

LittleFoxes Garston

NURSERY MANAGER

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OFSTED REGISTERED FOR CARING FOR CHILDREN AGED 6 WEEKS TO 8 YEARS

Introduction

Thank you for enquiry at our nursery. Here is a little information about us. We take children after their 6 week check. Our aim is to provide high quality child care within a warm and friendly and secure atmosphere. We believe in an individual approach enabling all children to develop and grow at their own pace. We have daily curriculum in the nursery for all ages which is carefully planned in order for the children to learn through a variety of experiences and to build on the children's own interests.

All our staff are qualified to the level of NVQ level 3 in childcare and education and we are proud that we do not have a high turnover of staff. All staff meet Ofsted requirements are where chosen for their experiences, personality, enthusiasm and their love of children.

We feel it is important to have interaction between staff, parents and children to ensure the children's happiness and stability both at home and in nursery. Your child will be given a Keyperson who will closely with your child and help them settle in to nursery life and assess their learning and development whilst they are with us. We aim to provide a place for every child, whatever their needs.

Upon booking a place at nursery we offer 6 complimentary pre-visit sessions to help your child to settle into nursery prior to starting, and make the transition easier.

Clothing & personal property

All clothing should be clearly labelled and all children should be provided with set of clothes in case of accidents or messy play. Little Foxes Nursery cannot be held responsible for any unlabelled clothing. During the winter months it is idea that all children could bring in a pair of wellingtons and an all weather suit which can be left in nursery as the children still play out when it is wet. Little Foxes Nursery also offer a uniform. Please enquire within for more information.

We do not have a uniform, however we would be grateful if you would dress your child in clothes in which he or she feels relaxed and no fear spoiling.

Any personal belongings left at nursery are at parent's risk and we accept no responsibility for their loss or replacement.

Valubles

Children are not allowed to bring in money, jewellery or any other valuables to the nursery.

Healthy Eating

As part of our healthy eating policy we discourage all the children to bring into nursery sweets, chewing gum, chocolates or drinks. Any of these will be stored until the children are ready to go home at the end of their session.

Opening Hours

Our opening hours are 8.00am – 5.55pm Monday to Friday. We also operate an early starter at 7.30 am at an extra charge but must be booked in advance so that the correct staff ratio's can be present. There is a late collection charge for any children collected after their session of £5 for the first 15 mins and a further £5 for every 15 minutes after that. If children are collected late on a regular basis we reserve the right to refuse entry to nursery.

Collection of children

If any other people other than parents are to collect your child from nursery the parent must inform a senior member of staff on duty of the intended collection. A brief note giving the name and description of the collector or a telephone call will suffice and the child's password MUST be used. An unrecognised person attempting to collect a child will be unable to do so without such authority. The senior member of staff on duty will telephone the parent to confirm with them about the collection. This is for the safety of your child.

Absences

It is important that we are notified if your child is going to be absent from nursery for any reason.

Policies & Procedures

Within nursery we have lots of these to protect your child a copy of all are available within the reception of the house and also on the parent's notice board as they are review. We work in partnership with parents and you are asked to comment on each policy as they are being renewed.

Safeguarding

This policy is important to all staff and parents. All staff have enhanced CRB checks for their eligibility to work with children on a regular basis. The safeguarding policy outlines the procedure that a member of staff should take if they have a concern about a child. If your child arrives at nursery with an injury you will be asked to fill in an existing injuries form if your child comes to a nursery with an injury. Please do not be offended this is to protect your child, you and the staff. If member of staff raises a concern about a child we have a set procedure as a nursery to follow (please ask to see the full policy if you require)

Parking

Please exercise great care when parking outside as children are arriving and leaving throughout the day.

No Violence

We have a no violence policy and would appreciate that you do not allow your child to bring in toy swords, guns etc into nursery. We aim to promote the well being and safety and protection of all children in our care.

Sickness

It is in the interest of all children in the nursery that we keep the spread of infection and viruses to a minimum. Any child suffering from a virus, sore throat should be kept at home. We ask for children who have had sickness and diarrhoea should be kept at home for 48hrs hours. If a child becomes ill during the day every effort will be made to contact the parent or emergency contact so that the child can be collected as soon as possible. The manager reserves the right to take a child to the doctors or the hospital in an emergency.

Diet

The dietary needs of all children are catered for and the emphasis is based on nutritious and wholesome meals which are cooked fresh each day by our cook. A four weekly menu is displayed in the entrance hall to the nursery.

Outdoor Play

The children are encouraged to play outside on average 80% of their time in nursery. Recent studies have found that children learn more when in the natural environment. Here at little Foxes we encourage the children to have free access as much as the weather permits. The outdoor play is fully supervised and offers the children the chance to explore and investigate the environment safely. The children will also be taken on local walks within the community

Fees and charges

At the start of your child's nursery life you will be asked to pay 2 weeks retainer fee and 1 deposit. The deposit will cover your first weeks fees & the retainer fee will be kept until your child leaves us & it will be deducted from your child's fees when notice has been given.

Parents will be given a standing order details as we prefer to be paid through standing order this can be weekly or monthly on the 1st of the month for the month ahead so your account is always in credit.

Nursery Educational Grants

The government provides a nursery education Grants to fund 2, 3 and 4 year old nursery place for 38 weeks of the year. Children are eligible to receive this grant from the term after their 3rd birthday.

The value of the grant varies slightly according to the amount of weeks in each term. The maximum claimable for each child is 30 hours per week. This can be taken in the mornings or afternoons where places are available.

IF A CHILD ATTENDS A SCHOOL RUN NURSERY THEY ARE NOT ENTITLED TO THE 30 HOURS FREE EDUCATIONAL GRANT.

This is then claimed by the school.