



Bright Stars

Parent/Carer Information Booklet

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Our Mission Statement

We recognise that all children are unique individuals who learn and develop at their own pace. We pride ourselves on respecting this uniqueness, to ensure that all our children feel equally valued.

We want our children to be happy and confident, and we provide positive role models which enable children to develop secure and loving relationships, that will be everlasting.

We aim to create an environment in which children are immersed in exciting, challenging and stimulating experiences; and one that fosters an attitude of mind which believes anything is possible.

We work hard as a team to encourage children to become active and independent learners, and support children by

providing meaningful opportunities to enhance their learning and development.

Welcome to Bright Stars

Welcome to Bright Stars, where we believe children's lives should be fun, cognitively and physically challenging and full of love. We work to provide an environment that fulfils this ambition.

When your child starts nursery, it is an important and often anxious time for both child and parents. We hope that this booklet will explain a little about us and perhaps answer some questions you might have. In addition to this, you are always welcome to pop in and chat to the team.

Bright Stars is open for 38 weeks of the year, school term time only. We accommodate 32 children aged 2-4 years per session, in our own purpose built play room setting in the grounds of Rudston Primary School. Attendance at Bright Stars does not guarantee a place in Rudston Primary School.

We offer two sessions; 8:30-11:30am and 12:30-3:30pm. Full-time provision is available with a hot dinner option, at a cost of £10.00 per day which includes full time supervision from our staff.

Bright Stars welcomes both funded and non-funded children. Funded Places: All children are presently entitled to 15 hours funding from the term following their 3rd birthday which is paid

for by the government. Some families may be entitled to 30 hours funded childcare; please check your eligibility on www.gov.uk/30-hours-free-childcare and provide nursery with your entitlement code.

Government funding is also available for 2yr olds who meet the necessary criteria. Details of eligibility can be found on Liverpool City Council website (www.liverpool.gov.uk).

Non-Funded Places: Fees for 2 year olds or who exceed the 15hr per week entitlement are £17.00 per session; £39.00 for a full day.



Lisa Horton
Manager
BA (Hons), EYTS

Fern Brooks
Deputy Manager
Masters in Early Childhood
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Ceri Morgan
Nursery Practitioner
NVQ Level 4

Becci Griffiths
Nursery Practitioner
NNEB Level 3

Kay Singh
Nursery Practitioner
NVQ Level 3

Lynn McLennan
Nursery Practitioner
NNEB Level 3

Georgina Mason
Nursery Practitioner
BA (Hons) Level 6

All staff hold qualifications appropriate for the care and development of children as required by Ofsted. Additional training is available for all staff to continue their professional development, keep up with new initiatives and to consolidate their areas of expertise. New members of staff receive induction training during their first week of employment, which includes Health & Safety, Safeguarding Children and Positive Behaviour Management procedures. All members of staff are qualified in Paediatric First Aid including the use of Defibrillators, Food Hygiene and Safeguarding Children.

See Appendix 1 for details of our Admissions Policy

Safeguarding

We ensure that all staff obtain enhanced Disclosure and Barring Service (DBS) checks in order to have contact with children in the nursery All other persons e.g. students, visitors etc. are vetted in line with the local authority procedures prior to working in the nursery.

Parents and carers should be aware that Bright Stars will take any reasonable action to ensure the safety and welfare of its children. In cases where nursery staff have reason to be concerned that a child may be subject to ill treatment, neglect or abuse, the Manager will follow Liverpool Safeguarding Children's Board procedures and report concerns to Careline Children's Services. Parents/Carers will not always be informed of concerns unless the Manager is certain that the safety of the child will not be prejudiced by doing so.

In the event of an allegation of abuse or maltreatment of children by a staff member or volunteer within the nursery, details of how to raise the concern, in accordance with procedures that have been developed by the Liverpool Safeguarding Children Board, are displayed on the information board.

CARELINE: 233 3700 Police Control room: 709 6010 Careline of the Emergency Duty Team
(Out of hours): 233 3209

Designated Safeguarding Officer: Lisa Horton
Deputy Safeguarding Officer: Fern Brooks

Starting out

A happy introduction to Bright Stars is important and before your child joins us, you will be offered a pre-entry meeting and visits during normal sessions. This allows you both to become familiar with the routines and with some of the other children and staff.

