

Nursery Hours

The Nursery is open Monday to Friday 7am to 6pm. Half-day sessions run from 8am to 1pm and from 1pm to 6pm. Parents are requested to be on the Nursery premises at 5.55pm at the latest for handover, as the Nursery closes at 6pm prompt. A £1-minute late fee applies if a child is collected after their allocated finish time.

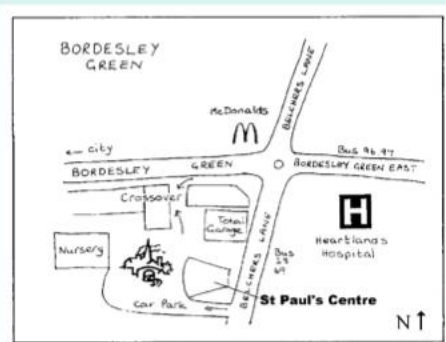
Holidays and absences

We are open every day except Bank Holidays, and a one-week closure at Christmas. Full fees are payable during these times. Fees are payable during absences, although at the discretion of the manager if the child is hospitalised fees may be adjusted.

Other Services

St Paul's other services include conference facilities, an employment resource centre and a community café.

Where we are



St Paul's Nursery



Nursery Prospectus

405a Belchers Lane
Bordesley Green
Birmingham B9 5SY
0121 773 1748

Nursery@stpaulscrossover.org.uk
www.stpaulsNursery.co.uk

7am – 6pm

*part of St Paul's Crossover, Bordesley Green





Welcome

Thank you for requesting information on St Paul's Nursery. We were founded by St Paul's Church in 1994 and are located within its grounds. We are open to children of any faith or no faith, and we pride ourselves on our extent of knowledge of all faiths and festivals.

We are a 54-place Nursery that caters for children from 3 months to 5 years. We employ both qualified and experienced staff to provide quality childcare that stimulates each child's mind and body. Our rooms comply with Ofsted ratio requirements. We work towards the Early Years Foundation Stage Profile. The Nursery was inspected in February 2020 and was awarded Ofsted's **'Good'** outcome.

Our approach is to see children as individuals and develop each child's full potential by providing targeted support in a warm and caring environment.

We provide the knowledge, equipment, care and time each child needs to prepare them for their life ahead, enabling parents to leave their children with the peace of mind they need.

Meal times

Meal	Time
Breakfast	8.00am – 8.30am
Morning Snack	10.00am – 10.15am
Lunch	12.00pm – 12.45pm
Afternoon Tea	3.00pm – 3.30pm
Afternoon Snack	5.00pm – 5.15pm

If your child is going to be late and requires a lunch, you need to inform staff by 10am and your child must be on-site by 12pm.

Medication

Medication prescribed by a Doctor can be administered upon written request from the parent/carer. Non-prescribed medication is at the discretion of the management and requires written permission from the parent/carer. All medication must be first administered at home and used at least 24 hours prior to entry into Nursery.

Please be aware that if your child becomes ill whilst at Nursery, you will be contacted immediately, and you will need to make arrangements for your child to be collected within the hour.

Registration & Fees

Parents and children are invited to visit the Nursery for an informal chat before registering. A holding deposit of two weeks Nursery fees is required to reserve a place; places are filled on a first-come, first-served basis. Two free 2-hour sessions are offered as part of the settling-in procedure. Please speak to the manager for further details or to make an appointment for a visit.

Babies/Tweenies/Toddlers

Full time £200.00

Daily £50.00 (minimum of two consecutive days)

Sessions £33.00 (minimum of five sessions)

Pre-school

Full time £200.00

Daily £50.00 (minimum of two consecutive days)

Sessions £33.00 (minimum of five sessions)

(prices valid from 30th September 2019)

Fees are payable in advance. Education Grant is available to all three and four-year old children. Some two-year olds are also eligible, please ask for details.

Partnership

We aim to educate and care for children in partnership with the parents. Developmental progress records are kept routinely, and we encourage parents to contribute to their child's online learning book. St Paul's staff will assist you and your child in learning and are happy to discuss any areas of concern you may have.

Standards of Care

The Children's Act 1989 has now been supplemented by the EYFS Welfare Requirements. Both require that many of the policies and procedures that govern the way we run the Nursery are put in writing. This makes good sense as it ensures all staff work to the same requirements. We have implemented a manual that sets out both our policies and how we intend to comply with the standards in them. We class this as a "living and open document": everyone is welcome to look at it, comment on it and make suggestions for its improvement at any time.

We make sure that all staff (paid, volunteers or trainees) understand and comply with the requirements, as they are set in order for us to meet Ofsted targets. And because you as parents and carers will need to agree the procedures that are used in caring for your child the folder is made available on request.

Staff

All staff are either qualified to Level 3 or working towards their qualification. All staff are experienced in childcare and have up-to-date certificates in paediatric First Aid. We regularly evaluate staff training needs and provide training opportunities to keep them informed of current childcare practices. We also facilitate trainees and students who are working towards a qualification, but they are always supervised and supported by qualified staff. All our staff have regular opportunities for training.

Babies

The Baby room accommodates 9 babies, aged between 3 months and 18 months. All weaning meals are provided; parents need to provide milk and nappy changing necessities only. The Baby room offers a wide range of activities, particularly with a sensory and physical orientation.

Tweenies and Toddlers

The Tweenie room has 6 full-time places for children from 18 months to 2 years. Working alongside the Tweenie room, the Toddler room has 15 places and offers full-time and part-time care for children from 2 to 3 years old. In Toddler room your child begins to develop valuable skills through play. Toddler room staff will assist with potty training.

Pre-school

The Pre-school room has 24 full and part-time places for children from 3 to 5 years of age. The Nursery as a whole works towards the Early Learning Goals laid down by the DfES to assist your child in their learning ready for school. All activities support the Early Years Curriculum and cover the three prime areas:

- Communication and language
- Physical development
- Personal, social and emotional development

The staff further support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy;
- Mathematics;
- Understanding the world
- Expressive arts and design

Security

The security of children and staff is of the utmost importance to us. Visitors to the Nursery are only allowed entry if they are known to us and are escorted around the building by a member of staff. People collecting children who are not the usual parents/carers are only allowed entry if prior notification and password have been received from the parent/carer. For added security the Nursery has CCTV cameras inside and outside of the Nursery.