

**Abacus**



**Nursery  
School**



**You can  
count  
on us**

# Prospectus

**Barnsley Hall Drive,  
Lickey End,  
Bromsgrove, B61 0EX.  
Telephone : 01527 570063**

email : [abacusnursery@hotmail.com](mailto:abacusnursery@hotmail.com)  
web : [www.abacusnurseryschool.com](http://www.abacusnurseryschool.com)

**Facebook : Abacus Nursery School Bromsgrove**

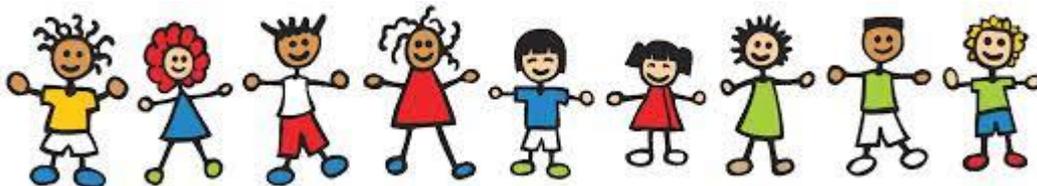


We are currently open 9 a.m. to 4 p.m. due to the coronavirus pandemic.

## **AT ABACUS WE PROVIDE OPPORTUNITIES FOR CHILDREN TO:**

- \* be independent
- \* make choices
- \* gain knowledge and understanding of their world
- \* develop skills
- \* learn from adults and each other
- \* care and be cared for
- \* share and be tolerant
- \* make and test rules
- \* be messy as well as clean and tidy
- \* be noisy and quiet
- \* be alone and together
- \* be physically active
- \* be adventurous and curious
- \* be relaxed and comfortable
- \* be observers and ask questions
- \* be imaginative and creative
- \* be enthusiastic and successful learners
- \* be attentive and persistent
- \* develop confidence and self-esteem
- \* solve problems and make decisions
- \* experiment and predict
- \* plan and explore
- \* be healthy and safe
- \* develop an understanding of mathematical related skills
- \* listen, talk and communicate in a wide range of situations
- \* explore, enjoy and develop pre-reading skills
- \* practice mark making
- \* experience a rich variety of books and music
- \* have fun and be happy
- \* and.....be themselves.

### **CHILDREN THRIVE ON HIGH EXPECTATIONS**



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Thank you for looking at our prospectus. Having read it, please come and visit our nursery. We will be delighted to show you around and answer your questions. **Because of the current coronavirus pandemic you will need to contact nursery to make an appointment to visit.**

Established in June 1998, Abacus is a private nursery school in a quiet location on Barnsley Hall Drive, Lickey End, Bromsgrove, just off the Birmingham Road (A38) - 2 minutes from Junction 1 of the M42 (north) and 6 minutes from Junction 4 of the M5 (north and south)

### **OFSTED INSPECTION**

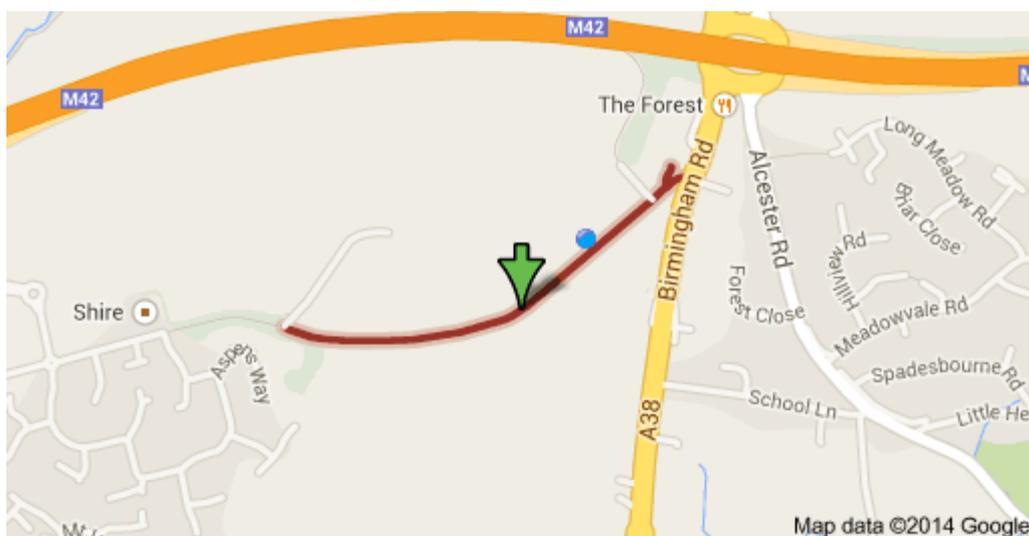
Our last inspection took place in September 2013 when, once again, we were delighted that our provision was judged as

### **OUTSTANDING**

In:

- The quality and standard of early years provision
- How well the early years provision meets the needs of the range of children who attend
- The contribution of the early years provision to the well being of children
- The effectiveness of the leadership and management of the early years provision

The full inspection report can be viewed at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)  
(enter 205163 in the search box)



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## **WHAT DO WE BELIEVE IN?**

We aspire to provide the very best in early years care and education so that your child can flourish and develop to the best of their individual ability.

