

# Southfield Day nursery

Southfield Day Nursery, 1 Sandersons Terrace, Cramlington, Northumberland, NE23 6XD  
T: 0191 250 2221, E: southfield@choicechildcare.co.uk, Manager: Mrs Amanda Peacock

## General Information

Our Nursery has provided high quality care and education for children since 2004. We are a small, friendly and homely nursery, which is registered with Ofsted to provide 36 places for children from 0 – 5 years. Our children are cared for in three separate rooms, babies and toddlers, 2-3s and 3-5s, in small enough groups to ensure that they receive plenty of individual attention. We take pride in our indoor and outdoor space and facilities which are well in excess of the required standards.

The nursery is open 51 weeks of the year (excluding bank holidays)  
Monday – Friday 7.00am – 6.00pm. We are closed for five days at Christmas.

Session times are:-

Full day	7.00am – 6.00pm (max 10 hours)
Morning session	7.00am – 12.30pm
Afternoon session	12.30pm – 6.00pm

Our nursery operates a strict No Smoking Policy.

## Attendance

Although sessions start at 7.00am and 12.30pm, the arrival time of children is up to individual parents, if 9.00am or 10.00am fits better into your morning routine then that is fine (although by 10.00am your child will have missed out on some nursery activities).

We do however request parents do adhere strictly to the end of session times. Collecting your child promptly from nursery prevents them from feeling that they have been forgotten and worrying where you are, particularly if they are the last one left.

Children are marked on the in / out register as they arrive or depart. Parents are also asked to sign their child in and out.

## **How to Book a Place**

Children are registered with us on receipt of a completed application form along with a non-refundable registration fee of £50.00.

Prior to a child commencing at our nursery we arrange introductory visits. The number of these depends on the time each parent / carer has available and how long it takes your child to settle with us. If possible we want both you and your child to be happy and confident before he / she is left in our care. Usually an introductory visit will last for approximately one hour, your child's key worker will advise you on how many introductory visits your child may need. No charge is made for introductory visits.

## **Fees**

All fees are payable monthly in advance. We ask parents to pay by direct debit agreement if possible. When children commence nursery on a mid-monthly date, for the first month you will pay only for the number of sessions they will actually attend that month.

As the number of nursery places is strictly limited according to our registration, once a place is taken it becomes the individual child's place every week throughout the duration of the child's time at our nursery, and therefore must be paid for regardless of attendance.

Your monthly fee is worked out over 51 weeks; this excludes the week we are closed at Christmas. Fees are not refunded for bank holidays. One month's notice is required for children leaving the nursery, or one month's fees in lieu of notice. This is strictly adhered to.

The cost of all nursery meals is included in the fees unless stated, including pureed fruit and vegetables for young babies. Parents of young babies are however asked to provide the nursery with ready made up bottles and some other weaning foods as required by their child. We do not provide nappies or wipes; parents are requested to ensure that their child always has a sufficient supply.

Please see our Nursery Fees Policy for further details.

## **Staffing Qualifications and Ratios**

All our staff are fully qualified, holding relevant qualifications or have many years experience working with young children. All our staff have undergone the mandatory checks to enable them to work with young children, including a DBS check.

We comply with the Early Years Foundation Stage requirements for staffing ratios:

1 staff – 3 children	0-2 years
1 staff – 4 children	2-3 years
1 staff – 8 children	3-5 years

## **Curriculum and Organisation**

Our nursery curriculum is the Early Years Foundation Stage Framework, and we are regulated and inspected by OFSTED.

Our children are organised into groups according to age. Our expectations of each child's achievements directly relates to their age and stage of development. Because children's development will be at different rates, our curriculum is planned to cater for all levels of development and the needs of individual children.

We are also a Sing and Sign affiliated nursery, this means that at our nursery we encourage the use of simple keyword signing alongside normal speech using the Sing and Sign approach to enhance communication between babies, toddlers and staff. Our staff have been trained by the local Sing and Sign teacher in the techniques to use. We involve parents so that they can also use the signs at home. We love it; it works so well.

## **Records**

We keep a record file for each child which contains their personal details e.g. address, doctor's name etc. These are kept in a lockable file in the nursery office and are also held on the nursery computer. All information is kept in line with the Data Protection Act.

Learning diaries showing all areas of each child's development are kept; these relate to the six learning areas of the Early Years Foundation Stage Framework.

## **Meals**

High quality meals consisting of food specially chosen to give a balanced, nutritious diet whilst accommodating the preferences of young children are cooked in the nursery kitchen. Some of the food prepared in the kitchen is grown by staff and children in our nursery vegetable garden.

The children are provided with breakfast, lunch and afternoon tea depending upon attendance times. The cost of all meals is included in the fees unless stated. Special diets are catered for on religious, medical or ethical grounds.

