



Bright Starts Nursery

Dunfermline



Bright Starts Nursery

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Dear Parent / Carer

Welcome to Bright Starts Nursery where we care for children from six weeks to five years.

We are looking forward to meeting you and your child, who we hope will settle happily in the nursery and enjoy their early learning experience with us.

We will aim to achieve the goals set by the Pre-Birth to Three national guidance and Curriculum for Excellence – early Level. We also aim to provide a safe, warm, loving and caring environment where your child can progress steadily through the various stages of development in the early formative years. Our Staff have a professional approach and share experiences and knowledge together with training opportunities to deliver and share the values of our organisation.

We would like to extend a warm welcome to you and your child. We hope this prospectus will provide useful information about our nursery.

We look forward to building a strong and effective working relationship with you so that you can be confident that your child is happy, safe well cared for and stimulated at all times.

Should you require further information please do not hesitate to contact us.

Yours faithfully



Yolanda Pearson
Nursery Manager

Why choose Bright Starts?

Bright Starts is located within a large residential area; parking and drop off points are safely situated off the main road. We are close to Dunfermline town centre, bus routes, train stations and Carnegie College.

Our children learn through play within bright spacious rooms, which have carefully selected resources and activities considering children's individual needs and stage of development.

The best way to find out what we can offer you is to come in and have a look round. We have an open-door policy, no need for an appointment. We will show you round, answer your questions and tailor a package suitable for you and your child's needs.

Our Mission Statement

We aim to provide a safe, stimulating, encouraging and inspiring environment in which children can grow and learn at their own individual pace.

We put people at the centre of all our decisions and judge success by the difference we make to children and families' lives.

We value Parents and Carers as partners in children's learning and development.

Aims and Objectives

- To provide a high-quality service for children and their families.
- To provide a safe, secure and stimulating environment through a balance of directed and free choice activities aimed at all round child development.
- To encourage children to develop independence, self-direction and self-control.
- To develop self-expression through various activities including drama, music, storytelling, science and other forms of play and activities.
- To provide a warm and welcoming atmosphere through the development of excellent child, staff, and Parent partnerships.
- To ensure a safe environment which protects children from harm, abuse, and neglect always.
- To develop mutual respect for individual and cultural differences.
- To maintain a systematic monitoring and self-evaluation system that ensures continuous development of the service.

Partnerships with Parents are key!

Here at Bright Starts we understand that partnerships with Parents are key to enhance children's learning and development.

Below are a few ways in which we encourage this partnership and communication.

If there is a different method of communication you would like us to try – tell us!

Regular newsletters and emails
keeping Parents up to date
with what's happening in
nursery

Children's personal learning
plans available securely to
Parents 24/7 with options
for parents to comment

Our main notice board
keeps you up to date
with nursery news and
other important
information

Whiteboards outside each
room detail the day's
activities

Regular parent
forum meetings

Regular Parents
evenings with your
child's key worker

Open door policy –
parents can visit at
any time and spend
time with their child
in nursery

Call us on 01313 624 409 at
anytime to ask for information
or to speak to the staff in your
child's room.

Daily verbal and
email feedback for
each child from
staff directly caring
for your child

Facilities at Bright Starts

Parent Room

Our parent room is an area which parents can use, during the settle in process and at other times when their children are settled in the nursery and they would like to chat to staff or one of the management team in private.

Garden Area

Our garden is large and is split into three areas, with one area for the use of our younger children. Our children benefit from the use of different surfaces in the garden, including rubber bark, grass, and rubber tiles. There is fixed play equipment for our older children and lots of loose part resources throughout our gardens which we take out depending on activities on offer that day.



Purple Room

Our purple room is our floor play room, with various floor play resources which are changed regularly. This room is also used as a sleep room for our toddler children.

Blue Room

Our blue room has soft play and a ball pit for children to practice their gross motor skills.

Orange Room

Our orange room is another extra room equipped with games, jigsaws and other resources for small groups.

Rainbow Room

Our rainbow room is a large multipurpose room for group activities. Our extracurricular classes also use this room.

Yellow Room

Our yellow room is our library room with cosy cushions a plentiful supply of books and child accessible smart board.

