school reception year. It sets the standards that we must meet to ensure that our children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The EYFS seeks to provide: -

**Quality and consistency** in all early years settings, so that every child makes good progress and no child gets left behind.

**A secure foundation** through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly

**Partnership working** between practitioners and with parents and/ or carers that every child is included and supported.

**Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

We support the four guiding principles that shape practice in early years settings:

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured
- Children learn to be strong and independent through **positive relationships**.
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
- **Children develop and learn in different ways and at different rates**. The framework covers the education of all children in early years provision, including children with special educational needs and disabilities.

There are seven areas of Learning and Development - three **Prime** Areas and four **Specific** Areas

### **The Three Prime Areas:**

These three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

- personal, social and emotional development
- communication and language
- physical development

### **The Four Specific Areas:**

These enable the prime areas to be strengthened and applied.

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

## WHEN CHILDREN FIRST START OR RETURN WE INTEND .....

- That they be happy and enjoy their time with us.
- To encourage friendships and a general feeling of group membership.
- To treat each child as an individual and enable him/her to settle at his/her own pace.
- To develop children's confidence and to use the Nursery environment to its full potential.
- To enable children to understand and respond to our boundaries.
- To offer a positive start to Nursery so that the eventual move to Reception will be a smooth one.
- Our Nursery aims to provide a happy, stimulating and secure environment for all children where individual abilities are recognised, and children learn through first hand experiences, exploration, practice and discovery.

## WITH REGARD TO THE PARENTS AND CARERS OF OUR CHILDREN WE HOPE TO .....

- Build up good, firm relationships with them as well as their children for them to have confidence and trust in us.
- Promote open, frank and honest exchanges between parents and staff.
- Communicate informally with parents about their children.
- To share each child's Learning Story with both the parents/carers and the children, giving each child a 'voice' in their own learning development.
- Encourage new parental involvement in Nursery as well as retaining existing partnerships.
- Work with parents and professionals, valuing their experience and contribution to the Nursery environment.

OUR AIMS WITH REGARD TO THE NURSERY CURRICULUM ARE .....

- To provide opportunities in play which will lead to learning.
- To introduce children to the routines within our Nursery, e.g. break, tidy-up time etc.
- As part of the curriculum, we will actively encourage independent learning which will enable children to ultimately achieve their full potential.

AS STAFF RESPONSIBLE FOR SETTLING THE CHILDREN. OUR PRIORITIES ARE .....

- To initiate regular observations of each of the children in rotation.
- To identify, assist and respond to children who may have particular needs - this may mean notifying other agencies, e.g. Health Visitors, Behaviour Support Teachers, and Speech Therapists of our concern.
- To offer a flexible, yet firm approach to the children so that they comply with the rules of the Nursery – refer to Behaviour Management Policy and Conflict Resolution.