



Treetops Day Nursery & Pre- school

The Vic Forster Centre, Franklands Village, Haywards
Heath. RH16 3RS

Prospectus

Everyone welcome

Our Aim

To create a day care nursery of the highest standards recognisable to parents in the local community and OFSTED.

We aim for outstanding inspections and will use any feedback to better our nursery. We hope sincerely that Children who attend Treetops will be happy, healthy and well cared for.

We support our staff with off-site training to improve their current knowledge of childcare practice and the curriculum.

Our nursery prides itself with highly qualified staff, with one member of staff who holds Early Years Teacher Status, and other staff holding Level 3 & 2 qualifications. We also have an apprentice working with us.

Our mission statement

Our purpose is to provide a safe and secure homely setting where children can flourish, develop, and learn, through child lead organised play and learning opportunities which will nurture their potential as an individual. We work closely with the Childs home network to meet their specific needs and follow the “Early Years Foundation Stage” curriculum to ensure a complete learning and developmental experience.

Our vision is to be a locally recognised nursery with a good reputation of providing a ‘home from home’ feel and the best care and education available in the area.

Our Values are to have a team of professional staff who are experienced at ensuring the children learn and develop through play, and to maintain a nursery of the highest standards. We are approachable and friendly and encourage feedback as much as possible. We continually assess our provisions with the aim of providing excellent facilities now and in the future.

The Early Years Foundation Stage

“There are seven areas of learning and development that set out what early years providers must teach the children in their settings. All areas of learning and development are important and inter-connected. 1.4 Three prime areas are particularly important for learning and forming relationships. They build a foundation for children to thrive and provide the basis for learning in all areas.”

(EYFS statutory framework)

In order to adhere to EYFS/Ofsted requirements our nursery we plan for children's play, learning and development using the EYFS, for children from birth to five years. Effective practice throughout the settings is guided by the four themes of the Early Years Foundation Stage. Our practitioners use these themes to support the learning, development and care of our children.

The four key themes are:

A Unique Child – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships – children learn to be strong and independent from a base of loving and secure relationships with parents/ carers and a key person.

Enabling Environments – the environment plays a key role in supporting and extending children's development and learning, both indoors and outdoors.

Learning and Development – children develop and learn in different ways and at different rates, all areas of learning and development are equally important and interconnected.

We plan for all children using the seven key areas of learning these areas are:

- Personal, Social and Emotional Development
 - Communication and Language Development
 - Physical Development
 - Literacy
 - Mathematics
 - Understanding the World
 - Expressive Art and Design
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- Communication and language:
development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
 - Physical Development:
involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

- Personal, Social and Emotional Development:

involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy:

development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

- Mathematics:

involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

- Understanding the world:

involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

- Expressive arts and design:

involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Key Person

At Treetops each child is always assigned a key person when they join our nursery. The role of a key person is to help ensure that all children in our setting have an attachment with their key person who will plan their care and learning which is always tailored to meet their individual needs. In accordance with educational programme that must involve activities and experiences for children as set out under each area of learning. This helps the child, the parent/carer become familiar with our setting so that the child has attachment relationship with their key worker.

Special Educational Needs & Disabilities

Our nursery has a Special Educational Needs & Disabilities Co-ordinator (SENDCO). We are an inclusive nursery and children with special educational needs are welcomed into our nursery. Our nursery will liaise with parents, and other professionals according to each child's individual needs. The SENDCO also supports children who may require extra support in areas of their development, we feel this is important as early intervention is crucial in their early years. An Individual Educational Plan (IEP) would then be implemented with parent's involvement as well as other professionals including WSCC.

Treetops vision is that all children irrespective of their needs or abilities (SEND) will gain skills and confidence within our setting. We believe that every child deserves the very best start in their Early year's education. Early intention with children with SEND requires us to recognise every child's needs as early as possible and to have the right level of communication with parents/carers and other professionals. Here at Treetops, we pride ourselves in the provisions we offer to meet the diverse range of needs our children. This is usually met up inclusive quality of teaching as well as understanding every child as an individual and working around them to meet their needs.

Sessions

A minimum of 2 sessions per week is recommended for all children including funded children. We provide a morning session of 5 hours, an afternoon session of 5 hours, a full day of 10 hours and a school day session of 6 hours. The school day session is available for children age 3 years and above. We are open 51 weeks a year, closed only Christmas/New Year period, and during the bank holidays. Ad-hoc extra hours are subject to availability.

- **Early Years Free Entitlement**

Free Entitlement is available for children from the age of 9 months for a maximum of 15 hours per week, as well as the extended FFE. Please ask the Nursery Manager if you wish to register for Free Entitlement or if you require further details.

Funding entitlement is 38 weeks, Universal 15hrs per week is 570 hours per year, Extended 30 hrs per week is 1140 hours per year, we stretch the yearly funding over 51 weeks of the year. Your bill will fluctuate each month. KEY: FEH = Free entitlement hours U = Universal funding E = Extended funding We have a minimum attendance of two full days of which is recommended For bookings for 2 children, a 5% sibling discount is applied to the fees for the eldest child. Free Entitlement Funding starts in the term following your child's birthday, and is subject to your child's eligibility, nursery availability and our terms and conditions. Please be aware that if you utilize part or all of your free entitlement funding elsewhere these fees may not apply to your child's booking pattern, please speak to the nursery manager in this instance. Extra Sessions are available subject to availability at £13.00 p/h. West Sussex County Council require services outside the basic EYFS provision to be charged separately. The provision of meals falls outside the EYFS and as such are charged separately. There is a termly resources charge to all funded

children which is charged at £25.00 per term this includes additional items such as nappy creams, wipes, nappy sacks, suncream and child events and celebrations.

