

bright start childcare



prospectus

Welcome

Welcome to Bright Start Childcare

We understand that as a parent, this is a very critical point for you as the foundations of a child's learning, shape his or her future.

With us at Bright Start, you can rest assured that your child will be kept in a safe and friendly environment where each child is valued and respected. The team at Bright Start are friendly, courteous and parents can feel at ease in approaching them with any queries.

The safety and well-being of children is of utmost importance to us and rigorous procedures are in place to ensure that children have access to a secure environment. Staff are all vetted before appointment and have undergone robust recruitment procedures.

We are still at an early stage although we have brought in years of prior experience. Even so, you will find that we are well resourced with vibrant rooms, equipped with interactive multimedia technology and a wide range of age appropriate toys.

At Bright Start, we believe that every moment of a child's early years is important, thus staff will work with parents to monitor learning within and outside the setting.

But please don't just take our word for it. Come and visit us and see why our children love coming here.

Mohammed Rahman

CEO and Managing Director

Every child matters...



Did you know?

We do not allow the use of mobile phones with digital imaging equipment within our nurseries, but for emergencies and outings we supply our staff with mobiles that have no recording equipment.

All Bright Start personnel have an enhanced CRB check. This is currently the highest level of checking available. New staff must have employment references checked before starting at the nursery and we can ask for additional educational references where applicable.

All adults collecting children from the nursery will have to be nominated and identified beforehand and may need to quote an agreed password.

■ **be healthy** – safeguarding and promoting children's health and well-being

■ **enjoy and achieve** – supporting the children in their learning and development

■ **make a positive contribution**
– working together with parents and encouraging children to play a beneficial part in their nursery and wider community

■ **organisation** – ensuring all government policies, procedures and practices are strictly followed

Stay safe

Effective child protection is essential to Bright Start. The welfare of every child we look after is paramount and everyone (including all staff, students, volunteers and visitors) has a responsibility to ensure that any areas of concern involving a child who may be at risk of harm, are recognised and dealt with immediately.

As a childcare provider, we have a moral duty of care to ensure that any concerns or incidents of suspected abuse or harm are reported to the relevant Local Safeguarding Children's Board (LSCB) without delay.

Parents will be notified of all concerns and referrals unless we are advised differently by the LSCB.

We ensure the safety and security of the premises and equipment by the following means:

■ Secure perimeters around the nursery and all exits are controlled.

■ Strict entry procedures with access monitoring.

■ All equipment used is suitable and safe for the children.

■ All toys and equipment are checked regularly for safety.

■ All portable appliances are subject to stringent routine safety checks.

■ Before opening, the nursery is checked every day by management for potential safety issues.

■ A fire risk assessment is completed every year for all areas.

■ A risk assessment for all new and current activities is carried out by nursery staff. They will balance educational gains of an activity against any potential risks involved in doing it.

Safeguarding and promoting children's welfare forms a large part of our statutory responsibilities and covers most of the requirements of our registration with Ofsted (England).

All children deserve the opportunity to achieve their full potential. We follow the framework of the Every Child Matters government green paper which is structured around five outcomes which are key to a child's well-being and form part of the statutory regulations.

Our setting is inspected by the appropriate regulatory bodies.



The following areas are checked and reported upon:

■ **stay safe** – looking after the children's welfare and ensuring a safe environment

The safety of the children is maintained in the following ways:

■ All children must be signed in and out of the nursery.

■ Children are checked in and out for outdoor play which ensures that a child is never left unattended.

■ We have developed an accident reporting system.

This enables us to monitor and ensure every accident is reported accurately thus improving any future processes.

■ We also carry out routine health and safety inspections as well as spontaneous checks by support staff.

■ We have banned the use of mobile phones with digital imaging equipment within our nurseries, but for emergencies and outings we supply our staff with mobiles that have no recording equipment.

Be healthy

- We have strict guidelines to control the administration of medication.
- A minimum of 50 percent of staff at the nursery are trained in paediatric first aid in addition to general first-aid trained staff.
- Infection control measures are in place such as hand-washing procedures in all areas using gels and foams.

Enjoy and achieve

We create an environment that is conducive to learning and each child is assigned a key person.

We support the children in their learning through active play and exploration by observing and assessing them and encouraging their creative thinking.

