

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

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Within the grounds Reculver C of E Primary School, here at Beltinge Day Nursery we offer high quality care and education for children aged 3 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.

fascinating world around them, by providing them with a variety of rich, challenging, age appropriate activities and scaffold children’s 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 taking place throughout the day 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.

Meals and snacks:

Children who are booked in over the lunch period (12-12.30pm) are required to bring in a healthly varied packed lunch.

Snacks are provided by the nursery both morning and afternoon, which comprises of fresh fruit, veg and either crackers, toast or pitta bread. Served with milk or water. This is charged at on your half termly invoice at £7 per term.

Breast and formula milk:

We ask that you provide the milk and bottles that your baby needs throughout the day, if this is formula you can either bring in a big tub and we will let you know when it is running low, or you can bring their milk in daily in pots to be made up as and when needed. If your child is breast fed then we can store fresh breast milk in line with our policy which is available upon request. If you have chosen to breast feed your baby it is a good idea to get them used to taking bottled expressed breast milk from family and friends before they start nursery. This is due to the fact that exclusively breast-fed babies can struggle more while settling into nursery. This is because breast feeding isn’t only milk to your baby it’s a wonderful bonding time between mother and baby, breast feeding relieves stress and is often also associated with being a comfort at times of upset. Once your child is on ordinary cow’s milk, which we will supply this.

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, and 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, this relationship extends to the parents and carers too. 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.

Admissions:

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

We not only take paying families but those who just want to take their free 15/30 hours of government funded sessions. A funded places policy is available upon request.

Places are available on a first come first served basis, and to reserve a space we require a £40 registration fee which is non- refundable.

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

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 to 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.

All policies are available upon request.

Fees

**Please note 3.30pm-4.30pm is a chargeable hour where funding cannot be used.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Discoverers3 months – 2 years £5.75 per hour | Explorers2 years - 3 years£5.50 per hour | Investigators3 years – 5 years£5.50 per hour |
| 8am – 4.30pm8am – 3.30pm8am – 12pm12.30pm-4.30pm | £48.88 per day£43.13 per day£23 per am session £23 per pm session | £46.75 per day£41.25 per day£22 per am session£22 per pm session | £46.75 per day£41.25 per day£22 per am session£22 per pm session |

**\*As we close at 4pm on Friday’s session prices will differ from above.**

You can drop off and pick up your child anytime during your session times.

* We require a registration fee of £40, once a place has been offered and accepted, which is non-refundable.
* If you accept one of our totally free places, then no registration is payable.
* If your government funded hours fall on a bank holiday during funded weeks, you will be offered alternative session to the same value to which is convenient to both parties.
* All fees are payable half termly in advance by either cash, Bank transfer.
* 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 be maintained at all times. There is a late charge of £5 which increases every 15 minutes by £5 after a child collection time.
* Government funding can be claimed for all children the term after their 3rd birthday. This entitles them to up t0 30 hours free nursery sessions per week during term time.
* You can choose to stretch your funding to 48 weeks 15hrs=12hrs per week 30hrs=24hrs per week.
* You will not be charged for Bank holidays or during the nursery holiday times.
* Fees are subject to a fee increase in September of each year.
* There is an admin charge of £3 per half term and a snack charge of £7 per half term which you will see on your half termly invoice.
* We charge £6 per year for suncream (for the warmer months) or you are welcome to supply your own in a named bottle.

Beltinge Day Nursery

Waiting List Form

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

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

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

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

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

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

Please indicate below which sessions you are looking for:

**Please note: single sessions/ single days are not available.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday: | Tuesday: | Wednesday: | Thursday: | Friday: |
| 8-4.30pm | 8-3.30pm | 8-4.30pm | 8-3.30pm | 8-4.30pm | 8-3.30pm | 8-4.30pm | 8-3.30pm | 8-4pm | 8-3.30pm |
|  |  |  |  |  |  |  |  |  |  |
| 8-12pm | 12.30pm-4.30pm | 8-12pm | 12.30pm-4.30pm | 8-12pm | 12.30pm-4.30pm | 8-12pm | 12.30pm-4.30pm | 8-12pm | 12.30pm-4pm |
|  |  |  |  |  |  |  |  |  |  |

**Our totally free pattern is as follows:**

**1 x FF2 place 15hrs to be used 12pm-3pm x 5 or 12hrs stretched 12pm-3pm x 4**

**1 x Free entitlement place 15hrs to be used 12pm-3pm x 5 or 12hrs stretched 12pm-3pm x 4**

**1 x Extended hours place 30hrs to be used 9am-3pm x 5 or 24hrs stretched 9am-3pm x 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday: | Tuesday: | Wednesday: | Thursday: | Friday: |
| 12pm-3pm | 9am-3pm | 12pm-3pm | 9am-3pm | 12pm-3pm | 9am-3pm | 12pm-3pm | 9am-3pm | 12pm-3pm | 9am-3pm |
|  |  |  |  |  |  |  |  |  |  |

Does your child have any additional needs or requirements?

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Please note spaces are only available for 48 weeks of the year in all of our rooms.

We have a limited number of Funded Term time only spaces.

Please indicate whether you only want term time YES / NO

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

There is a minimum of two sessions per week.

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 £40 registration fee to reserve the place.