



# DAVISON DAY NURSERY

Davison Day Nursery, Selborne Road, Worthing,  
West Sussex, BN11 2JX  
Tel: 01903-820260  
Email: [daynursery@davisondaynursery.co.uk](mailto:daynursery@davisondaynursery.co.uk)  
[www.davisondaynursery.co.uk](http://www.davisondaynursery.co.uk)



## PROSPECTUS



# Welcome

It is my great pleasure to welcome you to the prospectus for Davison Day Nursery. If you are reading this, then I expect you are looking for a nursery place for your child.

In one way or another I have been associated with the nursery for over a decade and closely involved in many developments over the last few years.

I believe that three factors make Davison Day Nursery a very special place:-

**The high standards of care which every child enjoys and the excellent quality of preparation as they begin their journey through life.**

**The strong leadership provided by Louise Payne and Juliette Reynolds, supported by the Management Committee and the Davison High School family.**

**The dedicated staff team who are committed to making each child feel happy and valued.**

Our close association with the school allows us to access a wealth of experience, advice and support and allows the nursery children to use the school to extend their learning opportunities.

Pauline Smith  
Chairperson



## Membership of the Voluntary Management Committee

Pauline Smith (Chairperson), Ann Scales (Treasurer), John Waters (Davison High School Governor), Sarah Jones (Parent representative and SENCO training support), Jess Anstey (Davison High School Staff representative and Nursery Parent), Carina Reid (Parent Representative).

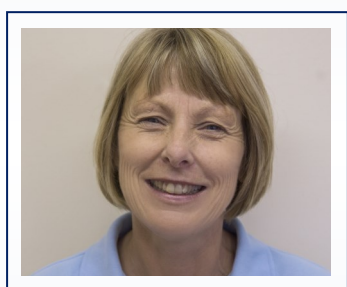
# Introduction

Hello! I am the Nursery Manager, Louise Payne and I would like to take this opportunity on behalf of the team to welcome you to Davison Day Nursery.

We are keen to develop a partnership with you and your family to ensure that your child's pre-school years are positive, fun and educational.

When you come to Davison, you can be sure that you will find a warm environment with a relaxed, friendly atmosphere, where the emphasis is on learning through play in a stimulating environment. We also believe that children benefit most from their time at nursery when the parents feel that they are partners in the care and education of their child.

This prospectus aims to provide you with all the information you need to know about the services offered, our philosophy, progression through the nursery and the fact that, like you, we want to put your child's needs at the centre of all we do.



Louise Payne  
Nursery Manager

All staff are enthusiastic and thoroughly committed to creating an ideal environment for anyone's baby or toddler to be left, to be cared for whilst parents work  
(Toddler Room Parent)

"Nothing is too much trouble for the staff. The nursery is led by example. The leadership is strong. Parent partnership and the child's voice are prioritised"



# Mission Statement

We aim to be a reflective, progressive and inclusive setting, providing high quality integrated care and education and supporting the needs of our children and families so that children reach their full potential. We know and value each child.

## **Our Aims** at Davison Day Nursery are to:

Provide a safe, secure and healthy environment, which is warm, caring, happy and responsive.

Ensure that all children have access to a wide range of activities and opportunities.

Encourage positive behaviour, self-confidence and ability to benefit from all opportunities presented.

Work with parents as partners, in order to meet all their child's needs.

Help the child to feel and be prepared for the beginning of their school adventure.

Make sure that the needs of the children always come first.

Provide learning activities which will enable children to progress in all areas of development, at a pace and level which reflects their abilities, needs and interests.

# About the Nursery

Davison Day Nursery is a 42 place nursery, located in a purpose-built, single storey building on the site of Davison High School and is a term-time only nursery.

The nursery is open between 8am and 5pm, Monday to Friday. During these opening times, the day is split into two sessions; 8am-1pm and 1pm-5pm.

The nursery has three rooms, to enable us to provide different, age-appropriate experiences and activities for the children in our care. These rooms are: the Baby Room, the Toddler Room and the Pre-School Room.

Special diets are catered for within the nursery and school lunches are provided. Healthy snacks, water/milk and formula milk are available during the day. The nursery operates a laundry facility should a child's clothes need changing, in the event of an accident.

Nappies are supplied by the parents.

The Nursery provides Factor 50 sun cream for the children unless you wish to provide your own.

