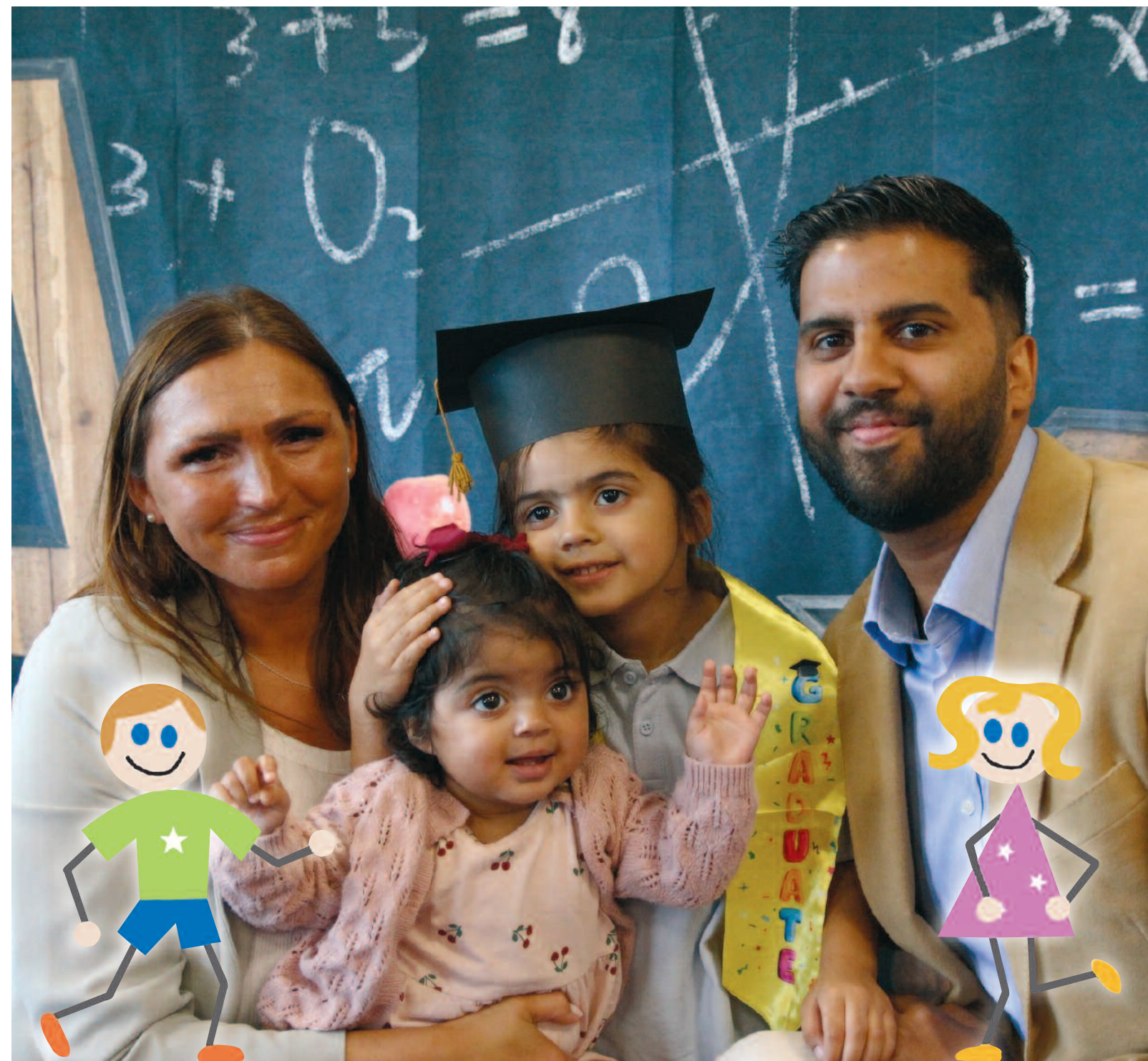


Central Park Nursery
8 Hawksworth Road
Central Park
Telford
Shropshire TF2 9TU
T : 01952 292092
E : marie@centralparknursery.co.uk
www.centralparknursery.co.uk



CENTRAL PARK
NURSERY
PROSPECTUS



Where Learning Comes Top of the Class



W E L C O M E

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.

Established on the 1st May 1995, Central Park has enjoyed 30 years of creating and making lifelong friendships with children at nursery and their families. We understand that strong partnerships, through well-planned, fun activities with each child are key for shared education between parents and nursery. 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 see the opportunities and experiences on offer.



Marie Davies Senior Manager

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 & LEARNING

The Early Years Foundation stage is at the heart of every activity and experience provided at Central Park Nursery. We understand the importance of ensuring all children in our care are making progress and achieving to the best of their abilities.