Children are supported in their development by trained early years practitioners, who plan exciting learning opportunities to encourage exploration and learning through play.

Each child's development is monitored by observations during play and planned activities. This enables staff to identify the children's next steps and extend their learning.

We encourage the children to gain independence and build on the skills in which they are confident. Staff support and encourage them in those areas of learning where they still need further development.

### We work to the government's **Early Years Foundation Stage**

There are 7 areas of 'Learning and Development' that shape our educational programme. All these areas are important and inter-related. But, 3 of the areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

1. Communication and Language Development
2. Physical Development and,
3. Personal, Social and Emotional Development

We also support the children in the remaining 4 areas

4. Literacy
5. Mathematics
6. Understanding the World and
7. Expressive Arts

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### **Communication and Language Development**

This involves giving children opportunities to experience a 'rich language environment' to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

### **Physical Development**

This involves providing opportunities for young children to be active and interactive, and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

### **Personal, Social and Emotional Development**

This involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop mutual respect for others; to develop social skills, tolerance, and good behaviour and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

### **Literacy**

This involves encouraging children to link sounds and letters and to begin to read and write. At nursery we do this by using the 'Letters and Sounds' guidance and by providing the children with a wide range of reading material (books, poems and other written materials) to ignite their interest.

### **Mathematics**

This involves providing children with practical opportunities to develop their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

### **Understanding the World**

This involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, place, technology and the environment.

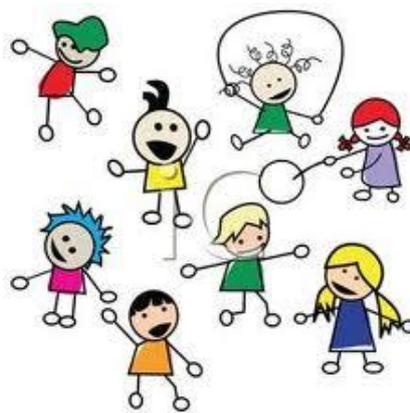
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### **Expressive Art and Design**

This involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play, and design and technology.

.....

Children start their journey through the Early Years Foundation stage at nursery and it carries on through the Reception Class at school. When they enter Year 1 this links in to the National Curriculum.



### **Children's Rights and Entitlements**

To be read in conjunction with our Safeguarding and Child Protection Policy and Promoting Fundamental British Values and the Prevent Duty Statement.

We promote children's right to be strong, resilient and listened to encouraging them to see their role in becoming compassionate, considerate adults who form part of a fair and equal society.

We do this by creating a nursery environment that encourages children to :

- develop a positive self image which includes their heritage, cultural traditions and background
- develop a sense of self esteem and independence
- have the self confidence and vocabulary to resist inappropriate approaches
- establish and sustain good relationships with their peers and appropriate adults

We work in partnership with our parents to promote children's health and wellbeing and to keep them safe from harm.

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**For a child to be STRONG means :**

- to be secure in their most important attachments and relationships, where they are loved and cared for by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on
- to be safe and valued as individuals in their families and in relationships beyond the family, such as nursery and school
- to be self assured and form a positive sense of themselves - including all aspects of their identity and heritage
- to be included equally and belonging in the nursery environment and in community life
- to be confident in their abilities and proud of their achievements
- to be progressing to the best of their ability in all aspects of their development and learning
- to be part of a peer group in which they learn to negotiate, develop social skills and work towards identifying themselves as global citizens, respecting the rights of others in our diverse world
- to be able to work towards being able to represent themselves and make key decisions that will affect their lives

**For a child to be RESILIENT means to :**

- be sure of their self worth and dignity
- be able to be assertive and state their needs effectively
- be able to overcome difficulties and problems
- be positive in their outlook on life
- be able to cope with challenges and changes
- have a sense of justice towards themselves and others
- develop a sense of responsibility towards themselves and others
- be able to represent themselves and others in key decision making

**For a child to be LISTENED TO means** adults who are close to children:

- recognise their needs and rights to express and communicate their thoughts, feelings and ideas
- are able to tune into their verbal, sign and body language in order to understand and interpret what is being expressed and communicated
- are able to respond appropriately and, when required, act upon their understanding of what children express and communicate
- respect children's rights and support children's participation and representation in imaginative and child centred ways

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The nursery is owned and managed by

**Shirley Wilks and Jillian Vella**

We accept **15 HOURS** of Nursery Education Funding for 2, 3 & 4 year olds between: 09:00-12:00 & 13:00-16:00  
TERM TIME ONLY

**(TERMS AND CONDITIONS APPLY)**

The nursery caters for children from  
2 years to school age  
either

**51 weeks a year or term time only:**

**Monday & Fridays**

**8 a.m. – 5 p.m.**

**Starting Times:** 8a.m. 9 a.m. 12 noon 1 p.m.

**Collection Times:** 12p.m. 1 p.m. 4 p.m. 5 p.m.

(You may collect before these times but you will be invoiced to the collection times above)

We recommend that children attend a minimum of 2 days per week to benefit fully from the activities provided.