A key person system is in operation throughout the nursery. This means that there is a key person who is responsible for ensuring that all your child's needs are met.

Our most recent Ofsted report opened with the following statement 'Leaders and staff are extremely dedicated to placing children and families at the heart of everything they do'.

Parents Evening - Summer



Transition between the rooms is a gentle process, which is child-led and reflects the child's age and stage of development and their readiness to cope with the change of room.



# Behaviour Management

Within Davison Day Nursery, appropriate behaviour is actively encouraged.

This is achieved by; getting to know the children and their families, modelling appropriate behaviours, giving children opportunities to make choices and become involved in their own learning and development, promoting self-esteem, providing a range of age-appropriate activities and opportunities and encouraging participation.

"Staff are experts at supporting children to understand and manage their feelings and emotions"

Ofsted 2022

Where problems do arise, these are dealt with calmly and in a supportive manner, ensuring that the child or children involved, are helped to understand what is expected and the behaviours they need to adopt in order to fulfil these expectations. Parents are included in any strategies to support children's learning and development.

"Parents describe their children as 'thriving', and they are confident that staff know their child well. The manager and staff build professional and supportive relationships that are valued by parents".

Ofsted 2022

We expect children at Davison Day Nursery to be happy, comfortable and respectful of themselves, others and their environment.



For more information on the Behaviour Policy and other policies which reflect Ofsted requirements, please refer to the policies file, which is kept in the nursery reception area.

# Our Baby Room

The Baby Room is equipped to meet all the needs of young babies. There are carpeted play areas, an outside play area and cots to enable rests and sleeps as and when they are needed and a nappy-change area.

The team work closely with parents at all times to reflect routines and to meet the babies needs.

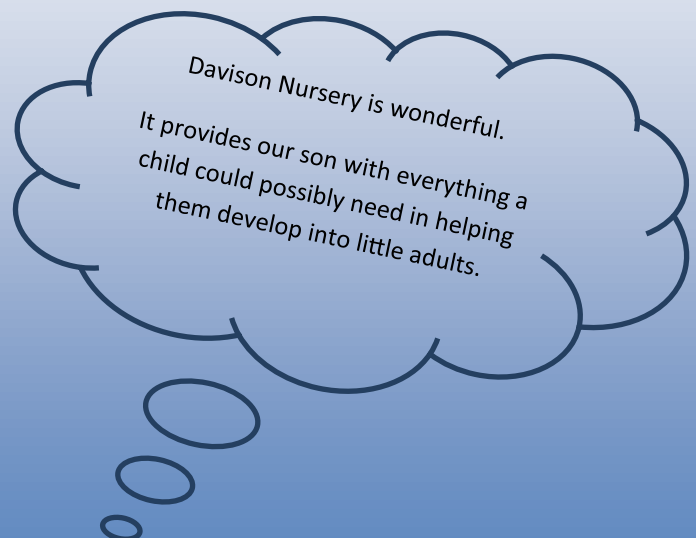
The Early Years Foundation Stage (EYFS) is followed to ensure that the babies have lots of opportunities to learn in a holistic way, (by viewing them as a whole child). This is achieved by building upon the babies' interest in interaction and by providing a range of opportunities to explore the world around them.

This ethos adheres to seven key features of effective practice:-

1. The best for every child
2. High-quality care
3. The curriculum
4. Pedagogy: helping children to learn
5. Assessment
6. Self-regulation and executive function
7. Partnership with parents

Some of the activities which the babies might experience include; sensory and tactile play, stories and books, music and singing, outdoor play and use of Treasure Baskets, (baskets filled with a range of natural materials to explore).

The baby room is a very relaxed and calm environment, where there is a structure in place, but where the babies can follow their interests and develop in their own way.



# Our Toddler Room

The Toddler Room is equipped to meet all the needs of toddlers, who are showing an interest in participating in the world around them and more able to explore their environment, objects and materials.

A range of activities and experiences are provided to help the children to develop their understanding of the world, their communication and interaction skills and their growing interest in participating in activities. Opportunities will also be provided to enable the children to develop their increasing independence and the beginnings of friendships.

A dedicated outside play area is available for physical play and activities and to enable the children to flow freely between their indoor and outdoor learning environments.

Children in the Toddler Room have a structure to their day which will include; group time, free-play and times for rest and quiet. However, the team within the room remain very responsive to the children's needs.

