



New Beginnings



New Beginnings Nursery
School Drive, Bromsgrove, B60 1AY
Telephone: 01527 572911

For children aged between 3 months – 5 years

Rated Good by Ofsted

HOWCOLLEGE.AC.UK
08448 802500



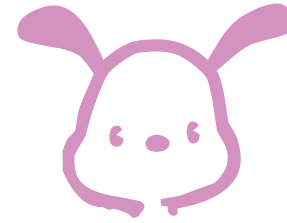
HEART OF
WORCESTERSHIRE
COLLEGE



Child centred approach with long serving trained professional staff.
Be safe in the knowledge your child will have the best care whilst you are studying, at work or just taking time for yourself

Support available towards childcare costs

Welcome to



New Beginnings

New Beginnings Nursery is a full time care facility for children aged three months up to the age of 5 years. The College nursery began in 1992 and in 2005 was relocated to the new build, purpose built nursery with a capacity of 38 places.

We offer spaces to students, staff working at the College and the general public. However priority is given to students' children. The nursery provides excellent facilities for all age groups.

The nursery is open from 8.00am to 5.30pm Monday to Thursday and 8.00am to 5.00pm Fridays.

Very occasionally the nursery is shut for staff training but you will be given adequate notice of closure dates. We are also shut for one week at Easter (bank holiday week) and two weeks at Christmas.

It is advisable that you read this book before your child starts nursery.

MANAGER
Kyrene Bowes

DEPUTY MANAGER
Sharon Sutton

Telephone Number
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Admissions Policy

Registration Numbers:

3 months to 2 years
12 children

2 years to 3 years
12 children

3 years to 5 years
14 children

Total: **38 Children**

The following criteria apply:

- If no immediate place is available for your child, your name will be placed on our waiting list.
- On signing the registration form a one off non-refundable deposit is to be paid to secure the space.
- If your child does not attend nursery for two weeks or more, without any notification, we will assume that you no longer require the place and it will be cancelled.
- Parents must keep to the stated hours. You will be charged £10.00 if your child is collected after your booked time. Please speak to the nursery manager or deputy if you need to change your time. A month's notice will be required.
- Students will be required to give a copy of their timetable to the Nursery Manager or Deputy, so contact can be made if your child falls ill.
- The nursery is open all year round with exception of two weeks at Christmas, one week at Easter and bank holidays. The nursery will also be closed for one day for whole college training. You will be given enough notice when this date is set.
- If students wish to use the facility when the College is shut to students or you are not in college, you will be charged normal session payments.

Your Child and Our Nursery

Led by fully trained staff, that have a real rapport with the children in their care, we offer a child-centred approach where children are encouraged to develop their creativity, individuality and self-confidence in secure surroundings.

Children need to feel a sense of security and belonging when they are away from their parents, and this is the key to our philosophy. We strive to ensure that all children feel happy, relaxed and safe, and encourage them to feel confident in co-operating and developing good relationships with the adults caring for them and with the other children in the group.

So what can you expect when you join us? New Beginnings Nursery offers the very finest of care and understands parents concerns when leaving their children for the first time. To make the transition easier, we offer 'settling in' periods and we give you our phone number and ask you to telephone whenever you feel the need. Parents can choose from full or half-day sessions or full-time with a discount for booking a full week. Our nursery provides a comprehensive fun packed day for children. Development is monitored and any concerns are acted upon immediately.

Facilities are organised by age group so that rooms, equipment, activities, food, rest and supervision are geared to their individual needs.

Health and safety is a priority and the premises, procedures and policies are all designed to ensure peace of mind for parents. All policies and procedures are available for parents to view at any time.

We serve breakfast to all children in nursery at 8.30am until 8.50am. A selection of toast cereals and fruit is available for your child to choose

During your child's day in nursery they have access to many resources and plenty of friends to play with. All our staff are qualified in child care, basic food and hygiene and paediatric first aid. Activities are planned to bring out the best in your child and to suit their individual needs.

