

Dees Day Nursery  
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## **Introduction**

At Dee's Day Nursery our aim is to provide finest quality of care for our children in a homely, safe, loving and stimulating environment to develop physically, socially and emotionally.

We provide the highest standards of child care during the child's Pre-school years. The welcoming nature of our nursery offer parents/guardians the opportunity of becoming fully involved in life at the nursery, working together towards the 'desirable outcomes' of their children's learning.

Every parent needs to feel reassured that their child is being cared for, listened to and appreciated as an individual in a safe, caring and stimulating environment. Our qualified and dedicated staff provides this atmosphere based on a programme of social, creative and educational activities. All activities are designed, using some Montessori methods, to encourage the children to absorb knowledge through their inquiring minds and freedom to explore.

A young child's experiences can be enriched by surrounding where he or she can handle materials and equipment that convey basic educational information. An environment is created to develop social, emotional, physical and intellectual skills. We achieve this by having small group sizes which enable children to receive individual attention and develop their own pace to reach their full potential.

Pre-school education enhances the quality of childhood and understanding of later life, but must be fun and meaningful for the child.

We aim to generate security, trust and independence in our children as a foundation for life so that they may feel comfortable in any given situation and are ready to move to primary education with confidence.

## **ACTIVITIES, PLAY AND CURRICULUM AT THE NURSERY**

### **Creative Development**

Painting, printing, sponging, cutting, sticking, collage, sewing, junk modelling, drawing, colouring, stencilling and tracing.

### **Tactile and Manipulative/Messy Play**

Basic science is introduced to the children through simple experiments leading to self discovery,

For example: sinking and floating with sand/water and manipulative materials such as play- dough are used within a safe environment.

### **Cookery**

This is introduced in a safe and fun way.

### **Communication, Language and Literacy**

We use specially designed equipment that gives the children the threefold impression, seeing, feeling and hearing. We use letter land materials to introduce phonics. This is an important step in learning to read and write. An interest in books is encouraged to develop vocabulary and language skills. Introduction to alphabet is through letter land, sand paper letters (tactile) and emotional games, together with worksheets for the older children.

### **Problem and Numeracy**

Children are taught the basic concept of numbers and geometric shapes through specially designed equipments and their corresponding symbols, number puzzles, games, toys, sand paper numbers and worksheets for those who are ready.

### **Knowledge and Understanding of the World**

We aim to give children to give an awareness of the world around them including different cultures and traditions. We nurture a feeling of love, respect and responsibility for each other and the natural world, during a time when children are sensitive to their environment.

### **Physical Development**

Music and movement. This includes instruments, songs and rhymes. Outdoor activities, such as sit and ride toys, slide, see-saw, tunnel, climbing frame, playhouse and such like are available.

### **French**

French is taught to older children by a specialist teacher.

### **Computer Lessons**

Computer lessons are provided by an experienced teacher. The lessons are based on the early year's curriculum and are flexible, so that children can learn at their own pace.

### **Personal, Social and Emotional Development**

Imaginative play- 'Let's pretend play' is also an important part of the child's social and emotional development. This includes home corner, role play and dressing up, all of which help to encourage children to take care of and respect themselves.

### **Dance Lessons**

Dance lessons are provided by an experienced Teacher for older children.

### **Drama session**

We have Drama sessions conducted by an experienced teacher for the toddlers.

### **Free Play**

Table top and floor activities such as farm animals, train tracks, toy cars, threading, puzzles, construction toys and much more. The day is structured with regular rest periods.

### **Arrival & Departure**

For security reasons children's should be accompanied into the nursery at the beginning of each day and may only be collected by those booked on the registration forms. If the booked people on the registration form cannot come due to personal reasons, the person who is coming to collect should have the password given to us by you. Changes will only be accepted in writing and the authorised person must be introduced to the nursery staff incase if there is a change.

### **Absence and sickness**

Please notify us at the earliest opportunity if your child is going to be absent. Children should not attend the nursery if they are suffering from a doubtful rash, high temperature, diarrhoea and sickness or an infectious illness. If your child becomes unwell during the day parents will be notified immediately. In the event of parent/guardian not being contactable the child's own GP will be called if necessary. The nursery reserves the right to take a child to hospital in an emergency, accompanied by a senior member of staff. It is the responsibility of the parent's to keep us informed of any changed in contact telephone numbers. Incase of absence of the child in the nursery because of illness or being/going on holiday those days cannot be swapped with other days which includes bank holiday as well. The fees will still remain the same even in the absence of the child in the nursery as this place is reserved for your child.

### **General Information Terms and Conditions**

#### **Age of Admission**

Children aged 3mths to 5years.

#### **Opening Hours/Holidays**

Monday to Friday 8.00 to 6.30pm are the timing on standard fees, however from 7.30am to 8.00am

We also have an early start of ½ hour session in the morning as an option with an extra charge of £2.50 per day.

The nursery will be closed for 1 week during Christmas and on Bank Holidays. Fees are calculated taking these holidays into account (See fee Section).

#### **Settling-In**

Our aim is to ensure that the transition from home to nursery is an happy and enjoyable experience.

We therefore, suggest a gradual introduction in the first week in order that your child becomes familiar with the surroundings and staff.

#### **Staff**

Nursery Practitioners and their assistance are allocated small groups of children. Parents can discuss regularly with the Key Worker their Childs development. Parents can receive regular progress reports concerning their child. A sheet detailing each Childs day at the nursery is completed daily- where for ex, how much sleep and food a child had, accidents and any other relevant information are all recorded.

