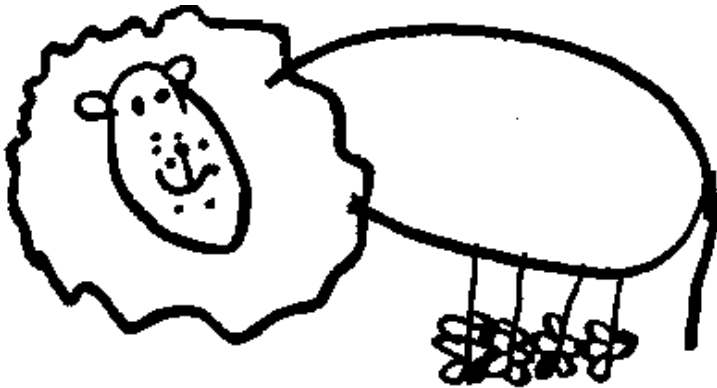


# Bristol University Nursery



## Prospectus

UNPA

Company No: 1579720

Charity No: 283949

OFSTED No: 106918

34 St Michaels Park, BS2 8BW

Phone: 01179276077

[University-nursery@bristol.ac.uk](mailto:University-nursery@bristol.ac.uk)

[www.bristol.ac.uk/nursery](http://www.bristol.ac.uk/nursery)

## Did you know that?

- 👤 The Nursery is run by the University Parents Association (UNPA)
- 👤 All parents automatically become members of UNPA when joining the nursery
- 👤 Parents can contribute to the running of the nursery through the UNPA trustees board and committee
- 👤 We are open all year round from 8.30-17.30, but we can offer term-time only places for students and longer days from 8.00-18.00 in line with lectures. We close during Christmas, bank holidays and university closure days. Our website has the dates listed.
- 👤 Our website has much more information including policies and dates for your diary. [www.bristol.ac.uk/nursery](http://www.bristol.ac.uk/nursery)
- 👤 We are OFSTED registered and can accept many different childcare vouchers and you can pay using Tax Free Childcare.

## Who we are:

- 👤 UNPA is a non-profit making company limited by guarantee with charitable status
- 👤 A work place nursery (HMRC regulations allow payment by salary sacrifice)
- 👤 There are no shareholders and the nursery is governed by trustees who are parents of the children who attend the nursery and other co-opted persons
- 👤 The nursery is managed by the Nursery manager and assisted by the deputy manager.

**The UNPA promotes parental involvement in the children's day-care in many ways, including decorating weekends, fundraising, sharing skills, stay and play.**

## Our Values and Aims

- ✎ The nursery provides a safe, stimulating and caring environment with high quality play and education. The nursery's guiding principle is that the children will thrive in a warm and loving atmosphere. Through developing strong working relationships with parents the children's individual needs can be met to the full. As a charity, we try to keep our fees manageable, but maintaining the highest standards of education and care. The nursery encourages staff to stay long-term through providing ongoing staff development training, appraisals and internal promotions. More information can be found in our long term Values and Aims.

## Admissions

- ✎ Bristol University Day Nursery is primarily for students and staff of the University of Bristol. Priority will be given in order as listed, undergraduate students, post graduate students, siblings of those who already attend the nursery and university staff. The minimum number of sessions a child has to attend is four sessions\* or two whole days. All children will be considered fairly irrespective of gender, race or disability.
- ✎ We ask that all parents ensure we have up to date contact details when applying for a place and check e-mails regularly, we are a very busy nursery with high demand and do our best to meet each individual's requests for sessions.
- ✎ If your application is successful, you will be asked for a deposit (more information below) and a member of staff will contact you to arrange visits to the nursery to arrange settling in sessions for your child.

\*sessions available are 8.30-12.30, 8.30-13.30 (includes lunch), 12.30-17.30 (includes lunch) or 13.30-17.30.