The manager is responsible for the day to day running of the nursery with a team of 10 staff working here.



Our service to you

These terms and conditions govern the basis on which we agree to provide childcare services to you:

Obligations of New Beginnings Day Nursery

We will....

1. Inform you as soon as possible whether your application for a nursery place has been successful. You must confirm, within one week of receiving notification that your application has been successful, that you still wish to take up the nursery place. If you do not, the place may be withdrawn.
2. Provide the agreed childcare facilities for your child at the agreed times (subject to any days when the nursery is closed). If we change the opening hours of the nursery we will give you as much notice of our decision as possible and if necessary, work with you to agree a change to your child's hours at the nursery.
3. Try and accommodate any requests you may make for any additional sessions.
4. Provide you with regular verbal and written updates as to your child's progress.
5. Notify you, as soon as possible, of any days on which the nursery will be closed.
6. Ensure invoices are always issued at the beginning of each month.

Obligations of parents

You will....

1. Complete and return to us our standard registration form in respect of your child before they start at nursery, enclosed with a £25.00 deposit.
2. Immediately inform us of any change to the information provided in that registration record.
3. Immediately inform us if your child is suffering from any contagious disease. For the benefit of the other children in the nursery, you must not allow your child to attend the nursery if they are suffering from a contagious disease which could easily be passed on to another child during the normal daily activities of the nursery (*see policy)
4. Inform us of any changes to the contact details we hold for you as soon as possible.
5. Keep us informed as to the identity of the person who will be collecting your child from our nursery. If the person collecting your child is not usually responsible for collecting, then we will require proof of identity and a password. If we are not reasonably satisfied that an individual is allowed to collect your child, we may not release your child into their care.
6. Inform us if your child is the subject of a court order, social services, speech and language, paediatricians or any other outside agency that we will need to know of.
7. Immediately inform us if you are unable to collect your child from nursery by the official collection time.
8. Inform us, as far in advance as possible, of any dates on which your child will not be attending nursery.
9. Provide us with four weeks written notice to withdraw your child from nursery and end this agreement. If insufficient notice is given you will be responsible for the full fees for your child, for six weeks from the date of any change, as if their hours had not decreased.
10. Ensure that all your fees are paid in advance as failure to do so will result in your child being suspended until payment is made

Frequently asked Questions

Do you provide nappies?

No we ask you to provide nappies, creams and wipes for your babies.

My child is due to be potty trained, how do you deal with it here?

We ask you to bring in changes of clothes and plenty of underwear. We continue to train here in conjunction with the child's home routine.

I am a student at the College but I really want my child to stay on here when I go to university, can you do it?

Yes of course we can, but we do need to know in advance that your child is stopping with us. Fees will no longer be at student rate and full fees are to be paid.

Tell me about your relationships with parents and carers?

We take pride in the fact that daily chats are the first and last offering of the day with a friendly smile and a warm reception. At the end of the day staff will tell you about your child's day and for the younger babies there is a tick sheet on everything they have done that day. Each term we offer coffee and chat sessions. This gives the parents a chance to view development and progression so far and chat to your child's keyworker about how your child is getting on

What about allergies?

It is necessary to fill out any allergies that your child may have onto the registration form.

Procedures

- All staff are kept up to date on all children's allergic reactions.
- We recommend that in severe cases of allergic reactions that dialogue between your child's doctor and the nursery is made.
- All parents are to provide the nursery manager with as much information as possible with regards to the allergy.
- All staff are aware of their individual responsibilities and hold a paediatric first aid qualification. Certain members of staff hold First Aid at Work qualification.
- NUT FREE NURSERY- Parents are asked not to put any nut based food in their children's lunch box. This includes peanut butter.

What about medication-inhalers etc?

