

Dear Parent,

Thank you for your recent enquiry regarding childcare provision at our Centre.

The University of Southampton Early Years Centre is based on the Highfield Campus. The Centre has been established for over 20 years, and offers 112 places for children aged 3 months to 5 years.

The Centre offers a caring and stimulating atmosphere for the children of staff and students of the University; in addition we do take children from families within the local community.

The staff at the Early Years Centre are experienced in providing a happy play and learning environment within a multi-cultural setting.

The Centre is open 50 weeks per year. Our Centre opening times are Monday to Friday, 8.00am - 6.00pm. For university students the Centre operates a 42 week year upon request.

We understand that choosing a setting is a difficult decision, so we will do all we can to make your decision as easy as possible by giving you as much information as possible and by giving you the opportunity to visit the Centre at a suitable time.

The Centre is a popular facility and early application is advisable. For further details visit our website

<http://www.southampton.ac.uk/studentservices/earlyyearscentre/nursery.html>.

For further details please contact the University of Southampton Early Years Centre, Building 41, University Road, Highfield, Southampton, SO17 1BJ or telephone (023) 8059 3465.

Kind regards

Tracy Pointon

Centre Manager



Welcome

Ideally situated on the Highfield campus, Student Services provide high quality education and childcare for children aged four months to five years. We are open from 8am to 6pm for 50 weeks of the year.

Please give us a call if you have any queries or to check availability of places. We are happy to discuss how we can meet the needs of your child.

Tel: 023 8059 3465

E-mail: eycentre@soton.ac.uk

<http://www.southampton.ac.uk/student-services/earlyyearscentre/nursery.html>

	Morning Session 8-1pm	Afternoon Session 1-6pm	Full Day Session 8-6
Staff Parent	£23.80	£21.80	£45.60
Student Parent	£21.85	£19.80	£41.65
Public	£25.80	£23.75	£49.55

Discounts

Parents who place more than one child with us in the Early Years Centre will have a 10% discount applied to the sessions provided to the children (excluding the first child).

Computershare Voucher Scheme

The University of Southampton is working with Computershare Voucher Scheme (formally Busy Bees) to bring you savings on the cost of your Childcare for children aged up to 16. Childcare vouchers are a recognised method of paying for OFSTED registered childcare, designed to help working parents save money on the cost of childcare via reduced tax and National Insurance contributions. You can apply at www.computersharevoucherservices.com or telephone 0845 002 1111. More information is available at <http://www.soton.ac.uk/hr/working/pay/taxfree/nursery.html>

Financial Support

Students who are experiencing financial difficulty paying their fees are able to apply for Student Services Hardship Support. More information and the application process can be found on-line at

http://www.southampton.ac.uk/sais/sfo/hardship_support/

What do you get for your money?

- a modern and interactive Early Years Centre
- focussed on fun, learning and nurture
- a safe, secure and caring environment
- a range of highly qualified and experienced staff from childcare and early education
- your child will have a designated key worker
- your child's personal interests used in daily activities
- close partnership with parents to plan opportunities for your children
- flexibility of sessions to fit your family needs
- free protected places for student parents to cover vacation periods (not available in other local nurseries)
- discounted fees for children over 3 and family groups
- easy access and drop off for parents



Your child will have access to appropriate spaces such as:

- a relaxed and calm baby room equipped to develop and explore your baby's 5 senses
- interplay between indoor and outdoor learning environments
- personalised storage space for all ages
- lunchtime café
- small group 'snack and social' space
- colourful construction area
- soft play area
- thematic role play area
- sensory room
- language and literacy corner supported by modern technology

Our Centre

We know that as a parent it is your priority to find a Centre that offers the right environment for your child and one that understands the importance of earning the confidence and trust of you and your child.

