



The  
**Valley Nursery**  
& Kids Club

Ofsted Registered Childcare

**PROSPECTUS FOR**  
**Valley Kids Clubs**  
**OUT OF SCHOOL CLUB**  
**CHILDCARE**

Tel: 0191 4915050

E-mail: [manager@thevalleynursery.com](mailto:manager@thevalleynursery.com)

Website: [www.thevalleynursery.com](http://www.thevalleynursery.com)



## First of all - a warm welcome!

Thank you for your enquiry about The Valley Nursery & Kids Club. We hope this prospectus will answer those very important questions that you are likely to have regarding our Out of School Club service. If you require information about our Nursery care please let us know.

We are a local childcare provider offering Ofsted registered childcare for children aged 0-4 years within our nursery and children aged 3-11 years within our Out of School Clubs.

## Our Philosophy

Our philosophy is simple:

To provide a secure, happy, consistent and nurturing environment, encouraging all young children to develop to their full potential, whilst parents can enjoy the peace of mind that their child is in excellent caring hands. Children's welfare and happiness are paramount above all else, at all times.

## Ofsted

Ofsted is our governing body and carries out unannounced inspections to assess our standards of care and education in each of our settings. The latest inspection, carried out in October 2017, issuing a rating of "good" with minor recommendations to achieve "outstanding" includes statements such as:

- *"Staff are very welcoming and caring. They get to know children well and join in sensitively with their play. Children form strong bonds with staff."*
- *"Staff actively encourage children to help plan the activities, ..."*
- *"Staff have developed close links with teachers from the host primary school. They share details about children to create consistency and continuity of care."*

## Our Service

As part of our extended childcare service we offer Out of School Club care throughout **The Valley Kids Clubs**. These are all Ofsted registered and between them we can provide all year round childcare for primary school aged children.

These are run by professional Ofsted recognised managers with a wealth of experience and training to tailor childcare that is exciting, fun and packed with learning opportunities for Primary School aged children.

We are recognised by Ofsted for offering high standards of care to those children registered with us as well as exceptional reliability, value, flexibility and understanding to you as a parent.

## The Team & Partnerships with Parents

We employ teachers, teaching assistants and nursery officers to ensure the best possible combination of care and education. Our staff are carefully selected and qualified with relevant Early Years Care and Education qualifications and experience to ensure that your child is in safe, caring and knowledgeable hands. All staff are encouraged to continue training and developing their childcare skills to a degree level and beyond to maintain the highest possible standards of care and education.

Each member of staff is vetted through the Criminal Records Bureau to an enhanced level.

We welcome parental involvement, whether it be through daily communication to discuss the individual needs of your child, or inviting you to attend Parent Days, Open Days or to accompany us on one of many outings.

## Environmental Health

The Valley Nursery & Kids Club has been awarded the highest possible Food Hygiene rating of 5 by the local authority. This reflects our excellence in Environmental Health.



At the time of each annual unannounced inspection by the local authority we are assessed, in accordance with a national Framework Agreement, against a range of parameters. This includes business compliance with Food Hygiene legislation and compliance with structural requirements of our premises. Government Officers also make an assessment of their confidence in the management of our business. These ratings are the elements of the risk assessment that are under our direct control and reflect the way in which our business is managed and operated.

## Meals & Snacks

We provide a nutritional menu, conforming to (and exceeding) government guidelines on healthy eating for young children and this follows the recommendations of the Healthy Foundation Award. Fees include all meals and snacks.

A copy of our current menu is available on request. Fresh fruit and vegetables are offered daily. Special dietary requirements will be catered for wherever possible.

It is parents and carers responsibility to advise our care team of any food allergies or intolerances that their child may suffer from.



## Fire, Safety and Security

The safety of children and adults is paramount. All sites meet all Fire, Safety and Security requirements.

- Fire drills are carried out regularly, and exceed statutory requirements
- We only operate in single storey premises .
- Where possible our premises are equipped with high resolution cameras that record 24 hours a day, 7 days a week
- Only key authorised personnel are in a position to permit entry into the building of visitors
- All members of staff and regular visitors to the site are Criminal Records Bureau vetted.
- We have achieved a rating of “5/5 VERY GOOD” for Environmental Health, set by the local authority.
- We have been risk assessed by the local authority and achieved a rating of “LOW RISK”.

## Out of School Club Hours of Opening and Holidays

Starting times at each of our Out of School Clubs vary to ensure a smooth transition from club to school or school to club. As a guide we are open Monday to Friday 7.45am – 6.00pm, 52 weeks of the year, with the exception of statutory holidays.

