

**Bright Sparks**



**Childcare**

# Prospectus

**71 Stott Close,  
Efford,  
Plymouth  
PL3 6HA.**

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Updated February 2025

Bright Sparks Child Care Ltd. Registered in England, Company No. 5002284

# WELCOME

## Mission Statement

Bright Sparks believes all children should be treated with respect and have the best possible care because they develop and learn best when they are happy and secure.

That is why we at Bright Sparks are: **Always putting your child first.**

At Bright Sparks we are aware of how important family life is to children and the pressures that modern society can have upon this. Therefore we aim to be as flexible as we can to be able to accommodate for most childcare needs.

# All About Us

## Mandy Coath

Manager

Foundation Degree in Early Years Studies

## Katie Luke

Deputy Buisness Manager

NVQ Level 2/3 in Buisness and Admin

## Lisa Owen

Pre-School Leader & SENCO

Early Years Degree in Care and Education

## Grace Stafford

Toddler room practitioner & Trainee Deputy Room Manager

NVQ level 3 Early Years Care and Education

## Jazmin Journeaux

Baby room practitioner

NVQ level 3 Early years care and education

## **Also**

All our staff have an enhanced D.B.S. & safer recruitment checks made to ensure they are suitable to work with children.

### **On Going Training**

All our staff have or are working towards the following:

Paediatric First Aid

Food & Hygiene

Health & Safety

Child Protection

Early years Foundation stage

## April 2024 Prices

We also offer 25% discount for siblings (conditions apply)

	Per	Cost	Sibling discount (25%)
<b>Babies</b> <i>(3 months - 2 years)</i>	Hour	£8.00	£6.00
<b>Toddlers</b> <i>(2-3 years)</i>	Hour	£7.25	£5.43
<b>Pre-school/out of School</b> <i>(3+ years)</i>	Hour	£7.00	£5.25

### Vouchers & Government funded sessions

We accept government funding for 3 & 4 yr. olds, (which all children are entitled to for 15 hours and many working parents are eligible for 30 hours) and Me2 funding for eligible two year olds. We also accept childcare vouchers supplied by various companies, which save you money on your childcare fees.

**Please feel free to ask for more information on any funding, we are happy to assist or advise.**

## Aims & Objectives

- To provide a safe, happy environment with at least the minimum adult to child ratio in accordance to OFSTED and the Early Years Foundation Stage guidance (we generally have a much better ratio than needed).
- For children to reach their full potential through activities with meaning and purpose encouraging individuality.
- To encourage parental/carer involvement by keeping them informed in their child's progress, group plan and activities.
- To enhance the children's confidence and self-esteem by praise and encouragement.
- To provide a wide range of equipment and planned activities with appropriate adult interaction where the children can succeed.
- To follow a plan developed from the children's next steps, creating progression in the children's learning abilities, linking their skills and understanding.
- To provide a well balanced curriculum which will encourage the children to use their ideas and imagination to further their understanding of the world.
- To encourage the staff to update and further their training to ensure quality care for the children.
- To provide a Childcare Centre in which children are treated and respected equally regardless of gender, race, disability or religion.

# Principles

## Children

- To be kept safe at all times
- To come first at all times
- To be shown respect and their views heard
- To be given choices whenever possible
- To feel valued and important
- To have fun within sensible boundaries
- To be given the environment to learn naturally and at their own pace
- To learn important life skills: independence, respect of themselves and respect of others
- To be given positive encouragement and their self-esteem boosted

## Parents

- To know that their children are kept safe at all times
- To know that they are important
- To know that we care about their children
- To know that they are the most important person in their child's life
- To feel that they can talk to us about anything
- To know that their child is happy, valued and developing to their potential

## Staff

- To be accommodating with parents requirements where possible and within reason
- To feel valued & happy & they can discuss issues/concerns with senior management
- To be flexible with their colleagues
- To be professional at all times & undertake continual professional development.

## **Key Workers**

Our key worker system gives each member of staff responsibility for just a few children. Each child in the group has one special adult to relate to, which can make settling into the group much easier. The key worker maintains links with your child's home setting, working with you the parent/carer through shared record keeping ensuring that all children are supported in reaching their full potential. The system we use for monitoring and recording each child's development is a secure online learning journey that you will be able to access (for your child alone) to see and comment on your child's progress.

