



Prospectus

Cheryl Harrison and Angie Soloman

**Sunbeams Educare Limited
Scout and Guide Hall
Ken Markland Way, Common Lane
Beccles, Suffolk
NR34 9BU**

Tel: 01502 710523

**The Managers, Staff and Children
Welcome you to Sunbeams Educare**



Staff

Nursery Managers:	Cheryl Harrison	BA (Hons) Childhood Studies
	Angie Soloman	BA (Hons) Children's Care, Learning and Development
Childcare Practitioners:	Teresa Cooper	(BTec. Nursery Nursing)
	Sam Cooper	(N.N.E.B.)
	Karen Dwyer	(N.N.E.B.)
	Ruth Elliott	(Cache Level 3 Diploma, Children & Young People's Workforce, Early Learning & Childcare)
	Kate Illingworth	(BTec. Nursery Nursing)
	Helen Self	(N.N.E.B.)
	Kelly Turrell	(N.N.E.B.)

We pride ourselves in having qualified, experienced and dedicated staff.

We provide high staff ratios for each session.

All staff regularly attend training courses offered by Suffolk Childcare Training Unit.

"The exceptional support children receive from staff helps them develop a very positive sense of themselves and their place in the world"

Ofsted 2016

Our Aims

At Sunbeams the particularly high standard of care and education we provide was acknowledged by Ofsted during their visits in October 2011 and February 2016. Sunbeams was awarded an overall grade of Outstanding at both inspections. "The managers are dedicated to continuing to seek further ways of expanding on the outstanding practice within the nursery" Ofsted 2016. We are extremely proud of our Outstanding grades and of our nursery and would invite you to view the full report by visiting the website www.ofsted.gov.uk

We aim to give your child as many valuable experiences as we can, and to provide opportunities to learn from our environment and from each other.

"Teaching is consistently of the highest quality and worthy of dissemination to others" Ofsted 2016.

Results have shown, that children learn best when they are happy, we believe this to be true. We also believe that learning should be fun, and fun will be at the heart of whatever we are aiming to achieve.

Our Nursery provides an educational, safe, caring and stimulating environment where children learn through play and grow in confidence and self-esteem and become happy and independent members of our Nursery Community. We want each child to feel special and their achievements valued at all levels

"Children's behavior is excellent and this is reflected in the calm atmosphere and thoughtfulness shown by them" Ofsted 2016

How we achieve this

We follow the Early Years Foundation Stage (EYFS) framework in accordance with Ofsted guidelines. Our curriculum is structured and balanced, and takes into consideration individual interests and development.

"Meticulously planned and accurately targeted adult-led activities capture older children's interests while promoting their literacy skills" Ofsted 2016.

Each session is carefully planned and implemented by staff who are trained to work with young children. Careful observations of the individual child ensure staff provide the opportunities for children to achieve the possible next steps in their learning. "Staff use their expert knowledge of each child to ensure children make consistently high rates of progress and are exceptionally well prepared for their future learning" Ofsted 2016. Staff are continually finding ways to support your child so they can reach their full potential.

"Children are inspired and motivated to learn by the exceptional range of exciting and stimulating indoor and outdoor experiences" Ofsted 2016.

All children have full access to the curriculum so they can develop their creativity, mathematical understanding, language and literacy, physical and personal and social skills and to extend their knowledge and understanding of the world. Our Nursery provides the environment and opportunity for children to develop their curiosity, persistence, co-operation, communication skills and pleasure in learning.

Areas of Learning

The Government has outlined 7 areas of learning; we look at what our children can do, their interests and what they enjoy and we build on this with careful planning.

"A very strong staff team which is highly skilled at planning activities that ignite children's curiosity and imagination" Ofsted 2016.

Prime Areas

These prime areas tend to develop quickly when positive relationships with key people are in place and experiences and opportunities are given. The prime areas are essential throughout the Early Years Foundation Stage.

The prime areas consist of Personal Social and Emotional development, Communication and Language and Physical development.