### **HOLIDAY CARE**

**51 week a year children** are automatically booked through all school holidays on their normal hours with the exception of Bank Holidays, Christmas Eve and the period between Christmas and New Year when the nursery is closed.

Limited 'holiday care' spaces are available to

**Term Time** only children on request.

(Charges will be made for all sessions booked even if you then decide not to attend)

Our Term Dates do not entirely coincide with local schools as we do not operate teacher training days. Abacus term dates can be found on the Parent's Notice Board.

Invoices are based on the published term dates and are charged monthly in advance payable on the 1<sup>st</sup> of the month.

**10% surcharge for late payment**

**We accept employer's childcare vouchers**

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## STAFF STRUCTURE

### Owners

**Shirley Wilks** and **Jill Vella**  
**(Manager)** **(Manager)**  
(DSL – Safeguarding) (Deputy DSL – Safeguarding)  
(Equal Opportunities) (Health and Safety)

### Deputy Managers / SENCOs

**Rachelle Erskine**  
(JOB SHARE)

**Jane Stephens**  
(JOB SHARE)

### Tiddlywinks Room Leader

**Joanne Clarke**

### Tiddlywinks Assistant Room Leader

**Vicky Smith**

### Bank Staff

**Sue Maneffa** **Kimberley Marcetic**  
**Liz Clements** **Julie Banks**  
**Vanessa Dudley**

Photographs of Staff, Bank Staff and Students are displayed in the entrance corridor.



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### STAFF RATIOS

For 2 year olds: 1 adult : 4 children

For 3 & 4 year olds: 1 adult : 8 children 1 : 13 with graduate staff

For visits outside nursery (all ages) 1 adult : 2 children

When staff are absent through illness, holiday or on courses, we do not use agency staff. We have our own bank of excellent emergency staff to call upon.

### Key Persons

Your child will have a 'key person'. A named member of staff who will take a special interest in you and your child and track their progress through nursery. Your key person will change when they transfer to another room. We aim to link children with staff they will see regularly during session time. However, if your start times are before 9 a.m. or after 4 p.m. you, as a parent, may not see your key person regularly. This is unavoidable due to the many combinations of days and hours children attend. However, you may, at any time, make a mutually convenient appointment to speak to your key person.

*"Children are extremely happy and secure as the nursery staff work very closely with parents to share information.....staff are very kind and caring and give the upmost priority to children's health and well-being.....children form close bonds with their key person who knows the children and their families very well so they feel secure"*  
..... Ofsted 2013

Staff always chat to parents on a daily basis at drop off and collection time. If you would like a more in-depth chat with your key person please arrange a mutually convenient time with them.

**If you have any worries that you feel unable to discuss with your key person, no matter how small, please speak to a senior member of staff at any time. Unless we are aware of your concerns, we cannot deal with them.**

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**Abacus Nursery School**

is registered with  
Worcestershire County Council/ Babcock Prime/Worcestershire First  
and regulated by  
O.F.S.T.E.D's Early Years Directorate  
(Our Unique Registration No: 205163)

It is a requirement that our Policies and Procedures which govern the way we run the nursery are set out by us in writing. These policies form an 'open document' and everyone is welcome to look at them at any time, comment on them and make suggestions for their improvement. A list of Policies and Procedures can be found on the Parent Notice Board.

We comply with  
Environmental Health,  
Health & Safety Regulations,  
and are registered as a food premises.  
Our current Food Hygiene Rating is 5 stars (June 2019)

Fire drills are regularly carried out.

We carry Public Liability Insurance of £5000000  
Our Registration Certificate and Public Liability Certificate are  
displayed in the office.

**FREE EARLY YEARS EDUCATION PLACES FOR ELIGIBLE 2, 3 & 4 YEAR OLDS**

As a recognised provider of education for eligible 2, 3 & 4 year olds we are able to receive government funding towards your child's nursery fees. TERMS AND CONDITIONS APPLY.

**WE ONLY OFFER 15 FUNDED HOURS A WEEK**

**WE DO NOT OFFER 30 FUNDED HOURS**

You can take a maximum of 15 funded hours at Abacus and top up to 30 hours at another setting.

This means that we are able to reduce your child's termly fee depending upon the number of qualifying hours attended each week as laid down in Worcestershire County Council's Requirements of Nursery Education Grant'.

