



# Alpha Day Nursery Prospectus

Ages: 6 months - 5 years  
[www.alphadaynursery.co.uk](http://www.alphadaynursery.co.uk)

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.....Every child is unique.....



## **Welcome to Alpha Day Nursery**

Alpha Day Nursery has facilities to cater for 45 children aged from 6 months to 5 years. Children at this stage of development learn essentially through play and are always absorbing an enormous amount from what they see, hear and the learning opportunities on offer.

## **Aims And Objectives**

Our underlying philosophy is because every child is unique and as such benefits from being introduced at an early age to an environment that is friendly, warm and stimulating and that encourages him/her to develop their own interest which in turn gives them the confidence to progress. We aim to develop your child to their full potential in accordance with their interests and capabilities, while developing a positive relationship with our parents.

We help develop their sense of independence and ability to think and take decisions for themselves and be responsible for their actions. We promote equality in accordance with the Nursery policy on Anti-bias practice which caters for each child's needs in a multicultural society.

We provide emotional stability, cognitive development, social awareness and self-confidence in each child, through delivery of the Early Years Foundation Stage curriculum, working together with parents and other professionals in a secure and stimulating environment.

We take pride in our service provision which reflects what we have on offer:

- Newly decorated nursery
- Spacious outdoor area with a variety of equipment
- Qualified and friendly staff team
- Early Years funding
- Strategic location with easy access to buses, trains and trams
- Modern kitchen with a qualified cook on the premises
- Nutritional/ well-balanced diet on offer (dietary needs catered for)

## **Nursery Hours**

Alpha Day Nursery Core opening time is from 8.00am to 6.00 pm Monday to Friday, excluding Public Holidays. We are open from 7.30am (at an additional cost) for parents who need an earlier start. The nursery will be closed for three weeks in a year i.e., one week at Easter, one week in August and one week over Christmas.

Fees will be payable for those weeks. Full fees are also payable during Public Holidays. Parents who take their children on holiday will be required to pay the child's fees prior to their holiday.



### **Weekly Sessions**

Full Time 8.00am to 6.00pm

Morning session 8.00am to 1.00pm

Afternoon session 1.30pm to 6.00pm

All children attending the nursery full time and afternoon sessions must be collected by 6.00pm. There will be a charge of £1 for every minute of lateness after 6.00pm.

### **Nursery Fees**

Daily Rate £70.00 a day (Babies/Toddlers)  
£65.00 a day (Pre School)

Morning/Afternoon Session £48.00 a session

Hourly Rate £9.00 per hour

Registration Fee £50.00 (non-refundable)

Deposit £480.00 (Full time/4 days)  
£300 (3 days or less)

Fees are payable 1st of each month.

### **Bank Details: HSBC Bank**

**Sort Code:** 40 -06 - 21

**Acct No:** 11498517

Please use child's name as reference.

Direct debit forms are available on request (terms and conditions of registration applies). Fees are always subject to revisions, at least one month's notice will be given, before any changes are implemented.

Please note: the nursery reserves the right to levy an appropriate charge because of late payment of fees (terms and conditions registration applies).

### **Meals**

Breakfast, mid morning snack, lunch and tea will be provided. Children with special dietary need will be catered for. Our menu is well balanced which supplies nutrients in the proportion required for each stage of children's development and growth. A weekly menu will be displayed for viewing. Children under two in the baby unit will be fed according to their age i.e., babies in bottles first then the older children. Food to be given to babies who are weaning will be pasty in nature, older children will have their food chopped up. Babies on bottle milk will be fed on demand.



### **Uniform**

It is a policy of Alpha Day Nursery that pre-school children (3year old) wear uniform. For more information about this, please ask the Nursery Manager or Proprietor.

### **Parents Evening**

Parents meeting will be held each term for you to meet staff, and an opportunity to look at your child's work and to discuss their progress and set next steps with their key person, in addition there will be opportunity to meet other parents.

### **Discipline**

Positive behaviour is encouraged amongst the children, in form of sharing, taking turns and playing co-operatively. We encourage respect for each other, the equipment and environment. We praise good behaviour, boosting self esteem thereby making a child feel good about themselves and their achievement.

If a child is acting disruptively, he/she will be told of their unwanted behaviour, removing him/her from the situation and giving him/her activities that are appropriate to their development.

Children who find it difficult to relate to the other children would be A meeting may be held with Parents to support with strategies and way forward in managing a child's unacceptable behaviour.

### **Sickness**

Please do not send your child to nursery if he/she has a temperature or vomited the previous night. Your child should not be sent to nursery with diarrhea or within 48 hours of the last bowel movement.

We will contact you immediately on your contact number should your child become ill whilst at nursery. Please ensure that we have relevant contact details of someone in addition to you, who not only can we inform, but in case of emergency can attend the nursery at short notice. If your child is absent due to illness or any other reasons, please call the nursery on 02086564725 or 07983560117.

A child on antibiotics should stay at home for 24 hours before returning to the nursery. Nursery fees are payable throughout any period your child maybe absent due to sickness.

### **Toilet Training**

We encourage co-operation between parents and the nursery to encourage the child to use toilets and potties. Accidents will happen; therefore, we would appreciate sufficient spare clothing in a labelled bag. We will not toilet train a child until the child is fully settled in the nursery and showing signs that he/she is ready to be potty trained. Parents support at home and partnership with the nursery is paramount currently.