Any medication prescribed by a doctor and some non-prescribed medication handed over by the parent will be administered. **Details are written on the medicine of dosage required and time to be taken and signed for.** Non prescribed medicines such as Calpol will not be administered unless the child is showing signs of a high temperature or in pain and is only administered by the nursery once all other methods have been exhausted. (i.e teething gel if parent has supplied it, cooling the child down) If we do administer you will be telephoned and asked permission first and asked to sign the medicine book on pick up. If inhalers/medication are to be used on a regular basis, the parent needs to bring in a covering letter that will give permission for staff to administer. This will be stapled into our medicine book. We also need the time of last dose given to your child.

I would like to see your policies and procedures, how do I see them?

All policies and procedures are in your children's rooms for parents to view anytime. If you would like a copy of a certain procedure, then please ask. The following policies and procedures are available:

- SAFEGUARDING CHILDREN
- FIRE DRILL
- CONFIDENTIALITY
- ACCIDENT POLICY
- MEDICATION POLICY
- EQUAL OPPORTUNITIES
- COMPLAINTS PROCEDURE (also on notice board)
- SPECIAL EDUCATIONAL NEEDS AND ADDITIONAL NEEDS
- RISK ASSESSMENT
- LOST CHILD PROCEDURE
- HEALTH AND SAFETY

What sort of activities do you provide?

The whole emphasis of your child's day is fun. All our toys are of very high and educational quality, to enhance and capture the children's learning. Please see an example of a week's activity carried out in each room. All rooms have team meetings to discuss their planning. All rotas are displayed outside the rooms for the week's activities taking place. We run regular coffee and chats for all rooms so all parents can see their development charts and chat with your child's assigned key person.

Parents Page

Do you provide any food?

We provide breakfast to all children who are in attendance from 8.30am to 8.50am. We ask parents to provide lunch and snack. This can be hot/cold/ pre cooked as we have microwaves for this. Please label all of your child's food with name, and when you would like this food to be given. I.E Lunch or snack.

What about payments for child care?

Invoices are issued on the third week of every month in advance. These fees must be paid within seven days so payment will be expected by the end of that month. Failure to pay will result in your child being suspended until payment is received. **There is a 10% reduction for a second children.** We do not charge when it is the College that is shut; such as bank holidays, snow days, the two week shutdown at Christmas and one week at Easter. You can pay via debit card/credit card and online. The nursery does not accept cheques. Please note that there is a strict policy of all fees being paid within seven days of an invoice being issued.

Can I change days and are there holidays?

The days that your child attends cannot be changed unless a months notice is given and only if we have the availability on the day you wish to change to. Days cannot be changed randomly from week to week as it is vital the nursery stays within correct ratio and numbers. Students children cannot attend during college holidays and college closures unless they wish to pay full price.

Do you accept childcare vouchers?

Yes we do.

Please read these carefully

- Ensure that your child is fit and well to attend nursery.
- Ensure all nursery staff are informed if your child has been given any medication before attending nursery. This must be logged in the medication book. All medicines must be given over to a member of staff and collected at home time.
- Please advise us if you child has any specific dietary needs.
- Provide spare clothes, marked with your child's name.
- Label all children's items, clothes, toys, coats, and sweatshirts.
- Inform staff of any situation which may affect their behaviour e.g. immunisation, death in the family.
- Please keep to the nursery opening times and your booked hours and respect our nursery procedures. We do not open for children before 8am and therefore your child should not be left any earlier.
- In the nursery we do our best to promote healthy eating and try to discourage less chocolate, encourage more fruit and healthier meals to be provided.
- Please ensure that children are dressed in appropriate clothes for nursery. Dungarees and difficult items of clothing are not advisable if your child needs the toilet in a hurry.
- Advise the nursery if you change your address or telephone number.
- If your child wears nappies ensure that you bring supplies including baby wipes and any creams.
- Please be aware that children may only be collected by named person/s on the registration form and must be over the age of 16 years, unless we have been advised otherwise.



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