We welcome you to discuss your child's progress verbally as well and this can be arranged within session times, before or afterwards, whatever is more convenient for you.

## **Parental Involvement**

We recognize parents as the first and most important educators of their children and recognize the value of working closely with you to help your child reach their potential. Our provision aims to support parents by providing a safe and stimulating environment for each child and by keeping you updated on your child's day and their progress.

Parents are encouraged to become active members of the setting by informing us of activities or outings that their child particularly enjoyed and by involving them in fun days, stay & play sessions, home learning, parents' evenings' and Tapestry etc.

## **Security**

Bright Sparks operate within a secure area, entry can only be accessed by authorised persons who will be admitted by senior nursery staff. We have on file a list of the parent/carers or designated collector/s authorised by the parent (see forms at the end of the prospectus) to ensure that no unauthorised person/s can collect a child from the nursery. In addition, when a permitted collector is collecting your child from the nursery, they will need to confirm a password chosen by you and given to us and show some identification.

## **Admissions**

We operate an open-door policy, so an appointment is not necessary.

Parents/Carers and all interested persons are welcome to visit the nursery at any time between 7.30am and 4.00pm. For the safety of the children, all visitors will need to show some identification and will be accompanied by a member of staff at all times, however we reserve the right to refuse admission if we feel there may be a risk to the children or staff.

## **Activities**

All the planned activities are carefully chosen to ensure that the children are having every opportunity to develop the skills that they need and are planned in line with the revised EYFS guidelines. The children are also encouraged to independently choose their own activities from a range of carefully selected resources designed to stimulate them and help them develop the skills they need to learn.

Outside we again have a mixture of planned and free choice activities which includes Forest school style activities, which is where we use the natural outdoor environment, we have in the forest garden for activities that help the children to explore and learn about nature.

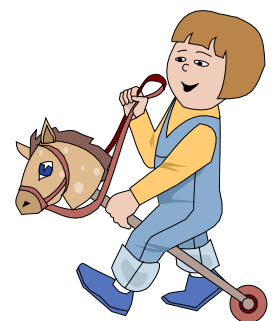
All the activities are planned to ensure that the children have lots of fun and learning plus new experiences during their time at Bright Sparks.



# Current Daily Routine

This is evaluated regularly and adapted slightly to allow for children's individual needs and influences out of our control like the weather. We do appreciate that continuity is very important for children so we stick to the following routine in the main.

- 7.30-8.00 **Breakfast** - Children can have breakfast when they are hungry. There are also lots of free-choice activities available and usually one adult planned activity.
- 9.00 **Arrival & Registration** - Children arrive and hang their bags and coats etc. on their named peg and then find their name again to 'self-register', then they free-play.
- 9.30 am **Snack**- The children have a healthy snack and drink.
- 10.00 am **Circle Time**. This is a group carpet activity.
- 10.30 am **Planned group activity**- Language Development or other Activity - BLAST language development or other activity for the older children, younger children will have their nappies changed & often start having their naps about now.
- 11.00 am **Outside Play** - This is longer whenever possible.
- 12.00 **Lunch**-. This is nutritionally balanced and cooked on site
- 1.00 pm **Mindfulness**. This is a group carpet activity.
- 1.15 pm **Free play** - Children of all ages can play together if they wish (siblings often particularly enjoy this). There are also fresh planned activities for the children to do if they want.
- 1.45 pm **Planned group activity**- Language Development or other Activity - BLAST language development or other activity for the older children, younger children will have their nappies changed.
- 2.00 pm- **Outside Play** - This is longer whenever possible.
- 3.30 pm **Tea/After school snack** - Children who are in all day can have tea if required whilst the after-school club have snack.



## **Absence**

In order to fulfil our legal requirements for government funded sessions, if you know that your child will be absent from a session (e.g., a doctor's appointment, family holiday etc) you must inform us in writing prior to the event. In the case of illness, a telephone call to the nursery on 225115 will be adequate. Should you require to cancel a paid session for a holiday for example, provided we have a month's notice you will not be charged, (all other absences will be still be charged for)

## **Health & Hygiene**

Parents are asked to keep their child at home if they have any infection and to inform the nursery as to the nature of the infection. This will allow the staff to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring in a child that has been vomiting or had diarrhoea until at least 48 hours after the last bout of diarrhoea/sickness.

