



The  
**Valley Nursery**  
& Kids Club

Ofsted Registered Child Care  
EY320833

# PROSPECTUS

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Gateshead  
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## First of all - a warm welcome!

Thank you for your enquiry about The Valley Nursery & Kids Club. We hope this prospectus will answer those very important questions that you are likely to have ... And even those that you may not have thought of yet!

We are an Ofsted registered private day nursery & pre-school (for children aged 6 weeks to 5 years) and out of school club (for primary school aged children), open 52 weeks of the year.

## Our Philosophy

Our philosophy is simple: To provide a secure, happy, consistent and nurturing environment, encouraging all young children to develop to their full potential, whilst parents can enjoy the peace of mind that their child is in excellent caring hands. Children's welfare and happiness are paramount above all else, at all times.

## Ofsted

Ofsted is our governing body and carries out inspections to assess our standards of care and education. The latest inspection was carried out in September 2016, issuing a rating of "good" with minor recommendations to achieve "outstanding". Ofsted's findings include:

- *"Children have a wealth of opportunities to support their all-round development. They make consistently good progress in all areas of learning. Some children are achieving beyond the expected range of development for their age. Children are happy and eager to learn."*
- *"Children are articulate and communicate well, showing good listening skills. They are developing good independence and key skills, helping to prepare them well for their next steps and eventual move on to school."*
- *"Staff start building positive partnerships with parents as soon as children join the setting, enabling them to gain a good understanding of children's needs. They take these needs into account throughout the day, ensuring that children are comfortable and happy. Children quickly build secure relationships with their key person and other adults."*
- *"Staff work well as a team. They provide a good mix of child-led and adult-led activities. Children's learning is skilfully extended as staff know the children's needs well."*

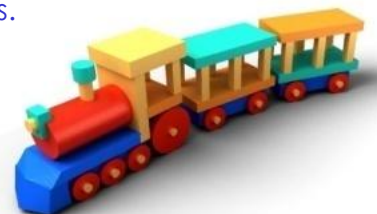
## Premises & Grounds

We are conveniently situated just off the A1M on New Road, at the northern end of the Team Valley. A map on how to find us is available on our website [www.thevalleynursery.com](http://www.thevalleynursery.com) or via yell.com. If you have a satellite navigator our post code is NE11 0JU.

There are 5 light and airy children's rooms, designed to best suit the needs of different age groups. These give access to 3 fully enclosed outdoor play areas.

We also boast a sensory room as well as cosy sleep rooms.

In all aspects of design, children's safety has been taken into account as being the single most important factor, including a sophisticated biometrics entry system and a network of 16 cameras.



## Development and Education

We recognise that the first few years of a child's life are the most formative, in terms of intellectual, social, creative, emotional and physical growth. Our aim is to provide an environment that nurtures these important years.

As all children are individual they will develop these areas at different rates depending on their age and stage of development. Our staff fully understand this and take this into account when planning activities (sample planning examples are available to view on site) and experiences within and outside of the nursery, supporting and guiding the children .

Our team work to a programme within the guidelines of the Early Years Foundations Stage Framework . This framework guides children from birth to the end of their first year in Reception. Where applicable we work in partnership with other schools or agencies to ensure children's learning is supported consistently. The framework is made up of four themed principles:

<u>Theme</u>	<u>Principle</u>
A Unique Child	Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
Positive Relationships	Children learn to be strong and independent through positive relationships.
Enabling Environments	Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
Learning & development	Children develop and learn in different ways. The Development framework covers the education and care of all children in our care in their early years, including children with special educational needs and disabilities.

Each child is allocated a key person who will be the family's main point of contact with us. The key person is the principle individual who will monitor your child's progress by observing him/her playing and interacting with our qualified team and peers. We will regularly discuss your child's development with you.

The care and education we provide all children in our care is underpinned by the "Every Child Matters" paper and the "Childcare Act 2006"



## Development and Education continued ...

To ensure we meet the Early Years Foundation Stage Framework the children in our care are supported in 7 main areas of learning, with focus in the very early years being on the 3 prime areas of learning.

### **Prime Areas:**

#### Personal, Social and Emotional Development

This areas includes: making relationships, self-confidence and self-awareness, and managing feelings and behaviour. Our children are provided with experiences that guide and support them to develop all of these.

#### Physical Development

This areas includes: Moving and handling, and health and self-care. Physical growth is faster in the early years than at any other point in life. And, with it comes the need to support children in learning about their body, helping them to improve co-ordination and overall physical ability, and to understand the importance of making healthy choices that affect physical well-being.