Our rooms

Tiny tots



Our tiny tots are our children aged from six weeks to around fifteen to eighteen months. Our tiny tots room provides a warm, caring, stimulating, and nurturing environment. Meeting the needs of our youngest children. Tiny tots has many areas for the children to explore including crawling, sensory and messy.

The room is equipped with cots and a kitchen area for our staff. The tiny tots have access to various buggies allowing them to get out for fresh air on their local walks.



Tweenies



Our tweenies are aged from around fifteen to eighteen months up to around 30 months. The tweenie room is a large room with its own direct access to a fenced off garden area. This gives the children their own safe area to explore the outdoors. Within the room there are opportunities for physical play, exploration, sensory play, messy play, and role play. There are dream coracles in the

room so children can go off and have a rest or sleep when they need to. The room also has a kitchen area so everything is on hand for staff. We also use one of our extra rooms as a separate sleep area for children who enjoy a sleep after lunch.



Toddlers



Our toddler children are aged around two and a half years to around three and a half years. Our toddler room offers a natural and calm environment. Messy play, exploration, construction, role play, stories, and imaginative play are only some of the

experiences on offer in the toddler room.

The toddler room benefits from a separate sleep area so children can have quiet rest or sleep time.



Mini Learners



Our pre-school room is for our children aged around three and a half to five years. We are in partnership with Fife Council to provide the Curriculum for Excellence Early level. Funded places are available, speak to the nursery for more information about this.

The room benefits from several areas including a smart board, role play area, art area, construction, writing area, sand and water and a kitchen / dining area where children self-serve their food at meal times and often help to prepare food. Children's learning is developed through their interests and children are encouraged to learn through play.



General Information

Management and Staff

Our team of friendly and professional staff are qualified to high standards, with some working towards further relevant qualifications. Our nursery manager has seventeen years' experience and has completed her BA in Childhood Practice. A senior member of staff is assigned to each room team within the nursery. To ensure quality standards are always maintained within the nursery we operate a policy of ongoing training for all our employees.

All staff go through our safer recruitment procedures prior to starting work with us, including vetting through the Disclosure Scotland Protecting Vulnerable Groups Scheme.

Students

We welcome students from Schools, Colleges, and Universities for training placements and work experience. We also welcome volunteers from time to time, who also go through a safer recruitment procedures.

Settling in

Leaving your child for the first time in nursery can be an extremely stressful time for both child and Parent; we therefore try and make this process as stress free as possible for everyone concerned.

We offer settling in sessions so that your child can get acquainted with other children and staff. These short visits enable the child to build their confidence that their Parent or Carer will come back for them. It also helps the children familiarise themselves with the nursery and their new surroundings.

At first, we encourage all Parents to spend some time, sharing with us the needs of your child; their special preferences, dislikes, comforts, stage of development, and so on. The more we know, the more the nursery can be "just like home" with the added fun of new faces and things to do!

During settling in sessions, the Parent or Carer can settle their child and then choose to stay at nursery in our Parent room or to leave nursery and return a short time later.

Phoning the nursery to check on your child's progress is also encouraged as it helps you and your child settle in and become confident in the nursery.

Key worker System

Every child within our nursery will be allocated their own Keyworker. Although all staff will observe and record children's achievements, this person is directly responsible for observing your child throughout their nursery sessions and then updating their achievements and individual learning plans. This ensures personal attention to the needs and development of each individual child and family and is designed to make settling into the nursery much easier.

Furthermore, our Keyworker system ensures that the Keyworker is able to tailor the curriculum to suit the individual needs of each child. Each Keyworker encourages all Parents and Carers to forge special working partnerships with all staff which helps them get an invaluable and in depth insight into the progress your child is making.

Children's Progress

The Nursery staff records your child's development in their own online personal learning plan, which are securely available to Parents 24/7. Staff update them electronically and parents are informed by email when an update has taken place. Parents also can comment on the personal learning plans through the system, giving a real sense of shared learning.

Parents are welcome to discuss this progress on an informal basis at any time and on a formal basis twice a year. Appointment times are arranged for the formal Parents meetings.

