**Treetops Day Nursery**

**Our Aim**

To create a day care nursery of the highest standards recognisable to parents in the local community and OFSTED. We aim for outstanding inspections and will use any feedback to better our nursery. Children who attend Treetops will be happy, healthy and well cared for. We support our staff with off site training to improve their current knowledge of childcare practice and the curriculum. Our nursery prides itself with highly qualified staff, with one member of staff who holds EYTS (Early Years Teacher Status) as well as a QTS (Qualified Teacher Status).

## Our Mission Statement

**Our purpose** is to provide a safe and secure homely setting where children can flourish, develop, and learn, through child lead organised play and learning opportunities which will nurture their potential as an individual. We work closely with the Childs home network to meet their specific needs and follow the “Early Years Foundation Stage” curriculum to ensure a complete learning and developmental experience.

**Our vision** is to be a locally recognised nursery with a good Ofsted rating of providing a ‘home from home’ feel and the best care available in the area.

**Our Values** areto have a team of professional staff who are experienced at ensuring the children learn and develop through play, and to maintain a nursery of the highest standards. We are approachable and friendly and encourage feedback as much as possible. We continually assess our provisions with the aim of providing excellent facilities now and in the future.

# The Nursery Curriculum

At Treetops the children follow the Early Years Foundation Stage Curriculum. The children are constantly encountering new experiences and seeking to understand them in order to extend their skills, develop their confidence and build on what they already know. There are seven areas of learning and development:

* Communication and language:

development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

* Physical Development:

involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

* Personal, Social and Emotional Development:

involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

* Literacy:

development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

* Mathematics:

involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

* Understanding the world:

involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

* Expressive arts and design:

involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

In planning and guiding children’s activities, practitioners must reflect on the different ways that children learn and reflect these in their practice. Three characteristics of effective teaching and learning are:

* Playing and exploring:

children investigate and experience things, and ‘have a go’;

* Active learning:

children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and

* Creating and thinking critically:

children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

* **Nursery Fees**

|  |  |
| --- | --- |
| **Age 0-2 Years** | **Per Day £** |
| Session | Includes Meals |
| Morning | 08.00-13.00 | 30.00 |
| Afternoon | 13.00-18.00 | 28.00 |
| Full Day | 08.00-18.00 | 51.00 |
| Full Week | Monday-Friday08.00-18.0007.30-18.00 | 210.00225.00 |
| **Age 2-3 Years** | **Per Day £** |
| Session | Includes Meals |
| Morning | 08.00-13.00 | 28.00 |
| Afternoon | 13.00-18.00 | 26.00 |
| Full Day | 08.00-18.00 | 49.00 |
| School Day | 09.00-15.00 | 36.00 |
| Full Week | Monday-Friday08.00-18.0007.30-18.00 | 205.00220.00 |
| **Age 3-5 Years** | **Per Day £** |
| Session | Includes Meals |
| Morning | 08.00-13.00 | 26.00 |
| Afternoon | 13.00-18.00 | 26.00 |
| Full Day | 08.00-18.00 | 45.00 |
| School Day | 09.00-15.00 | 35.00 |
| Full Week | Monday-Friday 08.00-18.0007.30-18.00 | 195.00210.00 |
| **Funded hours are:** | **Sessions** |
| 15 hours Term time only | 09:00 – 12:00 |
| 13:00 – 17:00 |
| **Breakdown of Meals Included** | **Time** |
| Breakfast - £1.50 | 08:00-09:00 |
| Lunch - £2.50 | 12:00-12:30 |
| Tea - £2.00 | 16:00-16:30 |
| This cost is for added meals |  |
| **Extra Sessions** |  |
| Ad-hoc extra hours | £8.50 |
| Pre-booked hours | £8.00 |

* **Fully Inclusive**

Our fees are fully inclusive of all Breakfast, Snacks, Tea, nappy cream and sun cream.

* **Sessions**

A minimum of 2 sessions per week is required. We provide a morning session of 5 hours, an afternoon session of 4 hours, a full day of 9 hours and a school day session of 6 hours. The school day session is available for children age 2 years and above. We are open 51 weeks a year, closed for five days over the Christmas/New Year period, around the bank holidays. Ad-hoc extra hours are subject to availability.

* **Early Years Free Entitlement**

Free Entitlement is available for children from the school term after they turn 3 yrs old for a maximum of 15 hours per week. Please ask the Nursery Manager if you wish to register for Free Entitlement or if you require further details.

