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**Prospectus**

Mad Hatter’s Nursery School is situated in the grounds of Bohunt School and Education Trust, in the village of Liphook. The nursery has 2 purposely designed buildings, one for children aged 2 years to 3 years, Little Hatties, which accommodates up to 22 children, and one for children aged 3 years to 4 years, Big Hatties, which accommodates up to 24 children. The Little Hatties room, in addition to the main room, also boasts a large covered veranda to enable the children to enjoy activities outside with protection from the weather. Both classrooms have a messy play activity area where the children can enjoy activities such as painting, playdough modelling, collage, sand play, water play and other tactile experiences. In the main area the children can enjoy the benefit of a well-stocked book corner, role-play area, and floor space in which to play with a wide variety of toys and partake in group activities and story time. Outside, the nursery has a fenced hard area and separate grassed area. The outside areas offer the children a sensory herb garden, role play car, a digging area and a large role-play house in which to use their imagination and get lost in a world of play and pretend. We also have a bug hotel, which is usually full of guests, in our nature area and this gives the children a lot of learning experiences. We have recently updated our mud kitchen and also added an outdoor quiet cosy reading house. The nursery’s high-quality outside area enables the children to pursue activities during all seasons.

At Mad Hatter’s, our staff are highly qualified. We have two members of staff who have a B.A. Hons in Early Childhood studies and a member of staff who has a foundation degree. We also have a practitioner who holds Early Years Teacher Status, a specialist degree in working with children up to the age of 5 years. All other staff hold at least an NVQ level 3 Early years qualification and a wealth of experience overall. All our staff are dedicated to training in early years and along with our high ratios of practitioners to children, we can support children to fully reach their own individual potential.

We operate a key person system, where practitioners monitor the progress of each of their key children throughout the week, and half termly undertake focus week observations on their key children. This information is shared with parents on a regular basis through our online Learning Book journals. Parents also have access to this journal so that we can achieve a profile of the whole child.

All our staff are Social Security registered and all hold current DBS- Disclosure and Barring Service check (formerly CRB police checks). The nursery has been inspected by the Office for Standards in Education (Ofsted) for which we received a good rating

in all areas of education and care in 2016. This report is available in the nursery for you to read or online at reports.ofsted.gov.uk

Mad Hatter’s has a warm and welcoming environment in which every child is encouraged to participate in a wide variety of play and educational activities through our indoors and outdoors curriculum. We work within the guidelines set out by the Statutory Framework for the Early Years Foundation Stage, delivering the curriculum through ‘In the Moment Planning (ITMP)’. ITMP is the idea of teaching the child/children in that given moment. It is a child-led curriculum. Our skilled practitioners observe the children and through their quality interactions capture the ‘teachable moment’. These unplanned teachable moments allow the practitioner to move the child forward with their learning and development straight away, spending so much more time with the children. If you require more information, please visit Department for Education: [www.gov.uk](about:blank)

The EYFS and Mad Hatter’s seek to provide:

Quality and consistency in the setting, so that every child makes good progress and no child is left behind.

A secure foundation through learning and development opportunities, which are planned around the needs and interest of each individual child and are assessed and reviewed regularly.

Working in partnership with other practitioners, parents and or carers and outside agencies.

Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children’s curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

These areas are the prime areas:

Communication and Language, Physical development, and Personal, Social and Emotional development.

The Specific areas are:

Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

the year we celebrate many different cultural festivals such as Diwali, -the Hindu Festival of Light; Chinese New Year and Christmas, when we hold a Nativity and Christmas party. We host an annual open day for prospective new parents and children and various social events for the children, such as an end of year picnic and concert or sports day. We also have other special events for the children, such as Liphook modellers club train, which the children can ride on, a farm with lots of animals that the children can see, touch or hold. Zoolab, bring insects of the giant variety and the children learn about them through the ranger’s stories and information sharing. You will find pictures of some of these events on our Facebook page.

**Extra-Curricular Activities.**

**KinderMusik** with Ali provides unique, fun filled music and movement sessions through age-appropriate activities for the younger children. The educational content and high-quality instruments and props enable the children to develop their sense of rhythm, self-expression, confidence, and physical control. Favourite activities such as the light show and parachute songs combine textures, sounds and movement for a multi-sensory learning experience. Ali joins us once a week in Little Hatties.