The children are encouraged but never forced to try new foods and good table manners and hygiene habits are promoted. The staff do everything to ensure that mealtimes are a happy experience because food represents affection and care. The nursery staff sit to eat with the children at mealtimes to encourage good eating habits and to stimulate conversation.

## **Sleeping Arrangements**

Young babies sleep as and when required in cots, we also have beds available for all children who require an afternoon sleep. These are set out in a quiet area and the

children are fully supervised whilst asleep. The sleep routine of each child is arranged in consultation with the parents and occurs flexibly until a child is ready to fit in with our nursery routine.

## **Outings and Visits**

Occasionally we take children on visits to e.g. local shops or walks around the local area, sometimes these outings might be of a spontaneous nature therefore parents are asked to sign giving their consent for their child to take part in such activities when their child is registered with us. If we are organising a special outing for any reason, parents will always be advised and their permission sought.

## **Health and Safety**

All equipment is carefully chosen and regularly checked to ensure the safety of the children in our care. However accidents do happen and in the event, appropriate first aid treatment will be given - all our staff take a first aid qualification for working with babies and young children. We also have members of staff who have completed the full First Aid at Work qualification.

All accidents however minor will be recorded in the accident book and the parents informed of the circumstances. Any incidents between children resulting in injury are also recorded similarly to accidents on separate incident forms.

In the event of a more serious accident, emergency medical attention will be sought. All parents are asked to sign giving their consent for their child to receive emergency treatment.

When bringing children to nursery or collecting them by car, parents are requested to use extra care when driving and parking, particularly when reversing to ensure the safety of all children.

Our fire safety system is approved by the Fire Officer and is serviced regularly in accordance with the HASAWA 1974. We hold regular fire drills to ensure that the procedure is familiar to the children.

For health and safety reasons it is our nursery policy that staff and children do not wear jewellery. Jewellery can get broken whilst children are playing which could cause upset if such items are of sentimental value. Jewellery can also cause injury to themselves or another child. We can not accept responsibility for the loss or breakage of any jewellery.

## **Child Protection**

Our prime responsibility is the welfare and well-being of the children in our care. As such we believe we have a duty to the children's parents/carers and nursery staff to act quickly and responsibly in any instance that may come to our attention.

Our nursery has a duty to report any suspicions of abuse to the Local Authority Children's Social Care Child Protection Team who have a duty to investigate such matters. We will follow the procedures set out in the Local Safeguarding Children's Board (LSCB) Guidelines, and we will seek their advice on all steps to be taken.

## **Celebrations**

Birthdays are a very special occasion for young children, and as such are acknowledged at the nursery. Whilst a party within the nursery is not practical, we provide a home-made birthday cake so that 'Happy Birthday' can be sung and candles blown out. Each child also gets a small gift.

We have children attending our nursery, who come from a wide variety of different cultures, and just as all the children celebrate Christmas with us, we feel it is important that any festivals which are of significance to a child at home e.g. Hannukah, Eid, Diwali etc. are also celebrated with friends at nursery. Therefore we welcome any information which parents can give us about festivals with which we are not familiar. It helps to reinforce the importance of the festival if it is also shared with friends at nursery.

We do not however carry out religious education at the nursery and the religious significance of any festival will not be referred to, only the traditions, thus ensuring that there is no conflict with the religious beliefs of any of our parents.

## **Links with Home**

It is important for there to be dialogue between home and nursery, so that you as parents can continue as educators of your child, whilst we at nursery can enrich your child's present and previous experiences.

We welcome any interest by parents in the activities of the nursery and endeavour to have a member of staff available at the beginning and end of each session so that we can discuss your child's progress or inform you of any relevant events or occurrences of that day.

We share the care of your child with you therefore it is important that you inform us of anything which might affect your child's performance on any day e.g. a bad night's sleep or a parent away from home etc.

We understand that the majority of our parents are very busy juggling the responsibilities of work and home, however occasionally we organise events or activities to which parents are invited. Any parent who would occasionally enjoy spending time with their child at nursery during the day is very welcome to do so.

## **Special Needs Provision**

It is our aim to be an inclusive setting so that all children have equal opportunities. Every child at our nursery is entitled to be fully included in all activities and to have access to a broad and balanced curriculum. All staff share the responsibility for working with children with special educational needs and for ensuring that each child with special educational needs is fully included in all social and learning experiences at the nursery.

# Southfield Day nursery

Southfield Day Nursery, 1 Sandersons Terrace, Cramlington, Northumberland, NE23 6XD  
T: 0191 250 2221, E: southfield@choicechildcare.co.uk, Manager: Mrs Amanda Peacock

## Child Registration Form

Child's Surname..... Child's Forename/s.....

Legal Surname..... Preferred First name.....

Date of Birth.....

(Please state what documentation has been issued to support the above information i.e. Birth Certificate/passport etc).....