## **Snack Time**

Each day your child will be offered a healthy food and a drink during snack times. We aim to introduce children to new foods and at the same time promote healthy eating as part of our continued effort to provide quality nursery care & education.

## **Lunch**

During term time and the holidays (unless discussed) we offer a healthy, nutritious, home cooked lunch, which is prepared on the premises daily at a cost of £2.00 per day, this will of course include a pudding.

## What to Provide

You will need to provide the following:

- A spare set of clothes (or 2)
- An outdoor coat (and wellies, as well as their regular shoes)
- Sun hat, sunglasses & sun cream in the summer
- Nappies, Wipes, Cream & Nappy Sacks (if applicable)
- Made up bottles/food (if applicable)

## What to Wear

Nursery learning can often be messy, and clothes will inevitably occasionally get stained! so please be mindful of this when choosing what to send your child to nursery in. Bright Sparks jumpers and polo shirts can be purchased at a reasonable price for anyone who is interested. We also encourage and teach independence: therefore, simple clothing which they can manage themselves will enable them to learn these new skills more easily (avoid things like straps, belts and laces). It is useful if you can provide your child with a bag of spare clothes (pair of socks, pants, trousers and a T-Shirt) just in case of accidents! It is quite normal for a young child to become so absorbed in an activity that they forget to visit the toilet, and the children often get wet from water play or washing their hands etc. All items of clothing, including shoes, should be clearly labelled with your child's name to avoid any mix-ups and anxiety.

For safety reasons we request that no jewellery be worn in the nursery. For pierced ears small studs or sleepers are acceptable, however we accept no responsibility for any loss or damage. We also ask that if your child comes to nursery in wellies that you provide a pair of shoes for them to wear during the day.

## Settling In

We want your child to feel safe and happy in our nursery as soon as possible. To help with this we offer two free 3-hour settling-in sessions to start off with. During the first of these sessions after you have had some time to settle your child a member of staff will sit with you to fill out the relevant paperwork, gather information about your child and sign you and your child up to our online learning journey programme Tapestry. Our settling-in procedures aim to help parents and children feel comfortable and to ensure that they can benefit from what we have to offer with confidence.

You and your child are invited to come and have a look around the nursery prior to starting. This is an opportunity to meet the staff and see what we do. Any special needs or requirements can then be discussed, our Equal Opportunities Policy and Inclusion Policy, which are on the website, go into more detail and copies are available from any member of staff at your request.

It is not uncommon for a young child to be upset about being away from you when starting at a nursery, to minimise any distress we can be as flexible as your child needs whilst settling into the new routine. We encourage parents to stay with their child initially while they are familiarising themselves with the new surroundings, as this helps the child develop a sense of security before they are left with us. This can take longer for some children than others and we will help you to settle your child the best way for them.

# Registration Form & Consent Forms

There are a few details and permissions that we require from you and the forms you need to complete for this are located at the back of this prospectus each of them is explained below:

## **Registration form**

If you wish to apply for a place in the nursery you need to complete the registration form with the information we need and return it to us, prior to your child starting. You need to provide at least one contact number other than the main carer's home or mobile number in case of emergencies, if your child becomes ill during a session and needs to leave before the end it will reduce their distress if we can assure them that we have contacted a relative or friend. Please notify a member of staff promptly if there are any changes of address or telephone numbers.

## **Emergency Treatment Form**

This form needs to be completed for every child in order for us to be able to deal with an emergency should it arise. If you do not wish for emergency treatment to be given to your child, you need to specify this on the form and notify us what your wishes are.

## **Collection Arrangements Form**

It is important that we are informed of anyone else, besides named parents/guardians, who are authorised to collect your child. Children will only be released into the care of authorised adults.

## **Permission Forms**

In order for your child to be included in all activities within the nursery, you need to complete and sign these forms, if there is anything you are not happy for please

## **Quality Assurance**

- Highly Qualified and experienced Staff who are committed to continuous professional development.
- All Staff are DBS checked and vetted using safer recruitment guidelines.
  - Ofsted Registered and regularly inspected.
- All Activities both on and off Site are carefully planned to ensure the safety of the children.
- Commitment to on-going improvements, feedback gratefully received.

## **Special Educational Needs**

Bright Sparks understands that every child needs the opportunity to learn in an environment free from prejudice and without discrimination.

