



Kidspac Nursery

Statement of Purpose

Purpose

At Kidspace Nursery we want to ensure that children develop socially, intellectually, culturally, physically, and emotionally in a home from home, caring and nurturing environment.

We use **The Curiosity Approach** which focuses on **child-led learning**. It encourages children to make their own choices and figure things out independently, which enhances their confidence, critical thinking, and problem-solving skills. This approach draws on progressive educational theories, including those of Steiner, Reggio, and Montessori, and aims to create an environment that fosters inquiry-based and play-based learning. Key principles include creating a stimulating environment, promoting collaborative learning, and encouraging children to be thinkers and doers rather than passive learners.

Kidspace Nursery is registered with and inspected by OFSTED. Our OFSTED registration number is XXXXXX and we are able to welcome and care for 51 children daily. This is broken down into 12 under 2's, 15, 2-3 years and 24, 3-4 years.

Legal Status and Staffing Information

The person in charge on a day to day basis is: Amelia Palmer

Name of registered provider: Kidspace Nursery

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times.

Nursery Manager: Amelia Palmer

Business Manager: Amy Cole

Deputy Manager: Sophie Wilkinson

SENCO: Catherine Connelly

Level 3 Practitioners: 8 Practitioners

Apprentices: 2 Apprentices, working towards their Level 3 Qualification.

Staff are required to hold and complete the following certificates.

- Enhanced DBS Check/update service
- Paediatric First Aid
- Safeguarding Level 2
- SENCO
- Designated Safeguarding Lead – Level 3
- Food Hygiene – Level 2
- Designated Fire Officer – Management
- Designated Health & Safety Officer – Management
- Health and Safety
- FGM
- Safe Sleeping
- Prevent Duty & British Values
- FGM
- Staff Mental Health
- GDPR

All mandatory training is on a rolling programme of every 1, 2 or 3 years. Staff attend relevant training courses, workshops and conferences to ensure that our practices are relevant, up to date and compliant to ensure that we meet the objectives set out within Early Years Foundation Stage (EYFS) Statutory Framework, November 2024.

Organisation

Kidspace Nursery is located within the small village of Markfield, Leicestershire. The premises is divided into three main areas. There is an under 2's room (baby room) with a main play area, a messy area and rest room. The baby room also has their own secure garden which holds many inquisitive toys as well as shaded areas for the warmer days.

There is a 2 to 3 years room (Toddlers room) which again is split into 3 areas, with a small private garden that can accommodate water, sand and imaginative play. Our 3-4 years room (Pre-School) this is are largest room and has a free flow system. Having large patio doors leading to the main outside space, means that children can have access to the outdoors at all times. Our Preschool room has a home corner, loose parts, mathematics area as well as child's interest boxes. All of our rooms have constant access to craft, sand and water play.

We are very fortunate to be able to offer our children access to our own purpose build woodland area. We have trees to climb, reading areas, rocky bridge, mud kitchen, as well as many imaginary play resources. Kidspace Nursery believe in teaching our children the importance of understanding where our foods come from, as well as the meaning of healthy food choices, children enjoy planting and caring for our crops, such as potatoes, carrots, garlic and even the odd Melon. As well as plants a sensory garden has been created whereby herbs have been planted to stimulate their senses and introduce new smells and touch.

Toilet and baby changing facilities are available to all children, within each room.

The kitchen area, staff room and office remain out of bounds to children.

The Nursery operates between 7.30am and 6.00pm Monday to Friday for 51 weeks of the year. We are closed for Bank Holidays and a week at Christmas

The Nursery is registered to take 51 children per session, 24 over 2's and 27 under 2's. The number of children we are registered to take is never exceeded. Adult/Child ratios are in accordance with OFSTED regulations.

The minimum staffing ratios are:

- One adult to three children under 2 years
- One adult to five children aged 2 years
- One adult to eight children aged 3 – 4 years

Kidspace Nursery believe that parents are the prime carers and educators of their children and are invited to be involved in all aspects of the Nursery. We hold several fundraising days throughout the year and parents are encouraged to take part.

Kidspace Nursery is covered by public liability and employer's liability insurance. Certificates are displayed on the Parents Board by the front door.

Security System

The nursery CCTV surveillance is intended for the purposes of:

- Promoting the health and safety of children, staff and visitors
- Protecting the nursery building and resources
- Developing best practice.

The system comprises of **13** fixed cameras. These are placed around the nursery, inside and outside, but **not** in the toilets or changing areas. This is to maintain children's dignity.

