

## **Introduction**

The Green Day Nursery Ltd is a privately owned Day Nursery, established in 1988, and run by the current owners since 2003.

We are a large 60 place day nursery situated by Kings Norton Green. We accept children into nursery from six weeks to five years of age. Children are accepted on a first come first serve basis regardless of gender, racial origin, ethnic background, disability or religion.

We are registered under Ofsted Early Years and we also have regular inspections from Environmental Health.

The nursery consists of two separate buildings and we are fortunate to have a large garden, to the rear, which allows the children to play safely.

## **Opening Hours**

The nursery is open from 7.15am – 6.30pm, Monday to Friday throughout the year, including school holidays. Nursery closes on Statutory Bank holidays and also during the week between Christmas and New Year.

## **Nursery Staff**

Our staffing levels are above the requirements set by Ofsted. All staff have been checked through the Criminal Records Bureau. The majority of our staff hold relevant childcare qualifications, as well as Paediatric First Aid and Food Hygiene. Further training opportunities are offered to all staff, as we like to encourage our staff to keep up to date with new ways of thinking on all aspects of childcare.

## **Baby Room**

Our Baby Room caters for babies under the age of 18months. There is a fully equipped playroom and a separate sleep area. We offer a variety of activities which include painting, gluing, water play, sand play, story time and singing to name but a few.

Daily Diaries are completed and sent home at the end of every day informing you what activities your child has done during the day, as well as sleep times, meals & snacks, drinks and nappy changes.

Parents are requested to provide ready made up milk, in labelled feeding bottles. All bottles and meals are put straight into the fridge on arrival.

Parents/Carers are requested to provide nappies as they are not included in nursery fees.

## **Top Nursery**

At the age of 18 months, approximately, the children move from the baby group and join Top Nursery. As the child reaches this group their day in nursery will become more structured.

If your child requires a sleep during the day we have a quiet sleep area that your child can sleep or just rest in, or where your child can look at books or watch the television.

When you feel your child is ready for Potty training we will happily encourage them. We do ask that you provide plenty of spare clothes for when 'accidents' happen.

## **Pre-Schoolers**

At the age of 3 years old, approximately, the children move from the Top Nursery building into the Pre-School group, which is based in the Bottom Nursery building. These children will follow curriculum focusing on the six key areas of learning listed below.

- 1) Personal, Social & Emotional Development
- 2) Mathematical Development
- 3) Communication, Language & Literacy
- 4) Physical Development
- 5) Knowledge & Understanding of the World
- 6) Creative Development

Your child will be eligible for nursery education grants the academic term after their 3<sup>rd</sup> birthday. Further information regarding this will be given to you at the appropriate time.

## **Meals and Snacks**

Parents must provide their child's meals. All dairy products must be named, as they are put straight into the fridge on arrival. All unopened food is be put straight back into the child's lunch box, this enables Parents to be aware of the amount their child has eaten.

It is our policy to exclude all peanuts, nuts and any other products containing nuts.

Nursery provides milk, squash and water throughout the day, as well as fruit, biscuits and toast.

# The Green Day Nursery Mission Policy

- ❖ We aim to provide an excellent standard of child care and education within a warm, safe and secure environment.
- ❖ We aim to provide all children with a fun and varied day that encourages Social, Physical, Intellectual, Cultural and emotional development.
- ❖ We believe that all children should be treated as individuals and they should be given the opportunities to develop their own self-esteem.
- ❖ We endeavour to develop strong links with Parents, Carers and other family members.
- ❖ We value play as an essential part of learning.
- ❖ We aim for every day to be varied, stimulating and experimental.
- ❖ We aim to promote respect, understanding, tolerance and trust.
- ❖ We believe that children should be surrounded with positive role models regardless of Gender, Race, Ethnic Origin, Colour or Disability.
- ❖ We aim to provide a carefully planned programme of activities and learning environment that is appropriate to a child's own individual needs and stages of development.
- ❖ We encourage children to develop and grow at their own pace whilst exploring the world as a child. All learning **must** be fun.

Above all we aim to provide a learning environment and atmosphere home from home, in which children of all ages and levels of development can be listened to, heard and respected.

A child's achievements must at all times be recognised, praised and valued.

# The Green Day Nursery Security Policy

- Our nursery is committed to providing a safe and secure environment to children in our care.
- Children will not be left unsupervised at any time during their activity sessions.
- Staff have a duty to make sure all visitors who come to the premises sign the visitor sheet. They should also introduce themselves and give the reason why they are visiting the nursery.
- If a child is to be collected by someone other than the Parent or Carer, nursery must be informed and the adult who is collecting the child must know the child's password. In the event that someone else should arrive without the nursery being previously informed, the child's Parent/ Carer, must be telephoned and give us permission before allowing the child to leave the nursery.

## Photographs

The nursery follows the National guidelines for the Birth to Five years Framework. During their time at nursery we do individual children's portfolio's, which eventually they will be able to take home. A child's portfolio could include group photo's which your child may appear on. Therefore if you are in agreement we will ask your permission to allow your child to appear in photo's which may be included in another child's portfolio.

