

YMCA



**BILLY BEAR'S
NURSERY**

PART OF YMCA BIRMINGHAM

Prospectus





Management Team

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Welcome to Billy Bear's Nursery

Billy Bear's Day Nursery is an established private nursery, registered and approved with OFSTED, and run by qualified and experienced staff.

We understand that choosing the right nursery for your child can be a difficult and sometimes, stressful decision for any parent. This is why, at Billy Bears we pride ourselves in offering happy, safe and secure surroundings, in which to support children to reach their full potential.

- We aim to create a stimulating and nurturing environment for children to explore and develop socially, physically, cognitively, emotionally and creatively.
- We recognise each child as an individual with individual needs; therefore we celebrate their achievements and value diversity.
- We believe in the importance of providing a holistic, play based curriculum by providing valuable opportunities that promote life -long learning, both indoors and out.
- We aim to continually work with parents and families to improve the services we provide.

Our Vision

At Billy Bear's Day Nursery we will work in partnership with every family to provide the highest quality and affordable childcare, in order to give your child the best start in life. We aim to provide the best quality childcare and education to children aged 0-5 by:

- Creating environments which are welcoming, safe and stimulating and where children are able to enjoy learning through play, to grow in confidence and to fulfil their potential.
- Recruiting staff of the highest calibre and ensuring that all staff continue their professional training and development.

Billy Bear's Nursery is run by YMCA Birmingham with a clear determination to provide high quality care at affordable prices in order to support the local community and beyond.

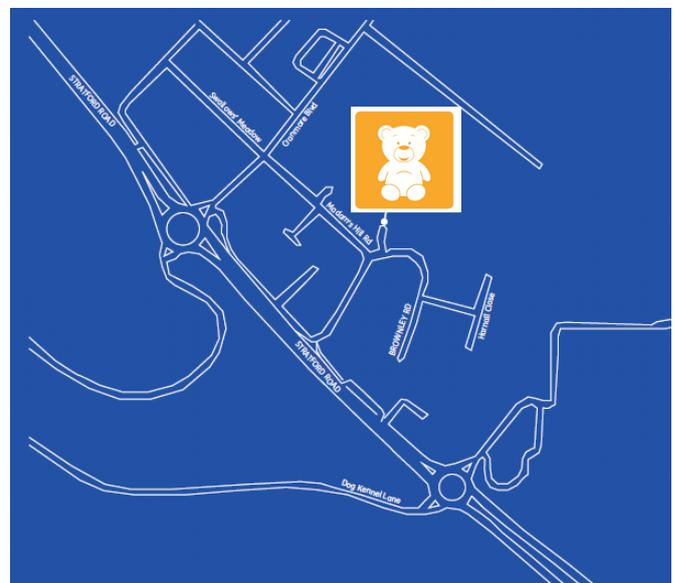
Opening hours

The Nursery is open from 8.00am to 5.30pm Monday to Friday. We also offer an early drop off at 7.30am and late pick up at 6.00pm for a small extra fee. We are open all year round - only closing for Bank Holidays and during the Christmas Period.

Our Location

We are located in a quiet residential area just minutes from the town centre and Junction 4 of the M42.

There is a large secured private parking area outside the front entrance. The entrance is through the conservatory where the children hang their coats and parents may leave car seats and buggies. Parents/carers then have access to the nursery via a finger print identification system. The nursery playrooms are then accessible via number punch key locks by the nursery practitioners and admittance to the nursery is strictly monitored.



Rooms and Facilities

The nursery operates over three floors from the large reception area on the ground floor to the first and second floors immediately above. We also have an outdoor garden and play area.

Staff maintain a daily diary for each child under 2 years which ensures that you are involved in your child's day. You are welcome to share positive feedback and concerns.

Dedicated Baby Room (0-2 years)

The baby room is a specifically designed for children under two years. The room is spacious with a large carpeted area ideal for babies to explore their environment and to develop mobility. There is also an area for messy play, which provides countless opportunities for babies to engage in a variety of sensory activities. Baby Room has access to a separate outdoor play area, made up of soft flooring and lawn and the babies also enjoy regular outings within the local community.

The room also has clean, new cots for sleeping and a learning plan specially designed for children aged 0-2.

Babies are particularly vulnerable to change, so in order to aid the transition from home to nursery, your child will have a key person who will be responsible for working with you to learn your baby's routines and individual needs.

All the babies are seen as individuals and daily activities are adult led or child initiated and planning is based on individual interests. Planning is available for parents to view in the playroom. The baby Room has access to a separate kitchen area where food can be prepared and feeding equipment sterilised. Babies can sleep in a cot or sleep mat depending on your routine at home.

