



Prospectus 2020

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INTRODUCTION

Cygnets Day Nursery is a purpose-built full day care nursery and pre-school that opened in 2004 and is part of Cygnets Day Nurseries Limited. We are based at Hartwood House on the High Street in Bordon near Sacred Heart Church and are designed for children aged 8 weeks to 5 years on a full or part-time basis. The nursery is in an idyllic wooded setting with a large, completely secure, enclosed garden for the children. All the children's rooms have doors leading directly outside into the gardens.

As the building has been specially designed, it has been possible to have special features like low level windows in all the children's rooms so that the children can see outside. Low level washing-up sinks in the play rooms are another feature encouraging the children to learn to wash up themselves! There is a purpose-designed baby unit with a milk preparation room and nappy changing room.

There is a large car park for dropping off and collecting your child. Security is paramount and all arrivals are monitored carefully via a door-entry control system. We also have CCTV cameras around the building.

Further information on our fees can be found in our terms and conditions which will be given to you when you register your child with us.



MISSION STATEMENT

“We believe a child flourishes best in a happy, caring and stimulating environment where they feel secure within a positive routine. We represent an extended family, helping lay the foundations in a safe and relaxed atmosphere, helping children to succeed in all that they do, now and in the future, and most importantly, give peace of mind to our parents.

We offer praise, encouragement and patience with positive role modelling to enable your child to flourish and develop all the necessary skills to be proud of their achievements as happy, confident individuals. Happy children are more likely to reach their potential.

We operate an open-door policy, where parents/carers are welcome at any time to come and discuss any matter relating to their child.

At Cygnets your child will learn to care for and respect other children and cultures, whilst promoting British values treating everyone with respect.”

OFSTED AND THE EYFS

The nursery is fully registered with Ofsted. Our Unique Reference Number is EY272736. We were last inspected by Ofsted in June 2017 where we achieved a Good rating. Our last report can be found online at <http://reports.ofsted.gov.uk/> using our unique reference number.

We assess the children following the Early Years Foundation Stage (EYFS) (www.gov.uk/early-years-foundation-stage) which sets the standards for learning, development and care for children from Birth to 5 yrs. The EYFS incorporates the principles of Every Child Matters:

1. Being Healthy
2. Staying Safe
3. Enjoying and Achieving
4. Make a Positive Contribution
5. Achieve Economic Well-being

The EYFS is divided into Prime and Specific areas of learning and development, these are as follows:

Prime Areas

- Personal/Social/Emotional Development
- Physical Development
- Communication and Language

Specific Areas

- Literacy
- Mathematics
- Understanding of the World
- Expressive Art and Design



WORKING IN PARTNERSHIP

A home from home

It is our policy to ensure all staff work closely with parents/carers in a programme of care for your child and to work as closely as possible to provide a home from home environment. We also encourage the children to comment on their learning experiences and environment and this feedback is used to further develop our planning. This partnership starts when your child settles with us. Your child will be allocated a key person whilst they are at the nursery. If you have any concerns about your child's care or education you are welcome to speak to the key person at any time.

The nursery encourages parental involvement through parents/carers' evenings and social events to encourage good relationships between parents/carers and staff. It also enables children to socialise outside the nursery.

There will also be the opportunity to come and discuss your child's progress/education. By doing this, it helps provide the next step of your child's development with their key person. These dates will be notified on the notice board and in the monthly newsletters. To ensure that we are environmentally friendly, we will email information out such as newsletters and progress reports to parents/carers and encourage the return of any correspondence in the same way.

We also encourage parental involvement by introducing their professional skills to the children. We liaise with other settings that a child may attend, sharing knowledge of the child's education. We also liaise with the local schools, other professionals related to child education, as well as professionals in the community i.e. Police, Fire Brigade etc. Parental involvement is also encouraged via eyLog, our digital online learning tool.

Measuring your child's progress

Our assessments of the children are completed on a tablet using an online early learning journal called eyLog.

Parents/carers are given a log-in and are then able to have instant access to their child's learning journey, including observations, photos and videos.

Parents/carers can make comments on what they see and also upload their own photos and videos of their children. This function helps parents/carers to support their child's learning development and next steps. Up to 5 family members can receive log-in details to access a child's record.

OUR TEAM

Staffing ratios are as follows:

- 0 – 2 yrs = 1:3
- 2 – 3 yrs = 1:4
- 3 – 5 yrs = 1:8

Children are cared for by qualified staff who have been through a rigorous selection process and have been DBS checked. Every member of staff holds a First Aid and Safeguarding Certificate. It is important to share good practice so students from the local colleges are given the opportunity to do work experience within the nursery.

All nursery staff have a vast amount of experience between them. Staff are given additional roles of responsibility and a list of these can be found on the Parent and Staff Noticeboards.

All the staff we recruit have a genuine love of children and are dedicated to providing the best care possible for all our children. Cygnets Day Nursery has a low staff turnover and many of our staff have been with us since we opened 15 years ago.





SAFETY

Safeguarding

As an educational provider registered with Ofsted we are required to follow the Safeguarding Vulnerable Group Act (2006). At all times, we will share any concerns we may have about your child. However, we do have a duty to refer to the Children's Social Care Services and Ofsted if we suspect that child abuse is taking place. Our first concern will always be the welfare of your child. Further information can be found in our Safeguarding Policy, available on request.

