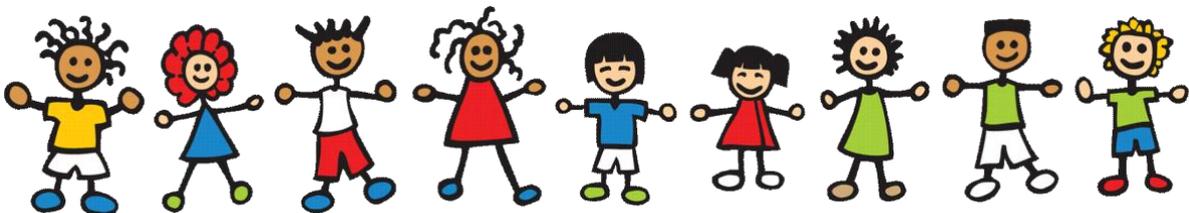




Ashleigh Nursery School

Information pack



ASHLEIGH NURSERY SCHOOL

www.ashleighnurseryschool.co.uk

Dear Parents and Carers,

May we take this opportunity to welcome you to Ashleigh Nursery School. We hope you find the following information both useful and reassuring. We will endeavour to provide your child with the highest quality care and education whilst they are in attendance.

We are confident that your child will settle well into our routines, and should they show any signs that they are not settling, please be reassured that we will ensure their first days at Ashleigh are calming, happy and fun!

We have an open door policy at Ashleigh Nursery School, therefore should you wish to discuss any matter with staff; we will always be available to listen. We are very proud of our relationships with our parents, and the contact we have on a daily basis is precious, valuable and important. Please do not feel awkward or uncomfortable bringing to our attention any matter which may affect the development and well-being of your child. The staff here are both professional and welcoming, and we will do our very best to help and assist you in any way we can.

May we take this opportunity to thank you for the interest you have shown in the nursery, and we will try to answer any questions or queries you may have. Should you require any other information do not hesitate to ask a member of staff, visit our new app, website or locate us on Facebook.

Thank you in anticipation of your valued custom.

Jennifer Ward – Owner / Manager

Donna Walker – Deputy Manager

Marsh Lane, Longton, Preston, PR4 5ZJ.
Tel – 01772 617532.
Manager – Mrs Jennifer Ward
Company registration in England – 2984062
Ofsted registration number - 309217

ASHLEIGH NURSERY SCHOOL

Ashleigh Nursery School first opened in November 1990.

We are registered with Ofsted, providing full time and sessional care for children from 6 months. All our staff are fully qualified, experienced practitioners, and have current first aid qualifications. Depending on the age and needs of the children, the nursery is divided into groups.

Poppy Room

6 months to 2 years

Sunshine Room

2 years to 3 years

Star group

3-4 years

VISION STATEMENT

We aim to provide high quality care for children from 6 months old. This care we hope to maintain for many years to come. Our parents can feel safe in the knowledge that their child will be developing considerably in personal and social skills, physical, creative, mathematical, communication, language and literacy skills and also in their knowledge and understanding of the world.

Our nursery environment is well-planned, safe and organized, giving every child the richly stimulating environment they deserve. Children need opportunities to explore, experiment, plan and make their own decisions, and this we profoundly encourage.

Our children are loved, included, secure, and valued in all aspects of nursery life. We value the close relationships with our parents, we take time to liaise daily, and keep them informed on their child's progress, and also the progress and direction of the nursery.

We feel confident that parents and guardians know we are available any time for discussion and informal chats.

We aim to maintain this high standard, and we are certain that our excellent reputation will be upheld for many years to come. We are proud of the fact that a considerable number of children have booked into Ashleigh on recommendation alone. It is because of this and the countless other positive comments from past parents that we feel we have no need to advertise, which in itself is a great achievement.

We are constantly evaluating and reviewing procedures to make your child's days at nursery fulfilling, safe, happy and exciting. This could only be made possible by the blessing of good management, wonderful loyal staff, excellent facilities, supportive parents and adorable happy children

Early Years Foundation Stage

Throughout nursery we follow the EYFS (Early Years Foundation Stage) a framework which sets the standards for learning, development and care for children from birth to five.