### **Birthdays**

The nursery will celebrate your child's birthday during snack/tea with parental involvement by asking for a cake for the occasion. For health and safety reasons, especially with food allergies, all parents are advised to ensure that birthday cakes brought into the nursery is purchased from either Sainsbury's, Marks and Spencer, Tesco or Asda. Please be aware that cakes from any other store apart from those mentioned above or baked at home will not be accepted. Receipt of purchase will be appreciated. Birthdays are celebrated at teatime 3pm. Should the parents want to provide party bags we encourage healthy choices in the bags.

### **Settling In Period**

Our settling Period is an hour appointment with the child's parents/carer's over 2 days of which first day is with parents to fill all paperwork and share information about the child, while the child stays in the room to play with his/her peers. Second appointment is for the child to be left with us at the nursery for an hour to play with his/her peers and get familiar with the environment. Nursery deposits are payable during our settling Period.

### **Holidays**

The nursery will be closed for three weeks in a year i.e. one week in Easter, August and one week over Christmas. Fees will be payable for these period. Full fees are payable, during public holidays. Parents who take their children on holiday will be required to pay the child's fees prior to their holiday.

### **Medicine**

Members of staff will only be allowed to administer prescribed medication. Should your child require any medication at any time please inform us. Instructions will be recorded in the medicine book.

We will require the signature of a parent/carer before any medication is administered. If your child has any allergies, we should be aware of this. Written consent will be required from parents for a child who might need to be administered with medicine as the need arises e.g., Inhalers.

### **Complaints Procedure**

If you have a complaint about the service we offer at the nursery, please feel free to discuss it with the manager or proprietor. We will investigate the matter and work out an acceptable solution with you. If you feel we have not satisfactorily dealt with the complaint, you may contact OFSTED help line on 0845 404040 and an inspector will help you and us resolve the problem.



### **Safeguarding Children From Harm And Neglect**

Staff at Alpha Day Nursery have a responsibility to adhere to Croydon Council's Safeguarding Procedures. This involves recognising, recording and reporting signs of child abuse and/or neglect. Croydon Multi Agency Safeguarding Hub (MASH) will be informed of any child protection concerns a day care provider may have. There are internal procedures in place at the nursery to pass on concerns to the Manager so that they can be recorded and acted upon as appropriate.

### **Registration Procedures**

Admission is on a first come first served basis. There is a registration fee of £50 payable when a place is accepted, this is non-refundable. A deposit of 2 weeks fee based on your attendance is payable on registration. The deposit will be credited to your child's last week at the nursery providing a written notice of one month has been given, and the child has been in nursery for at least 3 months, If you wish to register your child, please complete the attached form. We keep a waiting list.

### **Excursions**

Children will be taken on excursions to local parks, library, and other amenities. The permission of parents is assumed unless other directed in writing. For other outings and activities which may be chargeable, parents will be notified, and permission obtained in advance. Children may be taken on outings by public transport, minibus, coach and private vehicle, all under supervision of qualified staff. Please note that we may have a nursery trip once a year whereby the nursery is closed for that day.

### **Additional Lesson**

French and dance lessons/one set of uniform are included in nursery fees.

### **EYFS ( Early Years foundation Stage curriculum)**

There are seven areas of learning in the Early Years foundation stage these are: Personal, Social and Emotional Dev., Communication, Language, Physical development, Literacy, Mathematics, understanding the world, Expressive Arts and Design. We support the children's development in all areas of learning through a balanced curriculum. All 3 year olds are entitled to the universal government funding the term after their third birthday.

### **Additional Lessons**

We offer French and outdoor sports lessons at an extra cost. Please speak to the nursery manager if you are interested.

### **Clothing And Hygiene/Toys To Nursery**

Parents are required to supply their child/ren with velcro shoes with non-slip soles. We also ask that you provide the nursery with the following: two flat sheets in a labelled drawstring bag for sleeping. Kids toothpaste and brush in wash/drawstring bag. Extra clothes in a separate bag to be left in the nursery. Nappies and wipes as the need arises.



### **Info On Toys To Nursery**

Children are discouraged to bring their toys from home to the nursery, (except such toys or items are comforters) as this causes a lot of distraction among the children. Please do not send your child to nursery wearing jewelry or looped earrings.

### **Summertime**

Parents are required to supply their child with sun hat, cream and jelly shoes or appropriate shoes and clothing for the summer period.

### **Additional Information for Parents with Babies ( 6months - 2 Yrs Old)**

The activities offered in the baby room are from 6 months old and it involves the use of their senses, mainly messy play, story session, scribbling , painting etc.

Parents are to supply the nursery with prepared or dry milk, diapers, wipes, cream, toothpaste and brush, change of cloths and any comfort item if applicable. The nursery do have bed sheets for the children's bed, but you are welcome to bring yours into the nursery if you wish, please ensure that you label your child's belongings. We start potty training in the Butterfly room in partnership with the parents. Children are moved from the highchair to big boys and girls table once they become 1 year old.

Please note that parents whose child is a year old and above are required to leave their buggy outside the nursery when dropping their child in the morning to create more room for parents with younger babies and other people moving around in the nursery.

### **Information On Offer Of Funding**

We do have limited space on offer for 15 hours funding, otherwise places are offered not as a free session only but as a top up by parents. We offer our 30 hours based on a top up only offer by parents. Please speak to the manager for more information.