#### Communication and Language

This area includes: Listening and attention, understanding, and speaking. Our children are cared for in an environment where they are encouraged to communicate with those around them, both speaking and listening. Lots of story time encourages them not only to relish the joys that books can offer but also to begin the early stages of reading.

### **Specific Areas:**

#### Literacy

This area includes: Reading and writing

#### Mathematics

This areas includes: Numbers, and shape, space and measure

#### Understanding the World

This area includes: People and communities, the world, and technology. Our children experience different situations and environments. Outings such as a trip to the farm or the aquarium, help support the curriculum themes. Just as importantly, experts in their own field (e.g. Police, dentist) are invited into the nursery.

#### Expressive Arts and Design

This area includes: Exploring and using media and materials, and being imaginative. Children by nature are curious.

After all, so much is new to them. We actively encourage children to explore and “play” with and in their environment. We provide music and dance sessions, art and messy play, plenty of role-play opportunities that extend their imagination, and encourage them to express their creative personalities.



## The Team & Partnerships with Parents

We employ teachers as well as nursery officers to ensure the best possible combination of care and education. Our staff are carefully selected and qualified with relevant Early Years Care and Education qualifications and experience to ensure that your child is in safe, caring and knowledgeable hands.

All staff are encouraged to continue training and developing their childcare skills to degree level and beyond to maintain the highest possible standards of care and education.

Each member of staff is vetted through the Criminal Records Bureau to an enhanced level.

We welcome parental involvement, whether it be through daily communication to discuss the individual needs of your child, or inviting you to attend Parent Days, Open Days or to accompany us on one of many outings.

## Environmental Health

The Valley Nursery & Kids Club has been awarded the highest possible Food Hygiene rating of "5 VERY GOOD" by the local authority. This reflects our excellence in Environmental Health.



At the time of each annual unannounced inspection by the local authority we are assessed, in accordance with a national Framework Agreement, against a range of parameters. This includes business compliance with Food Hygiene legislation and compliance with structural requirements of our premises. Government Officers also make an assessment of their confidence in the management of our business. These ratings are the elements of the risk assessment that are under our direct control and reflect the way in which our business is managed and operated.

## Meals & Snacks

We provide a nutritional menu, conforming to (and exceeding) government guidelines on healthy eating for young children and follows the recommendations of the Healthy Foundation Award. Fees include breakfast, mid-morning snack, lunch, mid-afternoon snack and afternoon tea.

(Parents are requested to provide breast/ formula milk for younger infants).

A copy of our current menu is available on request.

Fresh fruit and vegetables are offered daily.

Special dietary requirements will be catered for wherever possible.

It is parents and carers responsibility to advise the Nursery Team of any food allergies or intolerances that their child may suffer from.





## Fire, Safety and Security

The safety of children and adults is paramount. The Nursery meets all Fire, Safety and Security requirements.

- Fire drills are carried out regularly, and exceed statutory requirements
- The building is single storey and has 12 evacuation points
- The premises are equipped with 16 high resolution cameras that record 24 hours a day, 7 days a week
- Access into the building for authorised adults (staff, parents and other carers such as grandparents) is via a sophisticated biometrics entry system.
- Only key authorised personnel are in a position to permit entry into the building of visitors
- All members of staff and regular visitors to the site are Criminal Records Bureau vetted.
- We have achieved a rating of 5/5 for Environmental Health by the local authority.
- We have been assessed by the local authority, via risk assessment, of having a rating of "low risk".

## Nursery Hours of Opening and Holidays

The Valley Nursery & Kids Club will be open Monday to Friday 7.45am to 6.00pm. The nursery will be closed on all official public Bank Holidays, and Christmas Day, Boxing Day and New Years Day. These days will still be charged. If your regular childcare session falls on a Bank Holiday your day can be swapped for another day either the week before, the week of the Bank Holiday, or the week after, subject to availability and by prior arrangement with the nursery manager.

The Valley Nursery offers Full Day (07.45am-6.00pm) or Half Day (07.45am-1.00pm or 1.00pm-6.00pm) sessions. Sessions may be extended by a short period of time at the discretion of the nursery and charged accordingly. Please state your requirements on the booking form.

