

Welcome to

SCHOOL HOUSE PRIVATE DAY NURSERY

School House, established in 1991, is a private Nursery run by fully qualified and experienced staff. It is registered with and approved by Ofsted (Office for Standards in Education). All the necessary requirements have been met in accordance with the 2006 Childcare Act.

Our aim is to provide a happy, relaxed, safe and stimulating atmosphere in which your child will receive a high standard of care, support and learning to enable them to fulfil their potential. The environment created within School House promotes physical, mental, and emotional health and well being, and provides stability for our children's experiences.

We seek to establish a clear sense of social, moral and ethical values for our children to help them grow into mature, caring and responsible citizens. Each child in our care is valued as an individual and inclusive practice is guaranteed.

Our prospectus gives you a glimpse into life at School House, however we would welcome the opportunity of meeting you and your child personally and for you to see our staff and children at play. If you would like to visit us, or have any queries about your child's needs, please telephone or email us to discuss this.

We work in partnership with our parents so we can continually review the facilities we offer at School House. Our standard of care and stimulation is maintained at the highest level. This accompanied with our flexibility and reliability ensures that both parents and children's needs are met.

Our sister company, Chessgrove Park Day Nursery welcomed children and parents through the doors for the first time in May 2006, additional information is available upon request.



Managing Director
Glenis Keenan
NNEB / CSS

Information for Parents

Age of Children

Children between the ages of three months and rising five may attend the Nursery. However, provision is made for the care of school age children (up to nine years) in the Breakfast and After School Club. This takes place before and after school, and during school holidays. (Please refer to our separate sheet.)

Hours of Opening

The Nursery is open from 7.30am until 6pm, five days a week. A range of different hours can be negotiated within these times to accommodate you and your child's needs. (Please refer to our separate sheet.)

Staff

The Nursery is staffed in accordance with the Welfare Requirements specified by Ofsted, ie. A staff/child ratio of:-

- 1:8 for children aged 3 and over
- 1:4 for children aged 2 to 3 years
- 1:3 for children aged birth to 2 years

Meals and Refreshments

Milk or water is served to drink with all meals, and additional drinks are available continuously throughout the day.

All children from the age of twelve months attending the Nursery will be offered:-

8.15am	Breakfast – cereal, yoghurt, fresh fruit
10.15am	Mid – morning drink and healthy snack – wholemeal toast, fresh/dried fruit
Mid-day	A nutritious, freshly cooked meal consisting of main course and dessert
2pm	Afternoon drink
4.15pm	High Tea – sandwiches, crudities, yoghurt, fresh fruit

Parental Responsibility

In line with the Welfare Requirements you will be required to indicate which parents have parental responsibility for the child.



The First Floor

The self contained baby unit is situated on the first floor and consists of a Baby Room, Discovery Room, Bathroom and Kitchen. Provision is available for approximately six babies in the Baby Room whilst the Discovery Room has facilities for up to six children below the age of two years.

Baby Room

Babies in our care receive loving, individual, stimulation and attention. We aim to provide a consistent standard of care which leaves you, the parent, confident that all your child's requirements are ensured. In addition to meeting the children's everyday physiological needs, we provide continuous opportunities for encouraging the development of language plus gross and fine motor skills.

Discovery Room

This room provides care for toddlers from approximately 12 months of age, until the time is appropriate for transition downstairs to join the older children. A variety of equipment is available to assist the child's growing independence and curiosity. Sand, water, paint etc. are all introduced gradually and appropriately. A range of indoor activities are planned to encourage the development of cognitive skills. Facilities are available for outside play to further stimulate physical development.

We will provide a daily written account of changing, feeding and sleeping routines for all children based in the Baby Room and Discovery Room to ensure continuity and consistency between home and Nursery.

We ask our Parents to provide a few items for babies under the age of 12 months:-

- . Nappies (disposable or environmentally friendly cloth nappies)
- . A change of clothes
- . Bibs
- . Comforter if appropriate, for example teddy, blanket, dummy
- . Bottle feeds
- . Meals prepared for microwave heating



The Ground Floor

The room arrangements are designed to encourage children's active learning. They comprise of:- The Construction Room, The Home Room, The School Room and Creative Area.

The Construction Room

This room provides a gentle introduction to the daily structure for our slightly older children at School House, and is equipped to provide a wide range of appropriate activities for the children aged between rising 2 and 2.5 years. Play includes small world toys, construction and building to encourage fine and gross motor skills, and a huge variety of creative activities. Sensory exploration using our wall panels to experience texture and sound, and blackout blind, uv lighting and projector add to the overall ambiance to create a specialised, calm environment ideally suited to this age group.

The Home Room

The Home Room provides a natural progression for the children where activities are extended to allow more in-depth investigation and experimentation. We encourage learning through a diversity of hands on activities such as sand, water, painting, collage, cookery, and opportunities for exploration with natural materials. The emphasis is still always on play for the children based in this room, who are aged between 2.6 and 3 years, and friendship, special person and citizenship skills flourish. Our extensively equipped home corner ensures the children experience and practice vital social skills through imaginative play using life sized as well as child sized tools.

