

PROSPECTUS



Cygnets Education & Childcare Trust

School House
Broad Street
Stratford upon Avon
CV37 6HN

Tel/Fax: 01789 204181
Email: info@cygnetsonline.co.uk

www.cygnetsonline.co.uk

Chair of Trust: Linda Findon Cert Ed., B.Ed (Hons), M.A Ed Studies (Early Years) CHARITY No. 1160913

About Us...

Cygnets Education & Childcare operate as a Charitable Trust. We began in 1982 as a toddler group then kindergarten, before moving permanently to Broad Street in 1987, setting up Alveston in 1994 and then Quinton in 2010. We became a Charitable Incorporated Organisation (CIO) in May 2015 and are run by Trustees. The charity trustees are made up of the Chair of the Trust and a balance of 'foundation trustees' (people with a history of interest in the Organisation), employees and parents. The Trust makes decisions regarding the Organisation's management in order to achieve its aims, promote its charitable purposes, uphold its values and deliver its goals.

Our settings provide the highest standards of care and education for every child, whether they attend each day or just for a few hours. A broad-based curriculum was developed around carefully planned activities and assessments with a big emphasis on outdoor activities. This was adapted to compliment the Early Years Foundation Stage requirements and principles. Our early success has been the firm base on which Cygnets has grown steadily over the years along with our reputation. All 3 sites are graded OUTSTANDING or GOOD with OUTSTANDING features by **Ofsted** in all areas.

We believe that children develop socially, emotionally, physically and intellectually when interested in and motivated by an exciting and stimulating learning environment, especially when encouraged and supported in individual achievements. We can provide the expertise, equipment, situations and opportunities to give the best possible start to your child's education. Every child is treated as an individual within a framework of the highest ethical standards and equal opportunities in a setting where well trained, supervised and dedicated staff are enthusiastic about their important jobs.

We are eligible to take children in receipt of **Early Education Funding** and use the **Early Years Foundation Stage Curriculum** (used until the end of Reception year at Primary School) to deliver learning through play. To underpin a rich curriculum, as required by the framework, we encourage the **7 areas of learning and development** to promote and provide activities and experiences.

Children should mostly develop in the **3 prime areas** first:

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

As children grow, the prime areas will help them develop skills in the **4 specific areas**:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf

Each child and their family are encouraged to work in partnership with staff to build a profile of achievements which create an individual learning journey that is transferred to the next setting or primary school when each child leaves nursery.

Our own goal is to encourage happy, healthy children who are socially well adjusted, equipped with skills in all areas and a love of learning, which hopefully will last for the rest of their lives.

When you enrol your child at Cygnets ...

We will provide the information you require about your child's care. You will also be shown and have access to the nurseries policies and procedures. There will be a number of forms to fill in – essential contact details and registration, your child's health and dietary needs, outings and photography consent form. You will be given useful information about the nursery and an opportunity to share information about your child with us. All information is processed under the data protection guidelines (GDPR) and rules.

Ofsted said about Broad Street: "Parents enjoy access to good quality and well written information about the setting and the range of policies and procedures"

Ofsted said about Alveston: "All children and families are welcome at this setting. Inclusive practice is promoted exceedingly well and children are very much valued and respected as individuals"

Ofsted said about Quinton: "The open-plan environment is used imaginatively and has colourful letters and numbers in displays to support children's independent learning"

Induction ...

It can be unsettling when a child first experiences being left in a new environment with different carers and other children, so with this in mind we try to make the transition from home to nursery as smooth as possible. With your help we can build secure new attachments.

We like you to bring your child for the initial tour around the nursery as this is a good opportunity for them to explore the Cygnets environment, comfortable in the knowledge that you are with them. On all sites we offer induction or toddler sessions, which provide a chance for your child to get to know us prior to starting nursery.

At Cygnets we treat each child as an individual so when they are ready to start nursery, after consultation with you, we ensure your child's induction specifically meets their needs.

