



Acorns Nursery School

Shackleford Village Hall
Shackleford, Surrey GU8 6AE
Registered Charity Number 1028177



Contact 01483 860723 (during nursery hours)
07900 543 759 (call mon - fri 9 - 5
or text anytime)

Email : hello@acornsnursery.org

Prospectus



"From Little Acorns Grow Mighty Oaks"

Please take some time to read through the information contained in this prospectus. It will give you an overview of our aims and procedures and also give you an idea of what your child will be doing if they join us.

Information is split into sections as follows:-

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Inclusions:

Registration Form
Allergy Information
List of Procedures in Parent Manual

If you wish your child to attend Acorns please complete and return the enclosed Registration Form and arrange to visit us.

We look forward to meeting you.

1.

The Aims of Acorns Nursery School

We aim to provide a safe and happy environment for children to play, learn, enjoy themselves and make friends. We aim to encourage each child to be confident, co-operative and sociable. We aim to make the nursery school experience positive and stimulating for every child, giving them a secure foundation on which to build their future lives.

At Acorns Nursery we aim to provide activities that stimulate the children's learning experience through their own investigation and interest. We encourage children to manage risk taking through planning, adult support, and encouragement. We have a wide range of educational resources and equipment which we use daily and we encourage the children to participate in a wide variety of activities and games

We believe that happy children learn best and all staff members are enthusiastic and supportive of all the children and enjoy sharing in their progress and development.

2. Curriculum

All preschools follow the Early Years Foundation Stage curriculum which is divided into the following overlapping areas. The three prime areas are :

Personal, Social and Emotional Development

- Making relationships
- Self confidence and self awareness
- Managing feelings and behaviour

Physical development

- Moving and handling
- Health and self care

Communication and Language

- Listening and attention
- Understanding
- Speaking

There are four more areas of development and learning - known as specific areas - these are :

Literacy

- Reading
- Writing

Mathematics

- Numbers
- Shape, space and measure

Understanding the World

- People and communities
- The world
- Technology

Expressive Arts and Design

- Exploring and using media
- Being imaginative

Full details of the EYFS can be found at www.education.gov.uk Please ask any member of staff if you have any questions.

3. What Will My Child Do?

The Morning Session

We start at 9.00am and greet the children and their families and carers. A register is taken at the door and children are also encouraged to self register as they arrive. The room is arranged with a wide variety of activities for the children to choose from. After the parents and carers have departed, the children group together for our good morning song (which is accompanied by Makaton sign language), and news. Children are then split into smaller groups to start the morning with age appropriate activities, such as singing, stories, talking and listening activities. This is also a time for children to "show and tell" and speak to the group. We then talk about

what is happening that day which gives the children an understanding of the order of the morning and allows them to plan their activities.

We support children's individual interests and encourage further learning through play based activities. The children are free to select whatever activity they choose. We encourage children to play with their peers and make friendships. Children can play in two outside areas - our large grassed garden, and the tarmac area at our entrance. Children are encouraged to find and put on their own boots and coats before going outside. In suitable weather we may spend longer in the garden, sometimes having singing, snack and stories outside on picnic rugs. We have shelter in the garden to protect against rain and sun so we are usually able to play outside every day.

Sometimes children take turns to help prepare the fruit and food to share for snack time. Milk and water is available and children pour their own drinks, and return their used cups afterwards. The children are encouraged to socialise and chatter amongst themselves at this time. Groups of children come for snack and then continue with their play. All children are reminded to wash their hands before eating and after using the loo. An adult is always ready to support the younger children, and encourage children to taste new foods, and check portions selected.

In very wet or very cold weather we stay inside and transform the hall to allow large physical play. We have hoops, balance games, balls, bean bags, skittles, etc to encourage the children to use up energy and develop co-ordination and physical skills. We may play ring games, parachute games or have music and movement or imaginative play, making full use of the large space to give the children opportunities to try new activities.

The morning session ends at 12.00 we open the door to greet returning parents and carers. Morning sessions use 3 hrs of FEE (Free Early Entitlement). We also invite children to stay for lunch and leave at 1pm (this uses 4 hours of FEE).