As every child is unique, our settling-in programme is tailored to their individual needs and is as flexible as necessary to ensure the children settle happily into Bright Stars. We will not subject your child to any distress and, if s/he needs you to stay for a while, you are welcome to join in the activities and encourage him/her to make friends.

Children are often involved in messy play during both indoor and outdoor. While we endeavour to keep clothes clean with aprons and waterproofs, when working within this age group, this is not always possible!

We have a simple uniform which consists of a navy tracksuit and white polo shirt. As well as looking smart, this makes it easier for the children to go to the toilet without assistance... particularly useful during toilet training! Footwear should be comfortable and easy for your child to manage alone - velcro shoes or trainers are ideal. Laces should be avoided to enable your child to develop independence quickly. Jewellery is not permitted in nursery for safety reasons. If your child has recently had their ears pierced, please cover with tape until the earrings can be removed during the day.

Your child will need to bring a sports type bottle containing water only and a change of clothes for every session, including socks and underwear. They will also need a pair of wellies and a coat for outdoor play and a sun hat during the summer months. Please mark all your child's belongings with his/her name.



The Early Years Foundation Stage

As stated in the Early Years Foundation stage (EYFS) framework:

‘Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. Development is not an automatic process, however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments’.

At Bright Stars, children’s all-round social, emotional, physical, intellectual and spiritual development is encouraged in our safe, secure and stimulating environment. Play helps young children learn and develop through ‘doing’ and ‘talking’, which research has shown to be the means by which young children think. Our carefully planned provision meets the needs of children from two to five years and is underpinned by the four themes of the EYFS;

- ❖ A unique child
- ❖ Positive relationships
- ❖ Enabling environments
- ❖ Learning and development

There are seven areas of learning and development that are connected to one another and of equal importance:

1. Personal, Social and Emotional Development
2. Physical Development
3. Communication and Language
4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design

Assessment and record keeping

In line with the statutory requirements of the Early Years Foundation Stage, we keep certain records about each child, including observations about their experiences and achievements at nursery and a selection of their work. The Manager and Care, Learning and Development Co-ordinator are responsible for monitoring and reviewing these records.

These informal observations of children as they play and develop, enable us to focus on a whole child approach. Information from you can also help us with our assessments and will be included in your child’s progress reviews which you will be invited to attend.

Care, Learning and Development Co-ordinator is Fern Brooks

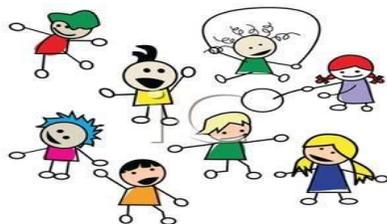
Key Person System

Before your child starts Bright Stars, you will have been allocated a key person. Once or twice during each session, your child will spend time working with their key group. This allows the key person to get to know your child's interests to assess and plan for your child's particular needs, which will be shared with the family.

Learning Journals

During your child's time at Bright Stars, his/her key person will collect samples of work and observations in a Learning Journal. We ask you to contribute to this by bringing in photographs and samples of work from home. Your child's Learning Journal will move, with your child, to their next educational setting and will be continued by the staff in that setting until the end of the Early Years Foundation Stage.

We will encourage your child to take an interest in their file by looking through it with an adult and talking about what they have done. The Learning Journal is a positive way of recording your child's progress. All information within the setting with regard to your child is subject to our Data Protection and Confidentiality policies.



Children with additional needs

Bright Stars is committed to providing equality of opportunity in meeting the needs of individual children. We value and respect the uniqueness of each child and their different stages of development and ability,

Special Education Needs Coordinator (SENCO) is Lisa Horton
Assistant Special Education Needs Coordinator (SENCO) is Becci Griffiths

Parent/carer involvement

We recognise your role as your child's first and most important educator and welcome your involvement in your child's education at Bright Stars. Our intention is to work closely in partnership with you throughout your child's time with us. There are many ways you can share in your child's nursery experiences. For example:

- ❖ Exchanging knowledge about your child's needs and interests.
- ❖ Sharing a special skill or interest such as music, cooking, dance or even your job.
- ❖ Helping provide, make equipment and look after materials used in the children's play activities.
- ❖ Joining in community activities in which the setting takes part
- ❖ Talking to your child and listening to their questions.