"Children consistently receive outstanding, high-quality interactions from staff across the nursery"  
Ofsted 2022





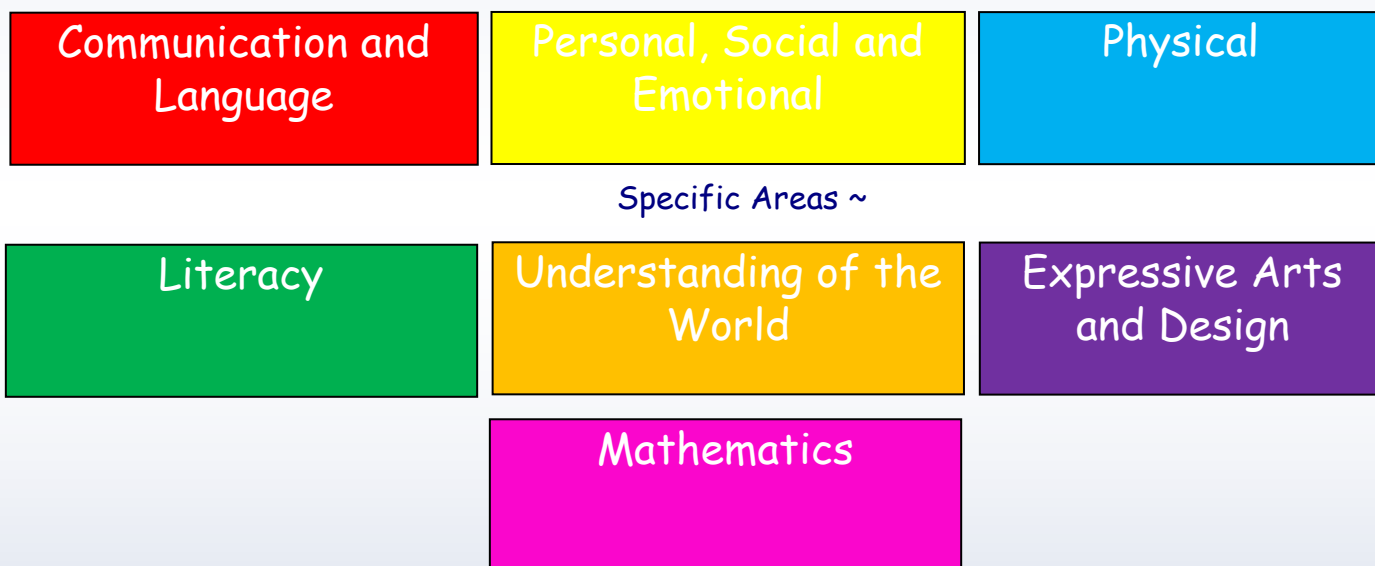
# Our Pre-School Room

The Pre-School Room is set up to enable the children to build upon their developing skills of communication, interaction, independence and curiosity. Children progress into this room from the Toddler Room when they are developmentally ready to cope with the change. The transition is managed very carefully, in order to maximise the success and confidence of the child.

The room operates around a structure which includes; group times such as singing and circle times, small group activities, gardening, free play and story times. Meal times are a social time as well as a learning opportunity.

Planned activities are offered throughout the day and these are linked to the EYFS and follow the interests of the children. These activities are provided as a result of focused observations on children's' individual play.

The structure of the room accommodates the seven areas of learning.  
These are: Prime Areas ~



Each area is inter-connected, thereby ensuring that all children experience a varied and balanced range of learning.

"Staff provide excellent support for children with special educational needs and disabilities (SEND)"  
Ofsted 2022

There are quiet times built into the day and if children want to rest there is provision available. The Pre-School Room has a dedicated outside area and a free-flow philosophy is in operation, enabling the children to gain maximum benefit from the indoor and outdoor learning environments.