Tweenies (1-2 years)

Tweenies provides the perfect platform for preparing babies to become toddlers. This room offers more structure to children's routine than the Baby Room but no less love and care. It is divided into a range of different areas including. A book corner, home corner, construction area and a messy play area, to introduce new experiences and encourage exploration and learning.

The resources within Tweenies are accessible to the children thus promoting more child led play and children are able to enjoy exploring a range of heuristic materials and treasure baskets throughout the day.

In Tweenies, staff supports the children with feeding themselves and preparing them for the transition to the toddler room.

The Toddler Room (2-3 years)

The emphasis in the Toddler Room is learning through play and social interactions. The children have many opportunities to take part in an assortment of activities, which include messy play, role play, singing, story time, construction and small world. Children are encouraged to use their imagination and creativity to explore their environment, with the support of knowledgeable practitioners in a happy and safe atmosphere.

All activities are planned for in relation to each child's individual needs and interests and in accordance with the Early Years Foundation Stage Curriculum. Should your child require a nap during the day, the Toddler Room has a separate sleep room to provide a quiet, relaxing atmosphere.

Pre-School (3-5 year olds)

In the Pre-School Room children are provided with plenty of opportunities for learning through play in accordance with the EYFS Curriculum. There is plenty to do, including creative activities, story time, construction, small world and outdoor play. All children are seen as individuals and activities are adult led, or child initiated and planning is based on individual interests. This large, spacious room has play zones and a dedicated learning classroom where learning plans are delivered for each child. We teach the children to have good manners and encourage a good standard of behaviour that is considerate to others and their environment. Independence skills and self-awareness becomes more prevalent at this age as the children grow more and more to believe in themselves and what they are capable of. There is much emphasis in supporting and encouraging independence and confidence in readiness for their transition to school.

Garden area

We have a large outdoor play area, made up of soft play floor surfaces, a large green lawn and a natural barked area. This is seen as an outdoor classroom for exploration, investigation and of course fun! The babies have access to their own outdoor play area. Both outdoor play areas are secured by high level fencing and a gate which is kept locked at all times. Our Garden is always risked assessed for safety by a member of staff before children are allowed outside.

We encourage the children to access the garden area every day. We provide opportunities for exploration within their outdoor environment as well as encouraging and promoting exercise. We grow plants and vegetables which enable the children to plan, plot and feed their own ingredients and then cook up a healthy tea using their own harvest.

It is known that in the winter month's children tend to catch more colds through being inside where there is artificial heating; this is because it is an ideal environment for infections to spread. Therefore we feel it is important for all children to spend time outside each day regardless of the weather. It also helps children to acclimatise to all types making them resilient to colds etc.

Remember....there is no such thing as bad weather....just bad clothing.

Learning and Development

Billy Bears Nursery deliver high standard learning for all children in line with the Ofsted approved Early Years Foundation Stage (EYFS) and Every Child Matters. We aim to encourage confidence, independence and enjoyment through the activities we plan, our interaction with the children and the learning opportunities we offer. We enable children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

As a high quality childcare provider, we strive to provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing interests, backgrounds and abilities of the children.

The Early Years Foundation Stage (EYFS) 2012

The EYFS learning and development requirements comprise of the following:

- The seven areas of learning and development and the educational programmes
- The early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the Reception year

- The assessment requirements i.e. when and how practitioners must assess children's achievements, and when and how they should discuss children's progress with parents and/or carers

The seven areas of learning and development that shape educational programmes in early years are important and inter-connected. These are split between 'Prime Areas' and 'Specific Areas'. The Prime Areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

The Prime Areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

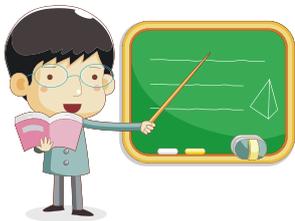
Practitioners must also support children in four specific areas, through which the three prime areas are strengthened and applied.

The Specific Areas are:

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

At Billy Bears Nursery we value the importance of each of these areas as interconnected and imperative in a child's learning and development. Our Practitioners consider the individual needs, interests, and stage of development of each child in our care, and use this to inform our planning and assessment systems.