The whole day

We offer whole days every day (9.00 - 2.45 pm). These sessions are particularly appropriate for older children, and uses 5 hours of FEE (Free Early Entitlement). Children are usually in their second year (3 years plus) before staying for the whole day. We do offer the children (Year 1) who have turned 3 years old to stay until 1pm and have lunch. This means that they can join in the lunch time experience and then leave. The activities in the afternoon are aimed at older children who will leave for school in the summer. **We do however respond to individual family's needs and can accommodate younger children for whole days, please let us know how you would like your child to attend.**

Lunch is a social time and the children chat to each other and with the adults. After lunch children pack away their own lunch boxes and on some days they are responsible for washing, drying and putting away their own plate. All children then have some time playing outside before returning indoors to share some more group time together. After 1pm, the afternoon activity is varied, often a group activity involving talking, turn taking games, sorting, sequencing, cooking, measuring, imaginary play, music and movement, listening games, drawing, stories and more outside play. We may also go for a walk to explore the local area. We visit the churchyard, our woods, the fields next to the farm, a neighbour's pond, the post box and we like to go inside the church too. Before leaving, children have a small snack and drink, and the day usually ends with

circle time and reflecting on the day, remembering what has happened, and what was enjoyed best.

Forest School

We are very fortunate to have sole access to private woodland, a few minutes walk away from Acorns. We take groups of children to our woods throughout the year and enjoy the natural environment for all aspects of learning. We have rope swings and log seats and tarpaulins for shelter too. We also visit the farm and enjoy finding our way around, having picnics outside seeing how the seasons change the environment. We have mini backpacks and set off for walks around our local area. We like to give the children the opportunity to become part of the local area and understand how to get to the places we visit.

4. Achieving Positive Behaviour

We have high expectations of the children's behaviour and encourage all children to play in a considerate, co-operative manner and value their kindness and respect for each other. We believe in giving positive attention and praise the children for their good behaviour and actions as much as possible.

Should an incident of unacceptable behaviour occur we handle it in ways which are appropriate to the age and stage of development of the child or children involved - for example distraction, discussion or withdrawing a child from the situation. Children are encouraged to apologise to each other and to continue to play.

We have 5 simple guides to behaviour that are displayed in several places for the children to see in the hall. We talk about these constantly, and it is helpful if parents are able to reinforce them with their child too. Children respond well to boundaries and by being consistent and clear with our expectations, the children are able to 'police' their behaviour, and that of others, and ensures that everyone understands what is expected of everybody.

We are very happy to work with families to support any behaviour management queries you may be experiencing at home. It is always helpful to be consistent, calm and encourage behaviour you want more of by positive attention and praise.

Indoors at Acorns we ::

- **Touch Gently**
- **Walk Carefully**
- **Sit Safely**
- **Share Kindly**
- **Talk Quietly**

Outdoors we are able to use louder voices and move around at speed. However, we are always careful to play safely and considerately.

5. Record Keeping

When children start at Acorns a member of staff will become their **Key Person** who will be the main contact point for parents, and will develop a close relationship with the child. All staff are

involved in observing and tracking progress of all children. The key person is responsible for collating and maintaining records, and produces a Leaver's book for each child at the end of their time with us. Each child's progress is recorded through observations and ongoing assessments. We take photographs of children to record events or achievements and these are added to your child's Leaver's Scrap book. We also give each child a Home News book, to be completed by you with your child. This is then used by your child's key person to help link nursery with home, so we may understand your child better. This book is your record and returned to you when your child leaves us. Please talk to your child's key person if you have any questions, or you want to share information. Your child's key person will talk to you frequently, giving you updates on your child's progress as well as chatting about any concerns. An opportunity for a more formal discussion takes place soon after entry and then every term. On leaving Acorns, progress information is passed onto your child's chosen school so the new teacher can get to know your child quickly and help with the settling-in process. Please let us know your child's school as soon as you know. We have links with all local schools. The majority of our leavers go to St Mary's, Shackleford and Puttenham School.

6. Equal Opportunities

Each child is unique. All children are treated as individuals and we respond to their own needs.

We have experience of a many additional needs. Our premises are all at ground floor level and the garden is accessed by a ramp. Funding may be available from the local education authority to help give 1:1 support, if necessary. Please talk to your child's key person if you have any concerns about your child's progress. Please talk to Cary Dale (07900 543 759) if you already have any concerns before you register your child.

7. Staff

Acorns Nursery complies with the Ofsted's current qualification requirements. Each session is led by a qualified member of staff who has a recognised relevant qualification in early years care and education, as well as experience of working with nursery age group. Continued professional development is encouraged, and all staff have access to training to update and extend their knowledge. All staff hold current paediatric first aid qualifications. We try to provide an above average staff : child ratio. The ratio is 1:8 for over 3 yr olds and 1:4 for under 3 yr olds. We can admit a maximum of 30 children per day.

