

St George's Day Nursery

St George's Church Hall

Castle Way

Hanworth Park

Middlesex

TW13 7QF

0208 831 9980

www.stgeorgesnursery.co.uk

nursery@stgeorgesnursery.co.uk



Dear parent/ carer

Thank you for your recent enquiry, I have enclosed an information pack about St George's Day Nursery, which I hope will help to answer many of your questions.

We would like to invite you to visit the nursery to view the facilities and introduce you to the nursery team if you have not already done so. It is advisable to make an appointment.

To make an appointment or if you have any more queries then please contact me at the above address or on the telephone number provided.

I look forward to meeting you.

Kind regards

Kimberley Riley

Nursery Manager

St George's Day Nursery



Parents Information Pack

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Welcome to St George's

This parent pack has been designed for your information to answer many of the questions you may have about the nursery provision. We recommend that a visit to the nursery is made, where you can meet the staff team and view the provision provided. The nursery staff team will be happy to clarify any further queries you may have.

St George's Day Nursery is a 38 place friendly and caring private day nursery, which caters for children aged between 0 and 5 years old, a purpose built baby unit has been specifically designed to cater for under two's and runs alongside the pre-school provision. The nursery provides a stimulating, warm, safe and caring environment where children have a variety of experiences in which to learn and play.

The nursery is open Monday - Friday from 8.00am - 6.00pm all year except bank holidays and the 8 non-bank holiday days between Christmas and New Year. All curriculum activities and meals are included in the fees. The nursery is also closed for two staff training days each year, parents are given two months' notice of this date.

If your child is aged 3 or 4 years old you will be able to use your Early Years Educational Grant as part payment towards your nursery fees.

SESSIONS AVAILABLE

8 - 12.30 Morning (without lunch)

8 - 1.30 Morning (with lunch)

12.30 - 6 Afternoons (with lunch)

1.30 - 6 Afternoon (without lunch)

8 - 6 Full day care

If your child is aged 3 or 4 years old you will be able to use your Early Years Educational Entitlement (EEE) which entitles you up to 15 hours free childcare, this is available to all children in this age band. The government has introduced a 30-hour funding scheme which is available to working parents of children over 3 years old, there is a criteria for this funding so please ask a member of the management team for more details.

You may use your EEE funding over the full year and your hours will be stretched. Sessions are available in the as outlined above, with sessions from 8-12.30 and 1.30-6 for those wishing to use their EEE entitlement only. You will receive a letter outlining how your funding will be used and your top up of hours will be offered in extra sessions.

There is also funding available for children aged two years, however there is a criteria for this funding which is called Early Learning Entitlement for two year olds. Please ask for further details from the nursery manager.

ADMISSIONS

Parents that wish to request a nursery placement are required to complete the booking form at the back of this information pack and should be returned to the nursery as soon as possible. Once a booking form has been completed the nursery will confirm if your placement has been secured if it is within the coming 6 weeks or if you have been placed onto the nursery's waiting list in writing with a copy of your booking form.

SETTLING IN

3 weeks prior to the child's start date the nursery will contact the parents and arrange settling sessions. Every child before their start date is required to complete a settling in period. The length of the settling in sessions depends on the individual child and their needs.

The parent will be required on the first settle in to visit the nursery with their child and stay with them for at least half an hour. On this visit the key person and parents will complete all relevant paperwork, such as the child profile forms, individual routines, authority to collect and permission slips. Settle in times and dates for the child to visit for short periods increasing in time will also be arranged, depending on both the child's and parent's needs.

On the child's first day it will be arranged that the child's key worker will be on relevant shifts to greet the child when they arrive until the child is settled. It is important that good parent communication is achieved at this time to ensure the smooth transition for the child. For the child's first week at nursery you maybe asked to drop your child in a little later and collect a little earlier to allow them to become accustomed to their new environment and to avoid them from becoming distressed when other parents drop off and collect their child. It is vital that your child feel comfortable and confident in their new environment.

