

## Introduction

Our Day Nursery was established in 1994 and has since gained a reputation for providing a welcoming and homely environment for children aged 6 months to 5 years. In September 2012 we opened our new Preschool room led by a full time, qualified teacher. The Preschool provides children with the best opportunities to prepare them for school.



The aim of our Nursery and Preschool is to provide care and education in a secure, caring and stimulating environment to enable each child to become happy and confident individuals.

## Opening hours, Sessions and Closures

The Nursery and Preschool is open from 7:30am – 6pm, fifty weeks of the year. We are closed on all Bank Holidays and for two weeks over Christmas.

We offer a flexible day providing morning and afternoon sessions in addition to the full day. Our morning session starts at 7:30am and finishes at 1pm. Our afternoon session begins at 1pm and finishes at 6pm.



## The Early Years Foundation Stage

The Early Years Foundation Stage was introduced in September 2008 and revised in September 2012. It is a framework for learning, development and care for children from birth to five. It emphasises the importance of play and the learning and development that is achieved through it.

We provide the children with a variety of learning experiences that they can access freely throughout the day. Activities are planned based on children's interests to ensure that all children have fun and enjoy their time in Nursery and Preschool.



Each child is allocated a Key Person who then observes them during play, recording achievements to create each child's individual next steps in their learning journey.

## Parents as Partners

We recognise that parents are their child's first educators and that through working together we will ensure the children continue to progress in their learning and development.

We are committed to ensuring all parents feel welcome and that ongoing forms of communication are established. We share information in a variety of ways, including an all about me book when your child first starts at Nursery, daily diary sheets, fortnightly newsletters in Preschool, stay & play sessions, parents' evenings and transition forms. Staff are committed to giving comprehensive feedback at the end of sessions and parents are always welcome to phone for an update during the day.



## Meals

Our aim is to provide the children with a varied, balanced diet as well as having a positive influence on the children's knowledge and attitudes towards food and healthy eating. Children eat in small groups with a member of staff providing a relaxed and social experience during mealtimes.

Our fully trained and experienced cook has developed a four week menu offering the children three meals a day. All our meals are homemade using fresh meat, fruit and vegetables supplied by local businesses.

Our cook provides a variety of alternative meals for children with dietary requirements and is available to discuss the menu and any dietary requirements with parents.

Below is an example of our weekly menu.

Day	Breakfast	Lunch	Afternoon Tea
<b>Monday</b>	Toast with fresh oranges and milk	Pork sausage with mashed potato, peas and gravy  Apple crumble and custard	Vegetable soup with garlic bread, malt loaf and fresh fruit
<b>Tuesday</b>	Cornflakes with milk	Breaded cod with new potatoes, peas and parsley sauce  Angel delight	Ham, cheese and chicken sandwiches, hummus dip and breadsticks and homemade carrot cake
<b>Wednesday</b>	Toast with fresh banana and milk	Spaghetti Napolitano  Fruit yoghurt	Vegetable nuggets with bread and butter, mixed salad and fresh fruit
<b>Thursday</b>	Porridge	Roast turkey with boiled potato, carrots, broccoli and gravy  Fruit and ice cream	Tuna, cheese and ham sandwiches with homemade flapjack
<b>Friday</b>	Croissants	Homemade lasagne with garlic bread and side salad  Cheesecake	Cheese and chive scones with fresh fruit

## **Ofsted and ISA (Independent Schools Association)**

We are registered with Ofsted to provide care; however as the Nursery and Preschool form part of the school registration with the ISA, we are now inspected by the ISI (Independent Schools Inspectorate) at the same time as the school. We were last inspected in June 2011 and a copy of the report is included in this pack. You can also access this report on the ISI website.

## **Medication and Illness**

We can administer medication within Nursery and Preschool i.e. paracetamol suspension, antibiotics, inhalers etc, with prior written consent.

If your son/daughter becomes ill whilst in our care we will contact you to either request that they are collected from Nursery or Preschool or to recommend that you make a doctor's appointment.

Unfortunately there will be occasions where we will request that your child stays away from Nursery and Preschool to help us prevent the spread of infection. These illnesses include sickness and diarrhoea, conjunctivitis, chicken pox, measles etc.





