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www.firstclassdaynursery.co.uk

Dear Parent/Carer

Thank you for your recent enquiry about our day nursery school. At First Class we recognise the importance of making the correct decision about your child's early care and education. Our aim is to provide the best possible care for your child enabling them to acquire the skills, which are so necessary for their future development.

We are dedicated to providing your child with the ultimate loving environment in which to grow. First Class offers a new dimension in care. We lovingly and actively encourage your child to develop socially, emotionally, physically and educationally in safe, thoroughly enjoyable and stimulating purpose-built surroundings.

Through structured play, learning will be fun. In line with the Early Years Foundation Stage activities will be appropriate to children's age and ability, thereby developing imagination, creativity, co-ordination, manipulation, and confidence. Formal educational activities such as early reading, writing, language, and mathematical development work commence as soon as our professional team feel your child is ready.

All our staff are carefully selected and hold recognised teaching or childcare qualifications. They are all highly experienced and committed to provide the best possible environment for your child's overall development.

It is important that your child should feel happy and secure in the nursery environment if they are to develop and benefit fully from all that we offer. We feel that this can best be achieved if there are close links between the home and nursery school. You will be provided with regular observations of your child's progress. We hope that if you have any queries at any time, you will feel free to discuss these with them.

Please do not hesitate to contact the nursery if you have any further questions or if you would like to arrange an appointment to view our superb facilities.

Yours sincerely,

Mrs Sharon Goate
B.Ed University of Kent at Canterbury
Dip.Psyc.Counselling BACP (Accred)
Early Years Professional Status

Mrs Virginia Baker
BA (Hons) Early Childhood Studies.
Early Years Professional Status

Mrs Sharon Goate
Bachelor of Education, University of Kent at Canterbury
Dip.Psyc.Counselling BACP (Accred)
Early Years Professional Status

Upon leaving school Mrs Goate attended the Southeast Essex Sixth Form College. She worked in infant schools and playgroups in the Benfleet area whilst studying for “A” levels. During this time, she was also the assistant leader of a brownie pack and a leader with a prominent children’s holiday organisation working with children aged 6-10 years. From 1979 -1981 she attended Christ Church College of Further Education in Canterbury, Kent where she worked in local primary schools, nurseries, playgroups, and youth clubs. An extensive part of her degree course was devoted to the teaching of reading and working with pre-school children. After graduating as a Bachelor of Education she was appointed as an infant teacher at a local preparatory school. From 1981 -1984 she worked with children aged 3-5 years, and from 1984 - 1988 with children aged 6-8 years.

In January 1989 Sharon co-founded the First Class Day Nursery School. She is a qualified and accredited counsellor/psychotherapist In February 2007. Sharon became one of the first to achieve Early Years Professional Status in the country. She also inspects, advises, and teaches at local universities. She is the mother of two children.

Mrs Virginia Baker
BA(Hons) Early Childhood Studies
Early Years Professional Status

Upon leaving school Mrs Baker worked in local church playgroups with children aged 3-5 years. She attended Colchester College of Further Education for two years where she attained her nursery nursing qualification. During this period, she worked in nursery and infant schools in the Chelmsford area and also worked with special needs children. After qualifying Mrs Baker worked for several years as a nanny to two families with children aged from 2-5 years. In 1984 she joined the staff of a local preparatory school as a remedial teacher and was then appointed as an infant teacher, working with children aged 4-6 years, a post that she held for four years.

In January 1989 Ginny co-founded the First Class Day Nursery School. Ginny attained her BA (Hons) in Early Childhood Studies and has also gained her Early Years Professional Status. Ginny is the mother of two children.

The Principals

The principals also hold many current certificates including First Aid, Food Hygiene, Baby Signing, Baby Massage, Safeguarding, Health & Safety and Equal Opportunities.

Both Mrs Goate and Mrs Baker have experience in working with high achievers and in working with children with learning difficulties and special educational needs, i.e., speech and hearing problems, dyslexia, and autism. They have worked closely together for many years and the nursery therefore offers a consistent approach to every area of your child’s development. They have personally experienced the difficult task of maintaining their careers and bringing up a family. They realise that childcare outside the family home is a serious issue and that parents need to have complete confidence in their chosen childcare facility.