Here at the University Early Years Centre we understand that children need to feel a sense of security and belonging when they are away from their parents, and this is part of our Centre's ethos. We ensure that all children feel happy, relaxed and safe and encourage them to feel confident in co-operating and developing good relationships with the adults who care for them and with the other children in their group. Every child is recognised and treated as an individual

At the Centre you will see a wide range of age appropriate materials and toys both for indoor and outdoor use. Children are given a varied healthy diet, fresh air, exercise and play, all contributing to their physical, emotional and developmental needs.

A balanced diet is crucial to a child's physical and mental development. At the Early Years Centre we provide a varied menu for children. All children's meals are prepared on the university campus. We cater for a variety of dietary needs including children with a special medical diet and religious requirements. A copy of the Centre's menus can be found on the Parent Board in the entrance.

The Early Years Centre Environment

Learning through Play

Early Years Foundation stage

In September 2012, a new government framework was introduced in all settings with children aged from birth to the end of the academic year in which a child has their fifth birthday.

Every child deserves the best start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and provides the foundation for children to make the most of their abilities and talents as they grow up. The Early Years Foundation Stage is a framework that provides just this.

The Early Years Foundation Stage is a play based framework which allows all children to reach their full potential by staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well-being.

Play is a vital part of children's learning. It helps them to understand the world around them and to develop socially and emotionally, it is through play that children learn, develop at the own pace and more importantly have fun.

At the Centre children are offered a learning-through-play environment, both indoors and outdoors. The Centre environment is split into four different age groups; this ensures that the children are able to explore their environment at their own rate of development, thus allowing natural progression throughout the age groups, with age appropriate toys and resources.



Babies aged 3 months to 1 Year

Babies are provided with a secure and caring environment which offers many sensory activities. Through this we aim to offer a fun and relaxed atmosphere, in which they can develop and explore their five senses. Treasure basket play is a popular activity with our babies. This activity allows them time to explore natural and manmade resources.

Tweenies aged 1 to 2 years

Tweenies are provided with a safe and caring environment which supports the individual needs of each child. A well planned routine aims to foster the basic physical and emotional needs alongside the child's social, intellectual and language development. The children take part in Heuristic play - independent exploration and investigation of real, found and natural resources and materials. Along with Construction and small world play, large and fine motor skills, water, sand, malleable experiences and many more play experiences.

Toddlers aged 2 to 3 years

Toddlers are provided with an environment which encourages the child's growing independence where they can experiment and explore in safe and stimulating surroundings. Some of the activities which the children take part in are, construction and small world, creative activities, outdoor activities, role play and imaginative opportunities.

Pre-school aged 3 to 5

Pre-school children are provided with a stimulating environment that enables each child to reach their full potential. The careful management of the environment aims to reduce conflict, providing a model of compromise and negotiation, showing respect for each child's individuality. Activities are planned to promote each child's confidence and independence. The structure of the routine is designed to create an atmosphere which will begin to prepare the children for school.

An example of activities offered to the children are literacy and numeric skills, stories and mark making, exploring and investigating, along with many more play experiences.

Our Staff and the Key Person

The Centre Manager is key in establishing the individuality of the Centre and is responsible for the day to day running of the setting. The manager is supported by two Early Years Co-ordinator's and an experienced and well trained staff team.

The Centre is committed to employing high quality staff and does so through following the university's policies and procedures. The staff to child ratio is in line with the regulatory guidelines, which specifies

1 adult to 3 children - under 2's

1 adult to 4 children - 2 to 3 year olds

1 adult to 8 children - over 3's.

All staff at the Early Years Centre undertake a full induction programme through the Centre.

Staff are fully supported with their on-going training and development, through the university training provider and the Early Years Partnership.

The Key Person

The Early Years Centre is committed to providing quality and relevant play experiences for each individual child according to their individual needs.

A key person approach is the most effective way of ensuring that a child has a strong relationship with an adult in the Centre to support the emotional well-being. The key person will help the child to form relationships with their peers and other staff members within the group. They will ensure that each child's individual needs are met and recognised through close observation and monitoring of progress.

Children's records and learning stories are compiled by the child's key person and are available for parents to look at, at any time.

The key person is in the best position to share information with parents and carers about the child's experiences in the Centre.