# The Nursery - Our Four Rooms

In the Nursery we have four rooms which are based on age and development; Timmy Tiptoes, Tom Kitten, Jeremy Fisher and Peter Rabbit.

**Timmy Tiptoes** is a large, bright room offering a homely environment for babies aged 6 months to 16 months old. They spend time with familiar adults who ensure their care needs are met and engage in play to support their continuing development. The children will experience a variety of activities that will help them begin to explore and understand their environment.



**Tom Kitten** provides a safe and interesting environment for children aged 16 months to 2 years old. Children's developing language and social skills are encouraged through adult interaction and play. Positive relationships with caring and responsive adults encourage children's confidence and self esteem.

**Jeremy Fisher** cares for children aged 2 years to 2 years 9 months in a spacious and stimulating environment. Supportive staffs help the children to develop independence in eating, dressing and toileting whilst continuing to enhance their learning through a variety of activities.

**Peter Rabbit** takes children aged 2 years 9 months through to the September after their third birthday. Children are offered a variety of experiences to enhance their learning and development through bright, stimulating provision areas that meet each area of the EYFS. As well as their indoor and outdoor learning the children also access the school hall for a music and movement session once a week with a dance teacher.



## The Garden

We have a large, fully enclosed outdoor learning environment situated at the front of the building providing opportunities for physical play, exploration of sand, water and the natural world.

The babies enjoy outdoor play on a daily basis in their own area; children who can walk have the freedom to enjoy the garden under supervision, whilst non-walkers are placed in pushchairs to enjoy the environment around them.



## Daily Singing

Our daily singing sessions give us the opportunity to come together as a whole nursery. We sing a variety of songs, rhymes and poems and the children enjoy playing the musical instruments.

It builds on the children's social skills and also provides opportunities for siblings to see each other throughout the day.



## Nursery Fees

Session		Daily	Weekly
<u>Morning</u>			
6mths – 2yrs	7:30am – 1pm	£33.20	£157.60
2yrs – 5yrs	7:30am – 1pm	£28.30	£136.80
<u>Afternoon</u>			
6mths – 2 yrs	1pm – 6pm	£33.20	£157.60
2yrs – 5yrs	1pm – 6pm	£28.30	£136.80
<u>Full Day</u>			
6mths – 2 yrs	7:30am – 6pm	£48.60	£217.50
2yrs – 5yrs	7:30am – 6pm	£45.30	£204.00

All our prices are inclusive of food and baby wipes.

## Booking Conditions

When reserving a place in the Nursery a non-refundable deposit of £100 is required. This deposit is refunded when your child leaves the nursery or leaves the school at the age of 11 years.

Fees are to be paid monthly in advance on the first of every month.

We request that children attend a minimum of two sessions per week.

There are no reductions or refunds for general absence, illness or holidays.

Four weeks' notice should be given of the intention to leave the nursery otherwise a month's fees will be required in lieu.

There is no charge for bank holidays and the two week Christmas closure.

Children whose fees are in arrears may be refused use of the Nursery until all fees are paid.



# Preschool

Our Preschool provides care and education for children from the September after they turn 3 years of age. It is a large, bright and stimulating room that is attached to the Reception classroom in the school. Preschool is managed by a fulltime, qualified teacher and teaching assistants for fifty weeks of the year and is open from 7:30am to 6pm.



The aim of the Preschool is to create a nurturing and stimulating environment which will facilitate the smooth transition from nursery to school. We pride ourselves on delivering the best opportunities in preparation for school, whether it be the local school or Greenbank Preparatory School.

## The Early Years Foundation Stage

During your child's time in Preschool we aim to prepare children for school by offering a broad, balanced and structured play-based curriculum guided by the statutory framework for the Early Years Foundation Stage. We provide a safe, caring and happy learning environment which focuses on developing early literacy and numeracy skills, communication and language skills and social and emotional wellbeing, cultivating creativity and curiosity. Each child is allocated a Key Worker who will monitor and record their progress and achievements.





## Learning through Play

Preschool is well resourced and is large enough to provide multiple provision areas that allow the children to engage in role play, sand play, mark making and creative activities. There are many opportunities for the children to develop their ICT skills through the use of a computer and Interactive White Board.

