

SCAMPS

Day Nursery
&
After School
PROSPECTUS



Scamps of Benson Limited
Registered Number 4280460
OFSTED Registration Number EY261414
Website www.scampsofbenson.co.uk

OUR PHILOSOPHY OF CHILD CARE

Our overriding child care philosophy is to provide a warm, safe and happy environment, and one in which each child receives stimulation correctly levelled at his/her own particular age and stage of development.

We believe that the learning of new concepts proceeds much more effectively when children feel happy and secure, and so to this end we combine the very best elements of current learning philosophy, using OFSTED recommendations as our guideline.

PARTNERSHIP WITH PARENTS

The Nursery staff aim to provide a high standard of care and play activities for your child. The aim is to assist his or her development physically, emotionally and socially through the supervised opportunity to use materials such as sand, water, paint and other imaginative play equipment. They will be able to participate in adventure play and make use of the quiet areas. The day will be carefully planned to cater for the needs of your child, with a suitable choice of structured group activities and provision for individual play.

We will send out regular newsletters, sharing with you the amusing things your children do and say within the club along with dates for your diaries and generally letting you know about our plans for your children.

CURRICULUM

Special attention is paid to the particular needs of each of the age groups within the nursery. Timetables, weekly activity planning sheets and details of topic work being carried out are available. We encourage parents to bring in anything they may have at home, related to our topics, that we can include in the children's activities.

EQUAL OPPORTUNITIES

Every child will be treated with kindness and respect. We will promote equal opportunities to work actively to remove barriers to access and progression in the life and work of Scamps. No discrimination will be made. Access to the 'Working Families Tax Credit' system will be set up to enable everyone to take part.

FOOD AND NUTRITION

Scamps will provide a mid-morning snack of fresh fruit / raw vegetables with milk or juice for a cost of £1.00. If your child is with us all day, a hot, nutritious lunch will be served and snack later in the afternoon. A levy of £2.00 per meal will be charged to your monthly bill to supplement the cost of the food; this will also apply should you require a Hot Tea for your child.

A menu of the food available will be on display at all times.

Please notify us of any special dietary requirements or allergy problems – it is vital that you keep us informed at all times of any changes or medical needs that arise.

Parents are requested not to allow children to bring snacks, biscuits or sweets into Scamps, unless it is for the celebration of a special treat such as a birthday and has been previously agreed with us – we ask this so that we can protect any children within the Nursery that have Medical or Allergy issues relating to foods.

DISCIPLINE

At Scamps we practice 'time out'.

This is only ever used as a last resort, when other methods have failed. The child is removed from the situation, and is sat down away from the rest of the children and a member of staff will then discuss his/her behaviour, explaining why such behaviour is unacceptable. Your child will never be made to feel humiliated in any way. Continued inappropriate behaviour will result in your child's place at Scamps being reviewed.

It helps if parents inform Scamps of any changes to family circumstances which may affect a child's behaviour, we can then support the child as necessary and allowances can be made, and there is an understanding all round. All information is treated in the strictest confidence.

SICKNESS AND MEDICATION

Please keep your child at home for at least 48 hours after the last bout of sickness or diarrhoea (If in doubt please speak to the Duty Manager). Please advise us immediately of any infectious diseases. To reduce the spread of illness and infection we urge you not to bring your child to Scamps if he/she is unwell. We will contact you and advise you should your child become unwell during a Scamps session. You will be requested to collect your child only if necessary. In an emergency we would call an ambulance or hospitalise your child or both, and contact you immediately.

Providing you notify us in writing, we are happy to administer prescribed medicines if we have a note from your doctor. There is however a strict Procedure to follow for the protection of your child. Medicines must be clearly marked on the bottle, and you must also sign the medicine book stating that you give your permission for Scamps' staff to administer a specific dosage. We cannot give any medicine to your child unless a doctor prescribes it.

SAFETY AND SECURITY

Stringent security procedures preventing unauthorised access to Scamps are in place to ensure that your children will be protected throughout the sessions. Each child must be signed in and out at the beginning and end of each session.

We will require you to complete a full and detailed 'Essential Information' form, this will provide specific information as well as stating who will be dropping off and collecting your child (we will also require an identity photograph of any relation or friend other than a parent who is authorised to pick up). Should it be necessary for your child to be collected by someone not of the authorised list, in the event of an emergency, the Manager must be informed as soon as possible.

PERSONAL ITEMS

Please provide your child with the following items:

- Spare set of clothes.
- Indoor shoes in a clearly labelled bag.
- Blanket for a child requiring sleep time.
- Plastic mug.
- Wellington boots, clearly labelled.
- Sun cream and sun hat when the weather dictates.
- Nappies, wipes and cream.

CHILD PROTECTION POLICY

Under the guidelines laid down by OFSTED we are required to notify the necessary authorities of any suspected child abuse (i.e. where a child tells a member of staff that he/she has been hurt by someone, or there is evidence of non-accidental injury).

ACCIDENTS

All accidents will be recorded in the Accident Book. It is important that the parents and a member of Scamps staff sign any accident record. You will be informed of the treatment administered.

STAFFING

All staff will comply with OFSTED regulations, Dbs Checks, First Aid training etc. Scamps will ensure that it's staff participates in on going training programmes which keep them up to date with the current requirements of the regulatory bodies. In this way we are reassured that best practise is implemented at all times. The club will be staffed according to OFSTED ratios for each age group. There will always be a 'Fit Person' on the premises and enough other staff to maintain that ratio. Staff are currently training in many aspects of childcare. The Early Years Team provides a booklet each term out-lining courses available and staff will be encouraged to attend as many as possible. OFSTED will be overseeing the club and will ensure that the quality of care is maintained to a high standard.