Specific Areas

These specific areas are supported by the prime areas and are supported by and dependent on the development of the Prime areas.

The Specific Areas consist of Mathematics, Literacy, Expressive Arts and Design and Understanding of the World.

"Very meaningful opportunities to learn about the world outside their immediate experience broaden children's understanding of the lives of other people" Ofsted 2016

Characteristics of Learning

It has been recognised that children learn in different ways, these characteristics of learning are: Investigating and exploring; (finding out and exploring, playing with what they know and being willing to 'have a go') Active learning; (being involved and concentrating, keeping trying and enjoying achieving what they set out to do) Critical thinking; (having their own ideas, making links and choosing ways to do things)

At Sunbeams Educare staff are trained, knowledgeable, creative and experienced in finding out how best to engage with children to encourage these characteristics of learning.

Personal, Social & Emotional

Children to have a positive self-image, to share & take turns, to understand how they and others are feeling and to develop friendships.



Communication and Language

To communicate with others and listen and understand others.



Mathematics

This includes counting, shape, space, numbers and quantity.



Expressive Arts and Design

This includes imagination, painting, modeling, drawing, design technology, music and role-play.



Physical Development

Involves gross motor skills during P.E. and outdoor activities, fine motor skills used in cutting, threading etc. Being involved in their self care and understanding the importance of exercise and healthy eating.



Understanding of the world

For our children to look at the world and people around them and to explore, investigate and use technology. Asking questions and being curious.



Literacy

Involves engaging our children with books, mark making and simple phonics which will help to develop skills required to read and write.



Facilities

We have one large activity room, an entrance hall, toilets, kitchen and a large outdoor area which comprises a grassed and concrete area.



The stimulating outside area includes a story telling area, willow tunnel, play house, sensory and wildlife garden and allotment which promotes imagination and care of the environment.

"Children's literacy and numeracy skills are developing extremely well in readiness for their move to school" Ofsted 2016



The main room is equipped for art and craft activities, role-play, quiet area, technology, construction area, science area, cookery, table activities, floor toys, music area, P.E., a computer, sand and water play. We have a library where children can choose a book to take home for a week and a quiet communication area where the children can sit and look at a book or chat with their friends.



Snack

During each session we provide a choice of at least 2 fruits or vegetables and milk or water. Children are encouraged to serve each other snack and pour their drink independently. If your child has any allergies or intolerances, please advise the Managers. In addition to this, fresh water is available to children throughout the session.



Clothing

Sunbeams Nursery doesn't have a uniform, but t.shirts and sweatshirts with the Nursery logo are available to buy from the Nursery. Whilst aprons are provided during messy activities such as painting, water play and clay, please send your child in clothes that are easily washed and gives freedom of movement. Your child will also spend time gardening and taking part in P.E, so the clothes your child wears at nursery should be suitable. Your child will be encouraged to be independent in the bathroom so they will need to wear clothes they can easily undo. Please provide a change of clothes in a named bag. If your child is not toilet trained, we will encourage your child to go with us to the toilet so that they can become familiar with our routine. Every effort will be made to help your child become toilet trained and we would ask you to provide pull-ups in their bag too. At the beginning of each session you can help your child to find their name tag and to hang it onto a peg, your child's belongings can be left on their peg.



During the warm months we ask you to provide a sun hat for your child and to apply sun cream before their session. Named wellington boots and a named peg to hold them together is helpful in wet weather too!

Partnership with Parents

Working together encourages positive relationships between staff, families and the children. A suggestion box is available in the foyer and regular parent networking and support meetings are held covering a variety of topics taking the lead from parents.

Parents are welcome to come and join in, either for part or whole session. We also invite you to add comments, achievements and interests to your child's learning journey on a regular and informal basis.

If your profession or hobby (or grand parents) is something you think may be of help to us during topics or seasonal activities, why not join our parent/carer register? Please see a Manager if you think you could help. Half termly newsletters keep you up to date with nursery related issues whilst weekly activity sheets (available in the foyer) enables you to see the opportunities and activities that have been available in the nursery. In addition to this, scrap books are on the foyer table showing photographs of the children's learning experiences. Parent and child activity bags are available to loan from the nursery which covers cookery, gardening and music activities.

