

## INFORMATION FOR PARENTS



# THE SQUIRREL COLLECTION NURSERY

The Squirrel Collection Nursery Ltd

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# **Welcome to The Squirrel Collection Nursery**

At the Squirrel Collection Nursery we want to enable your child to grow and develop at his or her own pace in preparation for the years to come. The three separate areas in the nursery ensure that activities and play opportunities are appropriate in meeting your child's needs taking into account their age and stage of development. We hope your child will enjoy their time with us. We aim to provide an environment in which children feel happy and secure, encouraging positive attitudes to learning.

## **Aims and Objectives**

Young children come to the nursery as active, experienced learners with a natural curiosity. They are unique individuals eager to make sense of their world, to develop relationships and to extend their skills.

In order to achieve these aims we are committed to the following:

- To provide a safe, secure, happy and stimulating environment which will enable each child to develop as an individual and to their full potential.
- To provide the best possible standards of care.
- To work in partnership with parents to meet the individual needs of their child.
- The ongoing observation and assessment of children's learning.
- To encourage children to enquire, experiment and explore.
- To treat each child as an individual with respect for gender, ethnic origin, culture, religion and specific needs.

## **The Squirrel Collection Nursery**

The Nursery is established and Managed by Patricia Burns, who is a qualified Social Worker and Mental Health Officer. Patricia's keen interest in nursery provision is reflected in her commitment to upholding the highest standards of care and education.

Just as importantly, Patricia is also a mother with 3 children. Patricia therefore has a keen appreciation of parent's requirements from a nursery and the operation of The Squirrel Collection Nursery has been heavily influenced by her own experience as a parent.

Supporting Patricia is, of course, an experienced and qualified team, the members of which have been selected not only on this basis but also for their desire to work with children.



## **Little Squirrel Room 0 – 36 Months**

Children's developmental stages are most apparent at this age. Stimulating activities will encourage your child's participation, whilst offering lots of encouragement from our nursery staff. Your child's feeding and sleep pattern will be discussed with you and nursery staff will provide daily feedback at the end of each session.

All children will be given a daily diary home detailing all sleeps, nappy changes and number and amount of feeds taken. A general outline of programme activities that your child has participated in will also be included in the daily diary. Formula milk, nappies, cream and wipes are included in the fees. Parents will be asked to provide feeding bottles for their child. These will be kept in the nursery and clearly marked by the staff with your child's name. All bottles will be sterilised after each feed.

The Little Squirrels have access to a separate outdoor play area. All toys and equipment have been chosen to stimulate and encourage physical development in this age group.



## **Junior Squirrel Room 3-5 years**

The Junior Squirrel Room will offer opportunities for group and individual activities. Outings and themes are a popular favourite for this age group. With this in mind, your child will be encouraged to participate in deciding programme activities or topics of interest.

A key worker will be allocated to each child. This will not only help your child settle into the nursery and develop but will also give you a contact who can give accurate reports on that development. Children who will be moving up from the Little Squirrel room will start to spend short periods of time in the Junior Squirrel room with their key worker. Most children will be ready for this adventure between the ages of 30 - 36 months.

Computer facilities and educational software will be available in the nursery, giving the children an introduction to computer skills, numeracy and literacy. The computers used by children in the nursery do not have internet connection.



## **Junior Squirrel Room 3 – 5 years**

The Junior Squirrel area will encourage a more focused programme whilst also ensuring that play opportunities are stimulating. A wet play area is used for more creative activities including water and sand, painting and craft activities.

Play is recognised as a vital vehicle for learning and our curriculum is planned to cater for the general needs of children and also for the specific needs of individuals. The focus is on each child as an individual. Our aim is to create a child friendly environment for developing skills in all areas. The five key areas of development are:

- **Emotional, Personal and Social**
- **Physical and Movement**
- **Knowledge and Understanding of the World**
- **Communication and Language**
- **Aesthetic and Expressive**

There is no doubt that a well planned and balanced curriculum is fundamental to your child's early development. At the Squirrel Collection Nursery we aim to implement an engaging, stimulating and wide ranging programme that gives your child the best possible start to their educational life. The activities, games and experiences we provide recognise children's individuality, reward their strengths and encourage their growth in all ways.

Every week we have a main theme or topic that many of our planned play activities will be linked to. Your child will enjoy discovering and learning about the themes with the staff and their friends. These topics will cover a broad range of subjects to capture your child's imagination.