NURSERY STAFF

At St George's the staff team is predominantly comprised of highly experienced and qualified members with an NVQ level 3 or equivalent qualifications, all staff continue to build on this with further training in degrees and leadership and management training. The nursery believes in personal development and follows a training programme, which includes training from both internal and external agencies. All staff are required to hold certificates in both first aid and food hygiene.

We have a minimum staff / child ratio of 1:3 for our 0-2 year olds, 1:4 for our 2-3 year olds and 1:8 for 3-5 year olds. However, the nursery aims to provide a higher staff child ratio throughout the sessions.



Tracey Monk
Managing Director



Kimberley Riley
Nursery Manager



Lana Watters
Room leader



Sadia Ali
Deputy Manager



Chloe Welland
Nursery Practitioner



Dagmara Kowalewska
Nursery Practitioner



Kira Cawker
Nursery Assistant



Zainab Baig
Nursery Assistant



Esme Monk
Nursery Assistant

KEY PERSON

All children are allocated a key person before they start the nursery. Your key person has a special responsibility for your child, they will be introduced to you and your child on your first phase in and will do the initial induction in to the setting, they will ensure that the needs of the child and parent are met and develop a good line of communication with you. They are also responsible for liaising with you regarding your child's progress, setting up and reviewing your child's individual daily routine, and revising play plans.

THE CURRICULUM

The nursery has a detailed learning curriculum for children, which is based on the 3 Prime and 4 Specific Areas of learning as outlined by the DFEE's 'Early Years Foundation Stage'. We particularly focus on identifying children's individual needs.

The areas of learning are as follows; -

Three Prime Areas:

1. Personal, Social and Emotional development.
2. Physical Development.
3. Communication, Language.

Four Specific Areas:

4. Literacy
5. Mathematic
6. Understanding the World
7. Expressive Arts and Design

The nursery has a detailed learning curriculum, and the framework focuses on the child's individual learning. All children have a range of different experiences, skills and interests when they join us so our activities are informed by observations on the children and are planned with each child's interests and abilities in mind. The nursery also supports the development of the children by introducing new concepts and knowledge. We ensure the children have the opportunity to interact with a consistent adult at frequent intervals throughout their day.

A copy of the Nursery Curriculum Document is available for parents, please ask a staff member for a copy.

Alongside the curriculum we have lots of programs running to help develop children's social skills, understanding of the natural environment and self - development, as well as physical and mental well being.

Forest Schools- Forest School is a Danish concept that develops learning by experience. The philosophy of forest schools is to encourage and inspire children through positive outdoor experiences. At St Georges our Forest School Leaders focus on personal development and the individual learning styles of the children. By participating in engaging, motivating, and achievable tasks and in activities outdoors your child will develop sound emotional and social skills.

PALS- Playing and Learning to Socialize is an Australian research based Social Skills program designed by clinical psychologist and early year's teachers to use in early years settings.

At St Georges Day Nursery PALS programme is embedded within the weekly small group activities. The PALS social skills program shows children constructive ways to solve problems that may arise in social situations, they learn to share, take turns and how to express emotions, this is done through stories acted out by puppets, role-play and songs. The programme is designed to help children develop social skills helping them to develop trusting relationships and friendships. A leaflet will be placed in your child's tray each week explaining what your child has done during the session.

Physical Literacy - This programme encourages children to become more physically active, and to engage in a healthy programme of exercise and motor development. The nursery takes this programme very seriously and encourages parents to take home resources to complete activities at home. This programme also runs parallel to

the nurseries Healthy Eating Programme, where by we believe a healthy diet is essential to support healthy development in all areas.

Letters and Sounds - The letters and sounds programme helps to develop children's understand of how words and language is formed. It enables them to develop a solid base from which to develop their reading and writing skills. The programme looks at rhyming words, alliteration, individual letter sounds, blending, diagraphs, triagraphs.