The EYFS outlines the expected steps and goals each child will achieve before starting school. By using a wide range of carefully planned activities, additional support and opportunities, our practitioners challenge our children each step of the way to be the best they can be.

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;
- allow the children to explore and be adventurous in safety.

KEY PERSON / DEVELOPMENT FILES

At Central Park Nursery we have an online system called Learning Journals which is where all children's milestones are posted. These are individual to each child and parents have access to their child's Learning Journal through a parent portal.

Children are provided with a keyworker in each playroom, who carry out planned activities with the children in their group. This also gives parents a dedicated member of staff if they have questions about their child's time in nursery.

Practitioners take photographs throughout the day and post them along with comments linked to the EYFS as a log of all the wonderful progress they make at nursery.

This is how practitioners also assess whether the children are making the expected progress and if not, what additional support is required outside of the EYFS outlines.



ABOUT CENTRAL PARK NURSERY



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
- Rising 3's
- Pre-School
- 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.



RISING 3'S & PRE-SCHOOL

In these rooms, we look forward to the transition to school and the children being 'School Ready'. We understand the importance of children being resilient, confident and independent, whilst also being capable of meeting their own self-care needs. Encouraging an enthusiasm to learn is also a key element to our school-readiness programme so children are ready to try all the exciting things school has to offer.

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.



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 TWO'S ROOM

In this room children are encouraged to recognise shapes and colours; build up 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.



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.



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.



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* 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. We have earned an Elite Award for continually holding a 5* rating.

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 towards 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.



OUR FOOD

ACTIVITIES AT CENTRAL PARK NURSERY

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 which was refurbished in 2022.

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 practitioners.



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.

LET'S MOVE!

NHS Guidance states that children should spend at least 180 minutes (3 hours) a day doing a variety of physical activities spread throughout the day, including active and outdoor play. The more the better. The 180 minutes should include at least 60 minutes of moderate-to-vigorous intensity physical activity. We ensure that all children have access to a range of physical activities such as running, climbing, jumping, mark making and much more. Our new outdoor Climbing Area has made this even easier to achieve, with all children having access to it throughout the day!

FOREST SCHOOL & LITTLE RANGERS

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. In Little Rangers our older children enjoy archery, den and shelter building, woodcraft and how to apply concepts they have learnt in Forest 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.



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.



FACEBOOK

We have an open Facebook page where we share photographs and Nursery-wide updates. On induction into Nursery, you will be asked whether you are happy for your child's photograph to be used on social media. If not, don't worry because there will be plenty of photos to look at in their Learning Journals.

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.

1-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 1-hour Induction : any induction over 3 hours is charged at the session rates as found in our Nursery Supplement Sheets. As with the 1-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

Show around bookings can be made via phone or email. We will do our best to find a time that works for you however, we do not offer bookings during mealtimes to ensure the children are not disturbed while eating or after 4:30pm due to availability of staff.

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.



FUNDING & FEES

We work hard to ensure all children can access their funded hours and that these hours are suited to parents where availability allows. Invoices for additional hours/sessions and meals are sent out via email at the beginning of each month and are due for payment within 7 days of issue. Invoices can be paid via Tax-Free Childcare, BACS or by debit/credit card.



ENROLMENT & DEPOSIT

Should you choose Central Park Nursery, an enrolment form will need to be completed, and a deposit paid to secure your child's place. The deposit is credited on your first monthly invoice.



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.

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

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 £25.00 will be added to your invoice for every 15 minutes after 6.00pm. We would appreciate this not being a regular occurrence if possible.

HOLIDAYS

If your child is not going to attend nursery i.e. holidays, we ask for 4-weeks' notice as invoices cannot be amended mid-month. Any meals you would normally pay for on the days your child is absent, will be deducted from your invoice.

Sadly, on last-minute days off and sick days, meals will still be charged as food is ordered and purchased in advance.

Funded hours missed due to absence cannot be swapped to other days.

ABSENCES & SICKNESS

We have a robust absence policy in place in nursery to ensure the safety and care of all children. Although nursery is not compulsory, we ask that you inform us by 9:00am if your child is not going to be in. Any charges will still apply.

If your child becomes unwell at nursery, we will phone you and depending on illness and our exclusion period policy, will let you know how long your child will have to be at home. We understand the difficulty having time off work can create, however the exclusions are in place to safeguard all children, parents and practitioners that access 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.



Although I am not their parent,
I care for them each day.
I cuddle, sing and read to them
And watch them as they play.
I see each new accomplishment
And help them to grow and learn.
They come to me for comfort.
I soothe away their tears.
They proudly show their work to me.
I give the loudest cheers.
No, I am not their parent,
But my role is just as strong.
I know someday the time will come.
When we may have to part.
But I know each child I have cared for
Is forever in my heart.

Author Unknown

THE CHILD CARE & PRE- SCHOOL
TEACHER POEM