Ofsted said about Broad Street: "Flexible settling in procedure ensures that children feel secure during their time at the setting"

Ofsted said about Alveston: "Children have formed positive relationships with staff and are happy and settled. They are valued and staff help them to feel good about themselves"

Ofsted said about Quinton: “Children are extremely happy in the relaxed, friendly atmosphere. The nursery provides a safe, inclusive environment”

Our staff ...

Our most valuable resource is our staff and they are carefully selected to share our philosophy that the wellbeing and happiness of children is paramount. The number of staff we employ exceeds Ofsted requirements and they are all DBS and reference checked. Our staff are qualified, experienced, caring and well supported, within an innovative environment.

They are proud of their important jobs and happy to answer your questions, whilst the key worker will keep you fully informed of your child’s progress. Although we hold regular open events/parent meetings specifically for this purpose we encourage parents to make appointments, if they want to discuss their child’s progress between these events.

Ofsted said about Broad Street: “Children have excellent relationships with the staff who help them to develop their confidence through sensitive interactions and regular encouragement”

Ofsted said about Alveston: “Throughout the setting a happy, relaxed atmosphere prevails. The friendly, caring staff are well qualified and keen to develop their professional childcare practice through on-going training”

Ofsted said about Quinton: “Staff interact effectively with children, listening to what they have to say and building respectful and caring relationships”

Caring supportive environment ...

We work in partnership with parents to provide a happy and secure environment for all our children to learn, play and develop whether they attend every day or just for a few hours. We value and support children’s natural curiosity, inquisitiveness, experimentation, and harnessing this to ensure they reach their full potential.

Ofsted said about Broad Street: “The provision is outstanding. Children benefit from clean, warm, comfortable and child friendly environment.”

Ofsted said about Alveston: “Children are happy, settled and are cared for in a nurturing and stimulating environment”

Ofsted said about Quinton: “The nursery is a warm, welcoming place and the staff have a good understanding of the Early Years Foundation Stage”

Balanced activities ...

At Cygnets we provide the children with a well-resourced environment with access to both inside and outside areas, regardless of the weather. Children are encouraged to make individual choices from carefully planned and resourced learning experiences which offer all areas of development.

There is a balance of activities, which are designed to provide each individual child with opportunities for learning in all developmental areas. Your child will experience free flow time, outings within the local community and more structured small group activities.

Healthy drinks and snacks are available throughout the session and we make the most of any opportunity to discuss healthy eating, cultural & seasonal foods and practice good manners.

We take part in community events and promote integrated activities, having strong links with our local schools and care homes, which are visited regularly for joint activities.

We encourage learning respect and tolerance for others, how to solve problems and disagreements, become more resilient and develop self-regulation.

Ofsted said about Broad Street: "All children are helped to achieve their full potential"

Ofsted said about Alveston: "Staff actively promote equality and diversity in their practice by planning an excellent range of activities and topics. This outstanding practice gives children an exceptionally good understanding of the way other people live"

Ofsted said about Quinton: "They are positive role models and the genuine warmth and kindness from staff helps children to develop good self-esteem and a sense of security and belonging"

Early Learning Goals ...

Every child engages in a wide range of activities that cover all areas of learning. It is important to remember that all children are individuals and will progress through the stepping stones towards the **Early Learning Goals** at different rates. At Cygnets the children are designated **key-workers** who will have special responsibility for them and will plan activities and experiences based on each child's current needs. The work plans are displayed so you can have an understanding of the work/play sessions and how we deliver our Curriculum. A list of the children and their associated key workers is displayed in the nursery.

Ofsted said about Broad Street: "The quality of teaching and learning is outstanding. The effectiveness of the curriculum planning and assessment for all children is exceptional."

Ofsted said about Alveston: "Children play in a well-organised, spacious and stimulating environment, with clearly defined areas of learning. They use a good range of age-appropriate toys and equipment which are placed at a low level"

Ofsted said about Quinton: “Children become engrossed in the activities and because of this they learn quickly and make good progress”

Partnership with parents ...