The use of CCTV to control the perimeter of the nursery for security purposes has been deemed to be justified by the nursery management. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation or of antisocial behaviour.

Admissions Policy

At **Kidspace** we care for children between the ages of **6 weeks to 5years old**.

The numbers and ages of children admitted to the setting comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the setting.

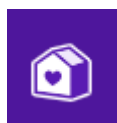
The setting uses the following admission criteria, which is applied in the following order of priority:

- Looked after children
- A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred setting
- A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
- Children who have siblings who are already with us
- Children whose parents live within the area.

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. We operate a waiting list, and places are offered on an availability basis.

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

Prior to a child attending setting, parents must complete and sign a contract and registration form. These forms provide the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc.



Parent App & Communication Tool

As a nursery we use the Family app to communicate with parents & carers. This is used to send a daily diary to the parents noting food, drink, nappies/toileting and photos of activities they have enjoyed doing during the day. This is an easy way for the parents to communicate with the nursery and for the nursery to send out newsletters and important dates etc. The app has been very well received by our parents/carers.

We have learning journals which will follow the child on their journey through nursery which will include observations, assessments, pictures and craft from the children's time at nursery carried out by the child's key worker, shown during progress days and given to the parents when the child leaves the nursery.

Example of a day at Nursery

Children begin to come in	
Breakfast	Handwashing
Free play	Indoor & Outdoors
Nappy changes/ Toileting	
Snack/Break time	Handwashing
Physical time – outdoors/walks/park	
Activities – Key worker: Key child time	Observations & Next steps
Circle time	Stories, flashcards, singing, developing understanding of feelings & emotions
Nappy changes/ Toileting	
Lunch time	Handwashing
Quiet time/sleep time	
Half day Children go home	
Half day Children come in	
Activities / Physical time / Free Play / Forest School	Indoor & Outdoor
Nappy changes/ Toileting	
Tea	Handwashing
Free play / Forest School	Indoor & Outdoor
Home time	

Mealtime & Menu

Breakfast 08:00am – 08:30am

Snack 10am

Lunch 12pm

Tea 3pm

Menu Week 1

WEEK 1 – MENU



Day	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	A variety of Cereal, Toast or Fruit				
Snack	Fruit & Savoury Biscuit				
Lunch	Chicken Ragu & Jacket Potato	Tuna Pasta Bake	Chicken & vegetable Curry with Rice	Veggie Chilli & Rice	Spaghetti Bolognaise
Lunch (V)	Vegetable Ragu & Jacket Potato	Hidden Vegetable Pasta Bake	Vegetable Curry with Rice		Vegetarian Bolognaise
Pudding	Yoghurt	Fruit Crumble	Fresh Fruit	Banana & Custard	Yoghurt
Tea	Sandwiches & Salad Sticks	Sandwiches & Salad Sticks	Sandwiches & Salad Sticks	Sandwiches & Salad Sticks	Sandwiches & Salad Sticks
	Cheese & Ham	Cheese & Tuna Mayo	Egg Mayo & Ham	Jam	Mixed Mash

Menu Week 2

WEEK 2 – MENU



Day	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	A variety of Cereal, Toast or Fruit				
Snack	Fruit & Savoury Biscuit				
Lunch	Sweet & Sour Chicken with Rice	Veggie Pasta bake	Slow cooked Pork, Mash and Veg	Fishcakes, wedges & Peas	Shepherd's Pie & vegetables
Lunch (V)	Sweet & Sour chicken style with Rice		Slow cooked bean & veg, Mash	Veggie Fingers, wedges & Peas	Veggie shepherd's Pie
Pudding	Yoghurt	Fruit Salad	Yoghurt & Peaches	Jelly	Grape & Melon
Tea	Sandwiches & Salad Sticks	Sandwiches & Salad Sticks	Sandwiches & Salad Sticks	Sandwiches & Salad Sticks	Sandwiches & Salad Sticks
	Cheese & Ham	Cheese & Tuna Mayo	Egg Mayo & Ham	Jam	Mixed Mash

Kidspac Nursery Price List



Description	Hours	Price	Funding Charge per Session	Minimum No of Sessions
Sessions - All YEAR & Term Time Contracts				* Min 2 Sessions
Extra Full Day	07:30am - 6pm	£ 80.00	£ 10.50	
Full Day	8am - 6pm	£ 75.00	£ 10.00	
Short Full Day	8am - 5:30pm	£ 70.00	£ 9.50	
Extended School Day	8am - 4pm	£ 60.00	£ 8.00	
School Day	9am - 3pm	£ 51.00	£ 6.00	
AM Session	8am- 1pm	£ 45.00	£ 5.00	
PM Session	1-6pm	£ 45.00	£ 5.00	
Hourly Charge	-	£ 10.00		
Late Collection Charge	-	£ 25.00		
Funded Sessions - TERM TIME				
AM Session	8am- 1pm	FEEE	£ 5.00	
PM Session	1-6pm	FEEE	£ 5.00	
School Day	9am - 3pm	FEEE	£ 6.00	
DEPOSIT	£150			

Government Funded Childcare

Am I eligible to claim funding?