## **OUTDOOR PLAY / OUTINGS**

Our large secure outdoor play area is located at the rear of the nursery. Our outdoor play area for 3 – 5 year olds is separated from the younger children play area. Here the children will have equipment and activities to stimulate their development. An outdoor planting area will be available to encourage children to learn more about nature whilst having fun planting their own seeds.

We will be taking the children out on walks and local visits. Most outings are free, however occasionally parents may be asked to contribute to costs e.g. Zoo visits or Theatre visits. Parents will be advised of any additional costs in advance of any trips. On other occasions we may make a special trip related to the children's interest at that time. A general consent form will be held in your child's records in order for us to take them out on these local trips.

Each summer we will have our main nursery outing. This is usually a more elaborate trip lasting most to the day. A venue for these trips will vary each year. For trips out with the local area, parents are required to complete a consent form for each outing.

Throughout each year we cover themes that may include seasonal topics such as: the seasons, holiday celebrations, festivals (including multi-cultural) such as Chinese New Year & St Patrick's Day.

## **STARTING NURSERY / SETTLING IN**

All children respond in their own way to the new experience of the nursery. Some are confident and excited, and others are apprehensive. In order to settle your child into nursery gently and allow them to become familiar with the nursery environment, we offer free settling in sessions once your child has been registered.

You are welcome to visit the nursery as often as you wish with your child. It may take time for some children to settle properly into the nursery. Staff are fully aware of this and strive to help each child to feel happy and at home.

## **PARENTAL INVOLVEMENT**

The nursery operates an open door policy for parents / carers. You are welcome at any time to stay and observe your child at play. We invite comments and suggestions from parents about the nursery. We have a suggestion box for parents but please feel free to talk to staff at any time



## **MEALS AND SNACKS**

All meals and snacks will be prepared on the premises. Please feel free to discuss any specific dietary needs and give your child's details on our registration form. Our lunch menu is situated on our notice board in the main entrance of the nursery.

Older children will be encouraged to participate in menu planning. Fresh fruit will be provided on a daily basis and specific themes / events will be included celebrating a variety of cultural festivities. Menus will change every 6 weeks and will be available for parents to view.

Careful consideration is given to what is offered to the children throughout the day. There is a scheduled breakfast time each morning between 08:00 – 08:30. If you wish your child to be offered breakfast, please ensure they are in attendance prior to 08:20. Lunch will be served at 11:30. We will try very hard to ensure that all food and drinks are prepared using only fresh and whenever possible local products. While the tastes and preferences of individuals are recognised, children will be encouraged to partake of the full and varied diet on offer. Afternoon snack is served at 3pm.

Children will be given their own toothbrush at nursery and will be given assistance to brush their teeth after lunch each day.



## **RECORDS**

Our nursery staff will regularly take written observations on your child in order to support and extend their development and training. These observations are used to build up a child's profile along with any artwork your child may have done. Staff use this information to produce detailed progress reports each year which is then given to parents / guardians. A report is also given to the school at the end of your child's pre-school year. Our open access policy makes available to Parents / Carers any written information the nursery may have regarding their child.

## TOILET TRAINING

Once you feel your child is ready to be toilet trained, we are happy to assist parents in the way that suits their child best.



## MUSIC AND MOVEMENT

Your child will regularly take part in music and movement as a group activity. As well as being good exercise, this is something children really enjoy. Children will be introduced to a variety of rhythms, sounds, songs and instruments. We use songs on a daily basis, with or without musical instruments, which will often reinforce our themes within the nursery.



## CLOTHING

Your child will be playing with sand, clay, paint, earth and glue etc. We provide overalls for these activities but sometimes clothes will get dirty despite our best efforts. Please do not send your child to nursery in good clothes. Clothing must be suitable for 'messy play' and climbing. It is important that children feel comfortable in what they are wearing. Easy to manage clothes e.g. Elasticated waists aids independence which we like to encourage.

Parents are asked to leave a full change of clothes at the nursery in case of any accidents. We ask that you also bring in a hat and gloves for the colder weather and a sun hat for the summer periods as weather permitting we aim to be outdoors on a daily basis.

In addition to their outdoor footwear, parents are asked to provide indoor footwear for their child. Parents will be required to either give consent for staff to use our sun block or provide their own sun block for their child.

Please could you also make sure your child also brings a coat to nursery, and that all your child's belongings i.e. Spare Clothes and hats are labelled clearly with their name.

## MEDICATION

In the event that your child is unwell and we cannot get in touch with you first, parents have the option to allow us to administer Calpol (only if deemed necessary). You can consent to this by filling in & signing an emergency medication form at the time of registration. This authorises staff to dispense Calpol only in the event that we cannot first get in touch with you to ask permission.