The Nursery

The nursery was established in January 1989 by the proprietors, Mrs S Goate B.Ed and Mrs V Baker BA (Hons). The Right Honourable Sir Bernard Braine M.P. performed the official opening ceremony.

The nursery caters for children aged from birth to 5 years and is officially approved by Essex County Council and Ofsted.

Our five beautifully appointed and equipped rooms are all named after bears and cater for children in age and ability appropriate environments.

We are justly proud that the nursery has achieved many prestigious awards including local and national business and training awards, Investors in People, Pre-School Alliance, and National Day Nursery Accreditations.

All our children are lovingly cared for by fully qualified and experienced staff carefully chosen for their caring attitude, patience, understanding, dedication, and genuine love of children. All staff hold current First Aid, Food and Safeguarding and in addition they receive regular CPD.

Our purpose-built Benfleet nursery was opened on September 16th, 1996, by the proprietors Mrs S Goate and Mrs V Baker. The nursery is conveniently situated less than one third of a mile from Benfleet mainline station and is also in close proximity to local parkland.

An all - weather, securely fenced outdoor area provides the children with a safe environment in which to play. Children are always in the care of fully qualified/experienced staff. Entry to the nursery may be made via the use of our secure door entry system. CCTV is in use throughout the nursery to provide parents with additional reassurance when leaving their child.

Ample free car parking is provided to the rear of the building. We would ask that this facility is used only for the arrival and departure of children and with the utmost care at all times.

All members of staff are required to have clear DBS checks. Children address our uniformed staff by their Christian names only, as we feel this establishes a more personal relationship.

As teachers with many years experience in working with both pre-school and infant children, we recognise that children benefit considerably from close attention at an early age. It is nationally recognised that children who receive pre-school education achieve greater success in their future schooling. At First Class we, therefore, seek to provide a caring and stimulating environment where your child will be encouraged to fulfil their individual potential. Special emphasis will be placed on the development of pre-reading writing and early numerical skills. We aim to cover all aspects of your child's personal, social, emotional, physical and creative development together with communication, language, literacy, mathematics and an understanding of the world.

We aim to encourage all children to make good progress and where appropriate exceed the Early Years Foundation Stage learning goals.

We believe that every child is an individual and should be treated as such. Our prime concerns are your child's safety, well-being, happiness and the fulfilment of their potential in all areas. It is for this reason that we seek to provide a carefully structured environment where each child is encouraged to develop naturally at their own pace.

Our Care and Honey Bear Rooms

We are justly proud of our baby and toddler rooms, which are self-contained units. Our Care Bear room caters for nine babies aged from 8 weeks - 1 year.

Our babies then progress into our Honey Bear room until they are about 2 years of age whereupon; they advance to our Pooh Bear room. Our youngest children only progress to the next rooms when both parent and key person feel the time is right. This is done gradually over a period of time to enable smooth transition. In keeping with the rest of the nursery these rooms are large, bright, airy and well-equipped catering for up to fifteen children. The children enjoy a wealth of play and learning opportunities designed to allow free expression and to satisfy natural curiosity.

Our very young children are lovingly cared for by fully qualified and experienced childcare staff with a staff ratio of one staff member to every three children. Your child's key person will form a close bond with your child and through close interaction will provide encouragement and build confidence and self-esteem whilst acting as a role model for your child.

The rooms provide loving and happy environments where staff actively encourage children to develop their first skills in line with the Early Years Foundation Stage i.e., smiling, touching, grasping, sitting, crawling, walking, and talking. Our wide range of stimulating equipment encourages learning through play.

Staff detailing your child's feeding, changing, and sleeping patterns together with a record of their activities will complete a daily information sheet. This information will be given to parents on collection of their child, enabling them to have a detailed record of their child's day.

Baby Milk/Weaning Foods

All babies up to the age of approximately nine months should be provided with their own formula milks and weaning foods. After this age babies will be encouraged to eat suitably prepared nursery meals. We provide support and guidance on weaning your baby upon request.



