



A Step Ahead  
**Nursery**  
**at Shoreham**

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:

**Butterflies** ( 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.

**Ladybirds** ( 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 BA(HONS)Education Studies, EYPS**

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 Education.

### **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.

## Aims and objectives

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- 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.

### Principles

Children

- To be kept safe at all times
- To come first at all times
- To be shown respect and their views heard
- To be given choices whenever possible
- To feel valued and important
- To have fun within sensible boundaries
- To be given the environment to learn naturally at their own pace
- To learn important life skills: independence, respect of themselves and the respect of others
- To be given positive encouragement and their self-esteem boosted

#### Parents

- To know that their children are kept safe at all times
- To know that they are important
- To know that we care about their children
- To know that they are the most important person in their child's life
- To feel they can talk to us about anything

#### Staff

- To be accommodating with parent's requirements where possible and where not possible to have an open discussion with parents with clear rationale
- To feel valued and happy
- To be flexible with their colleagues
- To be professional at all times
- To feel that they can discuss any issues/concerns with senior management

All our staff have enhanced disclosure Police checks and our recruitment process follows OFSTED guidelines. All our fulltime staff have first aid and child protection training. All staff have appraisals and a training plan to ensure we offer the best care possible for all our children using the latest resources and techniques.

#### Parent/carer Involvement

We recognise parent/carers as the first and most important educators of their children and therefore aim to work in partnership with parent/carers and seek to find ways to communicate, accommodate and include you in all that we do. In terms of communication with you we have a very busy parent/carer notice board placed in the reception with information about community events and nursery updates. We send out termly newsletters which detail upcoming events and reminders. Twice a year we have parent/carer evenings where you are given the opportunity to have a formal meeting with your child's key person to discuss their child's progress and review your child's learning journal. In addition to the parent/carer notice board, newsletters and parent/carers evening we send questionnaires to allow you to feedback and share their opinions and thoughts with us

**Fee's effective from 1<sup>st</sup> April 2019**

	<b>Under 3's</b>	<b>3 year olds+</b>
<b>Full Day (8.00am - 6.00pm)</b>	<b>£53.30</b>	<b>£49.95</b>
<b>Full Morning (8.00am - 1.00pm)</b>	<b>£30.20</b>	<b>£27.85</b>
<b>Full Afternoon (1.00pm - 6.00pm)</b>	<b>£30.20</b>	<b>£27.85</b>
<b>School Day (9.00am - 4.00pm)</b>	<b>£40.45</b>	<b>£37.20</b>
<b>Ad Hoc Hourly Rate</b>	<b>£10</b>	<b>£10</b>

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

<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>



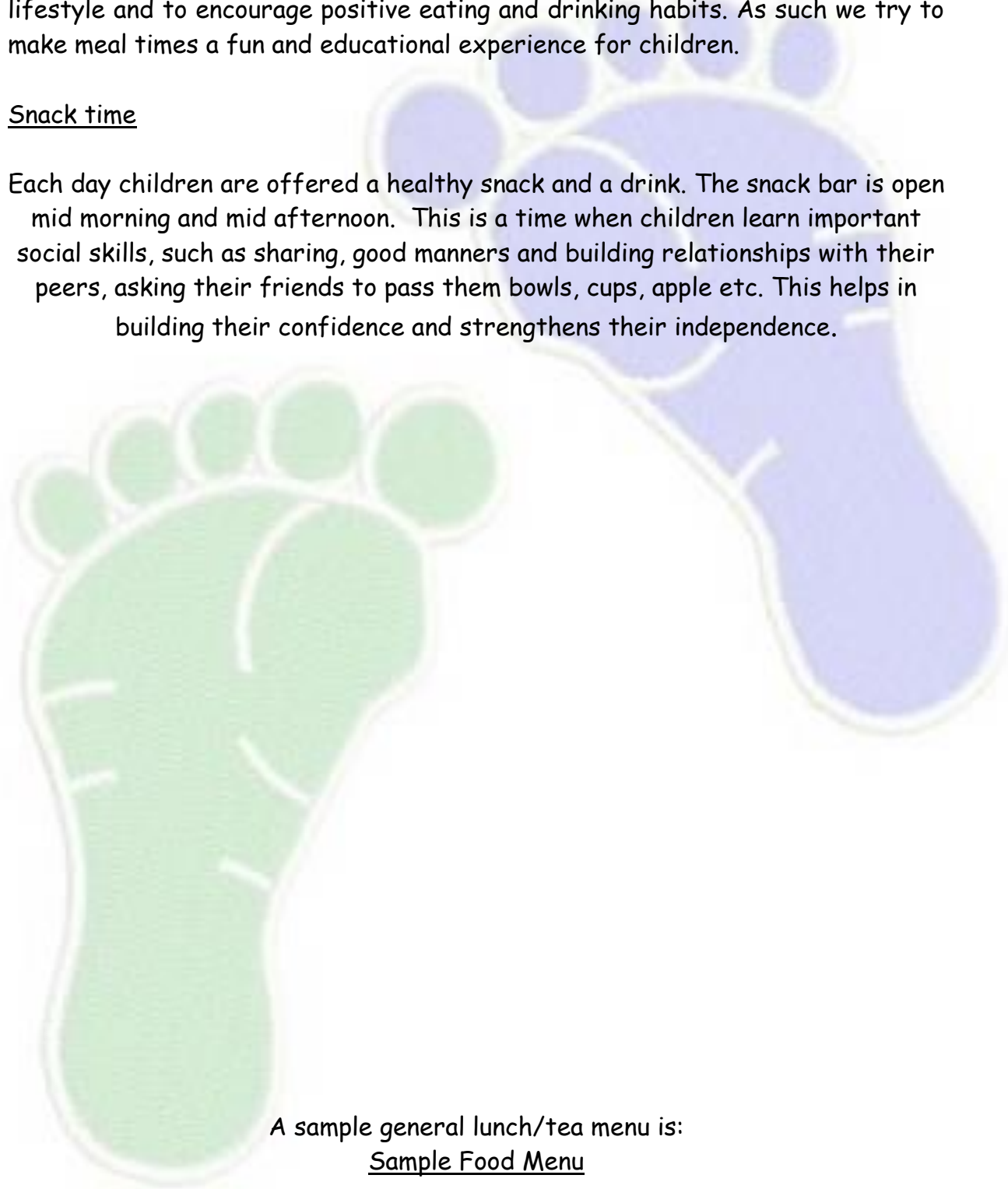
Nappies and wipes are included in all fees (excluding FEG funded hours).  
Food is included in all fees (excluding FEG funded hours).