As parents, you are your child's first educator, and we hope to work in partnership with you to offer your child the very best start to their education.

"The highly qualified managers actively seek, evaluate and act on the views of staff, parents and children to drive forward further improvement"

Ofsted 2016

Health & Safety

At Sunbeams we are committed to regulations regarding the exclusion of children who have infectious diseases. We ask that parents/carers inform us of the nature of the infection so that other parents can be alerted and that any child who seems unwell can be carefully observed. Parents/carers are asked not to bring children to the nursery when they are not well or if they have had sickness and diarrhoea until at least 48 hours after the last attack. Please telephone the nursery if your child cannot attend for any reason.

If your child becomes ill during the session you (or your chosen contact) will be telephoned and asked to collect your child.

Before each session, a risk assessment of inside and outside of the nursery will be taken. Any risks will be addressed by the Managers.

All children will be supervised to the toilet, where we encourage children to be independent, however, support is given should your child need it.

Children with Additional Needs

Children with special educational needs benefit from general nursery routine, and are given the necessary support to aid their journey through nursery. In planning, provision will be made for any child with special needs.

Equal Opportunity

Sunbeams will ensure all children have equal access to all activities and experiences.

Sunbeams' Times

Sunbeams Educare Limited provides care for children during term time from 2 1/2 to 5 years of age. Morning sessions run from 9.15 - 12.15. A lunch club is run everyday except Wednesdays from 12.15 - 1.15, parents/carers provide a packed lunch. Additional sessions run during the afternoons from 1.15 - 3.45 on a Monday, Thursday and Friday. Full day care is also offered on these days, 9:15-3:45.

Sunbeams Nursery is registered by Ofsted to have a maximum of 26 children per session, and during such session the Nursery would have 4 or 5 members of staff involved.

Sunbeams' Policies

Sunbeams' policies are available for you to look at in the operational plan in the foyer.

Admissions

Parents/carers will need to fill in a registration form along with a £5.00 registration fee which is refundable on taking up a place and their child's name will then go onto the waiting list. Places are offered in order of age. Proof of D.O.B. is needed upon registration. This could be an original birth certificate or passport.

Fees

The term after your child's third birthday the government will fund a maximum of 15 hours per week. In addition to this you may be eligible for an extra 15 hours per week. Check your eligibility at www.childcarechoices.gov.uk. To access the 30 hours (if you are eligible) you must access the childcare choices website the term before you require a space for your child. To continue to access the 30 hours you must also check your eligibility every 3 months. These funded hours will apply for a full term. Any additional hours requested after the start of a term cannot be funded until the start of the next term and therefore must be paid at the rate of £5.00 per hour. Funded hours are subject to availability. You may be eligible for 2 year funding if you claim certain benefits. Eligibility can be checked by visiting www.myearlylearning.co.uk. Until your child is funded the cost is £5.00 per hour. . Fees are payable in advance during the first week of each month. We regret we cannot refund for absences or holidays taken during term time. We ask for one month's notice of your child leaving. N.B. Sunbeams Educare will be open for a maximum of 26 1/2 hours.

Suffolk County Council

Suffolk County Council supports the development of high quality early education by a variety of means. This includes support, advice and guidance from the area early education teams and a comprehensive training program. A number of practitioners have been identified who have strengths in a particular area. These are called Key Practitioners. Suffolk County Council use elements of Key Practitioners good practice to share with colleagues from other settings. Angie and Cheryl are Key Practitioners.

Contacting Us

We appreciate that many of you are on your way to work or appointments when dropping off or collecting your child from Sunbeams therefore making it difficult to chat to us. If you have any questions or queries or would simply like to tell us of an achievement made by your child, please feel free to email us at

angie@sunbeamseducare.com
cheryl@sunbeamseducare.com