

c/o Reculver CE Primary School, Hillborough, Herne Bay, Kent CT6 6TA

Tel:01227 366311 | beltingedaynursery@yahoo.co.uk | beltingedaynursery.co.uk

Within the grounds Reculver C of E Primary School, here at Beltinge Day Nursery we offer high quality care and education for children aged 18 months to 5 years. Your child will be cared for in our purpose-built environment which is designed to support children’s individual learning.

Aim:

Here at Beltinge we are passionate about childcare and want to make each child’s and families time at nursery as unique as they are, giving them the confidence and experiences, which will help them on their journey to school and through life.

Discovering the fascinating world around them, we provide children with a variety of rich, challenging, age-appropriate activities that promote their learning and development.

Environment:

Your child will be cared for in a secure, comfortable, and stimulating environment with an enclosed garden and access to the school grounds. Our environment plays a huge part in the children’s learning, we offer continuous provision enabling the children to make choices about what they would like to do alongside planned activities, both indoors and outdoors. Helping the children to learn via the 3 characteristics of learning. Our secure outdoor environment is an extension of indoors, offering a variety of play experiences which support learning and development. We free flow between indoors and outdoors at set times so that your child can choose to be outside for portions of the day if they wish, allowing for individual learning styles to be met.

We display the Golden Rules of the nursery within the environment which help the children to play cooperatively and understand what socially acceptable behaviour is.

Meals and snacks:

Children who are booked in over the lunch period (11.45-12.30pm) are required to bring in a healthy varied packed lunch.

Snacks are provided by the nursery both morning and afternoon, which comprises of fresh fruit, vegetables, crackers, toast or pitta bread. Served with milk or water. Breakfast is provided between 8am-8.30am.

Key person:

Before your child starts at our nursery, they will be allocated a key person and a second key person.

Here at Beltinge we believe the key person plays a very important role in helping the child to feel comfortable, confident, and ready to learn. The key person is the familiar adult in the setting to which the child can turn to for support especially when upset. The key person is the familiar adult that knows them and how to respond to them in a way that makes them feel safe, secure and cared for. The key person is not only there for their key children, but this relationship also extends to the parents and carers. If a parent has a concern or a family issue that may affect their child, they should feel confident in talking to them knowing that the information will be acted on appropriately.

Rest and Sleep:

Here at Beltinge Day Nursery we are committed to promoting the well-being of the children in our care and believe that it is important to provide space and time for those children who would like or need rest or sleep.

When a child first starts the nursery, we require a sleep routine sheet to be filled out informing us of your child’s sleep needs, time, and special arrangement required for sleep to help us provide the right encouragement and support from the key person when having their sleep at nursery.

This information is updated as and when changes occur in the child’s sleep pattern.

A bed will be provided in a quiet, cosy area for the child, their key person will encourage them to have a rest/sleep in the same way or routine as the child would at home i.e.: with a story, a favourite teddy bear, dummy, stroking hair etc. Making this time unique to the child, while making them feel safe and secure.

Nappy changing and toilet training:

All children where possible should be changed or taken to the toilet by their key person and in the absence of their key person then it will be the responsibility of their second key person. Each nappy change should offer opportunities for learning and interaction between the child and key person, as well as being tailored to suit the individual needs of the child and should not be rushed.

Child protection and safeguarding children:

Beltinge Day Nursery Staff have a duty of care and responsibility to promote the welfare and safeguarding of the children in our care. We are in a unique position to observe any changes in a child’s behaviour or appearance. If we have any reason, we suspect that a child in our care is suffering any type of abuse we have a ‘duty of care’ to act on behalf of the child by following our Child Protection Policy. We understand how important Partnership with parent is, and how it plays a big role in the policy with regards to making sure that the parents understand our nursery’s responsibilities for safeguarding and child protection. This also includes working with other agencies to help and support children in our care.

Admissions:

At Beltinge Day nursery we are committed to ensuring that our nursery is accessible to all children,

We take both fee-paying families on our private contracts and those who are just accessing the funded 15/30 hours of government funded sessions.