TOYS AND BELONGINGS

Please ensure all of children's belongings are clearly labelled. Parents and children are responsible for ensuring all belongings of the child are taken home at the end of each session. Items left behind will be available for collection at the following session.

COMPLAINTS PROCEDURE

If parents are unhappy about any aspect of Scamps, please make an appointment to discuss this. We hope that parents will be able to discuss anything with us, however large or small it may seem. The communication between parents and the members of staff plays a very important role in the smooth running of Scamps.

OPENING TIMES

We will be open from 7.00am until 6.00pm unless otherwise arranged (Monday to Friday) throughout the year excluding Bank Holidays and the period between Christmas and New Year.

Our core opening hours are 7.00am to 6.00pm, and we will try to accommodate your requirements within those hours (once again please ask so that we can try and help fit in with your requirement's). A minimum session is two hours and can be built upon to fit with the parent's work and personal requirements.

SPECIAL ARRANGEMENTS

Should you require additional hours outside of our core times, please ask, as we will try to accommodate you. If you wish to use the nursery on an "ad hoc" basis, this is also possible in 2-hour slots once you have registered and subject to the availability of places.

EARLY YEARS FUNDING

The LEA Nursery Grant Education Voucher System is a grant available for eligible children from the Term **after the child reaches 3.**

The Education Grant is for Term Time only (this covers the 38 week academic period as in line with schools)

The period of time at this point is 15 hours per week (but only 6 hours can be taken in one day)

Our Under Twos

Our Under Two's Unit cares for children with no more than three per staff member.

Communication is very important and to assist us in letting you know all about your child's day in the nursery, we will complete diaries daily. The diary will tell you how much fluid has been taken, other nutritional information and sleeping and toileting patterns. A maximum of three children per staff member will enable staff to make themselves available to talk to you about any aspect of your child's day.

The rooms are designed and fitted to create separate areas for play and sleep. This ensures that each child gains appropriate stimulus for their age and stage of development.

Our notice boards in the entrance hall will give you details of relevant contact numbers, the daily menu, and any other information we feel might be of interest to you, and that will help you to feel involved and informed.

Our overriding aim is to make your child happy, secure and confident with adults and children alike. We wish to provide to parents, complete reassurance about our commitment to providing first class childcare.

We have an open door policy to parents and you are always welcome to telephone or to call in at any point of your child's day.

You will be asked to provide

Nappies, creams and wipes

Ready prepared bottles

Favourite comfort toy and/or soothers, if your child has one

Changes of clothing

Outdoor wear (Coat and footwear)

Slippers for indoors

Sun hat and sun cream

All items should be clearly marked with your child's name.

Fee Structure

There is a standard charge of £6.00 per child per hour, based on a minimum of 2 hours and all time booked will be charged for irrespective of whether the place is used.

Nursery Registration Fee	Nursery £100 / After School Club £50
Hourly Rate (minimum 2 hours)	£6.00 per hour
Ad hoc (no regular booking pattern)	£7.00 per hour
Breakfast Club (School Children)	£8.00 (inclusive of breakfast)
Holiday Club Day Rate (inclusive of all meals)	£40.00
Hot Lunch / Tea	£2.00 per meal
Snack	£1.00
Local & Non local pick ups / drop offs	
Benson School	Free Walking Bus
St Nichs School	£4.00
Fir Tree School	£4.00
Crowmarsh School	£4.00
Ewelme School	£4.00
Clifton Hamden School	£5.00

Fees are payable monthly, in advance and are due on the 1st day of the month invoiced.

Please note that all Fee structures will be looked at and will be implemented in the April of each year.

Ad hoc users must pay on the day they use their hours.

Days booked are not interchangeable and cannot be swapped without prior arrangement. We will always try and accommodate your requirements wherever possible. The fees you pay are to reserve a place for your child at Scamps and are payable irrespective of illness, holidays or non-attendance for any other reason.

£100.00 non-refundable registration fee for Nursery Places and a £50.00 non-refundable registration fee for either After School or Holiday Club.

This amount is payable for each applicant/child, this will then secure a place. Once we have received a completed registration form your child will either be offered a place or be allocated a place on the waiting list.

We require six weeks notice if you intend to withdraw your child from the nursery after receipt of a place. This will allow us to fill the vacancy and make the best use of the facilities. We are obliged to charge the full six weeks if this courtesy is ignored. (Not applicable to ad hoc users.)

Fees are payable strictly monthly in advance. Invoices will be issued at the end of each month for the month ahead.

Regretfully, there are no credit facilities. Failure to pay in the first week of the invoice being issued will result in a '**Late Charge**' being applied to the account and/or the services being withdrawn and the place being forfeited as if notice had been given.

Full fees must be paid if your child is absent through illness or holidays.

- x Payment method is by Bacs, please note that the bank account details are below
- x Childcare vouchers are accepted, please let us know of any scheme you are entitled to and advise us of the date that the voucher will be redeemed on.
- x Education Grant – **the funds will only be applied to accounts once the funds have been confirmed by OCC**

Late notice sessions may be available and pricing is available upon request, payment for these sessions are to be made on the day.

Bank account details are as follows:

Bank: Barclays Bank Plc, Bracknell Branch.

Sort Code: 20-11-74 Account Number: 63620557

Account Name: Scamps of Benson Limited.

SCAMPS OF BENSON LIMITED

Director

Sue Johnson

Managers

Dave Polley
Helena Fernie

Registered Business Address

(as per scamps address)

Company Registration Number 4280460

Nursery Address

Lowfield House
10 Churchfield Lane
Benson
Oxfordshire
OX10 6SH

Telephone Number 01491-835047
24 hour Emergency Number 07796 265707

www.scampsofbenson.co.uk