



# PROSPECTUS

Bear Hugs Nursery is located in Addlestone Methodist Church Hall, 71 Station Road, Addlestone. Our accommodation has the provision for one main class offering an educationally structured programme of activities for pre-school children aged from 2 - 5 years.

Bear Hugs Nursery operates during school term times offering a variety of sessions Monday to Thursday:

Morning session:	9.15am - 12.15pm
Optional lunch club:	12.15pm - 1.15pm
Afternoon session:	12.15pm - 3.15pm including lunch club
All day:	9.15am - 3.15pm including lunch club

Our class is extensively equipped with educational toys, games, books and physical play equipment. We use a wide variety of craft resources and indulge in a lot of 'messy play'. We have a good range of physical play equipment which is used in the class and outside in our secure garden. The children have the opportunity to free-flow between the indoor and outdoor classroom and benefit from our wider range of resources.

## Our Aims

We are committed to enhancing the development and education of children under the statutory school age in a safe, secure and stimulating environment. We work within a framework which ensures equality of opportunity for all children and their family.

We offer every child in our setting a specially tailored curriculum within the Early Years Foundation Stage educational guidelines. This enables children to progress towards the early learning goals and prepares them for the National Curriculum, which begins at Year 1 in primary school. We are registered with and inspected by OFSTED for our care standards and nursery education. At Bear Hugs Nursery we are able to provide individual care and attention because of our high ratio of adults to children. Our children are encouraged to learn through play and experience fun and friendship with their peers and the staff.

We operate a key person system which gives each member of staff particular responsibility for a group of children. The key person is in a position to tailor the curriculum to the unique needs of each child. Every child has a personal portfolio that has photographs and observations of their learning, achievements and details of their developmental progress. We work in partnership with parents to ensure that all children are supported in reaching their full potential.

## The Nursery Staff

All staff undergo rigorous vetting and embark on suitable childcare training courses if not already qualified. Staff access training courses during the year to extend their knowledge. All staff are registered with the Disclosure and Barring Service. All permanent staff hold a Paediatric First Aid qualification.

Ratios of staff to children requirements are:

1 staff member to 8 children - for 3 to 5 years

1 staff member to 4 children - for 2 years

**We operate a higher staff to child ratio to ensure our care is outstanding.**

## The Nursery Day

At Bear Hugs Nursery children use purposeful play as a means of discovering and exploring the world around them. Children are encouraged to work things out for themselves and to seek help when needed. They learn to take turns, share fairly and co-operate with others. We aim to foster a sense of security and confidence whilst enabling each child to develop and progress without pressure at their own pace.

In the class we provide play opportunities based around our weekly topics. This includes group games and discussions, music and movement, singing and listening to stories in small groups, a book corner, art and craft, introduction to using one-handed tools, sand and water play, painting, role-play, dressing up, imaginary play, large play equipment, PE and experience of malleable resources. The children have access to a healthy snack and drink during the session. We also welcome visitors, such as the Dentist to show the children how to maintain dental hygiene, the Fire Service where children can climb into their fire engine and parents to share their knowledge of different cultures.

## Our Curriculum

Here at Bear Hugs Nursery we follow the Early Years Foundation Stage curriculum commonly referred to as the EYFS. The EYFS contains three prime areas of learning and four further specific areas of learning.

The prime areas of learning are:

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

The specific areas of learning are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts

## **Personal, Social and Emotional Development**

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. Children are encouraged to play co-operatively, take turns, develop an understanding and respect of their peers differences and similarities, and to form positive relationships with adults and peers. The children are encouraged to try new activities and to ask for help when needed. Through stimulating activities children are able to learn to manage their own behaviour, respect others and work as part of a group.

## **Communication and Language**

The children are encouraged to listen attentively in a range of situations. This may be through stories, songs, rhymes or instructions. This encourages them to anticipate key events, respond to what they hear, extend their vocabulary with comments, questions and actions. This develops the child's ability to express themselves effectively and show awareness of what others say.

## **Physical Development**

A range of equipment both indoors and outdoors allows the children to develop good co-ordination in both large and small movements. They will gain confidence in being able to move in a variety of ways and use large equipment for climbing, jumping and sliding. They will learn how to use tools effectively and safely. We support the importance of good health, physical exercise and a healthy diet.

## **Literacy**

The nursery has a language rich environment through child-height noticeboards and resources boxes that have both pictures and words. The children are helped to understand that written symbols carry meaning through matching language to the words and images. We have a well-stocked book corner which gives children the opportunity to become familiar with books and how to handle them. We also operate a library system, which allows every child to choose a book to take home and read with their parents/carer every week or as often as they choose.

Each day there is some form of mark making as an activity which ranges from using pens, pencils, chinks, paints, crayons or mark making in flour, sand, rice, play dough, etc. This enables the children to draw and write symbols and ascribe meanings to the marks they make.

## **Mathematics**

By means of adult supported activities the children become familiar with sorting, matching, ordering, sequencing and counting, which form the basis of early mathematics. Through songs, games, and books they will develop mathematical understanding and be able to use everyday language to talk about

size, shape, position and numbers and, when ready, to solve simple problems, including halving, doubling and sharing.

### **Understanding of the World**

Children are assisted in exploring and understanding the features of their own immediate environment and how environments might vary from one another. They make observations of plants and animals and talk about changes which may occur. They learn about similarities and difference between themselves and others including families, communities and traditions.