Bright Sparks recognises that integrating the child as fully as possible into the group will provide appropriate learning opportunities. We are an inclusive setting and the staff are SEN trained. We also have access to a range of professionals to support children with additional needs.

Our named SENCO is Lisa Owen.

## **Policies and Procedures**

Parents and carers can find the Bright Sparks Policies and procedures on the website, alternatively you can ask for a copy of a specific policy or procedure to be printed off for you or emailed to you.

## **Contact Details**

Bright Sparks  
71 Stott close,  
Efford,  
Plymouth.  
PL3 6HA

Telephone: 01752 225115

Mobile: 07955944557

Email: [brightsparks2004@yahoo.com](mailto:brightsparks2004@yahoo.com)

Website: [www.brightsparkschildcare.co.uk](http://www.brightsparkschildcare.co.uk)

Find us on Facebook and Twitter

### **Registered Details**

Bright Sparks Child Care Ltd. Registered in England, Company No. 5002284.  
154 Churchway, Weston Mill, Plymouth PL5 1AJ



# Bright Sparks Confirmation of Booking

Child's Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

## Sessions Required:

Mon	Tues	Weds	Thurs	Fri
From	From	From	From	From
To	To	To	To	To

Date Childcare to begin: \_\_\_\_\_

Date Childcare to end: \_\_\_\_\_  
(Or put ongoing)

Variations agreed by Nursery Manager: \_\_\_\_\_

**Fees Payable in Advance:** £\_\_\_\_\_ Weekly/Monthly (delete as applicable)

## Terms and Conditions:

1. Fees are payable for all booked sessions whether they are used or not.
2. One month's notice is required for uncharged cancellations or holidays
3. Non-payment of fees may result in the loss of your child's place. If an account falls into arrears of one calendar month or more, we will no longer accept bookings for your child.
4. Any changes in your child's sessions must be given in writing (email or text is sufficient)
5. Bright Sparks will be closed for two weeks at Christmas, bank holidays and other dates occasionally like for staff training days, but sufficient notice will always be given.
6. Due to company costs, parents/carers late to collect their children will incur a charge of £10.00.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Parent's signature)

**At Bright Sparks we make every effort to be flexible and accommodating so please come to see us if you require any changes to your booking.**



Bright Sparks



Childcare

## Parent/carer contract

**While your child is with us, we at Bright Sparks will ensure to:**

- Keep your child safe and happy.
- Only feed your child varied, healthy (but enjoyable) snacks & meals.
- Put children first at all times.
- Use positive reinforcement to combat undesirable behavior and NEVER use physical punishment or humiliation to punish your child.
- Treat all children and parents respectfully.
- Adhere to confidentiality policies at all times.
- Make ourselves available to listen and advise if and when needed.

Signed: \_\_\_\_\_ on behalf of Bright sparks.

**While our child is registered with Bright Sparks we agree to:**

- Book our child/children in at least a week in advance where possible...
- Pay the full fees at least a week in advance whenever possible.
- Pick my child up on time or arrange for another suitable adult to pick them up and notify the nursery of the arrangement and password. If not be prepared to pay £10.00 per 15 minutes I am late to cover staff wages for that extra time.
- Give one month's notice in writing before withdrawing our child from the Nursery.
- Treat other users of the Centre and staff with respect.

Signed: \_\_\_\_\_

Parent/guardian of: \_\_\_\_\_



# Registration Form

## Child's Details

Full Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Home phone number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Verified By: \_\_\_\_\_

(We are required by law to see your child's birth certificate and red book if applicable)

Preferred Name/Known As.: \_\_\_\_\_

## Parent/Carers Details

### Parent/Carer 1

Full Name \_\_\_\_\_

Relationship To Child: \_\_\_\_\_

Mobile no: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

NI number (for funding purposes) \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Hours of work: \_\_\_\_\_

Work address: \_\_\_\_\_

\_\_\_\_\_

Work phone numbers 1: \_\_\_\_\_ 2: \_\_\_\_\_

### Parent/Carer 2

Full Name \_\_\_\_\_

Relationship To Child: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ home phone: \_\_\_\_\_

Mobile number: \_\_\_\_\_ other \_\_\_\_\_

NI number (for funding purposes) \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work address: \_\_\_\_\_

