Dear Parents / Carers

We would like to welcome you and your child to Willow Brooke Day Nursery. We hope that this prospectus will answer many of the questions that you may have, and will demonstrate our dedication to providing a quality, caring environment for your child. You are of course welcome to visit the nursery to see the facilities that we have to offer and we would be pleased to arrange an appointment for you. We will be pleased to give you any further information and do our best to help and advise you.

At Willow Brooke we aim to provide the very best care for each child. We provide a safe, happy and stimulating environment for all children as well as a broad, balanced and educational curriculum.

Each child is treated individually and receives plenty of tender loving care. We encourage and praise the achievements of all children as they grow and develop.

Partnership is vitally important and we welcome and encourage parental involvement. Regular contact is essential because by working together we can ensure that your child is happy and confident in their new environment.

We will be pleased to give you any further information and do our best to help and advise you.
Willow Brooke Day Nursery Attleborough, opened in July 2015 and is an expansion to our George Eliot site which opened in March 2004. It is located in a quiet corner of Attleborough Fields Industrial Estate.

- The Nursery is registered with OFSTED to provide for 72 children on a full and part time basis.
- The Nursery has been designed to meet high standards of safety and is a secure environment.
- The Nursery is committed to ensuring that all children are treated equally according to age and ability.

Opening Hours

- The Nursery is open from 7.00am to 6.00pm, Monday to Friday, 52 weeks of the year.
- The Nursery must be notified if any children will be absent through sickness, holiday or any other reason.
- Every Monday 9:30 - 11am a tots group is held for parents and carers to come along with their children, meet new families and have lots of fun in our crocodile room.
- During the school holidays a holiday club is also available for children aged 4 - 8 years.

For more information and prices of our additional services please ask a member of staff.

Parking

- The Nursery has a quick drop off zone with four parking spaces, and further parking for longer stays if needed.
- Parents wanting to leave pushchairs or car seats at the nursery can store them in the main reception area.
Flexible Free Entitlement Funding

- Children aged 2, 3 and 4 years may be eligible to receive the Government funding.
- Flexible free funding can be received for up to 15 hours per week for 38 weeks of the year, or 570 hours maximum throughout the year.
- Further information is given for those children who are eligible.

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Telephone: 02476340597

Manager/Director - Jo Maltby
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Facebook
SEND

- The Nursery will provide support for any children with complex needs or learning difficulties to enable them to reach their full potential. The S.E.N.D Co-ordinator, who is fully trained will be available to support and advise staff and parents or carers.
- We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- We liaise with other professionals involved with SEND children and their families including transfer arrangements to other settings and schools.
- We use a system of planning, implementing, monitoring, evaluating and reviewing individual intervention plans (IIPs) for children on our SEND register.

Safeguarding

Willow Brooke Day Nursery will work with children, parents, external agencies and the community to promote the well-being and safety of all the children. We will support and encourage all children to be strong and resilient; we will try all children with respect and keep them safe from harm in order to give them the very best start in life.

We aim to ensure we meet these intentions through compulsory staff training on a yearly basis.

Volunteers and students do not work unsupervised.

Procedures are in place for recording the detail of all visitors to the setting.

Security is in place to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children.
Illness
• Any child suffering from a doubtful rash, sore throat, discharge from eyes or nose, sickness or diarrhoea should be kept at home until a doctor has certified the symptoms have disappeared.
• Should a child become unwell at nursery, every effort will be made to contact the parent/guardian or emergency contact indicated on the enrolment form.
• The Nursery management must be informed if a child is absent from the nursery through illness.

Medication
At Willow Brooke Day Nursery we believe that when children become unwell the best place for them is at home. However, if a child attends nursery with a minor illness we will agree to administer medication as part of maintaining their health and well-being. We will not administer a new medication for the first time as it is advised that parents/careers keep the child at home for the first 48 hours to ensure no adverse side effects occur as well as to give time for the medication to take effect.

We aim to adhere to parents/careers wishes when it comes to administering medication, by recording the reason as to why the medication is needed with a signature from the parent.