- ❖ Encouraging your child's learning through everyday activities around the house such as sorting washing and tidying up that involve mathematics and language skills.
- ❖ Looking at books with your child.
- ❖ Providing materials for your child to draw or mark make.

Links with the community

Bright Stars is very much part of the local community and benefits from fostering and developing new and established links with Rudston Primary School. We liaise with local schools to ensure a smoother transition between nursery and reception class education.



Code of Conduct

At Bright Stars we will encourage your child to;

- ❖ Be kind and caring
- ❖ Listen to staff and other children when they are speaking
- ❖ Say please and thank you
- ❖ Always walk indoors
- ❖ Look after our toys and equipment

Using a positive approach, we encourage self-discipline and co-operation with others. Children's self-esteem is encouraged through praise and rewards for good behaviour. Any serious issues or concerns are shared with parents who we will ask to work with us to support their child.

Illness/absence

If your child is ill in nursery, it is important that we can contact you or a relative or friend if you are unavailable. Please ensure that we have three emergency contact numbers and that this information is kept up to date. It is crucial that parents/carers let us know if home or mobile phone numbers are changed.

If your child has an infectious illness, such as, chicken pox, measles or conjunctivitis, please let the Manager know.

Children should be fully fit before they return.

If your child has a temperature or experiences vomiting or diarrhoea, please do not send them into nursery, until a clear 48 hours after symptoms have stopped, as these types of bugs spread very easily and quickly within the setting. A copy of our Sickness and Absence policy is available on our website.

Administration of Medicines

We do not apply nappy creams to children due to child protection issues. In cases where it is felt absolutely necessary, then a medical form will need to be completed first. A copy of our Intimate Care policy is available on our website.

In general, medicines are not administered in nursery unless they are prescribed to be administered four times per day. The Manager may agree that certain medicines such as inhalers for asthma can be administered. Parents are requested to apply creams to their child before entering the nursery - this includes sun cream, unless prescribed. Exceptions will be made for those children who attend nursery full-time and will need to have sun cream reapplied for the afternoon session. We recommend the coloured roll- on sun creams as these are easily applied. All medicines or sun creams must be labelled with your child's name.

Once a decision is made about your child requiring medication at nursery, you will be required to complete a form to give permission for medicine to be administered, if needed, by a designated member of staff.

Special dietary requirements/allergies

If your child has any special dietary requirements for either medical and cultural reasons, it is very important that you inform the nursery. This also applies to any allergies to food or drink your child may have.



As we often have children within the setting who have allergies or special dietary requirements, we ask that parents do not bring in sweets, cakes or party bags into the setting to celebrate birthdays, in order to prevent any of the children

being singled out. Packed lunches should not contain nuts for this reason and also, sweets, lolly pops or fizzy drinks.

Collection of Children

If anyone other than yourself or an authorised person is to collect your child from nursery, please let the staff know about this, giving a description of the person and a password which they can tell us on arrival. If it is a last minute arrangement, please telephone the nursery, again informing us of the password they will use when collecting your child. Children will not be handed over to any person's unknown to nursery staff without permission from parents or carers.

Please ensure that you collect your child on time, late collection can be very upsetting for children. In the event that a parent or carer consistently collects their child after the agreed pick up time, the following action will be taken.

- ❖ A warning letter will be issued reminding parents of our collection policy.
- ❖ A second warning letter will be issued detailing a £10.00 late collection charge that has been incurred.
- ❖ A third letter will be issued advising parents that their child's place has been withdrawn.

Voluntary Nursery Fund

A voluntary contribution to our Nursery Fund will give an 'added

extra' for the children's enjoyment and £5.00 per half term is welcomed.

This fund will enable us to make something more of our annual events, festivals and parties as well as buying things throughout the year that enhances the time your child spends with us.

We also ask for £1 per week towards buying snacks for your children to enjoy daily; this can be paid through parent pay. Snack time is a very valuable experience for young children. They learn to take turns selecting what they want to eat, develop good personal hygiene habits, talk to others in a group situation and become familiar with the foods and customs of other cultures.