Breakfast Club	7.30-9.00am
After School Club	3.00pm – 6.00pm
Holiday Club*	7.45am – 1.00pm / 1.00pm-6.00pm/7.45am-6.00pm

We respectfully ask that children are dropped off and collected by authorised parents or carers within the booked session periods to ensure that staffing levels are not compromised.

\*Gateshead term dates held at The Valley Kids Club, Team Valley, NE11 0JU, Gateshead



## Our Locations

We have 4 locations. Maps on how to find each one of our locations is available on our website [www.thevalleynursery.com](http://www.thevalleynursery.com).

Our locations and services are:

### **The Valley Kids Club - New Road, Team Valley Trading Estate, Gateshead, NE11 0JU**

This site offers both Nursery and Out of School Club childcare. Our Out of School Club services is open for 52 weeks of the year and includes:

- Breakfast Club & After School Club (term time)
- Wrap around care and collection (term time)
- Holiday Club during school breaks, including teacher training days

### **The Valley Kids Club – Glenhurst Drive, Whickham, NE16 5SH**

This is based in the school grounds of Clover Hill Community Primary School. Our Out of School Club service is open during term-time and includes:

- Breakfast Club & After School Club

### **The Valley Kids Club – Waldrige Road, Chester Le Sreet, DH2 3AF**

This is based in the school grounds of Newker Primary School. Our Out of School Club services is open during term-time and includes:

- Breakfast Club & After School Club

### **The Valley Kids Club – Pelton Lane, Chester Le Sreet, DH2 1NW**

This is based in the school grounds of Pelton Community Primary School. Our Out of School Club service is open during term-time and includes:

- Breakfast Club & After School Club



## **Out of School Club Conditions of Registration and Terms of Payment**

.Fees vary depending on the service provided. For further information please contact us either by telephone or e-mail. Fees are payable in advance, calendar monthly, on the 1<sup>st</sup> of each month by direct debit. Approved childcare vouchers can also be used as part or full payment of fees.

To retain your child's place all booked sessions must be paid for when due, including periods of sickness.

Sessions can be cancelled without charge, subject to giving notice no later than Thursday morning of the week before the care is due.

The Out of School Club will accommodate the need for increased sessions wherever possible.

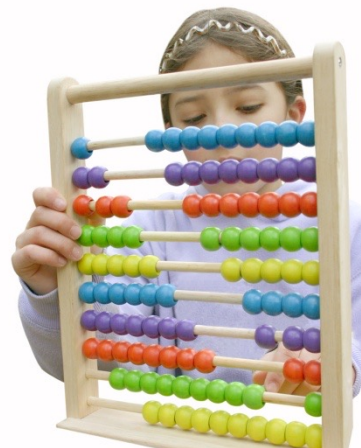
A charge of £10.00 will be made for every ½ hour (or part of) that a child remains in our care outside of the agreed session times.

No credit is given. Late payment of fees are subject to added charges of £10.00 per week.

Failure to pay fees on time may result in your child not being able to use the Out of School Club facilities until all fees are fully paid.

### **Fees**

Our fee structure varies dependent on location due to the differences in the service we provide. For fee information specific to one of our clubs please ring 0191 4915050.



## Other Details

### Age of Admittance

Out of School Club – Primary School aged children

### Security

Children will not be allowed to leave site without being collected by an authorised person. Security Code systems are in place.

### Illness

Children suffering any form of infectious condition should not be brought to the Out of School Club until the infectious period has expired.

If your child becomes unwell whilst in our care, parents or carers will be notified immediately.

### Medication

Prescribed medication will only be administered by care staff on parents and carers written instruction on a daily basis via a “Medicine Form”. Medicine must be clearly labelled with the child’s full name. Children’s paracetamol (e.g. Calpol) can be administered subject to written consent.

### Accidents

Qualified staff will always be available to administer First Aid if necessary. If a child needs to be taken to hospital urgently parents will be notified as soon as possible. All accidents are recorded on an Accident Form and parents will be asked to sign any entry made.

### Clothing and Belongings

Parents and carers will need to provide the following items for their child: sunhats and sunscreen, suitable winter clothing and footwear.

If you have any queries relating to the contents of this document or the service we provide please do not hesitate to contact us on:

tel. 0191 4915050

Or

E-mail: [manager@thevalleynursery.com](mailto:manager@thevalleynursery.com)

**We look forward to supporting you with your child’s  
care and education.**