## Settling in visits

- ✎ We offer a minimum of three settling in visits to the nursery, these times will be arranged with your child's key person who will contact you.
- ✎ During the visits we get to know you and your child, building a relationship so that you and your child are happy and settled in the nursery.
- ✎ Sometimes, children require more than three visits, this is not uncommon and we can add more if required. Your child's key person may suggest that before your start date you attend some half day session to help with the settling in process.
- ✎ There is no charge for the visits, however we ask that you stay on nursery premises during the visit with your child.

## My Child's progress and the Early Years Foundation Stage

- ✎ During your child's time at nursery, the nursery staff will be tracking your child's progress through observations and photographs.
- ✎ Each child has an online learning journal where this information is kept. You are welcome to access the diary at any time and add your own photos and comments.
- ✎ We work alongside the Early Years Foundation Stage (EYFS) which sets standards for the learning, development and care of your child from birth to 5 years old.
- ✎ Our Curriculum to equip children with the skills and knowledge they need to explore and understand the world around them. We believe that children grow and develop when they have access to a well thought out learning environment and engaged adults. The teaching and learning of new skills and knowledge is delivered through both adult and child led opportunities both indoors and outdoors. Our curriculum focuses on three areas; The Child,

Partnerships with others and Our world. There is a separate information booklet explaining more.

- ✎ When your child starts, we ask a lot of questions about your child's development so that we have our starting points. Then we assess each child a month after they have started, creating next steps to further each child's development. Each child will receive an assessment every 6 months and additional assessments at two and a half and again before they go to school.
- ✎ We offer parents meeting throughout the year to allow time to discuss in more depth your child's care and development.

### Fees and payments

- ✎ Details of current fees are available on the Nursery website. The level at which the fees are set is considered annually by the trustees. Changes to fees generally occur at the beginning of May. Parents will be given one months' notice of fee changes.
- ✎ Childcare vouchers are accepted. Members of staff paid through the University of Bristol payroll system may opt to pay directly from their salary through a salary sacrifice scheme.
- ✎ All parents will receive an invoice by e-mail ten to fourteen days before payment is due. All fees are to be paid on the 1<sup>st</sup> of each month.
- ✎ The term after your child has turned three, they may be able to claim the Free Nursery Education Funding from the government, and forms will be passed to you.
- ✎ Additional funding can be sought from the government for funding for two year olds. If you would like to apply, forms and criteria can be obtained from the office.
- ✎ If fees are not paid on time, a late payment charge of £20 will be invoiced.
- ✎ If you are late to collect your child, you will be charged a fee of £5.00 late fee and then £5.00 per 5 minutes (manager's discretion). Please ring us to inform us that you are going to be late.

## Deposit

- 👉 On acceptance of an offer of a place at the nursery, a deposit equivalent to four weeks' attendance is payable. This does not constitute the first month's fees. The deposit is returned when the child leaves the nursery provided that 8 weeks' written notice is given.

## The Retainer

- 👉 The retainer allows a child's place to be retained for a period of time at 50% fees whilst the child is absent. This allows you to take your child out of nursery for holidays etc. whilst only paying half normal fees. For University staff or the general public this period is 4 weeks per year, pro rata; for example, if your child attends the nursery for 2 days a week then you will have the use of 8 days charged at 50% (2 days x 4 weeks).
- 👉 All students who have opted to use the nursery all year round, have the option of 6 weeks pro rata. All students who have opted to use the nursery term-time only do not have the use of any retainer days.
- 👉 All undergraduate students regardless of their course will be expected to take their child out of nursery during university vacation times, as shown on the University web site. If you require your child to attend nursery during any of the vacation dates please inform the nursery giving at least four weeks' notice. Any holiday taken during term time will be charged at the normal rate.
- 👉 Use of the retainer must be applied for 28 days in advance by filling in the change of use form (available on the website and from the nursery) and returning it to a nursery post box, available in both hallways.
- 👉 If parents pay through the University payroll system the retainer is calculated into the annual fees. Any unused retainer is then charged at the end of the year via invoice.

