



PROSPECTUS

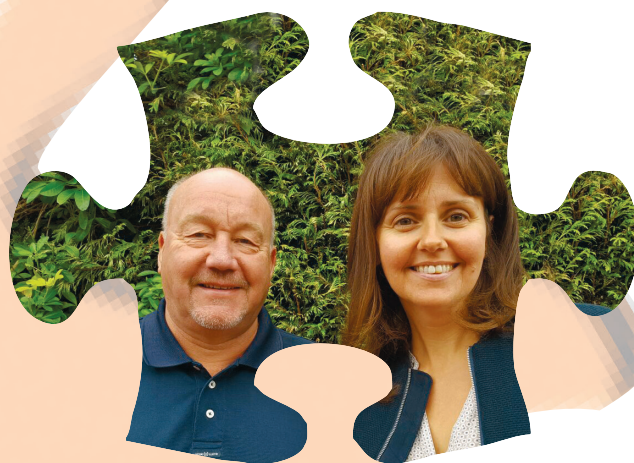


WELCOME

Welcome to Central Park Nursery, a thriving Nursery set on a business park in the middle of Telford, making it ideally situated for working parents with good train, bus and car routes straight to the motorway.

We believe choosing the right Nursery is one of the most important decisions for your child in their early years. Central Park Nursery recognise the extensive trust parents place in us and our responsibility to build strong parent partnerships and firm foundations, to bring out the very best in each and every child at our Nursery. The decisions you make for your child are crucial to their social, emotional and intellectual development. This is an investment for life.

Strong partnerships are key for shared education between parents and Nursery achieved through well-planned, fun activities with each child. We pride ourselves on parent's continual praise for the warm, caring and happy atmosphere Central Park exudes as they walk round the Nursery and we are very pleased to be celebrating nearly 25 years of creating and making life-long friendships with children at Nursery and their families.



Paul Styles & Marie Davies

OUR NURSERY AIMS TO:

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- offer children and parents a service that promotes equality and values diversity.

WE AIM TO ENSURE THAT EACH CHILD:

- is in a safe and stimulating environment;
- is given generous care and attention, due to our ratio of qualified staff to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by building on their current abilities;
- has a dedicated key person who ensures each child makes satisfying progress;
- is in a Nursery that sees parents as partners in helping their child to learn and develop.

CHILDREN'S DEVELOPMENT AND LEARNING

The Early Years Foundation Stage (EYFS) is at the heart of every activity and experience we provide for Central Park Nursery. We understand the need to support children in the best possible way and assessing their needs and abilities against the EYFS is the way in which we do this. The EYFS lays out the expected development pattern of an average child and using a wide range of qualifications, experience and one-to-one work alongside the children, our staff are more than qualified to ensure planned activities continue to encourage the children's development and enthusiasm to learn.



WORKING TOGETHER FOR YOUR CHILDREN

At Central Park Nursery we maintain the ratio of adults to children set through the Welfare Requirements.
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.

KEY PERSON

Each child within Nursery has a Key Person, who works alongside your child, completes assessments, observations and Learning Journeys that shows your child's development and what we need to do in Nursery to support progression to the next step. This is a wonderful way to encourage parent/Nursery relationships as you will have a dedicated member of staff to share successes and concerns with and who will get to know your child very well.

DEVELOPMENT FILES/ LEARNING JOURNEY

Development Files are kept for the duration your child attends Central Park Nursery. These contain pictures, photographs and observations. Three times a year you will be invited to Nursery to view your child's Development File and read their Learning Journey, as we know how important it is for us to share this progress with you and your child.



ABOUT CENTRAL PARK NURSERY



CENTRAL PARK NURSERY

Caring Playing Nurturing



At Central Park Nursery we are very proud of our continuing positive Ofsted Inspections and always strive to work hard to improve the service we provide for the children who attend our Nursery.

Within Nursery we have 6 playrooms:

- Baby
- Toddler
- Two's
- Caterpillar
- Butterfly
- Breakfast/After School Room & Holiday Club

Every room works alongside the Early Years Foundation Stage (EYFS) to support and nurture the children's learning, using the predicted ages and stages to challenge the children and help them achieve their goals. These skills are supported through careful planning, Next Steps and our Nursery play rooms which are all designed with the children's development and learning in mind.



THE BABY ROOM

In the Baby Room we focus on key skills like sitting up, communicating through sounds and gestures, supporting feelings, forming bonds, crawling and then walking.