What does FE COST:

The 570 Hours per year is free. However, you may be charged by the setting for additional time or services. For example if the FE is offered by the setting through the lunch period you may be charged for meals. Parents have a choice to provide a healthy packed lunch as an alternative. For children who wish to only attend for the Free Entitlement, the hours are between Monday Morning session 9 -12pm afternoon 1 – 4pm Monday to Friday and are subject to availability (term time only).

* **Meals**

Freshly prepared, homemade meals are provided by the setting all of which follows the government guidelines for a balanced nutritious diet.

* **Sibling Discount**

A discount of 10% is available when two or more siblings attend at the same time. Discount will be given on the sibling paying the lowest rate.

* **Absence and Illness**

If your child has a contagious illness, sickness or diarrhoea and/or is unhappy at the nursery through illness, you may be requested to keep them from attending until well. This is in the best interest of all the children and is detailed in our policies and procedures. Regrettably all absences, for whatever reason must be paid for.

* **Late Collection/Early Drop Off**

Children dropped off/picked up before/after their session will be charged. We ask that you inform us as soon as possible if you are going to be late collecting or dropping off early as this will need to be catered for within the child-adult ratio.

* **Payment of Fees**

Fees are collected 1 month in advance; any additional costs will be added to the following month’s invoice. Fees may be paid monthly using direct debit, BACS, or standing order. Late payments of more than 7 days will incur a charge of £10.00 per day, which will be added to your following month’s invoice. Prices are reviewed once a year in April.

* **Changing Sessions**

One month’s notice is required to change a session. However there may be more opportunity to have flexibility outside of term time.

* **Administration**

All administration, requests for additional hours, change of sessions, notice of withdrawal etc, must be in writing and given to the Nursery Manager.

* **Registration Fee**

A non refundable registration fee of £50.00 is required per child to cover the cost of administration at the start of the nursery or for a place on the waiting list. This fee is not refundable.

* **Retainer Fee**

To confirm a place and a start date, the parent must agree and sign the nursery contract and pay 1 month’s fee to secure a place for each child.

* **Deposit Required**

Upon registering your child at Treetops Day Nursery, you will be required to pay one month’s fees, in advance as a deposit. This is to secure your child’s place and will be deducted off of your child’s final month’s fees.

\* These fees do not apply to FE funded only

**Questionnaire**

*This is not compulsory, but may make it easier for us to provide activities that your child/children will enjoy.*

At Treetops Nursery we are constantly trying to promote the development of every child, using their interests to ensure that they enjoy the activities that we provide for them. To ensure that we are doing this it is very useful to know what children enjoy doing when they are not at nursery. Please help us by filling in our questionnaire.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ /\_\_\_ /\_\_\_\_\_\_
Date of birth: \_\_\_ /\_\_\_ /\_\_\_\_\_\_

What indoor and outdoor activities does your child like?

Which characters does your child talk about from books and TV?

Are you happy for your child like to engage in messy play i.e. engaging in sensory play with paint, sand, corn flour?

What are your child’s favorite nursery rhymes?

Any additional information.

**Admissions Policy**

Treetops Nursery aims to provide a welcome and appropriate learning opportunity for all children. We ensure that our admissions practice provides for children with special needs.

We offers space for approximately 40 children between the ages of 0 and 5. The above is in accordance with the legal space requirements from Ofsted and is the overriding policy in respect of admissions.

Other matters taken into account in deciding which child can be offered a place in the nursery are:

* Availability of places, taking into account the staff/child ratios, the age of the child and the registration requirements
* Children who have siblings who are already with us
* When the application is received (extra weight is given to those who have been on the waiting list the longest)
* A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
* Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

#### Terms and Conditions

To enable Treetops Nursery hereinafter to provide and maintain the highest quality standards of childcare, it is necessary for all parents/guardians to understand and agree to the following Terms and Conditions. These Terms and Conditions relate to the contract between the company and the parents/guardians.

1. **Application, deposit and registration fee**
	1. The non-refundable registration fee of £50 should be paid on the acceptance of the offer of the place at Treetops Day Nursery; this will not be returned if the child does not start at the nursery. The deposit of one month’s fees should be paid before your child’s start date. The deposit will be refunded if the child does not start at the nursery. It will not be refunded unless a full month’s notice is given of the child leaving the nursery.

