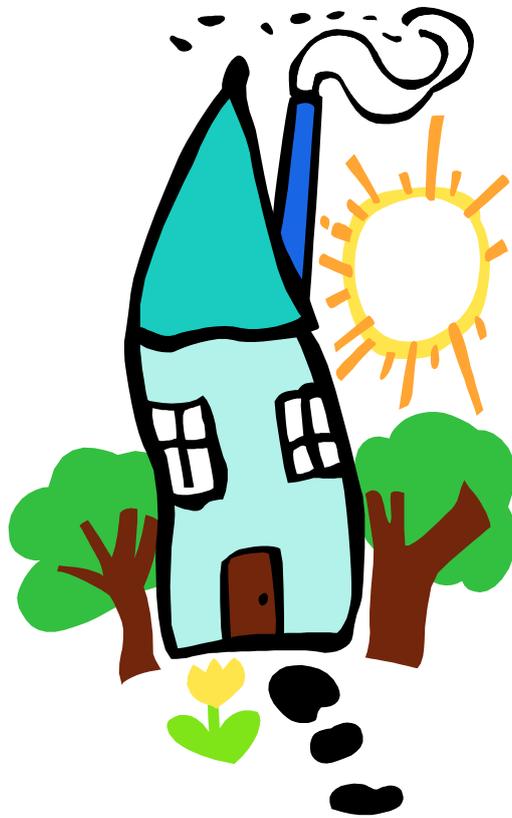


# Tresillian Early Years

Providing childcare in a safe, stimulating and nurturing environment that supports children to grow and develop into awesome little people



## Prospectus

112 Fore Street, Kingsbridge, Devon, TQ7 1AW

[www.tresillianearyyears.co.uk](http://www.tresillianearyyears.co.uk)

Ofsted Registration Number: 106273

Office- 01548 852443 Nursery 01548 857663 Pre-school 01538 800025

## **Welcome**

Thank you for taking the time to consider Tresillian Early Years as a possible provider of child care and education for your family. This prospectus is designed to give an overview of what we represent as a setting and hopefully answer any questions you may already have.

## **Background**

Tresillian Early Years is an established Nursery and Pre-school operated and managed by skilled early year practitioners working in conjunction with Devon County Council. The Pre-school has been running for over 30 years, with the Nursery being added in the year 2000. The setting is located in the centre of Kingsbridge in a large Victorian House with high ceilings and light airy rooms, creating a unique home from home learning environment. Outside play is offered daily in the nature garden which features play equipment, a climbing frame and a large, enclosed grassed area. The setting is also situated on the same site as the Kingsbridge Community Garden, which we can access to learn about the natural world. Our main function is to provide full day care for children from birth to 5 years. As part of this we are registered and regulated by Ofsted and all aspects of our provision are underpinned by the guidance outlined in the Early Years Foundation Stage Curriculum and Framework.

## **Mission statement**

The mission of Tresillian Early Years is to provide a safe, stimulating environment where children can learn through play, exploration and creativity. We recognise the importance of supporting the home learning environment, working alongside families in their child's learning and development. Our Goal is to inspire children to be lifelong learners.

## **Aims and objectives**

- To provide safe, secure, happy and stimulating learning environments, where children learn through play
- To work within a framework which ensures equality of opportunity for all children and families
- To believe listening and respecting each individual child's needs is of the utmost importance
- To provide opportunities for you child to have fun and form friendships with other children and adults
- To offer opportunities for you and your family to be directly involved in the activities of the setting and in your child's progress

## **Practitioners**

Tresillian Early Years is led by a high quality team of early year's practitioners with a range of experience and expertise. Our practitioners undertake regular training and professional development opportunities to remain up to date with early year's initiatives and guidance. This in turn enhances the learning provision provided. All the practitioners working within the setting are Key People. The Key Person's role is to ensure that every child's care and learning is tailored to meet the child's individual needs. The Key Person will also take an interest in your child's learning and development at home, so please share with us as much information as possible to enable us to best support your child.

## **Settling-in**

We understand the importance of children settling into new surroundings and also understand that this transition is a big step for parent/ carers too. It is for this reason that

before your child starts with us, we will arrange an appointment for you to come in and sit alongside a staff member to complete registration forms. This will also provide a chance for you to tell us a little bit about your child's learning and development to date. This will enable us to then best support your child when they attend for their settling in sessions. Your child will have the chance to attend two settling in sessions before they start at the setting. These will be at an agreed time and are very important in order to aid your child's transition from home into the setting.

## **Curriculum, planning and assessment**

As mentioned previously, Tresillian Early Years follows the Early Years Foundation Stage Curriculum. All assessments that take place within the setting are therefore underpinned by this. The Early Years Foundation Stage Curriculum is built on seven areas of learning and development. These areas of learning are split into two: the 'Prime Areas' and the 'Specific Areas'.