We have celebrations throughout the year which we do not ask for any extra donations; therefore, we would very much appreciate it if you could support us in this way. Contributions can be placed in an envelope and put in a payment box which is set up next to the signing in book or paid via parent pay.

Complaints Procedure

If at any point you feel dissatisfied with the service you received at Bright Stars:

- ❖ Please bring it to the attention of a member of the Bright Stars team and they will try to resolve it immediately.

- ❖ If you still feel dissatisfied with the outcome, you can put your concern or complaint in writing to the manager and the manager will carry out a full investigation.
- ❖ If you are still not satisfied with the outcome of the investigation then you can request a meeting with the Manager and Head Teacher.
- ❖ If at this stage the concern or complaint has not been resolved then it will be referred to the Governing Body who will investigate the complaint and aim to respond to the parents in writing within 7 days
- ❖ If you are still not content that the complaint has been dealt with properly, then you are entitled to appeal to Ofsted. Ofsted contact: 0300 123 1231

Please see complaints policy for full details of the complaints procedure

Any questions?

If you have any worries, concerns or just want to know a little bit more about Bright Stars, please feel free to pop in and talk to us. There will be an opportunity to discuss your child's progress at their review meeting; however, your child's key person will be available for an informal chat, at the beginning or end of each session.

So once again, welcome to Bright Stars and we look forward to becoming a part of your child's very special learning journey!



Appendix 1 Admissions Policy

Bright Stars is open to every family in the community and accommodates up to 32 children during any one session. We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

Children are admitted to the nursery the term after they reach 30 months, dependent upon the availability of space, and readiness of the individual child to stay happily within the group. Your child can remain with us until the term before his or her 5th birthday. Please note, attendance at Bright Stars does not guarantee a place in Rudston Primary School

Due to the school admissions policy of all children starting school in the year that they are 5, most children start with us during the Autumn term. We are unable to keep places open for those children who have either a Spring or Summer birthday. However, they will be given priority should places become available and can usually have the sessions of their choice in the following Autumn term.

The Free Early Education Entitlement for 3yr olds entitles children to a maximum of 30 hours per week, for 38 weeks of the year, free of charge. In order for your child to qualify for the 30 free hours your child must be 3 years of age before the start of each new term i.e. 1st September, 1st January and 1st April. Please check your eligibility on www.gov.uk/30-hours-free-childcare and provide nursery with your eligibility code.

Terms and conditions of the Free Early Education Entitlement state that children may lose their funded place if they do not attend regularly without a reason being provided for their absence.

Therefore, if your child has not attended half of their sessions in any half term period (usually 6 or 7 weeks) they will lose their place at the nursery unless they have a valid reason (e.g. letter from doctor in the case of serious illness or holiday). If your child has not attended nursery for 3 weeks without any explanation, we reserve the right to offer their sessions to another child after contacting you and discussing the situation.

Government funding is also available for 2yr olds who meet the necessary criteria. Details of eligibility can be found on Liverpool City Council website (www.liverpool.gov.uk). We recommend that younger children attend for a minimum of 3 sessions per week which may increase to 4 or 5 when parents and staff feel they are ready and able to benefit from more sessions, subject to availability of places. Less than this does not give enough continuity for a child to settle adequately within the nursery.

Parents/carers are encouraged to visit with their child shortly before admission is due. We recognise that starting nursery is an anxious time for both parents and children, therefore our settling-in procedure is flexible and will be tailored to your child's individual needs. Children may attend for short periods at first; gradually building up to a full session. Parent/carers are welcome to stay for the first session or two if necessary.

Fee structure

A deposit of £100.00 is required. This will be deducted from your final balance when your child leaves.

2 Year Olds

- ❖ Morning session (8:30am - 11:30am) - £17.00
- ❖ Afternoon session (12:30pm - 3:30pm) - £17.00

❖ Full day (8.30am – 3.30pm) - £39.00

Fees are still applicable on bank holidays and in the event of absence due to sickness or family holidays

Fees are not payable during school holidays or training days. In the event of late or non-payments, parents/carers will be required to attend a meeting with the School Business Manager to discuss the matter. We reserve the right to withdraw child places and offer the places to children on our waiting list.

If you wish for your child to no longer attend Bright Stars you must give four weeks' notice in writing to terminate your nursery place.