



# Prospectus

## Country Mice Nursery

Rear of St Peters School  
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[Countrymicenursery.com](http://Countrymicenursery.com)

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Nursery Head: Anna Lancaster

### Our Nurseries Vision

*We promote a love of learning. Nurturing children to become happy, confident individuals. Working in close partnership with families to ensure children thrive. Giving them the tools and experiences to continue their learning journey.*

### An Introduction To us:

At Country Mice Nursery we aim to provide a safe, stimulating environment. We offer high quality care and education to all children regardless of ethnic background, gender, class, status, ability or religion. We pride ourselves in creating a homely and welcoming environment where children of all ages can have a sense of belonging and independence whilst at the setting.

Allowing children to be independent, confident learners is promoted by encouraging children to become competent individuals, staff engage and encourage children to be defined individuals, with different thoughts, feelings, choices and suggestions.

The nursery has a large outdoor space that enables us to offer a wide range of outdoor experiences. The great outdoors is very important to us, we ensure the children have regular access to the outdoor environment often free flowing from between the different areas – seeing our outdoor space as an extension of what we can provide and offer within the children.

Each child has the opportunity to join with other children and adults to play, work, and learn together in a happy, secure and homely environment.

### Children's Learning and Development

At Country Mice the provision for children's development and learning is guided by the Early Years Foundation Stage. Our provision reflects the four key themes and the 7 key commitments of the EYFS.

At Country Mice we encourage our Parents and Carers to find out about the Early Years Foundation Stage, (We have a summary document of the key areas for parents) and invite you to ask our staff any questions in relations to the curriculum and how we encourage and support your child learning through the art of play. Through the Early Years Foundation Stage we promote children to gain skills as a unique child in an enabling environment which not only promotes learning and development, but places key emphasis on building positive relationships with peers, and staff at the setting.

### Learning through Play

Play helps young children to learn and develop. Research has shown this to be a key element in supporting and developing young children's thinking. At Countrymice we encourage children to have an independent choice of activities; we plan and provide a wide range of play-based activities and resources to enable each individual child to progress in each areas of learning, providing adequate challenges and exploration.

### Learning about our local community

As a setting which has access to a garden on the premises, we recognise the importance of outdoor provision; further to providing regular access to our garden we also take part in outings into the local community for our pre-school children. These outings can include the local park, our allotment and other local areas. Outings really play an important part in the children finding out about their local environment, community and provides a fantastic opportunity to explore and learn through first hand experiences. All outings are risk assessed and an appropriate higher adult to child ratio of 1-2 or 1-4 max.

### Snack and Meal times

At Country Mice we encourage health eating and ask parents support us with this.

If your child attends the morning session, we ask you to provide a healthy snack in a named container. For the afternoon sessions we do ask you to provide a healthy lunchbox for them. Meal times are a real social occasion where all the children come together and discuss what they are eating. We do have children attending with allergies so please ask staff about products that are not allowed in the children's lunch box.

Before School Session	Breakfast- Selection of cereals and fruit
AM session	A healthy snack provided by home.
PM Session	A healthy lunch box provided by home
After School Session	Snack such as muffins, bread rolls, waffles along with fruit and vegetables

We ask all parents to bring in a named cup with drinking water in for each session that will be kept out for the children to freely access during their session.

### Key Persons System + Developmental Records

At Country Mice we operate a Key Person System. When your child enrolls with us you and your child will be given a key person. This person will form an initial bond with your child and help you and them to feel safe and secure in their new surroundings.

Your child's key person will keep a learning journal for your child. A Learning journal is a booklet of information about your child, whilst they are at the nursery. We will then use this journal to record any observations that have been noted about your child's development, both from staff and from home.

We believe that parents/ carers are a child's first and most endearing educators, this is why we feel working alongside you is so important and ask that you contribute by sharing any relevant information from the home.

In the Learning Journals we include pictures, written observations, your child's creations they have made whilst at nursery, as well as formulate a 'next steps' for your child, this helps us to focus on your child's individual needs and challenge them to progress through all areas of their development.

After a settling in period, your Key Person will arrange an informal meeting to discuss how you and your child are finding nursery, to answer any questions and to show you the Learning Journal and initial next steps. You may notice your child can do lots of things at home but that staff do not see this in a group setting. This is normal and with confidence we aim to instil in your child a love for learning wherever they are.

We would ask that parents support us with this continuing to provide information and updates on your child's learning, development and anything that may affect them

Children's learning journals are always available to Parents/ Carers and although we do hold parents' meetings on a formal basis where you will discuss in depth your child's progress, we also encourage many informal meetings which can take place at your convenience to keep you up to date with your child's progress. You will receive a copy of your child's next steps termly, highlighting the things we are working with them on in the coming term. This can also be used to give you some ideas and suggestions of things you can do at home.

