

ROSEBUDS PRIVATE DAY NURSERY

Introductory Pack

INTRODUCTION

Rosebuds Private Day Nursery is situated in the heart of Gnosall village. The nursery and is well maintained, well equipped, light and airy and provides a spacious 32 place Nursery for babies and children aged 6 weeks to 8 years.

We have a 17 seat minibus which we use to take the children on trips and visits on a regular basis. All drivers have taken appropriate higher standard of driving and medical examination.

MISSION STATEMENT

All staff at the nursery work together to ensure the health, safety, happiness and development of all the children in our care, working in partnership with parents to provide consistent high quality childcare which meets the individual needs of both the child and their family. We aim to provide a high standard of care alongside a wide variety of activities and opportunities to continue their learning

OPENING HOURS

The Nursery is open Monday to Friday all year round except Bank Holidays and Christmas week.

We provide both full time and part time sessions.

Morning and lunch Session	08.00 hrs – 12.30 hrs
Afternoon Session	13.00 hrs – 17.30 hrs
Full Time	08.00 hrs – 18.00 hrs

Afternoon sessions can be extended to include a lunch as well. Part time children can also stay to 6 0'clock, for a small extra charge. Any other additional hours are also available upon request, and subject to availability.

GROUPINGS

The babies and children are grouped according to their age and stage of development. Each of the areas is specifically equipped to meet the individual needs of each child and have a key worker who devises their planning of activities. The staff work in their own rooms on a permanent basis. This ensures that you know exactly who is looking after your child each day.

Baby Group	0 – 1 year	Staff Ratio 3:1
Toddler Group	1 – 2 years	12 Places
Yellow Group	2 – 2 ½ years	Staff Ratio 5:1
Red Group	2 ½ - 3 ½ years	20 Places
Blue Group	3 ½ - 5 years	

BEFORE & AFTER SCHOOL CARE

The nursery offers before and after school care for children aged 5-8yrs with a collection and delivery service using our 17 seater minibus to transport children to and from Gnosall, Haughton and Ranton Primary schools.

The children have breakfast if before school and a substantial afternoon tea if after school.

MEALS

The nursery holds The Heart of Stafford Award for the meals we provide.

All meals are freshly prepared each day on the nursery premises by an experienced cook who takes great care to ensure a varied and well balanced diet, using only good quality and fresh ingredients. All dietary needs can be catered for, alternatives are offered if the babies or children dislike what is



offered. Parents may bring in their own baby meals if they wish to, although we do offer the same quality food to the babies, salt and sugar free, either liquidised or mashed and continually encourages the next stage of eating development. We ask parents to provide formula milk; staff will happily make the bottles up fresh for each feed. The babies are also offered the mid morning snack and tea – dependant on age of the baby.

The daily menu is as follows:-

Breakfast	8.15- 8.30 am	Cereal (provided by parent)
Mid morning snack	9.45 am	Selection of fruit and a cup of milk
Lunch	11.45 – 12.30 pm	Cooked meal (2 courses) Choice of Fresh Fruit offered as alternative to puddings
Tea	3.30 pm	Variety of sandwiches, fresh salad sticks, cakes and fruit Juice / water. Choice of Fresh fruit offered as alternative.

Additional drinks are provided through the day. Birthdays are celebrated with birthday cakes and party food as are the Religious Festivals.

Rosebuds Day Nursery aims to give a wide range of foods as early as possible. Children and babies eat in small groups which provide a relaxed, stress free atmosphere. Meal times are social events with staff giving all the babies and children lots of attention, talking positively to them, giving praise when children eat well and not being unhappy if they do not. All crockery and cutlery is child size. Baby bowls, cups and bibs are provided.

We ask parents to outline their child's requirements. We feel that children's first foods pave the way towards healthy eating habits later in life. Great emphasis is placed on the importance of fresh fruits and vegetables, fish, meat, whole foods, grains, beans, pulses, pasta, additive free products, wheat, cereals, citrus fruits, etc. fresh Fruit is offered at every meal as an alternative to sweet puddings and snacks.

The staff encourages the children to pursue a varied well balanced healthy diet which will provide good habits through the remainder of their life.

