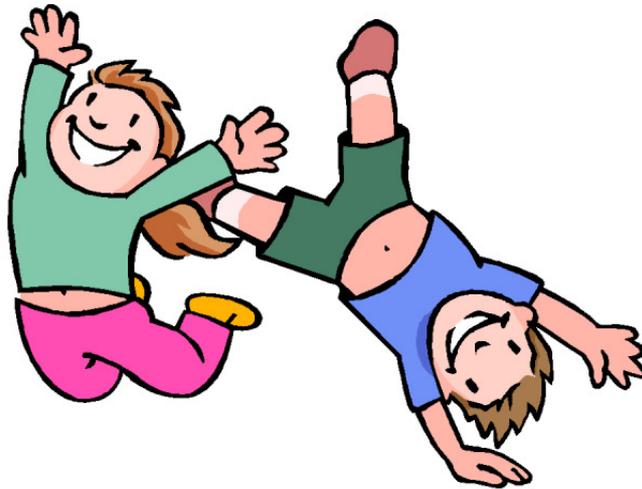


# Georgie Porgies



## Nursery prospectus - January 2020

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# Georgie Porgies



## Introduction

Thank you for enquiring about Georgie Porgies, We realise that choosing your child's care is one of the most difficult decisions facing parents and carers.

The purpose of this prospectus is to introduce to you the nursery and provide an informative overview of what *Georgie Porgies* can offer you and your child. However it cannot possibly cover all aspects that will be particularly important to you and your child, nor answer all of your questions, hopefully, this information will assist you with the decision.

## Mission Statement

Our mission is to establish *Georgie Porgies* as the first choice of nursery by parents or carers seeking quality care and development for their children. Consequently, we offer the very highest standards of care in a bright, exciting and lively environment where a child can grow and develop in an atmosphere of warmth and security.

As a company, our core vision and values are:

- Quality and excellence in all that we do
- Exceeding expectations
- Training and development for all
- Effective and enjoyable teamwork
- Integrity and trust

We are located in Denton, Manchester, close to Junction 1 of the M67 and convenient to the areas of Stockport, Hyde and Ashton.

We are only a phone call away so please feel free to call our manager, Melanie Kirk, on **0161 320 1616** at any time to discuss your particular needs and make an appointment to view our facilities.

# Georgie Porgies



## Working Together – The Partnership

*Georgie Porgies* understand that timely and effective communication with parents and carers is paramount if a productive and enjoyable three-way relationship is to be achieved.

When a child joins us, we like to gain as much information and knowledge about them so that we can help them to settle quickly and easily so that the experience is as happy and enjoyable as possible.

We operate an open door policy and welcome parents and carers to visit, spend time with their child and discuss any concerns or issues with staff.

There will be occasional Open Days/Evenings where parents and carers have the opportunity to speak to staff about their child's development and progress in an informal, relaxed, atmosphere where quality time is available.

Your child's Key Person will provide you with the necessary information so that you are fully aware of your child's day to day care. In addition, regular newsletters and progress reports will keep you up to date with your child's progress.

## Our Staff

*Georgie Porgies* stringent recruitment and selection process includes Criminal Records Bureau clearance (Enhanced DBS) ensuring that everyone involved in the care of your child is:

- safe to do so
- dedicated, caring and loving
- well trained
- suitably qualified and competent.

At *Georgie Porgies* each child is treated equally and with respect, as an individual with their own personality. Our staff will listen to your child, recognise and respond to their needs.

Each child will be encouraged to grow and develop at their own pace. Every day is varied, stimulating, imaginative and creative but just as importantly, every day is full of fun and happiness.

Our nursery manager, Melanie Kirk is a NNEB Nursery Nurse with over 25 years experience in childcare and NVQ Level 4, whilst her deputy, Claire Dulson is a qualified Level 3 Nursery Nurse and lead SEND with over 13 years experience in childcare.

