



**HYPHE BAY**  
Church of England  
Primary School and  
Children's Centre

# Hythe Bay Children's Centre Nursery

## Information Booklet

***A nurturing and safe place for all  
children to grow, learn, laugh and  
become independent learners***

Hythe Bay Children's Centre  
Cinque Ports Avenue,  
Hythe, Kent, CT21 6HS  
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Out of School Club: 01303 260548  
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Website: [www.hythebaynursery.co.uk](http://www.hythebaynursery.co.uk)  
Ofsted Registration No: EY556679  
Registered Charity No: 1175752

## Dear Parents/Guardians

Welcome to our Nursery. We will endeavour to make your child's transition as easy as possible. To help with this, here is some general information you might find useful.

Please remember that, at all times, if you have any queries or concerns, please do not hesitate to speak to your child's Key Person or any member of the Management Team, who will be happy to help. The Nursery Office is based within the Main Nursery.

<b>Nursery Manager:</b>	<b>Vicki Dumont</b>
<b>Deputy Manager:</b>	<b>Radka</b>
<b>Third in Charge:</b>	<b>Carly</b>
<b>Room Leaders:</b>	<b>Lauren and Danielle</b>
<b>Administrators:</b>	<b>Karla and Jo</b>
<b>Registered Person:</b>	<b>Carolyn (Headteacher)</b>
<b>Out of School Club Manager:</b>	<b>Lisa Sharp</b>

Hythe Bay Children's Centre Nursery is located in the seaside town of Hythe, as part of Hythe Bay Church of England Primary School & Children's Centre. Built in September 2000, this includes a light, airy, open plan environment leading out to an extensive outdoor play area. The beach, canal, park and shops are within easy walking distance providing excellent everyday learning opportunities to extend and develop all areas of the curriculum.

Hythe Bay Children's Centre Nursery is part of Hythe Bay Children's Centre CIO (Charitable Incorporated Organisation) providing a wide range of facilities for the care and development of children and families. The Centre is a self-funding, non-profit organisation.

We are committed to safeguarding and promoting the welfare of children and young people. We pride ourselves on our fully inclusive environment offering easy access and disabled facilities.

All children who attend the Nursery, regardless of age, gender, class, family status, disability, ethnicity, culture, religion or belief are entitled to warm, consistent, high quality care, the opportunity to learn through a play based curriculum and to be treated as individuals.

The Nursery offers the following provision:

	<b>Ages</b>	<b>Opening Times</b>
<b>Baby Room</b>	3 months – 2 years	Open 5 days per week, approx. 49 weeks of the year between 8.00 a.m. and 6.00 p.m.
<b>Main Nursery</b>	2- 5 years	
<b>Term Time Only 'Little Nursery'</b>	2 – 5 years	Open 5 days per week, Term Time only, i.e. 38 weeks of the year between 9.00 a.m. and 3.00 p.m.

**Please note the Nursery has a minimum booking requirement of at least two days per week.**

## **Admissions**

Spaces will be allocated once a registration form has been completed and signed by the parent/carer. This ensures that the Nursery is aware of any allergies, special diets or needs that their child may have. We arrange our waiting list in a first come first served basis. In addition, our policy may take into account: the age of the child, prioritising children with siblings at our setting, children with special educational needs and disabilities, and children referred to us by social care; the length of time on the waiting list; the vicinity of the home to the setting; whether any siblings already attend the setting; and the capacity of the setting to meet the individual needs of the child

## **Deposit**

Non-funded places will be offered on the condition that a deposit is paid in advance. This is usually the cost of a weeks' nursery sessions.

## **Fees**

Fees are payable in advance in accordance with the rates in force at the time. Fees are reviewed annually in September of each year, or in the event of any changes to the Provider Agreement. Invoices are issued at the beginning of each month. Payment is due within two weeks of the invoice date or weekly in advance.

## **Payment Methods**

- Employment vouchers: We take a variety of childcare vouchers. Please ask the Administrator if you need any reference numbers.
- Tax Free Childcare payments (for more information please go to <https://www.childcarechoices.gov.uk/> )
- Bank Transfer: Sort code: 40-08-32, Account No 22250977, Account Name: Hythe Bay Children's Centre. Please use your child's name as a reference.

## **Late Payments**

Fees are to be paid within 2 weeks of the invoice date or weekly in advance. If you are experiencing financial hardship, please speak, in confidence, to the Manager or Administrator so that alternative payment arrangements can be made. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place and, if necessary, take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.

## **Changes to booked Sessions**

If you would like to change or cancel your child's sessions, 4 weeks' advance notice is required (not necessarily a requirement for children only accessing Free Early Education hours). In the case of making a further change to your child's sessions, the new booking has to be in place for a minimum of 8 weeks to allow for changes in staffing before any other changes can be implemented.

## **Illness/Absence**

No refund will be given in the event of a child's absence due to illness or any other reason other than the pre-booked holiday detailed below (only applicable to the Main Nursery which is open all year round).

## **Holidays (Main Nursery only – not term time only)**

Each child is entitled to 2 weeks of their booked sessions as holiday at half fees each year (September to August) if attending the Main Nursery. Please ask your Key Person for a Holiday Form which must be submitted with at least two weeks' notice.

