

## Welcome to Oak Tree Day Nursery

Oak Tree day nursery is a private day care nursery catering for babies and pre-school children between the ages of three months and five years. It is based in a large house that has been recently renovated, with spacious playrooms, a sensory room and a large outside garden. We are able to offer full and part-time sessions, the nursery is open from 8.00 am to 6.00 pm, Monday to Friday, 50 weeks of the year. We have a short break at Christmas and in the summer in addition to 3 staff training days. The dates are published at the beginning of each year.

The nursery aims to provide an educationally stimulating, and caring environment where children are valued. We ensure the highest standards of care and education for your child. Most of our staff are fully qualified Nursery Nurses responding to your child's individual needs.

## Free Early Learning Entitlement

We participate in the government's **Free Early Learning Entitlement** Scheme, which entitles eligible two, three and four year old children to 570 or 1140 hours per annum (15 or 30 hours per week) of free nursery attendance, which may be taken over 38 weeks of the year or spread all year round. Eligible 2, 3 and 4 year olds attending more than 15 or 30 hours per week will be entitled to a reduction in their weekly or monthly fees taking the entitlement into account as shown on the fee schedule. **Your child would normally be entitled to the grant in the term following their second or third birthday.** Parents are able to choose how they wish to use the free entitlement. Please speak to the nursery manager about your specific requirement.

## Caterpillar, Bumble bee, Penguin & Teddy bear rooms (0 - 24 months)

Our little learners group are generally aged 0 to 24 months. The rooms offer a safe, caring environment, with bright soft toys and equipment. A high staff ratio with qualified motivated staff, ensuring a secure relationship between parents, baby & staff. The babies are stimulated with music, singing, arts and crafts and one to one interaction.

The babies are grouped according to their age and development, with older babies from around 15 months in a separate room from younger babies under 12 months. Areas for quiet and imaginative play, as well as plenty of space to move freely, are provided to enhance and encourage your child's confidence and development. Stimulating activities include story time, messy play, and Arts & Craft in addition to a wide range of toys and books.

As the children develop their individual skills, we prepare them for gradual integration into the pre school groups. In the baby rooms, the staff to child ratio is 1:3.

## **Ladybird, Butterfly, Panda & Dolphin rooms (2 - 5years)**

A child will move through to this stage between their second and third birthday. Our approach is to ensure that learning is fun. The children are introduced to activities, which will enable each child to develop at their own pace. Our activity programme allows children to learn and develop the knowledge, understanding and skills they will need when they move to their first school. Our curriculum is in line with the Early Year Foundation Stage Curriculum and is displayed on the nursery Parents Notice Board.

- We provide an exciting environment for children of all ages, even the very young - to keep them stimulated, interested and happy. We implement learning activities to suit the child's needs for learning including reading, writing, drawing, painting, and craft.
- We arrange educational trips to nearby activities and places of interest, always with your permission.
- Weather permitting; the children will have an opportunity of playing outdoors in our garden.
- The children are motivated to help themselves and to think independently.
- We encourage the children to build relationships with peers and adults, to develop self-esteem and social skills.

## **Sensory room**

The children have access to our sensory room where they can explore and develop their senses and skills. In this environment the children learn through play. From following bright lights, shapes and patterns with their eyes to pressing buttons to make the sensory room bubble tube change colour. The room offers a relaxing and calm environment where children can interact, control and explore through sensory experiences.

## **Extra Curricular Activities**

In addition to the Early Years Curriculum, we also provide Music & Movement and French classes and Sports sessions for the children every week. These are taught by external teachers.

## **Caring for our staff**

Our staff are really important to us. We recognise that through their dedicated efforts we are able to deliver the exceptional care your child needs and for which we strive. We recruit staff with great care and have high expectations of them. We pay competitive salaries to attract motivated, high quality staff and ensure they are provided with good working terms and conditions and good career developmental opportunities. We close for 3 days a year to allow for staff training.

## **Parent's Evening & Evaluation Process**

Parent's evening will be held three times a year. The parent's evening is an opportunity to discuss your child's report, progress and development in an informal environment; this is with your child's key worker. We will be asking parents to fill out an evaluation form across the year. The evaluation form will be used to improve the service we provide to you as we value your comments.

## **Mealtimes**

Mealtimes are an important part of the day. We value the importance of your child receiving healthy well-balanced meals with a good selection of fresh ingredients. We also ensure that mealtimes are fun with the older children helping to serve each other and encouraging table manners.

## **Settling in Period**

We are aware that a settling in period is a delicate transition from the home environment to the Nursery environment; therefore we are suggesting you spend an agreed period of time with your child.

## **Clothing & Hygiene**

Please dress your child in a clean orderly manner in clothes suitable for play bearing in mind the various tactile activities the children will be involved in throughout the day. Shoes should preferably have non-slip soles and long hair should be tied back and fastened with clips.

Please do not send your child to nursery wearing jewellery or looped earrings. Your child's name should be marked on all items of clothing. Babies attending the baby unit will need to be provided with nappies and pre-made bottles of milk to suit their requirements.

Nursery uniform which consists of polo shirt, sweatshirt, cap and school bag with nursery logo are available for the children in the Toddler and Pre-school units. You will be given a price list if your child is coming into the Toddler or Pre-school rooms.

## **Medicines**

Prescription medicines are only administered with written consent from the parent, stating the correct dosage and times to be given. All medicines must be clearly marked with the child's name. The nursery follows stringent procedures to ensure medicines are correctly administered.

## **Toilet Training**

We would like the parents to work with us; together we will be able to encourage your child to become potty trained. Please provide enough spare clothing in the event of an accident.

## **Sickness**

When a child becomes ill at our nursery, every effort will be made to contact the parent/carer to collect their child as soon as possible. A member of staff will comfort and care for the child until the parent arrives. Please do not send your child to the nursery if he or she has diarrhoea, vomiting or temperature. Please notify the manager before 9.30am if your child is unable to attend.

## **Child Protection Policy**

If a concern may arise, the Nursery Nurse will inform the Nursery Manager in regard of the nature of child abuse and /or neglect; the staff have a responsibility to be aware of Child Protection procedures in line with OFSTED regulations. OFSTED and the Social Services Department will be contacted promptly.

## **Accidents**

If a child has an accident/ or incident while at Oak Tree Day Nursery, the Nursery Nurse will present to you a copy of the accident / incident record, for parents to sign.

## **Complaints Procedure**

If you have a complaint about the service that we provide at the nursery please make an appointment to speak to the manger or the director. We will look into the matter and work out an acceptable solution with you. If you feel that you have not been dealt with in a satisfactory manner, you may contact OFSTED at the following address:

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Tel: 08456 404040

## **Registration & Fees**

If you wish to book a place for your child, we request that you complete a registration form and return to the nursery with a £40.00 registration fee. Please note that the registration fees are non refundable. A deposit equivalent of two weeks fees is required upon acceptance of a place, followed by 1 week or 1 month's fees in advance depending on payment arrangement. The deposit is fully refundable. Preferred method of payment is by standing order. Parents should always obtain a receipt for any payment made.

**Please see our terms and conditions on the attached Nursery Fees sheet.**

## **Come and visit us**

The best way to choose a nursery is to visit and look around. If you would like to make an appointment, or if you have any enquires about our facilities, please do telephone us, we will be happy to welcome you and your child for a visit around the Nursery.