Make a positive contribution

We work together with parents to ensure children's individual needs are met.

Social inclusion is promoted and children are encouraged to behave in a respectful way to others around them.

Organisation

We control the suitability of people within the nursery by adhering to these policies:

- All Bright Start personnel have an enhanced CRB check.
- All new staff must have at least two references checked before starting at the nursery of which at least one must have been the most previous employer.
- New staff require a current CRB certificate before they are allowed to interact with children without supervision.

■ All adults collecting children from the nurseries will have to be nominated and identified beforehand and may need to quote an agreed password.

■ Visitors are checked into and out of the nursery.

■ Any contractual staff have to be from an approved list and must have a permit to work.

All documentation relating to policies and procedures can be viewed on our website & obtained from the office.



Communication

We recognise how important it is to keep parents and nursery staff informed as much as possible and we communicate our news and views to parents via frequent e-mails and newsletters.

You will also be given opportunities throughout the year to take part in our customer surveys where you can feedback any comments you may have.

We also pride ourselves in our communication, updating parents via text messages, email and on the home page of the website. This gives you peace of mind to know that you will always be fully informed of any situation that may affect your child's nursery as soon as it occurs.

Top Service

We know that we must earn the trust and confidence of you, the parent. We want you to be happy with what we do and how we do it. We also pride ourselves in understanding the importance of instilling confidence and enthusiasm in your child from an early age. After all, our collective aim is for happy and contented children who enjoy living in a culture that nurtures and values the importance of a happy childhood.

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) was introduced in 2008.

The EYFS is made up of a statutory framework for the Early Years which sets the standards for learning, development and care for children from birth to five years.

A practice guidance document supports staff in assessing a child's progress and helps them to provide the best learning experience for all babies and children. The aim is to ensure that every child is given the opportunity to learn through high quality play experiences.

Play is vital for children. It helps them to understand the world around them and to develop socially and emotionally. It is through play that our children learn, develop at their own pace and have fun with adults who understand, support and care about them. We want the children we care for to feel secure, not pushed or pressured, and to have the confidence to deal with whatever life brings.

Play Based Curriculum

Children learn individually and with others through play. We offer our children a play-based curriculum which meets all the requirements of the EYFS and supports all aspects of their learning and development. It encourages their in-built curiosity and desire to make sense of the world around them and helps them to discover that learning is interesting and fun. This is vitally important if children are going to remain keen learners for the rest of their lives.

Play in a secure environment with effective adult support allows the children to explore, investigate and enjoy the learning experience. We help them to practice and develop ideas, concepts and skills in a unique way, without fear of failure.

We deliver the Early Years curriculum in a number of ways, through:

- construction and small world play
- treasure baskets that contain a variety of different objects to help stimulate babies' senses

- large and fine motor skills and experiences
- literacy and numeracy skills
- role play and imaginative opportunities
- water, sand and malleable experiences
- stories, rhymes and nasheeds
- mark-making - the marks that children make through a range of media, such as paint, water, sand, pencils and the meanings they give to them
- creative workshops
- outdoor opportunities
- exploring and investigating science and nature
- movement and sensory experiences

The Nursery Environment

Children must be offered and allowed to engage in exciting and challenging activities, which support and extend their learning and development. They must have a full and stimulating environment to encourage a range of play, exploration and talk. They need to be able to choose, create, investigate, explore, initiate and persist with activities.

We believe that children are active learners from birth and that if we provide them with the right environment, support and experiences, it will help to encourage their curiosity, imagination and creativity.

We also need to ensure that we stimulate each child emotionally and intellectually by providing the best circumstances to promote active learning.



We have designed our nursery environments to be cosy and exciting and they are structured in such a way as to promote a child's independence, decision-making and problem solving.

The environment is organised into clearly defined areas to accommodate different activities appropriate to the development and competence of the children.

Children have access to a range of materials such as sand, water and paint which helps their creativity and develops their independence.

Equal emphasis is placed on calm areas of the nursery where the children can feel cosy and enjoy stories, rhymes and nasheeds. Wooden toys, heuristic materials (those that encourage children to discover solutions for themselves) and mirrors enhance tactile and visual stimulation. Every environment is designed to encourage physical skills such as crawling, sitting, standing and walking which are all important for development.

