

# The Winning Child

The Winning  
Child  
Nursery limited

Nursery limited  
Prospectus



*We have fun whatever weather*

Welcome to The Winning Child Nursery Limited where *“every child is a winner”*. We would like to thank you for showing interest in our nursery which is located in Brent Way, Dartford.

The Winning Child Nursery Limited (TWCN) is a Christian nursery, but we accommodate other faiths. As a Christian based setting, we strongly believe in working hand in hand with you as parents/ carers to give your children the best possible start in life by exposing them to opportunities, people and activities that will enable them to “catch” virtues and values that will prepare them as they go and grow through life.

We aim to provide an affordable and high-quality childcare in a stimulating, enabling and child friendly environment that is “a home away from home” for children in Dartford and its environs.

## **Services Provided**

The Winning Child Nursery Limited (TWCN) is fully Ofsted registered for

- 70 places for children aged 6 months to 5 years.

We know the transition that takes place in children’s life are not usually very easy especially when moving into a new setting, be it from one setting to another or from home to a new setting, but we hope that this prospectus will explain a little about us and perhaps answer some of the questions you might have.

## **Staff**

The most important people as far as your children are concerned are our staff, who are all dedicated and caring, with a wealth of experience and can be easily identified by the nursery’s uniform and badge they wear every time on the nursery premises.

The Manager holds two degrees; one in education and the second in Business Administration and our other staff have various qualifications ranging from degrees in childhood studies (Level 6) to Level 2 and 3 in childcare, some are in training towards Level 3, as required by Ofsted.

We believe in continuous professional development and as such would always provide additional training for all staff to ensure that they keep up with new initiatives and consolidate their areas of expertise. We ensure that every member of staff receives induction training during their first week of employment to help them understand their roles and responsibilities as specified in the Statutory Framework for the Early Years Foundation Stage. This training includes information about emergency evacuation procedures, safeguarding, child protection, our equality policy, and health and safety issues. We also aim to ensure that every member of staff has relevant Pediatric First Aid and Basic Safeguarding Children (which includes Child Protection) training.

## **Staffing Arrangement**

We ensure that the staffing arrangement is done in such a way as to meet the needs of the children and ensure their safety.

We use a key person system in which every child is assigned a key person. A key person has a group of children (these are called key children) assigned to them and the role of the key person is to ensure that each of their key child’s care is tailored to meet the child’s

individual needs to help the child become familiar with the setting, offer a settled relationship for the child, and build a relationship with the parents.

Our staff/child ratio is as stated below:

6 months – 2 years – Wee Winners/Baby room 1:3

2 – 3 years – Winning Tots/Toddler room 1:4

3 – 5 years – Winning Stars 1:8

Each of these age groups has one room assigned to them. The Winning Wees (babies) have sleeping cots in their room.

## **Policy Documents**

The Winning Child Nursery operates with a wide range and comprehensive policy documentation to meet National Standards. All our policies are available for viewing at any time within the nursery or on our website and parents are encouraged to read through them before committing their children into our care. The most important ones are also in the Parent's Information Booklet which is given to every parent on their child's registration.

## **Nursery Layout**

The nursery is situated within a large building one section of which houses our Church (The Redeemed Christian Church of God, Winners Way) and The Winning Child Nursery Limited is situated on left side of the building. The building's main entrance as well as the nursery's entrance is secured with an entry phone system which is answered by members of staff to safeguard our children and we also fixed CCTV camera in all rooms within the nursery that monitors children, staff's practice as well as everyone who comes in contact with the children within the nursery.

Apart from the children's rooms, we also have adequate toilet and wash hand basins for children's use as well as suitable hygienic changing facilities for changing children who are in nappies.

We have a separate kitchen, staff room and the manager's room is located next to the preschool room. We have an outdoor area with both grass and concrete surface that will provide opportunities for children to explore during the different seasons of the year which also holds our Forest School.

## **Sleeping Arrangement**

Babies and toddlers are encouraged to sleep during the day. We have cots in the baby room, and we encourage bigger babies (especially those over the age of 1) to sleep on mats.

Toddlers sleep on a mat (samples are available in the nursery and will be shown to parents during viewings) during nap time or when staff sense a need for them to nap or children request to have a nap. Each child has their separate bedding which are kept in their individual bags once they wake up and washed every week.

Preschoolers are not usually encouraged to sleep as we believe they are getting ready for the "big school" but if the staff or child feel there is a need to rest, we make adequate provisions for them as well.

## Opening Times

We open all year round between 7am and 6pm. We only **close** during public bank holidays and the period between Christmas and the New Year (fees are still payable during these periods).

We plan to hold **staff inset day** twice in a year and we **don't open** on those days, but fees are still payable. We will always inform parents **at least one month in advance** so that they can make adequate care arrangements for their children.