The EYFS aims to help young children achieve the 5 Every Child Matters outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution, and achieving economic well-being by – setting the standards, providing for equality of opportunity, creating the framework for partnership working, improving quality and consistency and laying a secure foundation for future learning.

Each child is assessed regularly during their time at nursery, and parents will receive regular progress checks on their child. This may be a written report on their development or an informal discussion at a convenient time.

There are 2 members of staff who have achieved a BA Honours degrees relevant to childcare and education. Donna Walker is deputy manager who is usually based in the Star room, and is responsible for overseeing the EYFS and its implementation. Kim Beeson has just recently completed her BA Honours degree.

Poppy Room

We have a large purpose built unit to care for children from 6 months old.

It is a warm, homely, cheerful and safe environment for your child/children to play and develop. A wide range of stimulating toys and natural heuristic resources are available, many colourful displays of children's activities and a large grassed outdoor area with many sit and ride toys. There are appropriate quiet areas, both comfortable and inviting with opportunities to 'snuggle-in'. The unit is self-contained with nappy changing facilities and nursery provides all nappies and wipes.

We recognise the importance of the continuity of staff working with the younger children and operate a rotation system for staff between the Poppy room and Sunshine room.

Sunshine Room - 2 to 3 years

This large room enables us to provide a choice of different activities for your child/children. We provide a wide range of toys and equipment including materials for art, crafts, music, and manipulative and constructive activities for exploring the world and developing physical skills.

The children listen to stories in small groups incorporating speaking and listening activities to encourage their communication and language skills.

Star group - From 3 years

The Star room is a large hall designed to accommodate the children aged from 3 – 5 years old. The areas of continuous provision are set out during the day, and the children move around the room as they wish. This along with focused activities, spontaneous activities, adult and child led activities, we are confident the children's learning and development is being promoted in all areas.

We are a registered provider of the Early Years Entitlement, offering 15 hours free childcare per week beginning at the start of the term following a child's third birthday.

Key person system

Throughout the nursery, we have in place a key worker system, where each practitioner attends to their children's individual needs. Where a child is yet to be toilet trained, then each key person will attend to their own children. In every room children are allocated to one member of staff who organises their special learning journey, undertakes observations and reports back to the parents any incidents / problems which may arise. Parents are welcome to talk to any member of staff about their child, yet sometimes it may feel more personal to talk to their child's specific key worker. All staff come into contact with all children at some point during the day, so they are familiar with, and will know each and every child and their parents. We encourage attachments but avoid allowing the children to become too dependent on their key worker.

The emphasis is on play and learning through play. Our fully qualified Nursery Nurses work closely with our Early Years advisor to ensure we are providing an effective learning environment through planned, purposeful activities. We place the emphasis greatly on the 'learning process' rather than an 'end product' We feel it isn't necessary to have something to take home every day, but feel children benefit more from practical and fun activities rather than from something they have been instructed to make.

Scaffold learning

Whilst your child is at Ashleigh Nursery, they are learning new skills every day. The staff try and respond to

'What each child knows, what they can do and what they understand'

We support each individual child's learning by emphasising

'What they can do, rather than what they can't'

We provide experiences which are slightly above the child's level of understanding, so as to provide a challenge for the child, yet are still understood

Ofsted Report October 2015

'This provision is Outstanding in all areas'

'The enthusiastic and motivated staff have a deep understanding of the educational programme and are highly effective at planning for each child's interests and motivations. Staff have high expectations and use a range of excellent teaching strategies to help each child develop the skills and attitudes that promote their future learning'

Policy documents

A copy of the policy document is available for you to take home and read at your leisure. May we please ask that you return the document to nursery.

Partnership with Parents and Carers

We recognise the importance and benefits of working closely with parents and carers to ensure children's varying needs are provided for. We incorporate many home-link activities and welcome input from parents and carers.

Fees/Cancellation

Fees are payable monthly/weekly on the first day of attendance by cash or cheque. No fees will be charged for statutory Bank Holiday Mondays.

