



Our Prospectus

"Children are safe and secure in this welcoming nursery environment. Caring and nurturing staff put children at the centre of all they do"

"Children are confident, well settled and have high levels of self-esteem"

Call us: 01380 859389

Email: busykidsbromham@outlook.com

Website: www.busykidsbromham.co.uk

Visit us: Busy Kids Bromham, The Leaze, Chippenham SN15 2EY

Registered charity Number:1023829

About Busy Kids

Busy Kids is a true village pre-school, so you can be sure that your child develops in a warm and friendly environment. It grew out of the old "Bromham Pre-School" and came about thanks to the hard work of local people.

At Busy Kids we encourage children to be individual, creative, confident and independent. We support children to explore learning opportunities with a blend of child-initiated play and adult directed activities.

We explore real objects, natural and human-made and provide open ended resources based on the way in which we know our children learn as individuals.

We operate a year round, free flow, inside to outside environment, allowing children to appreciate the changing seasons without hindrance. Outdoor spaces act as outdoor classrooms encouraging independent, naturally occurring learning, according to the child's interests.

Our spacious outdoor area provides quiet nooks, reflection areas and sensory experiences, including natural materials, sand, water, mud kitchen, woodland area, bug hotel and beautiful rural surroundings.

We ensure that all children and families from our community feel happy and welcomed within our nursery. We provide appropriate support to ensure every child is included and able to access learning experiences and opportunities. Children are given time to become familiar with their new surroundings, at their own pace and with support from their Key Person.

The Key Person has an important role to play in supporting their Key Child and for building positive relationships with the parents/carers, to facilitate a good understanding of individual needs. Settling in sessions are flexible and accommodating, according to individual needs.

We work hard to develop partnerships with parents/carers, the community and St Nicholas School.

Where to Find Us

Busy Kids is in the heart of the rural village of Bromham within St Nicholas School Grounds.

Bromham is located between Melksham, Calne, Chippenham and Devizes.

The management of our setting

Our setting is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

- Managing our finances
- Employing and managing our staff
- Making sure that we have, and work to, policies that help us to provide a high quality service
- Making sure that we work in partnership with parents

The Annual General Meeting is open to the parents of all of the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plans. The committee is elected annually, so please think about joining us as your views are valued. We depend on the good will of parents and their involvement to keep Busy Kids going.

Busy Kids is a registered charity and a member of the Pre-School Learning Alliance (PLA). Busy Kids has adopted the PLA constitution.

Our ethos

Our ethos is based on capturing the children's imagination through play whilst developing the whole child, working within the Early Years Foundation Stage (EYFS) curriculum.

The below descriptions are taken from Birth to 5 Matters.

The Characteristics of Effective Learning describe behaviours children use in order to learn. To learn well, children must approach opportunities with curiosity, energy and enthusiasm. Effective learning must be meaningful to a child, so that they are able to use what they have learned and apply it in new situations. These abilities and attitudes of strong learners will support them to learn well and make good progress in all the Areas of Learning and Development.

Characteristics of Effective Learning

Playing and Exploring

Engagement – finding out and exploring – playing with what they know – being willing to have a go

Active Learning

Motivation – being involved and concentrating – keep trying – enjoying achieving what they set out to do.

Creative and Critical Thinking

Thinking – having their own ideas – making Links – working with ideas

The Areas of Learning and Development affect each other. For example, developing Communication and Language will support children to understand and explain mathematical ideas. Developing Physical skills will allow children to be more active explorers and so enhance their progress in Understanding the World. The more concepts they develop within Understanding the World, the more they will be able to relate to what they find in books and so support their development in Literacy.

The Areas of Learning and Development are composed of **Prime and Specific Areas**. Between the ages of 2 – 3 our main focus will be the:

Prime Areas – Personal, Social and Emotional Development, Physical Development and Communication and Language

When your child becomes 3 there will be added focus on the:

Specific Areas – Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Our Spaces

Our Butterfly room is our area for children aged two, three and four years and above.

The children have access to a wide range of child initiated and adult led activities and are encouraged to access all the resources within the environment independently.

Our outdoor Space

At Busy Kids, we are lucky to have our very own outdoor garden, which we operate, using a free flow system. This is where the door is open and the children can freely use the outdoor space when they choose. It is equipped with a selection of resources ranging from scooters and bikes to wooden

blocks, water trays, tuff trays, a construction area and a mud kitchen that the children are able to use as they wish too.

During the course of the day, the children have access to the school field and the other school grounds. At Busy Kids, we try to take the children to visit the local area as much as we can, including visits to the church and park in the village.

Our Staff team

Nursery Manger: Lynne Cooper

Room Manager: Debbie Smith

Senco: Annie Sheppard

They are supported by a number of Early Years Practitioners and Nursery Assistants.

Working together for your children

Our ratio for the two-year-old children is one adult practitioner to four children.

The ratio for children who are aged 3 and above is one adult practitioner to eight children.

We exceed the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. 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 activities we provide
- allow the children to explore and be adventurous in safety

Learning opportunities for adults

As well as enhancing their childcare qualifications, our staff take part in further training to help them to keep up-to date with early years care and education. We also keep up to-date with best practice, as a member of the Early Years Alliance, through Under 5 magazine and other publications produced by the Alliance. The current copy of Under 5 is available for you to read. From time to time, we hold learning events for parents. These usually look at how adults can help children to learn and develop in their early years.

Key person and your child

Our setting uses a key person approach. 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 the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, s/he will help your child to settle and throughout your child's time at the setting, s/he will help your child to benefit from our activities.

