



**STEP  
BY  
STWP**

PRE-SCHOOL NURSERY

## PROSPECTUS

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## **Welcome and Introduction**

Welcome to Step by Step Nursery, and thank you for your enquiry.

Step by Step Nursery was purpose built in 1994 and provides care for children from 0-5 years of age. Our main objective is to create a homely, loving and stimulating environment which supports each child to reach their full potential.

A wide range and variety of activities and experiences are skilfully planned by our committed and enthusiastic staff in order to provide our children with the best possible learning opportunities.

We know that coming to Nursery is often a child's first experience of being separated from their parents. We are all very aware of the vital part you have already played in your child's early years, and we believe that an effective partnership between Nursery and parents is invaluable.

## **Our Nursery**

Step by Step Nursery and all of our staff are registered with Social Care and Social Work Improvement Scotland (SCSWIS/Care Inspectorate) and Scottish Social Services Council (SSSC).

The building has a video entry security system.

Within our Baby Nursery, we can accommodate up to fifteen 0-2 year old children daily. Our large, bright and well-equipped playroom has a special soft and mirrored area for our younger babies. Our adjoining cot room has a large glass viewing window for easy monitoring of the babies and provides a cosy and safe place for rest.

In our 2-5 year old Nursery we can accommodate a maximum of 26 children. Our bright and spacious playroom allows the children to experience a wide variety of stimulating and challenging learning experiences which are planned with the children.

Our staff aim to support every learner develop knowledge, skills and attributes for learning, life and work, which are encapsulated in the four Curriculum for Excellence capacities.

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

The Nursery has two safe, fully enclosed outdoor play areas where the children take part in both free play and organised activities, extending and adding to their learning experiences.

We are subject to regular Social Care and Social Work Improvement Scotland (SCSWIS/Care Inspectorate) inspections. A copy of our latest report can be found online ([www.scswis.com](http://www.scswis.com)) and is displayed within the Nursery.

## **Step by Step Nursery**

Policy Statement(s) :-

Aims and Objectives

**At Step by Step Nursery, we aim to:-**

- To provide a safe, stimulating and caring environment in which all children feel valued, included and happy.

***We do this through careful and considered recruiting. Selecting staff who share our Aims and are committed to providing each child with the best possible experiences and care.***

- To assess and promote the health and well-being of our children at all times and where necessary, work in partnership with other agencies and professionals to achieve this aim.

***We do this in an open and inclusive way, working together with parents and carers to celebrate progress and plan support.***

- To have a sound understanding of a child's developmental needs and to engage them in high quality stimulating experiences, which promotes learning opportunities and personal challenge.

***We do this through observing, assessing and planning for our children. Evaluating and reflecting their experiences and creating next steps for their learning.***

- Motivate our children to become successful learners, confident individuals, responsible citizens and effective contributors.

***We do this through forming positive relationships with the children, so they feel supported and encouraged to explore, dream, challenge, question.***

- Promote respect, positive behaviours and attitudes towards all others and for themselves.

***We do this all day, every day. Tolerance, inclusion and fairness are promoted in our day to day communication, routines and activities.***

- To remain reflective of our practice and to keep abreast of reviews regarding childcare legislation and best practice guidelines.

***we do this through self-evaluation, parent/carer/child questionnaires, training events and being responsive.***

Nursery Manager and Staff

Reviewed Annually

## **2-5's Nursery**



All of our activities and events are child centred, with staff and children “Mind Mapping” themes, topics and ideas together. Staff ensure the children’s experiences have breadth, balance and sound learning outcomes. Staff are knowledgeable and follow best practice guidance from the “Curriculum for Excellence” and “Pre-Birth to Three, Supporting our Youngest Children” documents.

Our morning and afternoon sessions include both structured and child led activities, with an emphasis being on children’s choices. In doing this, the children have every opportunity to develop emotionally, socially, physically and intellectually through play.

In a happy and relaxed atmosphere, we encourage the children to explore, design and construct, be imaginative and to take part in creative activities (Most of which are messy!)

Our playrooms are designed in a way which allow our children the freedom of choice and encourage social skills and co-operation.

### **Imaginative Corner**

This area regularly changes, taking into consideration the children’s ideas and preferences e.g. a house, shop, doctor’s surgery or hospital etc. Here the children can take part in role-play and interact with their peers.



### **Quiet Area**



Here the children can relax and look at books, listen to music or enjoy a quiet moment. This area is also used for group stories and news times.

### **Messy Area**

Sand and water play are freely available along with a variety of media to extend their play experiences e.g. minibeasts in the sand, spaghetti in the water etc.