Nursery will be closed for one week at Christmas for which No fees will be charged. If you wish to withdraw your child from nursery, one month's written notice is required or payment in lieu of notice.

Emergency treatment

The officers in charge/deputy reserve the right to remove a child to hospital in an emergency. Parents must sign the consent form if they will allow medical treatment. It is very important that a reliable contact number is entered on the enrolment form.

Sickness

If your child is suffering from sickness or diarrhoea he/she should be kept away from nursery until they have been symptom free for **48 hours**. Obviously a child who is clearly unwell with any other illness i.e. discharge from eyes, rash or sore throat they too should

be kept at home until they are well enough to return. If a child becomes sick or unwell at nursery then we will contact parents to collect them.

Medication

It is not the policy of Ashleigh Nursery School to administer medicines to children, unless specifically requested to do so by the parent. Parents will be asked to complete a 'Medicine Form' if their child requires medication during the nursery day. If a child becomes mildly unwell during the day and requires Calpol, then unless consent has been obtained at the start of session, parents will be asked to return to nursery to collect their child or to provide consent for the medicine to be given.

Safety

Children will only be allowed to leave the nursery with their parent/guardian or pre-agreed person. A password system is in place to further ensure the safety of your child.

Health and Safety.

It is the policy of Ashleigh Nursery School to provide and maintain a safe and stimulating environment for all children, parents, staff and all other persons who come onto the premises.

If on the very unlikely occasion we have to evacuate in an emergency, we have arrangements made for temporary accommodation at Longton Nursing Home, situated opposite nursery.

Co-operation with Health visitors

The management at Ashleigh Nursery are in contact with health visitors frequently. This may be due to advice needed on health matters or health training. At times there are children who require additional help in nursery. The health visitor is sometimes the first port of call, as they are the professionals who undertake child developmental checks. We would never contact a health visitor without prior permission from the parents. Occasionally, especially if parents work full time, a health visitor may undertake a developmental check on nursery premises if this is more convenient for parents.

Complaints

All complaints can be discussed with a senior member of staff and will be dealt with confidentially. The complaints policy is enclosed within the policy document

Clothing/Property

All clothing and child's own property must be clearly marked with the child's name. Children will also need a change of clothing to be kept on their coat pegs.

Meals and snacks

We are very proud to have achieved the South Ribble Borough Council 'Healthy Eating Award' and hold the level 5 food hygiene rating.

Breakfast is available for all children from 7:45am until 9.00am, consisting of a variety of cereals and/or toast.

The mid morning snack consists of a selection of fruit and vegetables, and/or toast served with milk or water.

A cooked lunch is prepared on the premises daily. We aim to include a variety of foods from all food groups to give the children a balanced nutritious meal. The children are offered water to drink.

The mid-afternoon snack is usually sandwiches, toast, crumpets or similar served with fruit and again milk or water. Drinks are always served in age-appropriate cups, and the children are asked for their preference of drink. Children are encouraged to drink throughout the day. Some of the older children can access water themselves, and the 1-3 year olds are given very regular drinks of water. All drinking water is purified by filter and drinks are given in cups. We cater for all food tastes and choices, dislikes, allergies and cultural differences.

The children's meals are served using age-appropriate utensils and children are encouraged to taste all foods. We also try and encourage children to self-feed. A staff member is always sat at each table with the children, and practitioners have their lunch along with the children. There are copies of the monthly menu displayed at the entrance for parents to take. The staff also record the children's food intake. This, they can then refer back to when notifying parents of how their child has eaten during the day.

Newsletters

Regular newsletters are included with your nursery invoice and are also displayed on the nursery app.

Children's privacy

We respect children's privacy at all times. If a child needs to be changed for any reason, this is always done in a respectful manner in the bathroom. We do our utmost to prevent any embarrassment.

Rest time

We understand that all children need rest from time to time. If your child requires a sleep during the day then we are able to provide a quiet area with a bed and blanket. Children in the Poppy Room generally sleep after lunch, but we do understand that all children are different, and have different routines therefore provisions are in place for rest at any time.