FURTHER INFORMATION AT THE END OF THE PROSPECTUS

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### **WHAT HAPPENS NEXT?**

A Request for Place Form is attached to this prospectus.

Please complete and return this to nursery.

If a place meeting your requirements

is unavailable you will be placed on the waiting list.

Please see Admissions Policy at the end of the prospectus.

A non-refundable Registration Fee of £50 is payable once a place is confirmed.

When a place becomes available you will be given a start date and offered a free trial session, where you will receive a 'Welcome Pack' containing all the necessary paperwork for registration and a selection of useful fact sheets.

### **WE HAVE TWO LARGE PLAYROOMS AND TWO QUIET ROOMS**

**Tiddlywink's Room:** based on the recognition that children learn best through play and active learning. We provide a rich and varied environment which supports children's learning and development. It gives them confidence to explore and learn in a secure and safe, yet challenging space. Resources are appropriate and accessible to all children. Our aim in Tiddlywinks is to prepare the children to move up into the Stepping Stones Pre School Room.

**Stepping Stones Room:** for the pre-school children. This is laid out resembling a reception classroom with areas and activities to prepare the children for school the following September.

Room layouts are regularly changed to keep the learning environment fresh and exciting.

**Outside :** The nursery incorporates an enclosed garden, tarmac area and secure decked area where, in all weathers, the children are able to play under supervision. In planning our outside area, we have taken into consideration that:

- some children are more likely to learn out of doors especially those who like physical activity
- we can provide the opportunity to work on a larger scale and be messier and noisier than inside
- we can, at times, provide the opportunity for children to choose to be inside or outside on the secure decked area
- when children are challenged with open ended opportunities, they will set themselves tasks that will challenge all the senses and abilities
- many children are increasingly sedentary with a number of under fives already overweight
- we can provide opportunities for children to take risks in a safe way

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### **ARRIVAL AND DEPARTURE TIMES**

#### **Due to the coronavirus pandemic we have a new drop off and collection procedure**

- Parents and carers must sign children in and out of the premises on arrival and departure
- Children must be delivered to staff personally in their playrooms and not be left in the entrance corridor
- Please inform a member of staff if your child has any particular worries or if they have had any emotional upsets which might affect them at nursery.
- Please ensure that all doors out of the playrooms and nursery building are fully closed behind you as you pass through. A buzzer will sound if the Main Entrance Door in the corridor is not fully closed
- If there are children playing in the garden please ask a member of staff to lock the gate behind you as you leave
- Before you hand your child over to staff AND once you have collected them from the playroom their good behaviour and safety in the corridor and playground is your responsibility
- Please do not allow your children to play in the rooms leading from the corridor when you are signing in and out
- The enclosed garden and all the outside toys are 'out of bounds' at arrival and departure times unless a member of staff is present and supervising. The nursery will not accept responsibility for accidents at these times.
- Please supervise children when using the toilet.

#### **Staff: child ratios have to be maintained at all times therefore:**

- children cannot be admitted into the playrooms earlier than the time for which they are booked, e.g. before 9 a.m. if not booked for breakfast, and
- children must be collected punctually
- if you are unavoidably detained please phone so that we can reassure your child
- If a child is not collected at the end of the day all reasonable attempts will be made to contact parents and the authorised people on a child's registration form. If after 30 minutes a child has not been collected the Local Authority Children's Social Care services will be contacted in line with the nursery 'Uncollected Child' policy.
- Any late collection at any time of day will automatically be charged at current nursery rates.
- Collection after 5 p.m. will incur a higher charge. Please see information about FEES, for more details

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### **COLLECTION CONSENT:**

- if you are not collecting your child – **we must be informed in advance**
- you must make a note in the signing in book and inform a member of staff
- if you decide during the day that someone else is to collect, **you must telephone and let us know** – you may set up a password on your Registration Form.

### **HOW DO WE SHARE INFORMATION WITH PARENTS?**

We do this by:

- Parent's notice board in the entrance corridor
- Talking to parent's informally on a daily basis
- Arranging mutually convenient times for more in depth chats
- Displaying the nursery planning of activities in line with the Early Years Foundation Stage.
- Displaying children's work throughout the nursery
- Key persons maintaining 'Learning Journey' files for each child which are available for parents to look at any time
- Photographs and slideshows of nursery activities
- Monthly newsletters
- Two Parent's Open Evenings (autumn and summer term)
- An annual Parent's Questionnaire to find out what we are doing well and where improvements can be made
- Parents' Workshops during nursery session time
- WOW!!! cards – where you can write down things you have been doing at home for the children to share at news time.
- A travelling Mickey Mouse to take on holiday with you.

**Please do not hesitate to ask if you have any queries at any time.**



www.clipartof.com - 1140374

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### **WE PROMOTE HEALTHY EATING**

Getting nutrition right in the early years can have a positive impact on long term development. We are very aware of the importance of allergies and in your Welcome Pack there is more information.

