



# PROSPECTUS

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Registration number: 115543





## WELCOME

Welcome to Uplands Nursery which is managed by Uplands Primary School. The Nursery is here to provide high-quality care by providing extensive and varied facilities to meet the needs of children from 3-4 years old.

We are a brand new nursery registered with Ofsted under the school registration number 115543. We are located on the grounds of Uplands Primary School, Thompson Road, Stroud. Here you will find a warm welcome where we endeavour to meet the individual requirements of all our family's needs. We value communication between parents and staff which supports a smooth settling in process to the nursery for all children. We have a large outdoor play area and garden to allow the children to explore, have fun, be independent, make choices and support children's development for which we follow the Early Years Foundation Stage (EYFS).

We aim to provide Good Quality Care and Education through qualified staff, providing your child with a safe, happy, stimulating and varied day. These daily activities are planned through the Early Years Foundation Stage curriculum to cover all areas of learning and development and equip your child for their journey through nursery to school.

Please read the information contained in this booklet carefully. It is important to both you and your child.

### **Childcare Options**

We offer places for children from age 3 and our sessions run from 09:00am-16:00pm with the morning session running from 09:00am-12:30pm and the afternoon session running from 12:30pm-16:00pm. At least 4 sessions must be booked (morning = 1 session/afternoon = 1 session).

We also offer 15 hours free childcare for 3 & 4 year old's who are eligible, 30 hours extended Funding and accept Tax-Free Childcare payments.

To find out if you can save money on childcare fees or receive free childcare places or for more information on help towards childcare costs for working parents, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Opening Hours**

We are open Monday to Friday, 09:00am –16:00pm term time only.

Uplands Nursery is closed on Bank Holidays and we follow the same Inset Days as Uplands Primary School. The school's term dates can be found at: [www.uplandsprimarystroud.co.uk](http://www.uplandsprimarystroud.co.uk) or on the nursery notice board.



## CURRICULUM

### The Early Years Foundation Stage (EYFS)

Our Nursery aims to provide a wide range of different play experiences within a planned curriculum ensuring that children are safe and secure. Within our curriculum, all practitioners will respect differing, cultural experiences and individual needs of the children.

We focus on the seven areas of learning, as follows:

- Personal, Social and Emotional
- Communication & Language
- Physical Development
- Literacy
- Mathematics
- Expressive Arts and Design
- Understanding the World

The principles which guide the work of all early years practitioners are grouped into four themes:

Every child is a **unique child**, who begins learning at birth and can become resilient, capable, confident and self-assured.

Children learn to be strong and independent through **positive relationships** with their parents and carers and with others, including their key person at their early years setting.

A positive **environment** – in which children’s experiences are planned to reflect their needs, and help build their confidence, and in which there is a strong partnership between early years practitioners, parents and other professionals – is crucial if children are to fulfill their potential and learn and develop well.

**Children develop and learn in different ways and at different rates.** All areas of learning and development are important and are inter-connected.

### Nursery Policies & Procedures:

Uplands Nursery follow the same policies as Uplands Primary School and relevant policies are available on the school website: [www.uplandsprimarystroud.co.uk](http://www.uplandsprimarystroud.co.uk) This prospectus sets out the policies and procedures relating to you and your child.



## UPLANDS NURSERY TEAM

Staff at Uplands Nursery are encouraged to obtain a minimum Level 3 certificate in Childcare and Education.

### **Registered Manager**

Megan McCaughey EYFS Lead at Uplands Primary School - qualification

### **Deputy Early Years Practitioner**

Priyanka Saha – Level 3 in Early Years

### **Early Years Practitioner**

ANO – Level 3 in Early Years

### **The Nursery SENDCo**

Chloe Nicholas

### **Designated Safeguarding Leads:**

James Powell/Kate Dempster/Ella Moore

Uplands Nursery is always committed to training and developing all staff members in order to give parents and their children a quality childcare service. Staff are encouraged to further their own development by undertaking further training appropriate to the needs of their role.