Sleeping

There are separate cot areas for children to maintain their sleep routines. Each child has their own separate supply of linen, which is laundered daily, by the nursery.

Nappies and Creams

Parents are required to supply all their child's own nappies and cream.

Clothing

We ask all parents to provide a full change of clothing.

Comfort Toys

If your child has a special "comfort" toy or blanket, we encourage them to bring these to the nursery. Please ensure all your child's toys/clothing are clearly labelled.

Outdoor Activities

Children will be taken for regular walks in the locality. Fully qualified staff accompany children at all times. The nursery provides prams, buggies, etc. We encourage children to explore local parks and make the most of fresh air whilst having lots of fun.

Settling your Baby/Toddler

We appreciate the anxieties parents feel when leaving their child in the beginning. We, therefore, encourage parents and children to visit the nursery regularly before their start date; these settling in sessions enable relationships to be established with your child's key person and will ensure your child's happiness and smooth transition into the nursery. Our staff will wish to discuss and record your child's routine, development, and day-to-day requirements prior to their commencement. Parents of our babies are encouraged to use the Family app for regular updates.



Our Pooh Bear Room

The Pooh Bear room welcomes children from two years of age. The children have their own large bright and spacious room, which is well equipped with appropriate resources and toys for their age and stages of development.

Many children at this age still need a daily sleep and we have individual sleep-mats for sleep times.

All our staff have an excellent knowledge and understanding of the Early Years Foundation Stage and work closely with your child during this important time. Development checks are carried out between your child's second and third birthday. We work closely with parents involving them in every aspect of this assessment.

We are very aware that each child is an individual and aim to provide the necessary support, encouragement and praise that is needed. At this stage our children are encouraged to learn to share and feel part of a group.

We keep daily records, detailing your child's routines for the day, which is given to parents at home time. We always appreciate any comments you wish to make to help us to provide continuity in the daily care of your child. Our staff work hard as a team and feel it is important that they establish good relationships and effective partnerships with all parents.



Our Paddington and Superted Rooms

Our Paddington and Superted rooms welcome children from three years up to school age. The children benefit from large bright airy rooms, which are well equipped with a wide range of play equipment and learning resources.

The equipment and toys are set out in an inviting way and offer opportunities for the children to play with puzzles, mathematical equipment (i.e. sorting, matching, pairs etc), drawing, construction, ICT and imaginative play. There are vast selections of books and quiet areas for their enjoyment.

The children have opportunities to use the art, craft and messy area, the garden and to explore the wide range of activities that are carefully chosen for them daily.

Time is set aside daily for the children to work in small groups. This time is for a more structured approach to learning in readiness for school. The learning throughout the nursery follows the Early Years Foundation Stage; through the use of a wealth of resources learning experiences are wide, varied and fun.

Much of the learning throughout the nursery is developed through the children's own interests. We encourage children to bring in related objects etc. from home for our conversational tables. We use a wealth of our own resources to make children's learning experiences as wide, varied and fun as possible.

Parents are encouraged to view their child's online updates , emails, our notice boards and to speak to any of our staff regarding their child's day at nursery.



Resources

We aim to stimulate a child's love of learning and discovery at all times through the use of our enabling environment. Young children learn only through play and first-hand experience; our resources, therefore, provide opportunities for children to acquire all the skills which are so necessary for their future schooling. In addition to providing materials to stimulate physical and role-play we provide many opportunities for construction experience and play with sand and water. Our art and craft areas provide opportunities for children to use as many mediums as possible. Our educational resources are particularly extensive, and we have many items specifically designed to develop language, reading, mathematical, scientific and written abilities. We have a very extensive children's library. The children have access to computers which are equipped with many educational programmes.

Early Years Foundation Stage

The Early Years Foundation Stage has been implemented within the nursery since September 2008. At First Class we provide each and every child with the best start in life, supporting them to reach their full potential through experiences and opportunities offered in our safe, secure happy environment.

We work within the **Early Years Foundation Stage** to implement the four main principles:

A Unique Child- We believe every child is a competent learner from birth who can be resilient, capable, confident, and self-assured.