### **Closures**

Should the Nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be credited for the sessions missed. In the case of children only accessing Free Early Education hours, Management Information will be consulted and, depending on guidance received, alternative sessions may be offered. Should closure need to take place part way through a session, a refund will not be given in this instance.

### **Late Pick Up**

Children must be collected promptly at the end of each session. Should a parent fail to collect their child at the end of their session, a late collection fee of £1.00 per minute will be charged.

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### **Toddlers & Preschool**

The main nursery building is divided into the Baby Room, Toddlers and Preschool. Each section has access to a designated garden and the large shared outdoors area. The main nursery environment promotes all areas of development and learning: Personal, Social and Emotional Development, Communication and Language Development, Physical Development, Mathematics, Literacy, Understanding the World and Expressive Arts and Design. There is also a kitchen from which our Cook provides the whole Nursery with home-cooked, nutritional food and snacks (the current 3 week menu can be seen on the nursery website). A sleep area is available offering an opportunity for your child to rest.

### **Baby Room**

The Baby Room is a self-contained section within the main nursery building offering age appropriate activities within a warm, safe and secure environment. There is also a separate sleep area, milk kitchen and access to a designated outdoor play area.

### **Term-Time-Only ('Little Nursery')**

The 'Little Nursery' is Hythe Bay Children's Centre's Term Time Only room offering the same ethos, balanced curriculum and learning opportunities tailored to their hours.

### **Staff**

The Nursery has a team of approximately 28 staff with a healthy combination of ages and varying levels of qualifications and experience. Of these, the majority hold appropriate Early Years qualifications with several staff holding Honours Degrees, Early Years Teacher Status and Qualified Teaching Status. We are committed to the continued professional development of all staff and hold up to five Staff Development Days per academic year in addition to individual training opportunities. The Nursery is supported by a team of senior teaching professionals to aid in the development of appropriate learning opportunities. We encourage an open door policy at all times and the Nursery Team are there to support your family in any way possible. Please do not hesitate to ask if you have any problems or queries.

## **Child Protection**

The staff and members of Hythe Bay Children's Centre take seriously our responsibility to promote the welfare and safeguard all the children and young people entrusted to our care. The Designated Person for Child Protection who has overall responsibility for child protection practice in Hythe Bay C of E Primary School is Carolyn Chivers, Headteacher of Hythe Bay Church of England Primary School and Nominated Individual of Hythe Bay Children's Centre. Vicki Dumont (Nursery Manager) is the Early Years Designated Safeguarding Lead and has day to day responsibility for Child Protection in the Nursery. In her absence, this is dealt with by Radka Davidova (Deputy Manager), Carol Hughes or Rebecca Prout (Deputy/ Assistant Headteachers). A copy of our Child Protection Policy is on display in the corridor leading to the Nursery and on the nursery website. Copies are available on request.

## **Key Persons**

We believe the most important people in a child's life are his or her family. Our link with home will begin when you register your child with us. Each child in the Centre has a very special person, known as their 'Key Person', who will work with you to achieve your child's full potential. Your family's Key Person will often be your first point of contact. In the absence of your Key Person, a buddy system operates with another Key Person to ensure continuity is maintained. All staff take an active role in extending and supporting children's learning. However, your Key Person will take special care of your child, looking at what he/she can do and planning individually tailored activities.

We are keen to work in partnership with you, and would like you to share skills that your child has developed at home with your Key Person. Together we will build a detailed online learning journal of your child's pre-school development which you can access on the ParentZone app, and add photos to whenever you wish. Observations will be published on ParentZone regularly to keep you up to date with your child's activities within the setting and for you to keep your Key Person up to date with life at home! Parents' Evenings and Open Days offer opportunities to share in your child's learning journey and assist your Key Person to understand your child better. We know that your Key Person can't be there all day every day so each Key Person has a buddy that will be there for your child when your Key Person isn't.

## **Settling your child**

For many children, settling into a Nursery is their first step towards independence, whether they are three months or three years old. We want children to feel happy and safe when their parents are not around, to see other adults as a source of authority, help and friendship and to share with their families new learning experiences they have at our Centre. We encourage you to decide how you want to introduce your child to the Centre, as we have flexible admission arrangements to meet the needs of individual children and their families. We welcome you to stay with your child for as long as you feel both you and your child need. We encourage you, where possible, to separate in whatever way makes you comfortable and when you feel confident to do so. Parents will not be asked to pay for the first ten hours of settling, when they first leave their child within the nursery. Should parents feel they need a little more time, please feel free to speak to your child's Key Person. If a child does not settle, we will ask parents to be available.

## **Home Visits**

It is important to us that all children and parents/carers feel happy and confident when joining us. We offer the opportunity at a mutually convenient time to have a home visit as part of the

settling process. The home visit is a fantastic opportunity to get to know you and your child better within your home environment and to discuss routines and any concerns you may have. This information can then be used back in the Nursery to help plan activities to meet your child's learning and development requirements. We cannot over-emphasise the benefits of these visits in developing those initial relationships and in helping families feel more relaxed.