## Learning and development

We use a balanced and flexible routine to facilitate both adult and child led activities all through the nursery. We are a strong advocate of the fact the "Children learn through play" and as such we provide them with various opportunities to ensure that all the seven areas of learning and development are well covered which will in turn enhance their achieving as much of the early learning goals (if not all) as possible.

These seven areas are broken down into two namely:

- Prime areas: These are very crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, forming relationships and thrive and is made up of
  - Communication and language
  - Physical development
  - Personal, social, and emotional development
  
- Specific areas: These four specific areas help in the strengthening and application of the three prime areas, and they are:
  - Literacy
  - Mathematics
  - Understanding the world
  - Expressive arts and design

Our staffs plan activities that cover both the prime and specific areas of learning on a weekly basis, evaluate provisions as well as outcome of each week's planning and then use this to inform next steps for children.

## TWCN Fee Structure

At The Winning Child Nursery, we believe in open communication with all parents/carers and staff and are therefore presenting this fee structure in order to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks.

We are open all year round except for bank holidays and the period between Christmas and New Year. We also hold two inset days in a year during which the nursery is closed for staff training. Kindly note that fees are still payable for these days when we are closed, and our fees do not include any outings, celebrations or entertainment that is in addition to our usual lesson activities.

## FEES

Fees are payable monthly in advance, in accordance with the rates in force at the time. Monthly fees are calculated based on the number of sessions/days per month.

Fees are reviewed annually in April, September or in the event of any changes. Any changes to current rates will be advised by email (to parents with access to emails) or writing (to those without access to emails), at least two months in advance.

We accept **Childcare Vouchers** and do **Siblings Discount**. You can discuss this with us during registration.

	Time	Wee Winners/Babies 6 months-2 years (daily Rate £)	Winning Tots/ Toddlers 2-3 Years (Daily rates £)	Winning Stars/ Preschool 3-4 years (Daily rates £)	Lunch Fees for Toddlers/Preschool on free Funding
<b>AM</b>	7-1	£36.00	£34.00	£33.00	£3.50
<b>PM</b>	1-6	£31.00	£29.00	£28.00	£2.50
<b>All Day</b>	7-6	£65.00	£61.00	£58.00	£6.00

## FREE EARLY EDUCATION (FEE)

### 15 Hours Universal Entitlement

The Winning Child Nursery is registered to receive Free Early Education (FEE), effective from the term following your child's third birthday and this entitles each child (aged 3 – 5) to 15 hours each week up to a maximum of 570 hours per year.

The following information details how your child can access their 15 hours Universal entitlement FEE hours at TWCN TOTALLY FREE:

	Time	Totally Free Hours (FEE)
AM	8 – 1	8 – 1 X 3 days
PM	1 – 6	1 – 6 X 3 days

### 30 Hours of Free Childcare – Extended Entitlement

In addition to the 15 hours Universal Entitlement of FEE, we also offer the Extended Entitlement of 30 hours of free childcare taking effect from September 2017, a government scheme to:

- Support working parents to manage the cost of childcare.
- Support parents into work
- Enable parents to increase their working hours.

Your child becomes entitled to the **additional/Extended** Free Early Education and Childcare from the term after both of the following conditions are satisfied:

- Your child has attained the age of three.
- You have a current positive determination of eligibility from HMRC

Your eligibility can be checked via [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Once confirmed you will be given a 12-digit eligibility code which you will be required to bring to us alongside your National Insurance number so that we can check the validity of this code.

The following information details how your child can access their 30 hours extended entitlement of FEE hours at TWCN TOTALLY FREE

	Time	Totally Free Hours (FEE)
AM	7 – 1	7 – 1 X 5 days
All day	8 – 6	8 - 6 X 3 days

### Free for Two (FF2)

We are also registered for the free for two scheme and as such children aged 2 – 3 years are also entitled to free 15 hours per week. Eligibility for this funding can be confirmed by contacting the nursery on 01322875555/07469879800.

#### NOTE:

- Hours requested outside the Free Early Education (FEE) hours are chargeable at the normal sessional rate during non-term time.
- Your child is entitled to 570 hours or 1140 hours of the Universal or Extended Entitlement respectively over a minimum of 38 weeks and a maximum of 48 weeks (stretched offer). However, depending on which days your child attends, this may not be possible due to bank holidays and staff development days. We will inform you if this is the case and offer an alternative.  
Equally, it may be that the days attended by your child could exceed 570 or 1140 hours. If this is the case, we will inform you and these sessions can either be charged for or relinquished.
  - If your child is term time only this amounts to 15 or 30 hours per week for 38 weeks and there is no obligation to pay deposit.
  - For those stretching the 15 hours of FEE it will be 12 or hours per week over 48 weeks. This will however amount to 576 hours. Please note that the extra 6 hours will need to be paid for or relinquished.
  - For those stretching the 30 hours of FEE, it will be 24 hours per week over 48 weeks. This will however amount to 1152 hours. Please note that the extra 12 hours will need to be paid for or relinquished.
- The totally FREE FEE session is **subject to availability**.
- You will be notified if your child has accessed the full 570 or 1140 hours before the end of the term and you can make the decision to either pay for any additional session or keep your child home for the period.
- During holiday periods, there are no FEE hours available except for those who choose to stretch their funding entitlement.

