

Springfield Day Nurseries Ltd

Our Prospectus

Hello and Welcome

Dear Parent/ Carer

Welcome to Springfield Day Nurseries Ltd, where we are committed to providing quality childcare and education for all children aged O-4, as well as after-school and holiday club care for children aged 4-11. We currently have five nurseries in Conwy County North Wales, where we deliver the best care and choice to suit all children and parents. All our nurseries offer a happy and stimulating environment where we encourage independence, consideration for others and good manners. As professionals and parents, we understand each child is special and unique and that you as parents and carers are putting your trust in us. Therefore, we promise to provide a safe and secure environment where your child can; discover, explore, grow and learn. We endeavour to make Springfield Day Nurseries Ltd your child's home from home.

Please call us to arrange a visit to any of our sites, our nursery Managers will be delighted to show you around and discuss your requirements.

We look forward to meeting you.

Yours sincerely,

David and Suzanne Edwards

Our Mission

We are committed to delivering high quality childcare to children aged 0 to 11 years old. We achieve this by providing an environment where children are supported to learn through play, inspired to develop a love of the outdoors and have practitioners who listen to their interests and needs. The children attending our services are cared for by qualified and passionate staff, in welcoming and inclusive nursery settings. We are also dedicated to safeguarding and promoting the welfare of all the children in our care and ensure we apply current guidance and legislation to our policies, procedures and practice. We aim to provide your child with a home from home, where they can develop and grow into independent and innovative learners.

All About Us

All our nurseries are owned and run by David and Suzanne Edwards, with the first, Springfield @ West End, having been open continuously for over 30 years. Our nurseries offer the highest standard of care, along with excellent learning and development opportunities, in a safe, secure and happy environment.

The children who attend our settings are all supported to reach their full potential. They enjoy a variety of activities, which cover the Foundation Phase Framework's seven areas of learning, both indoors and outdoors in our nursery gardens. Practitioners listen to the children and observe their interests, then use these to influence their planning, therefore ensuring learning is both engaging and fun. Our service is delivered by committed and valued practitioners, many of whom are loyal and longstanding, who are highly motivated and fully trained, to ensure they provide the very best quality of care. We believe the safety, welfare and development of your child is our number one priority and we will work in partnership with you to make sure this achieved.

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Springfield @ West End

Springfield @ West End, was our original nursery and it has been open continuously for over 30 years. The nursery is situated on Egerton Road in Colwyn Bay and has street parking available for dropping off and picking up your child. Springfield @ West End is under the Management of Zoe Wilson and Sarah Davies and has a core team of eight Aunties.

The nursery covers two floors, with our nursery and Preschool rooms covering the ground floor and Baby and Toddler rooms on the first floor. Our Head Office is also situated here and covers the second and third floors. The premises boast a large back garden, with both grassed and decking areas for the older children, along with a fully secured balcony for the Babies and Toddlers. The nursery is located close to the beach and the children enjoy frequent trips there, along with walks on the promenade and visits to the local library.

Springfield at West End is currently registered for 54 children.

Springfield @ Ashbourne House

Springfield @ Ashbourne House, was opened in 2000. The nursery is situated on Woodlands Road East and has a small pickup and drop off drive as well as street parking available. Springfield @ Ashbourne House is under the Management of Rebecca Maitas and Deputy Manager Molly Kewley and has a core team of seven Aunties.

The nursery covers three floors, with Baby and Toddler room situated on the ground floor, nursery room on the first floor and Preschool room on the second floor. Ashbourne House is a large nursery with secure and spacious rooms, and it has a big artificially grassed garden to the rear. The nursery is placed close to the local library and park, and the children enjoy frequent trips to both.

Our purpose-built kitchen is also located at Ashbourne House. It is here that our talented and passionate kitchen team, who are highly qualified and trained to maintain food freshness and safety, prepare the meals for all our nurseries.

Springfield at Ashbourne House is currently registered for 88 children.

Springfield @ Conwy

Springfield @ Conwy was opened in 2010. The nursery is situated on Penmaen Road in Conwy and has onsite parking available for dropping off and picking up your child. Springfield @ Conwy is under the Management of Emily Hurst and Deputy Manager Emma Jones and has a core team of ten Aunties.

The nursery is on one level, with Baby and Toddler unit to the right of the building and nursery room to the left. The Preschool room is in a separate portable building, which enables the preschool children to have their own space to learn and explore in. Our Conwy nursery has a very large grassed garden with a separate digging area and vegetable plot to the rear. The nursery is located close to the Marina, and an adventure playground, and the children enjoy frequent trips to both.