Country of Origin..... Preferred language spoken at home.....

Address.....

.....

.....Telephone number.....

Mother's Full Name.....

Parental Responsibility Yes/No (delete appropriate)

Address (if different from above).....

..... Telephone Number.....

Place of work..... Contact Telephone number.....

Father's Full Name .....

Parental Responsibility Yes/No (delete appropriate)

Address (if different from above).....

..... Telephone Number.....

Place of Work .....

Name of main carer (if different from above).....

Relationship to child.....

Date you wish your child to commence nursery.....

Please indicate number of sessions/ days preferred (circle below)

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

**Additional Emergency Contacts**

1) ..... Tel No.....Relationship to Child.....

2)..... Tel No.....Relationship to Child.....

3)..... Tel No.....Relationship to child.....

**Who will collect the child (must be over 16yrs)**

1) ..... Relationship to Child.....

2) ..... Relationship to Child.....

3) ..... Relationship to Child.....

Please inform the setting if someone other than those listed above will be collecting your child.

Children will not be allowed to leave with someone the setting has not been made aware of.

Childs GP..... Tel Number .....

Address.....

Health Visitor..... Tel Number.....

Address.....

Dentist.....Tel Number.....

Address.....

Please provide any details of any medical conditions/ current medication your child has:

.....

.....

Please provide details of any known allergies or special dietary/ cultural requirements:

.....

.....

I give consent for my child to be taken to the Doctor / Hospital / Dentist by a member of staff and to receive emergency medical treatment if, in the opinion of the Doctor / Surgeon / Dentist, a delay is likely to endanger my child's health.

Signed.....Dated.....

(Parent's / Carers have a responsibility to inform the staff if their child's health needs change or if their child has sustained any injury as a result of an accident prior to them attending the setting.)

Please provide details of any other childcare provision your child has or currently attends:

.....

Please give details of other relevant family members e.g. brothers and sisters

Name	Date of Birth	Relationship to Child
------	---------------	-----------------------

.....	.....	.....
-------	-------	-------

.....	.....	.....
-------	-------	-------

.....	.....	.....
-------	-------	-------

Does/has your child attend another nursery (which nursery).....

.....

In order for us to meet your child's needs appropriately, please provide any additional information about your child:

.....

Please provide details of any other person / professional / service involved with your family:

Name	Role/Relationship	Contact Number
------	-------------------	----------------

.....	.....	.....
-------	-------	-------

.....	.....	.....
-------	-------	-------

.....	.....	.....
-------	-------	-------

The setting works closely with other agencies and professionals. We may need to share information with these organisations in order to support you and your child.

Signed:..... Print Name: .....

Date: .....

### **Nursery Regulations (Trading Terms)**

The provision of nursery places is made for 51 places of the weeks of the year excluding bank Holidays and Christmas Week.

Places are allocated on a reserved place basis. This means that once a place is booked payment is due regardless of attendance. This also applies to any additional days or sessions booked. Refunds or alternative sessions are not given for sessions missed due to short term illness / absence / holiday. Individual arrangements will be made for children who suffer a prolonged period of illness or extended absence to ensure retention of their nursery place if required.

Refunds or alternative sessions are not given for Bank Holidays.

One months notice is required for children leaving the nursery, or one month's fees in lieu of notice.

Fees are payable monthly in advance and are due at the beginning of each month. All fees are to be paid by direct debit agreement. Direct debit payments will be payable on the third day of each month.

Sessions are allocated subject to availability; priority is given to children booked for a full time place.

Children suffering from infectious or contagious illness / conditions must be excluded from attendance at nursery.

The nursery reserves the right to exclude a child where they consider not to do so would endanger the well being of other children attending.

Parents of children not yet toilet trained are required to supply them with nappies, baby wipes and creams as necessary.

Parents of children not yet fully weaned are expected to supply the nursery with some baby feeds and milk as required.

The nursery reserves the right to alter any of these regulations at any time.

Attendance of your child at nursery is considered to be acceptance of these terms.

I wish to apply for a place at the nursery and enclose a £50 deposit. I understand that fees are to be paid monthly in advance and are due at the beginning of the month, or on the first day of attendance.

**I have read the nursery regulations and agree to comply with them.**

**Signed (parent or Guardian)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please also sign the following consents:**

**I give my consent for my child to receive emergency medical attention if required.**

**Child's Name** \_\_\_\_\_

**Signature of Legal Guardian** \_\_\_\_\_

**I give my consent for my child to leave nursery premises for incidental outings e.g. walks as long as properly attended to and supervised at all times.**

**Child's name** \_\_\_\_\_

**Signature of Legal guardian** \_\_\_\_\_

**I give my consent for my child to be photographed/ videoed taking part in nursery activities.**

**Child's name** \_\_\_\_\_

**Signature of Legal Guardian** \_\_\_\_\_