



A Step Ahead
Children's Nursery
at Lancing

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 Lancing

About us

We provide childcare 7:30am to 6pm, five days a week, 52 weeks of the year. The nursery is a 63 place setting that cares for children aged 3months- 5 years.

The nursery believes in promoting independence in children and preparing them for their next stage of learning. They following the Early Years Foundation Stage Curriculum and promote child initiated learning, following children's interests.

The environment consists of 3 rooms;

Caterpillars – Baby Room 0-2years, practitioners will not move children up the next room until they feel they are developmentally ready to take the next step.

2-3 Room – this is located in the Pre School space, making the next step up to pre school a gentle one.

Butterflies – Pre School, our busiest and biggest room in the setting. This room has a structure that mirrors a reception class in order to best prepare them for school.

All rooms have a Room Leader and children are divided up into Key Groups. Your child will given a Key Worker – they will track and monitor your child's development and be a regular contact between home and nursery.

A Step Ahead Lancing are very lucky to have a large garden space that all rooms have constant access too and children can free flow between inside and out.

Nursery Team Structure

Nursery Manager

Deputy Manager

Special Needs Coordinator (SENCO)

Room Leader (Caterpillars, 2-3 Room and Butterflies)

Apprentice Co-ordinator

Level 3 Nursery Practitioners

Level 2 Nursery Practitioners

Apprentices

Bank Staff.

The nursery is over seen and supported by:

Grace Fairbourn – Area Director South BA (Hons) Early Childhood Studies, EYTS

Grace Fairbourn joined A Step Ahead in May 2017 as our Area Director, 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

- 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.

Parental Involvement

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

Fee Structure April 2019

Monday – Friday

7.30am – 6.00pm

52 weeks a year

Excluding Public & Bank Holidays

Age Group	Full Day (8:00-1800)	Morning (8:00-13:00)	Afternoon (13:00-1800)	Short Day (9:00-16:00)
Under 3 years	£53.30	£30.20	£30.20	£40.45
3 years +	£49.95	£27.85	£27.85	£37.20
Extra Hour	N/A	£10	£10	£10
Early Start 7:30am	£3.00	£3.00	N/A	N/A

- Nappies and Wipes are included in all fees (excluding FEG funded Hours)
- There is an additional charge for breakfast, lunch and or tea if attending FEG funded hours only.

Breakfast	£1.50
Lunch	£2.75
Tea	£2.00

- Invoices are sent out approx. 20th day of each month, and then are payable the first day of the month, a month in advance.
- All permanent changes to sessions must be made in writing (slips available upon request). Any reduction in sessions or termination requires a month's notice – additional sessions will be accommodated as soon as the place is available
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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

Absences

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

The Nursery is open for 51 weeks of the year; we close only on bank holidays and for the 3 days between Christmas and New Year. 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

Parents are asked to keep their children 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 parents as necessary (e.g. chickenpox) and to make careful observations of any child who seems unwell.

Parents 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.

www.astepaheadnursery.co.uk