All nursery nurses are qualified to NVQ level 3 standard or equivalent and nursery assistants are qualified to NVQ level 2 and working towards level3.

There will always be a qualified nursery nurse in each room. Every child is assigned a 'Key Person' with whom the child and their parent or carer can build up that special and all important relationship.

# Georgie Porgies



## Our Nursery Groups

### Babies

Babies of 12 weeks to 18 months are looked after in their own room with their own dedicated team of staff. The room is a bright, happy, place with plenty of time for play and cuddles.

We will organise the day and the care to fit in with the routine of the baby and parent or carer. Whilst awake, babies are stimulated and involved in a full range of activities.

### Toddlers

15 months to 2 years. A pleasant and warm environment is provided for your child to develop their own routine of eating and toilet training. Enjoyment is provided by free play, group story times, singing and structured play so that social skills can evolve. Each day will provide new experiences involving sand, water, building and theme play, with lots of outdoor play, to encourage the full development of your child.

2 to 3 years. The older toddlers in the group will begin to learn basic development skills involving colour, shapes and counting. Play is still important and they will get messy with sand, water and paint as they produce that first masterpiece for you to cherish and display on the fridge at home!

Social interaction is important and encouraged so that your child becomes aware of their peers and makes friends.

### Pre School

Your child will be encouraged to investigate and develop further in a pre-school atmosphere.

Stimulating, exciting and demanding activities will give your child that head start ready for school. All activities are chosen so that the foundation stage of the National Curriculum can be achieved. The Early Learning Goals for the education of 3 to 5 year olds will be delivered in the seven key areas of learning but there will still be the all important fun, play, love and cuddles for your child.

# Georgie Porgies



## The 7 Key Areas of Learning

### 1. Personal social and emotional development

*Georgie Porgies* provides the opportunity for your child to learn how to relate to both adults and other children. Learning to share, co-operate and show consideration, respect for others and their property will enable your child to fit in and be at ease with their peers.

Independence is encouraged but we ensure that your child knows that they only have to ask for help and it will be there. The natural curiosity of children is used to teach them about people, places, animals, plants and each other.

### 2. Communication and Language.

We develop all aspects of language so that children can communicate well. Good communication depends upon the ability to speak, listen, read and write.

*Georgie Porgies* is made interesting and exciting to encourage your child to talk about what they see and do. Reading is encouraged by making reading materials readily accessible to your child. There are many opportunities to listen to stories and access reading material via the onsite library; individual quiet areas are always available for reading.

### 3. Mathematical Development

Mathematics in *Georgie Porgies* revolves around practical activities and experience which form part of our daily routines. For example, tidying up and organising toys, matching shapes to understand shape and size, construction with shapes and fitting them together, counting and much more.

### 4. Understanding of the World

Activities are designed to make your child aware of the world around them and the wider world outside. They will begin to understand about the weather, nature, animals and plants, different countries and cultures. They will be taken on local walks and encouraged to collect items of interest.

### 5. Physical Development

To promote the healthy growth of your child and for them to develop muscular control and co-ordination, regular activity is provided through games and play. As well as being engaged in physical activities your child will be encouraged to solve little problems, all of which all helps to build self confidence and all round ability.

### 6. Creative development

Your child will use creative activities involving model-making, art, craft, music and movement drama to record what they have seen, done, imagined and felt. Every day a selection of these activities will be available to your child many of which will be structured with guidance and encouragement from our staff. Involvement is more important than what is actually made.

### 7. Literacy

**Reading and Writing is encouraged by making reading and writing materials readily accessible to your child. There are many opportunities to listen to stories and audio, children are also encouraged to listen to each other.**

# Georgie Porgies



## Nursery Education & Extended Hours Grants

We are able to offer free Nursery Education Grant places for 3 and 4 year olds  
2 year olds (Who meet the criteria) are able to access funding.

Your child is eligible for a Nursery Education Grant in the term after their 3rd birthday.  
There are also 15 extended hours for eligible parents.