Springfield at Conwy is currently registered for 58 children

Springfield @ Llandudno

Springfield @ Llandudno was opened in 2011. The nursery is situated on Clarence Road, Craig-y-Don in Llandudno and has street parking available for dropping off and picking up your child. Springfield @ Llandudno is under the Management of Charlotte Naylor and Deputy Manager Claire Jones and has a core team of eight Aunties.

Springfield @ Llandudno is a large nursery with secure and spacious rooms all on one level. Baby and Toddler room are on one side while nursery room is at the front of the building and Preschool room is to the rear. The nursery has a large grassed front garden with a further outdoor area to the back. It is located close to the beach which the children enjoy visiting along with walks on the promenade, trips to the park and weekly story time sessions at the nearby Church.

Springfield at Llandudno is currently registered for 67 children

Springfield @ Abergele

Springfield @ Abergele is our newest nursery and opened in 2017. The nursery is situated on Llanfair Road, in Abergele and has onsite parking available for dropping off and picking up your child. Springfield @ Abergele is under the Management of Emma Thomson, Sharon Davies and Deputy Manager Sue Wilkes. It has a core team of seven Aunties.

The nursery has two floors, with nursery and Preschool rooms on the ground floor while Baby and Toddler rooms are on the first floor. It is a large nursery with secure and spacious modern rooms. It has very large grounds and the children have access to grassed areas in the front, to the side and at the back. Springfield @ Abergele is located close to the centre of town, the local library and Pentre Mawr park, and the children enjoy frequent trips to them all.

Springfield at Abergele is currently registered for 60 children.

Child Protection

We will work with children, parents and the community to ensure the safety of all the children that attend our settings.

We endeavour to create an environment which:

- Encourages your child to develop a positive self-image
- Encourages your child to develop a sense of independence and autonomy in a way that is appropriate to their stage
 of development.
- Ensures practitioners always listen to your child

We abide by Care Inspectorate Wales requirements, in respect to references and Disclosure and Barring Service (DBS) checks for all practitioners and volunteers, regardless of their role, to ensure that no disqualified or unfit person works at the nursery or has access to the children.

We have a designated person within each nursery that co-ordinates child protection issues. The designated person undertakes specific training and accesses regular updates to developments within this field.

All practitioners, volunteers and students are made familiar with our Child Protection Policy, which ensures they are aware of our procedures and their responsibility.

Visitors

We have procedures for recording the details of visitors and take security steps to ensure that we have control over who comes into the nursery, so that no unauthorised person has any unsupervised access.

For further information regarding Child Protection, please see our Policies and Procedures booklet which is available at each of our nurseries.



Children's Age Groups

Baby and Toddler Room

Here, we look after Babies from 8 weeks up to 24 months old.

We concentrate on their early development in self-contained rooms, which provide all the warmth, security, fun and stimulation they need. These rooms are peaceful havens, which are cosy and homely, and we aim to work alongside parents and carers to create a warm personal atmosphere which reflects their experience at home. Sleep, emotional and physical nurturing, and sensory stimulation play such an important part in the development of young babies and therefore soft play, ball pools, sensory toys and treasure baskets, all contribute to making your young child's day engaging and fun.

When Babies begin to walk, we encourage their instinct to travel and move them to our Toddler Rooms. Here they will have more space to explore as well as toys which are specifically designed to improve their physical development and social interaction. All under twos will have fresh air in the garden each day giving them even more opportunity to move around and develop their physical skills.

Children's Age Groups

Nursery Room

Nursery room is where your 2 – 3-year-old will enjoy a range of fun and engaging tasks. These activities will encourage them to progress, at their natural pace, through the initial stages of language development, socialising and independence. They will have access to various resources and equipment which will enhance their development throughout the seven areas of learning, both inside and outside.

As your child gets older their concentration levels increase and they will be ready for more challenging activities and begin the transition to Preschool.

Children's Age Groups

Preschool Room

Preschool room is where your 3 – 4-year-old will spend their day, it is here that we prepare and support them, ready for their transition to school. Children are also provided with a free Springfield jumper and book bag so they can practise wearing a uniform for school.

A wide range of play and learning activities are combined to ensure they access all areas of the Foundation Phase Framework through a variety of adult led, and child — initiated tasks. Your child will have free access to a range of areas in the room such as; the Reading Corner, Role Play Area, Small World, Discovery, Construction, Mark Making and the Sand and Water trays.

