



Sunny Skies Day Nursery

PROSPECTUS



Highly Commended
Communication Friendly

WELCOME

to

Sunny Skies Nursery
@ Pennyhill Primary School

Connor Road
West Bromwich

B71 3DJ

Telephone 0121 588 5807

Acting Manager: Amiee Lester

How to find us....

We are located just off Hollyhedge Road in the Charlemont area of West Bromwich, as part of Pennyhill Primary School. We are next door to Hillside Children's Centre

We are conveniently situated close to the M5/M6 motorway network.

M5 J1, M6 J9 [for M54], M6 J7 [for M1, M42] and the Scott Arms Junction are only minutes away.

WHAT YOU CAN EXPECT FROM US.....

Mission Statement

Sunny Skies Nursery commits to provide a welcoming, caring environment for all, working with parents/carers and ensuring the highest quality, professional level of care and education to start every child's journey. British Values are embedded in all we do.

Partnership

Parents and carers are children's first educators, and know them best of all. When we work together, the results will have a positive impact on children's development and learning. We will endeavour to achieve a successful partnership with you, based on mutual trust and respect, open communication, and a sharing of information, knowledge and expertise.

Facilities

Our Nursery is purpose built. We have three spacious, well equipped and innovatively resourced rooms. Our Baby Room boasts a tranquil rest area, a stimulating play/activity area, and separate rooms for nappy changing and milk storage and preparation. The rooms for our Toddlers and Pre School children are light and airy, separated by an archway, spanning the section which is transformed into our dining space at mealtimes.

All of the rooms lead out onto our Outdoor Play Area and Garden, especially designed for us to the highest specification.

Meals are freshly prepared and cooked on site, using, fresh, local and seasonal produce wherever possible. Our menus are nutritionally balanced and we can cover all dietary requirements.

Care

We aim to provide the highest quality day care for your child, where individual needs are met in a happy, positive caring environment. Everyone is valued and respected, and expectations of children's behaviour are clear and developmentally appropriate.

Each child will become part of a family group, whose leader will be their key worker, and who will foster a close relationship with both the child and their family. We share information with you daily

Safety and Security

The safety and security of your child is paramount, and to protect the children in our care, we have stringent security procedures in place. This includes electronic security locks on all exterior doors, and rigorous monitoring procedures for staff, and adults collecting children or visiting our setting

Staff

Our team is chosen carefully to ensure the very best attention to your child's needs. Each member holds recognised childcare qualifications, in line with statutory requirements. All have Enhanced CRB/DBS Disclosures. The children are cared for in the following ratios as required by law):

0-2 years 1 adult : 3 children

2-3 years 1 adult : 4 children

3-5 years 1 adult : 8 children

Curriculum

We closely follow the Statutory Framework for the Early Years Foundation Stage, and plan activities and learning experiences for your child carefully, considering their age and stage of development. We regularly observe and assess the children's progress so that we can tailor our planning to suit individual personalities and learning styles. Our curriculum is broad and balanced, and we aim to make each day challenging, exciting, stimulating and fun.

We work closely with our local schools' nurseries to ensure that our 3-5 year olds experience comparable topics and activities. When the children in our care move to a reception class, they will have had similar experiences, and therefore be equally as prepared as children who attend a school nursery. We liaise with all establishments wherever and whenever children move on from our care to ensure the smoothest transition.

Worried about your child's talking?

Through our **Happy Talk** strategies we can work together, with advice and specialist support, to boost your child's communication skills.

Additional Needs

In our Nursery, we aim to provide an environment in which **all** children are supported to reach their full potential. If your child has additional needs, we will support your child and your family through our graduated approach. We will call upon professionals, undertake training, provide Individual Care/Education Plans and specialist resources. We will make any reasonable adjustments as would be necessary to fulfil those needs, to the very best of our ability.

WE ARE OPEN.....

Every week day (except for Bank Holidays), from 8am until 6pm. {5.30pm on Fridays} We may also have a limited number of places for 7.45am start.

WHAT WE OFFER.....

Care at Sunny Skies is based around a family ethos. We come together at mealtimes and our routines and staffing are arranged so that the children get to know everyone in our 'family'

Full time places, 'all day' care, any time between the hours of 8am and 6pm, include breakfast, 2 course lunch and a light tea.

For babies, formula milk and weaning foods are **not** included, and along with nappies, wipes and barrier creams, should be provided by the parent/carer.