\*This does not apply to FE only places

1. **Payment of nursery fees**
	1. Payment of nursery fees will be made by the parent/guardian on a monthly basis in advance by direct debit/Standing Order (or other agreed means of payment) on the last day of the month.
	2. If the payment is late or rejected Treetops Nursery reserves the right to charge a £10 fee for every day that the fees are more that 7 days late.
	3. All nursery fees are subject to an annual review; however Treetops Nursery reserves the right to increase these at other times.
	4. Full payment of fees is required even if the child is absent from the nursery due to illness or holiday leave.
	5. A discount is offered to siblings of children already at the setting. When a second child joins the setting, they will receive a 10% discount on their fees.
	6. If parent/guardian wishes to change the nursery sessions that their child attends they must request this in writing to the nursery manager. If the request is to reduce the number of sessions one calendar month written notice is required. Failure to provide notice will render the parent/guardian liable for one calendar month fees for the cancelled sessions. All other requests will be accommodated as and when the availability arises and will be charged from that date.
	7. If extra one-off sessions are booked with the nursery these will be invoiced for in the following month.
2. **Cancellation/termination of contract**
	1. After acceptance of the offer the child’s start date may only be deferred by the parent/guardian by a maximum of one month. Request to defer the child’s start date should be put in writing to the Nursery Manager.
	2. In the event of the parent/guardian failing to pay all fees we reserve the right to exclude the child from nursery and the nursery shall be entitled to serve a formal demand for payment of such monies. This does not apply to funded children (FE).
	3. Should a parent/carer wish to terminate the contract, four weeks notice must be given in writing, to the Nursery Manager. Failure to do so will result in the deposit being lost and / or free entitlement funding not being transferred until four weeks has expired.
	4. The management of the nursery will work closely with parents of children to avoid the following instances at the nursery if a child:
* Continually demonstrates aggressive behaviour to the other children in the nursery
* Continually uses inappropriate language (swearing)
* Continually makes inappropriate remarks, such as racist comments
* Is likely to cause harm to other children in the setting

Nursery staff will already have discussed their concerns with you and worked with you over a period of time to address your child's behaviour. Nursery staff would have used a variety of different strategies and with parental permission sought support from outside agencies I.E the local authority.

1. **Hours of opening**
5.1 The nursery is open 51 weeks a year excluding bank holidays.

5.2The hours of opening are from 7:30-18:00. It is important that all children are collected by the given closing time of the nursery as any delays will require staff over time and will result in higher costs and therefore fees. We charge £10 for every 15 minutes that a parent/guardian is late for their agreed collection time.

1. **Sickness**

5.1 To ensure the welfare of all children and staff Treetops Nursery reserves the right to refuse admission of any child, who in the opinion of the manager/deputy manager is too unwell to attend.

5.2If a child is taken ill while at the nursery every effort will be made to contact the parent/guardian on the emergency contact numbers provided. Notification of any changes to these numbers should therefore be made in writing to the nursery manager immediately.

* 1. Treetops Nursery reserves the right to seek medical attention for a child in an emergency.
	2. If a child is suffering from, or is suspected to be suffering from a communicable illness, the child should remain at home until a doctor has certified that the child is fit to return to nursery.
1. **Personal safety and security**

6.1 Treetops Nursery cannot accept responsibility for accidents and/ or injury before children before they enter, or once they have left, the premises.

* 1. In the interests of safety and security parents/ guardians must not allow unauthorised people to enter the nursery (including other parents/guardians), must close and lock gates/ doors behind them and only allow authorised people to drop off and collect children.
1. **Personal property and valuables**

7.1 Treetops Nursery cannot accept responsibility for the damage or loss to any personal property (e.g. clothes or toys) brought into the nursery. It is therefore advised that valuable items are not brought into the nursery. We also discourage children from bringing in toys unless it is specifically for show and tell.

1. **Policies and procedures**
	1. A copy of Treetops Nursery policies and procedures is available for parents/guardians to read at the nursery. This also contains details of the complaints/disputes procedure. Any parent/guardian can at any time ask the nursery manager for copies of any policies.
2. **Acceptance**
	1. The above terms and conditions are considered to be fair and reasonable.