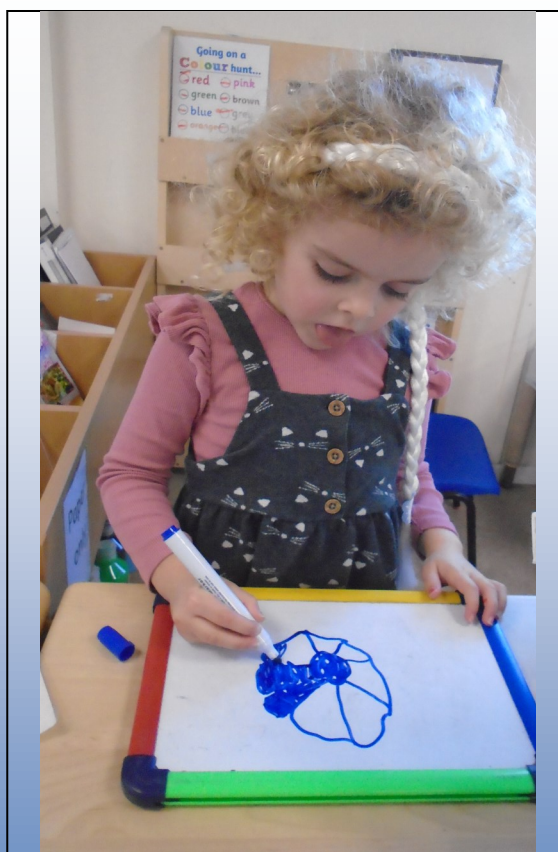
Children in this room are encouraged to self-select their equipment and they also have a rolling snack time, therefore creating minimum disruption to their chosen play.



"Physical development is a real strength with n the setting. They spend ample time in the garden area practising climbing, running and balancing".  
Ofsted 2022

Everything about Davison Day Nursery is wonderful. The staff are friendly, helpful, experienced and have excellent relationships with each child.

Pre-school Parent



# Community Links

The children enjoy visits from a range of community workers, parents and grandparents and the local fire station. We have close links with Kathryn Hughes-Burton (Children's and Youth worker) who is based at St George's Church in East Worthing and regularly visits. There are opportunities for the children to participate in planned sessions which reflect curriculum planning and sign language with our sign language co-ordinator, Joanne Davison. Mrs Barnes - our Early Years Professional Teacher provides a range of activities involving dance, drama, movement and P.E.

We welcome parent/carers to join us in helping us in a voluntary capacity within the nursery, perhaps during outings or focused activities.

Visitors within the nursery are closely supervised by the staff team.

Expressive arts and design - Being imaginative



A visit from Zoo Lab



# Fees as of 1st May 2023

Session	Baby Room	Toddler Room	Pre-school Room
<u>Session A:</u> 8am-1pm	£39.00	£39.00	£39.00
<u>Session B:</u> 1pm-5pm	£31.20	£31.20	£31.20
<u>Session C:</u> 8am-5pm	£70.20	£70.20	£70.20

If you cancel sessions due to illness, holidays or other reasons, the full sessional fee will still be charged as your child's place is allocated to your child only.

There are a number of schemes which may help you to pay your nursery fees:

**Early Years Free Entitlement** - This is a government award, which can be claimed in the term after your child's third birthday. We offer 15 hours per week free entitlement for 38 weeks of the year. Davison Day Nursery is open 39 weeks per academic year. You will be given a form to complete and return with proof of your child's date of birth. The nursery is registered for 15 hours extended free entitlement. This can be applied for at: <https://www.childcarechoices.gov.uk>

**Two Year Old Free Entitlement** - We accept families receiving two year old free entitlement.

**Davison Day Nursery offers free entitlement between the hours of 8am—1pm and 2pm—5pm**



# Payments Policy

## Fees

1. A non-refundable registration fee of £30.00 will be charged for each child on first registering with the nursery, plus a deposit of £100.00, which will be returnable at the end of your child's placement.
2. Nursery fees are payable one month in advance. Fees should be paid within the time limit set on the invoice, including completed payment slips.
3. If a child is eligible for Free Entitlement, these hours will have been taken into account.
4. Davison Day Nursery is registered for tax free childcare and accept childcare vouchers from employers.
5. Fees will be charged at the full rate for every day that your child attends and for periods of sickness.
6. A minimum of one month's notice is required of amendment of hours and resulting change of fees.
7. Extra sessions can be arranged with prior notice if space in the nursery is available. These additional sessions will be included on the invoice for the following month.
8. A fee of £2.00 per 5 minutes will be incurred upon late collection.

## Late Payment of fees

If for any reason, payment cannot be made at the set time, please speak to the Manager. The nursery would try to avoid any situation which would lead to a dispute between the nursery and the parent/carer, over the late payment (or in extreme cases) non-payment of fees.

Interest will be charged at the rate of 2% on all balances outstanding at the 31st of each month.

In the event that bank charges are incurred by the nursery due to the cancellation or dishonour of a cheque, standing order or other payment, we reserve the right to claim reimbursement of the total charges incurred plus a further charge for administration.