We use specialist play equipment that has been designed to invite exploration and specially selected for quality and play value. This ensures that whatever your child chooses to play with, their learning and development will be supported and extended. The babies in our care are introduced to discovery play through treasure baskets that contain a mixture of natural materials that vary in feel and texture and offer a sensory experience for heuristic play.

Children benefit from a well designed, well organised and integrated environment.

Supporting Learning with Skilled Staff

We want our nurseries to be the best which is why attracting and retaining the best staff is paramount. Our staff are crucial in providing a memorable nursery experience and our aim is to offer them the best training opportunities to support our childcare and education philosophy.

Our nursery staff are focused on providing fun and education, and they will work to ensure your child develops as an individual, whilst helping to nurture and encourage learning through discovery and enjoyment. We expect all our staff to engage in skilful and sensitive interactions to support a child's learning. This ensures that play opportunities, resources and interactions indoors and outdoors are appropriate to the level of competence and maturity of the child.

Children learn best where adults are keen to continue their own learning and development. Delivery of the best childcare and education is made possible by ensuring staff have in-depth knowledge and understanding from their continued professional development and higher-level qualification training. Staff must have the skills, knowledge and enthusiasm to observe, support and plan for a child's learning effectively, and by identifying any additional needs.

A dedicated childcare and education team provide advice and support to develop knowledge, skills and practice. The teams undertake coaching, mentoring and modelling good practice as well as direct training sessions to enable Managers and Room Leaders to take responsibility for leading the curriculum.

We are currently working with other organisations including local authority Early Years departments, local schools and teachers and the Early Year's Alliance to ensure that we keep up to date with current 'best practice' to offer the very best care to your child.

The Islamic Curriculum

The Islamic curriculum at our nursery has been developed to ensure that children have a strong foundation in their deen. Children are nurtured within an Islamic environment which goes hand in hand with the merciful teachings of the Quran and sunnah.

We aim to instil within pupils an understanding and appreciation of their religious traditions.

From an early age, children are taught Islamic manners (aadaab), short surahs of the Quran, Islamic traditions, Prophetic sayings (ahaadeeth), daily supplications (duaas) and much more.

Simple Islamic teachings are embedded into their everyday life such as eating with the right hand, reciting the dua before eating, greeting with salam, thanking using the phrase jazakAllah, etc.

Observation, Planning and Recording

We believe that careful planning is required to ensure that play is of a high quality. A key person (member of staff) is assigned to your child to ensure that they are engaging in the right kind of activities. This helps to plan future experiences and opportunities to build your child's knowledge, skills and abilities which will lead to new learning and development.

Observations of each child are evaluated and linked to the Early Years Foundation Stage which allows for every child's individual development to be monitored and their progress recorded in their individual learning journal. This is a record of your child's interests, significant achievements and development throughout their time with us and we encourage you to access your child's journal at any time.

Planning for your child will consist of:

Significant observations

These can be significant moments that have been observed either at the nursery or within the home environment. The key person, other team members, parents, grandparents or anyone else in contact with your child can contribute and there are detailed observations of the play and experiences your child engages in.

Photographs and significant examples of work

These will help to highlight what your child enjoys in the nursery and where their learning is progressing. Photographic evidence allows an accurate picture to be built up of your child's development.

Key Person

Research has shown that a key person approach is the most effective way of ensuring that children develop a strong relationship with a significant adult in the nursery.

The key person approach gives every child the reassurance to feel secure and cared for, helping them to become familiar with the nursery environment and to feel confident and safe within it.

We recognise every child's individuality, efforts and achievements and believe that relationships between adults and children are crucial for the child's happiness and security.

The key person meets the needs of each child in their care and responds sensitively to their feelings, ideas and behaviour. The key person will offer security, reassurance and continuity, and they will usually be the one to feed, change and soothe your child. They are in the best position to understand your child's individual needs and to share information with you about your child's experiences in nursery.

The key person will help each of their children to develop relationships with other members of staff and children. They will observe them in their play so that they can plan future opportunities and experiences that best meet their needs and interests.

Partnership with Parents

We believe that parents are the primary educators of their children and should be centrally involved in their child's experiences and development.