Morning sessions include breakfast and a two course lunch. Afternoon sessions include a light tea.

Wraparound or follow-on care for children attending Pennyhill Primary School Nursery is subject to availability.

FUNDED NURSERY EDUCATION....

We can provide 15 hours standard funded nursery education, over 2 or more days for 38 weeks per year, or for eligible, registered parents 30 hours /week term time only or 22.5 hours /week year round. Please ask for details

EARLY LEARNING FOR TWO'S

If you have entitlement, we deliver up to 15 hours free, if spaces are available

WHAT WE CHARGE.....

'Term time only' fees are available on request
For a full and comprehensive price list, please see our current Pricing Policy.

Deposit

Once we have **formally** offered your child a place, a deposit of one week's fee is required to secure that place, and will be deducted from your first invoice

Invoices will be raised on the last Friday of every month. There will be a 10% charge for late payments.

Late Collection

There will be a charge of £10.00 per 1/4 hour or part thereof.

This rises to £40.00 if after 6pm 1 or 5.30pm on Fridays]

HELP WITH COSTS.....

Help with costs may be available if you are in receipt of Working Families Tax Credit or other benefits, and most parents/carers will be entitled to Childcare Tax Credit. Please ask or telephone the Tax Credit Helpline on 0845 300 3900, or visit www.hmrc.gov.uk/childcare/

The Government have a Tax-Free Childcare Scheme to help with costs, up to £2000 pa. Please visit www.childcarechoices.gov.uk to register

For 3 & 4 year olds, subject to availability of places, nursery education, either 15 or 30 hrs/week term time, or 22.5 hours, all year, depending on eligibility, is free. See www.childcarechoices.gov.uk to register and for more information. Funding may also be available under the Care to Learn and other schemes if parents/carers wish to go to college or university.

ARRANGE A VISIT.....

We welcome visitors to our Nursery. Please telephone to arrange a preliminary visit on 0121 588 5807. .

SUNNY SKIES NURSERY OUR POLICY FOR ADMISSIONS

At our Nursery we aim to offer high quality child care in line with the Early Years Foundation stage Statutory Framework and Ofsted Regulations. All children, parents/carers and families applying for a place at our Nursery will be treated fairly regardless of race, religion, cultural preferences, disability, gender or social status.

Enquiries/expressions of interest will be recorded in our Enquiries File, and a Nursery Pack will be sent out

- Once an application form is received, it will be checked, (any queries/omissions being clarified with the applicant) and an acknowledgment email/letter will be sent. All actions will be noted and dated in the Enquiries File.

Completed application forms will then be held in our Applications File, where either a place will be offered if available, or the application will be held on the Waitlist. It will be transferred to the child's file when they take up their place in the Nursery.

Places are allocated on a 'first come, first served' basis, as spaces become available and, match the requirements of the applicant. In line with schools' admission policies, priority will be given to siblings of existing guests

When a place becomes available matching the requirements of the applicant, a visit will be arranged. The place will then be formally offered by email/letter

Before the child can attend, the parent/carer will be asked to complete the following:

1. Nursery Registration, Information and Consent Form
2. Getting to Know Your Child Form [Care Plan]
3. Getting to Know Me [general information]
4. Placement/Fee Agreement and Contract

And also to provide:

Child's birth certificate to verify Date of Birth and Parental

Responsibility

Child's 'Red Book' to verify immunisations

Parents' National Insurance Numbers to verify funding eligibility

A deposit (usually one week's fees) will be required to secure the place, and will be deducted from the first invoice.

A Parent/Carer Pack will be given to each child's family, containing a Handbook, copies of all agreements and contracts, Illness and Infections Exclusions List, and website links/copies of the Nursery's Policies and Procedures

When the child starts, all completed documentation will be transferred to that child's personal file

HOW TO APPLY.....

Complete the enclosed application form, and post to:

Amiee Lester
Sunny Skies Nursery
Connor Road
West Bromwich
B71 3DJ

WHAT HAPPENS NEXT?.....

We will send you an email/letter of acknowledgment, and will be in touch with further details shortly.

The nursery has a Waitlist and an application does not guarantee a place, however, every effort is made to suit your requirements if at all possible.

Thank you for considering our Nursery. We hope that we can be of service to you, and look forward to a happy and successful partnership with you and your family.