

Slade Day Nursery

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The Slade Day Nursery offers integrated care and learning as part of The Slade and Headington Children's Centre.

The Slade Nursery School has a long standing reputation for high quality nursery education. Since the spring of 2004 we have been delivering the same high quality care and education for children aged 6 months to five years within a safe, secure and caring environment. The qualified, experienced and enthusiastic staff take pride in providing the very best care for every child and family within our setting.

The Day Nursery has its own secure designated entrance area and access to the centre's community room. The internal space for the children is open plan in design, which has carpeted and vinyl areas for dry and wet play. We also have a sleep room, children's change and toilets facilities, an office/reception area, a kitchen servery and staff room.

There are no age related rooms, all children share the whole space, including direct access to a secure outside area.

Staff professional development is important to ensure the high quality service you and your child deserves, therefore each Tuesday at 5pm there will be a staff meeting. We will close in August for one week and there will be a further 3 staff development days each year—6 weeks prior notice will be given.

Open Monday to Friday 8.00 am – 6.00 pm
Closed on public holidays and the week between
Christmas and New Year

The Key Person Approach

Is a main principle of the Slade Early Years Centre. Individual members of staff care for, build relationships and co-ordinate information for individual children and families. From the initial settling-in visits, all families will be allocated a key person. This key person will be with them throughout their time in the centre. They will be the main point of contact between home and nursery, ensuring that when you bring your child to nursery s/he goes from one special person to another. The key person will be at all intimate moments of the day when possible, e.g. nappy changes, bathroom times, meal and sleep times. The key person will spend time with new families during the settling in period and will discuss with you your child's needs whilst building up a relationship. This ensures that you hand your child over from one special person to another and that your child has someone on whom they can depend in the setting to encourage their independence.

We operate a buddy system, where staff work in pairs. The aim is that a designated person can act as a back up at times of the day when the key person is not there or is on leave.

We aim to provide a safe and stimulating environment, ensuring plenty of opportunities for children to learn through play and use all of their senses to explore materials and the environment around them. We encourage children to follow their curiosity and have experience of hands-on exploration and lots of opportunities to do things again and again.

We value and promote opportunities for warm communication and building personal relationships through quality adult:child and child:child interactions.

Using key person observations and the staff team's knowledge of child development, experiences are planned for children according to their interests and ability. Observations are then interpreted and a judgement made within the following:

The Early Years Foundation Stage

From September 2008 The Government have developed a framework for children aged from birth to five years. It brings together *Birth to Three matters*, the *Curriculum Guidance for the Foundation Stage* and elements of *The National Daycare Standards*. The document is in three parts:

1. Statutory Framework

The legal requirements of the EYFS relating to Learning, Development and Welfare. It includes detailed information on provider's obligations under the framework.

2. Principles

Underpin effective practice in the care, development and learning of young children

- **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/or 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 inter-connected.

3. Practice Guidance

Advice and guidance for all practitioners working with children from birth to five. It includes detailed information on the six areas of Learning and Development and supporting children from birth through various stages of maturity and development.

Taken from The Early Years Foundation Stage, Every Child Matters, DfES(2007)

The Early Years Foundation Stage

Experiences and support that will help children develop:

Personal, Social and Emotional

Develop a positive sense of themselves and of others; respect for others; social skills; and a positive disposition to learn. Support for children's wellbeing to help them to know themselves and what they can do.

Communication, Language and Literacy

Being read to and beginning to read and write must be supported and extended. Use their skills in a range of situations and for a range of purposes and be supported in developing the confidence and disposition to do so.

Problem Solving, Reasoning and Numeracy

Opportunities in a broad range of contexts, where they can explore, enjoy, learn, practise, and extend their skills in these areas and to gain confidence and competence in their use.

Knowledge and Understanding of the World

They should be offered to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real-life situations; undertake practical 'experiments'; and work with a range of materials to make sense of the world.