The Nursery cook liaises with the manager and a parent to devise children's and babies menus and diets. Menus are prepared taking into account religion and ethnic origin of children. Dietary requirements for children are identified when they first start and these are adhered to throughout their time in Nursery. This includes children with allergies, vegetarians, vegans or religious preferences

GOVERNMENT FUNDING AND VOUCHER SCHEMES

The nursery will access government funding, for children the term after their 3rd birthday, please feel free to ask for more information. The nursery also accepts many vouchers schemes; these are taken out of your wages upon your request. Which therefore means you will pay less national insurance and tax, once you have found out if your employer has a voucher scheme in place we will assist you with registering.

ACTIVITIES AND LEARNING

We aim to provide your child with as much environmental stimulation as possible within a loving and comfortable framework. We plan a wide range of activities promoting all areas of learning and development. Each group has a specific information letter for more information on the fun they have within each group. Please ask for your child's relevant group letter, all group letters are available for you perusal.

Activities include physical activities both indoors, in the Grosvenor Centre large hall and outside in our large secure play area, fine motor skills, tactile stimulation, sensory stimulation, treasure boxes, communication, music and dance, free expression with art and craft materials and intellectual activities



for all the ages.

The outside area has safety flooring, a barked area for climbing frames and a large shaded area. The children participate in a wide range of activities whilst outside, with our vast range of equipment. We ask parent to provide appropriate clothing to enjoy the outside, through the many types of weather. This can be wellies to sun hats.

The nursery follows the Early Years Foundation Stage. The Early Years Foundation Stage is based on four important principles. These are:

- **A unique child** Every child is a competent learner from birth who can be resilient, capable, confident and self assured.
- **Positive relationships** Children learn to be strong and independent from a base of loving and secure relationships with parents and a key person
- **Enabling environments** The environment plays a key role in supporting and extending children's development and learning.
- **Learning and development** Children develop and learn in different ways and at different rates and all areas of learning and development are equally important and interconnected

Your child will follow the Early Years Foundation Stage to the end of their reception year at school.

If you would like any more information on the Early Years Foundation Stage please feel free to ask.

We have many reward systems in place, including smiley faces. Children receive smiley faces for many reasons; this includes potty training, trying hard to do something and many many more. The children receive a smiley face, and also put a smiley face on their chart. Once they stick 10 smiley faces on their chart, they receive a special treat!

Children follow the 'jolly phonics' scheme and they will have regular access to the use of their own dedicated computer which has extensive software for all ages.

SECURITY

All external doors are kept locked and the outside play area is securely fenced off and padlocked. We have an intercom and any person/ unknown visitor will have their identity checked. Please note that your child can only be collected by the person(s) named on their registration form unless prior arrangements have been made with the Manager or a member of staff and password set up. The password will be specific to your child.

Rosebuds Day Nursery premises have been thoroughly checked and approved by the Fire Officer, Health and Safety Officials, Environmental Health Department and OFSTED in accordance with their respective statutory regulations.

All staff at the Nursery have undergone Police checks, Medical Checks and had clearance from OFSTED prior to their employment. All staff holds First Aid, Child Protection and Food Hygiene qualifications amongst others.

SAFEGUARDING STATEMENT

Our nursery is committed to every child having a safe and happy upbringing. Anyone who joins our nursery will be expected to share this commitment. If any concerns arise, we may be required to seek the advice of appropriate outside agencies.

SETTLING YOUR CHILD

At Rosebuds Day Nursery we like to encourage parents to bring their baby or child along for a series of visits to the nursery during the two weeks prior to their starting date. Where possible the length of visit should increase from half an hour to two hours. Initially parents are encouraged to stay with their baby or child gradually starting to leave them with us for short periods of time. Two free induction periods are offered. Once the child has officially started to attend the Nursery parents are very welcome to speak to the staff on the telephone for reassurance throughout the day.

We will also help you with settling your child into local primary schools, by liaising with both parents and teachers. We arrange visits to the schools (with parental permission) and arrange for local primary school teachers to visit.