Cygnets operate as a Trust and in joining Cygnets you become a part of the Trust, a partnership with parents/carers where every member is valued. We listen and respond to you, share and discuss your child’s progress, experiences and any difficulties that may arise. We keep you informed with newsletters, notice boards, information leaflets, Eylog (online learning journal), social media, our website and by talking with you. We invite you to share in some of our activities and trips and our door is always open to you. We welcome parents/carers who want to be more involved either just to help or who want to become Trustees. We have a **Parent/Carer Involvement Policy** and a **Parents and Carers Formal Complaints Procedure**, which we review and update regularly. It’s lovely to receive compliments as well and if they are in writing we can share them with others. We ask you to sign your child’s registration document as an acknowledgement that you have read and understood the details in our prospectus and our terms and conditions.

Ofsted said about Broad Street: “Partnership with parents and carers is outstanding. Children benefit from the positive relationships that the parents and staff enjoy.”

Ofsted said about Alveston: “Children's needs are quickly identified and exceptionally well met through highly effective partnerships between parents”

Ofsted said about Quinton: “The positive partnership with parents and carers ensures that staff meet the individual needs of all children”

Safety and Security ...

Safety and Security is paramount at Cygnets and our staff are rigorously trained to follow all safety procedures. Regular risk assessments are carried out to ensure all children are safe and secure.

We are committed to Safeguarding Children and included within this is the protection of children in our care against abuse, which can take a number of different forms.

All of our staff are trained to recognise signs of abuse and are encouraged to report any concerns to our **Designate Safeguarding Leads** on site, Karen and Michelle at Alveston, Sam and Mandy at Broad Street, Pippa and Olivia at Quinton, by completing a ‘green form’. Action taken by the Designate on receiving a concern can vary from monitoring a situation, an informal chat with the Parent/Carer or making a referral to the **MASH** team.

We welcome all Visitors to the setting to report any concerns they have, whether they witness behaviour or unexplained marks on a child or have a disclosure made directly to them.

It is also part of our role to empower children to keep themselves safe. We help them to understand that it is okay to say ‘no’ if they don’t want to play a game, go with someone or be touched in a way that makes them uncomfortable. The NSPCC’s Underwear Rule and ‘Pantosaurus’ video is a fun way of reinforcing the fact that parts of our bodies, generally covered by our pants, are private to us and we can say no to being touched

there and tell a trusted grown-up if we are. We also discourage the use of pet names for the Vagina and Penis to avoid confusion or misunderstanding.

Our policy documents are created to ensure the wellbeing of children in our care and to enable us to maintain our high standards. They include: **Health & Safety, Equal Opportunities, Child Protection, Behaviour Management, Outings, Special Educational Needs, Complaints Procedure, Communicable Disease Guidelines, Parent/Carer Partnership, Procedures for Uncollected Children.**

The Organisation's policies and procedures are available to you on site if you wish to read further.

[Our Settings...](#)

We have 3 established Cygnets nurseries that are all conveniently situated on/close to school sites but totally independent and open to everyone, no matter what their locality or eventual choice of infant/primary school. We offer a high quality, competitively priced service staffed by dedicated, enthusiastic, professional and well-qualified people. All 3 sites are enhanced by good outdoor provision.

We have over 35 years practical experience and benefit from the shared experience of our 3 Cygnets settings with regular opportunities for cross-site training and meetings. All 3 sites were re-registered with Ofsted as a result of our change to Charitable status on 30/11/2015.

We provide a safe, happy and stimulating environment within which your child can grow, learn, and thrive.

[Broad Street Cygnets](#)

Are a **term time only nursery** (2 -11 years) working within the Early Years Foundation Stage framework. We provide a balanced range of educational opportunities both indoors and out where children's learning is supported by well qualified caring staff.

We operate Monday to Friday, morning and afternoon sessions, 9:00 am to 12:00 pm & 12:15 pm to 3:15 pm, with an optional lunchtime session. The centrally located premises offer three linked rooms with direct access to a large outdoor classroom and garden.