Sensory Sessions - At St George's we are lucky enough to have a sensory room available to our children. It was designed by young local artist Esme Monk who attended the nursery as a child. The room has a calm underwater theme and gives children access to a range of textures and opportunities to develop their sensory skills. The sessions cover using light, sounds, textures, messy play, scents and much, much more.

All children have access to the Sensory Sessions and Physical Literacy programmes. The Letter and Sounds, PAL's and Forest School programme are aimed at children aged over 30 months.

Seedlings

The Seedlings unit opened in July 2006, it has been specifically designed to cater for children under 2 years old. Seedling's daily routine is flexible to meet the needs of each individual child, whilst providing a balanced and stimulating day allowing time for sleep and relaxation within the designated sleep area. We provide a selection of cots and toddler beds for all children with their own individual bedding.

The main play area consists of carpet and lino allowing the babies to explore the room around them, having access to small world toys, construction toys, natural holistic play equipment, books, puzzles and soft tumble toys. The lino area is used for messy and sensory activities where they can paint, stick and use play dough.

Seedlings have their own outdoor enclosed areas with direct access from the room allowing each individual child to follow his or her interests without interruption both indoors and outdoors throughout the day.

Seedlings follows the guidelines as outlined in the Early Years Foundation Stage and sets out clear learning opportunities for each child, starting with what they can already do and building on this to extend it further, for example by supporting or encouraging babies trying to stand or walk, by planning and offering toys and furniture for cruising.

The Tree Room

The Trees room is divided up into different defined areas including an imaginative role-play area, cosy corner, mathematical area, a creative station, carpet areas for large construction and small world play. All areas allow children to 'bump into books' giving an opportunity to extend and develop their learning and knowledge.

The staff and children follow a flexible daily routine in which, the children are provided with a caring, fun, relaxing and stimulating learning environment. We provide a well-planned and resourced learning environment to take learning forward and we provide opportunities for all children to succeed in an atmosphere of care and feeling valued.

We have organised the routine so there is time and resources to give the children age appropriate opportunities to make independent choices, we offer a free flow system throughout the day where children can choose to play inside or outside as well as which activities they would like to take part in. To support children's independence and individual learning we encourage children to choose which activities they would like to participate in throughout the day, this not only enables them to have more choice but also allows them to spend longer at activities if they so wish in order to complete something or feel satisfied.

Close links are formed with the parents to offer support with areas such as, toilet training, learning to share and learning about our environment. These are particularly important stages and parents are positively involved with these programmes.

EQUALITY OF OPPORTUNITIES

At St George's Day Nursery, we are committed to equal opportunities towards all children, staff and visitors. It is our intention that the children should be able to enjoy the full range of activities, play equipment and materials without discrimination against physical, educational or sensory disability, race, religion or ethnic origin.

A copy of the nurseries Equal opportunities policy is available on request as well as being on display on the parent's information board in your child's room.

SPECIAL EDUCATIONAL NEEDS

At some time in every child's life they may encounter some difficulty with either behaviour or learning. At this time additional support may be required to assist the child in their particular needs. We at St George's believe in treating children as individual and providing for their specific needs, by providing them with regular reviews, assessments and observations. A copy of the nurseries Special Educational needs policy is available from the nursery on request as well as being on display on the parent's information board.

BEHAVIOUR MANAGEMENT

Boundaries of acceptable behaviour need to be established for a clear reason and explained to the child. Behaviour will be managed by the giving of praise and encouragement to help succeed and want to behave in an acceptable way. When making judgments it is recognized that what constitutes 'acceptable' behaviour or 'good manners' may differ in other cultures.

A copy of the nurseries behaviour management policy is available on request as well as being on display on the parent's information board.

MEALS AND REST PERIODS

The nursery provides 3 meals a day, A mid-morning snack is served at 10am, a two-course lunch at 12.30pm and tea at 4pm. Even though we do not serve breakfast a table is available for those wanting to bring some in before 9am. All meals are sociable relaxed occasions and children's birthdays are celebrated with a cake made by the nursery and tea party which follows the nursery's healthy setting guidelines.