**ILLNESS/ABSENCE:** No refund will be given in the event of a child's absence due to illness, holiday, or any other reason. Parents should ensure that they notify the nursery if child will be absent for any reason. For those children on FEE, parents **MUST** send an email or put it in writing stating why their children would be absent on any day.

**CLOSURES:** Should the nursery be unable to open due to bad weather or any other unforeseen circumstances, we will notify you as soon as possible but fees remain payable.



**LATE PICK UP:** Children must be collected promptly at the end of a session or day. Should a parent fail to collect their child within 5 minutes of the end of the morning session, a late collection fee of £5 will be charged for every five minutes. **Kindly note that the 5-minute no charge period is only applicable to the morning session. Please note that when a parent has been late more than 3 times within the previous 3 months otherwise lateness becomes chargeable right from the time a child's session ends. Any lateness after 6pm will be charged from 1 minute, there will be no warning.**

**LATE PAYMENTS:** Fees are to be reflected in the nursery's account latest on the 28<sup>th</sup> of each month. If you are experiencing financial hardship please speak, in confidence, to the manager so that alternative payment arrangements can be made where possible. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place and if necessary, take legal action to recover the amount owed. Children in receipt of Free Early Education (FEE) will be unable to access any additional fee-paying hours until outstanding fees are settled.

**REGISTRATION FEE:** There is a £35 non-refundable fee registration and to keep a place for your child at the setting.

**DEPOSIT:** A deposit of 2 weeks based on the sessions your child is accessing upon acceptance of a place at our nursery. The latter is refundable when your child leaves the nursery (provided a written 1-month notice is given) or can be used to pay towards his or her last fee at the nursery. **NOTE:** This is not applicable to children on FEE ONLY.

**PAYMENT METHODS:** Invoices can be settled by direct bank transfer (BACS) before the 28<sup>th</sup> of the month to The Winning Child Nursery. **Sort code:**309626 **Account no:**40022668  
**Bank:** Lloyds Bank and use your child/children's name as reference.

## Food and Drinks

We have a well-equipped kitchen with suitable facilities for the hygienic preparation of food for children and this includes suitable sterilization equipment for babies. In addition to this we also have a qualified chef whose responsibility is to provide nutritionally balanced, freshly prepared meals for all our children as well as safe and hygienic management of the nursery kitchen.

Our fees **cover** breakfast, Am and PM snacks, lunch (a two course freshly prepared meal) and tea for the children every day, taking into account any special dietary requirements, preferences and food allergies that children might have.

We make sure that fresh drinking water is always available and accessible to the children. Fresh milk and fruits are also part of the children's daily intake.

Babies' formula and special meals **will not be provided** by the nursery but **by parents**.

## Clothing/Uniform

We have uniforms available which is not compulsory but is advisable for your child to wear because we believe it can give them a sense of identity and saves wear and tear on their normal clothes. Jumpers and T-Shirts are all available to purchase in the Nursery during registration or can be ordered via the nursery upon request.

We ask for parents to provide spare clothing for their children because our children are always involved in lots of messy activities which in our experience is an important aspect of early education.

Parents are expected to provide nappies, wipes and any cream that will be used for their children. **Slippers for indoor wear will be appreciated for toddlers and preschoolers.**

### Queries

If there is anything worrying you or about which you would like more information, we hope you feel you can come and talk to us. If you have any comments, critical or otherwise, please pass them on either directly to your child's key person or the nursery manager.

You can also send emails to us on [admin@thewinningchildnursery.co.uk](mailto:admin@thewinningchildnursery.co.uk)

There is an opportunity to discuss your child's progress when you are invited to attend Parent's consultations.

Staff are also available at the beginning and end of each day for a less formal chat.

### Registration Process at TWCN

- Viewing
- Registration
  - Registration Fee
  - Deposit (two weeks fee) based on sessions required.
  - Settling in – 2 free hours on 2 consecutive days
  - Resumption

### Things needed.

#### Wee Winners 6 months – 2 years

Nappies  
Wipes  
Change of clothing  
Bed cover  
Blanket  
Feeding bottles  
Formula  
Cups

#### Winning Tots/Stars 2 – 5 years.

Nappies (if applicable)  
Wipes (if applicable)  
Change of clothing  
Wellies  
Bed cover/Sheet (if applicable)  
Blanket  
Flip Flop/Crocs

Parents can bring in Prescribed Calpol (not compulsory) as we are only allowed to give them this.