Our staff team are :

Position	Name	Relevant Qualification and Responsibilities	Start Date
Nursery Leader	Cary Dale	DPP -Senco Admissions FEE (KP) L.3	1989
Deputy	Penny Devine	Mont. Dip NNEB - Safety (KP) L.3	1999
Deputy	Beatty Currier	NNEB - Behaviour (KP) L.3	2009
Early Years Practitioner	Ali Goldup	CPLO/Forest School (KP)	2006
Early Years Practitioner	Karen Bennett	NVQ 3 (Key Person) L.3	2010
Early Years Practitioner	Annette O'Hara	NVQ 2 Equipment (Key Person) L.2	2010
Early Years Practitioner	Ginnie Carter	QTS L. 6	2014
Early Years Practitioner	Rosa Garrett	QTS L. 6	2015
Early Years Practitioner	Saffy Clark	Apprentice (L.2)	2015
Book Keeper	Wendy Hammond	Bookkeeper	2003
Admin	Felicity Smith	Admin	2016

8. Style of Management

Acorns is affiliated to the Pre-School Learning Alliance (PLA). This means that Acorns has adopted the constitution of the PLA and has to run within the guidance set out in the constitution. Acorns has charitable status (Charity number 1028177), and reports to the Charity Commission each year. Acorns has to have a committee that is made up by current parents.

The Committee consists of parents (max 12, min 5) who offer their services for a year or more. The Chairman can be a joint role where two parents share the responsibility. A Treasurer is also appointed and the Chair/s and Treasurer are Trustees. The Committee is responsible for fundraising, and has an overview of the finances and business administration. By having the help of willing parent volunteers Acorns is able to offer good value nursery care and education. Proceeds from fund raising, donations and all other income are used for the running of the Nursery School and the benefit of the children.

The Committee usually arrange events for parents during the year - a coffee morning, an evening barbecue, a quiz night or something similar which gives everybody a chance to get to know each other informally. Please consider becoming a committee member, or helping at specific events, work shared between many makes it a pleasure for everyone. Parents who are not able to help in some way can make a contribution when paying their fees.

9. Admissions

A child may be registered at any time. A place will then be offered if there is space to admit the child. The place, once confirmed by the parent, is then reserved for the child. A registration fee (£20) is payable with the registration form. This is returned if a place is not offered to the child. A fee of £50 is charged to confirm the place. When the time between registering and starting is short, this £50 charge is added to the first half term's invoice. This is returnable when your child leaves Acorns for school at 4+ years. If a place is accepted and then not taken up Acorns will pursue payment of fees for the first half term. It is important to give at least a half term's notice to cancel an accepted place.

Children, with a reserved place, are admitted in the term, or half term, after reaching 2 years old. More children are admitted each term, or half term. Due to capacity we are sometimes unable to admit children in the summer term, or summer half term. These children are then admitted the following term (in September) when there is space. Children starting at 2+ years have a place reserved until their departure for school. This usually means children stay for 2 years. Parents who wish to remove their children after 1 year are asked to make their intentions clear on entry, as this impacts on future availability for other children.

In the half term preceding their start date children are invited for visits. This helps start the settling process. When the child is due to start we recommend a flexible settling-in approach. It is important that the child can begin to settle in without the parent feeling stressed or hurried. To help this we have many ways to adapt to each child, including later arrival times and earlier pick up times. The sessions where the parent/carer remains to help the settling in process are not charged.

Rate of attendance. We promote flexibility of attendance to meet the needs of the individual child and their family. At the age of 2+ years most children will start with 2 morning sessions per week. This can be increased as the child develops, and is subject to our own availability. Whole day sessions are appropriate for children in their second year and are for children to extend their learning. Generally, children start on 2 mornings, increase to 3 mornings gradually, and then extend to whole days for the second year. We recommend that all children have time off from nursery, whatever their age, and parents are encouraged to make alternative arrangements for at least one morning per week.

10. Term Dates and Opening Hours

Our term dates track state school terms although we break up a few days earlier and return a few days later as the shorter terms are appropriate for nursery age children. We usually open for 35 weeks a year (12 week autumn term/11 week spring term/12 week summer term). Term dates are available on our website - acornsnursery.org. We always have a 2 week half term in the Autumn term.

