

Briar Cottage Day Nursery - Prospectus

A Warm Welcome

Briar Cottage is a small, friendly day nursery that provides a warm, homely environment for children whose parents work or just need some time to themselves, whilst giving the children the learning opportunities and facilities that only a nursery can provide.

The nursery is Ofsted registered and offers just 10 places for children aged 2-5. We provide a high staffing ratio to ensure that children receive maximum individual attention and to guarantee an exceptional quality of care and education.

Set in a homely, purpose built extension to the rear of my family home, the nursery benefits from my Henley college training and 17 years experience of working with children, including as a nursery nurse, a nanny, a registered childminder, organising a Toddler Group and as mother to Toby(10) and Oliver(8)

Emma Murphy (Nursery Owner)

Care

We appreciate each child as an individual and believe that children thrive when they are listened to and respected. Our aim is for the children to have fun absorbing information in an environment where they feel happy, safe and loved.

The children benefit from fresh, nutritious food cooked daily on the premises by a member of staff who holds a food hygiene certificate. Due to the low number of children we are able to cater for individual preferences and any special dietary requirements.

A Typical Menu:

Mid-Morning – Fruit platter, milk or water

Lunchtime – Roast chicken with roast potatoes, carrots, peas and gravy, fruit juice

Dinnertime – Scrambled eggs on toast with butter, a yoghurt, juice

Nappies are changed whenever they need changing and we are happy to help toilet train your child when (s)he is ready – nappy changes and toilet training progress will be recorded on the Daily Information Sheet.

Children and their parents will be invited to settling-in sessions prior to starting nursery to make the transition as smooth as possible. Once your child starts the nursery you are invited to stay as long as necessary for the first few sessions, giving your child time to settle in.

Learning

We fully appreciate the importance of learning through play and practical experiences and staff are always on hand to help your child get the most from our beautiful toys and equipment, we also have a wish list that you are invited to contribute to.

The Nursery follows the National Curriculum's Birth-Three matters for 2 year olds and the Foundation stage Early Learning Goals for 3-5 year olds. We are committed to providing an outstanding quality of education and we obtain information from local primary schools regarding their expectations of your child, so that we can fully prepare them for school. There are 6 National Curriculum Early Learning Goals each of which is practised on a daily basis:

1) Communication, Language and Literacy

The children are introduced to reading through a range of highly recommended equipment including Letterland and Oxford Reading Tree books. The children also regularly attend the mobile library where they are encouraged to choose their own books to add to the nursery's book corner.

2) Mathematical Development

The children are introduced to shapes, patterns, numbers and counting and will also learn about more complex aspects of maths such as weight and capacity.

3) Physical Development

The nursery has a secure 90 ft garden where the children can play every day, weather permitting. There is a large wooden playhouse, a climbing frame, swings, a slide, a large sandpit and plenty of other toys to ensure that the children enjoy daily physical play. Indoors the children are able to try other types of physical play, such as dancing and musical movement.

4) Creative Development

The children are encouraged to explore their world through creative experiences such as art and craft, cookery, painting, music and dance. These creative opportunities are either planned to compliment our topics or can be spontaneous, simply for the children to express themselves and have fun.

5) Knowledge and Understanding of the World

Our carefully planned topics include Animals, Transport, Seasons and Different Cultures and we compliment each topic through creative experiences, displays, local outings and casual play.

The nursery garden gives children a chance to enjoy the wonders of nature and we base projects around seasonal occurrences, such as the life cycles of frogs and butterflies. We have two pet rabbits for the children to care for if they choose and a vegetable patch where the children sow seeds, watch them grow and then pick their own fruit and vegetables, prepare them and sample them at mealtimes.

Another aim of the nursery is to encourage children's curiosity and answer any questions that may arise, also we aim to help them answer their own questions through discussion, books and spontaneous practical experiments.

6) Emotional, Social and Personal Development

The children benefit from a daily session called 'About me' where they explore their own lives and environments, topics include Emotions, My Family, My Favourites and My Neighbours. The children are encouraged to be themselves and are given the opportunity to build confidence through activities such as 'show and tell' and to develop their

personalities with our full support. Older children will be given their own responsibilities, for example laying the table or helping with the younger ones.

Staff

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of an outstanding quality. All of our staff are appropriately qualified and are checked by the Criminal Records Bureau in accordance with Ofsted's requirements.

We operate a Keyworker System, whereby each child has a particular member of staff allocated to them to deal with issues such as toilet training, discipline and filling in the Daily Information Sheet. This system ensures that each family has a particular member of staff who will be available to answer any questions.