They will also enjoy engaging in 'Read Write Inc' sessions which will enable them to listen, recognise and remember sounds. Simple numeric skills such as counting, identifying shapes will also be as they are given opportunities to problem solve within their environment. Your child will also be provided with activities which stimulate the development of fine motor skills, snipping with scissors or manipulating playdough and they will have free access to the outdoor area.

Here they can learn about the environment in our digging and investigation areas, enhance their creativity by cooking in the mud kitchen or develop gross motor skills running on the grass and pedalling tricycles.

In Preschool we aim for your child to become an independent and autonomous learner who is confident, inquisitive and ready to problem solve.

Settling In

We want your child to feel safe, stimulated and happy in their nursery and to feel secure and comfortable with practitioners. We aim to be a welcoming environment where your child will settle quickly and easily. We do, however, understand that babies can take longer to settle in, as will children who have not been away from home before. Please trust us if we tell you that 'when you have gone, they stop crying straight away' and that if they become too distressed, we will contact you. We want to make your child's transition to nursery as simple and stress-free as possible, for both you and your child, and we will work with you to ensure this happens.

Firstly, we will encourage you, along with your child to visit the nursery for a show around, before any admission is planned.

After the show around your child will be given an opportunity to attend a taster session, which lasts approximately 3 hours. This allows them to interact with our practitioners, socialise with the other children in our care and have a chance to explore their new surroundings.

When your child begins nursery, they will be allocated a specific practitioner as their key person. The role of the key person is to help settle your child in to their new room, making sure they feel safe, secure and reassured in this new environment. They will play a key role observing your child at play, planning activities and documenting their learning and development and therefore we encourage you to share as much information as possible with them.

If it's your baby that is joining us you will be encouraged to bring in a muslin or soft toy that has been washed at home, so your child has a familiar smell to help them feel secure.

Learning at Springfield - Play Play Play

Our aim is to teach your child the fundamental skills which will enable them to become a confident and independent learner. We will do this by; nurturing their interests, giving them access to varied resources and providing lots of play based activities, both indoors and outdoors. We support them to develop a wide range of skills as they move throughout the nursery and ensure by the time they leave; they are ready and prepared for their transition to school.

Practitioners plan play based activities which cover the seven areas of learning, as set out in the Foundation Phase Framework. They will also use the Framework Progress Trackers to track your child, from Baby room to Preschool, therefore ensuring they always plan activities which enhance or further prior knowledge. This method guarantees Practitioners have detailed evidence of all the skills your child has learned and that your child is gaining full access to all areas of the curriculum and therefore becoming a rounded, capable individual.

Our nursery and Preschool rooms are carefully set out to ensure we are covering all areas of learning by providing your child with opportunities to access a range of resources both supported and independently. These areas include, but are not limited to; creative, mark making, mathematics, sand, water, malleable, construction, role play, small world and investigation. Particularly, in Preschool they will have a range of activities which encompass all these areas and encourage lots of exploration and discovery. The Room Leader/ Supervisor oversees the planning of daily activities. They use your child's tracker to identify specific skills which need covering. They will then plan activities which incorporate these skills as well as support the monthly thematic planner. Practitioners will also try to include your child's interests into their activities, either by observing what type of play your child enjoys, or by asking them what they would like to learn.

Learning at Springfield - Play Play Play

As children are constantly learning it is important to keep up to date with what they already know and what they need to know, therefore all Key Workers keep written observations and photographic evidence. Every six months you will receive a Progress Report, written off your child's tracker, which outlines how your child is finding nursery and all their accomplishments, it will also detail next steps for them to work towards too. As well as twice yearly reports, you will be given feedback about your child's day at the end of every session. This gives you an opportunity to ask any questions or share any concerns you may have. We also try to send home as much of your child's work as possible so you can see and treasure their weekly artwork and achievements.

Over the next year we will be slowly transitioning to follow the New Welsh Curriculum, which is based on the four purposes of learning and encourages an authentic learner. The aim of the curriculum is very similar to the one we are already following, encompassing the same activities and tasks but with different terminology. We will keep you up to date as we learn more about the new developments and begin to incorporate these into our practice.

Working Together

We respect you, as your child's first and most important caregiver and educator. By working with you, we can make your child feel safe and secure while at nursery. We try to build strong relationships between nursery and home to ensure that practitioners can set out and support your child in a unique way that develops their own learning style and coordinates with their home life.