### Parents As Partners

At Country Mice we feel that working in partnership with our parents/ carers is part of the seamless continuity which enables us to provide a stimulating, fun and exciting learning environment.

As a parent you are your child's biggest teacher and we always love to hear from you what they have been doing at home. Working alongside us promotes positive relationship building and develops a professional relationship which enables trust and reliability. All of these in turn enable you to feel confident that your child is in the best possible environment where they feel safe, welcomed, have a sense of belonging and most of all have a fantastic array of activities and experiences on offer to excite those early curiosities.

As a setting we will endeavour to communicate with you effectively: a friendly handover at the end of your child's session, informal and formal meetings if needed. Regular newsletters and updates.

As partners of Country Mice, we expect you to take an active part in your child's learning experience with us, including, sharing information and achievements. This must include keeping us up to date of any contact details, or circumstances that may affect your child. We also ask that you endeavour to return any relevant paperwork which may be sent to you as quickly as possible.

We are always happy to receive your suggestions and ideas. From time to time, we will issue a survey to obtain your feedback. Please speak to the staff or e-mail/ phone with any enquires. If we don't know the answer straight away, we will always get back to you.

### **Our Staff**

Country Mice Nursery is committed to encouraging and supporting all of our staff, through their day-to-day work as well as through training. Our team of highly experienced and qualified staff enable us to offer a professional, fun, stimulating environment. We have 1 staff member that hold Early Years degrees and another that is qualified to a level 5. All other staff hold a minimum of Level 3 Early Years qualifications.

Staff within the nursery undertake paediatric first aid, child protection, health and safety in the work place and food hygiene. We also provide a Designated Person who covers areas such as first aid and child protection. Designated people are readily made available to you, and at least one designated First Aid and Child Protection officer is on the premises at all times.

Country Mice also arranges for staff to attend additional training to keep up to date with the latest curriculum as well as introduce new ideas into the setting. Training is very important to us and we continually reflect on areas we can develop and improve.

### **Our Policies and Procedures**

Copies of our setting's Policies and Procedures are available on request; these can also be found in the entrance for you to look at. Our Policies and procedures ensure that we provide a high-quality service that is an enjoyable and beneficial experience for every child that attends our setting. You can also read them online, from our main website page, go to the parents' area and use the password located in the lobby. When joining us we will send you a confirmation email and will also send you a selection of the most important policies and procedures.

### **Safeguarding children**

Country Mice Nursery has a duty to safeguard children against suspected or actual 'significant' harm.

We are committed to safeguarding all children. All staff within the setting have DBS clearance. New staff are not permitted to be alone with the children until their DBS clearance has been obtained. The setting has strong Policies and Procedures in place for managing complaints or issues that may occur in conjunction with child protection issues. All staff are aware of these and are regularly updated. Anna Lancaster (Nursery Head) and Lisa Hiller (Deputy) are the designated child protection officers. Designated officers are trained further to be able to competently deal with any issues.

We have an open relationship with our parents/carers and pride ourselves in supporting parents/carers with any issues where further support may be required.

### **Additional Needs**

Part of our nurseries vision and policies is to make sure our provision meets the needs of each child as an individual; we take into account any additional needs a child may have. We ensure that all children – regardless of their needs are able to take part in the activities and experiences we have on offer. We ensure that we work closely with you as parents/ carers to ensure that we are achieving this

in the best possible way for the individual child. Country Mice Nursery adheres to the requirements of the 1993 Education Act and the Special Educational Needs and disability code of practice 0-25 years 2014. We also have a designated SENCO/ INCO who is fully trained to ensure all staff can be assisted to provide a brilliant environment for each individual child.

### Sickness

If you wish to read our Policy on Sickness, and the procedures we follow if your child is taken ill whilst in our care, please ask for a copy – again these are readily available to you in our office. We follow West Sussex County Councils guidelines for exclusion periods of different illnesses. We do ask that if your child becomes unwell whilst at the setting, e/g high temperature, diarrhoea (2 or more very loose episodes without other explanation) or sickness, that you or another named person collects your child as soon as possible, if we call you. Please ask for info on exclusion periods – for example if your child has sickness and diarrhoea we will respectfully ask that you keep your child away from nursery for 48 hours after their last bout. We are more than happy for children to attend if they are requiring prescribed medication, we will ask you to fill out relevant paper work to enable us to do this, please discuss this with staff when attending. However we are unable to administer any non-prescribed medication including over the counter eye drops.