Most staff are qualified in other areas such as:

- Full Paediatric First Aid for children and babies
- Basic First Aid
- Basic food hygiene
- Safeguarding Children
- Equality and Diversity
- Dignity in the workplace
- Behaviour Management
- Nutrition and Health
- Infection Control
- Health & Safety
- Leadership & Management

Uplands Nursery ensures staff undergo a thorough recruitment process and employment is only guaranteed upon receipt of a Disclosure and Barring Service (DBS) check (formally a Criminal Records Bureau, CRB). We also seek two references for all new staff members including the most recent employer and also undertake online checks as defined in KCSiE Part One.

New staff members follow a structured induction into their new roles at Uplands Nursery and must successfully complete a three month probationary period.

### **Partnership with Parents/Carers**

Parents and carers are the most important people in a child's life. They are the child's first teachers. Mums, Dads and carers have watched and cared for their child from the first moments of their life. We at Uplands Nursery know how vital it is that staff maintain close links with parents/carers. There are many ways for both of us to build such a partnership;

We will:

- Give you time and opportunity for questions
- Provide your child with a gentle introduction to the nursery suggesting that you stay until your child is happy and settle



We provide regular written reports of activities and progress to share with you  
Provide information to you on health issues, behavior management and first aid  
Invite you to meetings to share and discuss your child's progress  
Appreciate you sharing information on your child's interests likes/dislikes and development so we can help your child to settle.

It is our policy at Uplands Nursery to develop a good working relationship with parents and carers. Formal and informal opportunities will be offered to all parents/carers to discuss their child's development progress and any other issues concerning the welfare of their child whilst in the care of staff at the Nursery.

Parents will at all times be informed of any social events or open evenings by newsletter, verbal, leaflets or posters.

**If you have a concern:**

If you have a concern about your child, a member of staff or with the nursery, please ask to speak to a member of staff in private, we are all here to help.

**Complaints Procedure**

If any parent/carer should have cause for complaint, they should in the first instance take it up with their child's key worker. If the matter cannot be resolved with the key worker, it will be referred to the Nursery Manager who will endeavor to resolve the matter. If after discussions, you are still not happy then you may raise the matter with:

Mr James Powell, Head Teacher of Uplands Primary School  
The Early Years Directorate of Ofsted on 0300 123 1231  
Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD.

Staff are here to help at all times; we hope that if ever you do have any complaints it is resolved promptly within the Nursery. Please do not hesitate to come and discuss any matters with us. Any comments or ideas from parents or carers are always valued.

For parents/carers who are non-English speaking or have any impairment or disability of any kind, every reasonable effort will be made by staff to effectively meet their individual needs, seeking help and assistance when necessary.

**Extra Sessions:**

If you require additional sessions to those you have previously registered for with the nursery we will endeavor to meet your needs in line with nursery ratios. Extra session must be paid for in advance and sessions will be charged at the normal rate accordingly. Extra sessions may be displayed on the following invoice.

**Session Swapping:**

Uplands Nursery are not permitted to swap sessions.

**Absences:**

If your child is absent due to holiday, sickness or any other reason, full fees are still payable.

If your child is absent, please inform the nursery by telephone as soon as possible, see below for



more information  
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### **Sickness/illness:**

If your child is absent through illness fees are still payable in full.

If your child becomes unwell while at nursery or we feel your child is not well enough to be at nursery we will telephone you to collect your child. Your child will be sent home after one bout of sickness or diarrhea.