The Prime Areas are important because they lay the foundations for children's success in all other areas of learning:

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

Once a child has laid their learning foundations within the prime areas, they are then able to start achieving skills that work within the Specific Areas of learning:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

All activities planned at the setting are underpinned by the above areas of learning. Planning for each room is displayed within the Nursery and Pre-school, showing the themes of learning taking place that particular week. It is the role of the practitioners to then differentiate learning to ensure that every child is included. The practitioner will then write observations of individual children in play celebrating achievements. Next steps will also be planned in order to take individual children's learning forward; this in turn will enable children to achieve their full potential. Your child's learning journey will be formally put together by their Key Person, who will document all aspects of your child's learning and development in a 'Learning Journey Folder'.

## **Parent/ Carer partnerships**

At Tresillian Early Years we respect parents/ carers as the first care-giver and primary educator. It is for this reason that we place such a high value on linking up with you to share in your child's progress. Our 'open door' policy means that parents/carers are welcome at all times; so please do not hesitate to ask any questions or even to stay and play at the hand over times of the day. In addition to this flexible approach to communicating we also offer regular termly meetings, where you can have an opportunity to look at your child's learning journey folder alongside their key person, celebrating all the fantastic things your child has achieved.

## **Newsletters/ updates via email**

In our quest to be as environmentally friendly as possible we endeavor to send all communication out in terms of newsletters/ updates via email. We will ask you for this

information during the registration process. Can we ask that if you change your email address at any point in your child's attendance that you let us know, so we can update our records. If you would prefer to receive paper copies of all information due to not having access to the internet, please could you let us know so we can make alternative arrangements.

## **Two year progress check**

If your child is here whilst they are two years old, they will receive an appointment for their two year progress check with their health visitor. Ahead of this appointment a review of your child's learning and development to date will be put together by your child's key person. This will be a written document that celebrates your child's achievements and sets next steps to take your child's learning forward. Please let us know when you receive your appointment date for your child's two year progress check so that we can complete the document ready for you take along. If your child has already had their two year check with their health visitor, we will still need to complete a check; your child's key person will link up with you at some point in reference to this.

## **Overview of the Nursery**

Our nursery area can take up to 14 children at a time from when a child is aged 3 months.. Throughout the day the children have access to a range of different areas of the nursery, all designed to offer bespoke learning opportunities: the playroom, the messy room, the sensory room and the garden. Each area of the nursery is set up as a stimulating environment that supports children to independently explore. Low level storage and displays enable children even at a young age to start making choices about what they would like to engage with. Lots of cosy spaces are also accessible to help promote social interactions and the forming of relationships. As the children progress in their learning journeys, more structured activities are planned to cater to individual next steps and also prepare children for their transition into the Pre-school.

## **Overview of the 'Tweenie' Room**

Our 'new' toddler area is able to take up to 12 children. Here, our aim is not only to encourage youngsters to play happily together, but also to participate in separate activities to ensure their individual needs and preferences are served.

The transition from the baby room is planned for each child. Older babies/Toddlers spend time with their new Key Person in their new surroundings to ensure the move is enjoyable and easy for both you and your child.

We do believe very much in active learning through play for all of our under 5's and our key persons work hard to put together activity planning that not only meets the needs of their key children but that is also lots of fun.

## **Overview of the Pre-school**

Our pre-school area can take up to 20 children at a time. We aim that children start in this room when they turn 3 years of age or when we feel the child is ready. A combination of child-initiated and adult-led learning opportunities are provided. This allows children to make choices about what they would like to play with and learn about. The main playroom is divided into areas of learning linked to the Early Years Foundation Stage curriculum, making an all round enabling environment.

## **Role of SENDCo (Special Educational Needs and Disabilities Co-ordinator)**

Tresillian Early Years offers an inclusive approach to education and care. Our SENDCo works well with all practitioners across the setting to ensure that we are fully meeting the needs of every child that attends. Our 'Supporting Children with Special Educational Needs and Disability Policy' can be viewed upon request.

## **Behaviour**

At Tresillian Early Years we believe that children flourish best when their personal, social and emotional needs are met. We aim to teach children to behave in socially acceptable ways and to understand the needs and rights of others. In turn children begin to understand the impact that their behaviour can have on people, places and objects. We have a named person who is responsible for managing and supporting behaviour across the setting; working closely with parent/ carers as well to ensure a unified approach to behaviour management is adopted. Please do not hesitate to link up with your child's key person to ask for any help, tips or support regarding your child's behaviour.

## **Equal opportunities**

Tresillian Early Years values diversity and individuality; we do not discriminate on any grounds. Everyone is welcome and given the same equal opportunities. Our 'Equal Opportunities Policy' can be viewed upon request.