Effective communication means there is a two-way flow of information, knowledge and expertise

between parents and staff. Staff are always available to give feedback about your child's day and talk about significant events with you.

Managing Behaviour

Our staff are able to manage a wide range of behaviour to ensure every child's welfare and development. Children benefit most when adults adopt a consistent and positive approach to the management of their behaviour. By establishing clear boundaries according to the level of understanding, children become aware of the routines and begin to understand what is expected of them.

Children have a lot to learn about behaving and coping with very different environments in their early years. The children in our nurseries are at varying stages of development.

Our staff are sensitive to the individual needs of each child, their cultural and family backgrounds, and their developmental stage of learning. Children are not born with an understanding of the rules of acceptable behaviour - they have to learn them, and adults need to help them do this.

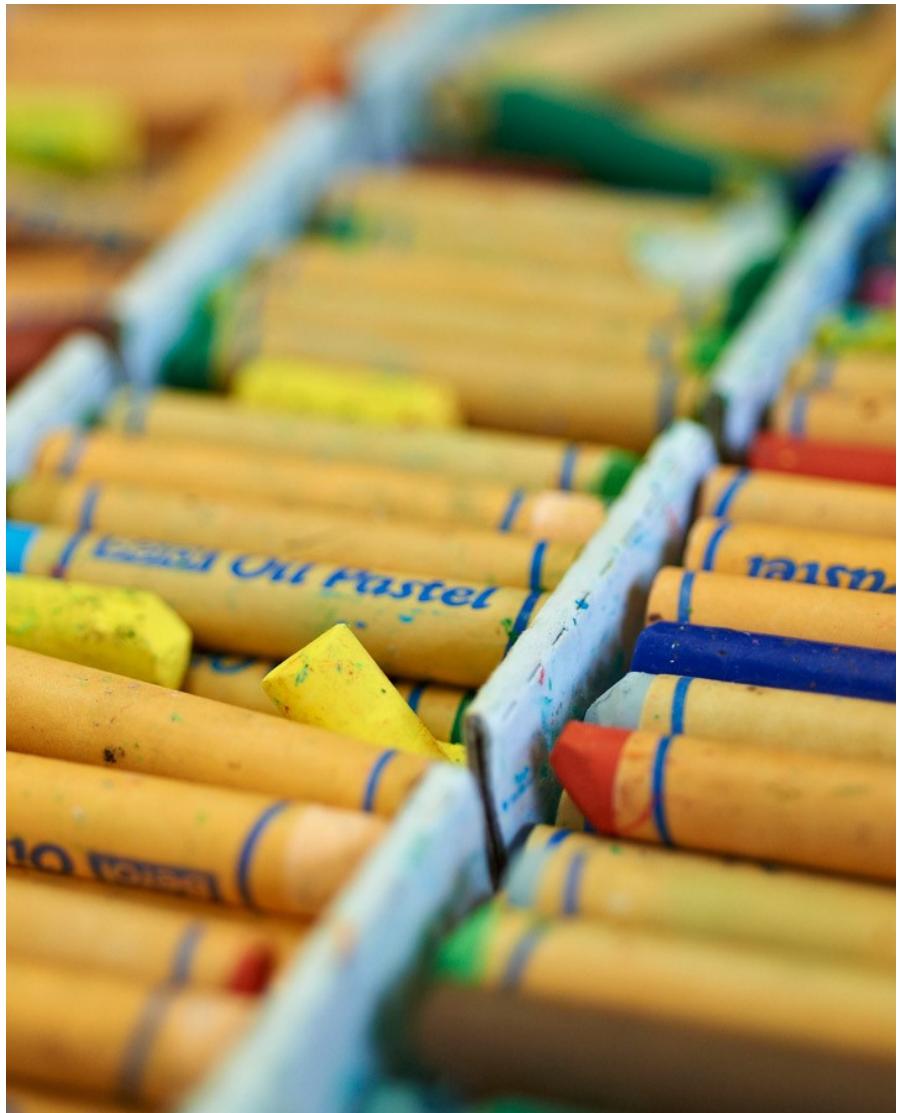
Managers and their teams have a responsibility to ensure that:

- the physical environment is safe, well organised and stimulating
- all activities, resources and equipment are appropriate for the child's age and stage of development
- when appropriate children are given opportunities to become involved in their own learning environment including the setting of rules and boundaries

- our nursery offers an organised environment that provides plenty of well planned and age appropriate activities
- when they are actively included in positive play with adults, children are less likely to adopt inappropriate behaviour
- once expectations have been made clear, children receive a consistent approach from the staff.