With praise and encouragement each child can develop at his or her own pace. Not all activities take place within the nursery itself; we have lots of outings in connection with topics and projects covered in the nursery.

Communication

Inside and outside of each room in the nursery you'll find up to date information, newsletters, children's planning, current topics and news on visitor's meetings etc. Parents and Carers are also kept up to date with what's going on in the nursery in our weekly newsletters. The newsletter provides information including all the latest news on current topics, forthcoming outings, and fundraising events etc.

Policies and Procedures

A copy of our nursery's Policies and Procedures can be found in the parent's room and all Parents are welcome to read through them at any time. Our policies are intended to act as guidelines for good practice and are in place to ensure the wellbeing of all children. They are considered to be working documents and are subject to change in order to meet the demands of changing priorities, conditions and regulations.

Feedback

Parents and Carers receive feedback on a daily basis which enables you to discuss your child's individual progress, needs and development. We email your child's daily feedback to you at the end of each nursery day. We will seek your views on different aspects of the nursery through the year.

Security

The nursery has a secure entry door system controlled by an electronic buzzer for each room, staff in that room can check their camera and unlock the door for parents.

All other visitors gain access to the nursery by ringing the buzzer for the office and a member of staff will escort the visitor within the nursery.

If any child is to be collected by any other person other than their Parent or Carer, this must be authorised by the Parent or Carer. In the interest of your child's safety you should advise the member of staff responsible for the care of your child who this person will be so that he or she will not be collected by someone unknown to our staff. A password is pre-arranged with the Parent as a double check on security. This avoids difficult situations when a child cannot be allowed to leave with an adult who is not known to our staff. This person should be over the age of 16.

Attendance

A register of all children attending the nursery class is kept. If your child is unable to attend nursery for any reason, please make sure you notify us before 10.00am, or 2.00pm for afternoon sessions. A telephone call or an email is sufficient.

Regular attendance is important so that the children benefit from their experiences and learning. A system of calling is in place to enquire about a child if he or she hasn't turned up for nursery; this ensures that all children are safe and accounted for.

Suitable Clothing

Children have the best fun when they are doing creative work. We ask you not to bring children in their best or expensive clothing. We will always make sure they wear aprons but accidents do happen so please always dress your child in suitable clothes. Outdoor play is a large part of nursery life so please ensure your child comes to nursery with clothing suitable for outdoor play, taking into account the weather conditions.

Toilet Training

Baby wipes are provided by the nursery. If your child is toilet training please provide plenty of underwear and spare clothes and shoes as accidents do happen.

Medication

It is very important that we are informed of any medication which has been given to your child. We will administer medication after the first dosage has been given by the parent. Parents will be asked to complete a medication form and all medication must be taken home at the end of the day. All medicine will be recorded in the Medicine log and on a short term medication consent form where Parents will be asked to confirm consent.

If your child suffers from any long term medical conditions or allergies you must inform staff and we will work with you to complete an individual plan for your child.

Illness

It is our policy not to admit children onto the premises who have contracted a contagious illness such as diarrhoea and vomiting etc. An exclusion list is displayed in the main entrance.

We recommend children who are prescribed antibiotics should stay off nursery for the first 24 hours after the first dose.

If your child becomes unwell at nursery you will be obliged to come and collect your child from the nursery as soon as possible.

Minor Accidents & Upsets

Parents will be notified if their child has had an accident, if medical treatment is required the Parent or emergency contact will be notified whenever possible.

In Case of Emergency

We make every effort to maintain a full educational service, but on occasions circumstances arise which lead to disruption. In such cases we will do all we can to let you know about the details of closure or reopening. If for any reason the nursery must be closed without previous notice having been given to Parents, every care will be taken to supervise the children and to contact all Parents.

Parents please note that the nursery does not carry insurance to cover the loss of valuable items or toys.

Snacks and Meals

We pride ourselves at the Nursery with our approach to nutritional foods. All our meals are freshly cooked daily in our own kitchen by our qualified chef who provides a wide variety of nutritious, healthy snacks and meals to suit all dietary and cultural requirements. Our menus are on a three week rota and are displayed on our Parents notice board. To ensure that babies' formula milk is the same as they have at home, we ask that formula be brought in, to be made up as needed. Water and milk is available always for children.

