

# Mrs Bonds Village Nursery

## Making Learning Fun

### Prospectus

Mrs Bonds Village Nursery  
High Street, St Mary Cray, Kent BR5 4AX  
Telephone No. 01689 896135  
Email: [mrsbondsnursery@live.co.uk](mailto:mrsbondsnursery@live.co.uk)  
Ofsted No. EY335177  
Website: [www.mrsbondsvillagenursery.co.uk](http://www.mrsbondsvillagenursery.co.uk)

Mrs Bonds Village Nursery is situated in the annex of the village hall. This prospectus is designed to give you information about the nursery and should answer many of your questions. This should be read in conjunction with our policies which give more detailed information of what we do and are available on request.

### **Mrs Bonds Village Nursery aims to:**

- ☐ Provide high quality care and education for children up to the age of 5;
- ☐ Work in partnership with parents to help children to learn and develop;
- ☐ For children to feel valued, happy and secure;
- ☐ Add to the life and well-being of its local community;
- ☐ Offer children and their parents a service which promotes equality and values diversity.
- ☐ Follow the EYFS Curriculum for Birth to Five, which covers Personal, Social and Emotional Development, Communication and Language Development, Physical Development, Literacy, Numeracy, Understanding the World and Expressive Arts and Design

### **As a member of Mrs Bonds Village Nursery, your child:**

- ☐ Is in a safe and stimulating environment;
- ☐ Is given generous care and attention, because of our high ratio of adults to children;
- ☐ Has the chance to join with other children and adults to play, work and learn together;
- ☐ Is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- ☐ Has the chance to establish the basis of reading and writing through well chosen stories, songs, rhymes and games;

- ☐ Is helped to create habits of listening, sharing and concentration and pride in their achievements;
- ☐ Has a personal key worker who makes sure your child makes satisfying progress;
- ☐ Is in a nursery which sees you as a partner in helping your child to learn and develop; and
- ☐ Is in a nursery in which parents help to shape the service it offers.

## **The service offered by Mrs Bonds Village Nursery**

- ☐ The nursery is open 38 weeks each year.
- ☐ We are open 5 days each week, Monday to Friday.
- ☐ We offer the sessional day care between the following times: 9.00am to 12pm, and 1pm to 4pm 38 weeks a year, or full day care 8am to 4pm, we are closed bank holidays. At the end of the day we open doors at 3.45pm.
- ☐ We provide care and education for young children between the ages of 2 & 11

We offer a lunch club for children 12pm to 1pm. This is intended to get the children used to socializing with their peers and preparing them for school. The club is supervised by a minimum of three staff. The charge for the club is £3.50 parents and carers must provide a packed lunch for their child.

## **Fees:**

We accept 2 year, 3-4 year and 30hour funding.

All Day Care - 8am to 4pm 38 weeks a year	£28
All Day Care - 9am to 4	£23.50
Morning pre-school session - 9am to 12pm term time or	£10
Afternoon pre-school sessions - 1pm to 4pm term time	£10
Lunch club - For children to eat a packed lunch 12am to 1pm	£3.50
Breakfast club – 8am to 9am	£4.50

**(The above fees will be in place as from January 2020)**

All fees are payable weekly in advance via online bank payment. Fees must still be paid even if children are absent or on holiday. If the nursery has to close due to an emergency (such as extreme weather conditions, or heating/power failure) you will still be liable to pay for the sessions as the reason for closing is out of our control. For your child to keep her/his place at the nursery, you must pay fees on time. If you have any difficulties with payment, please let us know and we will do our best to help. We require **4 term weeks** notice or payment should your child leave the nursery before going onto Infant school.

## Working together for your children

Mrs Bonds Village Nursery has a high ratio of adults to children in the setting. This helps us to:

- ☐ Give time and attention to each child;
- ☐ Talk with the children about their interests and activities;
- ☐ Help children to experience and benefit from the activities we provide; and
- ☐ Allow the children to explore and be adventurous in safety.