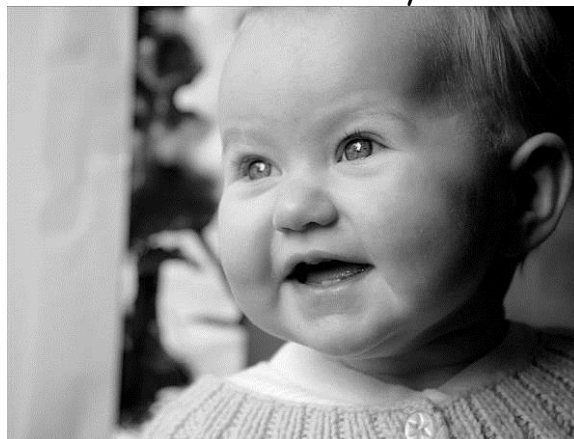
Partnership with Parents

At the University of Southampton Early Years Centre, we recognise that you, as a parent, are the primary educator of your child and believe that parents should be centrally involved in their child's experiences and development.

Our aim is to support you in your role and ensure that the transition between home and the Centre is a happy memory. The Centre's team will work with parents to provide quality care for the children; parents are welcome to visit the Centre at any time.

Parents are encouraged to contribute their own skills, knowledge and interests to the activities of the group.

At the Centre we believe that partnership is a two way process, and we like parents to help us make sure that the Centre runs smoothly.



FREE EARLY YEARS FUNDING

How does it work?

Early Years Funding can be very confusing and there are lots of different options available for parents and carers as there are many places where your child can go. The national entitlement for a free place is currently for up to 5 sessions a week, for 38 weeks a year, with each session lasting for 3 hours. The funding kicks into place during the term after your child's third birthday.

Does my child have to access Nursery Education?

No, a child does not legally have to attend any type of pre-school education or take the full 15 hours per week if you would prefer him or her not to. However, you may choose to do so to enable your child to socialise with other children and get used to spending time away from you. This may make starting school easier for your child, especially if they have already made friends with some children that they will be going to reception class with.

If I decide I would like my child to have a free Nursery Education space, who can provide this?

Pre-schools, day nurseries, maintained nurseries (those run by a local education authority school), private nurseries and Accredited Childminders can all offer Nursery Education. To get a place for your child the best thing to do is to ring the setting and put your child's name down. It is best to do this as soon as possible as we have a waiting list for most of the year.

How are the hours worked out?

At University of Southampton Early Years Centre we offer the 15 hours over at least 3 sessions per week (5 hours per session). For your convenience the amount has been spread over 50 weeks. As our sessions are 5 hours long, you will need to pay for the additional hours. For the 2014/2015 academic year, the funding amounts to £16.35 per session for up to three sessions.

Can I use more than one place or person to look after my child?

If your child attends more than one setting you can either choose to use all of your allowance at one setting or to split the funding between two. If you decide to split the funding you must let both settings know.

Will it cost me anything?

Nursery Education is free for your child from the term following their 3rd birthday for up to 15 hours per week for 38 weeks of the year. The table below shows when entitlement begins, depending upon your child's date of birth.

Date of child's birth	Date of funding
3 rd birthday between 1 January and 31 March	From 1 April
3 rd birthday between 1 April and 31 August	From 1 September
3 rd birthday between 1 September and 31 December	From 1 January

As the funding has been stretched over 50 weeks you are required to pay a top up fee for the sessions, the funding will be passed to you as a saving on your fees. We will provide more details in the term before your child turns 3. Funding is paid directly to University of Southampton Early Years Centre. We will ask you to complete a form each term and we will sort out the funding - you do not need to do anything else.