THE TODDLER ROOM

The toddlers are supported with early language skills, they begin to look at simple shapes and colours, are encouraged to sing nursery rhymes, look at books and use props to support role play skills.

THE T

In this room to recognize up their sentence a range of participi School of the



PRE-SCHOOL ROOMS

In the Caterpillar and Butterfly Rooms we look forward to school readiness. This is by supporting the children with number and shape recognition as well as pen control and the ability to write their own name. We reinforce this with number puzzles, phonics and activities to enhance their understanding of the world including stranger danger. The children also enjoy activities like Yoga and food tasting to support a healthy life style.



BREAKFAST & AFTER SCHOOL CLUB & HOLIDAY CLUB

This room caters for 4-11 year olds and includes a range of resources the children find fun and to benefit their existing knowledge and experiences. We have visitors who bring in unusual musical instruments to show the children, an animal man, the police and fire service, as well as exciting trips up the Wrekin, to the cinema and farm visits to learn about the day-to-day duties of a farmer.



TWO'S ROOM

In this room children are encouraged to recognise shapes and colours; build their vocabulary and begin to use sentences; to express themselves using a range of media and resources and participate in activities like Forest school to support their understanding of the world around them.



CENTRAL PARK NURSERY SUPPORTS BRITISH VALUES



According to Ofsted, 'Fundamental British Values' are:

DEMOCRACY

At Central Park Nursery we encourage everyone to share their views and opinions of Nursery with us, so we can continually strive to improve the service we are providing. This could be encouraging children to choose activities as part of a group, the suggestion box, questionnaires we send to parents or at staff meetings within Nursery. We believe that everyone should have the chance to be involved in what we do as a Nursery and no one's voice is unheard.



THE RULE OF LAW

At Nursery we have clear rules and boundaries that apply to everyone. These include no bullying, no racism, no verbal abuse etc. and are laid out clearly in policies and discussed with the children on a regular basis. We want all children to be happy and feel safe within Nursery and use these policies as they grow up to teach the children about morals and what is right and wrong - a valuable life skill.



INDIVIDUAL LIBERTY

This is something we feel very strongly about within Nursery. We promote independence, self-confidence and self-awareness at every possible opportunity. Children should feel respected and know how wonderful they are. We use a great deal of praise when children try new things and learn new skills. We assist children to make good choices by informing them of possible outcomes and lastly, we encourage children to speak out and express themselves freely.



MUTUAL RESPECT & TOLERANCE

At Central Park Nursery we understand that modern society is rich with people from diverse backgrounds, who follow different religions, cultures and have different beliefs. We encourage the children to have respect for these differences by celebrating a range of different religious occasions within Nursery. We do this through colouring activities, story-telling and cultural resources like books, role-play, foods and instruments.



OUR FOOD



Our Menu is specifically created to ensure all children have access to balanced meals throughout their Nursery day. We have a 4-week rolling menu to ensure the children have the opportunity to try a range of food during their time with us. As part of Telford & Wrekin Healthier Catering Commitment we understand how important it is for children to have food that is healthy, nutritious and tasty to help them develop physically and mentally.

We have a qualified Cook who is on-site every day preparing fresh meals for the children. This also gives us the advantage of being able to adapt our menu and cater for dietary requirements and allergies or to follow religious practices and parental/child preferences.

Our rolling menu consists of meals from around the world and homemade favourites. A sample menu sheet can be found at the back of the Prospectus. Children are offered morning and afternoon snacks and drinks are provided throughout the Nursery day.

We hold a 5-star rating from the Food Standards Agency and regular visits from Environmental Health have always been positive regarding our high standards in food preparation and cleanliness.

Central Park Nursery are aware of the benefits of breastfeeding and support parents who would like to continue breastfeeding when they go back to work. Some mothers choose to express milk and bring it to Nursery daily, while others prefer to come out of work to breastfeed on site. We support these decisions and do our utmost to ensure that both children and parents are happy.