The terms are;

<b>Spring</b>	Starts 1 <sup>st</sup> January
<b>Summer</b>	Starts 1 <sup>st</sup> April
<b>Autumn</b>	Starts 1 <sup>st</sup> September

30 Hours are made up as stated

The Nursery Education Grant entitlement for your child is 5x3 hour sessions per week  
for 38 weeks annually, in line with the school terms.

The extended hours 5x3 hours per week for 38 weeks annually, in line with the school  
terms.

Our setting will reduce fees for the 15/30 hours in lieu of current term, please note  
any payment made where the child leaves our setting before the end of term, is  
refundable to our setting so we can refund it back to Tameside MBC.

If the NEG grant received for your child currently exceeds the amount we charge for  
this session, in accordance with the conditions we are able to retain this part of the  
grant and use it to purchase educational equipment, resources and training courses to  
benefit Foundation Stage children i.e. 3 & 4 year olds. Records of this expenditure are  
maintained and available to view on request.

# Georgie Porgies



## Policies and procedure

### Equal Opportunities

*Georgie Porgies* takes great care to treat each person as an individual in their own right. Discrimination on the grounds of sex, race religion, colour, creed or disability has no place within the nursery.

### Special Needs

The Nursery is committed to the integration of children with special needs. The Nursery follows the DFES Code of Practice on identification and assessment of special needs, and has in place more than one SEND co-ordinator.

### Safeguarding

Our responsibility is the welfare and well being of all children in our care. As such we have a duty to the children and parents/carers to act quickly and responsibly in any instance that may come to our attention.

The Nursery has a duty to report any suspicions of abuse to the Local Authority and will follow procedures set out in the Local Authority and safeguarding policies. All staff at *Georgie Porgies* have received training in child safeguarding issues.

### Behaviour Management

Children need to have set boundaries of behaviour for their own safety and the safety of their peers.

Within the Nursery we believe in promoting positive behaviour by encouragement, praise and use of reward system of stickers and certificates.

- No one in this nursery is ever called, or labelled, 'naughty'.
- It is always made clear that it is a child's behaviour we are rejecting and not the child.

# Georgie Porgies



## Nursery session times

Full Day          7.30 a.m. to 6.00 p.m.

## Schedule of fees

Registration fee                      £30.00

	0-2 years	3 – 5 years
Full time weekly	£200.00	£200.00
Full day	£42.00	£42.00

Sibling discounts:	Full time	10%
	Part time	5%

### Additional Charges

Late collection:                      £5.00 per 5 minutes or part thereof.

## Food & Drink

Full day session:                      Breakfast, mid-morning snack, 2 course lunch,  
Light afternoon tea

# Georgie Porgies



## Terms and conditions

**By signing the Registration Agreement you are entering into a contract with our Nursery and should be familiar with our Terms and Conditions**

### 1: Sessions

- 1.1 To be agreed with the nursery and by pre-arrangement, however there is a minimum of 2 full days.
- 1.2 Extra sessions can be booked at short notice, subject to availability. Payment shall be made in advance or on the day of attendance.

### 2: Fees

- 2.1 A non refundable registration fee is charged for each child as per the schedule of fees.
- 2.2 Fees are payable on the first of the month in advance by Bacs, Cheque.
- 2.3 Fees are charged at the full rate for periods of sickness when the child does not attend.
- 2.4 Statutory holidays are chargeable.
- 2.5 Up to one weeks holiday in any twelve month period will be charged at half price provided the child has been at the nursery for at least six months. This will be deducted from your December fees when the nursery is closed for Christmas.
- 2.6 The nursery will give one month's notice of any variation in fee charges.

### 3: Late Payment of Fees

- 3.1 In the event that invoices are not paid on the due date as referred to in 'Fees' the nursery reserves the right to charge interest at the rate of 4% above the Bank of England base rate applicable during the time the debt remains unpaid.
- 3.2 In the event that bank charges are incurred by the nursery due to the cancellation or the dishonour of a cheque, standing order, direct debit or other payment, the nursery reserves the right to recover all charges incurred together with the costs of administration.