The nursery currently holds a 5-star rating from the environmental inspection department for its kitchen and procedures.

Parents are required to provide all formula milk until the child can have cow's milk which the nursery provides. A quiet area will be made for any breastfeeding mothers who choose to continue feeding their child.

NURSERY UNIFORM

The nursery has a uniform of a nursery t shirt and sweatshirt, although this is not compulsory it is highly recommended, parents can purchase a t-shirt and/or sweatshirt at cost price from the nursery. We do suggest that children wear comfortable and suitable clothing and we recommend that children do not wear their best clothes as paints and messy activities are accessible daily. Any removable clothing should be labelled clearly with the child's name e.g. hats coats gloves etc. and a coat provided daily as children regularly go out to play. We also request that children wear appropriate shoes to nursery such as Velcro trainers or shoes that they can put on themselves to help to promote their independence skills. Flip flops are not recommended as they can be hazardous when running.

WORKING IN PARTNERSHIP WITH PARENTS

St George's Day Nursery staff work closely with parents in partnership. To ensure this staff will discuss with parents their individual child's progress on a daily basis. We stress to staff that it is their friendly contact and communication with parents, which is essential to the happy atmosphere of the nursery.

Parents must feel they are able to visit the nursery throughout the day. The nursery staff will make them feel welcome at all times. We will endeavour to ensure that we can accommodate any particular wishes parents may have for their child. All records kept on the children are always available for parents to see.

The parents are able to discuss on a daily basis their child's progress, both verbally and through their daily contact books. Other means of parental access to information are available through regular newsletters, parents evenings twice a year, and various reports available for parents.

The nursery manager is always available to discuss matters relating to any individual child or indeed issues relating to nursery both on a formal and informal basis.

Parents can request a meeting with either their key worker or a more senior member of staff at any time that is convenient to both parties. The discussion that takes place will be treated completely confidentially and all parties will agree any further action if appropriate.

St George's believe that working in partnership with parents is paramount for the happiness and well-being of the child.

HEALTH AND SAFETY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and children in our care, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

A full Health and Safety policy and Risk Assessment is available to all parents on request.

SECURITY

The nursery entrance is operated by an entry phone system and parents are required to buzz and wait for a staff member to allow them access.

Children are required to be signed, in and out of the nursery, by recording times in the attendance book. If anyone else is to collect your child they must be listed on the collection consent form you will be asked to complete when your child joins the nursery. If we do not know the person collecting please provide us with a description and a photograph.

If we do not know the person who has turned up to collect your child we would not allow them to take your child and you will be contacted straight away.

TOILET TRAINING

Toilet training is an important element in becoming independent; we will happily work with you on a program to assist your child in becoming dry.

If your child is still in nappies you will be required to provide them along with wipes, or cotton wool and any cream used, on a regular basis, we will let you know when the supply is running low.

MEDICATION AND ILLNESS

We request that parents keep their children at home if they are feeling unwell. If your child has an infectious illness we have a duty to inform other parents within 24 hours or as soon as possible, parents will be required to

keep their children at home for the period of time as outlined in the infectious illness guidelines. If a child has been prescribed antibiotics we recommend that they are excluded from nursery for 24 hours to allow time for the antibiotics to work.

Other medications that are prescribed by the doctor are able to be administered by one of our first aiders; parents will be required to sign for this in the medicine book. Written instructions must be given for the use of regular medications such as inhalers for asthmatic children. A more detailed policy is available on request. Unfortunately, no fees will be refunded for days taken off due to illness.

NURSERY FEES

The fees for the nursery sessions are outlined in the fee's schedule at the back of the information pack. Nursery fees are payable monthly in advance and are due on the 1st of the month.

One month's fees are payable on commencement, this covers the first month of attendance at the nursery. In the event of your child not commencing at the beginning of a month, then we will reduce the next month's fees by the number of days not attended in the first month.