Childcare provided outside of those hours booked will be treated as overtime and as such will be invoiced accordingly at £10.00 for every hour (or part of). If you are later than 6.00pm to collect your child then you will be charged £10 for every 15 minutes or part of – this is to cover the cost of keeping a minimum of 2 staff members at the nursery after closing time. Staff will not release any child to any person not known to them unless specific and unambiguous instruction to this effect has been given in advance by the child's parent or guardian. In the event of any uncertainty The Valley Nursery will refuse to release the child until the parent or guardian can be contacted and the instructions confirmed. In adverse weather conditions parents will be advised to collect their child from nursery as soon as they possibly can. If adverse weather conditions occur overnight and we are unable to open we will advise you via e-mail or text in advance. In this highly unlikely event you will not be charged for your session.



A half day is 7.45am-1.00pm or 1.00pm-6.00pm. A full day is 7.45am-6.00pm.

Wrap around care times may vary depending on different pre-school session times at each school.

Minimum registration is 2 days per week (2 half days or 1 full days). This is set in the interest of the child.

**\*NEG/Nursery Education Grant:** Children aged 3 years by the 31st August, 31st December or 31st March will be eligible for the NEG of 15 / 30 hours per week (term time). The government stipulates that the 15 hours must be spread over a minimum of 2 days, and sessions must last at least 2 ½ hours and no more than 8 hours.

A £50 bond is required to secure a Nursery place. This is refunded (if all monies are paid up) when your child leaves the nursery.

A discount of 10% will be given for the eldest sibling (Nursery only/ not applicable in the Out of School Club).

Fees are payable in advance on the 1st of each month, by direct debit. Approved childcare vouchers can also be used as part or full payment of fees.

Monthly fees are calculated by multiplying weekly fees by 52 weeks and divided by 12 equal payments.

Statutory holidays and family holidays are already taken into account and calculated in the fees.

A charge of £10.00 will be made for every ½ hour (or part of) that a child remains in our care outside of the agreed session times.

To retain your child's place at the Nursery all sessions must be paid for when due, including periods of sickness and holiday.

One month's written notice, or one month's fees in lieu, must be given to terminate a place or reduce sessions required. The Nursery will accommodate the need for increased sessions wherever possible.

No credit is given. Late payment of fees are subject to added charges of £10.00 per week.

Failure to pay fees on time may result in your child not being able to use the Nursery facilities until all fees are fully paid.





## Our Out of School Club Service

As part of our extended childcare service we offer fun packed Out of School Club care throughout **The Valley Kids Clubs**. These are all Ofsted registered.

These are run by professional Ofsted recognised managers with a wealth of experience and training to tailor childcare for Primary School aged children.

Our locations and services are:

### **The Valley Kids Club, New Road, Team Valley Trading Estate, Gateshead**

This site offers both Nursery and Out of School Club childcare. Our Out of School Club services include:

- Breakfast Club (with drop off at school) during term time
- After School Club (with pick up from school) during term time
- Wrap around care and collection during term time
- Holiday Club during school breaks, including teacher training days

Parents with nursery and school aged siblings often comment on the fact that they would be lost without this dual service.

### **The Valley Kids Club, Glenhurst Drive, Whickham**

This is based in the school grounds of Clover Hill Community Primary School. Our Out of School Club services include:

- Breakfast & After School Club (term time)

Children from this Out of School club often attend the Holiday Club at our Team Valley club.

### **The Valley Kids Club, Newker, Chester Le Street**

This based in the school grounds of Newker Primary School. Our Out of School Club services include

- Breakfast & After School Club (term time)

### **The Valley Kids Club, Pelton, Chester Le Street**

This based in the school grounds of Pelton Primary School. Our Out of School Club services include

- Breakfast & After School Club (term time)

To find out more about our Out of School Club service, including fees and opening times, please either:  
visit our website [www.thevalleynursery.com](http://www.thevalleynursery.com),  
e-mail [manager@thevalleynursery.com](mailto:manager@thevalleynursery.com)  
or ring 0191 4915050





## Out of School Club Conditions of Registration and Terms of Payment

Fees vary depending on the service provided. Fees are payable in advance, calendar monthly, on the 1<sup>st</sup> of each month by direct debit. Approved childcare vouchers can also be used as part or full payment of fees.

To retain your child's place all booked sessions must be paid for when due, including periods of sickness.

Sessions can be cancelled without charge, subject to giving notice no later than Thursday morning of the week before the care is due.

The Out of School Club will accommodate the need for increased sessions wherever possible.

A charge of £10.00 will be made for every ½ hour (or part of) that a child remains in our care outside of the agreed session times.

No credit is given. Late payment of fees are subject to added charges of £10.00 per week.

Failure to pay fees on time may result in your child not being able to use the Out of School Club facilities until all fees are fully paid.