Quality Affordable Childcare!

Here at Bright Starts we believe that you should not have to compromise quality for affordability. That is why our simple all-inclusive fee structure includes meals, drinks, nappies, wipes and sun cream.

We are in partnership with Fife Council to provide Early Learning and Childcare funded places. At Bright Starts we believe all children should benefit from funding, so three hours and ten minutes of funding is incorporated into our fees for all children. This is discounted by Bright Starts for children aged six weeks to three years. It is then Fife Council (Early Learning and Childcare) funded for children aged three to five years for thirty-eight weeks of the year and discounted by Bright Starts for the remaining thirteen weeks of the year. Children aged three to five years who attend a Fife Council nursery for their full funding allocation of fifteen hours and fifty minutes will not receive funding in term time. For more information on this please speak to the nursery manager or deputy manager.

With the above discount / funding our fees are:

Full day	7.30am – 6.00pm	£35.00
Half day	7.30am – 1.00pm or 1.00pm – 6.00pm	£20.00

If however, you decide to use your Early Learning and Childcare funding at another setting, fees would be payable at the full rate; full day - £47.67 and half day - £32.67.

You may be able to claim help towards childcare fees. The following schemes may apply to you, depending on your circumstances:

- Working Family Tax Credit - for more information you can visit the Inland Revenue website: www.hmrc.gov.uk/TAXCREDITS/
- Childcare Vouchers - vouchers are accepted, which may be provided by your workplace.
- The government website www.childcarechoices.gov.uk provides information on help with childcare costs.

Quality Affordable Childcare!

Please note the following points:

- £50 registration fee (non- refundable) is required when registering your child.
- Fees are payable for 51 weeks of the year. Fees are calculated over 51 weeks and divided by 12 months, to give a monthly cost.
- Fees are payable always regardless of personal holidays, sickness or nursery closure including holidays.
- Invoices will be issued by 25th of each month for the following month.
- Payments will only be accepted by bank transfer into the nursery bank account and childcare vouchers. Payments are due on or before the **first working day of each month in advance for that month.**
- Payment should be made to:
Bright Starts Nursery - Sort Code - 87-37-99 - Account Number - 85804963
The reference should be your child's full name.
- Please note we do not accept cheques as a form of payment. Cash is only accepted for registration fees.
- Four-weeks notice in writing or four weeks fees in lieu of notice is required when the child will be changing days or leaving nursery. Fees cannot be refunded for absence whatever the circumstances.
- Nursery Hours are from 7.30 am to 6 pm. If a child is collected after 6 pm a late collection charge will be applied at the discretion of the nursery manager.
- Fees are subject to annual revision in January every year, but may also be revised at other times by giving prior notification.

Complaints Procedure

We value the views and opinions of all our Parents

Knowing how our Parents feel about our nursery enables us to offer the best possible childcare service that we can. If you have any concerns or other matters that you wish to discuss with a member of staff, please do not hesitate to do so.

A two - way process

Two-way communication is an absolute must in any relationship between Carer and Parent. Sharing your concerns with your room supervisor would be the first step in addressing any issues.

If you are not satisfied with her response, then you can discuss your concerns with the Nursery Manager. Your Nursery Manager will hopefully be able to resolve the matter straight away once she has the opportunity to speak to her staff. However, for more complicated issues, please allow 28 days for us to come back to you.

Two-way communication can also work if you want to tell us when we are doing a good job. Like everyone, we like to be praised for good work. So, when we are, do tell us at any time, in person, by phone, by e-mail or via our website at www.brightstarts.co.

In any event our 'open door' policy means that we will always make time to listen to you.

If you feel that we have not dealt with the complaint to your satisfaction, or feel unable to approach the staff, you may contact the Proprietor at the nursery.

There will be no negative consequences arising from making a complaint and we will deal with it as confidentially as possible.

Our nursery is registered with The Care Inspectorate.

If your concerns have not been resolved by the above procedures then you may wish to contact:

The Care Inspectorate

South Suite
Ground floor
Largo House
Carnegie Avenue
Dunfermline
KY11 8PE

Tel: 01383 841 100