	Morning 9.00 - 12.00pm	Morning with Lunch 9.00 - 1.00 pm	Whole Day 9.00 - 2.45 pm
Monday	✓	✓	✓
Tuesday	✓	✓	✓
Wednesday	✓	✓	✓
Thursday	✓	✓	✓
Friday	✓	✓	✓

At the end of each term we try to provide the children with a special treat - a Christmas Party, an Easter Egg Hunt and a Summer Picnic Party. All children on roll are invited to these as free sessions.

11. Fees

Fee bills are produced by Wendy, the Bookkeeper and are issued termly and we ask that they are settled promptly. There is an annual fee review each September (next review in September 2018). From September 2017 our fees are slightly reduced because (16-17) has been a busier year than anticipated.

Morning Session £19.53
 Morning with Lunch £26.04
 Whole Day £37.43

Many parents use childcare voucher payment schemes through their employment (such as Accor). This is a cost effective salary sacrifice scheme using pretaxed money. Please talk to Cary or Wendy for further details.

FEE (Free Early Entitlement) - also known as Universal 15 hours - is available to all children the term after they become 3 years old (the cut off dates for FEE funding are 31.08, 31.12, 31.03, there are some instances where this doesn't work so plainly, e.g. your child's birthday is 2nd

January, although the spring term starts after the birthday the FEE funding will not start until the Summer term). Acorns Nursery School applies for this on your behalf. To start the claim Acorns needs to have sight of your child's birth certificate/passport/national health card. Each term you will be asked to complete a declaration stating the number of sessions you will be claiming. The maximum that can be claimed for is 15 hrs a week. From September 2017 FEE funding will be £4.51 per hour, and although this doesn't cover the whole cost it does greatly reduce the amount you have to pay yourself. Parents have 'free' care and education entitlement, but as you can understand it isn't free for us to provide, and we would not be able to remain open without charging the balance of the outstanding amount. The FEE hours can be claimed from more than one preschool. If you intend to use Acorns and another preschool provider please talk to Cary as Acorns will need to apply for FEE jointly on your behalf. You may be eligible for claim for FEET (Free Early Entitlement for Two Year Olds). We are able to claim this on your behalf. Please tell us if you think you may be eligible and we can check.

From September 2017 we are also offering 30 hours free childcare. This is made up of 15 Universal hours and 15 Additional hours. If you eligible to use more than the Universal 15 hours please talk to Cary and we can arrange your claim. We can claim for the total hours we are open each day so the weekly claim would be rounded down 28 hours.

Should parents choose to take holidays during term time, fees are still payable for the period of absence. Fees are not deductible because of absence due to illness. Whenever possible, if space permits, replacement days are offered for any absence. Please contact Cary, or member of the team near the diary to book in.

12. Parental Involvement

We encourage all parents to become involved in the nursery in whatever way possible. Parents are welcome to provide whatever help they can, be it by joining the committee or in other ways. Parents may have particular knowledge, information or access to visitors that link to our themes, they may be able to play the guitar for us, come and help in the garden, bake cakes for our sales shelf - whatever parents can do is much appreciated. Acorns is a committee run nursery. This means that we need parents to volunteer to become committee members to help run the nursery. The nursery is a charity and it not owned by anyone. The committee, made up of parents, arrange social events for all parents (which are a fun way for families to get to know each other) as well as fundraising events for parents and children. Parents are encouraged to join the committee and become part of the team.

13. What you need to provide

Sensible (dress for mess) Clothing - please avoid dungarees, belts, complicated buckles, etc. Acorns sweatshirts (£10.00) and 'T' shirts (£5.00) are available and help save clothes from getting messy. They are not compulsory. We often have second hand tops - please ask.

Sensible Shoes - ideally velcro fastening. Crocs are great too. Please avoid heavy soled shoes / boots, lace up shoes, buckles, or flip flops. Children are encouraged to take off and put on their own shoes.

For Winter - warm outdoor clothing (coat, hat and gloves).

For Summer - please put sun cream on your child before arriving. We provide sun hats for all children please don't bring your own. If your child brings sunglasses please name them and leave them in your child's tray.

Wellington Boots - Can be left in the boot rack permanently, or can be brought in daily.

Bag of Spare Clothing - including leggings/jeans for woods and farm visits. You will be given a named Acorns bag for clothes - please return it when your child leaves. If nappies are still used please fill another named drawstring bag with a few nappies, wipes and sacks.