- If your child has sickness and/or diarrhea the nursery requires 48 hours clearance before they return. This is to comply with environmental health regulations to prevent the spread of infectious illnesses.
- If your child has been prescribed medication, we cannot accept them into the nursery for 24 hours after their first dosage.
- If your child is given antibiotics they can return to the nursery after any contagious period has passed. Please complete a medication form with staff prior to leaving your child.
- Children will only be administered medicine if it has been prescribed by the doctor. The label must have their name clearly visible and in date, we will only follow instructions on the label stated by the Doctor.
- As detailed in the school's administration of medication policy, we are unable to administer Calpol or equivalent to your child. If you believe your child requires Calpol to attend the nursery, they are too ill to be at nursery. Please keep them off until they do not require Calpol.
- Please always inform the nursery if your child will not be attending their session so that staffing and activities can be adjusted.

### **Medication**

Nursery staff can administer prescribed medication to a child if they are well enough to be at Nursery and staff have been adequately trained. Parents/Carers will be required to sign a medicine sheet prior to leaving their child in nursery. Medicines are to be provided to staff on arrival to nursery and will be stored in a locked cabinet for the safety of others. Parents must inform management of any medicines brought onto the nursery premises. Medicines must not be left in children's bags, even if your child does not require a dosage at nursery. We will administer prescription medicines only if the medicine has been prescribed for the child by their doctor and the label can clearly be seen; showing name of child, date prescribed, and dosage required. **We are unable to administer any other over-the-counter medicines, however, parents can attend the nursery to administer medication to their child. Any medication administered onsite will be recorded.**

### **Security:**

No child will be allowed to leave the nursery with anyone unknown to staff without prior notice. In an emergency where we are informed by telephone, proof of identity will be required on arrival and

a password system is in operation.

### **Social Media**

Please be aware that staff are unable to accept friend requests from parents or connect directly via

social media sites. Please connect with Uplands Nursery Facebook page to stay up to date.

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### **Positive Behaviour Policy**

Unacceptable behaviour displayed by children is approached in a positive and helpful manner. Staff will work in partnership with parents to discuss any possible causes and/or changes in a child's life which may be contributing to a child's behaviour. Uplands Nursery follow the school's Positive Behaviour Policy. Staff praise the children as much as possible throughout the day to encourage positive behaviour.

### **Safeguarding**

The following procedures will be followed in all cases of suspected physical, sexual or emotional abuse, or serious neglect upon a child in our care. They will be followed regardless of whether the alleged or suspected perpetrator of the abuse is a parent, guardian, carer, family member or a member of staff. Any member of staff who has suspicions or allegations of child abuse has a duty to inform the Designated Safeguarding Officer. Staff allegations are report to Local Authority Designated Officer (LADO). Children's Social Care should be contacted for advice or to make a referral as soon as possible after a concern has been identified.

Any safeguarding concerns regarding child protection of all children will be kept confidential and recorded on our CPOMS system.

**An explanation of any injury to a child who arrives at Nursery will be requested by staff and recorded on CPOMS.**

### **Equal Opportunities**

Every effort is made to treat each individual as a person in their own right with equal rights and responsibilities to any other individual of a similar age, whether they be adult or child. Discrimination under sex, race, religion, colour, creed, marital status, ethnic or national origin or political belief has no place in the Nursery and should any person believe that this policy is not totally complied with, it is their duty to bring the matter to the attention of the Nursery Manager at the earliest opportunity.

### **Students**

Students and work placements are accepted at the nursery. A member of staff will be assigned to a student, and they are responsible for signing any work they produce such as, their placement attendance sheet, this is overseen by a member of management.

### **Personal Possessions:**

Uplands Nursery discourage parents/carers from sending their children in their best clothes as we cannot be held responsible for any damages or lost items, although we take every precaution, such as wearing aprons where necessary for painting and messy activities etc. clothing can sometimes still be left marked/stained.

Please discourage your child from bringing any toys into the nursery as this can cause conflict with the other children when they are not willing to share, we cannot be held responsible for any damage or loss for any items brought to the nursery.

### **Snacks**

There is no need to send your child to nursery with a snack. We will provide fruit and milk during morning/afternoon snacktime.