Positive Relationships- We recognise that children learn to be strong and independent from a base of loving and secure relationships with parent/carers and a key person.

Enabling Environments - Our environment plays a key role in supporting and extending children's development and learning.

Learning and Development - We recognise that children develop and learn in different ways and at different rates.

We recognise that learning and development are equally important and inter-connected. Each room is planned carefully to promote the seven areas of learning.

The prime areas of learning are - Personal, Social and Emotional Development, Communication & Language and Physical Development and the specific areas of Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

We promote **The Characteristics of Effective Learning** through planned activities, purposeful play, adult led and child initiated activities. All activities are carefully planned, and children's progress is closely observed, monitored and recorded at all times in order that the next steps in children's learning can be identified and implemented.



Our Learning Objectives

Young children learn through play and we therefore, promote learning through carefully planned fun activities.

The Early Years Foundation Stage emphasises seven areas of development and learning:

PRIME AREAS:

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

At First Class we encourage children to develop confidence, show appropriate self-respect and become able to establish effective relationships with other children and adults. We encourage children to work as part of a group and independently to be able to concentrate and persevere in their learning and to seek help where needed. We encourage children to explore new learning, show the ability to initiate ideas and to solve simple practical problems. Our children demonstrate independence in selecting an activity or resources and in dressing and personal hygiene.

Our children develop sensitivity to the needs and feelings of others, show respect for people of other cultures and their beliefs. They take turns and share fairly. We encourage children to express their feelings and behave in appropriate ways developing an understanding of what is right and wrong. How to treat living things, property and their environment with care and concern. Our children respond to relevant cultural and religious events and show a range of feelings, such as wonder, joy or sorrow, in response to their experience of the world.

COMMUNICATION AND LANGUAGE

In small and large groups our children are encouraged to listen attentively and talk about their experiences. They become able to use a growing vocabulary with increasing fluency to express thoughts and convey meaning to the listener. They become able to listen and respond to stories, nursery rhymes and poems. They can make up their own stories and take part in role-play with confidence.

PHYSICAL DEVELOPMENT

Our children are encouraged to move confidently and imaginatively with increasing control and co-ordination and to show an awareness of space and others.

They begin to use a range of small and large equipment, balancing and climbing apparatus with increasing skill. They handle appropriate tools, objects, construction and malleable materials safely and with increasing control.

Children are encouraged to develop their gross and fine motor skills both in and out of doors.

SPECIFIC AREAS:

LITERACY

Our children enjoy books, handle them carefully and understand how they are organised. They know that words and pictures carry meaning and that in English, print is read from left to right and from top to bottom. They can begin to associate sounds with patterns in rhymes with syllables and with words and letters. They can recognise their own names and some familiar words. They recognise letters of the alphabet by shape and sound. In their writing they can use pictures, symbols, familiar words, and letters to communicate meaning and show awareness of some of the different purposes of writing. They can write their names with appropriate use of upper- and lower-case letters.

All our children are encouraged to learn to read as soon as our teachers recognise their readiness. Flash cards are introduced which the children can take home so that parents can become involved in their learning. Reading books are introduced

when the teachers feel the child is confident in storytelling and familiar with the written word.

LETTERS, SOUNDS AND THE TEACHING OF READING

We use a combination of the phonetic and 'look and say' approaches to the teaching of reading in accordance with those methods used in local schools. Our main schemes are the Ladybird Key Word scheme, Sheila McCullagh's 1, 2, 3 and Away and Oxford Reading Tree Series. All of which we have used very successfully in the past with young children. We also have additional books which are used to supplement this material, where necessary.

The teaching of reading is of course undertaken on a one to one basis.

Parents should be aware that the letters of the alphabet are taught phonetically.

MATHEMATICS

Our children use mathematical language such as circle, in front, of, bigger than and more, to describe shape, position, size and quantity. They begin to recognise and recreate patterns. They become familiar with number rhymes, songs, stories, counting games and activities. They begin to compare, sort, match, order, sequence, and count using everyday objects. They begin to recognise and use numbers to 10 and are familiar with larger numbers from their everyday lives.