We run Toddler or induction sessions. These are a natural progression to the nursery and a chance for you to gain an insight into how we operate whilst helping your child to settle into a nursery environment.

Broad Street **Out of School Club** opens for a morning session 8.00 am to school drop off and an afternoon session school pick up to 5.30 pm, term time only. Children are escorted across the school site and into school in the morning session and they are collected from school and escorted back to Cygnets in the afternoon. Drinks and snacks are provided.

[Alveston Cygnets](#)

Our second and largest Cygnets setting opened in 1994, we operate all year round from birth to 11 years, flexible hours to suit your arrangements between 8:00 am and 6:00 pm and are open 51 weeks of the year. We provide a varied range of nutritional age appropriate drinks, snacks, hot meals at lunchtime and high tea prepared by our full time cook.

The **Babies** (birth – 2 years) have a purpose-built room with adjacent sleep and changing rooms and access to our outside areas. The ratio of staff to children is 1:3 assuring plenty of love, stimulation and attention at all times.

The **Nursery & Pre-school** (2 - 5 years) work towards the early learning goals through an extensive range of activities and opportunities in both the indoor and outdoor environment. We provide for a balance of child initiated and practitioner led learning to nurture their skills and wellbeing.

Alveston **Out of School Club** has two daily sessions in their own designated room, between 8:00 am to 9:00 am and 3:15 pm to 6:00 pm during term time, and children are escorted to and from Alveston Primary School. High Tea is provided during the afternoon session.

Holiday OOSC is 8:00 am until 6:00 pm except bank holidays, Christmas and training days.

Quinton Cygnets

Created to fulfil a community need Quinton Cygnets began with an OOSC and toddler group in Autumn 2010 before opening fully in February 2011. We operate all year round from age birth to 11 years between 8:00 am and 6:00 pm 51 weeks of the year excepting training days and Bank holidays. For babies, nursery & pre-school time can be booked as sessions or by the hour (minimum hours apply). Hot and cold meals as well as snacks are available from our own kitchen.

Babies (birth – 2 years) have their own room, separate from the nursery but with connecting doors, a tranquil though well supervised sleep room, a milk kitchen linked to the main kitchen, laundry and their own secure but easy access outside play space.

Nursery & Pre-school (2 - 5 years) we provide a developmentally appropriate learning environment both indoors and out working within the Early Years Foundation Stage Framework. Children are able to flow into the fenced playground created at the front of the building from their own side door. This area has a small digging and growing space with fixed play equipment surrounded by safety surface and a shed to store outside toys.

Wrap around (3 - 5 years) for those children attending the school nursery or other providers we offer care outside their normal operating hours morning and afternoon and all day during holidays. These older nursery and reception age children have their own base area but join with activities of other groups as appropriate.

Out of School Club have their own dedicated room and operate both morning and afternoon sessions during term times for the hour before school starts and until 6:00 pm in the afternoons. Your children will be escorted to and from the school by our staff unless other special arrangements have been made and to use the outside play facilities at the school.

A **holiday club** operates at all other times apart from the week between and including Christmas and New Year as well as all other Bank holidays and training days.

PARENTS INFORMATION

(Please read carefully in conjunction with our “Terms & Conditions”)

TERM DATES: We aim to tie our term dates in with schools and will confirm by a newsletter at the beginning of each term. Important dates are also displayed in our settings.

SESSIONS: At Alveston and Quinton parents can choose from full time, full days, sessions or hourly. At Broad Street morning, afternoon or full day sessions are available. Minimum attendance applies on all sites; refer to “Terms & Conditions” The Out of School Club operates morning and afternoon on all sites (term time only at Broad Street) and all day during the school holidays at Alveston and Quinton.