Sample Menu

Monday	Macaroni Cheese with Ham Strips/Macaroni Cheese Served with celery, pepper and cucumber batons & soft white roll Fruit Yoghurt or Fresh Fruit
Tuesday	Cottage Pie/Potato Topped Haricot Bean and Vegetable Pie Served with sweetcorn and peas Fruit Trifle with Cream Topping (no custard) or Fresh Fruit
Wednesday	Chicken Casserole/Vegetable and Lentil Casserole Served with fresh green beans and mashed potato Fruit Yoghurt or Fresh Fruit
Thursday	Beef Lasagne/Vegetable Lasagne Served with mixed salad and soft white roll Fresh Fruit Salad
Friday	Cod Fillet in Parsley Sauce/Cauliflower and Broccoli Cheese Bake Served with fresh carrot batons and boiled potatoes Stewed Apple and Single Cream or Fresh Fruit

Sample Weaning Menu

Day 1	Potato, Carrot and Broccoli with Cheese Apple and Pear
Day 2	Risotto with Butternut Squash Fruit Yoghurt
Day 3	Salmon and Carrot with Cheese Peach, Apple and Strawberry
Day 4	Cauliflower, Swede, Sweet Potato with Lentils Fruit yoghurt
Day 5	Broccoli and Carrot with Tomato and Cheese Butternut Squash and Pear
Day 6	Chicken with Carrot and Apple Fruit Yoghurt
Day 7	Cheesy Pasta Shells Apricot, Pear and Apple
Day 8	Sweet Potato, Carrot and Parsnip Fruit Yoghurt

Sample Vegan Menu

Day 1	Potato, carrot and Broccoli with Chick Peas Apple and Pear
Day 2	Risotto with Butternut Squash and Canellini Beans Apricot, Apple and Pear
Day 3	Quorn and Carrot with Butter Beans Peach, Apple and Strawberry
Day 4	Cauliflower, Sweet Potato, Swede with Lentils Apricot, Apple and Pear
Day 5	Broccoli and Carrot with Tomato and Butter Beans Butternut Squash and Pear

Application Form

Please notice that incomplete forms will not be considered

Child details

Surname First name

Date of Birth Nationality

Male/ Female (delete as appropriate)

Mother/Guardian details

Surname First name

Address

Post Code

Mobile phone Home phone

Occupation Email

Staff Number Student Number

University Department Uni Phone Ext

Place of work/study
Other than university

Work Email/
Uni Email Work phone

Sessions required

NOTE: the minimum requirement is 3 sessions

Monday
am pm

Tuesday
am pm

Wednesday
am pm

Thursday
am pm

Friday
am pm

Are you prepared to accept sessions other than those ticked above? **Yes/No** (delete as appropriate)

Date of entry required

(Dependent on age of child and available places)

Father/Guardian details (only fill in address and home phone if different to mothers)

Surname	<input type="text"/>	First name	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Mobile phone	<input type="text"/>	Home phone	<input type="text"/>
Occupation	<input type="text"/>	Email	<input type="text"/>
Staff Number	<input type="text"/>	Student Number	<input type="text"/>
University Department	<input type="text"/>	Uni Phone Ext	<input type="text"/>
Place of work/study Other than university	<input type="text"/>		
Work Email/ Uni Email	<input type="text"/>	Work phone	<input type="text"/>

Family doctor

Name	<input type="text"/>	Telephone	<input type="text"/>
Address	<input type="text"/>		

Is your child regularly taking medicines prescribed by a doctor? **Yes/ No** (delete as appropriate)

Does your child have any serious health problems?

Declaration

In case of emergency, if I cannot be contacted at my home/workplace telephone numbers as given, I hereby give my authority for my child to receive urgent medical treatment if necessary.

Signed	<input type="text"/>	Date	<input type="text"/>
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If my child is accepted I agree to pay the fees monthly in advance. I also agree to give 1 months notice in writing to the Early Years Centre manager if I wish to change my sessions or to terminate the use of the Centre. I note that fees due for the period by which ONE month exceeds the notice given must be paid.

I am the above child's **Parent/Legal Guardian** (delete as appropriate)

Signed	<input type="text"/>	Date	<input type="text"/>
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(The university reserves the right to reject the application for admission of an individual child without stating the reason for rejection)