They begin to use their developing mathematical understanding to solve practical problems. Through practical activities children can understand and record numbers, begin to show awareness of number operations such as addition and subtraction and begin to use the language involved.

UNDERSTANDING OF THE WORLD

We encourage children to talk about where they live, their environment, their families and past and present events in their own lives. They can explore and recognise the features of living things, objects and events in the natural and made world looking closely at similarities, differences, patterns and change. They are encouraged to show an awareness of the purposes of some features of the area in which they live. We encourage children to talk about their observations sometimes recording them and asking questions to gain information about why things happen and how things work. Our children begin to explore, select materials and equipment and use skills such as cutting, joining, folding and building for a variety of purposes. They are encouraged to use technology where appropriate to support their learning.

EXPRESSIVE ARTS AND DESIGN

Children can explore sound and colour, texture, shape, form and space in two and three dimensions. They begin to respond in a variety of ways to what they see, hear, smell, touch and feel. Through art, music, dance, stories and imaginative play they show an increasing ability to use their imagination to listen and to observe. They can use a widening range of materials, suitable tools, instruments and other resources to express ideas and to communicate their feelings.

All our children are encouraged to reach standards higher than those suggested within the Early Years Foundation Stage.

Finally, at First Class learning is made as much fun and as interesting as possible to help create a good positive attitude towards learning that once formed will last a lifetime. This is also role-modelled by our staff who are encouraged to continue with life-long learning through personal development programmes.

Meals

A freshly prepared meal is cooked on the premises and is provided for children as required. These are well balanced and nutritious. We are able to cater for special dietary requirements e.g. vegetarian/gluten free. A weekly menu is posted on the nursery notice board. We actively encourage all children to adopt good eating habits, including sampling new and different foods and appropriate table manners. All staff hold current food hygiene certificates. Our kitchen is always available for inspection by parents. We are justly proud of our Essex County Council

5 Star Health and Hygiene rating. Previous awards include the 'Gold' standard in the Essex Healthy Life 'Healthy Eating' Award scheme.

Mealtimes vary for our youngest children whose normal routine is maintained.

Please see fee structure for meal prices.

Sample Menu:

Breakfast:	Selection of cereals, wholemeal toast, milk/water
Lunch:	Roast chicken, roast potatoes, cabbage, and carrots Homemade stewed fruit pie and custard. Milk/water
Light Tea:	Selection of assorted sandwiches. Fresh fruit selection. Milk/Water



Attendance

Regular attendance is required of all children. Periods of absence are found to be very distressing. All absences must be notified.

Behaviour

We encourage a very high standard of behaviour in all our children. Politeness of speech and consideration for others is emphasised at all times. Boundaries are made clear and implemented by staff in a firm but fair manner.

Partnership with Parents/Carers

We work closely with families carrying out a full induction procedure and liaising with you on a daily basis about your child's day at nursery. We have an open-door policy for parents and visitors. We regularly send out newsletters to keep parents informed. We work closely with you record child's progress and to plan their next steps via **'Famly'** our interactive on-line learning journals. Regular questionnaires take all views into account. We have a welcoming reception area which provides you with a wealth of information and a suggestion box for you to use if you have any comments as we value all contributions. All our policies/procedures are available for parents/carers to study.

Dress

Children should be suitably dressed for the physical and creative activities that they will encounter throughout their session. Clothing should be practical and easy for a child to pull on and off to aid greater independence.

Sun protection including hats and creams must be clearly labelled and provided during periods of hot weather.

Children's Property

We ask parents to discourage children from bringing in any personal items other than comforters. Children often become distressed if items are lost or broken. The nursery cannot accept liability for any loss or damage to property or clothing.

Toilet Training

Parents are asked to notify the nursery when they begin toilet training their child. Staff are happy to give individual children every assistance.

Excursions

Parent's permission is obtained prior to any excursions. All vehicles used are fitted with appropriate seat restraints. Experienced drivers/escorts always accompany children.