### **Packed Lunches**

Children that attend for their funded hours have the option of providing a packed lunch. Optional lunch can take place between 12:00-13:00. Please see the school's Health Eating policy for more information. To encourage children to select healthy options in their life we have devised the following guidelines for parents:

A healthy lunchbox and snack should contain:

- Savoury Items (Sandwiches, chicken drumsticks, scotch eggs etc.)
- Yoghurts
- Fruit and vegetables
- Cake or biscuit or Cereal bar
- **Nuts – please do not provide nuts due to allergies within the nursery**

Children are always supervised whilst eating. We encourage the children to be social when at the table, talking about what they are eating, where their foods come from, and any cultures, ethnic or faith surrounding the food.

We want to work with parents to inform their children about healthy eating and making healthy choices. Educating them to make healthier choices when they are older.

Any food that is not eaten will be put back into the child's lunch box and sent home for parents to see what their child has and has not eaten. For more information on Healthy Eating in Early Years please visit the web page: Change for Life <http://www.nhs.uk/change4life/Pages/nurseries-childrens-centres-supporters.aspx>

### **Accident / Emergencies**

Our Nursery team consist of trained Paediatric First Aiders and the Nursery is fully equipped for accidents and injuries. All staff are aware of the location of the first aid box and their first aid training is kept up to date. If your child has an accident whilst in our care, they will be treated (i.e. cold compress applied) and you will be informed of the accident via text message. In the case of a serious accident we will contact the nominated parent/carer, if this is not possible we will seek medical attention for your child i.e. take them to the hospital, we will take along all their details whilst trying to contact you. Any injuries we have been informed of whilst at home will be recorded on our CPOMS system.

### **Contact Numbers/Addresses**

It is essential that we have an up-to-date home/work contact number and correct address for you whilst your child is at Nursery in case we need to contact you in an emergency.

### **Late Collection**

Please ensure you collect your child promptly. If you collect your child after the time they are registered, you may incur a late collection fee of £5.00 per 15 minutes, at the discretion of the staff.



During the course of the day your child will be involved in various messy play activities (sand, water, paint, dough etc.) aprons will be provided but occasionally accidents do happen so we ask that you do not send your child in his/her best clothes. We would appreciate it if you could provide a spare set of clothes clearly labeled with your child's name in a bag or rucksack. It is also necessary to supply appropriate outdoor clothing suitable for our outdoor play activities (please make sure that all clothing is clearly labeled with your child's name). We also have available through Batemans, Stroud & Tesco Clothing nursery royal blue jumpers and polo shirts with the nursery logo shown. These are not compulsory but can be purchased if required. If possible, we access outdoor play at all times of the year, therefore your child will need a coat and suitable footwear, i.e. wellies.

### **Nappy Changing**

Children will have their nappies changed according to their individual needs and requirements by their key worker wherever possible. Information will be shared between parents/carers and the key person about nappy changing and toilet training in a way that suits the parents/carers.

We always work to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties.

### **The Nappy Changing Procedure**

These procedures are to ensure the safety of both the children in our care and the Nursery staff.

- A child's nappy should be checked on arrival at the nursery, however we do ask that parents/carers try their best to ensure their child arrives with a clean and dry nappy/pull up/underwear. If necessary it should be changed immediately using nappies and wipes provided by the parent/carer.
- All children should be changed as and when needed, but at least 3 times daily, morning, lunch and afternoon. Whenever possible the child should be changed by their key person and NEVER by anyone who has not provided a satisfactory DBS.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- Only staff with a valid DBS check will be permitted to change nappies.
- When changing a nappy, staff members must wear a disposable apron and disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- When changing a nappy the mat must be cleaned with anti-bac spray/wipes after every nappy change.
- Please wash hands after each nappy change.
- It is good practice to allow children, including babies, to wash their hands after nappy changing. – this promotes good hygiene practice from an early age.
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use, staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately. Again staff then wash their hands.