Children develop and progress best in an environment in which:

- they know what is expected of them and they are free to learn and play in an organised way where good behaviour is positively encouraged
- opportunities for inappropriate behaviour are minimised.



Did you know?

Sand play enables children to create different worlds and act out their own experiences. They learn about weight and volume and can practice mark-making, thereby developing early writing skills.

Using chalks, crayons, pencils, paints and other mediums with many different types of paper, envelopes and card, children can learn to mark-make. This can be extended into role-play and they learn the benefits of writing for a purpose by becoming secretaries, postmen, waiters or police officers. They learn to express their thoughts and record their experiences.

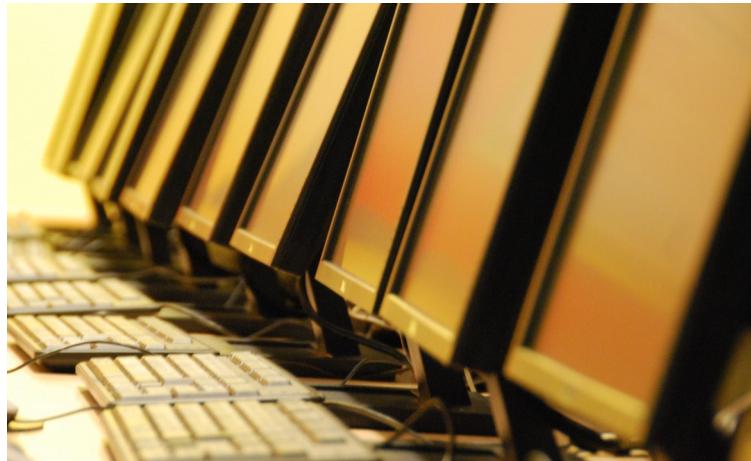
By using role play and dressing up, children learn more about the world. They develop new vocabulary and social acceptance and understanding of other backgrounds and cultures and develop life skills for the future. They can experiment in an adult world by exploring familiar scenes and develop relationships with other children.

Information Technology

Children at our nursery still have all the traditional toys and games at their disposal but now have access to some fabulous IT equipment.

As a leading day care provider we work hard to maintain our pole position when it comes to IT education.

Currently we have Smart Boards in all rooms and are looking to invest in further interactive IT equipment.



Toys and Furniture

We believe that play is a key element of any child's development and we have spent much time carefully selecting the type of toys and equipment provided in our nurseries. The objective has been to find safe activities and sturdy toys of good quality that entice the children into playing with them, stimulating and developing their imagination.

Our choice of play equipment is guided by our philosophy that children should be able to make choices about where to play, what to play with and how to use the resources that are best available to them. Toys and materials are displayed in a way that invites their exploration. This allows our staff to focus on observing and interacting with your child rather than actively supervising and directing their play, enabling them to fully understand your child's individual needs.

Our simple, uncluttered design encourages a child's imagination and desire to play.

Prospective builders will also appreciate our **sand and water tables** that help with mathematics and science concepts, enhance physical skills and promote social learning and co-operative effort.

Little thespians will love the **dramatic play equipment** that has been designed to encourage imaginative, creative play.

The children supply the ideas that turn everyday items into exciting adventures.

These are just a few examples of the wonderful resources your children will enjoy our Nursery. We think once you see them you'll agree that they do the job perfectly.

Healthy Living

At our nursery, we always promote nutritious and wholesome food to Cur-
rently, we are not providing warm food
however we will be signing up a con-
tract with a local caterer. The future
will inshaAllah see us opening a can-
teen so that warm food will be pre-
pared on site.

Children are encouraged to eat fresh fruit every day and we try to incorporate vegetables into recipes such as chicken and vegetable fricassee with rice and Moroccan style lamb.

Food allergies and special dietary requirements

Full details of your child's food intolerances or allergies are recorded as part of the registration process. We cater for these and any other special dietary needs and preference such as vegetarian food.