We build these relationships by providing extensive oral feedback at the end of your child's session and through completing daily diaries. These provide you with written detailed information about your child's time at nursery, including what they have done that day, the food they have eaten and any nappy changes. This diary also facilitates a two-way communication channel as you can write notes to us regarding anything you think we need to know, or any comments or concerns you may have. We also post pictures of your child (with your consent), completing different activities on our Facebook Page for you to see.

Partnerships will also be reinforced through;

- Settling in sheets, which are completed within your child's first 4-6 weeks at nursery.
- · Six-month reports, outlining your child's progress.
- · Samples of activities, crafts and photographs, which are sent home for you to treasure.
- · nursery open mornings and special services
- Parent Partnership forms and Home link processes.

Working Together

Parent Partnership Form

The Parent Partnership process is activated through conversations with you about your child, you can also share photos via email or hardcopy of your child enjoying particular activities at home. Practitioners will then plan an activity especially for your child based on the information you have provided. We will then send a copy of this activity, along with photographs and a comment sheet, home for you to see. This ensures that you are kept up to date with your child's learning and development and that together we can discuss any concerns or expectations that you may have in relation to your child's learning or care. All we ask is that you complete a feedback box telling us how you feel about the planned activity and their time at nursery.

Home links

Approximately four times a year we will send an activity for you and your child to do at home. This is a great way to extend your child's learning and it gives you the opportunity to talk about what they have been doing with us. If you can, we also ask that you send in photos for us to share in nursery. This will give your child a sense of belonging as they delight in telling their friends what they have been doing at home with Mum and Dad.

Both, Parent Partnership and Home Links, are not compulsory and therefore you will be given an opportunity to 'opt in/opt out'. We understand the pressure lots of you are under, and we offer these processes to support you and your child at home, not to add any further undue stress.

Exploring the Great Outdoors

We believe outdoor play is crucial to a child's development and therefore this will be encouraged for all ages, in all weathers. All our nurseries have a large outdoor area with playhouses, mud kitchens, sand pits and water trays, along with investigation areas and bug hotels to keep your child occupied. Overall, we aim to create an atmosphere where your child will be able to take risks and develop their problem-solving skills, while in a controlled environment.

We are great advocates of the outdoors and therefore your child will have free flow into the garden throughout the nursery day. This will enable them to have the opportunity to access the garden and interact with various outdoor activities.

We have recently spent over £500,000 updating all our nursery gardens and providing new equipment for the children to interact with.

All Weather Play

We believe allowing children to experience different weathers is very important and we will try to provide opportunities for your child to play outside in all weathers. It is therefore vital that they come to nursery each day with weather appropriate clothing, regardless of their age or room.

Outdoor Play in Wet Weather

- · We ask that you send your child to nursery with suitable waterproof clothing i.e. waterproof suits and wellies.
- Please provide wellies alongside normal shoes, so your child can change footwear when re-entering the building.
- · We do also have space for wellies and waterproofs to be left at nursery
- If you wish you can purchase our froggy wellies and waterproofs from the following links. —
- https://www.ebay.co.uk/itm/Kids-Boys-Girls-Camminare-LIGHTWEIGHT-Rainy-Wellies-Wellingtons-Boots-Frog/
- https://www.ebay.co.uk/itm/Kids-Raincoat-Cartoon-Waterproof-Hooded-Fun-Jacket-Childs-Poncho-Rain-Coat-New

Outdoor Play in Hot Weather

- We ask that you apply sun cream before your child attends nursery. This will then be re-applied throughout the day by our nursery practitioners, using a bottle of sun cream which you have supplied.
- · We also ask that you supply a sunhat for your child to wear in the garden.
- Your child will still be encouraged to play outdoors however they will be restricted from playing outside during the hottest part of the day.
- During the summer months our nurseries often make use of the paddling pools. Prior to this we will issue a letter asking you to send your child to nursery with appropriate swimming and nappy attire.

Outdoor Play in Cold Weather

• We ask that you send your child to nursery with suitable cold weather clothing i.e.: Coats, jumpers, hats and gloves.

Springfield In the Community

As well as lots of outdoor play, your child will also get to embark on a range of outings. Trips and visits are planned to complement and enhance learning as well as extend play ideas. All trips are carefully risk assessed by our practitioners, and your written permission will be sought before your child is taken off the nursery premises.