### **Art and craft activities**

The children enjoy both structured and free choice activities using a variety of different media e.g. crayons, playdough, painting, drawing, cutting, junk modelling and sticking collage.



### **Interactive Area**



We have a computer with educational games, which the children can use daily along with electronic story books.

### **Table top activities**

We have a wide selection of games, puzzles, construction and imaginative toys, threading, cutting, posting etc which are accessible for the children to choose.



We encourage the children to be involved in their community, for example, visits to the local Library, shops, community centre etc.

We participate in local community galas and fayres and have regular visits to the local Nursing Home, where the children enjoy wonderful relationships with their elderly friends.

From time to time, we may have specialist teachers who visit the Nursery e.g music and drama.

Our children also have the opportunity to attend our local community centre for dancing classes and football training

## **Baby Nursery**

Our purpose-built Baby Nursery opened in October 2002 and consists of a large, bright and spacious playroom with adjoining sleeping room.

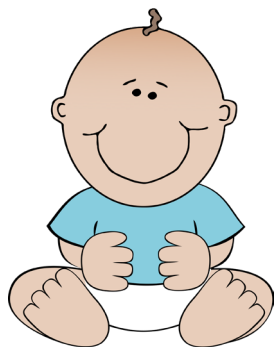
We cater for all of your baby's physical and emotional needs as well as providing a home from home environment in which stimulation can be given to each individual child. This will encourage the babies to understand their surrounding world in a safe and secure environment.



The *Pre-Birth to Three: Supporting our Youngest Children* document acts as a foundation for a child's future learning and development. It is based on the concept that care and learning are inseparable. More information is available should you enrol your child at Step by Step.

As they grow, the children will be introduced to simple puzzles, posting boxes, building blocks etc. to develop their manipulative skills.

To promote physical development, skills such as crawling, standing, climbing and walking will be encouraged and always closely supervised by our staff.



Communication with staff is very important as the babies begin to use and respond to facial expressions and gestures. Picture books play an important part as children's language develops and sharing a favourite book with a member of staff allows the children to practice known words as well as learning new ones.

Messy activities such as painting, drawing, sand and water, playdough etc. will be provided daily.

We will encourage the children to explore a wide variety of textures and materials and to enjoy creative play, thus developing their senses and extending their manipulative skills.

Outdoor play is part of our daily programme and we have a safe, fully enclosed outdoor play area for the sole use of our 0-2 year old children.



### **Note:**

Parents are requested to provide formula or breast milk daily in accordance with their baby's requirements.

Weaning food can be provided by the Nursery, if required.

An adequate supply of nappies, wipes and cream should also be provided by the parents, if appropriate.



## **Location**

Step by Step Nursery is situated at Fairview Street, Danestone, Bridge of Don.

We are part of the community area consisting of the local church, community centre and doctors' surgery. Car parking is available.

## **Hours of Opening**

The Nursery is open from 8.00am - 6.00pm, Monday to Friday

Session times and costs are detailed on Page 12

In order for adequate time to be allocated for passing on a verbal report about your child's day at Nursery, it is useful if the children are collected by 5.45pm, where possible.

## **Staff**

On commencement of employment, all staff, students, work experience and volunteers undergo an Enhanced Disclosure Scotland check (PVG):

<b>Owners:</b>	Lynn & Mike Brands
<b>Manager:</b>	Jan Massie
<b>Assistant Manager:</b>	Kelly Lumsden
<b>Playroom Supervisors:</b>	Hayley MacDougall Fiona Peel
<b>Playroom Senior:</b>	Jenny Milne
<b>Nursery Practitioners:</b>	Baharak Ahani Ellie Chloe Hansen Andrea McDonald Ellis Pace Hayley Sinclair Fiona Taylor
<b>Support Worker(s):</b>	Toni Duncan Megan King Rebecca Mortimer
<b>Nursery Cook:</b>	Maria Watt
<b>Accounts Assistant:</b>	Kim McMillan

The Nursery use a cleaning company who work out with operational hours.



## **Staff Training**



Due to Scottish Social Services Council registration requirements, all childcare workers must hold or be working towards a recognised childcare qualification.

On commencement of employment all our staff receive core training in Child Protection, First Aid and Food Hygiene and on an ongoing basis, complete online, external and in-house training. Through this, we are able to keep abreast of current issues and individual training needs are identified at annual staff appraisals.



## **Holidays**

The Nursery closes for two weeks holiday over Christmas and New Year. Dates will be issued to you on commencement of a place.

Please refer to page 13 for full details of how this is incorporated in our fee structure.

Any additional holidays taken will be charged for at the full rate.

To support the safety and wellbeing of our children, the Nursery must be informed when children are to be absent, including holidays.

