

Oak Tree Pre-School Nursery

Prospectus
2018

Jan 2018



St. Mary's Church, Fellowship House, 30 St. Mary's Road,
Wimbledon, SW19 7BP. Tel: 020 8715 1115 Email: info@oaktree4kids.co.uk

Our Mission Statement

Our Mission……

"…..Is to create a warm, friendly, and stimulating environment for young children to develop their social and creative skills with the reassurance of fully qualified, experienced and regularly trained staff, highly equipped nursery facilities, and secure premises. We will continually maintain high standards and nurture a close working partnership with you, the parents, to provide the ultimate learning experience for your child.…."

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Introduction

Oak Tree Pre-School Nursery is based at St. Mary's Church in Wimbledon Village. We are registered to take children from the ages of 18 months* to 5 years and we provide quality childcare, where parents can feel comfortable leaving their children in a safe, warm and happy environment. We have a team of experienced and dedicated staff that are experienced in the different age groups to ensure your child and yourself feel secure and comfortable as possible.

Located on a quiet residential road, the nursery benefits from a secure enclosed garden which contains equipment, apparatus and resources for supporting outdoor learning. From a vegetable patch where children can plant and watch things grow to a dedicated messy area for sand and water play, we have thought of everything to make sure they enjoy their time in the fresh air, basically an outdoor classroom.

Internally, the spatial layout of the nursery provides the best possible learning environment for children in mind. All rooms are bright, warm and welcoming and have been designed with the highest level of hygiene and safety. Large windows are situated around the nursery to provide natural sunlight. Naturally, we have created the same environment externally in the garden ensuring the principal areas of learning (detailed later) have been fully met internally as well as externally.

In addition, the children enjoy the facilities of Wimbledon Park where they are taken for nature walks and to feed the ducks.

The nursery is open Monday to Thursday from 8am to 6pm and Friday morning from 8am to 1pm, all year round, excluding bank holidays, and we will be closed between Christmas Eve and the New Year period. Exact dates will be given nearer the time. We provide full day care with a choice from 8am to 4.30pm or 8am to 6pm Monday to Thursday and Friday morning session from 8am to 1pm.

*Children under two years may need to be walking

Staffing

We pride ourselves in recruiting high calibre staff that work in line with Children's Workforce development Council (CWDC), experienced and dedicated which comply and exceed the CWDC. All staff members are police checked and hold a valid DBS (Disclosure and Barring Service) certification, those awaiting DBS checks are not left unsupervised. To show our commitment to staff, they will be enrolled on a structured training programme to ensure they are kept up to date with the latest developments in childcare. Furthermore, we believe it is important that children, at this young age, get

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the personal attention that they require. We are therefore committed to ensuring our children to staff ratios are kept low. All staff are fully aware of the Oak Tree's Policies and Procedures.

Partnership with Parents

We believe that the key to any successful nursery is the partnership with parents. Our nursery has on 'open door' policy where parents are welcome at anytime. Further details are also included in the extended family policy. We would like to encourage parents to be involved in their children's activities and to participate in various events that take place at the nursery e.g. tell a story, celebrating a festival, playing an instrument or describing their country of origin. It also provides a detailed insight into your child's day.

Special Educational Needs (SEN)

Some children may have special needs that will require additional support. This could include physical or sensory difficulties, emotional and behavioural difficulties, or difficulties with speech and language or how they relate to and behave with other people. At Oak Tree, we welcome children with SEN and they will be included and take part in all activities performed by the children at the nursery. We have a trained SENCO staff member on our team and we are committed to working with parents to meet the needs of all children in our care.

Reporting

We will provide regular updates of your child's progress at the nursery. Development meetings will be available upon request. Parents will be notified of the topics to promote areas of learning at home and daily activities will be displayed for parents to view on the notice board. Children showing signs of learning difficulties will be discussed with the parents soon as they are detected. Parent's evenings will be held once a year to meet the teachers and discuss your child's progress.