In addition to the provision areas the children enjoy two PE sessions a week, a visit to the school library and cooking in the Infant kitchen.

The children also participate in weekly dance and music sessions with specialist staff and in the summer PE sessions with the school games teacher culminate in an Early Years sports day.



## Outdoor Learning

Preschool has a designated outdoor learning area with vehicle track, adventure trail and grassed area. The area allows free flow play between the indoors and outdoors and is set up daily to reflect the learning opportunities indoors. All children have puddlesuits and wellingtons which together with a covered area allows them to access the outdoors in all weathers.



## Uniform

All the children wear a Greenbank gold polo top with their own clothes. We also ask parents to provide a puddlesuit and wellingtons for outdoor play.

## Preschool Fees

Parents have the choice for their child to attend either:

- i. Full time: 50 weeks – full sessions 7.30am – 1.00pm and 12.30pm – 6.00pm, full days from 7.30am – 6.00pm.
- ii. Term time: 35 weeks, full sessions as above.
- iii. Full time: 50 weeks – school sessions 8.30am – 1.00pm and 11.45am – 3.15pm, full days from 8.30am – 3.15pm.
- iv. Term time: 35 weeks, school sessions as above.

The fees for these options are as follows:

<b>i. 50 weeks – full sessions</b>		<b>Daily</b>	<b>Weekly</b>
Morning	7.30am – 1.00pm	£28.90	£139.40
Afternoon	12.30pm – 6.00pm	£28.90	£139.40
Full day	7.30am – 6.00pm	£47.50	£210.00

<b>ii. 35 weeks – term time full sessions</b>		<b>Daily</b>	<b>Weekly</b>
Morning	7.30am – 1.00pm	£28.90	£139.40
Afternoon	12.30pm – 6.00pm	£28.90	£139.40
Full day	7.30am – 6.00pm	£47.50	£210.00

<b>iii. 50 weeks – school sessions</b>		<b>Daily</b>	<b>Weekly</b>
Morning	8.30am – 1.00pm	£28.20	£136.00
Afternoon	11.45am – 3.15pm	£22.00	£105.00
Full day	8.30am – 3.15pm	£42.50	£189.10
Ad hoc extra	1.00pm – 3.15pm	£14.30	-

<b>iv. 35 weeks – term time school sessions</b>		<b>Daily</b>	<b>Weekly</b>
Morning	8.30am – 1.00pm	£28.20	£136.30
Afternoon	11.45am – 3.15pm	£22.00	£105.00
Full day	8.30am – 3.15pm	£42.50	£189.10
Ad hoc extra	1.00pm – 3.15pm	£14.30	-

We request that children attend a minimum of five sessions per week.

Fees are inclusive of all food and drinks. Lunch is compulsory for children attending Preschool mornings.

For options i and iii fees are invoiced monthly in advance on the first of every month. For options ii and iv fees are invoiced termly and can be paid by monthly direct debit. The stated fees do not include any annual increase; however the Trustees will endeavour to keep any increase to a minimum. The Headmistress reserves the right to ask for withdrawal of a child on non-payment of fees.

Four weeks' notice should be given of the intention to leave the Preschool otherwise a month's fees will be required in lieu.

## Government Grants:

Children aged 3 and over may be eligible for the Nursery Education Grant. This will be given, commencing the first term after a child's 3<sup>rd</sup> birthday. The amount granted will be dependent on the number of sessions a child attends but is up to a maximum of 15 hours per week. This grant is applicable to term time only for 38 weeks of the year (i.e. not school holiday time). The grant will be deducted from the fees automatically.

## Nursery Vouchers:

We advise parents to ask their employers whether they offer childcare vouchers, through a salary sacrifice scheme. These can save parents money on childcare costs, including fees. Please let us know which company your employer uses and we can assist with setting this up.



## Booking Conditions

When reserving a place in the Preschool a non-refundable deposit of £100 is required. This deposit is refunded when your child leaves the Preschool or leaves the school at the age of 11 years.

There are no reductions or refunds for general absence, illness or holidays.

There is no charge for bank holidays or the two week Christmas closure.

Children whose fees are in arrears may be refused use of the Preschool until all fees are paid.