## **Confidentiality**

All records and paperwork are stored securely and inline with legal requirements. Our 'Confidentiality and Access to Records Policy' can be viewed upon request.

## **Safeguarding**

We have a child protection policy at the centre. The aim of this policy is to ensure the protection of all children in our care. We have a statutory duty to ask you about any injuries your child may have when attending the centre, to record any concerns we may have, and if necessary pass these concerns to the relevant persons/ organisations.

## **'No nut' setting**

Tresillian Early Years is a 'no nut' setting. This includes both nuts and also food items that contain nuts. This is the case for both staff and children. Please liaise with the Nursery Manager for more information around this.

## **Sickness and medicines**

We understand that sickness can occur quite frequently for young children and at Tresillian Early Years we aim to be as supportive of these occurrences as possible. If your child is unwell and you're deciding to keep them at home with you, please can you phone us to let us know your child won't be attending. With some illnesses there are medical recommendations that we have to adhere to in terms of how long your child would have to stay at home for; for example, if your child is suffering from sickness and/or diarrhoea, the recommendation is that your child would need to stay at home for 48 hours after the last bout of sickness/ diarrhoea. Equally sometimes your child may be well enough to return to

the setting, but may still be on a course of medication. If this is the case we can administer medication within the setting but it must fulfil the following criteria:

- As stated in the 'Statutory Framework for the Early Years Foundation Stage' page 25 "Medicines must not usually be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist" thus meaning that all medication bought in to the setting **must be prescribed**. All medication must have a white sticky label outlining the name of the child it is prescribed for, the name of the medication, the date that the medication was prescribed, the dosage that is required and guidelines on how the medication should be administered. The **only exception to medication needing to be prescribed is medication given for the treatment of symptomatic teething**. For example, your child may present with swollen gums, or be showing a strong interest in putting things into their mouth or they may be dribbling heavily. In this instance if the child is presenting with these symptoms whilst in our care and **presents as distressed/ upset**, then one of the following can be administered with prior signed parental/ carer consent:

\*Branded 'Calpol'

\*Branded teething gels such as 'Bonjela for children' or 'Dentinox'

- Medications containing aspirin will not be administered unless prescribed by a doctor.
- All medication bought into the setting must come complete with the packaging it came in when obtained from the pharmacy or shop. This includes the box and the instruction leaflet/ guidelines outlining possible side effects of the medication. Without this information the medication will not be able to be administered.
- Any child who has been given medication prescribed by a medical practitioner will be expected to have received the first dose at least 24 hours before they come in to the setting, this is to ensure the child does not have an allergic reaction from the medication.
- All of the above information will need to be recorded on a medication form and signed consent given by parent/ carer before we can administer medication. This can take 2-3 minutes to sign off before your child is left with us after the hand over, please allow time for this as part of your daily routine.
- Lastly, can we also ask that even if your child does not require medication whilst within the setting, but has had medication before coming in that day, that we can be updated of this during the handover? This information will also need to be recorded on a medication form, even if it is not intended that your child will have medication whilst they are within our care that day.

## Registration fee for the nursery

Once you have been offered a place at Tresillian Early Years you will be required to pay a one-off £40 administration fee which will be added to your first invoice.

(These charges are not applicable to families who are solely in receipt of the 2, 3 and 4 year old funding.)

## Arrival and collection

The setting opens at 8.30 and closes at 5.30. We ask that parent/ carers adhere to these opening and closing times as we are not registered and insured to provide childcare outside of these hours. We also ask that if your child is here until the end of the day (a 5.30 finish), that you aim to be here for 5.25 to allow time for the hand over of key information. The setting reserves the right to charge a fee for late collections i.e. £10 for every 15 minutes –

this is due to the setting adhering to legal requirements on staff ratios and having at least 2 staff on the premises at one time.

Only named authorised collectors on the child's registration form will be permitted to collect your child. If unexpected circumstances occur, where someone different would need to collect your child, please inform us at drop off time or over the phone. We will need to be provided with the name and a description of the person that is due to collect. Identification will also need to be provided by that person (where possible) and a password to be set up.

## Time off

The Nursery closes one week over Easter, one week during the summer months, one week during the Christmas holiday and also Bank Holidays. No payment is due when the setting is closed for these days. Full fees are payable for all other absences including sickness and missed sessions; i.e. your booked holidays.

## Fee structure as of 1<sup>st</sup> October 2018

### Nursery Room – children aged 0-2 years\*

Session	Time	Fee
Morning	8.30am-1pm	£24.75
Afternoon	1pm-5.30pm	£24.75
All day	8.30am-5.30pm	£45.50
Registration Fee	£40	

\* Fees include the supply of nappies, snacks, wipes and suncream etc.