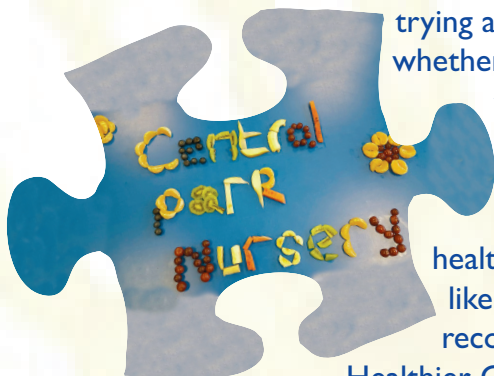


FOOD TASTING

All the children at Nursery love our Food Tasting sessions! Food tasting provides children with the opportunity to try new flavours as well as learn about where different foods come from and how they are grown.

A regular tasting session run at Nursery is fruit tasting. The children really enjoy trying papaya, mango, blueberry and even lemons! Children have the option of trying all the fruit and are asked whether they like them, if they've tasted them before and if they will eat the fruit again.

This helps toward their understanding of a healthy lifestyle as well as using descriptive words like yummy, sour, sweet and smooth, plus colour recognition. As part of Telford and Wrekin Healthier Catering Commitment, this is something we see as high priority.



ACTIVITIES AT CENTRAL

THROUGHOUT THE YEAR...

We organise fun days, visitors and activities making an exciting change to a usual Nursery day. We've had visits from the animal man, magicians, fire engines and the Police, plus activities like bouncy castles, dressing up and themed days to name just a few! The children love to join in with these activities and we love to organise them!

HOLIDAY CLUB

In the summer holidays we like to make the most of the warm weather and take our Holiday Clubs on trips where they can stretch their legs, burn some energy and have lots of fun in the natural environment.

These trips include a long walk up and down the Wrekin, enjoying the views from the top (and the ice cream on the way back down!)

We also visit a local organic farm where the children enjoy the nature trail, see a milking parlour and meet the cows that give us lovely organic milk!

A Holiday Club Prospectus is available on request.

BALL POOL

We understand the importance of the children being healthy and active and are able to offer indoor physical activity through the use of our ball pool. The children at Nursery love the ball pool and the opportunities it offers to run, climb, practise ball control and slide. All children, from babies to our After School and Holiday Club, have a dedicated time of day to use this facility and have a great deal of fun playing with their friends and the members of staff.



PARK NURSERY



YOGA

Once a week we have a yoga lesson for the Pre-School children. These sessions are themed around fairy tales or songs and include stretching, action songs, quiet time and stories.

PYJAMA DRAMA

One day a week we have a Pyjama Drama Instructor visit the Toddlers and Two's at Nursery. The session consists of dancing, singing, moving around the room in a variety of ways and having lots of fun!



FOREST SCHOOL

Forest School offers the children at Central Park Nursery the opportunity to explore and discover the natural world in a woodland environment and to enjoy being outdoors. Taking part in Forest School is an exciting adventure and actively develops independence, confidence, self-esteem and motivation through hands-on experiences. Children learn how helpful and fun woodlands can be as well as being aware of the risks and challenges. It encourages them to work as a team, solve problems and respect behaviour boundaries.

Forest School activities for the younger children include bug hunting and playing hide & seek around the trees, whilst older children enjoy archery, den and shelter building, woodcraft and how to apply concepts they have learnt in School. The children also love to make tree swings and prepare and cook meals outdoors. Central Park Nursery run their own Forest School activities on-site and are also regular visitors to Wrekin Forest School.



CHARITY DAYS

Central Park Nursery annually supports various charities by holding sponsored walks, pyjama days and bake sales. Everyone takes part, we have lots of fun and raise lots of money for worthy causes. We run the charity events not only to raise money but to help the children's understanding of the world and people who live in it. We like to teach the children that it is kind to help each other and be understanding towards one another. This is a great way to do that while the children are enjoying themselves.



SECURITY & SAFEGUARDING

T A F F I N G

STAFFING

We have a very thorough recruitment system within Central Park Nursery to ensure every staff member is suited to the job at hand. We employ staff with a range of experiences and qualifications (NVQ2 – NVQ5, DCE, CCE) as well as Apprentices who we train as they gain experience. All staff members have current DBS checks.

We have a vigorous training system in place to ensure that we are providing up-to-date training for all staff members, which not only adds to their own personal development but also ensures your child is in the best hands when in our care at Nursery.

SECURITY & SAFEGUARDING

Central Park Nursery understands its responsibility to uphold a level of care to ensure the safety and security of all children within Nursery. Children have a right to feel and be safe and we have measures in place to ensure that this is the case.

Our front door is always locked and unfamiliar people are not allowed access without ID. If for any reason, a family member we have not seen before is collecting your child, please inform Nursery in advance to provide us a visual description and a password.

