

# PROSPECTUS



## **Broad Street CYGNETS**

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## **Alveston CYGNETS**

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## 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. We became a Charitable Incorporated Organisation (CIO) in May 2015 and are run by Trustees. The charity trustees are made up of 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. Our Broad Street setting is graded **OUTSTANDING** and our Alveston setting **GOOD** 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

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 which can be used to inform 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) see our privacy statement.

**Ofsted said about Broad Street:** "The staff's partnership with parents is highly effective. Many parents positively comment on the setting being an integral and essential part of the community."

**Ofsted said about Alveston:** "There are strong bonds between children and staff...Staff provide a good foundation for children to learn how to show care towards each other".

## 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.

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.

We recognise that children begin their nursery experience each with an individual set of experiences which we take time to learn about through our induction process. At Cygnets the children are designated key-persons who support them through settling in and who then take the lead in recording their learning journey, informing the planning process to ensure that activities and experiences are based on each child's current needs.

**Ofsted said about Broad Street:** "Children display a great sense of belonging, and even those who recently joined the setting have settled in incredibly well"

**Ofsted said about Alveston:** Staff "show nurturing attitudes towards children, particularly when they become upset. Consequently, older children are highly considerate to the needs of their peers."

## Our staff ...

Our most valuable resource is our staff who 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 team are led by a qualified, experienced Management team within an innovative environment.

Staff are proud of the job they do and will make time to answer your questions, whilst your key person will keep your child's journal up to date to keep you fully informed of your child's progress. Although we hold regular parent meetings specifically for this purpose we are happy to make parent appointments whenever needed to discuss a child's progress between these events.

**Ofsted said about Broad Street:** “Managers recognise their staff as the most significant asset in delivering excellent education to children and acting as outstanding role models in implementing three values: kindness, sharing and helping.

**Ofsted said about Alveston:** “Staff create a positive learning atmosphere for children as they play. This contributes to the progress children make in their learning.”

### 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:** Children arrive at the setting incredibly happy, confident and independent. From the start, they display impeccable manners and excellent learning attitudes.

**Ofsted said about Alveston:** “Staff are consistent in their approach to managing children's behaviour. Children listen carefully to the adults. They behave well.”

### 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, 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:** “Staff excel in providing rich and stimulating experiences for children that spark their interests and bring up their talents beyond what they experience at home.”

**Ofsted said about Alveston:** “Staff support children to learn how they can live healthy lifestyles. They provide lots of opportunities for children to get physical outdoors. Staff act as role models to the children as they eat healthy meals around them. Children themselves are provided with a range of balanced meals during snack and lunchtime. “

### Partnership with parents ...

Cygnets operate as a Charitable 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 **become a Trustee**. 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:** Parents "attend regular parent evenings and discuss children's progress termly. Parents feel that staff are experts who they turn to with any issue they might have."

**Ofsted said about Alveston:** "Staff gain children's starting points from parents... Staff inform parents of how they can continue to support their child's learning at home. Parents speak highly about the setting. They comment they can see the progress their child is making in their learning."

### 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.

All of our staff are trained to recognise signs of abuse and are encouraged to 'log' any concerns by completing a Warwickshire Safeguarding Board 'green form'. Staff are able to pass these concerns on and consult with our **Designate Safeguarding Leads** on site, Karen and Michelle at Alveston, Vicki and Mandy at Broad Street and supported by Sam at Head Office. 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 'Children and Families Front Door' team. It is also part of our role to empower children to keep themselves safe.

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 2 well 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. Both sites are enhanced by good outdoor provision.

We now have 40 years practical experience of running nurseries and benefit from the shared experience of both settings with regular opportunities for cross-site training and meetings. Both settings 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. Both our settings provide a balanced range of educational opportunities both indoors and out where

children's learning is supported by well qualified caring staff. We also provide a varied range of nutritional age appropriate drinks, snacks, hot meals at lunchtime and high tea prepared by our onsite cooks.

**Ofsted said about Broad Street:** "The curriculum is structured and sequenced exceptionally well, ensuring there are no gaps in children's learning and development. Staff plan their teaching according to children's interests and developmental stages, emphasising exciting narratives and providing challenging tasks for children.

**Ofsted said about Alveston:** "Leaders are passionate about ensuring children leave their setting with the skills they need to be ready for the next stage of their learning. Staff use topics to plan a range of activities that cover all areas of learning."

### Broad Street Cygnets

Our longest established nursery (2 – 5 years), formerly a Kindergarten, works within the Early Years Foundation Stage framework. Operating between 8.00 am and 6.00 pm and open 51 weeks of the year,

The centrally located premises offer a large open plan classroom dedicated for our **Nursery** children with two linked classrooms for the **Pre-school** children and direct access to a large outdoor classroom and garden.

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 6.00 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. We also provide a holiday club during the school holidays for Reception and Year 1 children.

### 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.

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.

## 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:** Parents can choose from full time, full days, sessions or hourly. Minimum attendance applies on both sites; refer to “Terms & Conditions”. The Out of School Club operates morning and afternoon on both sites and all day during the school holidays at Alveston with a holiday club at Broad Street for Reception and Yr1.

**HOLIDAYS:** 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. For those attending term time only we follow the school terms and holiday, inclusive of inset days and Bank holidays

**LUNCH:** 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. 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 give appropriate, general feedback on an informal daily basis; however, for feedback on your child’s progress we use an online programme for recording learning journals. Staff use tablets to record observations for these learning journals which are instantly shared via the app with parents/carers. In addition to the journals regular parent appointments are offered to parents/carers to discuss their child’s development. If you need to discuss anything further at any time please ask for an appointment.

**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 **Wincks** (Warwickshire's Inclusion Kite marking Scheme) accreditation at Broad Street.

**EXTRA ACTIVITIES:** Parents will be advised by each setting of current additional activities.

**GENERAL:** We are fully insured and have fire, electrical, oil and gas appliances checked annually as well as ensuring all other checks and maintenance is carried out throughout the year. 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 and Alveston received Good in all areas

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](http://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](http://www.childcarechoices.gov.uk)



**Our Mission Statement:**

**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.**

**“Learning, playing and developing together.”**