**Pro Tot Sports** is a unique sporting and physical development programme, specifically designed for nursery school aged children. The programme for younger children puts emphasis on body strength, body awareness and motor coordination, along with emphasis towards specific skills acquisition for the variety of sports such as kicking, catching, throwing, tracking and anticipation. Michael comes once a week to Big Hatties.

**Roots and Shoots** Mad Hatters Nursery are members of Roots and Shoots, a conservation group set up by Jane Goodall to help school aged children understand the need for all of us to help look after our planet. We are very fortunate to have a previous parent from the nursery who teaches conservation through art with the children. She comes once a week to draw and chat with the children. The nursery received an award from Jane in March 2019 for our work with the children.

We do hope that you find this booklet information useful, but it is only designed as a guide. Please come along and see what we can offer you and your child or visit our website page or Facebook, where you will see some of our activities. Please telephone to make an appointment:

Contact Mrs. Chiverton on 01428 727288 (Mad Hatter’s Nursery)

[www.madhattersnurseryschool.co.uk](about:blank) Email: madhatties@aol.co.uk

**Aims**

Our aim is to:

* Provide quality childcare in a safe, stimulating and caring environment.
* Offer a broad and balanced curriculum, which includes experiences beyond that which can be provided at home, but in ways that compliment family life.
* Through communication with parents, and observations of each child, actively incorporate into our planning those things that are of current interest to individual children.
* Show consideration to the children as individuals, allowing them to develop independence and decision making at their own pace with care and support from all concerned adults.
* Teach respect for the environment, property, animals and humans alike.
* Develop the art of good social skills and standards of behaviour through experience and example.
* Stimulate children’s natural desire to learn through all aspects of nursery life.
* Communicate with and involve parents in nursery life.

**Objectives**

Operate a Key Person system and record each child’s progress, evaluating their needs and devising plans in order to:

* Provide the resources and experiences that will allow the children to progress towards the seven areas of learning which are, Personal and Social Development, Communication and Language, Physical Development, Literacy, Mathematics, Understanding the World, and Expressive Art and Design.
* Have flexible plans that allow for spontaneity, children’s changing interests and preoccupations.
* Ensure easy access to the curriculum for all children.
* Ensure that each child’s race, culture, religion, language and family values are given proper consideration.
* Ensure positive images of people are portrayed, regardless of gender, culture or ability.
* Ensure an awareness of health and safety aspects. And encourage parental involvement.

**Educational Plans**

**Personal, Social and Emotional Development**

Children will be provided with experiences and support which will help them to develop a positive sense of themselves and of others, to form positive relationships and respect for others, develop social skills, and a positive deposition to learn. To manage their own feelings and to understand appropriate behaviour in groups and to have confidence in their own abilities. We will also ensure support for children’s emotional well-being.

**Communication and language**

A child’s learning and competence in communicating, speaking and listening. We will provide children with the opportunity and encouragement to use their skills in a range of situations and for a range of purposes and be supported in developing the confidence and disposition to do so. We will provide opportunities to experience a rich language within the environment

**Physical Development**

The physical development of children will be encouraged through the provision of opportunities for them to be active and interactive and improve their skills of coordination, control, manipulation and movement. They will be supported in using all their senses to learn about the world around them and to make connections between new information and what they already know. They will be supported in developing and understanding the importance of physical activity and making healthy choices in relation to food and life style.

**Mathematics**

Children will be supported in developing their understanding of Problem Solving, Reasoning and Numeracy in a broad range of contexts in which they can explore, enjoy, learn practice and talk about their developing understanding. They will be provided with opportunities to practice and extend their skills in these areas and to gain confidence and competence in their use.

**Understanding of the World**

Children will be supported in developing the knowledge, skills and understanding that help them to make sense of the world. Their learning will be supported through offering opportunities for them to use a range of tools safely, encounter creatures,

people, plants and objects in their natural environments and in real-life situations, undertake practical experiments and work with a range of materials. They will be guided to make sense of their physical world and community and given opportunities to explore observe and find out about places, technology and the environment.

**Expressive arts and design**

Children’s creativity will be extended by the provision of support for their curiosity, exploration and play. They will be provided with opportunities to explore and share their thoughts, ideas and feelings, for example, through a variety of art, music, movement, dance, imaginative and role-play activities, mathematics and design and technology.

Staffing ratios are: 2 years to 3 years – 1 adult to every 4 children, 3 years to 5 years – 1 adult to every 6 children. We do reserve the right to alter this to 1 adult to 8 children (the government requirement) if necessary, to cover staff illness.

