



Address: Phoenix Nursery, Fry Road, Stevenage, Herts, SG2 0QQ

Email: info@phoenixnursery.co.uk **Tel:** 01438 352366 **Website:** www.phoenixnursery.co.uk

Phoenix Nursery Prospectus

Our Priority

Your child's happiness, safety and education is of our highest priority at Phoenix Nursery

As with all Ofsted registered childcare settings, we follow the statutory welfare and educational requirements of the Early Years Foundation Stage (the curriculum for Early Years) which ensures that our provision meets strict learning and development requirements and complies with care and welfare policies.

Our Ethos

At Phoenix Nursery we provide our children and families with a home from home; an environment where your children's happiness and welfare is central to our practice.

In our loving and secure environment we plan exciting and active learning opportunities for children encouraging them to achieve their full potential and develop their talents, ideas and interests.

We understand the importance of the early years in a child's general development and the children's experiences with us establish a solid foundation for future learning.

Our Team

At Phoenix Nursery we are friendly, qualified, and passionate in our vocation to work with children and provide them with a fun, safe and stimulating environment to foster a love of learning. Our team draws on a wealth of experience and we benefit from three Early Years Practitioners who hold a BA degree in Education and Early Years ensuring your child receives the best possible start in life.



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Our Provision

Our setting provides the unique benefit of a shared learning experience for the children aged 12 months to 5 years old through the two large open plan rooms which helps foster a sense of community within the nursery. We also provide a separate private room for children under 2 years old which is used as required.

At Phoenix Nursery we focus on nurturing confident, curious and caring learners. Through our effective outdoor classroom and the surrounding woodlands our children are provided with plenty of fresh air, space, nature and exercise throughout their days at nursery. The children love to go on walks and explore the nature that surrounds us, in addition to participating in daily music and movement sessions where they learn to keep fit and move with coordination. Children are encouraged to be active and learn about healthy lifestyles.

At Phoenix Nursery we place great emphasis on eating together like a family, we talk about our day and make it an enjoyable and sociable time. All children are encouraged to eat a variety of healthy nutritious meals that are prepared freshly on site. We understand how important meals are at nursery, with some of our children eating four meals a day with us it is essential we offer children healthy balanced meals. We offer breakfast, snack, lunch and tea at Phoenix Nursery and this is all included in your fees.

As the children get older they learn about nutrition and healthy lifestyles, they help prepare snacks/meals when possible and independently serve themselves. This helps in promoting positive attitudes towards food and meal times that will hopefully stay with them for life.

Education

The Early Years Foundation Stage (EYFS) sets the statutory standards that all Early Years providers must meet. It is the law and defines how and what your child will be learning to give them a firm foundation for a successful start at school.

The EYFS defines 7 areas of Learning and Development. Younger children usually develop in the 3 prime areas first. These are: Communication and Language,



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Physical Development and Personal, Social and Emotional Development. As they grow older, children expand on the prime areas helping them to develop skills in 4 specific areas: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

We recognise the importance of child led activities and we endeavor to provide the children a balance between structure and free choice to ensure that they experience all areas of learning, in particular, those areas they find more challenging. The nursery offers a wide range of activities across the curriculum throughout the day.

Every child in our nursery has a key person who has a special responsibility to take the lead in all aspects of care, learning and development for your child. We encourage self confidence; we recognise positive social behaviour through praise and always support every child to reach their fullest potential. Very importantly, our team will provide adult role modelling that demonstrates positive social behavior.

Our team regularly observes your child during play based learning opportunities and use this information to plan for your child's individual development needs. This information is stored along with photographic evidence in your child's learning journey online for you to be able to see and extend learning at home(see Tapestry Information Letter).

Working In Partnership With Parents

Our team is always on hand in the setting to discuss your child with you and provide daily feedback on their progress. We run frequent and regular consultations with parents to enable you to view your child's development record and discuss their latest progress report. These consultations are designed to enable the setting to gain parents/guardians' perspectives on their children's progress and ensure everyone is made to feel a part of the child's learning journey.

Parents Forum

To ensure parents views and voice are clearly articulated and heard, there is a parents' forum which meets once a term. This forum is run by parents with children at the nursery and provides a platform to feedback to the nursery and other parents.



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Your Child's First Steps At Phoenix

Transition refers to the move of a child from one environment to another. This experience could cause young children to feel vulnerable and frightened and can affect their ability to integrate and learn. It is therefore important to support children during transition time.

At Phoenix nursery, transition is referred to as "Getting to know you time". We suggest that for your child's first visit one of the parents stay with them at the nursery to help with a smooth transition while on the next visit your child encouraged to stay for 1 hour to meet their key worker and become familiar with the setting. For subsequent visits the child's time at the nursery is gradually increased until they are ready to start nursery. During this time is it helpful if parents/guardians can provide the nursery with photos of their child's family members or pets to place in our family photo book to help with the feeling of familiarity and security for your child's transition.

Child Care Vouchers/Funding

Childcare vouchers help parents with the cost of paying for approved childcare for employed parents. We are currently registered with most recognized voucher schemes and are open to new schemes also.

We are an Ofsted registered day nursery for 9 months-5 year olds. We are registered to provide nursery educational funding for 2, 3 & 4 year olds. At Phoenix Nursery we offer full flexibility around pick up and drop off times for these entitlements which supports our parents who may have a busy or changing schedules.

As a private day nursery we apply for the funding on your behalf, but in order to be eligible you will need to provide the setting with a copy of your child's birth certificate or their passport and provide evidence of your full postal address.



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Opening hours

Monday to Friday 07.45 – 17.30.

Should you wish to visit the nursery please ring 01438 352366 to book an appointment. We are located in Fry Rd, Stevenage at the top of Pankhurst Crescent, Chells Way.

We request you give a month's notice when your child is due to leave nursery.

The nursery is closed for a week at Christmas & New Year and for all Bank holidays. We are also closed for 2 weeks in August to allow for staff holidays.

Terms and Conditions

1. Absences (holidays) – if your child is absent from nursery for a complete week (Monday to Friday), the fees will be charged at 50% of the usual rate, otherwise a full week will be charged for.
2. Absence through sickness – if your child is sick or too unwell to attend nursery for a complete week (Monday to Friday), the fees will be charged at 50% of the usual rate.
3. Payments – You will be invoiced your payments due to nursery. Payment is to be made on a weekly or monthly basis. If you are entitled to the nursery grant, this will be deducted from your bill. You will receive a letter at the beginning of each academic term detailing which weeks the nursery grant is payable. We accept childcare vouchers. You will receive one calendar months notice, in writing, of any increase in nursery fees. Nursery is closed for Bank holidays but if it falls on your child's normal day a full fee is still charged.
4. Collection arrangements – If a person other than the primary carer is to pick up your child, written permission will be required or a personal introduction to the nursery manager & a pass word system implemented.
5. Late collection – If you are going to be late collecting your child, please telephone the nursery as you earliest convenience on 01438 352 366. If you are more than 15 minutes late an extra time payment will be added to your bill.



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6. Medication – If you wish to allow medication to be administered by staff it must be correctly labelled and the medication folder must be completed by the parent/carer. Any medication must be handed to a senior member of staff.
7. Notice – If you wish to end you agreement with Phoenix Nursery, a notice period of one month will be required.
8. Nursery funding – Your child will become eligible for the nursery grant at the beginning of the term after their third birthday. A copy of your child’s birth certificate will be required as evidence of their date of birth and eligibility.
9. It is understood that Phoenix nursery is under an obligation to report to Children’s Schools & Families any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian if deemed necessary.