## **Illness**



If your child is unwell and unable to attend Nursery, please let staff know as soon as possible. Children with minor colds and coughs need not be excluded but if your child has a high temperature, rash, conjunctivitis, sickness or diarrhoea they should be kept at home until cleared by your doctor or until symptoms subside.

You will receive a copy of our Infection Control and Absence policies should you accept a place.

In the event of your child being slightly “off colour” please inform the staff on arrival so we can treat your child with extra special care.

If a child should become ill during the course of the day you will, of course, be informed.

There will be no refund for absence due to sickness.

## **Meals and Snacks**

The 2-5 children enjoy choosing when to have their snacks in the morning and afternoons. We refer to this as “rolling snack.” The children are encouraged to help prepare and serve themselves from a selection of tasty and nutritious foods, fresh fruit and vegetables.



Our two-course nursery lunch is freshly prepared daily by our nursery cook. Menus change on a four weekly rotation and are developed to reflect seasonal changes and offer variety for the children.



## **Admission/Settling In To Nursery**

Parents and children are always welcome to visit us at Step by Step. This is a nice opportunity to meet with staff and look around our Nursery.

If you decide to accept a place for your child, an application form will be completed and further visits arranged prior to their starting date. These settling-in visits support you and your child to become more familiar with us and the nursery before starting.

We appreciate that this can be an anxious time for you and your child, therefore we will take an individual approach and care during this process. You will have an induction co-ordinator who will become familiar to you and your child as they oversee this settling in process and liaise closely with you.

During these sessions you are welcome to stay until you and your child feel comfortable, or until such time as both staff and parents feel that it is appropriate for you to leave.

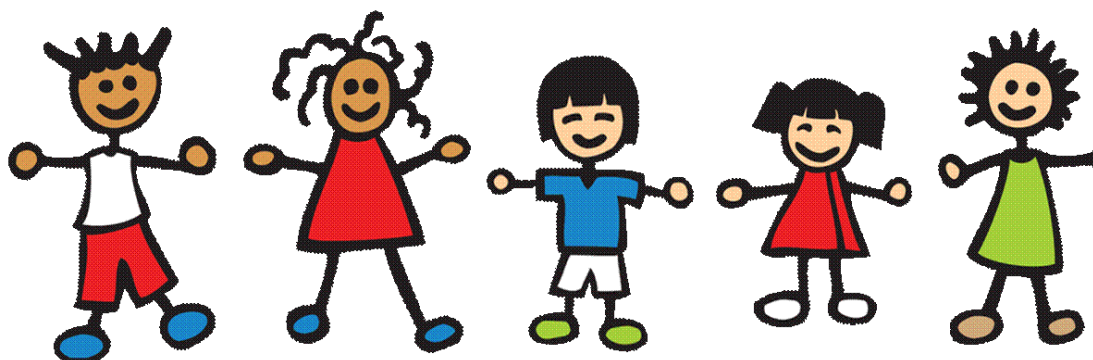
Should your child be upset when you leave, please be reassured that our experienced and skilled staff will offer lots of TLC and reassurance.

You are welcome to telephone the Nursery at any time to find out how your child has settled.

## **Trips and Outings**

A variety of trips and outings are planned throughout the year, many of which are linked to our themes and topics.

We like to play an active part in our local community and enjoy visits to the library, shops and our nearby Nursing Home



## **Open Evenings and Information**

On a daily basis, depending on your child's age, staff will give you a short verbal or written report, of your child's time at Nursery and you are welcome at any time to make an appointment to meet with staff to discuss your child's progress.

We host Open Evenings twice yearly which gives us an opportunity to meet and discuss your child's individual needs and development together.

We send regular emails and newsletters to keep you up to date with nursery news, activities and forthcoming events and greatly value your feedback and input through questionnaires, feedback slips and our "open door policy"

Our parents notice boards are located in the hall area for your information.

## **Collecting, Processing and Retention of Personal Data**

When you enrol with Step by Step Nursery, we will collect, process and retain personal information about you and your child(ren).

We will store your information securely on both computer and paper files and it will be managed on a tiered basis.

We will never share it, except if required to do so by law or on the request of other professional bodies such as Social Care and Social Work Improvement Scotland (SCSWIS), Social Work Department, Healthcare Professionals and Police Scotland etc.

The nursery's Retention of Personal Data policy clearly details the timescales required for retaining your information after which it will be deleted or destroyed safely.

## **Complaints Procedure**

Formal complaints should be made to Jan Massie (Nursery Manager).

Details of our Complaints Procedure are on display on the parents' notice board.