As we care for children of all ages we put an initial emphasis on the three prime areas, which are the basis for successful learning in the other four specific areas. The three prime areas reflect the key skills and capacities all children need to develop and learn effectively, and become ready for school. It is expected that the balance will shift towards a more equal focus on all areas of learning as children grow in confidence and ability within the three prime areas. If a child's progress in any prime area gives cause for concern, Nursery staff will discuss this with the setting based Special Educational Needs Coordinator (SENCO) who will then talk to the child's parents and/or carers and agree how to support the child. Our Nursery practitioners will consider whether a child may have a special educational need or disability which requires specialist support. We will then access relevant services from other agencies as appropriate. (See Nursery SEN policy for further information).



Partnerships with parents

Billy Bears Nursery believe that parents are the primary educators of their children and should be centrally involved in their child's experiences and development. We realise that it is imperative we gain the trust and confidence of you, the parent. We want you to be happy with what we do and how we do it. We also pride ourselves in understanding the importance of instilling confidence and enthusiasm in your child from an early age.

Each child has a learning journal which will be a record of your child's interests, significant achievements and development throughout their time with us. We welcome parental contributions, including all significant people involved with your child, and we encourage parents to access their own child's learning journal at any time.

Effective communication means there is a two way flow of information, knowledge and expertise between parents and staff. Staff are available daily to give feedback about your child's day and to share significant events with you. Every interaction with you is based on a caring, professional relationship and respectful acknowledgement of the feelings of you as parents and those of your children.

We hold annual parent's evenings, outings/trips, parent mornings, suggestion box and newsletters. We also ask you to provide photographs of your child with their family, friends, pets at celebrations, holiday's etc. This will then be made into an 'All about me book' and will be kept at the nursery for your child to look through and show to their peers.

Policy and Procedures

All policy and procedures are in place and can be viewed by yourself at anytime, please ask a member of staff if you wish for a copy.

If you have any further questions or wish for this to be changed into another language or print size, please contact Sam Pacino, Nursery Manager.

Our Staff

Our staff enjoy getting to know your child's personality, comforts and routine to help them ensure they are comfortable in our care. In each room there are qualified and experienced Nursery Nurses who hold up to date DBS checks. All our staff hold a BTEC National Diploma, NVQ Level 2, 3 and 4 or equivalent and senior staff hold Foundation Degrees and Bachelor of Honours' in Early Childhood studies. Regular training is accessed to ensure they keep abreast with new regulations to provide a safe and stimulating environment for your child.

Students and Apprentices

We offer placements to students and apprentices who work alongside staff within the nursery to gain experience in childcare, they too are DBS checked and are never left unsupervised.

Meals

We take pride in providing food of good quality and variety to ensure all children at Billy Bear's Nursery learn the importance of a balanced diet and develop an appreciation of food.

We aim to make mealtimes a stress free social occasion, whilst encouraging good manners and behaviour.

Where possible the children will prepare their own snack for themselves thus encouraging independence and personal preferences.

Every morning every child is offered a variety of cereals or toast that is accompanied by fresh drinking milk and/or water.

At lunch time we sit the children together to enjoy a two course cooked meal delivered daily by an award winning specialised catering firm. These meals are nutritionally balanced, home cooked and delicious! The ingredients are locally sourced and of a high quality and many dishes have vegetables carefully concealed. The menu will be displayed on the parent's notice board in the entrance hall.



Afternoon snack is varied and healthy, we offer: beans on toast, crackers and cheese, a variety of sandwiches, flavoured noodles, crumpets, malt loaf, pancakes, salad, wraps, fruit and raw vegetables (carrots, cucumber), samosa's, breadsticks, dips, cous-cous, savoury rice, rice cakes etc. We also provide a full range of finger foods such as Rusks, Wholemeal Soldiers, Cheese Cubes, carrot sticks, scrambled egg etc. All foods where possible are salt and sugar free.

The children have fresh water throughout the day and this will be provided in their individual cups or drinking bottles, children can also have as much milk as they wish. We do not provide juice as we feel fresh water and milk are healthier for your child. If your child does not drink water then an alternative can be arranged.

Safeguarding your child

At Billy Bear's Nursery the safety of your child is paramount. All parents are requested to provide us a password for when someone collects who does not usually, this must be pre-arranged beforehand.

Staff will also ask for other information if they are unsure of the person collecting, if it is a grandparent, aunt or uncle that has never collected before. Also a phone call will be made to the child's parent for confirmation. On the occasion where someone new is coming to collect your child they MUST be over the age of sixteen and responsible. In this case we require another password which we will ask for on collection of your child.

We ask for you not to use your mobile phones whilst in the nursery and to conduct yourself in an appropriate manner, and refrain from using inappropriate language. We do not tolerate aggressive behaviour, and any occurrence of this will result in police involvement and we will no longer provide you with a service.