A deposit is required upon starting the nursery; this is returned upon leaving provided the correct notice period is given. A deposit of £50 is required for a part time placement and £100 for a full time placement.

The nursery is open Monday to Friday all year except English bank holidays and the period of 5 working days between our Christmas party and new year (you are not charged for this period). Monthly fees are calculated by a 51 week year. There are no reductions for your personal holidays or sickness. The nursery closes for two inset days per year and you will be given prior notice as to the dates of these closures. There is no reduction in fees for inset days.

Bookings can only be confirmed on receipt of the nurseries booking form. The first months fees are payable on commencement. Subsequent months fees are payable in advance by the last day of the preceding months.

NOTICE PERIOD

One Full month's notice of your requirements must be made in writing to the nursery. If you require changing your days and times then we will endeavour to do this as soon as availability allows, if required within the one-month period there may be delays if the days or times are fully booked. In circumstances where changes of days and or times lead to a lower monthly fee then the higher amount will be paid for the 1 month notice period. Plans for your child leaving the nursery should always be discussed as far as possible in advance and a minimum of one months' notice in writing is required, otherwise two months fees must be paid in lieu of notice.

FURTHER INFORMATION

For further information and to visit the nursery please ring one of the nursery team on 0208 831 9980

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BOOKING FORM

Childs Name _____

Age _____ DOB _____

Address _____

_____ Postcode _____ Tel No _____

Parent/carer name: _____ Daytime No _____

Parent/carer name: _____ Daytime No _____

Email address (PRINT IN CAPITAL LETTERS): _____

Days required per week

Days Required (please circle)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Hours required (8-6/8-12:30/8-1:30/12:30-6/1:30-6)					

Commencement date.....

Please enrol my child at St George's Day Nursery (Hanworth Park) Ltd to commence on the above date.

I understand that one months' notice must be given to the nursery in the event of my child needing to reduce days/hours at the nursery or when withdrawing from the nursery. In the event of one months' notice not being given I undertake to pay the months' notice prior to my child leaving nursery (days of for sickness or Holidays and bank holidays are still payable to the nursery during the time my child is at the nursery and are payable during the one month notice period)

I understand that the nursery operates an open access to information policy and I am welcome during opening hours to view the policies and procedures under which it runs. I am also aware that parents evenings are held

approximately twice per year and the manager is happy to arrange meetings to discuss any matters concerning your child at any mutually agreed time.

I understand that the children are taken for walks, visits etc. off the premises and I give my permission for my child to be included in such outings.

I also give my permission for the staff to administer prescribed medication with my signed consent. I am aware that the nursery is unable to care for sick children and I will collect my child whenever the nursery feels it is necessary.

I understand that I am required to pay a deposit of £..... which will be refundable upon my last month's fees providing the full notice period has been given in writing. I understand that there is no reduction in fees for sickness and holidays.

St George's Day Nursery (Hanworth Park) Ltd is not responsible for any loss in toys, clothes, paint stains or damage to clothing. Please ensure your child is dressed appropriately for their day.

I understand that if the nursery is closed due to any reasons beyond its control e.g. adverse weather conditions or power failure then I agree to pay the nursery fees for that session.

I understand that that all adults, including parents are expected to adhere to our behaviour management policy. If parents display any unacceptable behaviour their child's place in this setting will be seriously compromised.

I give consent for the setting to share development summaries / trackers to the next provider/ school my child may attend. I give consent for the setting to share confidential information to outside agencies if required as outlined in the information sharing policy.

I understand that I am required to inform the nursery of any changes in the child's details e.g. change of address. It is particularly important to ensure that emergency contact numbers are always updated.

The nursery will be shut for two days per year for inset days which I am required to pay for, I will be given at least one months' notice of the dates.

All other terms and conditions are as outlined in the attached parent's information pack.

GDPR law - By signing this form you give your permission for St George's day nursery to hold your personal data for the purpose of contacting you regarding your placement.

Signed (parent/guardian)

Print name.....

Date.....