## **Withdrawal**

In the case of a child leaving Step by Step Nursery, a full month's notice of withdrawal must be given in writing, or a month's fees paid in lieu of notice.

## **Session Times and Costs**

The following rates will apply from 1<sup>st</sup> June 2023.

<b><u>0 – 3 RATES</u></b>		
<b>Session</b>	<b>Times</b>	<b>Cost</b>
Morning (no lunch)	8.00am – 12 noon	£35.30
Morning (with lunch)	8.00am – 1.00pm	£41.45
Afternoon (no lunch)	1.30pm – 6.00pm	£39.40
Afternoon (with lunch)	12 noon – 6.00pm	£44.20
Full day	8.00am – 6.00pm	£72.55
Full week	10% Reduction	£326.45
Hourly Rate		£10.60
Lunch		£16.60

Minimum attendance: Two sessions per week

<b><u>3 – 5 RATES</u></b>		
<b>Session</b>	<b>Times</b>	<b>Cost</b>
Morning (no lunch)	8.00am – 12 noon	£32.00
Morning (with lunch)	8.00am – 1.30pm	£39.50
Afternoon (no lunch)	1.30pm – 6.00pm	£34.90
Afternoon (with lunch)	12 noon – 6.00pm	£41.50
Full day	8.00am – 6.00pm	£61.60
Full week	10% Reduction	£277.10
Hourly rate		£9.30
Lunch		£16.60

Minimum attendance: Two sessions per week

A deposit of £100 is required to secure a nursery place and this will be refunded from your first invoice. The deposit is non-refundable if you decide not to take up a place.

A nursery place will normally be secured for a maximum of three months and the manager will request your deposit on confirmation of a secured place.

A 10% reduction in fees will apply for second and subsequent children from the same family attending the Nursery at the same time. The discount will apply to the lower invoiced total.

Fees will be calculated by multiplying your child's weekly fee by 50, and dividing this figure by 12 to arrive at a standard monthly payment.

E.g.  $£100.00 \text{ per week} \times 50 = £5\,000.00 / 12 = \underline{£416.67 \text{ per month}}$

This calculation will apply irrespective of which day(s) your child attends.

Please note: As you will see our two-week Christmas closure has been deducted in the above calculation.

Fees are payable monthly in advance by Standing Order and must be paid in full, by the 3<sup>rd</sup> of each month. Standing Order Mandate Forms will be issued during enrolment. We operate a "No Cash Policy".

The Nursery welcomes all Employee Childcare Vouchers. To find out more go to [www.hmrc.gov/childcare](http://www.hmrc.gov/childcare) or speak with your employer.

We have a "Payment Of Invoices Policy" at the nursery which shall be strictly administered. A copy of the policy will be given to all parents on commencement of a nursery place.

Extra hours may be arranged depending on availability. These will be charged at our session/hourly rate and must be paid on the day they are taken. Any extra time in excess of two hours will be charged as a normal session.

Fees may be subject to an annual increase.



Please complete this application form and return to:-

Step by Step Nursery, Fairview Street,  
Danestone, Aberdeen, AB22 8ZP

Email: [sbys100@stepbystepaberdeen.co.uk](mailto:sbys100@stepbystepaberdeen.co.uk)

Web: [www.stepbystepaberdeen.co.uk](http://www.stepbystepaberdeen.co.uk)

Full Name of Child:					Child's Date of Birth: [dd/mm/yyyy]
Address:					Postcode:
Home Telephone Number:			Home Email Address:		
Parent's Name (1):		Daytime Contact Address:		Daytime Number:	
		Work Email Address:		Mobile:	
Parent's Name (2):		Daytime Contact Address:		Daytime Number:	
		Work Email Address:		Mobile:	
Nursery Sessions Required (Please tick as appropriate)				Actual or Approximate Starting Date Required: [dd/mm/yyyy]	
Please note: Minimum Attendance – 2 half days or one full day per week				Staff will add your details to our waiting list and contact you should we have availability to offer.	
Req. Sessions	Morning	Lunch	Afternoon	Full Day	If the sessions that you have selected are not available, would you like to be notified of alternative availability? YES NO
Monday					
Tuesday					Please give details:
Wednesday					Please indicate how you heard of Step by Step:
Thursday					
Friday					
Parents Signature:					Date: [dd/mm/yyyy]

**General Data Protection Regulations**

The nursery will securely manage and retain the personal data supplied by you on both computer and paper files for a period of 1 year 6 months. After this time if you have not secured a place or should you no longer require childcare we will delete or destroy your information safely.

**For Office Use Only**

Application acknowledged:

GDPR review date:

Confirmed and deposit paid:

Actual starting date:

Visits arranged: