

Nursery Prospectus

Thank you for your interest in Little Steps Nursery School.

Little Steps has been providing a warm, nurturing environment for young children since it opened in 1991. Initially, the nursery was just one room of St George's Independent School, but in 1996 we moved in to the building adjoining the school. The nursery has continued to grow and flourish and now caters for children from birth until school age.

We aim to meet the differing needs of parents, providing everything from full day care to just a few sessions a week.

The nursery retains very close links with St George's School, with older children able to take advantage of the resources the school provides.

Further information about the nursery is contained within this prospectus, including:

- An **overview** of the care, curriculum and facilities
- **Baby Unit** information, and terms and conditions
- The **School Calendar**, which lists events that the nursery and the school undertake together
- Details of the nursery's **fee structure**
- An **application form** for your child

If you have any question about the nursery or would like to arrange to come in to visit us, please contact the School Office on 01582 661471 or by email via info@stgeorgesdunstable.co.uk.

Little Steps

Nursery School



Little Steps nursery opened in 1991 in one room of St. George's School Independent School. In 1996 the adjoining building was purchased and the nursery moved in. It has grown since then to accept firstly, two year old children then in 2008 our baby unit was opened. It is now run independently of the school.



Our nursery aims to meet the needs of parents with needs from full day care or just a few sessions a week by providing a high standard of care and education for your children. Whilst our practises are efficient and thorough, our nursery has a warm, nurturing environment where your children will feel happy, valued and welcome helping them develop confidence and self-esteem.

Facilities



The nursery has large, bright, airy rooms with both stimulating, well-resourced spaces, encouraging children to explore and discover and also, quiet, restful areas where children can rest and relax at times during their busy day.

Our exciting outside space helps develop social and exploratory play – it is a rich environment that includes growing beds where the children can see plants grow and learn how to care for living things. We grow vegetables that are used in our kitchen, the children help to plant, nurture and pick them, developing an understanding of the world around them and a positive attitude to a healthy life style for the future.

Curriculum

Planning is designed around the needs of each child, we use observations to assess how we can help our children to develop to the



next step. Our resources are planned to encourage the children to become independent learners and problem solvers. This then leads on to a greater understanding of mathematical development.

Through the provision of a structured environment using good quality equipment as well as creative and caring staff, we endeavour to ensure that your child's needs are met.

The key person will monitor your child's progress in the nursery by observations during play, providing activities to help your child develop cross all curriculum areas while having fun.

These observations will be used to help us provide an individual learning journey for your child which as parents you are welcome to share with us.

Communication

We believe that a good level of communication between home and nursery is a vital element in enabling us to provide the highest possible level of care for your child.

Prior to your child joining our nursery we spend as much time with you as you would like, to learn about your wishes for your child. This communication continues throughout your child's time with us on face-to-face communication on a regular basis and by daily record books which keep you up to date with your child's activities throughout the day.

You will receive regular half termly newsletters, and we have parents' evening twice a year, all aimed to keep you informed and hopefully to feel part of our community.

Meals

Healthy balanced food is cooked on the premises with care and consideration for all our children's dietary needs. As in all other areas, we respect your wishes and ensure that your children are provided with the diet of your choice.



Records

At the end of your child's time with us these learning journeys will be yours to keep and share with your child.

Team/Staff

Our team are dedicated and caring and qualified to understand the needs of your children. We have in place strong professional development plans ensuring staff remain up-to-date with current developments and maintain standards.

We aim to ensure all our staff are qualified to level 3 in Childcare and if not already of that level when joining us, we then support them through their studies to achieve that level.

Three months to walking

These babies and young children have their own dedicated three room suite:

- One quiet peaceful room
- A more stimulating but calm room allowing your child to explore and develop with confidence
- Changing room

Each child follows their own routine. Parents' wishes are respected with each child having their own care plan written after discussion between Nursery and parents. Communication between parents and nursery staff is a strong element of nursery. Children's home books are updated daily allowing parents to follow their child's day and as they grow older, discuss it with them at the end of the day. These young children benefit from the large and stimulating garden and enjoy playing outside regularly.



18 months to Three years

The ground floor of the building is dedicated to these toddlers and young infants. They enjoy one very large, well-resourced sunny room with access to the garden, a further room – a quiet and peaceful area – and a large, newly refurbished changing room and cloakroom.

The planning for this age group, written by professional, dedicated practitioners, promotes the children's learning and development through play. The warm, nurturing environment stimulates the developing skills of speech, physical development, social skills and the safe but exciting surroundings promote the new skills of numeracy, literacy, the enjoyment of music, dance, creativity. This holistic approach creates the stepping stones to well-rounded, happy, confident individuals.