### **Termination**

Notice to terminate this agreement and to withdraw your child/children from the nursery must be given as soon as possible in writing and at least one calendar month in advance of the intended date. Fees are payable for a full one month in the event that shorter notice is given.

### **Closing**

1. The nursery will be closed for statutory holidays.
2. The committee reserves the right to close the nursery at other times.
3. The maximum notice possible will be given.

## **What Next?**

Give us a ring on 01903-820260 and book a time to come and have a look around the nursery. You are welcome to bring your child with you. We are more than happy to answer any questions that you might have.

When you are offered a place, you will be asked for a non-refundable registration fee of £30 and a refundable deposit of £100. This deposit will be refunded when your child no longer requires the placement. This payment secures your child's place at nursery.

**We look forward to hearing from you!**

# Working with parents

When you decide to bring your child to nursery, you have made a big decision for you and your child. We believe that nursery is just one part of the rest of your child's life and that the person who knows your child best is you!

**To enable us to best meet your child's needs we will:**

- Work with you as a partner to fulfil your child's needs.
- Communicate with you about your child's days at nursery, their progress and current 'next steps'. This will be done on a daily basis via our electronic system called 'Dayshare', as well as face-to-face meetings and at drop-off and/or collection times.
- Make you aware of our parent's information area, (in reception) where you will find information relating to policies and procedures, our committee, and all sorts of other useful information.
- Keep any personal information regarding your child safe and secure, in accordance with our confidentiality policy.
- Invite you to come and share your skills and experiences with the children, where they reflect current themes and planning.
- Welcome you to join us in helping us in a voluntary capacity within the nursery, perhaps during outings or focused activities.
- Clearly display information about meals, themes, learning and activities.
- Always be readily available to talk to you in confidence about any concerns you may have and we will aim to build positive relationships with you.
- Support you in helping your child to fulfil developmental milestones, for example, potty training.
- Provide you with advice and information regarding aspects of child-care and education, should you request this.

# Local Offer

## **‘Local Offer’ for Children with Special Educational Needs and Disabilities.**

All nurseries are required to publish and review information for parents and carers about the support and provision for children with special educational needs or disabilities.

The questions and answers below have been written to represent our common values and practices.

### **1. How does the early years setting know if children need extra help and what should I do if I think my child has special educational needs?**

All staff are committed to early identification of special educational needs. Every child in our setting has a Key Person who makes assessments on their key children linking to the Early Years Foundation Stage (EYFS) Development Matters document.

Individual observations, photographs and current ‘next steps’ provide us with an overview of your child’s developmental progress. Alongside this, termly meetings take place for the staff in each room to gather and collate an overview of each child.

If you have a concern about your child’s progress or believe they have a special educational need, this can be discussed with the Nursery Manager or child’s Key Person. Additional assessment or support can then be discussed with the SENCO/INCO (Lisa Maymon)

### **2. How will early years setting staff support my child?**

All staff attend training to maintain and enhance their continuous professional development and our Nursery SENCO/INCO (Lisa Maymon) attends relevant training which enables her to support the staff team if any concerns are raised about a child.

Nicky Robertson (Davison High School for Girls SENCO) can also be contacted for support and advice.

With parental permission, we are able to contact the Targeted Setting Support team (TSS) should we need additional support to meet your child’s needs.

### **3. How will the curriculum be matched to my child’s needs?**

We follow the Early Years Foundation Stage guidelines set by the Government in addition to planning and implementing activities that meet individual child’s interests and needs.

We ensure that we incorporate the seven areas of learning for each child and provide a wide range of resources and opportunities within both our indoor and outside environment.

### **4. How will both you and I know how my child is doing and how will you help me support my child’s learning?**

Our staff team continuously communicate with all parents/carers about their child’s learning and interests every day. In addition to this, once a term the child’s Key Person will discuss your child’s next steps with the parent/carer and this provides an opportunity to share how you both wish for your child to move forward with their development/progress.

We hold an annual parents evening for both you and your child to view the setting in an informal atmosphere, where you are able to meet all the staff team and discuss any issues/concerns you



may have. We encourage you to share current interests and relevant information with your child's KeyPerson at any time.

Parents are welcome to make an appointment with any member of staff should they wish to discuss anything in more detail.