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their child. All our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- Contributing to the progress check at age two;
- Helping at sessions of the setting;
- Sharing their own special interests with the children;
- Helping to provide and look after the equipment and materials used in the children's play activities;
- Being part of the management of the setting where appropriate;
- Taking part in events and informal discussions about the activities and curriculum provided by the setting;
- Joining in community activities, in which the setting takes part
- Building friendships with other parents in the setting.

Our Sessions and Fees

We provide care and education for children from 2 – 11 years old.

Open Monday – Friday 8am-5pm for 50 weeks of the year.

We are closed over Christmas and on bank holidays.

We are also closed for training days in line with St Nicholas school and parents will be notified of these at the beginning of each school year.

Breakfast Club: 8am – 8.45am

AM Session: 8.45am – 12pm

PM 1 Session 12pm – 3.15 pm

PM 2 Session /After School Club 3.15 – 5pm

Hourly rate:

2 year old: £7.48

3 and 4 year olds: £7.04

Sessions	Toddlers (2 year olds)	Pre school (3 – 4 year olds)	School Children
Breakfast Club	£5.30	£5.30	£5.30
AM Session	£24.31	£22.88	N/A
PM 1 Session	£24.31	£22.88	N/A
PM 2 Session/ Afterschool club	£13.09	£12.32	£10.55

- A £50 deposit is required to secure your place
- 10% sibling discount for the eldest child in the family
- Children must attend a minimum of 2 sessions per week

Fees are payable a month in advance and invoices are sent out by the 5th of each month and must be paid by 15th. If fees are not paid on time you will be subject to a late payment fee off £10.

A four week notice period is required on withdrawing your child.

Please speak to the nursery if you are having any problems with paying your bill.

Government funded 15 hours

All children in England aged two, three and four are eligible for 15 hours funded childcare. If your child is two, three or four years old, you get 15 hours free childcare or early education per week for 38 weeks of the year (during term time). This comes to a total of 570 hours over a 12-month period.

Full use of the +15 funded hours is available at the nursery. Your chosen sessions must include a Monday or Friday.

An additional 15 hours free childcare per week is available for three and four yearolds to working parents and guardians.

Government-funded hours are limited to 0845-1515.

Applying

Parents must apply online to receive the code. Parents need to supply nursery with:

- Birth certificate for the child
- National insurance number
- Code they have been given

Parents must reapply for the activation code every three months and provide the nursery with this code to claim the +15 hours.

As the funding covers education only, a consumables fee will be charged £2.50 per morning session and £2.50 per afternoon session when claiming funded hours.

(*Consumables includes things like snacks, sun cream, wipes, nappies, gloves, aprons etc. This is not a complete list)

More information: www.childcarechoices.gov.uk

For those receiving 30 hours funding, you can spread your funded hours over the full 50 weeks of the year; Please speak to the manager if you wish to arrange this.

Parent information

Snacks and meals

Snacks and meals a social time at which children eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food.

We offer a range of cereals, toast and fruit to children attending breakfast club and a high tea at approx. 4.30pm to those attending after school club.

Parents are able to provide a healthy packed lunch or order a hot lunch provided by Lataca.

Please tell us about your child's dietary needs and we will plan accordingly.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available by request from the office, or on our website.

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

Our staff and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- Accurate and, where necessary, kept up to date.

- Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Drop off and collection

We do not have our own car park. However, we are lucky to have several car parks within close walking distance. We ask our parents not to park within St Nicholas Schools carpark or drive up to the nursery through the lane during school hours. This is in the best interest of the children and to ensure their safety is maintained. The main door to the building is always closed with a safety feature that requires a fob to get into the building. Only staff at Busy Kids will answer the door this is to ensure that the children are kept safe and so we are aware of who is in our building.

Children are to be dropped off and collected from our reception area by a person who we are informed of. If your child is due to be dropped off or collected by someone different we ask to be informed first and for the person to have the correct password.

Child Protection

Our first concern will always be the welfare of your child. As a day care provider, we will try at all times to share with you any concerns we may have with you. However, we do have a duty to seek advice or share our concerns with Local Authority / MASH (Multi Agency Safeguarding Hub) to seek advice or send referrals to best support your family. Further information on our child protection actions please see our safeguarding and child protection policy.

Designated Safeguarding Lead – Lynne Cooper

Deputy Designated Safeguarding Lead – Debbie Smith

Special Educational Needs

We are experienced in working closely with a range of different health and educational needs, professionals and outside agencies. If you would like to discuss Busy Kids ability to meet your own child's needs, please talk to the

Special Educational Needs co-ordinator, or your child's key person. We have a full Inclusion (Special Educational Needs) policy.

The first days

It is important for parents/carers and staff to work together to help your child feel confident and secure in the group. This can take a little longer for some children than others. Do not feel worried if your child takes a while to settle.

You are welcome to stay for 3 x 1 hour sessions for your child to be settled.

Illness

Children who are ill will not be allowed to attend Busy Kids. If they are ill at Busy Kids, they must be picked up immediately. You are asked to keep your child at home if they have any infection, virus or other transmittable illness, and to inform the nursery as to the nature of the ailment so that we are able to alert other parent/carers if appropriate.

If your child is unwell please telephone, or e-mail us to let us know that they will not be attending. You will still be charged if your child does not attend in accordance with our fee structure.

Please do not bring your child to nursery if they have diarrhoea or vomiting. They can return when the last episode was more than 48hrs previously.

Complaints and Compliments

Do let us know if there are things you think we are doing well. You can request our Complaints Policy if there are any matters you want to take up with us.