Staff/Parent partnership

We appreciate the importance of feedback about your child's day to ensure consistency of care for them. At the end of every day you will be given a Daily Information Sheet which will be written by your child's keyworker and will contain information about your child's day including, how much they have eaten, who they have been playing with and what they have been learning about. It will also hold information about their general well-being and anything else we feel is relevant.

Staff are also happy to discuss your child at any time and appointments can be made for issues which may require lengthier discussion. We also hold parents evenings where your child's progress can be discussed and any problems resolved.

With many years of childcare experience between us we may be able to offer solutions to any problems you may face with your child and the nursery is committed to working together with the parents to resolve these problems.

Health and Safety

The health and safety of the children is of paramount importance and therefore the nursery, kitchen, toilet and garden are kept extremely clean and safe at all times without exception.

Children are made aware of health and safety issues through discussions, planned activities and routines, such as washing their hands after using the toilet and before meal times.

The premises are regularly inspected by the Department of Environmental Health and we carry out risk assessments as part of their requirements.

We hold regular fire drills and the premises are regularly checked by the Fire Officer.

All toys and other equipment are checked regularly and replaced if necessary.

Health and safety awareness is included in our compulsory staff induction course.

Illness

Children should not be brought into nursery if they have a high temperature or have had diarrhoea or vomiting in the 24 hours previous.

Children should not be brought into nursery if they have an unidentified rash.

Children should not be brought into nursery if they have suspected head lice.

In the event of any child developing any of the above whilst at nursery, the child will be separated from the other children, the parents will be contacted and the child may need to be collected. This is for the health and safety of other children and for the comfort of the affected child.

Security

The nursery will only release children to an authorised adult whose name is stated on the Collection Details section of the Registration form or has been entered in the Collections Book by the parent/guardian. In the event of this being impossible the nursery should be contacted as soon as possible and a password will be issued to the parent to pass on to the person collecting the child. The child will not be released without the password.

Behaviour

We believe that children flourish best when they know how they are expected to behave and we aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. The children are encouraged to act in a polite and considerate manner at all times and are rewarded with praise.

We handle unacceptable behaviour in ways which are appropriate to the child's age and stage of development – for example by distraction, discussion or by withdrawing the child from the situation for a period of reflection.

We avoid creating situations in which children receive adult attention only in return for undesirable behaviour and when children behave in unacceptable ways, we help them to understand the situation and how to cope more appropriately

No member of staff will use or threaten a child with any form of physical punishment in the nursery.

Policies and Procedures

Child Protection

The nursery's first responsibility is to the child, therefore as required by law, the staff may record any concerns about a child's welfare and liaise with the childcare officer.

Special Needs Policy

We endeavour, wherever possible, to accept children with special needs. Such children will be respected as an individual like any other children.

Equal Opportunities Policy

We are committed to providing equality of opportunity and anti-discriminatory practice for all children, families and staff.

Confidentiality Policy

We respect the privacy of children and their parents and carers, therefore whilst parents have unlimited access to their child's files, all other files remain confidential and are kept in a secure lockable file.

A Full list of our Policies and Procedures is available on request.

Opening Times

The nursery is open:

48 weeks per year

Monday to Friday

8am – 6pm

The nursery is closed:

On Public and Bank Holidays

For 5 days at Christmas

For 5 days at Easter

For 10 days in Summer

Fees

Full Day Session - £40 per day

The fees are totalled for the year and divided by 12 months giving a total payable each calendar month.

Days per Week	Total per month
1	£160
2	£320
3	£480
4	£640
5	£800

There is a registration fee of £50, which is deductible from the first monthly payment. This fee should be sent with the registration form.

Fees are only refundable where failure to attend is the fault of the nursery.

Fees are reviewed annually.

Fees include a mid-morning snack, a hot meal at lunchtime and a light meal at dinner time

The fees are payable by Standing Order in advance on the 1st of each month.

If the payment is not made the parent will be contacted.

If the fees are not paid by the 14th of the month the child will be excluded from the nursery until the payment has been made.

If the fees are not paid by the 28th of the month the nursery place will be offered to another child.

The nursery require notice in writing, 6 weeks before the child's leaving date

Late Collection

We appreciate that parents may be late on the rare occasion due to factors beyond their control. If a parent or carer is late, the child will be looked after in the nursery by a member of staff who is known to the child and has had a full check by the Criminal Records Bureau. The Nursery should be contacted as soon as the parent knows that they will be late in order to prevent the child from undue distress, if a parents is late more than once in any calendar month they will be charged £10 per hour or part of.

For more information or to arrange a visit please contact us:

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