We have cots and small low beds for the children to use. Each child has their own separate bed linen which is washed daily. Children who only sleep occasionally are provided with a fresh, clean blanket.

Children are *never* left alone whilst asleep, and they are observed very closely by staff. As your child progresses through nursery, we recognize that they will need less sleep during the day. However, some children up to school age still need a short nap during the day and this we accommodate. Sometimes parents discourage a sleep during the day from the age of three and obviously we will try to co-operate with this request, though if your child is quite obviously in need of sleep and is struggling to stay awake even after attempts from staff to do so, then we will allow them a short nap to recover. In doing this we are highlighting your child's individual needs and considering their health and well-being.

Discipline

We at Ashleigh Nursery feel that positive reinforcement is a key issue in encouraging acceptable behaviour. We obviously discourage negative, unwelcome or unacceptable behaviour, and praise and award for the good behaviour. Extreme unacceptable behaviour cannot be ignored and will be dealt with by removing the child from the situation and explaining the reasons for this action. Parents will be informed if a child shows consistent negative behaviour and ways to combat this behaviour will be put into place. This may be by means of various behaviour management strategies.

All this of course depends on the age and stage of the child. Whatever the situation and wherever the child is grouped, all staff use the same behaviour management approaches. The complete behaviour management policy is within the policy document available for you to read.

Face book / Nursery App

We have a closed Face book group which parents are quite welcome to join. We put photographs on frequently to show activities the children have been involved in. May we also advise parents not to 'friend request' any staff member on Facebook or other social media sites for professional reasons.

We also have an app, available on Apple IOS and Android, which provides parents with very current news and topics of interest. Below is the QR code for the app.



Outings

Occasionally we take the children on outings i.e. Trips to the local library, visits to the park/Brickcroft. All staff have good local knowledge and where possible keeps in touch with local agencies / recreational locations. If need be we would contact the relevant services to find out any restrictions / changes before the visit takes place, and the locations are always appropriate to the age and stage of the children.

A risk assessment is carried out before each visit / outing.

In the interest of health and safety all staff taking children off the premises will adhere to the following points:-

- ☺ A list of all staff/children leaving nursery premises must be left with the officer in charge/manager, stating where they are going and the route to be taken.
- ☺ Regular headcounts are carried out throughout the visit, and all children wear reflective yellow tabards with the nursery phone number displayed on the reverse.
- ☺ To ensure nursery has direct contact at all times, staff must take a mobile telephone in case of an emergency/sick child.
- ☺ For outdoor activities staffing ratio must be maintained as in nursery. It would be beneficial for any additional staff to accompany children on the outing.

1:3 (1-2 yrs)

1:4 (2-3 yrs)

1:8 (3 +)

- ☺ Students and trainees are supernumerary to our staff/child ratio and under no circumstances would be left in an unsupervised situation; however they may accompany our qualified nursery staff to help in the supervision of the children.
- ☺ **ALL** staff at Ashleigh are first aid trained

ASHLEIGH NURSERY SCHOOL

OPENING HOURS

Morning session 7.45am – 12.30pm	Afternoon session 1.30pm – 5.30pm	Full day care 7.45am – 5.30pm
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Morning care includes a cooked lunch and mid-morning snack

Afternoon care includes mid-afternoon snack

Full day care includes a cooked lunch and two snacks

Filtered water and milk is available throughout the day

For children receiving free early years entitlement, there may be an optional charge for a cooked lunch

Good quality nappies and wipes are included

NURSERY FEES – from September 2017

6 months – 2 years	2 – 3 years	3 – 5 years
Full week care £198.00	Full week care £193.00	Full week care £182.00
Full day care £43.10	Full day care £40.80	Full day care £39.15
Morning care £25.75	Morning care £23.80	Morning care 22.70
Afternoon care £24.40	Afternoon care £22.80	Afternoon care £21.55

Please see Jennifer or Donna regarding the fees for children receiving free early years entitlement

Fees are payable weekly / monthly **in advance** on the first day of attendance

We would request that fees are paid directly through the bank. Please ensure you use your child's name as the reference. Our account details are as follows –

Acc – 08649839 Sort code – 01-67-14

We also accept employer vouchers enabling parents to save on their tax and we are registered for tax-free childcare.