Fruit/oatcakes/pitta bread etc for Snack Time - please donate now and again, we prepare it and share it. **No nuts please** - food containing peanuts, and any other nut cannot be used.

Packed Lunch (if appropriate) - easily manageable named lunch box and wrapping. Please ensure that **no nut products are included, especially peanut butter** as these can cause severe allergic reactions in other children. A sandwich/wrap/roll/crackers (with savoury filling), yoghurt, piece of fruit/vegetable, cookie/small cake/some crisps are what most children bring. Sweets and chocolate should not be added. No drink is needed, we provide water and milk always. We have a healthy eating policy and encourage that lunch boxes contain **real foods** and foods that do not contain much sugar. Because of choking hazard we ask that grapes are cut in half lengthways. We repack uneaten food so it is clear what your child has eaten at lunchtime. Children do not share their lunch box food.

Please ensure that you **NAME EVERYTHING** that belongs to your child, coats, hats, boots, lunch boxes, sweat shirts etc. If in doubt - put a name on it!

We provide

Water - available at all times. Children can pour water to drink whenever they choose to.

Milk - available at snack times.

Crackers, Bread sticks, Pittas etc - a wide variety of savoury carbohydrate food.

Fruit - to share at snack time

Spare Clothes Bag - please fill it with a complete set please, including socks.

Book Bags - for library books and drawings and small items. These live in your child's tray.

Home News Book - use this to tell us about home news and events. It's yours to keep when your child leaves.

My Family Book - please add your family photos and perhaps friends, childminders, nannies who may drop off or pick up your child from nursery. This is used as a source of comfort for younger children and a talking prompt at group times.

Leaver's Scrap Book - this is developed over time to record your child's progress. Your child will help us add photos, paintings and drawing to this and it is a lovely keepsake to leave with.

Sweat Shirts & T Shirts - for £10 and £5 each, helps to save your own clothes from paint etc. Second hand tops may be available sometimes too, please ask.

Sun Hats - we have legionnaire style hats for everyone to use. Please don't bring your own.

We also provide spare clothes, nappies, coats and boots if you have forgotten your own. We can also make up lunches from our own supplies should you forget yours.

Care, enthusiasm, patience, expertise, help and support - available at all times !

14. Further Information

Parent Manual - A copy is available for reference at the nursery. Individual copies are also provided. This includes a wealth of information about Acorns including all our Policies and Procedures.

Illness - please phone us and let us know why your child is absent due to illness. Sickness and tummy bugs require 48 hours away from Acorns to recover, as these germs spread so quickly to other children. Children who have had a raised temperature during the night and arrive at nursery after having medication to reduce the temperature often need to rest after an hour or so. A busy day at nursery isn't usually appropriate if your child is unwell. We will offer swap days for absences due to illness, so please don't bring children in if they need to rest at home and recover.

Policies - are always available to refer to at the nursery. On entry to Acorns you will be given your own digital copy of all policies. It is a requirement of Ofsted that these are 'signed, understood and agreed' by all parents, and we will ask you to do this.

Acornsnursery.org - Please visit our website, as well as useful links to Surrey County Council and Ofsted, you can access lots of information including term dates, this prospectus and registration forms. **We hope to have a new website very soon** - please contact Cary fur up to date information.

Ofsted - Acorns is inspected by Ofsted. A copy of the latest Ofsted Inspection report for July 2015 is at www.ofsted.gov.uk. We achieved an "Outstanding" judgement in all areas. Acorns is working towards a Quality Improvement Award, through Surrey County Council, which is a very detailed evidence based scheme, examining all aspects of the nursery, including management, documentation and administration. We plan to complete this in 2017.

Contact Numbers - If you have any queries or require further information please phone Cary Dale, on one of the following numbers:

Tel : 01483 860723 (during opening hours, or leave a voicemail)
07900 543 759 (mon - fri 9 - 5 or text anytime)

Email : hello@acornsnursery.org anytime - please choose email for non urgent matters

Acorns has intermittent internet connection at the nursery, so please phone or text messages that require immediate attention. The mobile signal is also unreliable and calls do not always get through - please text messages, as these usually arrive. Please use the landline during opening hours and the main point of contact.

To Arrange to Visit - Please phone first to let us know when you intend to come. Aim to arrive at around 10.00 when we will have finished registration and will have time to show you around. You are welcome to stay as long as you like.

To Register - Please complete and return the registration form as soon as possible.