KEY WORKERS

Each child at the nursery has a key worker. The key workers:-

- Work in partnership with parents involving them in all decision making and be available to exchange information on a daily basis.
- Take responsibility for the babies and children in their group, their physical, social, emotional, intellectual needs.
- Liaise with other professionals working with a child and family. With parental consent given first.
- Attend any meetings relating to babies and children in their group, again with parental permission.
- Keep observation, photographs and development records, in your child's specially designed my story folders. You will be given this to keep, once your child leaves nursery for you to treasure.
- Hold regular parents evening and be available for informal chats at any time.

The staff work on a rota basis but remains with the children for the majority of the day. There is always one key worker and a managing body available at all times, who has spent the day with your baby or child in their particular room, and can discuss in detail with parents how their baby or child has been doing during the day.

A daily chart/log is maintained for all of the children at the nursery. If you wish we will also write in a home to nursery book.

Staff are encouraged to form relationships with all children or babies in their care and their families to ensure that children and parents are comfortable and at ease. A key worker may be absent from the Nursery for staff training, illness, holidays, shifts and rotas. In these circumstances the nursery employs experienced cover staff who are both familiar to the children and babies and the daily routines and activities in each age group.

'OPEN DOOR POLICY' - CONFIDENTIALITY

Friendly contact and liaison with parents is essential to the happy atmosphere of the Nursery.

Parents are welcome at any time during the opening hours of the Nursery, and great emphasis is placed on the importance of accommodating particular views and wishes of parents for their children. Your child's records are always available for you to see at all times.

Parents are kept informed on a daily basis regarding the well-being and progress of their child in Nursery. This is usually done through a mix of parental access to their child's own records and through daily contact with the key worker who cares for their child and the Nursery Manager. Detailed contact is also maintained through a regular newsletter that is written by the Manager of the Nursery

From time to time at special activities within the nursery, photos are taken. Video cameras are used to record special shows; these are shown to parents at parent evenings. Consent will be sought for this

The Manager/Deputy Manager is always available to discuss matters relating to a child both on a formal and informal basis, and parents are encouraged to develop a warm relationship with Nursery staff. If a difficulty arises that cannot be solved through liaison with the child's key worker and Nursery Manager then the parent has access to the formal complaints procedure. The Nursery Manager will be pleased to provide details of the complaints procedure on request, including details of contacting ofsted if required.



HEALTH VISITOR

The health visitor visits the nursery every 6 weeks, and if parents wish she will happily weigh your child and record the details in your child's development book. If your child does not attend nursery on that day, you are welcome to bring your child in to be weighed. The staff will also discuss any concerns or questions you have with the health visitor

QUALITY ASSURANCE

The Nursery prides itself on the quality of service given which is regularly monitored by OFSTED. Our commitment to Staff Development and Training ensures that staff at the Nursery are fully qualified, motivated and encouraged to be imaginative and creative for the services they provide. We monitor the environment to ensure the safety and security of all babies and children in our care.

The nursery has many Policies and Procedures for the nursery. These are available anytime for your perusal.

PERSONAL BELONGINGS

The nursery provides each baby and child with labelled bedding, feeder cup/beaker and facecloth for use throughout the day.

Parents are asked to provide a spare set of clothing, labelled, to be left at the nursery along with summer / winter wear when appropriate and a toothbrush.

Parents also need to provide nappies, creams and formula feeds for their babies.

TERMS AND CONDITIONS

The Nursery Manager will be pleased to provide the detailed terms and conditions and an application form. A summary of the terms and conditions are as follows:-

1. Application forms must be completed and returned before a child can be registered for entry into Nursery. Part time places may fit in to the normal session times but wherever possible every attempt will be made to meet individual requirements. When a place is offered a booking fee of **£50.00** will be required with a signed Application Form. The booking fee will be deducted off the final bill if a months notice is given. Without this we are unable to guarantee a place for you child.
2. Fees are payable one month in advance. Any additional payment will be charged in arrears.
3. One months notice or fee is required should you decide to withdraw your child from the nursery.
4. The nursery will remain open all year round except Statutory Bank Holidays and one week over the Christmas period.
5. Should your child be unable to attend the nursery, please telephone and inform a member of staff before 10 am. Full fees are payable if your child does not attend for any reason, however if notification is given in advance the manager may change the missed session to another day, subject to availability.



LOCATION