**Breakfast:** For children registered from 8 a.m. we provide toast (with butter, jam or marmite); cereal (rice crispies /weetabix) and a drink of milk or water.

Please note breakfast is only served between 8.00 to 8.30 a.m.

**Mid Session Snack** (morning & afternoon): Nursery provides the children with a choice of either semi-skimmed milk or water, a Rich Tea biscuit and a choice of fruit and vegetable slices.

**Packed Midday Lunch:** We encourage Healthy Eating and further information will be in your Welcome Pack and is displayed on the Parent Notice Board.

**4-4.30 p.m. Tea:** Children have a light tea. (e.g. baked beans, spaghetti, soup, cheese on toast etc)

### **SICKNESS**

We do not provide 'care' for children who are ill, and **do not** administer OVER THE COUNTER MEDICINES e.g. Calpol.

Please see the Medication Policy in your Welcome Pack.

We operate a **48 HOUR RULE**. If your child has been ill, i.e. sick, upset tummy etc. we ask for a clear 48 hours from the last incident of illness before they return to nursery. Please help us to minimise the risk of cross infection to both children and staff.

If your child becomes ill whilst at nursery we will endeavour to contact you or persons named on your registration form. It is important that you inform us of any changes in contact details (including mobile numbers) and that you indicate in which order you wish named persons to be contacted.



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### **MEDICATION**

We have a strict medication policy and procedure which can be found in the 'Welcome Pack'.

- Only medication prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber can be administered
- Parents/Carers must give prior written consent with clear instructions (forms provided)
- ON NO ACCOUNT MUST 'OVER THE COUNTER MEDICINES' (Calpol etc.) BE LEFT IN CHILDREN'S PUMP BAGS OR LUNCH BOXES
- If your child has a prescribed medicine it must be in the original container with the prescription label on. This applies to asthma inhaler which you bring to nursery – It must be in the prescription box.
- If your child is diagnosed with a serious of life threatening condition you will be required to discuss its management with senior staff.

### **ACCIDENTS**

Any minor accidents (bumps and grazes etc.) will be treated and entered into the Accident Book which you will be required to sign at the end of the session.

In the case of serious accident or illness staff will endeavour to contact parents immediately. However, if they or named contacts on your registration form are unavailable a senior member of staff will assume responsibility. In the best interest of your child, your doctor or ambulance will be called as appropriate. Please ask to see the 'Medical Emergency Procedure' if you would like more information.

### **ACCIDENTS AT HOME**

Please tell us if your child has an accident at home so that we can keep an eye on them (falling of a bike, down the stairs etc)

### **EXISTING INJURIES**

If a child arrives at nursery with an existing injury you must inform a member of staff. You will be asked to complete an 'existing injury form' detailing how the injury occurred and any other relevant information. If a staff member notices an existing injury that parents did not inform us about they will make note and parents will complete an existing injuries form at collection time.

### **SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE**

The Welfare requirements of the Early Years Foundation Stage make it very clear that everyone involved in the care and education of young children has a role to play in safeguarding and promoting their welfare. Staff are in a unique position to observe any changes in a child's behaviour or appearance. If there are any reasons to suspect that a

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child in our care is being abused or neglected, or is likely to be abused, there is a statutory responsibility under The Children Act 2006 to take action on behalf of the child and to contact an agency that has a 'duty' to make enquiries. In Worcestershire this agency is the Children's Social Care 'Family Front Door'.

**IF YOU HAVE SAFEGUARDING CONCERNS ABOUT A CHILD OR YOUNG PERSON IN YOUR NEIGHBOURHOOD  
PHONE THE FAMILY FRONT DOOR ON 01905 822666  
OR IN AN EMERGENCY DIAL 999**

#### **JEWELLERY**

- In the interest of safety, necklaces, bracelets and rings are **NOT** to be worn
- Only stud earrings are acceptable
- Abacus Nursery accepts no responsibility if jewellery is worn

#### **VALUABLES**

- No items of value are to be brought to nursery as we cannot accept responsibility for damage or loss.
- We do not encourage children to bring home toys to nursery except on special occasions as requested by staff. We accept no responsibility for finding lost toys from home or for their safe return

#### **COMFORTERS FROM HOME**

- During the settling in period some children find it easier to bring a reminder of home (teddy, blanket, dummy etc). Once settled we encourage children to become independent of them so they can gradually be left at home.

#### **SUITABLE CLOTHING**

Children naturally want to know about their world and getting dirty is inevitable.

Please do not send children in best clothes. Our aim is to encourage them to happily explore, experiment and enjoy many different activities inside and out so please dress them in appropriate, comfortable clothes that can stand the odd splash of mud, paint and glue. We do provide the children with aprons and even waterproofs and wellies for really messy activities. A spare set of clothes in their pump bag on their pegs is advisable.

