

# ***Little Sparrows Nursery***

**Prospectus  
2011**



*Elim Pentecostal Church  
High Street  
Ingatstone  
Essex CM4 9EY  
Telephone (01277) 352123*

### ***Why is the choice of nursery important to you?***

The first five years of life are said to be the formative years. Therefore when choosing a nursery, parents need to be confident that those to whom they entrust this responsibility are dedicated, qualified and capable of meeting the individual needs of their child.

The environment must be safe, happy and stimulating, giving your child every encouragement to develop to his/her full potential.

### ***What makes Little Sparrows Nursery special?***

Little Sparrows is a Christian nursery that aims for excellence. Children will be taught that God is interested in them and has a special love for each child. We aim to create an atmosphere of love and care so that each child sees the nursery as an extension of the family home.

To understand more of the ethos of the nursery and those who work in it please read the accompanying statement entitled "Nursery Values".

### ***Who will be caring for my child?***

Little Sparrows has a dedicated and well trained staff holding qualifications including: Early Years Professional Status; degree in early years education; Montessori Nursery Teaching Diploma; NNEB; NVQ level 2 and 3 and PLA Foundation Course. A number of staff are first aid trained.

At all times the OFSTED staff:child ratios are maintained and frequently exceeded. Ongoing support is offered to the staff from the local authority by way of advisers, educational psychologists and Area Special Needs Coordinators.

### ***What will my child be doing?***

Little Sparrows has a varied programme of play and educational activities with equipment to encourage manipulative and creative skills and physical development. Singing, dancing, cooking and story telling are important constituents. Children are encouraged to learn social skills, e.g. table manners and courtesy and are encouraged to relate to and love each other and have compassion for others when they are hurt or sad. Each child will be helped to build a trusting relationship with God.

Although most of the day is spent playing and learning as a family group, with much interaction between children of different age groups, we feel that older children are ready for the next step in the learning process.

For short periods during the day the children are divided into small learning groups where they are offered opportunities to increase their skills in pre-reading, emergent writing and early number activities. We plan games and activities that help children to develop skills in areas such as: hand-eye coordination, spatial perception, sequencing, turn taking, concentration extension and communicating with others.

Our play-based curriculum incorporates developmental steps that work towards the Early Learning Goals as outlined by the School Curriculum and Assessment Authority in the Early Years Foundation Stage framework. These learning goals are based on the foundational skills that most children are able to learn by the time they enter Year 1 at school. The learning goals emphasise developmentally appropriate skills in 6 main areas:

- Personal, emotional and social development
- Language, literacy and communication development
- Problem solving, reasoning and numeracy development
- Knowledge and understanding of the world
- Physical development
- Creative development

The nursery aims to help children make progress towards these goals through a variety of games, toys and fun activities, taking into account each child's individual development.

We aim to provide a safe, happy and supportive environment where each child, regardless of level of ability can reach his or her maximum potential.

The nursery aims to work very closely with parents to ensure that each child's needs are met wherever possible, recognising that parents are the experts on their child.

In order that parents feel as involved in their child's nursery experience as possible children are encouraged to take pictures and written activities to show their family and senior staff are always available to discuss any matters that arise.

The nursery takes security very seriously and works very closely with parents to ensure that their child is only collected by permitted people.

The nursery recognises the wide range of needs that exist for families and children in the community and seeks to make provision, wherever possible for these needs.

Children's records are confidential and available to the parents at any time. The staff are committed to providing a loving, respectful and consistent approach to children and parents at all times.

### **General Information**

The nursery caters for children aged 2-5 years on a sessional and full day basis. Children do not need to be toilet trained.

The nursery is open from 8.15am to 5.45pm Monday to Friday. Morning sessions run from 8.15am to 12.30pm and afternoon sessions run from 1.30pm to 5.45pm. Because we recognise the differing needs of families parents are free to use only as much of their child's session as they require (at the sessional cost).

Children attending the morning session will be required to bring a packed lunch.

The nursery closes for 4 weeks in the year- 1 week at Christmas, 1 in April (depending on school holiday dates) and 2 weeks in August.

The sessional fee is currently £17.33 and the daily fee is £34.66.

The nursery is registered with OFSTED for government grant funding for 3 and 4 year old children. This scheme offers flexible funding for free education for children after the child's 3<sup>rd</sup> birthday although the funding does not cover the whole length of the session or the whole length of each term. Currently the funding runs for 38 weeks per year. Fees are invoiced termly (to be paid monthly) to include a pro rata payment for fees outside the grant funded period.

Each child is eligible for up to 15 hours of funding but this is subject to availability of places within the nursery.

Further information about the scheme and the financial implications are available on request.

A copy of the latest OFSTED report is readily available on request.

### **Concerns**

The nursery encourages comments and queries from parents. A senior member of staff is available at most times to discuss grievances, concerns or to offer advice and support as necessary.

### ***How does the nursery relate to Elim Church?***

Established in the early 1930's, the church in Ingatestone is one of 450 Elim churches in Great Britain. The church works alongside other churches in the village.

Little Sparrows Nursery is a caring arm of the church. The main responsibility of the church is to ensure that the high standards outlined in this prospectus are maintained.

# ***Nursery Values***

At Little Sparrows Nursery each child is of primary importance.

We believe that each child is made in the image of God and is therefore worthy of the greatest respect. We will always endeavour to treat the children respectfully and will teach them to treat others in the same way.

We believe that it is every child's right to be treated as an individual, with their own ideas, thoughts and personality.

We will endeavour to tailor the routine and curriculum to each child wherever possible, not expecting conformity, but allowing for different approaches to the way things are done.

We believe that children thrive in an atmosphere of peace, safety and harmony and will therefore endeavour to make the nursery a place where these are of paramount importance.