Places are available on a first come, first served basis. We require a £50 registration fee which is non- refundable on private fee-paying places. Registration fees do not apply to our totally free patterns.

Acceptance onto the waiting list doesn’t guarantee a place.

The government or the local authority do not pay us to keep places open for totally funded only patterns, there for each place is offered on a first come first served basis. Once the overall number of places we have available have gone, we will start to run a waiting list.

All policies are available upon request.

Chargeable, private contract session

|  |  |  |  |
| --- | --- | --- | --- |
|  | Explorers  Under 2’s  £10.50 per hour | Explorers  2 - 3 years  £8.50 per hour | Investigators  3 years – 5 years  £7.50 per hour |
| 8am – 4pm  8am – 1pm | £84.00  £52.50 | £68.00  £42.50 | £60.00  £37.50 |

It you are accessing one of our chargeable, private contract sessions there is consideration for you to use funding if you so wish, in line with our funding blocks. Please ask for a breakdown based on your fees and pattern using these funding blocks.

* We require a registration fee of £50 which is non-refundable on our chargeable, private contract sessions once a place has been offered and accepted.
* If you accept one of our totally free places, then no registration fee is payable, there will be no additional charges. There may be some voluntary charges such as suncream, parties/celebrations, visitors into the setting…
* All fees are payable monthly in advance by cash, Bank transfer or tax-free childcare payments.
* Fees must be paid for the sessions booked, even if children do not attend.
* It is important to adhere to session times booked as staff/child ratios are worked out accordingly and must always be maintained. There is a late charge of £10 which increases every 15 minutes by £10 after collection time.
* Government funding can be claimed for all children who are eligible. This entitles them to up to 30 hours per week during term time.
* You can choose to stretch your funding to 48 weeks 15hrs = 12hrs per week, 30hrs = 24hrs per week.
* Due to over allocation of funded hours when you stretch hours, 6 hours for 15 hours (12 hours stretched) and 12 hours for 30 hours (24 hours stretched) there is half hour per month charge for 15 hour funded children, and 1 hour for 30 hour funded children to cover the short fall.
* You will not be charged for Bank holidays or charged during the nursery holiday times.
* Fees are subject to a fee increase in April of each year.
* We charge for suncream (for the warmer months) or you are welcome to supply your own in a named bottle which will be left at nursery.

Totally free patterns

|  |  |
| --- | --- |
| 15 hours | 30 hours |
| Monday to Friday 1pm-4pm | Monday to Friday 9.30am-3.30pm |

* Totally free patterns are set times that can’t be moved.
* Totally Free patterns do not incur costs, so you are not able to purchase extra to extend times.
* We ask for voluntary contributions for some items such as suncream or offer for you to bring in your own.
* We ask for voluntary contributions for parties/celebrations/visitors to the setting.

Waiting List Form

Beltinge Day Nursery

Parent’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chargeable, private contract session

Please circle your choice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday: | Tuesday: | Wednesday: | Thursday: | Friday: |
| 8-4pm | 8-4pm | 8-4pm | 8-4pm | 8-4pm |
| 8-1pm | 8-1pm | 8-1pm | 8-1pm | 8-1pm |

There is a minimum of two sessions per week.

**Totally free patterns:**

Please circle your choice.

|  |  |
| --- | --- |
| 15 hours | 30 hours |
| Monday to Friday 1pm-4pm | Monday to Friday 9.30am-3.30pm |

Does your child have any additional needs or requirements?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note spaces are only available for 38 or 48 weeks of the year, in all age groups.

Please circle: 38 Weeks/48 weeks.

When would you like your child to start?..........................................

We will contact you as soon as you are the next eligible person on the list, we will let you know

which sessions are available if we cannot match your requirements.

* Places are available on a first come first served basis, acceptance on the waiting list does not guarantee a place. We will contact you as soon as place becomes available; it is at this point we will require £50 registration fee to reserve the place.