



**A Step Ahead**  
**Children's Nursery**  
**at Shoreham**

## **Parents Guide**

Open Monday to Friday  
7:30am to 6pm  
52 weeks a year  
exc. Bank Hols

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Company No. 04476246 registered in England and Wales

## A Step Ahead Children's Nursery Shoreham

### About us

We provide childcare 7:30am to 6pm, five days a week, 52 weeks of the year. The nursery is a 58 place setting that cares for children aged 3months- 5 years.

### **We are a 'good' nursery!**

We are very proud of the standard of care we provide for children and are very proud of our "good" status that was awarded to us by Ofsted in September 2016. We pride ourselves on being a friendly, fun loving and well qualified staff team who strive to provide outstanding care for your child. The children are our main priority and we strive to ensure that all children have their individual needs met, are supported in meeting their full learning potential and are happy in our care. We understand that children learn through play and as such we use child initiated play and games to provide learning opportunities for the children as well as adult planned activities.

We believe the fabulous open plan nursery environment which we provide is safe, welcoming and well facilitated with a large variety of exciting and purposeful resources, toys and furniture. Our nursery has three rooms:

**Caterpillars** ( 3months -2 years ) has a cosy sleep area and also has free flow into a beautiful, enclosed garden space - specifically designed for ages 3 months - 2 years.

**Bumblebees** ( 2-3.5 years ) this is at the heart of the nursery and also has access to the large garden shared with our Pre-School children.

**Butterflies** ( 3.5-5 year old space) We also have a fantastic outside classroom with free flow into an spacious outside environment with large wooden climbing frame. The ages of the children in each room are estimated as each child is transitioned from one room to another based on their own personal development. This ensures that we challenge and engage with the children at the correct level.

We boast a fabulous outdoor area which has been designed to allow fun and safe play all year round, whatever the weather. The garden is also well equipped with a variety of resources which includes climbing frames, slides, veggie patch, bikes and scooters, large sand pit and mud kitchen.

We provide a hot nutritious lunch, a high tea and can cater for all allergies and special requirements. Lunches are prepared at our Lancing site and transported over daily.

We are hugely proud of the care and environment we provide for the children - please come and visit us and see for yourself.

## **Nursery Team**

### **Laura Griffiths - Nursery Manager**

Laura has been manager at A Step Ahead Shoreham since October 2016, and previously worked at our Lancing site. Laura has Early Years Professional Status and a degree in Early Childhood Studies.

### **Grace Fairbourn - Head of Operations South BA (Hons) Early Childhood Studies, EYTS**

Grace Fairbourn joined A Step Ahead in May 2017 as our Head of Operations, looking after the settings in the South. Grace studied Early Childhood Studies at the University of Chichester and went on to gain her Early Years Teacher qualification in 2011. Since qualifying Grace has worked in nursery settings in many different roles, most recently as Manager. Grace also works as a mentor on the University of Chichester's Early Years Initial Teacher Training programme, supporting and guiding students to gain their qualifications. Grace has a undeniable passion for Early Years and firmly believes the first 5 years of a child's life has so much to do with how the rest of their life turns out. She has extensive experience in working with children who have Special Educational Needs and Disability, with particular knowledge surrounding Autistic Spectrum Disorder.

### **Nursery Owner/Business Manager**

Antonia Ogden-Meade RGN, MSc, Early Years Professional

Antonia Ogden-Meade has worked in Quality and Performance for over 20 years. She started her career in the NHS as a Nurse and worked in Children's health services for a number of years before going into performance and operational management. Having been an Executive Director of Performance and Operations for 4 years, Antonia left the NHS to set up her own Nursery in 2006 and has since expanded her successful business to 6 settings. Antonia has recently achieved Ofsted Inspection status and carries out Ofsted Inspections as part of her ongoing professional development.

### **Ally Fabian- Deputy Manager**

Ally is Level 3 Qualified and currently undertaking her Level 5

### **Claire Ward - Senior Practitioner**

### Aims and objectives

- To provide a safe, happy environment with the appropriate adult to child ratio in accordance to OFSTED all-day care standards for under 5's.
- To ensure children are happy and reach their full potential
- To ensure children's individual needs are met
- To encourage parent/carer partnerships
- To enhance children's confidence and to give children a positive sense of self
- To provide an environment where children feel safe and welcome
- To provide children with suitable resources and equipment for them to learn and play, safely and successfully with.
- To plan and provide exciting and purposeful activities for children to enhance their learning and development.
- To respect and follow child initiated play
- To encourage staff to update and further their training to ensure quality care for the children.
- To provide a Childcare setting where children are treated and respected equally regardless of gender, race, disability or religion.

Fees effective from 1<sup>st</sup> April 2018

	<b>Under 3's</b>	<b>3 year olds+</b>
<b>Full Day (8.00am - 6.00pm)</b>	<b>£51.75</b>	<b>£48.50</b>
<b>Full Morning (8.00am - 1.00pm)</b>	<b>£28.75</b>	<b>£26.50</b>

<b>Full Afternoon (1.00pm - 6.00pm)</b>	<b>£28.75</b>	<b>£26.50</b>
<b>School Day (9.00am - 4.00pm)</b>	<b>£39.25</b>	<b>£36.10</b>
<b>Ad Hoc Hourly Rate</b>	<b>£10</b>	<b>£10</b>

As always the fees include food, unless your child is in receipt of Free Entitlement Funding, in which case the cost will be:

<b>Breakfast</b>	<b>£1.50</b>
<b>Lunch</b>	<b>£3.00</b>
<b>Tea</b>	<b>£2.00</b>

<b>Early Start 7:30-8:00</b>	<b>£3.00</b>
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\*Please speak to Laura should you wish to book your child in for an early start.

<b>Late Collection Charge</b>	<b>£15 per 10 minutes</b>
<b>Late Invoice Payments</b>	<b>£20</b>

Parents must supply wipes alongside nappies and an additional charge of 50p per nappy will added to your invoice should you regularly use the nursery nappy supply.