### **What to bring to Nursery**

- Named water bottle / named milk bottles for babies.
- Depending on the weather: Coat/Waterproof Jacket, sunhat, sunscreen, wellington boots, waterproof trousers, hat and gloves
- Spare clothes
- If appropriate, nappies and wipes/creams
- A comforter can sometimes ease the transition but please keep any other toys at home.

### **What to wear to Nursery**

The children may be involved in messy activities and will be encouraged to play freely in the garden, so please do not put them in their best clothes!

### **Drop Off and Collection**

It would be helpful to let Nursery know if you are going to be very late to arrive/early to depart so that your child's Key Person can adjust any planned activities. Please ensure that you are on time to collect your child and allow enough time to receive any messages about his/her day. Please contact us immediately if you think that you may be late to collect your child. As time is short at drop off/pick up time, if you have any concerns and need to speak at length with your Key Person, you are very welcome to arrange a separate appointment at a mutually convenient time.

### **Our Day**

Starting Nursery is an exciting time for all the family. We want children to feel confident, independent and have a sense of curiosity when coming to Nursery. To develop these skills we offer a range of sensory activities and experiences, guided by the Early Years Foundation State Curriculum (see below). The Nursery is very well resourced with clearly defined areas of learning within each section. The learning activities your child encounters will be play based and built on real life experiences. Through meaningful child initiated and adult supported practical activities, children begin to develop a conceptual understanding of the world. The children also take part in group activities, such as singing, dancing and listening to stories together with extra-curricular activities such as our regular visits to a local residential home.

### **What is the EYFS Framework – why do we have one?**

The Early Years Foundation Stage Framework (EYFS) exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years' experts and parents.

In 2017 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The legal welfare requirements that everyone registered to look after children must

follow to keep your child **safe** and promote their welfare

- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "**Early Learning Goals (ELGs)**"

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

### **Outdoors and the Wider World**

Children have free-flow opportunities which are carefully supervised to access the outdoor area. Here, children will be able to use a variety of equipment to develop their physical skills, imagination and care of the environment. We believe that it is very important that children experience the world beyond the Nursery. They will be given many opportunities to visit the local area, in small, well-supervised groups. They may visit the park, the shops, the library and the beach. In the Early Years, children need real, practical experiences to gain skills and concepts, which will form the basis of intellectual learning later in life. All the activities in the Nursery aim to foster this belief.

### **Special Educational Needs and Disabilities (SEND)**

At Hythe Bay Children's Centre Nursery, we follow a 'graduated approach'. We use universal strategies such as Makaton signing and visual timetables to support all children, but these can have an especially positive impact on children with Special Educational Needs and Disabilities (SEND). We assess all children four times a year, to see how they are developing and learning, and to highlight areas which we could focus on to help them with. If a parent has any queries or concerns of their own, we encourage them to discuss these with their Key Person or Special Education Needs and Disabilities Co-ordinator.

If we feel your child might benefit from further support at a targeted level, your Key Person will discuss this with you. If necessary, the Key Person and/or Special Educational Needs and Disabilities Co-ordinator will work with you to plan strategies more specific to your child's needs.

Finally, for children who would benefit from having support from other professionals, we work with parents to form a personalised plan to meet the child's needs. We will also request discussing your child's case at Local Inclusion Forum Teams (LIFT) meetings, where we can try to get advice and support from other professionals such as Equality and Inclusion Advisors and the Specialist Teaching and Learning Service.

### **Other Information**

Every child is entitled to experience all areas of the curriculum at an appropriate level and our staff are able to differentiate the delivery of the curriculum to include all children. We are committed to enhancing the self-esteem, self-confidence and self-worth of every child, through positive reinforcement and praise.

Children who come to the Centre may not yet be toilet trained. We are always happy to help with this process. Tell us when you think your child is ready and the way you want this to be carried out. We have small, child friendly toilets and changing area with potties available.

### **Policies and Procedures**

All Nursery Policies and Procedures are available for parents to read. Please ask at the Nursery Office or refer to our website ([www.hythebaynursery.co.uk](http://www.hythebaynursery.co.uk))

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### **Out of School Club**

Hythe Bay Children's Centre also provides an Out of School Club for children attending primary school. There's a breakfast club, after school club and holiday play schemes. Please contact Lisa Sharp (Out of School Club Manager) for more information.

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We look forward to welcoming to our Nursery. If you require any further information, please do not hesitate to contact us:

<b>Main nursery building Tel No:</b>	<b>01303 267802</b>
<b>Little Nursery / OSC Tel No:</b>	<b>01303 260548</b>
<b>E mail:</b>	<b><a href="mailto:nursery@hythebay.kent.sch.uk">nursery@hythebay.kent.sch.uk</a></b>
<b>Website:</b>	<b><a href="http://www.hythebay.kent.sch.uk">www.hythebay.kent.sch.uk</a></b>
<b>E mail:</b>	<b><a href="mailto:nursery@hythebay.kent.sch.uk">nursery@hythebay.kent.sch.uk</a></b>
<b>Facebook:</b>	<b><a href="http://www.facebook.com/hythebaynursery">www.facebook.com/hythebaynursery</a></b>