Children are encouraged to select and use a range of technology for a particular purpose and extend their knowledge of how to use technology.

### **Expressive Arts and Design**

Children explore media and materials in a variety of ways. They sing songs, dance and make music with musical instruments. They safely use and explore materials, tools and techniques which encourage experimenting with design, colour, texture, function and form.

They learn about being imaginative representing their own ideas thoughts and feelings through design, role play, art, music and stories.

### **Parents as Partners**

We believe it is essential to work in partnership with parents and we value the knowledge they have of their children. Questions and suggestions are always welcome and parents are invited to complete parent involvement and feedback forms on a regular basis. Parents have the opportunity to share with the children their own cultural differences and similarities. We also feel it is important for parents to talk encouragingly to their children about the nursery day. Supporting children's learning in this way can have a lasting effect on their achievements.

Our Manager and key persons are always happy to speak to any parents who have concerns or queries about their child or the nursery. All information concerning children at Bear Hugs Nursery is confidential and treated as such by all staff. We value constructive criticism and operate a concise complaints procedure, details of which can be found on the noticeboards and in the policy document file.

### **Discipline**

We do not use or condone any form of physical punishment. On rare occasions it may be necessary to restrain a child to prevent personal injury to him or her, or

others. If we encounter persistent unacceptable behaviour we endeavour to establish the root of the problem and discuss the situation with the parent, to find a mutually acceptable solution.

### **Equal Opportunities and Special Educational Needs**

Bear Hugs Nursery is committed to treat each child and member of staff as a valuable individual. We recognise and respect every race, culture and religion.

The Special Educational Needs Co-ordinator (SENCO) works closely with children, parents and outside agencies to support any child requiring additional support.

### **Policies**

Our policy statements are designed to provide clarity of our procedures on how we endeavour to offer the best possible experience for everyone at Bear Hugs Nursery. Our policies are reviewed annually and comments or suggestions from parents are always welcome. Our policies are available to parents at every nursery session.

### **Fees**

Fees are payable, within two weeks of each new term. Failure to make the payment will result in the loss of the child's placement. Our fees are £7 per hour. A term's notice is required for children leaving to attend a different nursery.

### **Free Early years Entitlement for Two year olds (FEET)**

Where families meet the means tested criteria, the nursery offers 15 hours free education to two year olds, which commences the term after the child's second birthday.

### **Early Years Free Entitlement**

This is available to all families in Surrey commencing the term after the child's third birthday. Every child is entitled to free part time nursery education of up to and including 15 hours per week for 38 weeks of a year. This entitlement can be claimed in more than one setting for up to and including 15 hours per week.

### **30 hours Free Entitlement**

Up to 24 hours of free funding is available to children the term after they turn 3 years, when their parent/carers meet the government working/wage requirement, subject to availability.

## Starting at Bear Hugs Nursery

We want nursery to be a positive, happy experience for every child that comes to us. A child who is tense and unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child feel confident and secure at nursery. Parent/carers and their child are encouraged to visit the nursery prior to starting at Bear Hugs Nursery. As settling at nursery is unique to each child, we ask that parents try not to worry if this takes a while.

We accept children who are not potty trained and we have the facilities to change nappies. We do ask that spare nappies, nappy sacs, wet wipes and nappy cream is available in the child's bag with a change of clean clothing. All children have access to a toilet at all times and will be accompanied by an adult where necessary. The child's key person will liaise closely with parents when children are toilet training, by sharing our toilet training guidelines and ensuring that the same procedure used at home is mirrored at the nursery to prevent confusion to the child.

Your child must be accompanied to and from each nursery session by an adult. We will only release a child to a nominated person, notification of which is required in advance and we operate a password system to ensure the safety of each child.

The only point of entry to the nursery is via the main hall double doors. No access can be obtained by other doors. A snack time is provided for the children, focussing on healthy eating. If your child has particular dietary needs, we ask that this information be provided prior to the start date. All children are required to bring a lidded spill-proof plastic container with drinking water with them every day so that they can have a drink at any time. Please ensure it is clearly labelled with their name.

We ask that all children come to nursery with outdoor wear, shoes or boots and change into velcroed (not laced) plimsolls or trainers on entering the building.

All parents are asked to complete a health form and information sheet giving all relevant information about their child and produce their child's birth certificate. You have the option of giving your permission to take photographs of your child for inclusion in their portfolios of work, internal noticeboards and the nursery website.

If your child is unwell, please do not send them to nursery. All infections, such as vomiting, diarrhoea, impetigo, etc. must have finished for 48 hours before returning to nursery to prevent the risk of spreading infection. It is advisable

not to send your child to nursery when they are receiving a course of antibiotics. A call/text to inform the nursery of your child's absence and condition should be made within 30 minutes of the start of your child's session.

Bear Hugs Nursery is owned and managed by Fiona Fox. Our very enthusiastic and experienced team are all dedicated to providing a warm and happy environment at Bear Hugs Nursery. For more information or to make an appointment to visit, please call Fiona on 07849 657290 or email [bearhugsnursery@btinternet.com](mailto:bearhugsnursery@btinternet.com) between 9.15am to 3.15pm, Monday to Thursday. We look forward to having the opportunity of meeting you and showing you around Bear Hugs Nursery.