The Nursery and the Community

The nursery plays a large role in the life of the community. We welcome those training on approved courses into the nursery as part of their studies. From time to time, we hold sponsored events to raise money for local charities. Recent donations have benefited 'Little Havens Hospice' and 'Guide Dogs for the Blind'. We also donate Easter eggs to local children's hospitals and food hampers for the local Food Bank. The nursery maintains close working links with many local schools to ensure a smooth transition to school.

Past Pupils

We are very proud of the achievements of all our past pupils and maintain close links with many of them. Very often they will return and report on their continuing progress.

When many of our former pupils attend Primary school, they work in classes where there are children a full year older than themselves. Many pupils attain excellent end of the year examination results often being top of their class. The nursery is extremely proud of all its former pupils and sets high standards enabling all children to achieve their maximum potential under the guidance of our highly qualified, experienced teaching staff. Many former pupils have now graduated or attended university, pursuing careers in medicine, teaching and legal professions; others are working in the fields of creative arts and the media.

National Features/Awards

The Principals were invited to appear on a national television news feature highlighting the benefits of nursery education. The nursery was the outright winner of the prestigious London Premier Customer Care Award in 1996. We are very proud to have won many business accolades including New Business, Customer Care and Staff Training and Development awards. The nursery has proudly sponsored the Echo Business Awards.

Special Events

During the year some special events are organised: Day Trips, Teddy Bear's Picnic, Christmas Performances, Christmas Party and regular parent meetings.

Birthdays

We endeavour to make your child's birthday a very special occasion within the nursery. Should you wish to bring in a cake, this can be arranged.



Inclusion, Equality and Diversity

All our staff receive equal opportunities training and we celebrate individual religious/cultural requirements. We endeavour to meet the wishes of all our families with equal merit and always seek to provide equality of opportunity at all times.

Special Educational Needs and Disabilities

Every child is encouraged to progress at their own rate in all areas of development. We liaise with outside professionals. If you would like to discuss your own child's special needs, please make an appointment. The nursery participates in the Essex authority's local offer.

Our full Special Needs and Disabilities Policy is available at the nursery.

Safeguarding/Children's Welfare

We operate a password collection procedure and intercom system. All staff are required to hold a clear DBS. Staff are never left alone with children for extended periods of time. References are taken for all employees and all staff work in accordance with our policies including Health and Safety, Safeguarding and Confidentiality. Designated co-ordinators ensure that people take responsibility for specific areas ensuring that procedures are in line with current legislation and staff are trained accordingly. Ratios are maintained at all times. We communicate with various outside agencies. Statutory Assessment tools may be used with children and families where there are concerns and for those who have additional needs.

When trips are organised staff to child ratios are exceeded in line with our outings policy.

As a registered care facility, parents are advised that we have a duty to inform the necessary authorities should we suspect that a child may need protection. All staff are required to hold current safeguarding certificates.

Health

If your child has an illness which prevents attendance at nursery for any length of time, please inform the office in order that their place should not be offered to a child on our waiting list.

Should your child contract any contagious disease please notify the nursery immediately. A copy of conditions requiring periods of exclusion from the nursery is available on request.

Should your child become ill during the nursery day you will be notified and if deemed necessary asked to collect your child promptly.

In the event of an accident or illness requiring immediate medical treatment the nursery is responsible for obtaining such attention and treatment for the child. Parents are promptly notified.

Medication

If your child is receiving medication which requires administering during nursery hours, you will be requested to give authorisation on a medications form. Staff are trained and experienced in administering many medications including those given to asthmatics. Please refer to our Procedures on the administration of specific medicines and periods of exclusion.

Accidents

All accidents are recorded in our Accident Register and parents are made fully aware of any bumps/bruises, etc the circumstances surrounding any injury, together with the treatment given by our qualified staff who all hold

current First Aid Certificates.

Complaints

All our staff receive specific customer care training, however, in the rare event of a complaint arising, this may be referred to the Nursery Manager who will make every endeavour to rectify matters. A copy of the Complaints Procedure is also available at the nursery.

Fees/Funding

A separate list of fees is included with this Prospectus. Fees are payable four weekly in advance at your child's first session. We can accept payment by cash, direct debit and debit cards.

Two-year-old funding may be available where families meet the government criteria for this.