Accidents
• Should your child have an accident at nursery (no matter how slight), this will be recorded on an accident form.
• The parent/guardian will be asked to sign the accident form at the end of session when required.
• In the event of a more serious accident the parent/guardian will be informed immediately and the necessary action taken.
• In the event of an accident at home you will be asked to complete an accident at home form. This will ensure that staff are familiar with injuries to look out for.
Early Years Foundation Stage (EYFS)

The Early Years foundation stage is a legal document used in all early years settings for children up to the age of 5. It seeks to ensure we provide quality and consistency so all children make good progress. It puts in place the foundations for partnership working and ensures equality of opportunity and anti-discriminatory practices include and support every child. The overall aim of the EYFS is to focus on a child’s personal, social and emotional development, communication and language and physical development as these are the essential foundations for children’s life, learning and success.

These three prime areas of development are crucial for igniting children’s curiosity and enthusiasm for learning, and for building on their capacity to form relationships and thrive. It is believed that with success in the prime areas Literacy, Maths, Understanding of the World and Expressive Art and Design will develop naturally.

Records, Observations and Assessments

- Registers and sheets are kept daily, recording attendance and any relevant information e.g. meals eaten, sleeps, accidents, medicine.
- Learning journals are kept for children of all age groups.
- Each child has a key person, who is responsible for monitoring development through observation and assessment.
- Parents can have access to their child’s records at anytime and are encouraged to contribute.
- Detailed planning is undertaken by all staff in accordance with Early Years Foundation Stage.
- Children are assessed according to their individual needs.
Nursery Playrooms

**Tweenies**

(2 - 3 year old)

As children learn to do things for themselves they gain confidence by knowing an adult is close by ready to support and help. Role play and dressing up will encourage children to express their thoughts and feelings. Children become more confident as they develop socially and learn to care for each other.

There is a quiet area with books for children who want time away from busy activities.

Beds are available for children who need a short sleep.

Number of children 18/ Number of staff 5

**Pre School**

(3 - 5 year old)

A full activity programme is carefully planned to help children explore the world around them and gain independence. Through play children learn to co-operate with each other by sharing and turn taking with their friends.

Language and numeracy skills are developed through everyday activities and children will gain a knowledge and understanding of the world around them by celebrating a variety of festivals.

Children are provided with play based activities and experiences to encourage all areas of learning and development.

Children leaving the nursery will be prepared with the social and learning skills necessary to ensure an easy transition into school life.

Number of children 20/ Number of staff 3
Nursery Playrooms

Babies

(6 weeks - 1 year)
Young babies are given the special, individual attention they need. Flexible routines allow babies to rest, sleep and feed in a relaxed atmosphere.
The baby room includes a sleep area with cots and has direct access to a milk kitchen and nappy changing area.
Babies are encouraged to grow and develop by exploring their environment through messy play, soft play and a wide variety of sensory toys and equipment.
Any nursing mums will be welcome to call in at any time during the day to feed their babies.
Number of children 12/ number of staff 4

Toddlers

(1 year - 2 years old)
As children become more mobile they encourage to explore in a safe, secure environment. Toddlers will begin to make their own decisions by choosing from a wide range of stimulating activities to promote learning. Children will enjoy listening to stories, rhymes and music and have fun exploring textures.
There is a sleep area where toddlers can rest and the room has direct access to a milk kitchen and nappy changing area.
Number of children 10/ number of staff 4
Willow Brooke Day Nursery

Prospectus
Nursery Staff

- The Majority of staff have a child care qualification recognised by OFSTED apart from a small number who are working towards a recognised qualification.
- All staff are approved by OFSTED and have police check clearance. Staff receive professional training and development to enhance their skills.
- We provide a staffing ratio in line with the Early Years Foundation Stage Framework. This ensures that all children receive high quality care and education.

Meals

- Meals and snacks are prepared freshly on the premises each day and any special diets are catered for eg. Vegetarians, dairy free.
- All meals are included in the fees and follow the Governments healthy eating recommendations and guidelines as far as possible.
- Children who arrive before 7.45am will be served breakfast.
- At midday children will enjoy a two course, balanced and nutritious lunch.
- During the afternoon session a snack tea will be available at 4pm.
- Children can choose a healthy snack and drink mid-morning and mid-afternoon.
- Weekly menus are displayed in the main corridor and are on a 4 week rotation.

Clothing

- All playrooms have access to our extensive outdoor areas.
- Children will experience the outdoor environment most days so suitable outdoor clothing should be provided.
- Parents may prefer their child to wear wellington boots during the winter for outdoor play. Shoes or slippers can be worn in the playroom.
- All clothing items and footwear must be clearly labelled with you child’s name.
- Spare clothes may be brought in and hung on your child’s peg. We do not permit plastic bags.