### The Staff who work at Mrs Bonds Village Nursery and their qualifications are:

Position	Name	Qualification	Date
Manager/Owner	Mrs Karen Bond	PPA Diploma, NVQ3	1992, 2006
Deputy Manager	Kelly Booker	BTEC NVQ3	July 04/2011
Deputy Manager	Denise Hulls	Level 4 pt 1/Level 4	Oct 07 / Oct 08
SEN Coordinator Deputy Manager	Lisa Owen	NVQ 3	June 09
Room Lead Practitioner	Lyn Jeffryes	NVQ 2 NVQ3	April 07 June 08
Practitioner	Natalie Webb	NVQ 2 NVQ3	September 05 June 08
Practitioner	Rachel Parker	NVQ5	2015
Practitioner	Samantha Merron	NVQ2 NVQ3	June08/09
Practitioner	Tracey Blackburn	20 year's experience	
Practitioner	Robert Wareham	NVQ2 & NVQ3	June 2009/Feb 2011
Practitioner	Caroline Kelleher	Level 3 in childcare	November 2004
Practitioner	Emma Castleton	Diploma in Nursery Nursing	December 1999
Practitioner	Julie Canney	NVQ3	August 2016
Practitioner	Kate Twinley	NVQ3	
Apprentice	Molly Pavoux	NVQ2, working towards NVQ 3	Started 2021
Practitioner	Annie Botting		
Apprentice	Keeley Owen	NVQ2, working towards NVQ 3	Started 2021
Practitioner	Jayde Austin	NVQ 3	

We aim for all staff to undertake courses run by The Bromley Early Years Development & Childcare Partnership, Pre-school Learning Alliance training and other bodies, and hold up to date first-aid qualifications. Staff training is continuous to keep up to date with current best practice. All staff are encouraged to achieve a CACHE or NVQ qualification

## **Learning opportunities for adults**

As well as gaining qualifications in early years care and education, the nursery staff take part in further training to help them to keep up-to-date with early years care and education.

The nursery also keeps itself up-to-date with best practice in early years care and education through the Pre-school Learning Alliance's magazine, Under Five and publications produced by the Pre-school Learning Alliance.

## **How parents take part in the nursery**

Mrs Bonds Village Nursery recognizes parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the nursery a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- Helping at sessions of the pre-school;
- Sharing their own special interests with the children;
- Helping to provide, make and look after the equipment and materials used in the children's play activities;
- Being part of the management of the pre-school;
- Taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- Joining in community activities in which the nursery takes part in.
- Building friendships with other parents in the nursery.

## **Key workers**

The nursery has a key worker system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key worker will be the person who works with you to make sure that what the nursery provides is right for your child's particular needs and interests. When your child first starts at the nursery, she/he will help your child to settle and throughout your child's time at the nursery, she/he will help your child to benefit from the nursery activities.

## **Observations and Records Keeping**

The nursery does regular observations and keeps records for each child. We use a system called Tapestry this is a secure online learning journey where the keyworker records all your child's observations and shares information with you, which you can view online in your child's private account. Tapestry also allows you to add information

and observations of your child at home for the keyworker to see, and talk about with your children at home. Staff and parents work together with regular meetings and shared information about your child. Your child's records help us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key worker will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key worker to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

## **The nursery timetable and routines**

Mrs Bonds Village Nursery believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the nursery session/day are provided in ways that:

- Help each child to feel that she/he is a valued member of the nursery;
- That each child individual needs and likes are planned for
- Ensure the safety of each child;
- Help children to gain from the social experience of being part of a group; and
- Provide children with opportunities to learn and help them to value learning.

## **The session**

The nursery organizes its sessions so that the children can choose from and work at a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. The nursery has an outdoor space so that the children can enjoy activities like (bikes, climbing frame etc.). These activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in child-chosen and adult-led activities. A typical session will generally follow the pattern of:

- Registration
- Free play, including key work time, an open snack bar, craft activities and outdoor play
- Story time, games, music activity
- Lunch (full day care)
- registration
- Free play, including key work time, an open snack bar, craft activities and outdoor play
- Story time, games, music activity
- Home time

## **Clothing**

Our uniform consists of a red polo shirt and navy jumper or cardigan. Uniform is available to purchase at nursery.

The nursery provides aprons for the children when they play with messy activities. Please send your child in clothes which you do not mind if they get messy. The nursery encourages children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and washing hands. Clothing which is easy for them to manage will help them to do this.

### **All outdoor clothing and shoes must be labeled with your child's name.**

Parents should supply clean nappies and wipes in the nursery bag with the child's name on it. If the nursery has to use a nappy from our own stock, you will be charged 50p.