### **5. What support will there be for my child's overall wellbeing?**

As written in our Care, Learning and Play Policy, Davison Day Nursery is committed to meeting the individual needs of all children. We provide experiences to support their physical, social, emotional and intellectual development in a warm, caring, secure environment. Adequate sleep and rest requirements are met daily.

The nursery maintains a high standard of care at all times. Daily checks are carried out to ensure all equipment and areas of play are clean and well maintained and Risk Assessments are regularly updated. The nursery requires the completion of our registration documentation upon starting with us, which provides us with your child's dietary, health and developmental needs. We ensure all details are kept safe and secure in accordance with our confidentiality policy.

There is always a trained first aider on site and all our staff have undertaken training on Child Protection. Medication can be administered on signed authorisation from the parent.

### **6. What specialist services and expertise are available at or accessed by the early years setting?**

Within the nursery setting we have a named Behaviour Management Practitioner (Juliette Reynolds) and a Managing Behaviour Policy (incorporating Social and Emotional Development)

Our SENCO/INCO (Lisa Maymon) attends regular meetings with West Sussex County Council and cascades relevant information to the staff team.

We regularly access the Children and Family Centre and have links with the local primary schools and library. We have regular visits from Little Lingos Fun with French and the ongoing support and guidance from our Early Years Support Co-ordinator.

Nora Young (Early Years Consultant) who specialises in the development of communication, reading and writing within the whole setting, regularly visits the nursery to support staff and to deliver in-house training.

Joanne Davison works within the setting supporting staff with the use of sign language in addition to her role as fun and fitness co-ordinator. Joanne is deaf and lip reads.

We are able to use the expertise of the First team, Portage and Home Start with parental permission, who can support us, the child and the family with any additional needs.

### **7. What training are the staff supporting children with SEND, had or are having?**

All staff attend Early Years Foundation Stage training and additional training recommended to us by outside agencies/or relevant to current individual needs e.g.Epi pen training and are required to share relevant information to their colleagues. We welcome any professional into our setting who can advise and give additional support to the staff.

### **8. How will my child be included in activities outside the early years setting including trips?**

All children with consent from parent/carer will be included in any activity/outing taking place outside our setting with appropriate consideration to enable every child to experience the activity to the full.

We are fortunate to be able to use Davison School Dance Studio and Gym to take part in various activities throughout each term in addition to outings such as the beach, the park and the library.

## **9. How accessible is the early years setting environment (Indoors and outdoors)**

Davison Day Nursery is a purpose built, single storey building on the site of Davison C of E High School for Girls. We offer a disabled parking space and a wide pathway to our main entrance. We have a disabled toilet facility. Each room has a ramp which leads into the nursery gardens providing access for wheelchair users. We are able to make reasonable adaptations to allow any child to experience all activities on offer.

## **10. How will the early years setting prepare and support my child to join the early years setting, transfer to a new setting/school?**

All children are offered flexible settling in visits prior to starting at the nursery. All new children are provided with an 'All About Me' form and a 'Welcome to....' information sheet, outlining the various activities/routines on offer in the room they will be based in.

We photograph staff and children during the child's settling visit which can be provided to help a child with the transition.

We liaise closely with additional settings that the child may attend and with parental consent, share relevant information.

We also have close links to the local primary schools and welcome visits from new teachers who wish to visit children who will be starting school.

## **11. How are the early years setting's resources allocated and matched to the children's special educational needs?**

All areas of the nursery are well-resourced and equipment is age appropriate.

Staff plan activities and equipment around the children's interests and developmental abilities to ensure all children's experiences are full of learning through a play based environment.

## **12. How is the decision made about what type and how much support my child will receive?**

The SENCO will work closely with the family and outside agencies to ensure your child is receiving all the additional support required.

## **13. How are parents involved in the early years setting? How can I be involved?**

We have an open door policy at the nursery and welcome parents to be involved. We send out parent questionnaires annually and address any issues/concerns that are raised from these.

We have a Working with Parents Policy and we encourage parents to consider a place on the Nursery Committee should a place arise.

We invite parents to regular meetings in connection with their child and to attend social events such as parent's evening and Christmas celebrations.

## **14. Who can I contact for further information?**

If you wish to register your child at nursery, please contact the Nursery Manager who will be happy to assist you and answer any questions you may have. Our SENCO/INCO is also available if you wish to discuss any concerns or development needs for your child.

For further information please contact the Family Information Service on 01243 777807