



Welcome to First Steps Private Day Nursery.

Our friendly staff are qualified Nursery Nurses who have been trained in the care and education of children from birth to five years.

The buildings were designed and built purposely to be a Nursery and each have four bright spacious rooms.

We hope the following prospectus gives you interesting and informative details on what “First Steps” can offer – we are situated on Newmarket Street, adjoining Shortbank Road and also on Broughton Road.

We are open Monday to Friday 7.30a.m. to 6.00p.m. 51 weeks a year.

You are welcome to visit either Nursery and see for yourself what we offer and the high standard of childcare facilities we provide.

If you have any questions after reading this please do not hesitate to contact us:-

First Steps Private Day Nursery,

Newmarket Street,
Skipton,
North Yorkshire,
BD23 2JP.
Telephone (01756) 799339

49 Broughton Road,
Skipton,
North Yorkshire,
BD23 1TE
Telephone (01756) 700956

AIMS OF THE NURSERY

The early years are vitally important for your child, which is why we provide professional childcare and pre-school education activities of the highest quality under the supervision of a qualified Manager and Nursery Nurses.

It is our aim to provide your child with a happy, stimulating, learning environment with an emphasis of fun. There is a parents file in the hallway for you to look at and read at anytime, this contains all our policies and procedures.

ABOUT THE NURSERIES

The Nurseries have four separate rooms

Baby unit has two rooms:

(one for the babies and one for the toddlers - when they are walking)

A room for the two to three years of age

A room for the three years to school entry

The playgrounds are spacious with excellent outdoor facilities including bikes, cars and floor paintings. These have been recently refurbished to provide log walks, percussion panels and sand pits which we can use in all weathers.

The Nursery is locked at all times with a “Security Key Fob” system. Once your child starts Nursery you will be issued with a Key Fob. All other visitors/carers will be asked to use the Password Intercom System. This is to ensure a secure environment for your child while they are in our care.

As soon as your child enrolls with us at Nursery a developmental profile is started, using the Early Years Foundation Stage framework set out by OFSTED. This is available for you to view or discuss with us at any chosen time.

All our staff have First Aid Qualifications.

OFSTED NATIONAL STANDARDS

Under these standards the registered person of our Nurseries must ensure all the staff are aware of possible symptoms of children at risk and their responsibility is to report concerns according to the safeguarding procedures without delay, all these details are kept confidential.

Our baby unit provides a large spacious room for the babies. The Nursery Nurses in this room always ensure that your baby feels loved and emotionally secure, also making you, the parent, feel happy and at ease leaving your small baby.

Our qualified staff are knowledgeable on the developmental stages of your child and when dealing with the needs, moods and feelings of your baby, they are always sensitive, loving and responsive.

There is no set routine in this room, as we know each baby requires individual routines.

We provide fresh, nutritional food when weaning and feeding your child, all the food is prepared at the Nursery and made to the consistency that suits your child.

We have a designated sleep area with cots and rocking chairs.

We have a separate nappy changing room for health and hygiene reasons.

The Nursery Nurses always offer a safe, fun and learning experience for your child, giving them cuddles and introducing them to new toys and equipment specifically designed to stimulate and educate developing babies, these toys are changed twice daily.

We also offer activities that are planned for the developmental stage your baby is at, encouraging new tactile and sensory skills. This includes, baking, painting, spaghetti play and play dough.

A daily diary is kept for your child, this is for you to keep and take home. It informs you on what your child has eaten, nappy changing times, sleep times and the amount of milk they have had and at what time. It also tells you what toys and activities they have played with during the day. This diary is then discussed with you at the end of your child's day. We always like to work in partnership with you to ensure consistency of care/routine.

The second of our baby rooms is for toddlers, this room provides a spacious area for your child to continue developing and learning new experiences.

There is a separate nappy changing room for health and hygiene.

The Nursery Nurses provide a knowledgeable, calm and responsive attitude when dealing with the children in here.

There are toys and equipment to help your child develop, and to encourage interaction with others.

There is a messy area in the room where daily activities go on such as sand and water play, baking and painting. We encourage all children to participate in these activities.

There is an area with cosy cushions and blankets where your child may rest, sleep or cuddle up and listen to a story.

A daily diary is kept for you to take home and is always discussed with you before you leave at the end of the day.

We provide breakfast, mid morning and afternoon snack, a cooked lunch and afternoon tea all freshly prepared on the premises.

The two to three year olds room provides a learning environment with an emphasis on fun for your child.