All our nurseries are well situated for a range of various trips. These often include; walks around the local area to play parks and woods, trips to the shops to purchase items for nursery, visiting local farm parks to see the animals, and days out to the beach and the Welsh Mountain Zoo. The Nurseries have also built up good relationships with their local libraries, which they attend frequently for Story Time, as well as the Blind Veterans in Llandudno and a local Care Home in Colwyn Bay.

Throughout the year we also hold several services, which parents are invited to attend, at the Church in Llandudno. All our nurseries visit the church to celebrate Harvest Festival, Easter Time and to sing along at the Christmas Carol Concert.

As well as going out on trips, we also invite trusted visitors into the nursery. These visits are planned in conjunction with the thematic planner and children's interests and therefore we have previously been lucky enough to arrange visits from; North Wales Police Officers, local Vets, the Royal National Lifeboat Institution as well as Mountain Rescue and their helicopter.

Food Glorious Food

We are committed to offering your child healthy, nutritious and balanced meals which meet their individual needs and requirements. Our practitioners, who handle or prepare food, all have up to date food hygiene certificates and are fully trained in food storage, preparation and safety. Our last inspection, by the Food Standards Agency, rated our kitchen and our nurseries 5*s (the highest rating for food and hygiene).

A balanced and healthy breakfast, midday meal, and snack tea are all provided for your child when they attend a full day at nursery. Fresh drinking water is constantly available and frequently offered to children and babies throughout the day. Menus are written in advance, include lots of fresh fruit and vegetables and reflect cultural diversity and variation. Menu planners are displayed for you to view in the entrance hall of each nursery and you will also be given a written record outlining what your child has eaten throughout the day, at the end of each session.

Upon joining the nursery, you will be asked to complete a form, detailing any special dietary requirements or allergies your child may have. This will then be shared with all practitioners who are involved in food preparation and serving. Please be aware that our Catering Manager is very experienced and can prepare food for all dietary requirements.

At nursery, mealtimes are happy, social occasions for practitioners and children alike. We will actively encourage your child to use their manners and help them to develop independence by supporting them to make choices, pour drinks and feed themselves with age appropriate cutlery.

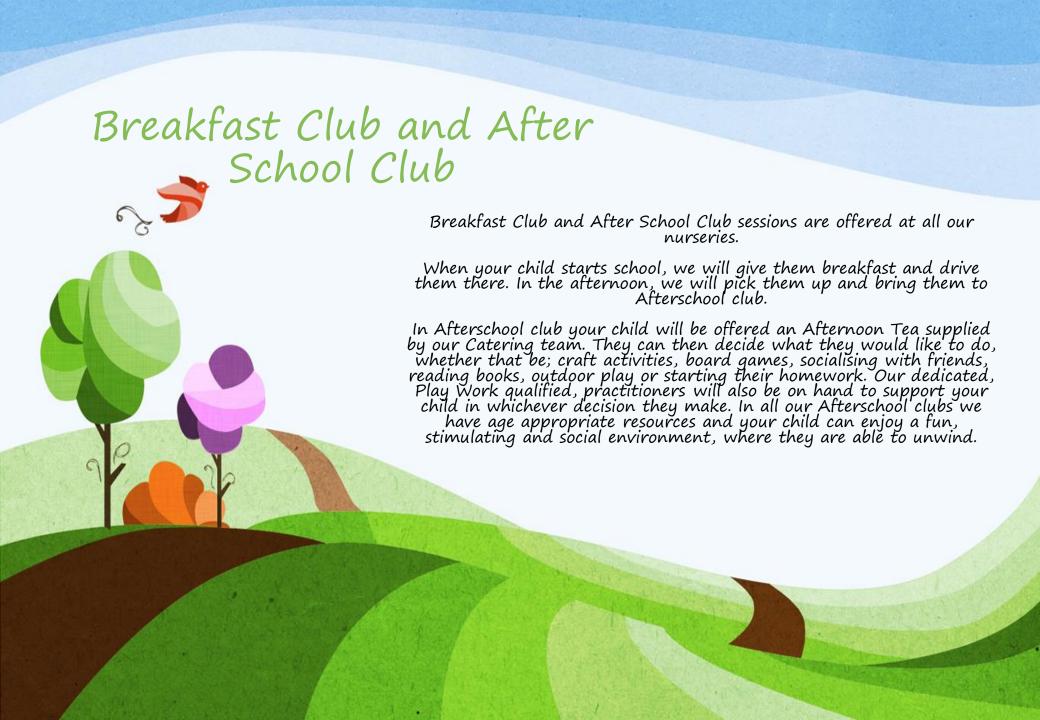
Food Glorious Food

Typical Daily Menu

Breakfast: Cereal with Water to drink or Toast with Whole Milk to drink

Lunch: Roast Beef Dinner with roast potatoes, carrots, peas and gravy Dessert: Homemade Lemon Yoghurt.