## **Meals**

All meals are carefully planned and are freshly prepared in the nursery kitchen to ensure a healthy and well balanced diet. Children are encouraged to develop social skills by integrating, sharing and helping each other. Parents whose children have special medical and dietary requirements need to speak to a member of staff. A menu of the week's meals is on display for parent to view.

## **Breakfast**

Children who arrive prior to 8.30am will be offered glass of milk and cereal.

## **Mid morning /mid afternoon/Evening**

10.00 am to 10.30am Fruits and sugar free juice/Water

2.00 pm to 2.30pm vegetables and sugar free juice/Water

5.00pm to 5.30 Milk and biscuit

## **Lunch**

11.30am to 12.00noon

Two course lunch

## **Tea-time**

4.00pm to 4.30pm

Two course tea

Parents need to provide formula milk for babies.

We provide baby food in the nursery for babies but parents are free to bring any special baby food if need to be given.

## **Nappies**

Parents must provide nappies, baby wipes and cotton wool for the children in our care.

## **Clothing and Personal Property**

A change of clothing, and indoor shoes or slippers must be provided. Comfortable clothing should be worn to enable the child to participate in all activities available. All clothing including footwear should be labelled clearly with the child's name.

## **Outings**

Trips will be arranged to Local parks, Shopping Centre, Post Office, Library and other places of interest.

### **Children's Birthdays/Festivities**

Parents wishing to celebrate their child's birthday may provide special treat to be shared with others in the nursery. If you would prefer your child not to participate please advise us and your wishes will be respected.

### **Health and Safety**

When a child is receiving regular medication, which needs to be administered whilst in care at the nursery, full written notification must be given by the parents and medicines clearly marked with the child's name and dosage. These must be prescribed by a doctor and administered by the parent for the first 24 hours. This routine must be followed for each new course of medication. Medicines will not be kept at the nursery overnight and must be taken home the end of each day.

### **Fire Drill and Evaluation**

Procedures are practised on a monthly basis. There is no fuss and bother as this a normal part of the child's time the nursery. A notice is displayed informing parents of each fire drill, giving the evacuation time.

### **Insurance**

The nursery is fully insured with both public and employers liability cover.

### **Fees**

Daily fee £60.00

The monthly fees are calculated as follows:

Weekly fee x 52/12 – Total

This means the charge each month is the same regardless of the number of weeks in any given month. The fees are calculated taking account of the week at Christmas and Bank Holidays during which the nursery is closed.

All fees are payable monthly on or before the 1<sup>st</sup> of each month by standing order.

No refunds are given for sickness, absence or holidays.

Part-time places and ad-hoc session are offered – please speak to the Manager regarding availability.

### **Discounts (Full Time Only)**

If two children from the same family attend the nursery, a discount of 10% will be given on the fees of the second child.

### **Leaving the nursery**

Two full month's notice in writing or payment of fees for two month in lieu of notice is required before a child leaves the nursery. Should a child be removed mid-month you will be required to pay until the end of the month.

## Terms & Conditions/General Information

1. Dee's Day Nursery has an "Open Door" policy Parents/Guardians are welcome to visit the nursery at any time.
2. We are an equal opportunity provider. Registrations are accepted regardless of race, religion, colour, sex and national origin.
3. All children must attend a minimum of two full days per week. Ad-hoc days/half days are offered subject to availability.
4. Days that are reserved and not used cannot be reallocated to other days.
5. The Nursery must be notified of allergies, dietary requirements or any changes in home circumstances which may affect the child. For ex: parents away from home bereavement in the family etc. This would be treated in the strictest confidence.
6. Parents must notify the nursery if a child is going to be absent due to sickness or on holiday.
7. The nursery must be notified immediately of any changes to daily contact numbers, emergency contact numbers, address etc.,
8. Parents must read and understand the accidents, sickness and medicine procedures.
9. The nursery provides regular reports on the child's progress. A Newsletter with nursery news and information is circulated.
10. We have parent's evening when you can discuss your child's progress with staff.
11. Complaints if any must be brought to the attention of the Manager/Deputy. If necessary please ask for a complaints procedure form. The manager and the staff member responsible for your child will deal with your complaint.
12. Parent's of children attending the nursery on a regular basis will be required to pay fees by standing order. All fees must be paid by the first week of each month.
13. The deposit of £250/- is only refundable when the child leaves the nursery, having given two full calendar months prior notice in writing, and also the nursery charges £30/- registration fees and this is not refundable, it is for the administration charges to put your child to the waiting list.
14. A lateness fee of £20/- is charged for the first 10 minutes and £5.00 for every five minutes thereafter. This charge goes to the staff members who have stayed behind to care for your child.
15. Nursery fees are reviewed annually.
16. If a parent employs a member of staff within 6 months of the staff leaving Dee's Day Nursery the parent undertakes to pay recruitment fee 20% of the staff's gross salary to Dee's Day Nursery prior to their departure from the Nursery.
17. Notice period – reduction in the child's attendance can only occur on the last day of the month a minimum of 1 calendar month's notice in writing. In the event of the child leaving the nursery it is a period of two full calendar month's in writing.
18. Whilst every effort will be made to accommodate siblings, their places cannot be guaranteed. Offers will be subject to availability.

19. The nursery reserves the right under exceptional circumstances to request a child to be moved from the nursery at any time.
20. When collecting your child from nursery, parent's should check and ensure all of the child's belongings, including bottles, shoes etc., are collected too. Parent's must label all children's belongings. We cannot take responsibility for loss or damaged property or clothing.
21. Parent's must not park in or across the drive. In the event of emergency, the staff needs access in and out of the drive at all times.
22. The nursery closed over the Christmas period and all public and bank holidays.
23. The above terms and conditions are subject to revision at any time.