Working parents

Working parents are usually entitled to the funded hours detailed above if both of the following apply:

- You work at least 16 hours per week.
- Your adjusted net income is under £100,000

If you are a couple, this criteria will apply to both parents.

Parents who are receiving some additional forms of government support

You are entitled to claim 15 hours funded childcare for your 2-year-old if you live in England and receive one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments.
- Tax credits, and your household income is £16,190 a year or less before tax.
- The guaranteed element of Pension Credit
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

If you are not receiving a qualifying benefit, 2-year-olds can also get funded childcare if they:

- are looked after by a local authority.
- have an education, health and care (EHCP) plan.
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order.

Kidspac Nursery cannot confirm your eligibility. The above is intended as a guide only. Eligibility must be confirmed by HM Government via the following link: <https://www.childcarechoices.gov.uk/> or by contacting HMRC directly on 0330 123 4097

Once your application is completed, it usually takes up to 14 days for you to be notified of their decision. If you successfully qualify for funding an Eligibility code will be supplied by them. Your eligibility code needs to be issued to either Amelia or Amy, via the Family App.

You MUST reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you will need to reconfirm your eligibility using your government childcare account (This is given once you have applied for the first time) in order to keep your code valid.

Failure to re-confirm your eligibility will mean that your code is no longer valid, and will mean that funding is removed from future invoices.

How we allocate Funding

Government funded childcare is payable for 38 weeks of the year, in line with school term dates. As a full year nursery, we are able to 'stretch' the funding to cover the school holiday periods. The amount of funding that you will receive will vary depending on when your child becomes eligible.

How we calculate your stretched hours allocation.

The number of days attended at Nursery will determine the amount of funded hours that can be claimed, this is up to a maximum 1140 hours per year.

15 hours x 38 academic weeks = **570** hours per year

30 hours x 38 academic weeks = **1140** hours per year

Your Annual allowance is divided into terms, the number of hours Kidspace Nursery can claim per term is capped to allow the parent to spread this fairly over 12 months. This is detailed within the diagram on the following pages.

Kidspace Nursery is open for 51 weeks of the year, so we divide your **annual hours** by 51 to give us your new stretched allowance.

If a child starts part way through the year, or term, this will make a difference to your overall annual allowance. A personalised breakdown of the hours your child is entitled to, will be provided by Amy or Amelia as this must be calculated on an individual basis.

Please note attendance MUST be regular. Consistent poor attendance may result in funding being withdrawn by the Local Authority and any shortfall in nursery fees will be payable by yourself in full.

Term Time allocation

Children who attend on a 'Term Time' contract, will be able to claim the maximum number of hours (15 or 30) per week within the 38 academic weeks, and will not attend Nursery during the school holidays.

Fully Funded Places

We are able to offer some stand-alone, Term Time only, funded places on a limited basis. The number of places available will change from time to time and is dependent on occupancy and staffing levels. We would encourage anyone interested in such sessions to enquire with Katie.

Additional Charges

Government funding is intended to cover the cost of delivering 15 or 30 hours a week (term time) of childcare. It is not intended to cover the cost of meals, snacks, consumables, trips enhancements or additional hours.

The funding rates currently paid to us by the Local Authority are not sufficient for us to provide the level of quality care that we pride ourselves on.

Help with childcare costs.

In addition to funded childcare support, there are other ways that you may be able to get help with childcare costs, for children under the age of 18 years. You might be able to apply for:

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- [Tax-Free Childcare](#) (the vast majority of our parents are eligible for tax free childcare and this provides up to £2,000 per year for each of your children to help with the costs of childcare) <https://www.gov.uk/tax-free-childcare>
- [Tax credits](#)
- [Universal Credit](#)
- [Help while you study](#)

Complaint Procedure

At **Kidspace** we strive to provide the highest quality of care and education for our children and families and believe that all parents are treated with care, courtesy and respect.

We hope that at all times parents are happy and satisfied with the quality and service provided and we encourage parents to voice their appreciation to the staff concerned and/or management. We record all compliments and share these with staff.