We use paint and glue from reputable educational suppliers however, sometimes it does stain clothing. For thick coatings allow to dry first then brush off. After removing the bulk, soak overnight in cold water and detergent. If the stain proves difficult to remove try rubbing with a 'vanish type' solid soap or spray.

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Our aim is to help children become independent when using the toilet so please remember that it is hard for them to undo dungarees and belts on trousers ..... especially if they are in a hurry.

Sensible outdoor shoes are essential, preferably ones the children can fasten themselves. Please avoid laces and flimsy sandals.

**Summer :**

- Please bring a light cardigan or jumper, even on hot days, as we tend to go outside first thing in the morning before it gets too hot
- Nursery has a good supply of sunhats. If you provide your own please name it

**SUN PROTECTION AT NURSERY VERSUS VITAMIN D**

Vitamin D is essential for healthy bones and we get most of this from direct sunlight on our skin. A short period of time each day (10 – 15 minutes) in the sun is enough to produce sufficient Vitamin D. The longer you stay in the sun, especially for prolonged periods without sun protection, the greater the risk of skin cancer. We follow the advice of the NHS and strongly recommend that you protect your child with sun protection whilst they are at nursery as in the summer we spend a lot of time outside in the fresh air.

The NHS recommends that children under 5

- cover up with [suitable clothing](#)
- spend time in the shade (particularly from 11am to 3pm)
- wear at least SPF30 sunscreen



**PLEASE APPLY SUN PROTECTION BEFORE YOUR CHILD COMES TO NURSERY. IF THEY ATTEND ALL DAY STAFF WILL REAPPLY IT IN THE AFTERNOON. (you will be asked to provide a named bottle to keep at nursery)**

**Spring/Autumn/Winter:**

- Please always bring a coat and mittens (not gloves) as we go outside in most weathers
- Wellies are not necessary as we have a good supply

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### **HOW DO I PREPARE FOR MY TRIAL SESSION?**

- If you have any queries please feel free to phone or e mail prior to your visit
- Be positive. Children pick up your apprehensions

### **WHAT WILL HAPPEN WHEN YOU ARRIVE AT NURSERY FOR OUR TRIAL SESSION?**

We will arrange for you to arrive at 9.15 a.m. or 1.15 p.m. after the hustle & bustle at the start of the session has died down.

- Ring the door bell and you will be welcomed by a member of staff
- You will be shown your coat peg and where to sign in
- If appropriate, take your child to the toilet and wash their hands
- You will be shown to their playroom where you will either be met by your key person or another member of staff who will give you your ' Welcome Pack' and have a chat
- Most parents settle their child quickly and say goodbye. However, if you are not comfortable with this you are welcome to discuss other options
- Once you have left the nursery **please** feel free to phone at any time to check on how your child has settled. Please be assured that we will phone you immediately if there are any problems
- If you have any worries at all, no matter how small, the staff will always be eager to help and put your mind at rest. Please talk to us straight away – unless we are aware of your concerns we cannot deal with them.
- We will arrange for you to collect your child just before the end of the session, so that you are the first parent to arrive.



### **WHAT DO I NEED TO BRING?**

- Outdoor clothing appropriate to the time of year see 'Suitable Clothing'
- A drawstring bag to leave on your child's coat peg (other types of bags will be removed as they take up too much room) – you can buy an Abacus Pump Bag for £5.00
  - Containing : - a spare pair of clothes including pants and socks
  - a 'comforter' (dummy, teddy etc – something we can use if your child gets upset)

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- A note of which telephone number you can be contacted on during the trial session
- A current 'passport sized' photo of your child
- Your child's birth certificate and red book
- If appropriate a supply of nappies, pull-ups, wipes and barrier cream to keep in the nappy change room

### **GENERAL INFORMATION FOR STARTING NURSERY**

**Uniform:** Nursery uniform is not compulsory but preferable in the Pre School Room (Stepping Stones). You will be given a uniform order in your 'Welcome Pack'.

**Naming Clothes:** Please name all nursery polo shirts and sweatshirts and any clothing that children may take off at nursery (especially Abacus polo, sweatshirts, shoes and sunhats)

We are registered with 'Easy 2 Name' – for more information see [www.easy2name.com](http://www.easy2name.com) – our code is Abacus Nursery B61 (2006).

**Lunch Boxes and drinks bottles :** They must be named on the **outside** as we usually have several similar designs and we need to make sure children have the right food, as many have allergies. **NO NUT BASED FOODS PLEASE.** Further information on packed lunches can be found in the 'Welcome Pack'. And on the Parent Notice Board

**Sleep and Rest:** The younger children have the opportunity to sleep/rest at the start of the afternoon session. Any child at nursery who is tired is able to have a rest at any time. Each playroom has a cosy area. Please discuss your requirements with staff.