All staff members are employed through a safer recruitment process where references are gained, extensive interviews take place and all staff members are DBS checked.

All staff are fully First Aid trained (apprentices can be an exception) and your child will never be left with a member of staff who isn't.

Full policies regarding Safeguarding can be requested from the Nursery Office.





OFSTED

Central Park Nursery is inspected by Ofsted and the most recent report is displayed in the foyer on the Parents' Board. It will also be on the Ofsted Reports website.

PUBLIC LIABILITY

A copy of this is displayed in the Nursery Office and can be viewed on request.

POLICIES & PROCEDURES

Our Policies and Procedures are held in the Nursery Office and can be viewed on request.

Our Policies help us make sure the service provided by Central Park Nursery is consistent and of high quality and that being a member of our Nursery is an enjoyable and beneficial experience for every child and her/his family.

PHOTOGRAPHS

We do have a Nursery camera and will take pictures of your child to capture them enjoying the activities, experiences and their time at Nursery. However, this is only with your permission and forms will be supplied to parents/carers in each room asking for this.

We also have a professional photographer who visits Nursery twice a year to take individual photographs of the children, which are available for parents/carers to purchase. This is a lovely way of documenting how much your child has grown, developed and changed during their time at Central Park Nursery.

NURSERY MOMENTOS & GIFTS

At Central Park Nursery we like to involve the children in making gifts for parents to purchase using their artwork such as Christmas cards, tea towels and jute bags. We have also produced a wonderful cookbook where families have shared some of their favourite recipes.



WHAT TO EXPECT IN THE EARLY DAYS

SETTLING IN

We offer three types of induction sessions for you and your child and try to be as flexible as possible to accommodate these: -

Stay and Play : this is where you stay with your child for an hour or so and get to know the staff in the room, the routine of the room, ask any questions and help your child settle in. These sessions are free.

I-hour Induction : these sessions can be done as often or as little as you require and are when you leave your child with us at Nursery so they get used to the setting on their own. These are charged at the hourly rate.

Over I-hour Induction : any induction over 3 hours is charged at the session rates as found in our Nursery Supplement Sheets. As with the I-hour induction, this is to allow your child to spend more time here and support them to settle in.

At Central Park Nursery, we understand how difficult settling in can be for you and your child and will offer any additional support we can. You are always more than welcome to phone and see how your child is during the settling in period and there is no limit on how many inductions you and your child can do.

VISITING US

Central Park Nursery has an open-door policy and parents/carers are more than welcome to visit us. We do suggest calling in advance so staff can be on hand to be your guide around Nursery and visiting at meal times is discouraged.



ENROLMENT & DEPOSIT

If you do choose Central Park as your Nursery, you will need to return the enrolment forms as soon as possible. We also ask for a deposit at the cost of your child's first week of sessions. This will then be deducted from your first invoice.



CLOTHING

Nursery provides protective clothing when the children are participating in messy activities and at meal times in the younger playrooms; however we do ask that the children come in clothes suitable for Nursery and the activities they will be doing during their time here.



SESSIONS AT NURSERY

We try to be as flexible as possible with Nursery sessions as we understand families require different things and have different lifestyles. We do try to cater for shift patterns but request that on the weeks you do not need our service, one full day is paid for to hold your space.

DIARY SHEETS

There are individual diary sheets in our Baby, Toddler and Two's Rooms and on request in Pre-School. These are a summary of what your child has done at Nursery, including nappy changes, meals and how much they have eaten, bottles of milk offered and drunk. This means that any information you may have forgotten to ask at pick-up will be recorded on the diary sheets for you to reference at home.



DAY TO DAY AT CENTRAL PARK NURSERY

WHAT TO PACK IN YOUR CHILD'S BAG FOR A DAY AT NURSERY

We advise that you pack your child's bag as though you were going out for the day with spare clothes, nappies and wipes if needed, sun cream and a hat (seasonal), a coat and sensible shoes. Plus medicines such as children's paracetamol and cream if needed.

Children's paracetamol is kept in the Designated Medicine Cupboard and creams in changing baskets.

Some parents prefer to bring in nappies and wipes on a daily basis and others bring in bulk and are informed when stocks are running low, this is entirely down to preference.



BABIES

If your baby is having formula or breast milk then we kindly ask you to provide this. Breast milk is stored in the fridge and formula must be brought in new and sealed to follow contamination policies (once again you will be informed when it is running low).