Physical Development

Opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement. Using all of their senses to learn about the world around them and to make connections between new information and what they already know. The importance of physical activity and making healthy choices in relation to food.

Creative Development

Supported through their curiosity, exploration and play. Opportunities to explore and share their thoughts, ideas and feelings, e.g. through a variety of art, music, movement, dance, imaginative and role-play activities, mathematics and design technology.

What is included in the price...

High staff to child ratio, care and learning
Pre arranged solid food for babies
Nappies and creams
Breakfast between 8.00am – 8.30 am
Fresh hot healthy lunch and dessert served approximately between 11.50 am – 12.30 pm
Cold healthy high tea served at approximately 4.30 pm
Mid morning and mid afternoon fruit snack with a drink of milk or water

Food

We aim to provide a healthy, nutritious and low sugar diet, incorporating fresh fruit and vegetables. We do not serve any beef or pork products in our nursery and do not knowingly serve any products containing nuts.

Please inform us if your child is vegetarian or has any special dietary requirements as we will need to inform our kitchen, please note that medical allergies will only be recognised.

What your child will need...

A change of clothing
Wellington boots, warm outdoor clothes and indoor shoes during the wet winter months
Hats and sun cream during the summer
If you would like us to clean children's teeth, please supply a toothbrush.

Could you also remember to label items you bring to nursery, as we cannot be held responsible for any lost items.

Settling in

Children will differ a lot with regards to the period of time to settle in. We try to make this period as smooth as possible. You will need to be available to stay with your child during the settling in period, until your child is fully settled and happy with us. We recognise the importance of 'hellos and goodbyes' and try to minimise as much distress as possible. Always hand over your child to their key person/buddy. Understanding that you 'come back' is extremely important for young children, otherwise they may suffer from separation anxiety.

If at any time you want to know about your child, you are welcome to telephone for reassurance.

Illness & Medication

Children who show signs of illness should not be brought to nursery. If a child becomes ill during the day parents/carers will be requested to collect them. Please inform us if your child has any contagious illness.

Prescribed medication will be administered providing we have signed permission and full instructions.

Equal Opportunities

We endeavour to provide and actively promote an environment free from prejudice and discrimination where children, regardless of religious and cultural backgrounds, colour and gender, disability or spoken language can develop freely in an atmosphere of mutual respect.

Code of Conduct

We have a behaviour policy, which states our overall aim to treat each other, equipment and the learning environment with respect and to care for one another. We also expect parents/carers and staff to follow the behaviour guidelines.

Partnership with Parents/carers

We value the importance and support of parent/carer and view you as the most important people in the child's life. A Parent's notice board displays any relevant information, requests and letters. Newsletters will keep you up to date with other nursery information.

Key people collect observations, photographs and occasional video footage of your children. This information is used to complete a file of their time at the centre. You are welcome to view this at anytime and are encouraged to contribute whenever possible.

We would like you to be as involved as you would like to be in our centre. You are welcome to contribute in a variety of ways, such as gardening, reading stories, attending coffee mornings, helping on outings or even becoming part of our governing body.

Complaints

Queries and complaints can usually be dealt with immediately but appointments may be made to see the Nursery Manager if required. A copy of our complaint procedure is available, including contacts for Ofsted (governing body).

Late collection

The session times are detailed on our registration form. We expect children to be collected promptly. Parents/carers who know they are going to be late (due to unforeseen circumstances) must telephone the nursery to inform staff of the expected time of arrival.

Parents/carers who are consistently late should be aware they will be charged according to our late collection charges, which will be added to your next invoice.

Childcare Fees

Security

All outdoor areas are securely fenced and gateways fitted with secure locks. There is a secure main entrance and coded key pads to other doors. The registration form asks you who is authorised to collect your child from nursery. If in an emergency someone else needs to collect your child, please inform the nursery.

Please do not let any other person into nursery that you are not familiar with. This may appear rude but it is necessary to protect your child.