They will be encouraged to participate in all the activities provided by the Nursery Nurses from one to one activities to group games, to develop the skills needed to become more independent with a positive self image and an understanding of their fellow pupils regardless of colour, creed or religion.

A large messy area in the room has on-going activities throughout the day.

Daily activities and work displayed on the walls are always based around the current topic, so you can continue this at home. This room has a book corner with cushions and mats where your child may go for a rest or quietly look at a book or listen to a story. We also have a role play area for the children to learn about the different areas of life and develop social skills and communication, role play also introduces to children new themes for imaginative play, ie the dentist.

Toilet training is achieved when we all feel your child is ready, we will always work in partnership with you.

The Nursery Nurses always work towards the requirements of the Early Years Foundation Stage (EYFS) framework and at the same time encourage good manners and social skills in a caring, calm atmosphere. Breakfast is provided as well as a mid morning and afternoon snack, a cooked hot lunch and afternoon tea.

In the pre-school room your child will have access to a whole variety of activities within work and play structured themes, alongside childrens choice.

The 'pre-school' environment that we have created will help to make the transition from Nursery to School a gentle and positive experience for both you and your child.

Your child will be cared for as an individual with their own personality, we will encourage your child to develop at their own pace, learning through fun and fascinating activities set out each day.

Various themes are adopted every few weeks throughout the year, these themes are integrated into many activities during the day and the childrens work is celebrated through your child's profile and displays of their work throughout the room.

While the majority of our activities focus around the integral part of children learning through play, we do also provide structured learning activities within their play.

The aims of the pre-school room are for all children to have a knowledge and understanding and recognition of numbers, shapes and colours and hopefully to write their own name.

At Broughton Road we have a School holiday club. We have a dedicated room which opens during all school holidays. Children will have access to older activities such as den building, kite making, flag making and sewing. We also get the children involved in sharing their ideas.

REGULATIONS

PLEASE KEEP FOR REFERENCE

Age of admittance

First Steps cares for children aged 3 months to 5 years.

We do not require children to be toilet trained. If your child is still in nappies, however, please supply enough for the week in a clearly named bag.

All clothing must be named and a change of clothing is also required.

Registration/ Leaving the Nursery

A two week deposit is required when registering your child into Nursery.

This will be returned when your child leaves the Nursery.

If you wish to leave the Nursery, two weeks notice must be given or a waiver of your deposit will be acceptable.

If you book a place with us and pay the two week deposit then cancel the place within 3 months of your child starting with us the deposit will not be returned.

Staff to Child ratios

At First Steps the following staff to child ratios always apply-

Children aged 0 to 2 years – 1 member of staff to every 3 children

Children aged 2 to 3 years – 1 member of staff to every 4 children

Children aged 3 to 5 years – 1 member of staff to every 8 children

Children School age (holiday club) – 1 member of staff to every 8 children

Hours of opening:

Full – time 7.30a.m. to 6.00p.m.

Part – time mornings 7.30a.m. to 12.30p.m.

Part – times afternoons 1.00p.m. to 6.00p.m.

If any person other than the parent of the child is collecting the child from the Nursery we must be informed. Only an adult over the age of 18 years can collect a child from nursery.

If you are late to collect your child after a session has finished a charge of £5.00 per 10 minutes will be charged to cover staffing costs.

Absence

It is important to notify the Nursery if your child is absent so please contact us as soon as possible.

Due to staffing ratios being maintained at all times fees are payable for absences.

Holidays

The Nursery is open throughout the year except for a few days around Christmas and the Bank Holidays.

You are entitled to two weeks holiday per calendar year at half price. Staff must be notified at least one week prior to holidays.

No fees are charged for the Bank Holidays or the period we are closed at Christmas.

Valuables, etc

To avoid any upset, the children must not bring jewellery, money, toys or other items to the Nursery, nor must they bring sweets or crisps.

Fees

Fees (payable by cash or cheque) can be paid weekly or monthly in advance. They are payable either on the Monday or the first day of the week of your child's attendance at Nursery.

Cheques should be made payable to First Steps Nursery.

Any returned cheques are subject to a £6.00 bank charge.

Emergency bookings will be invoiced and should be paid within the week.

We may find it necessary to charge £20 should your fees become two weeks overdue. This will be confirmed in writing.

Sickness

Any child suffering from a doubtful rash, sore throat, eye discharge, or any other illness should be kept at home. If your child suffers from sickness or diarrhoea they must stay at home for 48 hours since the last episode. Should a child develop an illness whilst at Nursery, every effort will be made to contact the parents.