The universal entitlement for all 3/4-Year-olds is 15 Hours per week. Families that are eligible may themselves apply for an additional 15 hours of funding at **www.childcarechoices.co.uk** which can be used as funding towards additional hours.

The nursery also accepts all valid childcare vouchers.

The nursery is a participant in the government scheme offering tax credits for working families.

Bank Holidays

Bank Holidays will be deducted from fees.

Absence

Any absence through sickness or holiday is payable in full as continuing overheads make reductions impossible.

We require four weeks notice before the removal of a pupil, or the discontinuation of any session, this must be given in writing. In default of such notice a month's fees are payable in full.

Starting your Child

At First Class we always endeavour to meet the needs of our families.

As many children now commence formal schooling at just 4 years of age, we recommend that all our pupils commence at the nursery as early as possible. It is for this reason that we urge parents to give careful consideration to the age at which they wish their child to start at the nursery.

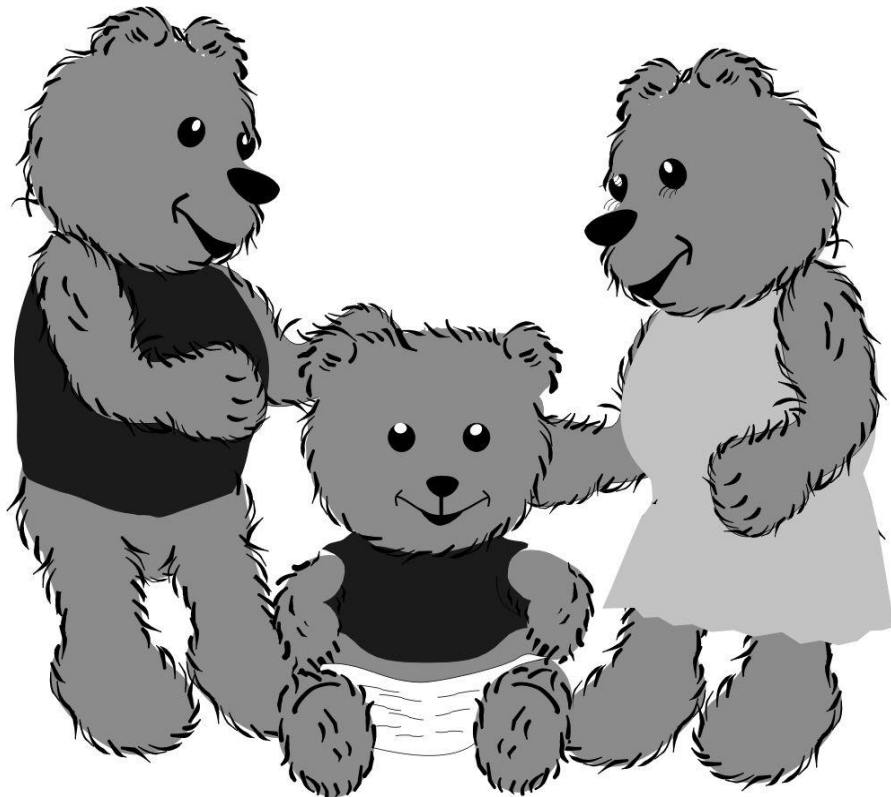
We hope that you will find the enclosed information useful. Our staff are always happy to make special arrangements, should difficulties arise, and will be only too pleased to discuss children's progress with parents at any time.

Parents wishing to register their child should complete the enclosed registration form and return it together with the registration fee to the nursery.

What Next?

However detailed, no document can be as valuable and informative as a visit to the nursery. If you would like to see the nursery in action, we would be delighted to welcome you.

Please telephone the Nursery Manager to make an appointment.



Opening Times

The nursery is open Monday to Friday from **7.00 AM - 7.00 PM** for 52 weeks of the year.

Session times are as follows: -

0 - 3 years

Morning session	8.30 - 12.30 am.
Afternoon session	1.30 - 4.00 pm.
School day	8:30am-3:30pm or 9am-4pm
Full day	7am-7pm.