All staff at Mad Hatter’s are qualified in child care, are DBS checked and all hold a current first aid certificate

**Key Persons**

Your child will be allocated a specific member of staff who will act as a Key person. This member of staff will take a special interest in your child, helping with the settling-in period and provide continuity for you and your child while they are at nursery. They will be responsible for observing the development of your child and writing informed records of their achievements.

**Achievement Assessments**

Recording children’s achievements is an integral part of the learning and developing process. They enable us to provide the next steps for each individual child. Our records are a combination of photographs, videos and written observations taken throughout their time at the nursery and they form the basis of our curriculum planning. The nursery uses Learning Book which is an Ofsted approved digital learning journey.

Staff use hand held tablets to record your child’s development and every parent is given a unique password so that they can access their child’s journal at any time. Each child’s key person is responsible for individual records. These records are an indication of your child’s progress at nursery and we are aware that your child will achieve much more in their own home setting, so every opportunity is provided for

you to contribute at every stage by talking to your allocated key person or through adding your own keepsake comments direct onto your child’s journal.

**Special Educational Needs**

The nursery is happy to accept children with educational needs and every opportunity will be taken to integrate these children in the usual course of the session. We have a Special Education Needs Coordinator, a Behaviour Management Coordinator and a Child Protection Liaison Coordinator. We have an AREA Special Needs Coordinator who visits the nursery regularly and we work closely with outside agencies to ensure that the children receive the best possible care and attention. You will find the name and roles posted on the parent’s notice board.

**Health and Safety**

When your child starts Nursery, you will be requested to read and sign to say that you understand and agree with the policies adopted by the nursery. These contain information about procedures that take place in the nursery to safe guard you and your child. An operational plan folder is also available for you to read. This contains the everyday running procedures for the nursery, staffing, qualifications etc. You will also be asked to read and sign the terms and conditions of the nursery.

**Please be assured that any information, records, observations (written or verbal) that we hold at the Nursery is done so in the strictest of confidence**.

**Complaints and Compliments**

A policy for the Nursery Schools Complaints procedure is in the policy folder along with an address and telephone number for Ofsted. In addition, there is a folder on the parent’s notice board outlining the procedure and all complaints will be recorded in this folder. Together with this folder you will find a compliments book in which we would like you to make positive comments that you feel we should be made aware of.

**Security**

On joining the nursery all children will be allocated with a personal security number which is held in strict confidence. If you are unable to collect you child from us, it is essential that you inform the person collecting your child, of their security number. This system is in operation to protect us all, but most particularly to ensure the safety of your child.

**Insurance**

The nursery is insured through Aviva

**Refreshments**

Our mid-morning and afternoon breaks consist of milk or water fruit or a health snack, such as bread sticks. If your child does not drink milk, please bring a named flask with their preferred choice.

**Lunch Time**

Children are welcome to stay to lunch, please supply your child with lunch in a named box. Please use ice packs in lunch boxes and refrain from using products that contain peanuts or eggs as a whole. Eggs in cakes and some prepared food are acceptable but scotch eggs, egg sandwiches or quiche are not. Occasionally we have children with other allergies, and you will be notified of these when they occur.

**Opening Hours**

The opening hours of the Nursery School are:

Monday to Friday: 9.00am – 12.00am (morning session) 1.00pm-4.00pm (afternoon session) or 9am – 4pm (full day)

We offer morning session plus lunch time (lunch provided by you). 9.00am – 1.00pm

We also offer an early morning start 8.00am – 9.00am by arrangement.

We are open Monday to Friday during term time.

**Fees**

Both Little Hatties and Big Hatties are charged at £6.50 per hour or part thereof.

Invoices are issued at the beginning of each half term with a pay by date. If your child is sick or you take a holiday fees must still be paid. Your invoice will be dated from and to our term dates, which run closely with the school term dates, and these are not flexible.

**Government Grant**

Your child becomes eligible for grant the term after their 3rd birthday. All children will be allowed 15 hours paid for by the government grant and up to 30 hours per week if you are registered and eligible. You need to re-confirm your eligibility for 30

hours every three months with HMRC. This is for 38 weeks a year. You will receive more information at the time as this process can change.

Any time over and above your grant hours, early morning sessions and lunch time 12pm – 1pm will be charged at £6.50 per hour or part thereof.

**This is by arrangement only. We are also able to offer funding for 2 year olds subject to eligibility. Please ask for details.**