\_\_\_\_\_

Work phone numbers 1: \_\_\_\_\_ 2: \_\_\_\_\_

Hours of work: \_\_\_\_\_

### Legal Guardians

Is parent 1 a legal guardian of this child? Yes  No

Signed (parent/guardian 1): \_\_\_\_\_ Date: \_\_\_\_\_

Is parent 2 a legal guardian of this child? Yes  No

Signed (parent/guardian 2): \_\_\_\_\_ Date: \_\_\_\_\_

Is somebody else? Please specify \_\_\_\_\_

\_\_\_\_\_

**Emergency Contact Details** (should parent/carer(s) be unavailable)

Full Name \_\_\_\_\_  
Relationship To Child: \_\_\_\_\_  
Address \_\_\_\_\_  
Post code: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Other Adults Authorised To Collect My Child**

**Authorised Collector 1:**  
Full Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Contact numbers 1: \_\_\_\_\_ 2: \_\_\_\_\_

**Authorised Collector 2:**  
Full Name \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Contact numbers 1: \_\_\_\_\_ 2: \_\_\_\_\_  
Security password for anyone collecting your child other than those listed: \_\_\_\_\_

**Medical/Dietary Details**

Any known special dietary requirements/food allergies: \_\_\_\_\_  
Any known medical conditions: \_\_\_\_\_  
Any known Allergies to medication: \_\_\_\_\_  
Any known special educational needs: \_\_\_\_\_  
Any other important information: \_\_\_\_\_  
(Continue overleaf if needed and indicate here)

**GP Details**

Doctor's Name \_\_\_\_\_  
Surgery Address: \_\_\_\_\_  
Surgery Telephone Number: \_\_\_\_\_

**Health Visitor Details (if applicable)**

Health Visitor's Name \_\_\_\_\_  
Health Visitor's Contact No.: \_\_\_\_\_

**Social worker details (if applicable)**

Social workers name: \_\_\_\_\_  
Contact number: \_\_\_\_\_

**Immunisations Information**

Are your child's immunisations up to date?  
Yes/No \_\_\_\_\_

**Specific Information (if applicable)**

Favourite toy: \_\_\_\_\_  
Favourite activity: \_\_\_\_\_  
Preferences: (e.g. comforter, sleeping position etc.) \_\_\_\_\_  
Religious/Ethnic requirements: \_\_\_\_\_



# Emergency Treatment Consent Form

Child's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

I agree to the registered person in the provision (or deputy in charge) taking the necessary steps to ensure that my child

\_\_\_\_\_ (Name of child) receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing. I

understand that the registered person (or deputy in charge) will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child

(name of child) to hospital in the case of a

serious accident in my absence.

Signed (parent/guardian 1): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (parent/guardian 2): \_\_\_\_\_ Date: \_\_\_\_\_

# Parental Permission Form

Child's Full Name \_\_\_\_\_

In order to make full use of the facilities for young children in the local community the children may be taken on short walks and trips to venues such as the park, shops, or library accompanied by a responsible adult from Bright Sparks Child Care.

**I give permission for visits to venues in the local community with a responsible adult from Bright Sparks Child Care as part of the day - to - day activities.**

**Signed (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_**

I give consent for the Nursery Mobile phone to be used to contact parent/s through the text messaging and phone service.

**Signed (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_**

In order to show the children and yourselves that we value what they do at nursery we need to photograph the children for their learning journeys and for display.

**I agree to photographs of my child being used within the nursery, on their online learning journey and appearing in other children's learning journeys.**

**Signed (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_**

For protection from the sun we will always apply sun cream to children on sunny days.

**I give consent for a member of Bright Sparks staff to apply sun cream & in the event that there is no sun cream provided by me available I am happy for Bright Sparks to apply their own which will be a factor 50 for sensitive skin.**

**Signed (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_**

Bright Sparks Childcare has a Face Book account used for sharing information, celebrating achievements and advertisement. We regularly post photos of the setting and of children. Please deleted as required.

**I give/do no give consent for photos of my child/children to be used on the Bright Sparks Face Book account.**

**Signed (Parent/guardian) \_\_\_\_\_ Date \_\_\_\_\_**

In line with our safe guarding policy, there may be times when we need to share information with other professionals

**Signed (parent/guardian): \_\_\_\_\_ Date: \_\_\_\_\_**