### Healthy Eating and Drinking

Here at A Step Ahead we believe that if good eating habits are instilled at an early age, they would become habits of a lifetime. Our aim is to promote a healthy lifestyle and to encourage positive eating and drinking habits. As such we try to make meal times a fun and educational experience for children.

### Snack time

Each day children are offered a healthy snack and a drink. The snack bar is open mid morning and mid afternoon. This is a time when children learn important social skills, such as sharing, good manners and building relationships with their peers, asking their friends to pass them bowls, cups, apple etc. This helps in building their confidence and strengthens their independence.



A sample general lunch/tea menu is:  
Sample Food Menu

**Monday**

**Lunch**

Beef Bolognese and garden peas

Peaches and custard

**Tea**

Ham/cheese Sandwiches

Fresh Fruit

**Tuesday**

**Lunch**

Chicken Korma and rice with golden sweetcorn

Fresh Fruit

**Tea**

Chicken/cheese salad and French bread

Melon and Raisins

**Wednesday**

**Lunch**

Roast gammon, roast potatoes, gravy and vegetable medley

Chocolate sponge and custard

**Tea**

Bagels and Cream Cheese/Jam

Jam Tarts

**Thursday**

**Lunch**

Beef lasagne with garden peas

Fruit Yoghurt

**Tea**

Pitta Pockets with variety of fillings

Apples and Pears

**Friday**

**Lunch**

Fish and chips

Rice Pudding

**Tea**

Beans/spaghetti on toast

Peaches and Cream

We have summer and winter menus on a Lunch and tea on a 3 weekly rotating basis

**Absences**



In order to fulfil our legal requirements, we ask you to notify us of any absences whether it's due to illness or holidays. We would be grateful for as much notice as possible. You will be charged for your child's normal sessions even if they are absent.

The Nursery is open for 52 weeks of the year; we close only on bank holidays. Bank holidays are no longer charged for.

In the event of unforeseen closure (i.e. due to snow etc) fees will still be payable however, every effort will be taken to keep the nursery open.

### Illness

You are asked to keep your child at home if they have any infection and to inform the nursery as to the nature of the infection. This will allow the staff to alert other parent/carers as necessary (e.g. chickenpox) and to make careful observations of any child who seems unwell.

are asked not to bring in a child that has been vomiting for at least 48 hours after the last episode of vomiting and only once your child is eating and drinking normally. If a child has had diarrhoea we ask that there is 48 hours from the last bout of diarrhoea before your child returns to Nursery.

If your child has head lice they are unable to attend until they have been properly treated and are free from any lice or eggs. In the event of your child becoming ill or found to have head lice, a member of staff will contact you or the emergency contact person and your child should be collected as soon as possible.

Further information is attached in the registration forms and in the Policy and Procedure file in the Nursery reception area.