

Welcome
to



Big Ted's
Nursery
Prospectus

Big Ted's Nursery
Sompting Village Primary School
White Styles Road
Sompting
BN15 0BU
01903 605732/07879625188

I would like to take this opportunity of welcoming you and introduce you to our prospectus, giving information about how Big Ted's Nursery functions,

Sompting Pre-school opened in February 1996 and changed its name to Big Ted's in 2002. It is located in the heart of Sompting village, in the local primary school.

Since opening we have gained a reputation for providing an excellent service in a friendly and stimulating environment. The reputation was borne out by our Ofsted inspection and the fact that our waiting list is healthy and receiving positive comments from parents.

Parents/carers are welcome in the Nursery, and look forward to working with you, exchanging ideas, giving support to provide the best possible care and education for your child/children. We see parents as children's first educators and therefore feel it very important to work closely with parents by providing opportunity for regular discussions having a key worker system which helps parents and staff build a good working relationship, which can only have a beneficial effect on your child's time at nursery.

We hope the information that follows is of assistance and if you have any questions, please do not hesitate to contact us.

Christine Woolven and Maureen Town

Nursery Managers

Mission Statement

We are dedicated to provide an environment in which children feel happy and secure, encouraging a positive attitude towards learning, where each person is respected and treated as an individual.

Aims

- To help children to become successful learners and confident individual.
- To work in partnership with parents to the individual needs of their child
- To provide an environment enabling each child to develop as an individual.
- To use children's own experience and interest as a foundation for their learning
- To develop children's learning through on going observations and assessments.
- On going staff development and training.
- Work with other professionals and agencies within the community

General Information

Big Ted's Nursery is held at Sompting Village Primary School, White Styles Road Sompting.

Telephone numbers:- Mrs C Woolven 07879625188.

We meet Monday to Friday 8.45 am – 3.15, providing places for up to 25 children.

We welcome children from the ages of 2 – 4yrs

Fire Drills

At Big Ted's Nursery we hold at least one fire drill each half term, this encourages the children to line up and leave the building as quickly as possible to a place of safety. Should we have a fire your child will be escorted to Sompting Village Primary School. There you will be notified and asked to collect your child.

Nursery Routine

8.45 – 9.20 Self registration and settling

9.20 – 11.20 Free play

During this time the hall is set out into key areas/workshops these being

- Investigation and Problem Solving
- Construction
- Arts & Crafts
- Role play
- Book/quiet area
- Graphics

Children are encouraged to self select activities. Some activities are adult led, giving staff opportunity to build on each child's individual experiences, taking into consideration a child's interests.

Snack

Children have snack in small groups, encouraging social development and independence. Children are encouraged to help and support others, when needed.

Storytime

During free play children are encouraged to join their keyworker group for a story and engage in daily conversation.

11.20 – 11.30 Tidy up time

Staff encourage children's self help skills, giving children responsibility for equipment and each other

11.30 – 12.00 Physical play/singing and wash hands in preparation for home time or lunch time

Children join in physical activities such as parachute and ring games. These are carried out in one large group or smaller key person groups depending on the physical activity chosen for that day. This gives opportunity for the whole group to come together and join in singing or games.

12.00 – 12.30 Lunchtime for those staying, home time for others

Parents provide a lunch box and drink, we ask that children do not have sweets in their lunch box as we encourage healthy eating. Lunch is a relaxed sociable time for the children, with staff encouraging independence.

Afternoon session mirrors morning session.

Starting Nursery

For some children starting nursery can be a very difficult and challenging time. First they have to come to terms with leaving you and secondly they are faced with a whole new environment full of other adults and children.

A little preparation can make this transition easier. We encourage parents/carers to visit our nursery once or twice before your child starts. To talk to your child positively about nursery, what they may do at nursery, friends they may make.

What if my child is not settling

Some children find it more difficult than others to settle, this can be a very difficult time for both child and parent/carer. If you have any concerns please speak to a member of staff, as we can work out the best way forward for your child. Each child is different for some it maybe that a parent needs to stay with them until they are settled, for others this does not work and find that children settle quicker when left.