No fees will be charged for Bank Holiday **Mondays**

Nursery is closed for one week at Christmas, for which **NO FEES** will be charged

One month's deposit is required to secure your child's booking; this deposit is non-refundable

ASHLEIGH NURSERY SCHOOL

THE FLEXIBLE OFFER

The free early year's entitlement of 570 hours per child aged 3 and 4 years is set out in a DCSF framework as follows:

- No session must be longer than 10 hours
- No session must be shorter than 2.5 hours
- No session should take place before 8am or after 6pm
- The full 15 hours must take place over no fewer than 3 days, but no more than 12.5 hours in 2 days, or no more than 10 hours in 1 day
- Delivered by a maximum of 2 providers

The free early year's entitlement is divided into 3 terms each year – they are different from school terms, and cover the whole year:

Term 2016/2017	Number of free hours per term	Number of weeks per term
Autumn 7 th Sept – 11 th December	210	14
Spring 4 th January – 18 th March	165	11
Summer 4 th April – 1 st July	195	13

EARLY YEARS ENTITLEMENT FEE STRUCTURE

Full time	£129.20
1 x full day	Free + £3.50 optional cooked lunch
2 x full days	£26.15 including 2 x optional cooked lunch
3 x full days	£60.30
4 x full days	£99.45
2 x full days + 1 x AM	£41.75
2 x full days + 1 x PM	£39.40
3 x AM (8.00am – 1.00pm)	Free + £3.50 per day optional cooked lunch

Dear Parents,

Re: 30 hours funding for 3&4 year olds
(15 universal and 15 extended if you are eligible)

Your child may become eligible for the 30 hours funding from September 2017 so we are writing to inform you of how we intend to offer this entitlement.

Lancashire County Council have quoted –

“Government funding is intended to cover the cost to deliver 15 universal hours or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals, consumables, additional hours or additional services”

Through considerable consultation with our accountants we have decided to stretch the offer over 51 weeks. Given that we usually invoice in monthly instalments, this makes more sense than term-time only, and it is more suited to the requirements of most of our parents. This means that parents will be able to receive 22.35 funded hours per week all year round instead of 30 hours just in term time.

These hours can be taken over a minimum of 3 days as follows....

Booking	Weekly nursery fees	Meals and snacks on 3 funded days	Total weekly charge
Full time	£98.55	£12.00	£110.55
4 days	£66.84	£12.00	£78.84
3 days + morning	£48.01	£12.00	£60.01
3 days	£27.69	£12.00	£39.69

ASHLEIGH NURSERY SCHOOL

ENROLMENT FORM

Child's name:	Date of birth:
Address:	Home tel:
	Mum mobile:
	Dad mobile:
E-mail address:	
If parents are living separately, please provide contact details of the other parent:	
Address:	
E-mail:	Home tel:
Is there any person who does not have legal access to your child? YES / NO	
Name of person(s):	
Language spoken at home:	

Allergies / dietary requirements:	Health problems / requirements:
Name of G.P:	Telephone:
Name of Health Visitor:	Telephone:
Details of immunisations:	
Is there involvement from any other agencies in helping to support your child? This could be a social worker, speech therapist or other health and welfare professional. YES / NO – If yes, please give brief details and contact number.	

Mother's name:	Work place:
NI / NASS no:	Work tel:
Father's name:	Work place:
NI / NASS no:	Work tel:
Emergency contact 1:	Telephone:
Emergency contact 2:	Telephone:

Will your child be attending any other childcare setting as well as Ashleigh Nursery School? YES / NO

If yes, please give details:-

Name of setting:.....

Contact details:.....

Name of key person:.....

Child's ID checked Birth certificate Passport

Please state the sessions required below						
MONDAY	AM		PM		FULL DAY	
TUESDAY	AM		PM		FULL DAY	
WEDNESDAY	AM		PM		FULL DAY	
THURSDAY	AM		PM		FULL DAY	
FRIDAY	AM		PM		FULL DAY	
DATE YOU WISH YOUR CHILD TO START NURSERY:						

Please give the names of any other adults authorised to collect your child	
1.	2.
3.	4.
5.	Password:

It is a condition of acceptance that you agree to the following

We require one month's deposit to secure your child's booking

This deposit is **NON-REFUNDABLE**

Signature of parent / legal guardian..... Date.....