Accidents

We have a file where we record any incidents that happen. We get you to sign this once you have been told. If your child has an accident outside of the nursery, please tell your child's key person and this will also be recorded. If staff feel that urgent medical advice or treatment is required an ambulance will be called and the child will be escorted where possible by their key person to Accident & Emergency Dept.

Safeguarding Children

The nursery has a duty to inform the Local Authority of any significant concern regarding the welfare of the children in our care. The nursery will follow the procedures set out in our Safeguarding Children Policy and those of Oxfordshire Area Child Protection Committee. Ofsted have a legal right to be informed of any allegations against staff.

Confidentiality

Information given to us is held under the data protection act 1998. Exceptions would apply if we have any information which suggests a child is suffering, or is at risk of suffering, significant harm. Then this information cannot remain confidential and we would have to share it with the appropriate agencies.

Invoices are given to you monthly and show the costs for the forthcoming month.

All fees must be paid at least one week in advance. You can pay your fees in the following ways:

- Cash
- Cheque, made payable to Oxfordshire County Council.
- Bank direct funds transfer—ask for more information
- Employer childcare vouchers - ask your employer for information
- Nursery Education Grant - all children have an entitlement of 12.5 hours each week from the term after their third birthday.

You may be entitled to Working Tax Credit which will cover up to 80% of your fees. It is your responsibility to apply to the Inland Revenue for your entitlement and to ensure that any information supplied is correct and updated when necessary. The Slade Day Nursery staff will be able to help you with this.

Changes to your childcare fees

We aim to review childcare fees annually at the start of the new financial year in early April. We will give you one month's written notice of any changes to your childcare fees.

One month's notice in writing is required to leave nursery, to cancel a confirmed place at nursery, or to reduce the number of sessions being taken. If notice is not given then you will be liable to one month's fee in lieu of notice, from the date of notification, whichever is the earliest. Nursery has the right to terminate the agreement without notice for non- payment of fees.

Terms and conditions of agreement

1. You are liable for Nursery fees at the price as stated in the agreement. A booking is made to reserve a place in the Nursery and charges are calculated accordingly (i.e. you pay for the sessions/hours booked rather than sessions/hours used). You will be invoiced each month. Fees are to be paid in advance. (One week minimum). We are closed on bank holidays, the period between Christmas and New Year, and for five days per year for staff training.
2. Charges will be made for absence. Should your child be absent from their booked session/s, for whatever reason, the full charge for the missed session/s will still be made.
3. One month's notice in writing is required to leave nursery, to cancel a confirmed place at nursery, or to reduce the number of sessions being taken. If notice is not given then you will be liable to one month's fee in lieu of notice, from the date of notification, whichever is the earliest. Nursery has the right to terminate the agreement without notice for non-payment of fees, or for any reason that may cause undue stress to the staff and the Nursery environment.
4. Additional sessions may be booked depending on availability. Payment to be made for these extra sessions at the time of booking. These sessions will be shown on the next month's invoice.
5. Late collection of your child will be charged at £16 per each 15 minutes. Extra fees must be paid as soon as possible.
6. You will incur an additional charge of £10 should at any time a payment or a cheque is returned, from yourselves, be returned by the Bank for whatever reason.
7. Please ensure that a member of staff is notified in advance if your child is being collected by someone other than yourself. Children will not be released to an unauthorised person, or to someone who has no means of identification.
8. Please inform the Nursery as soon as possible if your child is unable to attend the whole or part of the session at which they would normally be present.
9. Parents are kindly requested not to bring children who show signs of being unwell. We do not give medication to any child unless it has been prescribed by a doctor. If your child has diarrhoea or sickness whilst at Nursery the parent/carer will be expected to collect their child and they should not return to Nursery until 48 hours after their last bout of sickness/diarrhoea.
10. Fees will be reviewed and increased on an annual basis.
11. We will regularly review these terms and conditions and amend them as deemed necessary

www.sladeandheadingtonchildrenscentre.org.uk