Please sign to accept that you have read, and agree with the terms and conditions of this contact. You must keep a signed copy, and Treetops Day nursery will keep one too.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_\_

**Treetops Nursery**

Registration form

**Your Child’s Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name(s): |  | Surname: |  |
| Date of Birth: |  | Age: | Years Months |
| Gender: | Male  Female  | Religion: |  |
| First Language: |  | Nationality: |  |
| Address: |  |
| Postcode: |  |

**Details of Doctor:**

|  |  |
| --- | --- |
| Doctors Full Name: |  |
| Surgery address: |  |
| Surgery phone number: |  |

**Details of Health Visitor:**

|  |  |
| --- | --- |
| Health Visitors Full Name: |  |
| Address: |  |
| Phone Number: |  |

**Details of Parents/Guardians:**

|  |  |
| --- | --- |
| **Parent/Guardian 1** | **Parent/Guardian 2** |
| Relationship to Child: |  | Relationship to Child: |  |
| Full Name: |  | Full Name: |  |
| Home Address:Postcode: |  | Home Address:Postcode: |  |
| Home Phone No: |  | Home Phone No: |  |
| Mobile Phone No: |  | Mobile Phone No: |  |
| Work Phone No: |  | Work Phone No: |  |
| Email Address: |  | Email Address: |  |
| Do you have parental responsibility? | Yes/NoDelete as appropriate | Do you have parental responsibility? | Yes/NoDelete as appropriate |

**Emergency Contact Details:**

(These people will also be noted as authorised to pick up your child from the nursery in the event of an emergency).

|  |  |
| --- | --- |
| **Emergency Contact 1** | **Emergency Contact 2** |
| Full Name: |  | Full Name: |  |
| Relationship to Child: |  | Relationship to Child: |  |
| Address: |  | Address: |  |
| Home Phone No: |  | Home Phone No: |  |
| Mobile Phone No: |  | Mobile Phone No: |  |
| Work Phone No: |  | Work Phone No: |  |

 **Passwords and Photos:**

The people that you have put down as your emergency contacts are also noted as authorised to pick up your child from the setting, we will require a photo of them to keep on file. These people as well as any other person that may have to pick up in an emergency that you haven’t noted as authorised, will have to present us with a password of your choice that you have notified us of previously and we will wish to see a form of photo I.D. No child will be able to leave the premises with anyone that is not on the authorised list, or does not know the correct password.

Please create a password which will be used to authorise an alternative person to collect your child.

 **PASSWORD ………………………………………………..**

These passwords need to be shared with all those people authorised to pick up your child in the event of an emergency.

**Days Required: (Please Tick As Appropriate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Full Day** (8am-5pm) |  |  |  |  |  |
| **Morning**(8am-1.00pm) |  |  |  |  |  |
| **Afternoon**(12.00-5.00pm |  |  |  |  |  |
| **School day** (9am-3pm) |  |  |  |  |  |
| **Ad-hoc hours** (please state times in box) |  |  |  |  |  |
| Preferred Start Date: |

|  |
| --- |
| **Additional Information** |
| Any special requests including religion, food, health, allergies, or other matters that we should be made aware of or monitor while your child is in our care.If none, Please state: NONE. |

 **Injections / Immunisation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Immunisation** | **Yes** | **No** | **Date** |
| Polio |  |  |  |
| Measles, Mumps, Reubella (MMR) |  |  |  |
| Whooping Cough |  |  |  |
| Diphtheria |  |  |  |
| Tetanus |  |  |  |
| Meningitis |  |  |  |

Please confirm your child has had the following immunisations (Tick as appropriate)
 **Consent**:

I consent that, in the case of an emergency, my child should be taken to the hospital, in the care of staff, and there any treatment that may be deemed necessary by the medical staff, for the health of my child may be carried out. **Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Parent/Guardian)

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acceptance**

I wish to apply for Nursery Care on the days and sessions as indicated above. I have read and agreed to abide by Treetops Day Nurseries Terms and Conditions and I agree to pay all fees as required. I enclose a £50 non-refundable registration fee.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |
| Parent/Guardian: |  |  |

 **For Office Use Only**

**Registration Fee Paid:** Yes No  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Method of Payment:**

 Cash  Cheque  Card 

**Deposit Paid:** Yes  No   **Amount**:................... **Date**...............

**Method of Payment**:

 Cash  Cheque  Card 

**Confirmation Letter Sent:** Yes  No  Date...............

**Agreed Start Date:** ............................

**Initial Fees calculation:**  First Month: ..............................

**Subsequent Months:** ..............................

**Staff Name**:.................................... **Signature**:...........................................

**Date**:...............................