# **The Green Day Nursery Parental Involvement Policy**

- We believe that it is beneficial to develop positive links with Parents/Carers.
- We like to involve Parents/Carers in the care and education of their child whilst attending nursery.
- We are committed to ongoing discussions with Parents/Carers to improve our knowledge of the needs of their children and to support their families.
- We ensure all Parents/Carers are aware of what is happening in nursery by regular informal communication and access to written information.
- We inform all Parents/Carers on a regular basis about their child's progress. The children in the Baby group and the Walkers and Top Nursery have daily diaries sent home at the end of each day to tell Parents/Carers of their days activities.
- Parents/Carers are encouraged to work with their children at home.
- We ensure Parents/Carers have access to their children's written records.
- We try to provide opportunities for Parents/Carers to contribute their own skills, knowledge and interests to the current topic the children are involved in.
- Regular newsletters are sent out to all Parents/Carers.
- We hold an annual Nativity Play and Fun afternoon which all Parents/Carers are invited to.

## **Illness, Absence & Medication**

We would be grateful if the Parent/ Carer could notify the nursery if their child will be absent from nursery.

**If your child is suffering from sickness or diarrhoea they must be kept away from nursery for 48 hours after the sickness or diarrhoea has stopped.**

If your child becomes ill whilst at nursery, we will notify Parents/ Carers and request that they are collected from nursery as soon as possible.

## **Receiving & Administering Medicine**

If your child is on medication it should be handed to a member of staff in the Top Nursery and a consent form completed. When you collect your child at the end of the day you will be asked to sign the medication book and then the medication will be returned to you to be taken home.

## **Sun Protection**

During hot weather nursery will supply sun protection cream to be used on the children, unless Parents/Carers wish to supply their own. Parents will be asked to supply their child with a sun hat, which the children will be encouraged to wear whilst playing outside. All staff are aware that children should be offered fluids more frequently at this time.

## **Viewing Procedure**

Before admission Parents are required to view the nursery.

Parents or Carers will be offered a convenient appointment time and their name and address taken and recorded in the diary. They will be informed that on the day of their appointment suitable identification will be required from them.

## **On the day of their visit**

The staff will request to see some form of identification before Parents or carers commence viewing. If Parents or Carers wish to accept a place for their child they will be required to complete an application form, and sign a contract.

## Settling in period

During the week prior to the child's starting date, Parents/Carers and children will be offered two settling in sessions. This will enable Parents and Carers to bring their child to nursery free of charge for a maximum two hours during a morning or afternoon session. These sessions will be arranged during convenient days for Parents, Carers, children and the nursery. During these settling in periods Parents/Carers are welcome to stay with their child if they wish or leave them to see how they settle into nursery life. However we are flexible to these arrangements and more settling in time can be taken if Parents/Carers feel it is required.

## Nursery fees as from 1/11/09

### **Babies and Children under 2 years of age**

Full Time		£158.00
Full Day		£35.00
Half a day	7.15am – 1.00pm	£21.00
	1.00pm – 6.30pm	£21.00

### **Children over 2 years of age**

Full Time		£143.00
Full Day		£32.00
Half a day	7.15am – 1.00pm	£20.00
	1.00pm – 6.30pm	£20.00

A registration fee of £50.00 is required, for children under 18months of age only, to secure a nursery place. This fee is deducted from your nursery fees when your child starts attending nursery. Please note that this fee is not returnable should you decide that you wish to cancel your nursery place.

Nursery fees can be paid either weekly or monthly in advance.

Full fees are required to be paid for Bank Holidays, however you will not be charged for the working days between Christmas and the New Year.

Nursery allows you two weeks holiday with out fees a year.

10% discount will be given if additional siblings attend nursery.

Please note the nursery closes at 6.30pm, any child that is collected after this time will be charged a 'late collection fee'. This additional fee is £10.00 for every 15minutes after 6.30pm.

## **Nursery Policies**

Three of our important policies are included in this prospectus, however all our policies are available for parents and if you require to see any of them please ask.

1. Mission policy
2. Admissions policy
3. Arrivals and Departures policy
4. Care Learning and Play policy
5. Equipment and Resources policy
6. Health and Safety policy
7. Risk Assessment policy
8. Fire Safety policy
9. Security policy
10. Outings policy
11. Health, Illness and Emergency policy
12. Hygiene policy
13. Infectious and Communicable Diseases policy
14. Food and Drink policy
15. Equality and Diversity policy
16. Special needs policy
17. Behaviour and bullying policy
18. Suspensions and Exclusions policy
19. Parental Involvement policy
20. Non-Collection of Children policy
21. Missing Children policy
22. Complaints policy
23. Child Protection
24. Documentation and Confidentiality policy
25. Staffing
26. Staff development and training
27. Student and placement
28. Physical environment
29. Smoking, alcohol and drugs
30. Racial harassment and discrimination
31. Parent policy