**Nappies:** You will need to provide your child's nappies/pull-up, wipes and creams. These will be placed in a named basket in the changing room with a note of any special changing requirements. Staff will let you know when we need more. In the event of staff having to use a nursery nappy a covering charge will be added to your invoice. When you are ready to start toilet training please discuss with staff so that we can support you.

**WE ARE ALWAYS HERE TO ANSWER ANY QUESTIONS**  
**JUST GIVE NURSERY A RING OR SEND AN E MAIL**



We are currently open 9 a.m. to 4 p.m. due to the coronavirus pandemic.

**WE ONLY OFFER 15 FUNDED HOURS A WEEK**

**WE DO NOT OFFER 30 FUNDED HOURS**

**FROM APRIL 2020**

**FEEES FOR YOUR NORMAL REGISTERED HOURS**

**NOT ALL HOURS ARE ELIGIBLE FOR GOVERNMENT FUNDING  
PLEASE READ THE TERMS AND CONDITIONS**

<b>SESSION RATES 9 – 4</b>		
<b>9 – 12</b>	<b>Lunch Club 12 - 1</b>	<b>1 - 4</b>
<b>£17.75</b>	<b>£6.75</b>	<b>£17.75</b>

<b>BREAKFAST AND TEA TIME RATES</b>	
<b>8 – 9 a.m.</b>	<b>£7.75 - includes breakfast BREAKFAST IS ONLY SERVED UNTIL 8.30 a.m.</b>
<b>4 – 5 p.m.</b>	<b>£7.75 includes tea</b>

- **EARLY ARRIVAL OR LATE COLLECTION** will be charged for.  
£5 for every 5 minutes early or late during the day  
£10 for every 5 minutes late after the nursery closes at 5 p.m.
- **BOOKING EXTRA HOURS DURING TERM TIME OR HOLIDAY CARE:** If you book any extra sessions you will be charged as below. Once your request has been confirmed you will be charged for all sessions booked, even if you do not attend, as staffing will have been arranged.

**8 - 9 = £8.75**  
**9 - 12 = £18.75**  
**12 - 1 = £7.75**  
**1 - 4 = £18.75**  
**4 - 5 = £8.75**

**Drop off times are:** 8 a.m. 9 a.m. 12 noon 1 p.m.

**Collection times are:** 12 noon 1 p.m. 4 p.m. 5 p.m.

**EXTRAS**

- A non-refundable registration fee of £50 once you have accepted a place
- A one off payment of £10 on your first invoice to cover printing photographs and documents for your child's Learning Journey folder.

We are currently open 9 a.m. to 4 p.m. due to the coronavirus pandemic.



### **FEES**

**Fees are calculated on a Termly basis and divided into equal monthly payments for that term. Your monthly payments each term will be slightly different as there are a different number of weeks in each term. This is governed by Worcestershire County Council.**

**Term Time only children:** fees are payable monthly, in advance, by the 1<sup>st</sup> of each month.

Due to staff commitments, no reduction in the fees can be allowed for temporary absence (e.g. illness, family holiday, school visits, temporary change in parent's work hours or if you choose to keep your child away from nursery if it is open). Neither is it possible for hours, sessions or days to be transferred or swapped.

**51 weeks a year children:** fees are payable monthly in advance by the 1<sup>st</sup> of each month.

Due to staff commitments, no reduction in fees can be allowed for temporary absence (e.g. illness, family holidays, school visits, temporary change in parent's work hours or if you choose to keep your child away from nursery if it is open). Neither is it possible for hours, sessions or days to be transferred or swapped.

- .....
- extra hours booked will be added to your invoice
  - charges will automatically be made for early arrival or late collection of children. See page 22
  - fees are payable based on the Term Dates displayed on the Parent Notice Board. Our term dates do not necessarily match those of local schools.
  - **fees (payable a month in advance) which are not paid by 1<sup>st</sup> day of each month will automatically incur a 10% surcharge**
  - Term Time only children booking Holiday Care hours - If you book extra sessions during Holiday Care weeks you will be charged for all sessions booked, even if you do not attend, as staffing will have been finalised.

**In the unlikely event of any nursery closure outside our control, fees invoiced will not be reimbursed for the period in which such occurs.**

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The nursery is closed on all Bank Holidays and for the week between 5 pm on 23<sup>rd</sup> December and New Year. These days are not charged for.

We reserve the right to increase rates as and when necessary, however, four weeks notice will be given when doing so.

### **NOTICE OF WITHDRAWAL OR REDUCTION IN HOURS**

**One calendar months notice of reduction in hours or withdrawal from nursery is required in writing, or fees to be paid in lieu.**

### **ABACUS NURSERY TERMS AND CONDITIONS FOR NURSERY EDUCATION FUNDING**

- Nursery Education Funding is only accepted between 9 – 12 a.m. and 1 – 4 p.m. for 38 weeks a year (Terms and Conditions Apply)
- School Holiday weeks (½ terms, Easter, Summer, Christmas) are not covered by funding so you must pay the full fees for these weeks if you attend 51 weeks a year

### **FUNDING FOR ELIGIBLE 2, 3 & 4 YEAR OLDS**

- Your child is entitled up to a maximum 15 hours of early education per week at Abacus for 38 weeks a year (Term Time) .

