

# PROSPECTUS



*"Inspiring independence, confidence  
and preparation for future lives"*

Brentwood Day Nursery

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Having previously run the nursery for 60 years, Janet Torris has stepped aside to allow her daughter, Rachel Austin (and hopefully granddaughter in future years) to continue her legacy. This was a necessary change in line with the current requirements and legislation of Ofsted due to the business now operating as a limited company and no longer as sole trader-ship. Janet will still continue to be a big part of the nursery and attend daily as she has done over the many years but with her daughter now as the registered person.

Following our Ofsted re-registration inspection on the 13th of September 2024, all areas of our provision were addressed and approved by the inspector. In order to meet the requirements for a re-registration, the management and the nursery must display an excellent knowledge of education, safeguarding, welfare and high quality care for the children and we were delighted that the inspector witnessed that all these requirements were met to a high standard.

We will continue to welcome and provide high quality childcare and education within the same family feel environment that has been our continued strength over the years.



# Welcome

Thank you for taking the time to look at our prospectus. We hope you will find it informative and find out more about our setting.

We also have a virtual tour which can be viewed on our nursery website - [www.brentwooddaynursery.co.uk](http://www.brentwooddaynursery.co.uk)

Choosing a nursery for this part of your child's developmental stage is a difficult decision you will have to face. The aim of this prospectus is to provide informative insight to what the Brentwood Day Nursery can offer you and your child.

We understand that this may not answer all of the questions you may have, but hope that this information will assist you with your decision. We do ask all parents and carers to view the nursery, it is important that children are included in the viewing process. We ask that you bring your child in to the nursery when viewing so that s/he has the opportunity to explore the setting. It also enables us to discuss your child's needs and to ensure that we can fully meet their requirements. It is also a good opportunity for your child to meet the team and their new surroundings before settling in.

We offer 2 individual settling in sessions of an hour each to children prior to their start date. This helps familiarise them and parents with the setting and routine.



## Our Location

The nursery is situated within walking distance from the town and a twenty minute walk from Brentwood station. It is in the grounds of a cricket/hockey and tennis club, benefiting from the spacious grounds and parking area. It has been maintained to the highest standards to create a lovely environment in which your child will be safely cared for. The Nursery has a large secure outdoor play area and access to the surrounding fields. Admittance to the nursery is by an entry security system. The nursery occupies a large room with an additional room used for more focused and quieter activities.



## Sessions

The nursery is registered to take grant-funded children; this can be accessed from the term after they have reached their third birthday. We also offer spaces for extended childcare three year entitlement (thirty hours), we have limited spaces. We can also take children who are eligible for the government two-year funding, again we have limited spaces.

We provide tailored sessions to suit all families as we know that working lives can vary from family to family. At our nursery we recognise that parents need to feel confident and comfortable with their decision.

To ensure this we operate an 'open door' policy so parents can discuss any aspect of their child's development at any time. Your child will have a key person who will act as a special person for your child who will work with you to plan, care and provide feedback about your child's activities at nursery.

Children must attend for a minimum of 2 sessions across 2 days per week. We feel this helps with the consistency including education and access to the weekly activities, which forms part of our educational curriculum.



## Opening Times

Brentwood Day Nursery is open Monday to Friday from 8.30am to 5.30pm. We offer a school day session 8.30am-3pm or a full day session 8:30am-5:30pm.

The nursery is open throughout the year, closing bank holidays and between Christmas and New Year. We also close for one other day in the year when the cricket club holds its annual charity event, you will be notified of the date.

## Learning

The provision for children's development and learning is guided by the Early Years Foundation Stage (EYFS) (DCFS 2008 /revised in Sept 2021). Children who begin their education in a learning environment that is vibrant, purposeful, challenging and supportive stand the best chance of developing into confident and successful learners. Effective learning environments are created over time as the result of partnership working. We regularly meet with parents/carers to discuss ways to support all areas of children's development. We plan to include activities more than once during the course of the week, to ensure all children have the opportunity to take part, including those who attend only for a limited number of sessions. We encourage children of all ages and stages of development to participate in the activities. The adult leading will adapt the activity to challenge and suit each individual child.