### 4: Termination

- 4.1 Notice to terminate this agreement and to withdraw your child/children from the nursery must be given one calendar month from the intended date. We also reserve the right to terminate your child's place, should we feel that to continue with a place could compromise the integrity of the nursery and/or any of its employees.
- 4.2 Fees are payable for a full calendar month in the event that shorter notice is given.

### 5: Closure of the Nursery

- 5.1 The nursery will be closed for statutory holidays and for one week at Christmas these are chargeable.
- 5.2 The proprietors reserve the right to close the nursery at other times and will give the maximum possible notice, unless it is beyond our control, again this is chargeable.

### 6: Infectious Diseases

- 6.1 You must inform the nursery staff as soon as possible if your child/children has an infectious disease. The nursery will take advice from the local government 'Infection Control for Day Care' guidelines and will act in accordance with its sickness policy.
- 6.2 The nursery reserves the right to refuse admission to any child on health grounds.

# Georgie Porgies



## 7: Personal Property

### 7.1

All items of clothing and personal property should be clearly marked with the child's name.

### 7.2

All children should have at least one change of clothing.

### 7.3

The nursery will not accept responsibility for any loss or damage to clothing or personal property however caused.

## 8: Emergency Contacts

### 8.1

It is absolutely essential that the nursery is able to contact a parent/carer or emergency contact at all times.

### 8.2

Any changes to these contacts must be notified to the nursery before the child/children next attend.

## 9: Collection of Children

### 9.1

Collection of children must be by a parent/carer or other authorised person.

### 9.2

Children should be collected before the end of each session.

### 9.3

Notice of unavoidable late collection should be notified as early as possible. Late collection of children may be subject to charge as per the schedule of fees.

## 10: Complaints

We sincerely hope that you never have cause to complain but if you should please follow the procedure below:

### 10.1

Firstly speak to the child's key worker.

### 10.2

If your complaint is not resolved to your satisfaction then please contact the nursery manager. The manager will then investigate your complaint and report back within three working days.

### 10.3

If the manager is unable to resolve your complaint then please contact a director who will also investigate your complaint and respond within seven working days.

### 10.4

If you still remain unsatisfied you are entitled to contact the local OFSTED office complaints. Help line phone number and address as follows.

#### **Ofsted**

**Early Years Directorate**

**North West Regional Centre**

**Piccadilly Gate**

**Store Street**

**Manchester**

**M1 2WD**

**0300 123 1231.**

# Georgie Porgies



## **11: Nursery Policies and Procedures**

All of the nursery's Policies and Procedures are available for you to read. These are located at the nursery reception. If you cannot locate them, please contact the nursery manager.

## **12: Start Date**

Please be aware that Nursery places are much sought after, so if you book your start date we are unable to extend this by any more than a month, should you require it extending longer this will be chargeable at full rate. We do require a full calendar months notice if you no longer require any of your days. (Even before starting)

This Nursery has a clear policy on the way we expect parents to treat our staff, Our staff are here to care for your child, being made to feel intimidated, aggression or verbal abuse on or off the premises will never be tolerated under any circumstances. We ask that Parents understand our staff cannot accept invitations to social events, in or out of working hours.

## **General Data Protection Regulations**

We have to make you aware that by registering your child with our nursery, you are agreeing that we can hold all information you supply and digital imagery, in certain circumstances up to 24 years in accordance with legislation, this information is for the day to day provision of childcare, written personal information is stored in a locked room and electronically stored information is password protected. We will never disclose this information to anyone other than, HM Revenue & Customs, Health & Social Care Professionals and Local Education Authority (For Nursery Education Grant)

**Should you leave The Nursery owing childcare fees, we would seek to recover the outstanding amount plus interest from mum, dad or any guarantor/signatory, should we have to use our solicitor or recovery management team to collect this debt you would be liable for all costs incurred.**