The proprietor reserves the right to seek any necessary emergency medical advice or treatment and to remove a child to hospital in an emergency.

Medicines cannot be administered at the Nursery unless the parent is prepared to sign the appropriate form 'Administration of Medicines' and it must be prescribed by a medical practitioner.

Fees are payable for absence during sickness.

Safeguarding Children

First Steps Nursery is committed to ensuring the welfare and safety of all children in the setting. We follow the North Yorkshire Safeguarding Children Board procedures. The setting will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the setting will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The setting will, of course, always aim to maintain a positive relationship with all parents.

Settling – in period

We are concerned for the happiness of your child. If after a reasonable period it is clear that your child has not settled, we may suggest you enrol your child at a later date when they are more confident.

Notice to leave

If for any reason the Proprietor needs to remove your child from Nursery a two weeks notice will be given. Immediate notice will be served for non payment.

Meals at First Steps Nursery

Both Nurseries have received the Councils “Good Hygiene Award”

Our meals are prepared daily by our qualified cook, using fresh ingredients to provide a healthy balanced diet for your child while at the same time encouraging them to eat a varied diet of homemade, interesting and nutritious food.

We are happy to cater for any special dietary requirements such as allergies and food intolerances as well as vegetarians and vegans.

We will be happy to discuss any queries or dietary requirements your child may have and we are constantly reviewing our menu and we are open to any suggestions.

Sample menu;

Breakfast – Toast with a glass of milk

Snack – Fruit and Juice

Lunch – Homemade meat and potato pie with fresh vegetables, sponge and custard

Snack – Savoury cheese biscuit and drink

Afternoon tea – Assorted sandwiches, savouries and fruit

Water or juice is available throughout the day.

Table manners and acceptable eating practices will be encouraged.

Please note that our afternoon tea is only light and does not substitute the child's evening meal

FEES

Current fees are as follows;

Full-time – includes all meals and snacks

Baby £ 2-3 years £ 3-5 years £

Full days – includes all meals and snacks

Baby £ 2-3 years £ 3-5 years £

Half days – 7.30am-12.30pm - includes snack and cooked lunch.

1.00pm-6.00pm - includes snack and light tea.

Baby £ 2-3 years £ 3-5 years £

School Holiday Club (Broughton Road only)

7.30 am - 12.30 pm Includes snack and cooked lunch

1.00pm - 6.00 pm Includes snack and light tea

Half Days £15

Full Days Includes all meals and sancks £25

ENROLMENT FORM

The relationship between a child's parents and a setting is crucial to the child's well being. The welfare, safety and protection of your child are at the heart of everything we do. To enable us to make the best provision for your child we are officially required to ask for information to be provided to us. Please understand that there are sound reasons why we are required to ask these questions. We want to help your child to keep safe, it is not that we are being curious.

Thank you for your co-operation.

Nursery Attending- Newmarket Street / Broughton Road *Delete where applicable

Childs Full Name:

Any previous names and 'also known as'

Date of Birth:

Current Address:

..... Postcode:.....

Telephone Number:

Any previous addresses:

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Name and contact details of persons with whom the child normally lives with
(including employer details):

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Name and contact details of all persons with parental responsibility
(if different from above):

Emergency contact details (if different from above):

Name and contact details of your child's doctor:

Details of any persons authorised to collect the child from the setting
(if different from above):

Names and roles of any professionals who have contact with the child/family and
their contact details:

Any relevant court orders in place including those which affect any person's access
to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
Is there any information from these orders that our setting needs to be aware of
which will help us to care for your child?
.....

If the child is or has been subject to a Child Protection Plan:
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Any other factors which may impact on the safety and welfare of the child:
.....

Details of any previous settings the child has attended:

Details of any additional needs your child may have:
.....
.....

Do you wish your child to attend Nursery Full-time or Part-time:.....

If Part-time, please indicate: Morning (state time) Afternoon (state time)

Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

I give permission for staff to seek any records or evidence of any orders etc. including agreement for change of name, from a previous setting.

I wish to apply for admission of the above-named child to First Steps Nursery and I understand the full Policy and Procedure file is located in the entrance hall for us all to read at our convenience. I agree to comply with these and any other regulations which might be introduced in the future.

SignatureDate

The date I would like my child to start at First Steps Nursery is:

Is there any further information you would like to share with us which will assist us to make your child's stay with us a happy and positive time?
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Could you please tell us for our reference only - how you heard about First Steps:
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