### Sessions that we provide

At Country Mice we aim to offer session's that can suit everybody. Our opening times are as follows; 8:00-5:30. We offer the following sessions:

BEFORE SCHOOL SESSION 8:00am-9.00am

AM SESSION 9.00am-12.00pm

PM SESSION 12.00pm – 3.00pm

AFTER SCHOOL SESSION 3.00pm-5.30pm (Mon – Thurs only)

### Our Fee structure

Before School (8.00-9.00)	£6.25	
Am session (9.00-12.00)	2 yrs- £16.00 3 years and over £15.00	
Pm session (12.00-3.00)	2 yrs- £16.00 3 years and over £15.00	
After School (3.00-5:30)	£12.50	

Full fees are charged for absences, family holidays. Fees are reviewed annually. Fees are to be paid online each half term by standing order. Please ensure invoices are paid within 4 weeks. Please reference your Child's name when making payment. A late fee of £25.00 will be administered if payment is not received by the payment date.

Sessions are to be booked at registration and will be charged irrespective of whether the session is attended. To change session, four weeks term time written notice is required. Please be aware that every effort will be made to accommodate your required session changes.

Please be aware that if you require your child to leave the nursery four weeks term time notice is required. If notice is not given in time, for example; when your child leaves for primary school you will need to serve out payment for this notice period whether your child is in attendance with us or not. Any additional sessions you may require need to be requested in writing and paid by online bank transfer.

Any non-payment of fees will result in a £25.00 late fee. Arrears which accrue longer than 30 days will have an additional administration fee of £50. In addition to taking all necessary steps to recoup monies owed, Country Mice Nursery reserves the right to deregister your child/children until full payment is received. Country Mice cannot guarantee a place for your child upon re-registration. Country Mice Nursery will take legal action if necessary

We receive free entitlement funding for children aged 3 to 5 years. This is for 15 hours per week. Your child will be eligible for this the term after their 3<sup>rd</sup> Birthday. We do accept the 2 year funding as set out by West Sussex County Council, to see if your child is eligible to receive this funding please look at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

**We offer 30 hours funding and we allow this to be used to cover all sessions. For more information please speak with the Nursery Head and visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to see if you are eligible.**

### Settling in

Country Mice Nursery understands the importance as parents/ carers that you are sure your child is safe and happy when leaving them. To assist you and your child to adjusting to our nursery we offer 'pre-start sessions' These are free of charge and arranged at your convenience. The first hour we ask that you stay and play with your child; getting to know his/ her Key Person and letting carers know any routines, fears, dislikes etc. We will also give you some paperwork to complete. This information will be useful for staff to get to know your child. Upon completion of the paperwork, we may encourage you to leave you child for the second hour, to see how your child settles with us. We are flexible with the session we offer and keep them to short periods to help children to settle and get used to the nursery. Sometimes it may be necessary for the child to have more time to settle in, this is of course not a problem and can be discussed with the Nursery head at the time.

### A brief note from the Nursery Head .

We hope you have found our Prospectus informative; obviously we cannot fit all of the information available in here. We would really recommend that you come for a visit around our setting where we can give you a tour of our nursery and all we have to offer as well as be on hand to answer any questions that you may have.

Please don't hesitate to contact me if you require any further information. We really enjoy assisting new parents to feel at ease and secure with their choice of nursery for their child.

If you have decided to choose us as your nursery, we wish to welcome you and hope you enjoying being partners of Country Mice. The staff are always ready and extremely willing to talk to you about your ideas, views and suggestions.

Finally, please see a list of all our staff members and our routine.

Kindest Regards,

Anna Lancaster

And the Staff Team

The staff that work at our setting are

Anna Lancaster	Nursery Head- Early Years Teacher Status (L7), Brighton University
Lisa Hiller	Deputy Nursery Head– L3 – undertaking Early Years Degree, OU
Rachel Wadey	Senior Nursery Practitioner/ Club Practitioner - L3
Teresa Mitchell	Nursery Practitioner / Club Practitioner - L5
Beth Charlton	Nursery Practitioner / Club Practitioner - L3
Lorna Byles	Nursery Practitioner/ Club Practitioner - L3

Nursery Routine

8:00-9:00 - Breakfast and Free flow activities

9:00-9:15 - Welcome and Free flow activities

9:15-11:40 - Free flow between classroom and garden, various planned and child led activities taking place such as, painting, sand/water play, sensory tray, mark making. Phonics/Maths circle time.

10:00-10:45 - Rolling snack on offer for all children

11:40-11:45 -Tidy up time

11:45-12:00 - Circle time activities such as stories, singing, games, etc.

12:00-12:30 - Lunch time

12:30-12:45 - Carpet time, quiet activities such as stories, construction, small world.

12:45-2:35 - Free flow between classroom and garden, various planned and child led activities taking place such as, painting, sand/water play, sensory tray, mark marking etc.

2:35-2:45- Tidy up time

2:45-3:00 - Circle time activities such as stories, singing, games, parachute, yoga etc.

3:00-3:15 - Walk to school and collect after school club children.

4:00 - Snack

4:00-5:30 - Free flow activities

Our routine is flexible to fit in with the interests of children, visitors, and trips out. No two days are the same!