The School Room

Our conservatory and creative play area are completely self contained to cater for children aged between approximately 3 and 4+ years. Here they are introduced in a gentle manner to all the necessary skills required to assist them in acquiring the educational building blocks for their future. We introduce the children to pre-reading and writing skills, and provide them with the opportunities to obtain an understanding of numerical concepts. Acquisition of computer skills is encouraged across the age range through a variety of early educational programmes. Children are guided through play and their own discovery into a wider learning sphere, equipping them for transition on to more formal education. Theme work ensures that all development areas are covered continuously, as they relate to the Early Years Foundation Stage (EYFS). Yoga, dance, sport, and music are some examples of our extra-curricular activities which are offered subject to interest and demand.



Outside Facilities

Play Areas

Our enclosed patio situated at the front of the Nursery, is used for a variety of physical and creative activities for all our Nursery children. This includes for example, bikes and road safety, balls and ball games, parachute and team games plus much much more!

The double doors leading from the School Room open onto a small self contained patio, which allows the children free access indoors and out to a safe, well planned and resourced learning environment.

To the side of the Nursery is a secure enclosed play area, which houses a beautiful wooden train set on all weather surfacing. Our herb and gardening boxes are situated along the edge of this area, positioned at a height to encourage gardeners of all ages. The wooden benches transform this area into a beautiful outdoor classroom, which then lends itself to story, music, singing and circle times for all.

We are also fortunate enough to have the use of Dodford First School playground, grassed playing field, mouse house and sensory garden, thereby allowing a variety of outdoor play settings throughout the year.

Bumble Bee Cottage

There is a walled courtyard to the rear of the Nursery where our play house is situated. This allows for exploration of new environments for all ages of children, giving them the opportunity to work through different life experiences, using a vast selection of role play equipment. We set the scene for a variety of role play situations taking our monthly themes into account, for example Bumble Bee Cottage could become a Garden centre, Shoe Shop, or Beach Hut.

We maintain our staff / child ratios at all times during supervision of outside play, and all activities are risk assessed, ensuring complete safety and security for our children.



Conditions Of The Nursery

Fees:- A non refundable booking fee of £50.00 is required with the completed application form to reserve a place at the Nursery. Fees must be paid monthly in advance upon receipt of an invoice. Four weeks notice is required to withdraw a child from Nursery, or four weeks fees are payable in lieu of notice. The Nursery is open for twelve months of the year, with the exception of Statutory Bank Holidays and our Christmas Closure. Fees are not charged for these closures, however, any other absence for whatever reason must be paid for in full.

The Managing Director will give at least four weeks notice of any alteration to fees.

Nursery Uniforms:- As children make their transition into the School Room we provide them with a School House polo shirt and sweatshirt, free of charge, and request that you encourage them to wear them in preparation for life at school.

Illness and Absence:- Any child suffering from a doubtful rash, sore throat or discharge from the eyes or nose should not return to Nursery until all symptoms have disappeared. Any Child suffering from Diarrhoea or Sickness should not return to Nursery until at least 48 hours after the symptoms have disappeared. Should a child become ill whilst at Nursery every effort will be made to contact parents. Please ensure all contact details held by the Nursery are current.

It is important that the Nursery Manager is notified if your child is to be absent. This can be done by calling at School House, or by telephoning or emailing the Nursery.

Smoking:- Smoking is not permitted inside School House or within the Nursery grounds.

Parking:- Please park your vehicle carefully in Priory Road or Fockbury Road with consideration for the safety of your child, pedestrians and passing traffic.

Collecting Children:- If you make arrangements for your child to be collected from the Nursery by someone other than members of your family known to the staff, the Nursery Manager must be notified beforehand.



Opening and Closing Times:- The opening time of 7.30am and closing time of 6.00pm must be strictly adhered to, as should other negotiated attendance times.

Breakfast Club & After School Club

Our Breakfast Club and After School Club is a provision offered by School House for children up to the age of eight years who are in attendance at Dodford First School.

The groups operate from Monday to Friday during term time, the hours are flexible.

Our Breakfast Club meets at School from 7.30am until 8.30am. During this time the children are able to access a healthy breakfast, play games, or simply chat and socialise with their friends.

The children attending the After School Club are greeted in the school hall at 3.15pm by the Club manager. They participate in an extensive variety of activities which take place on school premises and also in the grounds. Homework and reading books are encouraged in accordance with parents instruction.

Tea is served at 4.15pm, though drinks are available throughout the session.

During school holidays play schemes operate according to demand and should therefore be booked well in advance.

Standard Nursery Conditions are also applicable to our Breakfast Club and After School Club.

Further information is available upon request, including details of hourly rates and flexible times of attendance.