### UNWELL CHILDREN

Regular attendance helps a child make friends and progress well. If however you child is not well, please keep him/her at home (nursery is not the best environment for an unwell child) and inform the nursery before 9am that day, plus any other days your child may be absent. Sick days will not be deducted from your bill.

Children suffering from sickness and or diarrhoea are not permitted to attend nursery until 24 hours after their last bout. This is to prevent the spread of infection around the nursery. There are other illnesses that prevent children from attending nursery, please ask for details.

If staff are unsure of any signs or symptoms, you will be asked to collect your child from nursery and get a diagnosis from the doctor in order to ascertain if it is appropriate for your child to be at nursery.



### COLLECTING YOUR CHILD

Your child must know who is collecting them from the nursery, and any changes to normal arrangements must be reported to nursery staff. In the event of someone other than the parent / carer arriving to collect your child, staff must be told in advance and a password arranged. The nursery door is locked at all times and we would ask parents not to exit the building without notifying a member of staff.

Parents are requested to allow themselves adequate time to collect children. It often takes a while to collect your child's artwork, to hear about their day, get coats on and then try to rescue your toddler from the sand tray!!! Your co-operation is greatly appreciated.



## COMMENTS / SUGGESTIONS

We hope you will be happy with the quality of service, staff and the environment The Squirrel Collection Nursery provides. However, if you have a query, suggestion or complaint we are keen to know about it so that we may investigate it without delay and relevant action taken. Complaint / Comments forms are available at the information board located at the front of the nursery.

A copy of our Policies and Procedures will be given to all parents following registration of their child. A copy of these policies and procedures can be requested at any time.



## TOYS / SWEETS

Parents are asked to ensure their child does not bring sweets or toys into the nursery. Toys usually end up being lost causing your child to be upset or can cause squabbles when children want to share them.

There are a wide selection of toys and other resources available within the nursery for the children to play with. However, we want to share in your child's experiences and interests with them. Postcards or pictures of places they have been and would like to tell us about are always welcome.

We encourage healthy eating within the nursery and would ask that no sweets are brought into the nursery and it is unfair on the other children who do not have sweets. On certain occasions as part of a snack the nursery may provide sweets. Particularly if they fit into a special theme or occasion.



## REGISTRATION

All parents who would like their child to attend our nursery are asked to fill in a registration form. The child's application will be entered onto our waiting list if the places required are not available. A £50 deposit is required to secure a nursery place and will be deducted from the first month's invoice.

It is essential that parents inform the nursery of any change regarding emergency contact numbers.

## **INCLUDED IN OUR FEES**

**Pampers Nappies / Huggies**

**Johnson's or Pampers Sensitive Wipes**

**Sudocrem Nappy Cream**

**Disposable gloves for each nappy change**

**Quality brand antibacterial soap and cleaning materials**

**Quality brand sterilising materials used for feeding equipment**

**Personal soft toothbrush to promote dental care**

**Under 3yrs Daily Communication Diary**

**Factor 50 sun cream for use outdoors on sunny days**

**Present and Cake to celebrate each child's birthday**

**Christmas party and gift from Santa for each child**

**Nursery Newsletter**

**Parent Evening**

## **NOTICE**

We require one month's notice in writing or alternatively one month's payment in lieu to cancel a nursery place. Parents are informed as far in advance as possible of any alterations to any of the nursery's services.

## AFTER SCHOOL / HOLIDAY CLUB

	Times	Mon - Thurs	Friday
Breakfast Club	7.30am (Includes breakfast and school drop off)	£7.00	£7.00
After School Club			
Mon – Thurs	3pm - 6.30pm (includes pick up from school & snack)	£14.00	£24.50
Fridays	1pm - 6pm		12-6pm  (Includes school pick up, cooked lunch & snack)
Holiday Club & In Service Days			
Am Session	07.30- 1.00pm (includes breakfast and lunch)	£23.50	
Pm Session	1pm-6.30pm (includes snack)	£22.00	
Full Day	7.30 – 6pm Mon – Friday (includes all meals and snacks)	£42.00	
Full Week	Mon – Frid 7.30am – 6.00pm	£195.00	

The nursery will be closed Good Friday and Easter Monday, the September Monday holiday and between Christmas and New Year.

- There is a 10% Sibling discount on 3 full day attendance and over.
- There is a £50 deposit fee required to secure a placement in advance. This is refundable and will be deducted from the last months invoice.
- Late monthly payment will result in an additional charge of 8%.
- Parents who pick up their child late on a regular basis will be subject to our late collections policy & fee.