CONSENT FORM

Child's name _____ Date _____

Please delete as appropriate

I understand that if the nursery staff have any safeguarding concerns regarding my child, they are duty bound to inform the relevant agency, and refer if necessary	YES / NO
I would like my child to participate in outdoor trips?	YES / NO
I understand that if my child develops a temperature during the session, I will be informed of this and will return to nursery to collect them. This is unless permission has already been given at the start of the day. If my child is clearly unwell, I will be expected to collect them as soon as possible	YES / NO
I agree to abide by the 48 hour exclusion period if my child becomes ill with sickness and / or diarrhoea, regardless of the reason for the symptoms	YES / NO
I give consent for my child to be removed to hospital in case of emergency, that the person in charge can authorise necessary medical treatment and that the use of anaesthetics that may be required can be given	YES / NO
I understand that if I wish to withdraw my child from nursery, one month's notice is required, or payment in lieu of notice	YES / NO
I understand that my child's fees should be paid weekly or monthly on the first day of attendance	YES / NO
I understand that fees will be charged for 51 weeks of the year	YES / NO
I give permission for photographs to be taken of my child and used within nursery, either by nursery staff or professional photographers. (The latter I will be notified of before the event takes place)	YES / NO
I agree for Sudocrem to be applied when necessary	YES / NO
I agree for Bepanthen to be applied if required	YES / NO
I agree for Metanium to be applied if required	YES / NO
I agree for Arnica (bruising) to be applied when necessary	YES / NO

I agree for sun cream (50+) to be applied when necessary	YES / NO	
I agree for plasters to be applied when necessary	YES / NO	
Should my child require additional support at nursery in the future, I give permission for the SENCO to seek guidance from the Early Years team	YES / NO	
I have read and understood Ashleigh Nursery's policies and procedures	YES / NO	
If my child suffers from any allergies, I give my consent for their photograph to be displayed in each room detailing their specific requirement	YES / NO	
I give permission for my child's photograph to be displayed on the nursery website	YES / NO	
I give permission for my child's photograph to be displayed on the nursery 'closed' Facebook group	YES / NO	
I have read and understood the advice given to me with regards to 'friend requests' of staff on Facebook and other social media sites.	YES / NO	
I give permission for my child to be photographed by local newspaper as part of themed days or special events	YES / NO	
I give permission for my child to have their face painted as part of themed days / seasonal activities	YES / NO	
I have downloaded the nursery app which will give me instant access to all policies and procedures and keep me updated on a daily basis of any changes/notices	YES / NO	
I have read and understood the above consent information.	Signature	Date

Just for our records, could you please state how you heard about Ashleigh Nursery School?

Thank you for your co-operation.

If you have any more queries or questions, please do not hesitate to speak to a member of staff.

Ashleigh Private Nursery School is committed to promoting diversity, and we have policies in place which help to eliminate unfair discrimination whether directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to assess the effectiveness of our policies we have set up a system of monitoring enrolment.

This sheet will be detached before the nursery place is allocated. Any information will be used for statistical analysis only and will be held in strict confidence.

We ask for your co-operation in completing this form.

Ethnicity – Please tick as appropriate

White British		Pakistani	
White Irish		Bangladeshi	
Any other white background		Any other Asian background	
Mixed White & Black Caribbean		Black or Black British	
Mixed White & Black African		Black or Black African	
Mixed White & Asian		Any other Black background	
Any other Mixed background		Chinese	
Indian		Any other ethnic group	

Disability

Does your child have any disabilities? **YES / NO**

If so, please give details:

Data Protection

Information from this enrolment form may be processed for the purpose registered by the nursery under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee, the right of access to personal data about them.

I hereby give my consent to Ashleigh Private Nursery processing the data supplied in this form for the purpose of enrolment

Signature..... Date.....