## Activities and Resources

All children will be respected, and their individuality potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children develop their self-respect and encourage respect to other people by avoiding stereotypes and derogatory pictures or messages about any group of people.



## Additional Services

Children can experience a range of extra-curricular activities such as:

- Football/Tennis/Basketball/Rugby/Athletics/Dance and Drama training sessions from a professional coach's which is regularly alternated. These sessions are charged accordingly.
- Weekly French lesson from a French tutor (from 3 years old).
- Cookery and a wide range of craft activities
- Music & movement - children learn about different instruments, listen to several types of music and learn different moves
- Yoga sessions are regularly included during the term
- Makaton signing- will be included, encouraging children to understand and use different communication methods
- Nursery walks around the local area & surrounding fields

## Our Team

Each person is selected for their professional, caring, and dedicated approach to childcare. We carry out thorough vetting procedures before we recruit new staff. Every member of staff, contract staff and volunteers have an enhanced DBS check. Also, reference checks and thorough induction training before they start.

All members of the team have a variety of qualifications including: Early years Foundation Degree, level 2 and 3 in childcare studies. Most staff hold level 3 paediatric first aid training, this ensures that each child's health and safety is always maintained. All staff have achieved safeguarding training, with two staff members holding the current level 3. All have achieved 'Prevent duty' and FGM training. Staff receive ongoing training to promote knowledge of health & safety, with one staff member at level 2 and one at level 3. Staff have achieved specific training in Special Educational Needs and Disabilities, Equality and Inclusion and Behavioural management. All staff have received training in Food hygiene, with two members at level 2. All staff have completed allergy awareness training.

Our ratio of adults to children in the setting often exceeds the EYFS welfare requirements.



The Brentwood Day Nursery is committed to furthering the professional development of our staff team through ongoing and relevant training courses that support them further in their caring role. Each child will be supported by a key person, who becomes the special person dedicated to developing secure relationships, helping support children in meeting their needs, and working closely with parents and carers to provide advice and support in their next steps. Staff are supported by the managers and owner all of whom have years of experience and expertise.

## EYLog & Parent Partnership

Our setting recognises parents as first educators of their children. Staff work as partners with parents in providing care and education for children through a Key person approach. Our online care diaries and our developmental journal (EYLog) are used to share information about children and provide an outline of the weekly activities and learning. We enjoy celebrating and sharing children's achievements (whether they were at home or nursery) with parents on a regular basis. These are recorded and used to form part of their learning journey. Parents are regularly updated via EYlog as to each goal achieved at nursery and their participation in various activities. An art journal created from children's pictures is built through their time at nursery. These make a wonderful keepsake of their nursery life.



We have a weekly overview email which details our activities for the week alongside any notices, and achievements. Our termly newsletter helps to keep parents regularly updated with news and upcoming events. We have a Private Facebook page for current parents only which is used to provide notifications of events and group activity participation.

When you visit we are sure you will have many questions and want to have a good look around. We therefore request that you book an appointment to give you sufficient time (approximately 30-40 mins).



# A Typical Day

This timetable gives you an overview of the layout of a typical day at our nursery. Occasionally unplanned events may occur requiring a change in the routine to make the most of the eventuality.