- ✎ We take the safety of our children at nursery very seriously and have strict procedures in place for entering and exiting the building as well as who is collecting your child.
- ✎ All parents when wanting to enter the building must use the intercom system. Parents must under no circumstances let other parents or people into the building, even if you know them.
- ✎ When leaving the building please ensure the door is closed and no one enters after you.
- ✎ Only those people on the pick-up list will be allowed to collect your child from nursery. We must have written notice if someone different will be collecting your child. If the person is new to the nursery, they must bring a form of photo id.

### Sickness and absences from the nursery

- ✎ If your child is unwell, do not bring them to nursery. Life at nursery is busy, if your child requires rest please keep them at home as nursery is not a place for rest.
- ✎ If your child becomes unwell whilst at nursery, we will notify you. It may be that you need to collect your child and keep them off until they are better. (please see sickness policy).
- ✎ If your child requires medication during the day, we are usually able to administer prescribed medication, forms will need to be completed for us to do this.
- ✎ If your child is not attending nursery, please let us know.

### Behaviour and accidents

- ✎ We have in place a behaviour management policy which sets the standards of expected behaviour for our children.
- ✎ We also expect our staff to behave responsibly and show respect to parents and colleagues.
- ✎ From time to time accidents happen at nursery. All children who have an accident at nursery will have an accident form completed and shared with parents on collection.

- ✎ If the accident is severe or concerning then parents may be contacted immediately.
- ✎ If a child comes to nursery after an accident at home, we will complete a form detailing what has happened. This is so we are aware of what has happened at nursery or at home and is part of our safeguarding children policy.

### Safeguarding Children

- ✎ The UNPA committee consider that the welfare and protection of the child is paramount and it is the duty of members, staff and volunteers under the *Working together to safeguard children; A guide to inter-agency working to safeguard and promote the welfare of Children. March 2018* to implement this policy, and to ensure that it has in place appropriate procedures to safeguard the well-being of children and young people and protect them from abuse.
- ✎ All staff are subject to background checks, including references from previous employers and an enhanced check from the disclosure and barring service.

### Policies and Procedures

- ✎ Our policies and procedures can be found on the nursery website, there are also copies in the hall ways.

### The Nursery Day

- ✎ During a typical nursery day your child will get to experience many different play experiences. All of the experiences we offer the children are age appropriate and are planned to further your child's knowledge and development.
- ✎ We try to offer additional activities for the children, at the moment we have The Big Act for 2-5 years and Forest School for those who are 3-5 years.



- ✎ Each age group have their own room, it is set up appropriately for the age and development of the children. We have a garden, which is shared by all ages.
- ✎ We value the importance of outdoor play and take the children out all year round. We ask that you bring appropriate clothing for your child during the winter and summer months.
- ✎ Weekly, we take the children to Royal Fort Gardens to experience a different type of outdoor play. Here the children can explore large plants and trees, the mirror maze and the sunken garden.
- ✎ At the end of each day, staff will be on hand to let you know how your child has been. There are wipe boards in each of the rooms with information on about your child's day.

### Meals

- ✎ We are aware of the importance of healthy eating and ensure that the children are provided with healthy meals consisting of fruit and vegetables.
- ✎ In the mornings, children are offered toast and fruit with milk or water, they have a hot lunch and then a light afternoon snack.
- ✎ We serve a hot lunch for the children freshly made on site by the nursery cook. The menu is on a four week cycle and is displayed in the hallways.
- ✎ Babies are able to have fruit, vegetables or plain lunches at nursery. We ask that you provide their milk, either breast or formula.

### Partnerships with Parents

- ✎ We are aware of the importance of children's parents and value any contributions you may have.
- ✎ You are their first educators, we like to find out what you like to do at home and will regularly ask you to complete forms to tell us.

- 👋 We have a key person system at the nursery, your child will have their own key person who will care for your child and monitor their progress. If your child's key person is not in, their buddy will fulfil their role.
- 👋 If you would like to become a member or the committee, you are welcome, please contact the office to sign up.
- 👋 We hold various events throughout the year, including Spring Fair, Teddy Bears Picnic, Stay and Play and the Annual General Meeting.

If you have any questions, please contact us we will be happy to help.