All our staff have been trained in the stringent procedures we put in place to ensure that your child is correctly served food that meets all of their special dietary requirements.

Food allergies and intolerances

It may be necessary to seek medical advice from your child's GP to provide a treatment plan for the nursery to follow in the event of an emergency. Following a formal risk assessment, a care plan is then developed and agreed with the parents.

All staff then receive accurate information on the child's allergy, and this is displayed in each relevant room.

Adventures

Children have an intrepid attitude to life; each new encounter is an ad-
venture to be undertaken, a journey
into uncharted territory and a rich
experience to be cherished and re-
tained for future reference.

At Bright Start, we believe in cre-
ating experiential learning opportu-
nities by offering environments and
activities that inspire the imagina-
tion and natural curiosity of the de-
veloping mind.

Of course, we support exploration in a controlled and secure way, ex-
plaining the dangers of what might
happen in certain situations, steer-
ing children away from unaccept-
able risk.

We provide safe environments, yet allow them to explore how they use the equipment available to them.

A child's development will involve many new experiences. When each new exhilarating experience is suc-

cessfully mastered it lays down the necessary skills for future develop-
ment. It might start with their first faltering steps, to the ascent of stairs and learning how to pedal a tricycle.

Children learn at an early age what it means to take a risk, albeit getting the occasional bump or scrape along the way. It gives the older child the essential courage, judgement skills and coping mechanisms to equip them to progress for instance, onto two wheels, or learn how to ride a horse and eventually to explore the big wide world.

Ofsted say in their publication, 'Safe and Sound', that 'outstanding' settings are those in which children learn how to keep themselves safe and have their concerns taken seriously. They are looked after by adults who are suitable, well qual-
ified, and who fully understand their

role. They will operate clear child safety procedures and assess and manage risks effectively.

Our nursery staff are trained in man-
aging risk and will not expose your
child to unacceptable dangers, nor
will they create a cotton-wool envi-
ronment.

Our policies, procedures and train-
ing are designed to promote a 'can
do' approach providing the risk is
assessed and controlled. If an acci-
dent were to happen, our staff are
trained in first aid and accident in-
vestigations enable us to learn and
improve.

We constantly strive to strike a bal-
ance between providing a complete,
learning environment and ensuring
the health, safety and welfare of
your child.

We welcome parents' comments
and observations so that we can
work together to provide the right
balance.

Structure Timings Fees

Below is a summary of the age groups we accept at our nursery.

6 months - end of 2nd birthday = baby room

2 - 4 year olds = nursery room

5 and above = daycare (split between different rooms and large room)

Staffing is based according to the current requirements set by the Department for Education. Additional staff members are employed to deal with ancillary responsibilities and administrative roles.

We have consulted prospective parents and undertaken surveys to determine our opening times to ensure there is a balanced structure.

Our opening times are provided below with a breakdown:

Days open = Mon - Fri

Open = 8:00 am

Close = 6:00 pm

Full time hours = 8:00am - 6:00pm
(10 hours)

Part time hours = 8:00am - 1:00pm
or 1:00pm - 6:00pm (5 hours each session)

At Bright Start, we have competitive rates in place for childcare.

Nursery Education Funding will be in place for 3 - 4 year olds providing 15 hours of education for eligible pupils. We are also in the process of securing Nursery Education Funding for 2 year olds.

Childcare fees may be supported by the Child Care Element of Working Tax Credits depending on individual circumstances. More details on this can be obtained by contacting our office.

Our charges are listed below:

Full Time (10 hours per day, Monday to Friday)

£150 per week (if paid monthly in advance)

£175 per week (if paid weekly in advance)

Part Time (5 hours per day, Monday to Friday)

£75 per week (if paid monthly in advance)

£87.50 per week (if paid weekly in advance)

Additional hours are charged at £3.50 per hour



Contacting Us

There are a number of ways to contact us. This ensures that you can be re-assured that there will always be a clear form of communication between us.

Address:

Bright Start Childcare
Unit 1, 138 Finch Road
Lozells
Birmingham
B19 1HN

Tel: 0121 572 7578

Mob: 07752931938

Email: contact@brightstartchildcare.co.uk

Website: www.brightstartchildcare.co.uk