The outside environment has been designed to offer children excitement and fun allowing their imagination to flow.

Three to Four year old children

Our three year old children have their own spacious room giving the opportunity to be surrounded by stimulating resources and activities promoting the learning and development of this age group.

Planning incorporates the six areas of learning, recognised in the government's Early Years Foundation Stage Framework: Creative development, Literacy, Numeracy, Knowledge and Understanding of the World, Physical Development and PSED (Personal, Social, Emotional Development)

Children also benefit from the specialist teaching of the main school, enjoying basic French presented by Club Francais.



28 Priory Road
Dunstable, LU5 4HR

01582 661471
www.littlestepsdunstable.co.uk
info@stgeorgesdunstable.co.uk

Baby Unit Information
Version 5
20 June 2013

Baby Unit Information

This information applies to children under the age of two.

- Parents are required to provide all formula milk.
- Once your child is weaned, we will provide all meals. Any dietary requirements will be strictly respected and followed.
- Parents are required to provide nappies and wipes.
- Please provide a change of clothes for your child. This will be especially crucial during toilet training.
- If your child is to be collected by any person other than principle carers, we will need to be informed in advance. We will not allow anyone other than the principle carers to collect your child unless we have been advised.
- Parents are encouraged to bring children along for settling in periods allowing parents and babies to feel confident and happy in their new surroundings. We are happy to spend as much time as you require discussing your babies needs and well-being with you.
- Once your child starts attending our nursery, we will pass on all information to parents regarding their development and their time spent with us. This will be done both through written means and by talking to parents at both ends of the session.



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Baby Unit Terms and Conditions
Version 3
20 June 2013

Baby Unit Terms and Conditions

These terms and conditions apply to children under the age of two.

- A non-refundable fee of £50.00 is paid when a firm booking is made.
- Fees will be based on a 51 week attendance.
- Fees are paid monthly in advance. Fees must be paid on the first day of each month. Late fees will incur an interest charge. We maintain the right to refuse admission to any child whose fees remain unpaid.
- Six week's notice must be given in writing if your child is to leave the nursery. Failure to give such notice will incur six weeks fees in lieu of notice
- The nursery will be closed between Christmas and New Year. Fees are not charged for this period.

Name of child:

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Name of parent/guardian:

.....

SIGN

Signature:

Date:

.....



Fee Structure – September 2017

The following fees apply for the current school year.

Under 2's:

- **Full time (5 days a week)** 08.00–18.30: £218.00 per week
- **Full day** 08.00–18.30: £46.00 per day
- **Morning session** 08.00–12.00: £24.00 per session
- **Afternoon session** 13.00–17.00: £24.00 per session

Other hours may be negotiated if required. These will be invoiced at a rate of £6.00 per hour.

Over 2's:

- **Full day** 08.00–18.30: £44.60 per day
- **Shorter day** 09.00–16.00: £40.50 per day
- **Morning session (no lunch)** 08.00–12.00: £22.80 per session
- **Morning session (inc. lunch)** 09.00–13.00: £26.80 per session
- **Afternoon session (no lunch)** 13.00–17.00: £22.80 per session
- **Afternoon session (inc. lunch)** 12.00–16.00: £26.80 per session

Notes:

- The fees listed above include all meals throughout the day (except where specified).
- A 5% discount is given for siblings.
- Children will be required to attend at least three sessions per week.
- Nursery closes for the period between Christmas and New Year, therefore, fees are worked out on a 51 week a year basis.
- The nursery closes for bank holidays but fees are still applicable.
- We are a registered Early Years Education Provider and therefore receive funding for all three and four year old children.
- Fees are payable monthly in advance on the first day of every month.

Six weeks' notice will be required in writing when your child is to leave the nursery. Failure to give such notice will result in six weeks' fees being payable.



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Principal: Patricia Plater
Nursery Manager: Lana Race

Application for Admission

Name of child:

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Home address:

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Date of birth:

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Telephone number:

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I would like my child to be considered for admission to the school on:

Date for admission:

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Indicate days and hours required (please write in the hours you would like your child to attend on each of the required days):

Mon Tue Wed Thu Fri

Hours

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I understand that one term's notice must be given in writing to remove a child from the school. Failure to give this notice will require one term's fees in lieu.

I enclose £50.00 enrolment administration fee. Cheques should be made payable to: "St. George's School"

Signature of parent/guardian:

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Date of application:

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