### Tweenies Room – children aged 2-3 years\*

Session	Time	Fee
Morning	8.30am-1pm	23.75
Afternoon	1pm-5.30pm	£23.75
All day	8.30am-5.30pm	£43.50
Registration Fee	£40	

\*\* Fees include the supply of snacks, wipes and suncream and nappies (where applicable) etc.

\*\* Fees include the supply of snacks, wipes and suncream etc.

### Pre-school – for children aged 3 and 4 years NOT in receipt of the Early Years Funding Entitlement\*\*

Session	Time	Fee
Morning	8.30am-1pm	£22.70
Afternoon	1pm-5.30pm	£22.70
Short day	9am-4pm	£36.15
All day	8.30am-5.30pm	£40.35
Registration Fee	£40	

\*\* Fees include the supply of snacks, wipes and suncream.

## FEES FOR EARLY YEARS FUNDED CHILDREN

Fees for children aged 2, 3 and 4 years old who are in receipt of and using their Early Years Funding Entitlement at Tresillian Early Years but choose to 'buy in' extra hours

Age of Child	Cost per Hour
2 year olds	£4.90
3 and 4 year olds	£4.50

For those children solely in receipt of the Early Years Funding Entitlement, there is an 'opt-out' Additional Service Charge. This is a voluntary donation of 30p if you are choosing a full or short day option and 15p a day if you choosing a half day option. This donation helpt to cover costs such as snacks, suncream, resources to support toilet changing.

Please note that if you child is in nappies and accessing the pre-school room, the 'Additional Service Charge' would be £1 for a full/short day option or 50 for a half day option.

### Payment of Fees/Funded Hours

Fees are paid monthly, in advance. Where this causes serious difficulty, we are willing to make alternative individual arrangements, but would need as much notice as possible to support this process.

If you wish to change your hours, we require one month's written notice outlining the changes you wish to make. This is to enable us to fill your child's space from our waiting list. Once the one month notice period is up, your invoice will be amended accordingly. Please remember the space/s will be filled as soon as possible and if you would like it back you will be put on the waiting list. If you do decide to leave the nursery, we also require four weeks notice in a written letter.

Parent/ carers can phone Devon County Council for any queries about their child's invoice, the number can be found on the back of the invoice. Please send cheques to Devon County Council with your invoice and entity number on the back. The address for Devon County Council is: Devon County Council, County Hall, Exeter, EX2 4QJ.

As an approved childcare setting, we are also registered at Tresillian Early Years to accept childcare vouchers from a variety of different companies.

If you are in receipt of the Early Years Entitlement Funding for your child and only use these hours (i.e. you do not buy in additional hours) 4 weeks notice **must** be given if you wish to leave Tresillian Early Years. Failure to give notice will lead to your forfeiting 4 weeks entitlement funding and you will be required to pay to attend another funded provision.

### Early Years Entitlement Funding (3 and 4 year old funding)

The government provides funding for all three and four year old children to attend an Ofsted registered early years and childcare setting; such settings include pre-schools, nurseries, child minders, school nursery classes and nursery schools. Children become eligible for this

funding, the term after their third birthday. These children qualify for 570 hours of free Early Years Entitlement Funding per year spread over at least 38 weeks per year. Many parents choose to use their entitlement by taking 15 hours per week over 38 weeks. At Tresillian Early Years we also provide the chance to take your Early Years Entitlement Funding using the 'stretched offer', which is where you can take 11 hours of funding a week but take this over the course of the year, so your child will attend the setting all year round as oppose to term time only.

## 30 Hour Funding

Some families may also be eligible for the additional top of funding on top of the statutory 570 hours funding that 3 and 4 year olds receive. If you are a working parent-family living in England than you may be entitled to a total of 1140 hours funding if you child is 3 or 4 years old.

The eligibility criteria for this is the same as the criteria for Tax-Free Childcare, except you can continue to get these types of support at the same time as 30 hours free childcare:

- Tax credits
- Universal Credit
- Childcare vouchers or salary sacrifice schemes
- Childcare grants and bursaries

When you apply, you'll be confirming that you need childcare so that you and your partner, if you have one, can work.

Please access the following link for more information around this and also link up with the staff working in our preschool room:

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

## Childcare Choices

If you are unsure of whether there is any support you can gain from outside sources to support you with the cost of childcare, then please access the following web link which will be able to tell you more about possible support you maybe eligible for: <https://www.childcarechoices.gov.uk/>. This includes information about 'Tax Free Childcare', 'Two Year Old Funding' and the new '30 Hours Funding'.

## Complaints

At Tresillian Early Years we aim to provide an excellent service to parents, carers, children and staff. If you have any cause for complaint, please discuss it with your child's key person. If you do not feel happy with how your complaint is dealt with, please speak to the Manager, who will work with you to ensure you feel satisfied that the issue is dealt with.

You also have a right to voice your complaint further with our registered body, Ofsted. The contact details are outlined here: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD, Tel: 0300 123 1231.