Comforters for sleep can be brought in when needed. You will be provided with an **All About Me Form**, tailored specifically for babies so we can try and match your home routine as much as possible.

KIDS CLUB

We offer a Breakfast and After School Club with pick-up and drop-off to some local schools. For more information please do not hesitate to ask. In the school holidays we also have a Holiday Club open for children from 4-11 years of age. The Club offers planned craft activities, outside play, a ball pool, trips off-site to local places like the Wrekin, Forest School, the cinema and much more. **A Kids Club Prospectus is available on request.**



ADDITIONAL NEEDS AND DISABILITY

As part of our Nursery Policy we take account of any additional needs a child may have to make sure that our provision meets the needs of each individual child. We follow the statutory guidance Special Educational Needs and Disability Code of Practice 0-25 years.

If your child has additional needs then please make us aware as soon as possible. We have a very good relationship with the Special Educational Needs Team at Telford and Wrekin Council and will put measures in place to ensure that your child is supported in the best way possible.

If throughout your child's time here we have any concerns about their development, we will approach you with these and hope that you would do the same to guarantee the standard of support your child is accessing remains at a high level.



OPENING TIMES & LATE COLLECTION

Central Park Nursery opens at 7:30am and closes at 6.00pm. Outside of these times we are not insured to have children onsite. If you arrive on site before Nursery opening time, we cannot permit your child to enter until 7.30am.

If you are going to be later than 6.00pm picking up your child, then we need to be informed immediately. Your child will remain at Nursery with two staff members until you arrive. An additional charge of £5.00 will be added to your bill for every 15 minutes after 6.00pm. We would appreciate this not being a regular occurrence if possible.

HOLIDAYS

Yearly holidays are calculated by how many sessions/days your child attends Nursery multiplied by three, for example : if your child attends Nursery for one day a week, then they are entitled to three days holiday per annum. If your child attends full-time (5 days) they will be entitled to 15 days holiday per annum. Children on shift patterns do not get holiday entitlement. When holidays are booked there is a 50% discount on these days.

ABSENCES & SICKNESS

If your child is going to be absent from Nursery due to illness then please kindly inform us by 9:00am that day. Unfortunately, you will still be charged for these days as we still have to keep your space open.

If your child becomes unwell at Nursery we follow guidance laid out in the “Guidance on Infection Control in Schools and other Child Care Settings” documentation.

This means that if your child does contract certain illnesses there will be a recommended period of time that they should be kept off Nursery. For example, if your child has sickness and/or diarrhoea they will be asked to remain at home for the 48hrs following their last episode of sickness or diarrhoea. This is the same for every child and is to ensure the health and well being of all others at Nursery.

We have a designated medicine cupboard where we can store paracetamol-based medicines so that if your child has a temperature we can phone for your permission to administer it without you having to come to Nursery.

Inhalers and other personal medication can also be administered at Nursery if a medicine form is completed.

GIVING NOTICE & COMPLAINTS

Whatever the reason for giving notice we kindly request that you provide it to Nursery in writing with one month's notice.

If you need a copy of the Complaints Procedure this can be requested from the Nursery Office or found on the Parents' Board in the foyer.





CENTRAL PARK NURSERY

Caring Playing Nurturing

Down in the Nursery

Down in the Nursery where everyone goes
There's a lovely baby room where the lights are set low
But we have to be quiet, one's having a dose
Down in the Nursery where everyone goes

Down in the Nursery where everyone goes
The toddlers are playing in the breeze that blows
Paddling in the pool where you can dip your toes
Down in the Nursery where everyone goes

Down in the Nursery where everyone goes
Two's are growing flowers, it might be a rose
Blowing a big bubble, see how it grows
Down in the Nursery where everyone goes

Down in the Nursery where everyone goes
Pre-School are exploring paint with their toes
Oops there's a splash and some on my nose
Down in the Nursery where everyone goes

Down in the Nursery where everyone goes
The Clubs are throwing snowballs, they must be froze
Out in their hats and scarves in the snow
Down in the Nursery where everyone goes

By Mia Davies

Central Park Nursery
8 Hawksworth Road
Central Park Telford
Shropshire TF2 9TU
T : 01952 292092

E : marie@centralparknursery.co.uk
www.centralparknursery.co.uk

Owners : Marie Davies & Paul Styles