<p><b>MORNING</b></p>	<p><b>CHILDREN ENJOY THE ACTIVITIES ON OFFER, INCLUDING;</b></p> <p><b>Free flow play (indoor and outdoor):</b> book corner, construction, small world play, home corner including dress up box, ICT equipment, writing and drawing, craft activities including painting, playdoh, and cooking, puzzles, children's choice book, hygiene including tooth brushing</p> <p><b>Musical communication activities:</b> children are invited to take part in a drama based story or music and movement session.</p> <p><b>Songs &amp; Story time:</b> Learning letter sounds through music or with visual aids. These activities promote turn taking and help build confidence.</p> <p><b>Circle time / Phonics:</b> Learning letter sounds through music or with visual aids. These activities promote turn taking and help build confidence. Feeling discussions will also take place.</p> <p><b>Physical play and Outdoor Explorers:</b> physical pursuits such as ride on toys, climbing frame, trampolining etc, these help promote fine and gross motor development</p> <p><b>Extra curricular activities;</b> our activities include French, Dance, Sports</p> <p>We plan our activities are based on the children's interest and next steps. This gives the 'teacher' the opportunity to explore the child's learning in various areas, and support development which helps to promote their learning and independence.</p>
<p><b>MORNING</b> <b>also includes ...</b></p> <p>snack time 9:30am-10:00am</p> <p>lunch time 11:45am-12:15pm</p>	<p><b>CHILDREN ENJOY THE ACTIVITIES ON OFFER, INCLUDING;</b></p> <p><b>Free flow play (indoor and outdoor):</b> book corner, construction, small world play, home corner including dress up box, ICT equipment, writing and drawing, craft activities including painting, playdoh, and cooking, puzzles, children's choice book, hygiene including tooth brushing</p> <p><b>Musical communication activities:</b> children are invited to take part in a drama based story or music and movement session.</p> <p><b>Songs &amp; Story time:</b> Learning letter sounds through music or with visual aids. These activities promote turn taking and help build confidence.</p> <p><b>Circle time / Phonics:</b> Learning letter sounds through music or with visual aids. These activities promote turn taking and help build confidence. Feeling discussions will also take place.</p> <p><b>Physical play and Outdoor Explorers:</b> physical pursuits such as ride on toys, climbing frame, trampolining etc, these help promote fine and gross motor development</p> <p><b>Extra curricular activities;</b> our activities include French, Dance, Sports</p> <p>We plan our activities are based on the children's interest and next steps. This gives the 'teacher' the opportunity to explore the child's learning in various areas, and support development which helps to promote their learning and independence.</p>
	
<p><b>AFTERNOON</b></p>	
<p><b>AFTERNOON</b> <b>SESSION</b> <b>also includes...</b></p> <p>snack time 2:00pm-2:15pm</p> <p>afternoon tea 4:00pm-4:30pm</p>	
	





## Meal times

Snack time is mid-way through the morning and afternoon (9.30am and 2.15pm). Children are encouraged to sit and chat to each other developing their social skills. We include fresh and dried fruit in both snack sessions.



We involve children in the preparation and serving snack in their groups which helps support independence and self-help skills.

Lunch consists of a range of tasty and nutritious food that is supplied by a specialist nursery catering company. Usually served around 11.45am. Children are offered a main dish, dessert and a drink. We cater to all allergies, cultural and dietary requirements. Parents are encouraged to discuss and review these on a regular basis. We have detailed information of all Food Allergens and this can be viewed at any time on request.

Nursery lunches will follow a healthy balanced rolling menu (4 weekly), which will be reviewed and updated regularly by our manager and admin assistant who understands the nutritional needs of young children. Our menus are divided into summer & winter menus.

Tea is provided later in the afternoon (4:00pm) offering dishes such as soup, scrambled egg, sandwiches or similar healthy option, with fresh fruit. We have a 5-star rating for our food & hygiene from the Food Standards Agency. To check out our rating please follow the link.

<http://ratings.food.gov.uk/business/en-GB/431643/Brentwood-Day-Nursery-Essex>



## Our Promise

We understand, leaving your child in the hands of someone else can be a difficult decision. We endeavour to make this transition as stress-free as possible. Through our close partnerships and many years of experience we aim to fully support your child's next stage of learning.

Our caring team of professionals will be on hand to help and support the individual needs of every child in a loving and supportive environment. The nursery's clean and safe environment allows children to explore and thrive whilst benefiting from an extensive range of specially selected equipment. We have an open-door policy and are always happy for parents to call or come in at any time to enquire on their child's wellbeing.



## Contact

For further information about availability and prices on the nursery please contact us via email or by calling the nursery.