What should my child wear to nursery

We ask parents to dress their child in clothing and shoes that are comfortable/safe for all types of play and that help children to use the toilets independently. Whilst we provide aprons for painting, we would suggest that new or special clothing are not worn, as accidents do happen. We regularly go outside to play and therefore ask if coats/rain coats could be provided on cold days.

Parents Consultations

We invite parents into nursery twice during the school year to have opportunity to discuss their child's progress at nursery. Parents are welcome to discuss their child's progress and any issues they may have with their child's key person at anytime.

Jewellery

We ask that children do not come to nursery wearing jewellery, as this can be a safety issue and have had disappointed children in the past when jewellery has gone missing.

Illness

If your child becomes ill whilst at nursery we will contact, it is therefore important that all numbers on the registration form are up to date. If your child is unwell and will therefore not be able to attend nursery, please contact the nursery to let us know. Children that have been experiencing sickness or diarrhoea should return to nursery 48 hours after the last bout, this helps to stop the spread of the virus and ensures that your child is feeling well enough to return.

Fees

Fees are due on Monday of each week, alternatively payment can be made in advance by cheque, we only accept cheques if payment is in advance. In order to ensure your child's place, fees need to be paid on time.

The Curriculum

At Big Ted's Nursery we plan our curriculum using the curriculum "Guidance for the Foundation Stage" set by the QCA(Qualifications and Curriculum Authority) and the DFEE(Department for education and employment)

Under the Early Years Foundation Stage there six areas of learning, these are as follows:

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

We use these six areas to plan our learning environment, activities and experiences, working with a child's interests ensures that their learning is meaningful to them and enjoyable, as well as using them to provide a framework of our curriculum.

This does not mean that your child's learning is divided up into areas, as one experience may provide your child with opportunities to develop a number of competencies, skills and concepts across several areas of learning.

The six areas of learning are explained more fully over the following pages:-

Personal Social Emotional Development

Personal, social and emotional development focuses on that children are confident, show appropriate self respect and are able to establish effective relationships with other children and with adults. They work as part of a group and independently, are able to concentrate and persevere in their learning and to seek help where needed. They are eager to explore new learning and show ability to initiate and to solve simple practical problems. They demonstrate independence in selecting an activity or resources and in dressing and personal hygiene.

Children are sensitive to the needs and feelings of others and show respect for people of other cultures and beliefs. They take turns and share fairly. They express their feelings and behave in appropriate ways, developing an understanding of what is right, what is wrong and why. They treat living things properly and their environment with care and concern. They respond to relevant cultural and religious events and show a range of feelings, such as wonder, joy or sorrow, in response to their experiences of the world.

Below is a list of some activities that covers this area of learning:-

Home Corner – Pretend play, imaginative play, role play.

Group time – Sitting in small groups with an adult participating in various activities.

Milk time – Sitting together for various snacks with a drink of milk.

Story time – group activity

Singing time – Singing, poetry, circle games.

Problem Solving, Reasoning and Numeracy

Mathematical development depends on the child becoming confident and competent in learning and using key skills. This area of learning includes counting, sorting, matching, seeking pattern, making connections, recognising relationships and working with numbers, shapes, space and measures.

Below is a list of equipment that covers this area of learning:-

Variety of board games.

Measuring scales.

Linking elephants.

Construction sets small and large.

Puzzles.

Cooking.

Songs and poems.

Home corner.

Printing.

Communication, Language and Literacy

We aim to teach the children to recognise and write their own names, learn that letters make sounds and that letters form words, to understand that books are read from left to right and from top to bottom. Children have the opportunity to create their own books using pictures, drawings and words based on a theme.

This area of learning also includes listening and speaking in different situations, therefore we encourage the children to listen to what is being said to them and give them plenty of opportunity to speak to both their peers and adults.

Below is a list of equipment that covers this area of learning:-

Book corner.

Writing table.

Cassette player.

Magnetic letters.

Craft work.

Music and movement.

Musical instruments.

Playdough.

Good morning and Snack time.

Song and poetry time.