Eligibility and how to access EYPP Funding

Early Years Pupil Premium (EYPP) The Early Years Pupil Premium (EYPP) was introduced in April 2015, and is additional funding for early years settings to improve the education they provide for eligible 3 and 4 year olds. The aim of the Early Years Pupil Premium is to close the gap between children from disadvantaged backgrounds and their peers by providing funding to early years providers to help them raise the quality of their provision. (DfE Consultation) The EYPP pays an additional 66p per hour per eligible child, this equates to just over £376 per child taking up their full 570 hours Universal Free Entitlement (FE). Only children who claim Universal FE will be able to attract the EYPP however they do not need to take up their full Universal entitlement to receive it. EYPP will be paid in proportion to the child's actual Universal FE hours. Eligibility Children will be eligible to claim EYPP if they meet at least one of the following criteria:

- Their family receives one of the following: Income Support or Income-based Jobseeker's Allowance Income-related Employment and Support Allowance or Support under part VI of the Immigration and Asylum Act 1999. The guaranteed element of State Pension Credit or Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190 or Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit or Universal Credit if a parent is entitled to Universal Credit, they must have an annual net earned income equivalent to and not exceeding £7,400.
- They have been in local authority care for one day or more in England or Wales
- They have been adopted from care in England or Wales.

How we identify eligibility

Identifying eligible children, The DfE estimate that there are over 1300 children in West Sussex eligible for EYPP. Providers will be expected to gather the information required from parents in order for the local authority to check eligibility using the West Sussex County Council (WSCC) Parent Declaration form.

The information required is as follows:

- Parent/carer's full legal name • Parent/carer's date of birth • Parent/carer's National Insurance (NI) number or National Asylum Support Service (NASS) number
- Parent/carer has provided evidence that the child has been in local authority care for one day or more in England or Wales (if applicable)

- Parent/carer has provided evidence proving the child has been adopted from local authority care, left care through a special guardianship order or is subject to a child arrangements order (if applicable)

. For all children thought to be eligible for EYPP, providers will be asked to include this information on their headcount return through the online provider portal

. Providers must tick the 'EYPP' consent box when submitting their claim.

- **Meals**

Freshly prepared, homemade meals are provided by the setting all of which follows the government guidelines for a balanced nutritious diet. These meals are charged at £3.50 but parents have an option to pack a packed lunchbox for their children if they prefer.

- **Absence and Illness**

If your child has a contagious illness, sickness or diarrhoea and/or is unhappy at the nursery through illness, you may be requested to keep them from attending until they are well. This is in the best interest of all the children and is detailed in our policies and procedures. Regrettably all absences, for whatever reason must be paid for. All absences must be reported to the nursery ahead of your child's start time so we can record accordingly, this is due to the changes in the EYFS from September 2025.

- **Holidays, appointments and Bank Holidays**

Fees are required to be paid whilst the child is on holiday, absent for any appointments and also, where applicable, Bank Holidays.

If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions or exceptional events, the normal fee will continue to be payable in full. We will be under no obligation to provide alternative childcare to you.

- **Late Collection/Early Drop Off**

Children dropped off/picked up before/after their session will be charged. We ask that you inform us as soon as possible if you are going to be late collecting or dropping off early as this will need to be catered for within the child-adult ratio.

- **Payment of Fees**

Fees are collected 1 month in advance; any additional costs will be added to the following month's invoice. Fees may be paid monthly using direct debit, BACS, or standing order. Late payments of more than 7 days will incur a charge of £10.00 per day, which will be added to your following month's invoice. Prices are reviewed once a year in April.

• Changing Sessions/withdrawal

One month's notice is required to change a session. However, there may be more opportunity to have flexibility outside of term time. Six weeks' notice is required when a child is leaving.

• Administration

All administration, requests for additional hours, change of sessions, notice of withdrawal etc, must be in writing and given to the Nursery Manager.

• Registration Fee

A *non-refundable* registration fee of £75.00 is required per child to cover the cost of administration at the start of the nursery or for a place on the waiting list. This fee is not refundable this charge does not include funded only hours.

• Deposit Fee Required

Upon registering your child at Treetops Day Nursery, you will be required to pay one month's fees, in advance as a deposit. This is to secure your child's place and will be deducted off of your child's final month's fees.

These fees do not apply to FE funded only although if FE children opt to do extra hours apart from those offered by the government, then the above will apply.

Admissions Policy

Treetops Nursery aims to provide a welcome and appropriate learning opportunity for all children. We ensure that our admissions practice provides for children with special needs.

We offer space for approximately 40 children between the ages of 0 and 5. This is in accordance with the legal space requirements from Ofsted and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

- Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Find out more

You can find out more information about our latest news, fees, location and much more...

Our website: www.treetops-day-nursery.co.uk

*We look forward to welcoming you and your child
to the Treetops Family*