### **Important Note**

For any non-prescription cream for skin conditions e.g. Sudocrem each child should have their own creams and lotions. These can be supplied by the parent/carer and must be clearly labelled with the child's name. Prior written permission must be obtained from the parent/carer. When applying creams for rashes etc., a gloved hand will be used.

For any prescription cream or lotion it must come to the nursery/school with the prescription label clearly showing on the tube or box and the parent/carer must sign a medical consent form before leaving the item and the child in the care of nursery staff.

### **Toilet Trained/Training**

If a child is old enough to meet their own toileting needs, a staff member can support the child according to age and ability to use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.

Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.

When supporting a child that needs to be changed, the staff member will approach the child and explain that they would need to clean and change them into some dry clothes. The staff member will put on a pair of disposable gloves and / or apron. Remove the wet/soiled clothes from the child. Clean the areas that need cleaning. The staff member will talk through with the children what they are about to do so that they are happy and understanding. If a child is capable of doing so, they can help with the removal of any clothing.

Wet/soiled clothing will be put into a bag so that they can be sent home and the staff member will wash their hands. Staff will then help the child to wash their hands.

Staff will return to the changing area and clean the area using the cleaning materials and liquids provided.

Please note that parents/carers must send their child in nappies or protective underwear until they are dry and clean the majority of the time. We ask that children are only sent in with pull-ups if toilet training and if they have been undertaking toilet training at home for at least a fortnight.

### **Sunny Weather**

All staff ensure that when we have sunny weather all children have sun cream applied to them before participating in any outside play. The children are encouraged to rub the sun cream on themselves which must be provided by you, please clearly label your child's suncream. We advise that you also apply an all-day sun cream prior to attending nursery each day.

We also ask that parents/carers provide a sun hat for their child. We try to avoid the hottest part of the day between 11:30am – 1:00pm. Children are encouraged to play indoors during this period; these times cover Nursery lunch times.

### **Nursery Fees**

Fees are payable monthly in advance according to our current scale of Fees and Charges. Please contact the nursery for up-to-date information and any changes to the fees below.

Payments must be made via bank transfer/standing order. Cash payments are not accepted.



The parents/carers of new starters are required to pay a registration fee to secure their child's place at a cost of £30 cash. This fee will be returned to the parent/carer after one month of starting the nursery. Please note that if you fail to take up the place, the deposit is non-refundable. If your child attends another setting taking them over the 15 or 30 hour nursery grant entitlement, top up fees will apply at a rate of £7.91 per hour and must be paid in advance.

Nursery fees for non- government funded places are charged at a rate of £7.91 per hour.

To terminate your child's place or to reduce sessions, please submit your request in writing, stating the date in which the letter is submitted and the date of the last day you wish your child to attend, we require a calendar months' notice or payment in lieu.

All attendance at Nursery is subject to our Standard Terms & Conditions of Service, details of which are available on request. We currently do not charge for days when the nursery is closed e.g., Bank Holidays and Inset Days. If your child is ill or on holiday full fees are payable.

Invoices are provided at the start of each month, payment is required no later than 14 days later.

Failure to make payments will result in termination of your childcare agreement/withdrawing your childcare, late payment fees added to your invoice every 7 days payment of fees remain outstanding and court proceedings.

### **Charges**

Nursery fees for non-government funded places/over the 15/30 free entitlement are charged at a rate of £7.91 per hour. Please note children are able to register for the fully funded 15/30 hours if they wish.

A late collection fee of £5.00 per 15 minutes may be charged, at the discretion of the staff.

Snacks will be charged at £5.00 per child per term.

### **Settling in Sessions**

If your child is new to the nursery and you wish to stay with your child during the first session, we welcome this.

### **Termination of Place**

If for any reason you decide you no longer require a place for your child, we require one month's written notice or a month's fees paid in lieu. Uplands Nursery has the right to refuse to provide childcare if your payments fall into arrears.

### **Staff Code of Conduct**

All staff should follow the school's Staff Code of Conduct policy.