We believe that small is beautiful and will therefore choose not to fill the nursery to capacity so we can give more time to those in our care.

We believe that children come first and we will therefore place their needs before those of more mundane activities like clearing up or paperwork.

We believe that children need others and therefore will foster relationships between children of all ages and abilities, as well as those with adults within the nursery.

We believe that we all have much to learn from each other and therefore encourage all children to share activities, regardless of age, gender and ability.

We believe in the inclusion and equity of all children and will endeavour to promote fairness and challenge prejudice from wherever it comes.

We believe that children need to develop a positive self-image and will therefore attempt to create an atmosphere where children's self-esteem and confidence will grow.

We believe that every child has the right to be heard and we will therefore endeavour to make time and opportunity for this to take place regularly, whether at group time, carpet time or during the general routine of the day. To this end we will maintain a high staff ratio throughout the day so that children have ample opportunity to explore the learning environment.

We believe that children have the right to expect activities, toys and resources of the highest standard and will work towards ensuring that the curriculum stimulates children's imagination and learning.

We believe that parents, as primary carers, are the experts when it comes to their own child's personality and we will encourage positive and regular communication with parents so that each child can be enabled to develop to their highest potential.

We believe that children's needs and that of families in our care are more important than profits and will therefore attempt to work with them when financial difficulties may arise.

We believe that the children deserve the best possible staff to care for them and the nursery management will therefore recruit personnel that are most suited for this job, regardless of age, sex or qualification.

We believe that the nursery has the right to expect each staff member to give of their best at work and in turn that each staff member can expect to be treated fairly, courteously and with respect at all times by others.

We hope that when children and staff leave the nursery they will be confident in themselves and their abilities; that they will be positive in their approach to others and that they will feel valued for the unique persons that they are.

## ***Further Information***

You are invited to see the facilities that include several rooms and a safe outside play area. If you would like to know more about the Nursery or wish to discuss anything further then please contact Little Sparrows Nursery, telephone Ingatestone (01277) - 352123 during Nursery hours or leave a message on the answer phone.

Parents who wish to put their child's name on the waiting list may do so by filling in the Registration Form. There is no registration fee. Admission by any other means than the waiting list is at the discretion of the Nursery Supervisor.



## ***Where to Find Us***

## ***Timetable***

8:15 - 9:30 am	Children arrive at Nursery Table top activities (construction, puzzles, games, etc.).
9:30 -10:00 am	Older children –group time (early language, literacy and numeracy activities)
10.00 -10.30 am	Free flow play where children are able to make choices about where they wish to play (from a choice of indoor and outdoor areas) and what they want to participate in
10:30 - 10:50 am	Drinks & snack time / story time
10:50 - 12.00 noon	Free flow play
12:00 – 12.30 pm	Lunch time (session ends)
1:30 – 2.00 pm	Play opportunities in large play room
1:50 - 2:30 p.m.	Registration Older two groups join in language and literacy or early number activities younger children have quiet time with key workers  Young children - sleep time where parents wish this
2:30 – 3.30 p.m.	Free flow play in different areas
3.30pm	Snack time
3:45- 4:05 pm	Story and song time
4:10 -5.00 pm	Free flow play
5:00 - 5.15 pm	Drink, snack & story
5.15 pm	Table top activities.

# Little Sparrows Nursery

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High Street  
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## Registration Form

*If you have not already put your child's name on our waiting list and wish to do so, please complete this form and send it to the Nursery.  
There is **no** registration fee.*

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Date:                    /   /

Parent's Name:

Child's Name:

Date of Birth:            /   /                    Age Now:

Address:                .....

.....

.....

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Post Code:             .....

Telephone Number:        -

Signed: .....

## **Sample References**

~ ..... May I express our gratitude to you and your staff for the loving and gentle way you have cared for my children in the formative years, before school.

*Mrs B Ingatestone*

~ ..... Thank you so much for making my daughter's time at nursery a very memorable and special experience. She has enjoyed every moment and this is a credit to the care and love of the staff.

*Fryerning*

*Mrs C.*

~ ..... I am pleased my 2nd child can now start and receive the same care and attention you give to all children. Thank you - you do a fantastic job.

*M. Kelvedon Hatch*

*Mrs*

~ ..... We feel our son had the best possible start by coming to little Sparrows.

*Mrs H. Hornchurch*

~ ..... My daughter enjoyed coming so much - she will miss you all greatly. Thank you for being so patient and understanding.

*Ingatestone*

*Mrs P.*

~ ..... My son has really enjoyed coming to nursery. With your help he is now ready for the new challenges of school. You have helped his development so much.

*Mrs B. Brentwood*

~ ..... Thank you so much for the cuddles and kisses, wiped noses, care and attention.

*Mrs C. Hutton*

~ ..... Thank you doesn't seem enough for all you and your wonderful team have done for my son. We have never needed to worry about him as we knew he was always happy with you.

*Brentwood.*

*Mrs C.*

~ ..... Thank you for all the help, care and love you have given our son during his time with you.

*Hutton*

*Mrs G.*

~ ..... A big thank you for caring for my son and making his stay a time of learning and loving and much enjoyment.

*Pilgrims Hatch*

*Mrs L.*

~ ..... with our sincere thanks to you all for your support for our family and your care and love for our daughter.  
*Wickford*

*Mrs M.*

~ ..... My son has changed so much and learned so much over these past years. I am quite positive he would not be where he is today without the help of everyone at Little Sparrows.  
*Brentwood*

*Mrs S.*

~ ..... It has been a joy to see the inclusive attitude of the nursery and the love and care shown to children of all abilities. Little Sparrows is certainly a special place.

*Mrs C. Shenfield*