Creative Development

Creative development covers many activities around the nursery, this area focus's on the development of children's imagination and creativity and their ability to explore, express and share ideas and feelings through different forms of communication.

Below is a list of equipment that covers this area of learning:-

Craft activities.

Clay.

Playdough.

Sand and water.

Music and movement.

Home corner.

Board games.

Musical instruments.

Knowledge and Understanding of the World

Knowledge and understanding of the world focus's on children's developing knowledge and understanding of their environment, people around us and features of the natural and man made world, which build to a foundation for scientific, technological, historical and geographical learning.

Below is a list of equipment that covers this area of learning:-

Small world – dolls house, cars and garages, play people.

Dolls – from various countries.

Dressing up clothes.

Book corner.

Puzzles.

Home Corner.

Science activities – magnets, magnifying glasses, using technological equipment such as camera, computer and cassette player.

Planting seeds.

Outings.

Physical Development

Physical development focus's on developing physical control, mobility, awareness of space and manipulative skills, both indoors and outdoors and includes developing a positive healthy attitude for an active way of life.

Below is a list of equipment that covers this area of learning

Climbing frame and slide.
Tunnel.
Trampoline.
Bean bags and balls.
Various bikes and sit and ride toys.
See saw.
Pushchairs and prams.
Sand and water play.
Circle and action songs.
Music and movement.
Construction sets – large and small.
Wooden bricks.
Playdough and other malleable materials.
Tidying up.
Threading.
Scissors.
Colouring, painting and sticking activities.

Staff Information

Mrs Christine Woolven- Manager

NVQ level 4 Early Years Care and Education
NVQ level 3 Early years Care and Education
First Aid in the pre-school setting
Child Protection- designated person
Early Years Foundation Stage Training
NVQ 2 Team Leading
Working towards foundation degree in child care and education

Mrs Maureen Town- Manager

NVQ level 4 Early Years Care and Education
NVQ level 3 Early years Care and Education
First Aid in the pre-school setting
Food and Hygiene
Health & Safety
Child Protection-designated person
Early Years Foundation Stage Training
Foundation degree in child care and education

Miss Kirsty Tucknott

NVQ 3 Level Early Years Care and Education
Sign along

Mrs Helen Pain

NNEB in Nursery Nursing
First Aid
Child protection
Sign along

Zoe Greenwood

NNEB in Nursery Nursing
Child Protection

Lisa Town

level 2 diploma in Early years care and education
Fist aid

Michelle Beech

Level 3 Early years care and education

Director for Education and the Arts
Robert Back

Early Years and Childcare Unit
St John's House, Springfield Road
Horsham, West Sussex
RH12 2PJ



Pupil Services Division

Telephone: (01403) 320346
Fax: (01403) 320355

Dear Parent/Guardian

Information for parents placing their children in registered childcare provision
in West Sussex

Child Protection Procedures

As you may know the valuable services offered by providers of registered childcare for children under the age of eight years are subject to regulation by OFSTED. The purpose of regulation is to protect children, to provide reassurance to people who are arranging for their children to be looked after and to ensure that services meet specified National Standards.

OFSTED's Childcare Inspectors will carry out regular inspections. Providers are required to report any suspicions they may have that the child has suffered, is suffering or is at risk of suffering significant harm, to the Help Desk (Child Care) in the Social and Caring Services Locality Office. Social work staff, in accordance with the West Sussex Area Child Protection Committee's Procedures will take any action that is required.

If this does occur it can be very distressing for parents. It is important to remember that the guiding principles of these procedures state firstly that "the welfare of the child is paramount", and that "parents will be afforded the right to honesty, full information as appropriate and the opportunity to express their views and challenge actions."

We have asked providers to bring this matter routinely to the notice of all parents so that you are fully aware of the procedure they will follow in these circumstances.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Helen Bailly', on a light blue background.

Helen Bailly
Senior Development Co-ordinator



INVESTOR IN PEOPLE

www.westsussex.gov.uk

If a direct line number has been quoted and is unobtainable, telephone Chichester (01243) 520800 for assistance.