Funded Sessions for 3- and 4-year-olds

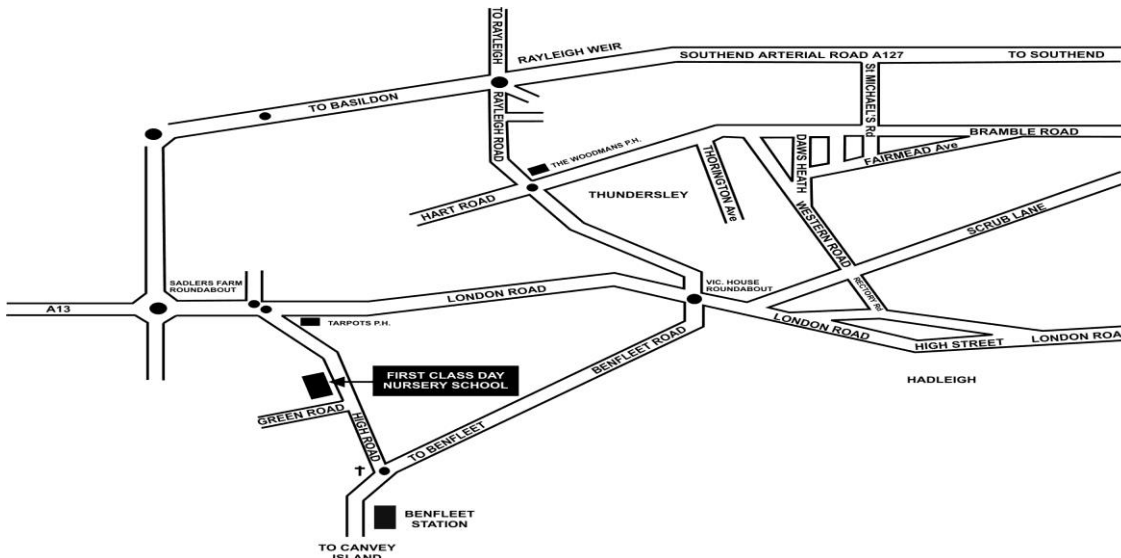
Morning Session	8.30 - 11.30am
Afternoon Sessions	12.30- 3.30pm
	4.00- 7.00 pm (only available for children that attend a full day)

Parents may of course wish their child to attend additional hours outside of our session times. These hours will be charged accordingly.

If you are unable to collect your child yourself, please ensure that a member of staff is aware of who will do so. Children will not be permitted to leave with anyone other than a relative unless a member of staff has been informed of any special arrangements, for obvious security reasons.

At First Class we endeavour to meet the individual requirements of all our parents. Should you wish to discuss hours to suit your own requirements, please do not hesitate to contact us. We look forward to hearing from you and your child.

Where to Find Us



Terms and Conditions

First Class Nursery agrees to provide the services referred to in this prospectus under the following conditions:

1. The opening times are from 7.00am - 7.00pm as First Class Day Nursery is open from Monday to Friday all year. We are closed for all recognised Bank Holidays.
2. Fees are payable monthly in advance. An invoice will be provided in respect of each child before fees are due. Payment of fees must be made promptly. These may be paid by cash, direct debit or debit card. Late payment of fees will be subject to an additional charge of £60.00 for each working week payment that is overdue.
3. A £75 registration fee is required for each child. Upon receipt of a completed registration form with registration fee, the child's name will be placed on the waiting list. The registration fee will be refundable only in the event First Class Nursery is unable to offer your child a place.
4. Fees will be reviewed annually in December.
5. No reduction in fees can be offered in the event a child is absent through illness, holiday or any other reason.
6. Notice in writing given four weeks in advance is required to withdraw your child from First Class Nursery.
7. Medicines will only be administered on completion of the necessary nursery medication forms, signed by the parent/carer. We are unable to accept any child suffering from an infectious disease, until the recognised isolation period has passed.
8. Any child with diarrhoea/sickness will not be accepted at the nursery until a full clear 48 hours has passed. The nursery will contact parents and request that a child is collected should it be felt that the child is not well enough to attend.

First Class Nursery has many policies and procedures which are available for viewing at any time.