We keep within staff ratios and staff do risk assessments on all things children come into contact with and do daily room checks to ensure your child is safe at all times. The children's toys are at the correct age and stage of development for them, and when children access the outdoor area a garden check is completed before they go outside.

If you see another parent or member of staff mistreating a child in anyway please inform the manager/deputy immediately, this will be dealt with in a confidential manner and the correct policy and procedures will be followed.

If you have a concern please speak to your child's key worker; if you do not wish to do this please speak to the manager/deputy. All concerns and complaints are taken seriously and we try our best to deal with them as quickly as possible. If you are not happy with the way the management have dealt with an issue then please request a complaint form which can be sent to our Director, Alternatively OFSTED's complaints number and address can be found on our parent's notice board.



Funding and Support

Billy Bear's Nursery is keen to support parents and children in any way possible. We are able to help you in finding funding opportunities to assist your childcare.

2 Year Old Funding

We are registered for 2 year old funded places, although you must meet the criteria required with confirmation of your funding agreement. Please ask for more information.

3 year Old NEF Funding

Billy Bear's Nursery offers free places for all 3 and 4 year olds via the local authority Early Years Grant Funding.

Children are entitled to take up to 15 hours per week over 38 weeks of the year, these hours can be spread to cover school holidays as well as term time.

Special Educational Needs

If your child requires any additional support with any area of their development, or your child's key worker has observed an area where your child will require extra support for example: speech and language, this will be dealt with in a sensitive manner and you will have regular meetings on this. There is a Special Educational Needs Co-Ordinator (SENCO) based within the setting who can provide the best care and support for you and your child.

Upon receipt of your permission, extra support from outside agencies will be sought for example: Health Visitor, Speech Therapist etc and a plan will be devised that will consist of targets made by these professionals, nursery manager, key worker as well as yourselves. These targets can come in the form of: Individual Play Plans (IPP) Individual Education Plans (IEP) and Individual Behaviour Plans (IBP).

Holiday Play Scheme

Our Holiday play scheme is for children aged 4 to 12 years and runs through all school holiday's such as:

- February half-term
- Easter holidays
- Whitson half-term (May)
- Summer play scheme
- October

Our themed and varied activities including a range of physical and educational activities.

We offer your children, breakfast and tea throughout their stay with us. We endeavour to provide healthy snacks, which change on a daily basis. We also provide a nutritious cooked meal on a daily basis, but we may ask that on some organised trip days your child is to bring a packed lunch with them. A guideline menu can be issued upon request.

In line with Ofsted guidelines, a key worker is assigned to each group on a 1:8 ratio, this will ensure that the children feel secure in their environment and have the necessary support.



Preparing your child for Nursery

We want you and your child to develop familiarity with their new surroundings and start building relations with their key worker as soon as possible. We therefore encourage your child to attend 'warm-up' sessions to prepare them for their new routine. Our sessions run in the weeks prior to your child starting and we suggest a minimum of two 2 hour sessions.

What you need to bring for your child when they start

- Formula milk for your baby (already made up in the bottles) and clearly labelled.
- We do allow for you to bring in your baby's own food (jar or homemade)
- Nappies (at least 4 per day or a pack that can be kept at nursery)
- Baby wipes or cotton wool, barrier cream.
- At least 2 sets of spare clothes (clearly labelled with your child's name)
- Wellington boots, warm coat, stringed gloves and hat (no scarves please)
- Sun hat, sun cream (high factor).
- Suitable bag to hold spare clothes (no plastic bags please)
- Tooth brush and tooth paste (age appropriate please)



Fees and Payments

Nursery - from birth to 5 years

Full Time (5 days per week)	Extra Hour
£195	£7.00
Mornings (8.00am- 12.45pm)	Late Pick up(5.30pm-6.00pm)
£23.00	£2.50
Afternoons (8.00am-5.30pm)	Early Drop off(7.30am-8.00am)
£23.00	£2.50
Full Day (8.00am -5.30pm)	Hot Lunch
£42.00	£3.00

- Fees payable monthly in advance
- Discount for siblings 15%
- Bank holidays charged at normal rate
- Normal charges apply if child is sick
- Charges also apply for parent's occasional days off and holiday
- One calendar month written notice of leaving is required
- £50 deposit is required to hold a nursery place, (this is non-refundable if place is not taken up). This will be refunded from the first month's fees.

Holiday Play Scheme - aged 4 to 12 years

Per day	£25 including lunch
Trip Day	£30 (a trip takes place at least once a week)
Full Week	£110 plus £5 for trip day