Health and Safety

We have rigorous Health and Safety Procedures to ensure the welfare of all employees, children, parents/carers and all persons likely to be affected by our operations including the general public and other visitors.

There is a large car park for dropping off and collecting your child. Children are parents/carers' responsibility in the car park. Please ensure you supervise your child at all times.

Cygnets Day Nurseries CANNOT be held responsible for any claims, losses or damage of any nature whatsoever. Security is paramount and all arrivals are monitored carefully via a door-entry control system.

Mobile Phones and Recording Devices

Please be aware to ensure the protection of our children, it is forbidden to use mobile phones or any kind of recording devices whilst on the premises.

GENERAL INFORMATION

Opening times: 7:00am-7:00pm

Sessions: 8:00am-1:00pm/1:00pm-6:00pm

Extended hours: 7:00am-8:00am/6:00pm-7:00pm

Term time:

We have some sessions for term-time only: 38 weeks per year/conditions apply/please see management

Rooms

The children's rooms have all been specially designed for the age of children within each room:

- *Hummingbirds* (8 weeks – 20 months): features include story corner; music area; messy play; role play area; construction; and small world play
- *Nightingales* (20 months – 30 months) and *Kingfishers* (30 months – to term after their 3rd birthday): features include sand and water trays; creative activities; book corner; and writing materials
- *Flamingos* (3 – 5 yrs): features include a home corner; book corner; IT area; maths area; and a language and literacy area

Garden

We have a large designed garden with a “wow” factor which allows us to offer an enhanced outdoor learning environment. The garden has been extensively equipped, complete with AstroTurf to facilitate better outdoor free flow play in all weathers including our popular Rugbytots sessions. We also have a modern bespoke baby garden to provide an amazing outdoors discovery area for the babies. All rooms have direct access to the garden.



Use of this outdoor space is vital to your child's development. To make full use of this space in all weathers, we request that you provide us with a named hat and sun cream during hot weather and a splash suit and wellington boots.

GENERAL INFORMATION

Fees

- Full day: £68.00
- Sessional: £38.00
- Extended sessions: £8.00 per hour / £5.00 per half hour

Flexible hours can be discussed as well as ad-hoc extra sessions. Ad-hoc sessions are £38.00 for a half session and £68.00 for a full-day.

You will also be required to pay a £50.00 Registration Fee which is non-refundable and a deposit of £200.00 for children who attend full-time and £100.00 for part-time children. This will be returned when your child leaves our care as long as the appropriate notice of one month has been given.

Siblings are entitled to a 10% discount on their fees. Children who attend 5 full days a week are entitled to a 15% discount and there is a 15% discount for the second child attending more than 3 days over 51 weeks. Only 1 discount may apply at any one time.

Fees are paid by Standing Order on the 1st of each month unless special arrangements have been authorised. Late payments are subject to a 10% surcharge.

It is the policy of Cygnets Day Nurseries Ltd. that if any parent is late collecting their child from the Nursery, we have no alternative but to charge a fee. This will be £10.00 for 5-10 minutes then £1.00 for every 5 minutes thereafter.

Further information on our fees can be found in our terms and conditions which will be given to you when you register your child with us.



GENERAL INFORMATION

Childcare Vouchers

Childcare Vouchers are an alternative way to pay your fees. The vouchers are deducted from your wages before tax and insurance. Your employer will be able to give you more information about childcare vouchers. You also have the option of the Government Scheme of the TFC where they will pay £2.00 of every £8.00 that is paid into an account. For further information, please go to www.gov.uk/tfc.

Early Years Funding

Cygnets Day Nurseries Ltd. are able to claim for the Early Years Funding (EYF) for some children who are over 2 years old. To check if you are eligible, please contact the Hampshire Children's Information Service on [0300 555 1384](tel:03005551384). All children aged over 3 years old (term after their 3rd birthday) are entitled to the 15 hours universal funding and some parents/carers may be eligible to claim for the additional 15 hours if they have an Eligibility Code which is available online at www.childcarechoices.gov.uk.

There may be a charge for the Additional Care which we provide that is not covered by the funding. Full details will be given at the settling in sessions or for further information, contact the Nursery Manager.

Settling in

We offer a settling in procedure of 2 x 2-hour sessions to all children to allow your child to settle into the nursery and for children and parents/carers to become acquainted with their key person and other professionals. The first session is with the parent/carer and at the second session, the parent/carer leaves their child with us.

Mealtimes

We operate a Healthy Eating Policy across the whole of the nursery. Children are encouraged to make healthy decisions about food and are educated about having a healthy lifestyle. To ensure that we comply with the legislation, we regularly check the Food Agency website: www.food.gov.uk

GENERAL INFORMATION

Meals are cooked daily on the premises using fresh fruit and vegetables by our Chef and provide a healthy and nutritious diet for the children. We do provide breakfast and those children must be at the nursery before 8.45am.

A snack is provided at 10.00am, lunch at 12.00 noon, afternoon snack is at 2.00pm and afternoon tea is served at 4.00pm. For all children, we ask parents/carers to provide a personal, named beaker so it can be filled with fresh water and made accessible throughout the day. Special diets can be catered for. Bottle feeds must be provided by the parent/carer.

Personal Hygiene

Toilets are available at all times which provide privacy to your child and promote their independence. The sink and toilets are child height and we work closely with parents/carers to support toilet training, nappy changing and potty training, as well as teeth cleaning, hand washing and face washing when and where necessary.