HOLIDAYS: At Alveston and Quinton there is a two-week pro rata holiday allowance for those attending all year round inclusive of the closure over Christmas and three further training days. There are no deductions for additional holidays you may wish to take and statutory bank holidays, as staff are paid as normal. At Broad Street and for those attending term time only on the other sites we follow the school terms and holiday, inclusive of inset days and Bank holidays

LUNCH: At Broad Street children have the opportunity to stay over lunchtime and bring a packed lunch. At Alveston and Quinton breakfast, a healthy lunch and tea can be provided for children present, prepared onsite using fresh produce, with the option to bring a packed lunch if preferred. Drinks and snacks are provided on all sites, although we do ask for bottle feeds to be provided by the parents.

ILLNESSES: Please inform us if your child is ill and the nature of the illness. Do not send them if you doubt their ability to cope. Only prescribed medication can be given by staff in strictly controlled circumstances. It is the responsibility of parents/carers to ensure Cygnets is made aware of any medical condition (either long or short term) that affects their child.

ABSENCES: Please let us know if your child is going to be absent from nursery for any reason. If your child is in receipt of nursery funding you are required to inform us of all absences and give a reason so we can record this.

ACCIDENT PROCEDURE: Each accident is reported and recorded on an accident/incident log sheet, which parents countersign and then they are given a copy. Any accident will be investigated and where appropriate steps taken to eliminate any risks thereby identified. Staff should be made aware of any existing injury and the correct form completed on arrival.

CLOTHING & PERSONAL ITEMS: Please ensure your child is suitably clothed and has a coat and Wellington boots or hat and sun protection cream as appropriate to the weather – *all named*. Jewellery should not be worn for safety reasons and draw cords, which might catch in equipment, are also best avoided. We ask parents to supply a spare change of clothing for emergencies. Cygnet’s tops (blue t shirts and sweatshirts) can be purchased. Although these are optional, we advise the purchase of at least one logo top to be worn as an identifier on trips. Cygnets do not take any responsibility for any mobile devices (phones, games consoles). Mobile phones are to be kept in school bags at all times.

PROGRESS REPORTS: We like to inform parents/carers of their child’s progress on an informal daily basis; however, regular opportunities are given to parents/carers to discuss their child’s development. If you need to discuss anything further at any time please ask for an appointment. We use an online programme for recording learning journals; staff use tablet computers to record observations for these learning journals that are shared directly with parents/carers.

TRIPS: We plan regular outings, visitors and activities involving parents, plus join our local schools for occasional events, sports days etc. Watch the notice boards and newsletters.

POLICIES: Our most **important policies** are displayed but for more detailed information or to see our policies, please ask at the office.

EQUAL OPPORTUNITIES: These are promoted at Cygnets. At all times we encourage the children to develop their understanding and awareness of cultures other than their own and show respect for others as individuals. Each child will be valued as an individual, regardless of race, disability, creed, cultural background or sex.

We actively promote inclusive practice, behaviour management and support children who have Special Educational Needs and Disabilities. We are also proud to have achieved both **Wincks** (Warwickshire's Inclusion Kite marking Scheme) accreditation at Broad Street and Quinton and **Makaton** accreditation at Quinton.

EXTRA ACTIVITIES: At Cygnets we provide a range of additional activities as part of our sessions including language lessons, Calypso Kids and Forest School.

GENERAL: We are fully insured and have fire, electrical, oil and gas appliances checked annually. We are registered by **Ofsted** and take children in receipt of **Early Education Funding**. Ofsted undertake inspections at regular intervals and have awarded Broad Street the OUTSTANDING grade in all areas and Quinton and Alveston have both received Good with Outstanding features.

Our Ofsted reports are all available on the internet for you to view. A direct link is provided from our website www.cygnetsonline.co.uk - which has further news and information about Cygnets.

For information about funding and help with childcare costs www.childcarechoices.gov.uk



Our Mission Statement:
Learning, playing and developing together

“We aim to ensure our dedicated staff can provide a happy, warm and stimulating environment with the highest ethical care standards for every child to play and learn, free to develop to their full potential.