## Out of School Club Opening Times

### Breakfast Club

Varies by setting

### After School Clubs

School finishing time to 6.00pm

### Holiday Club (morning)

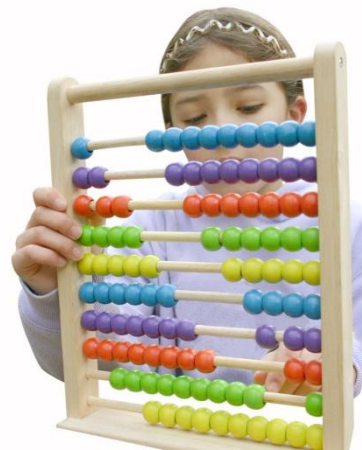
7.45am – 1.00pm (school holidays/inset days)

### Holiday Club (afternoon)

1.00pm – 6.00pm (school holiday/inset days)

### Holiday Club (full day)

7.45am – 6.00pm (school holidays/inset days)



## Other Details

### Age of Admittance

Nursery - 6 weeks to 5 years

Out of School Club – Primary School aged children

### Security

Children will not be allowed to leave the Nursery without being collected by an authorised person. Security Code systems are in place.

### Illness

Parents are asked to keep their children away from nursery if they have any illness and/or infection and to inform The Valley Nursery as to the nature of the illness and/or infection. If your child has had sickness and or diarrhoea you must keep your child away from nursery for at least 48 hours after their last bout. No child suffering illness and/or infection should be brought to The Valley Nursery except if previously agreed with a staff member. If your child becomes unwell whilst at The Valley Nursery we will contact you to collect your child, if we cannot get in touch with you we will contact the nominated person to collect your child. If your child has any cuts or open sores these must be covered with a plaster or other dressing.

### Medication

Staff will only administer medicine to your child that has been prescribed for your child by a doctor, dentist, nurse or pharmacist. Non-prescription medication e.g. pain or fever relief or teething gel may be administered but only with prior written consent of the parent.

### Accidents

Parents/Guardians will need to sign a consent form in order for you to allow The Valley Nursery staff to administer emergency medical treatment should your child become unwell. The Valley Nursery will ensure that this is carried out by a qualified first aider.

### Clothing and Belongings

Parents and carers will need to provide the following items for their child: Nappies, wipes, and nappy cream (until a child is toilet trained), sunhats and sunscreen, and a change of clothes.

If you have any queries relating to the contents of this document or the service we provide please do not hesitate to contact us on:

tel. 0191 4915050

Or E-mail: [manager@thevalleynursery.com](mailto:manager@thevalleynursery.com)

**We look forward to supporting you with your child's care and education.**

# Nursery Registration Form



Full name of child: \_\_\_\_\_ Child's date of birth: \_\_\_\_\_

Address of child: \_\_\_\_\_

Post code: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Bond payment £50.00\* cash  cheque  Please tick either cash or cheque

Please tick here  to confirm that you are returning the direct debit\* mandate with this registration form.

\* £50.00 refundable bond and return of the direct debit mandate form are required to secure a nursery place.

Please tick the box of the sessions you would like your child to attend:-

	Monday	Tuesday	Wednesday	Thursday	Friday
AM (up to 1.00pm)					
PM (from 1.00pm)					

Preferred start date: day \_\_\_\_ /month \_\_\_\_\_ / year \_\_\_\_\_

## OFFICE USE ONLY

Specify receipt dates: Form received: \_\_\_\_\_ Bond received \_\_\_\_\_ DD received \_\_\_\_\_

Place confirmed  Settling in visits \_\_\_\_\_

Invoice type:

Weekly OSC  Standing Order  Calendar Monthly  10% Sibling discount

NEG \_\_\_\_\_ sessions per week @ £ \_\_\_\_\_ each = weekly discount £ \_\_\_\_\_ /monthly discount £ \_\_\_\_\_

First month fee calculation \_\_\_\_\_ full days @ £ \_\_\_\_\_ each + \_\_\_\_\_ ½ days @ £ \_\_\_\_\_ each = £ \_\_\_\_\_

On going fee calculation Cost/week £ \_\_\_\_\_ - weekly discount £ \_\_\_\_\_ x 52 weeks + 12 months = £ \_\_\_\_\_

Form completed by (Manager/Director) \_\_\_\_\_ Date: \_\_\_\_\_

Set up on CONNECT by (Administrator) \_\_\_\_\_ Date: \_\_\_\_\_