Afternoon Tea: Selection of Sandwiches, with Fruit and a Scone



Dragon Camp Holiday Clubs

Dragon Camps are fun holiday clubs which your child can attend between the ages of 4 - 14. The camps are both situated in Colwyn Bay and run between 8.30am and 5pm. Extended day sessions are available and run between 7.30am - 6pm.

Mini Dragons – This is our camp specifically tailored for your four year old. It offers a range of activities to keep your child occupied throughout the holidays.

Dragon Camps @ Ysgol Pen y Bryn provides a jam-packed programme of planned activities for children aged 5 to 8, carefully structured to balance high-energy action games with calmer, fun-based activities like art, craft and cookery. You can therefore be confident your child will be happy and have a great time with us.

Dragon Sports Academy has a programme designed specifically for sports orientated children and is delivered by our new Sports Coach Chris.

Both Dragon Camps include buffet -style food which is prepared by our Catering team each day. Your child will also be invited to attend several special outings, including cinema trips, swimming and adventure sports.

At Dragon Camps your child will experience fun and adventure in spacious surroundings with a happy specialised team, and an excellent range of high-quality resources and equipment. Our camps are safe, rewarding and exciting places to spend their school holidays. Your child will leave having made new friends, had great experiences and excitedly awaiting their return.

For further information, visit our website <u>www.dragoncamps.com</u>, ask the Manager at your local nursery or call 01492_{25} 32104.

Admissions

Decisions regarding nursery places

When deciding whether your child can be offered a place in the nursery we consider:

- Availability of spaces, considering ratios, the age of your child and the registration requirements
- When your application was received (extra weight is given to those who have been on the waiting list the longest)
- · Our ability to provide the best facilities for the welfare of your child
- · Whether your child already has a sibling already with us.

Prior to your child attending nursery, you must complete and sign, a contract and registration form. These forms provide the nursery with personal details relating to your child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, fees and sessions, contact details for parents/carers, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations.

Nursery Fees

As we are committed to offering you childcare which suits your specific requirements, we have an extensive list of sessions and prices. Our Managers will therefore look at the details supplied in your enquiry form and then provide you with an accurate price for the care you need. Please also be aware, a non-returnable administration fee of £55 is required upon registration of your child.

The fees charged will reflect the total number of days your child has been booked to attend nursery and these must be paid a week in advance.

We accept all the following methods of payment;

- 1. Direct debit
- 2. Voucher payment or Tax-Free Childcare.
- 3. Debit or Credit Card.

After your child's third birthday he or she may be entitled to 'The Childcare Offer for Wales.' Please see the Welsh Governments website for further details.

If you decide to surrender your child's place at nursery you will be expected to provide 4 weeks written notice or pay four weeks equivalent fees.

Please see our terms and conditions for further information regarding fees.

Things to bring to nursery

We provide protective clothing for you child at mealtimes and during messy play activities however we do still recommend that they do not wear their best clothes to nursery.

You will need to provide the following items for your child's nursery day:

- Several changes of clothes in case of accidents (including socks)
- Weather appropriate clothing. (See page 21)
- Wellies (even in the summer as children will still get muddy playing with water in the mud kitchen)
- Disposable nappies, either enough for the day (4 + 2 spare) or a full pack which can be left at nursery)
- Nappy Cream
- A comforter if required
- A blanket and sheet for nap time.
- Preschool uniform and book bag. (Can be ordered on registration)

We do ask that children do not bring toys from home as we cannot be responsible for the loss of such items.

Springfield Day Nurseries Ltd



Your child's home from home

Springfield @ Ashbourne House Woodlands Road East Colwyn Bay LL29 7DT 01492 535577

Springfield @ West End Egerton Road Colwyn Bay LL29 8RR 01492 530 626 Springfield @ Conwy Penmaen Road Conwy LL32 8HB 01492 592 493

Springfield @ Llandudno Clarence Road Craig Y Don LL30 1TW 01492 877068 Springfield @ Abergele Garth, Llanfair Road Abergele LL22 8DH 01745 823489

Springfield Head Office
01492 532 104
Email: Enquiries@sdn-uk.com
www.sdn-uk.com

(7/Springfielddaynurseries