We welcome any suggestions from parents on how we can improve our services, and will give prompt and serious attention to any concerns that parents may have. Concerns will be dealt with professionally and promptly to ensure that any issues arising from them are handled effectively and to ensure the welfare of all children, enable ongoing cooperative partnership with parents and to continually improve the quality of the setting.

We have a formal procedure for dealing with complaints where we are not able to resolve a concern. Where any concern or complaint relates to child protection, we follow our Safeguarding children and child protection policy.

Internal complaints procedure

Stage 1

If any parent should have cause for concern or any queries regarding the care or early learning provided by the setting, they should in the first instance take it up with the child's key person, a senior member of staff or room leader. If this is not resolved, we ask them to discuss this verbally with the manager.

Stage 2

If the issue still remains unresolved or parents feel they have received an unsatisfactory outcome, then they must present their concerns in writing as a formal complaint to the setting manager. The manager will then investigate the complaint in relation to the fulfilment of the EYFS requirements and report back to the parent within **28days**. The manager will document the complaint fully, the actions taken and the outcome in relation to it in the complaints log book.

(Most complaints are usually resolved informally at stage 1 or 2.)

Stage 3

If the matter is still not resolved, the setting will hold a formal meeting between the manager, parent and a senior staff member to ensure that it is dealt with comprehensively. The setting will make a record of the meeting and document any actions. All parties present at the meeting will review the accuracy of the record, and be asked to sign to agree to it and receive a copy. This will signify the conclusion of the procedure.

Stage 4

If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted. Parents are made aware that they can contact Ofsted whenever they have a concern, including at all stages of the complaints procedure, and information on how to contact Ofsted is displayed in the setting. Ofsted is the registering authority for childcare in England and investigates all complaints that suggest a provider may not be meeting the requirements of the setting registration. It risk assesses all complaints made and may visit the setting to carry out a full inspection where it believes requirements are not met.

A record of complaints will be kept in the setting. The record will include the name of the complainant, the nature of the complaint, date and time complaint received, action(s) taken, outcomes of any investigations and any information given to the complainant including a dated response.

Parents will be able to access this record if they wish; however, all personal details relating to any complaint will be stored confidentially and will be only accessible by the parties involved. Ofsted inspectors will have access to this record at any time during visits to ensure actions have been met appropriately.

The record of complaints is made available to Ofsted on request. We will follow this procedure for any other compliments and complaints received from visitors to the provider, where applicable.

Contact details for Ofsted:

Email: enquiries@ofsted.gov.uk

Telephone: 0300 123 1231

By post:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Parents will also be informed if the setting becomes aware that they are going to be inspected and after inspection the setting will provide a copy of the report to parents of children attending on a regular basis.

Emergency Lock Down Policy

We take all reasonable steps to ensure the safety of children, staff and others on the premises, communicating policies clearly to staff on induction and through training. Parents are informed about the procedures through the prospectus, website and reminders through newsletters.

In the event of an emergency requiring a full lock down, the following procedure will be implemented.

Emergency lock down procedure

We will use the lock down procedure when the safety of the children, staff and others on the premises are at risk and we are better placed inside the current building, with doors and windows locked and blinds and/or curtains closed.

We will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the setting)
- An intruder on the setting site (with potential to pose a risk to staff and children in setting)
- A warning being received regarding a local risk of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the setting – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following action:

Insert action here:

Signal for lock down: **whistle blown**

Signal for all-clear: **Manager or police confirmation**

All individuals (including children) will make their way to the baby room if safe to do so. If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.

Internal communications will be kept to a minimum. Communication between rooms will be through internal telephones, intercom systems, two-way radios or mobile phones.

The manager will ensure all children, staff and visitors are accounted for and safe before returning to the office area to keep up to date with the current situation. The manager or acting manager will manage the situation dependent upon the
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information available. If the setting is in immediate danger of an intruder, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the setting will await further instructions.

Once the all-clear has been given externally, the manager will issue the all-clear internally. After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events.

Any children showing worries or concerns will have one to one time with their key person to talk about these.

Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.

After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned. Ofsted will be informed.

Regular drills will be held to practise exercising the lock down procedures, using non-alarming scenarios.

Policies & Procedures

Parents enter into a contract with the nursery and are asked to sign to say they understand that we will follow the nursery policies and procedures whilst caring for their child. Our policies and procedures are always growing and changing to keep the nursery running as smoothly and safely as we can. All of our policies are accessible and listed within the Family App and accessible at all times