## **Bags**

We ask parents to provide their child with a NAMED bag (not a draw string bag). They will also need a clear A4 folder and lunch box if staying for lunch. Any items that your child brings into school must fit into the bag and be put on your child's coat peg. This may include any nappy changing items, change of clothes, comforters, toys. A4 Folders to be put in the folder box and lunch boxes on the lunch box trolley.

## **Shoes and Jewellery**

Suitable shoe/trainers are to be worn whilst at the nursery no strapless shoes. If boots are worn to school these **must** be changed to shoes/trainers at the beginning of the session. For safety reasons, children are not permitted to wear jewellery in nursery, with the exception of stud earrings. Cultural/religious requirements will be respected, but please discuss these with the Supervisor. In this case the parent/carer must provide a signed waiver of liability to the nursery. This will state that the nursery will not be held responsible for loss of or injury caused to or by the jewellery. Staff will remove any other jewellery from children and the Pre-school will not be liable for such items.

## **Snacks and meals**

The nursery makes snacks and meals a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Our snack menus include

- fresh fruit, such as apples, oranges, bananas, raisins, pears
- cucumber and carrot sticks,
- crackers with soft cheese
- bread sticks with humus.

Do tell us about your child's dietary needs and we will make sure that these are met. If your child has grapes in their lunch we ask parents to please cut them in half and length ways, not width ways. This is due to health and safety.

## **Collection of your child**

Children will only be able to leave the nursery with the persons named on their registration form unless we are informed by the parent and it is written in our daily report book and signed by the parent. If the person collecting the child is unknown to the staff they should bring some form of identification with them. It is the parents responsibility to ensure that their child is collected on time repeated lateness will result in a late collection charge.

## **Parking**

There is a car park at the rear of the hall which can be used by parents; there is plenty of parking available in Elizabeth way. There is strictly **NO** parking for parents on the front forecourt any parents parking there will be asked to move. There is also NO parking in the Temple Church next door.

## **Policies**

Copies of the nursery policies are available to all parents on request and can be found on the front desk and on our website. We recommend that parents read these.

The nursery policies help us to make sure that the service provided by the nursery is a high quality one and that being a member of the nursery is an enjoyable and beneficial experience for each child and her/his parents.

The staff of the nursery work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the nursery to provide a quality service for its members and the local community.

## **Special needs**

As part of the nursery policy to make sure that its provision meets the needs of all the children, we take account of any special needs which a child may have.

The nursery works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001). The nursery Special Educational Needs Co-coordinator is Mrs Lisa Owen.

## **Birthdays**

We will celebrate a child's birthday at the nursery, and this takes place at session registration. If you would like to send something in we would welcome a children's story or educational book to share among the children rather than sweets. If for any reason you do not want your child's birthday celebrated, please tell the session supervisor.

## **Newsletters**

Regular newsletters are produced to let parents know of meetings and events, planned themes for the next term, fundraising activities, and other information that the parent should be aware of.

## **Events calendar**

We arrange events for parents and children to be involved in. Please check our notice board and read our newsletters for further information.

## **Emailing & letters**

If an email address is provided on the registration forms we will send most newsletters and information via email to save on paper copies and time. Please ensure you check your emails and the website regularly to keep up to date. It is also important to read any letters that are sent home as this has been a problem in the past and can cause confusion

## **Starting at Mrs Bonds Village Nursery**

**Admissions Policy** Your child's name may be placed on a waiting list at any time. Places will be offered as fairly as possible. See the admissions policy for more details. We now require a copy of your child's birth certificate or passport as proof of age, before the child can start with us.

### **The first days**

We want your child to feel happy and safe at the nursery. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the nursery. We will arrange a home visit so we can meet you and your child in a familiar environment.

### **Extra session**

If you would like an extra session for your child, please let the session supervisor know whether it is permanent or temporary, and we will let you know if there are vacancies on the session you want. Fees must be paid for the extra session.

Please let us know if you no longer want a session, so that we are able to offer the place to another child. All changes to sessions must be made via the nursery and if reducing sessions we require 4 term weeks' notice.

### **Links with Infants Schools**

We work closely with the Early Years Teacher at St Mary Cray Infant School and St Philomena's Infant School. We can arrange school visits (with your permission) to classes for the older children before they start school.

The nursery cannot register children for infant school; it is up to the parents to register their children if they wish them to be considered for a place.