If you require up to 30 funded hours you can take 15 at Abacus and the rest at another setting.

The 38 weeks are divided into the 3 Terms.

- Spring Term: 11 weeks funded
- Summer Term: 13 weeks funded
- Autumn Term: 14 weeks funded

### **UNFUNDED TERM TIME WEEKS**

- Term Time at Abacus is 39/40 weeks a year
- Nursery Education Funding is for 38 weeks a year
- Abacus reserve the right to designate the dates of the 1 or 2 unfunded weeks during Term Time.

You will be charged for these 1 or 2 unfunded weeks (at your normal hours at the current nursery rate)

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- HOWEVER, if you **ONLY** attend nursery for funded hours e.g. your invoice for that term is ZERO. You may choose not to attend the unfunded weeks.
- We will ask you to fill out a Parent Grant Claim Form every term. This allows us to claim the funding for your free hours. If you attend two settings each will give you a form. You must enter the same information on each form.

### **METHODS OF PAYMENT OF FEES**

- Cash
- Direct Debit into Nursery Account
- Employer's Vouchers
- Nursery Education Funding

**WE DO NOT ACCEPT CHEQUES OR CREDIT CARD PAYMENTS**

**We hope you have found this information useful.**

**Please do not hesitate to contact us if you have any queries.**

**Or, come and have a look around.  
We would love to see you.**



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### **ADMISSIONS POLICY**

It is our intention to make Abacus accessible to children and families from all sections of the local community, treating them fairly regardless of race, religion or ability.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider context	

#### Procedure

- Information about our nursery is in written form (Prospectus and website) but where necessary we would aim to make information available in an alternative format.
- Admissions are administered in line with our Equality of Opportunity Policy and SEND Offer which have regard to the Equality Act 2010.
- Parent/s and child/children must visit the nursery prior to registration.
- On admission parents are asked for evidence of their child's date of birth to ensure we do not breach our registration requirements.
- Parents MUST provide clear information about any already identified special needs or disabilities prior to admission.
- If a start date is agreed in writing and parents subsequently change that date to a future term (for Abacus sustainability reasons), the space cannot be guaranteed.
- We arrange our waiting list in date order but take into consideration:
  - age group
  - existing children wishing to increase hours
  - children who have/or had siblings attending nursery
  - catchment area (Worcestershire)
  - key person: child ratios - in maintaining the wellbeing of staff and existing children
  - children whose families require full time sessions

September 2019

We are currently open 9 a.m. to 4 p.m. due to the coronavirus pandemic.

## ABACUS NURSERY SCHOOL

### REQUEST FOR PLACE

Today's date : .....

Child's name : .....

Date of Birth : .....

Parent(s) name(s):

.....

.....

Address: .....

.....

..... Post Code .....

Telephone : .....

E mail : .....

Required start date: .....

Type of place: 51 weeks a year or Term Time Only (please indicate)

Please circle days and drop off and collection times required:

	Drop off time	Collection time
<b>MONDAY</b>	8 a.m. 9 a.m. 12 noon 1 p.m.	12 4 p.m. 5 p.m.
<b>TUESDAY</b>	8 a.m. 9 a.m. 12 noon 1 p.m.	12 4 p.m. 5 p.m.
<b>WEDNESDAY</b>	8 a.m. 9 a.m. 12 noon 1 p.m.	12 4 p.m. 5 p.m.
<b>THURSDAY</b>	8 a.m. 9 a.m. 12 noon 1 p.m.	12 4 p.m. 5 p.m.
<b>FRIDAY</b>	8 a.m. 9 a.m. 12 noon 1 p.m.	12 4 p.m. 5 p.m.

**IF ELIGIBLE – FUNDED HOURS ARE ONLY AVAILABLE BETWEEN 9 – 12 and 1 - 4**

**A NON REFUNDABLE REGISTRATION FEE OF £50 IS PAYABLE ON OFFER OF A PLACE**

Payment in CASH or directly into the nursery account.

ACCOUNT NO : 71218697 SORT CODE : 40 19 27

For office use only

Place offered on	
Registration Fee received on	



Please turn page.....

We are currently open 9 a.m. to 4 p.m. due to the coronavirus pandemic.

**Please provide clear information about any already identified special needs or disabilities your child may have. This ensures a successful transition plan can be put into place.**

e mail: [www.abacusnursery@hotmail.com](mailto:www.abacusnursery@hotmail.com)  
website : abacusnurseryschool.com  
Facebook : Abacus Nursery School Bromsgrove