Special Occasions

Regular field trips will take place to the zoo, museums and theatre for example. For those children celebrating birthdays, family celebrations or festivals, parents are more than welcome to bring in food, decorations etc. and we will arrange a small party to mark the occasion. We are always open to suggestions from parents on places of interest they recommend for the children.

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Settling In

The transition from home to nursery can be overwhelming for some children. We therefore suggest a gradual introduction to the nursery in order that your child becomes familiar with the surroundings and staff. This will be discussed in your initial meeting before your child starts the nursery and we will be flexible to meet your child's individual needs.

Potty Training

When you feel your child is ready to be toilet trained, we will work with you by encouraging them every 15 minutes to go to the toilet and asking every 5 minutes if they need to go to the toilet. However, we hope all children are potty trained before they enter the Pre-School room at the age of three. If there are any difficulties in this area, the staff will work closely with the parents, to make potty training as easy as possible.

Learning Indoors and Out

Within the nursery, all children have a chance to develop at their own pace, as we treat each child as an individual. The new and current curriculum, Early Years Foundation Stage (EYFS) is followed to ensure all children are confident to meet their goals. All activities and topics are rich and varied in substance, they are well planned and exciting play based methods are used appropriate to your child's age and stage of development. A balance of adult-led and children initiated learning takes place. Every child will be supported individually to make progress at their own pace and children that require extra support to fulfil their intention will receive special consideration. Regular observations are made on each child to ensure they meet their individual needs. Outdoor learning is as important as indoors. All children will have daily access to outdoors, rain or shine. We have recently undertaken major development of our outdoor provision to ensure that it provides a stimulating learning environment that supports the early learning goals and education programmes as initiated by EYFS.

Equal Opportunity Statement

Oak Tree Pre-School Nursery is committed to Equal Opportunity. Our procedures and practices will not discriminate against or disadvantage any child on the grounds of ethnic origin, gender, special needs, ability or disability, social background or religion.

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The Nursery

The nursery is divided into two rooms

Room 1 – Toddler Two for those children aged between 18 months to 3 years. Staff to child ratio 1:3 for under the age of 2 years, otherwise a ratio of 1:4
Room 2 – The Pre-Schoolers for those children aged between 3 and 5 years. Staff to child ratio 1:8

Toddler Two – Children in this room will be encouraged to participate in activities that will help them become more independent. They also gain confidence by trying new activities, knowing that adult support is reliably there. This includes imaginative play using a variety of tools and equipment whilst developing creativity and movement through socialising in small and large groups.

The Pre-Schoolers – Children in this group are from three years of age to the end of the reception year in primary school. The children follow a rich and varied play based curriculum which covers the areas of learning, detailed on the next page. This is achieved through hands-on meaningful activities set within the nursery. We aim to achieve these goals through positive praise, building confidence and self esteem. We will provide the children with the tools, techniques, materials and skills to ensure they are meeting their full potential.

All three nursery groups now follow the Early Years Foundation Stage curriculum which incorporates the previous curriculum stage for the Foundation Stage, the Birth to Three matters framework and the National Standards for the under 8's Day Care and childminding. A brief overview is described on the next page.

Early Years Foundation Stage (EYFS)

The EYFS are grouped into 4 basic principals.

1. **A Unique Child** – Every child is a competent learner from birth and can be resilient, capable, confident and self assured. We are focused on committing to their development, inclusion, safety and health and well-being.
2. **Positive Relationships** – Children learn to be strong and independent from a base of loving and secure relationships with parents and/or key person. The emphasis is focused on respect, partnership with parents, supporting learning, and the role of a key person.
3. **Enabling Environments** – This focuses on the environment also playing a key role in supporting the extending the children's development and learning.

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The commitments are focused on observation, assessment and planning; and support of every child.

4. **Learning and Development** – the principle recognises that children develop and learn in different ways and different rates, and that all areas of learning and development are equally important and interconnected.

Within the above mention four principles, the following areas of early learning goals and educational programmes are incorporated. None of these areas of learning and development will be delivered in isolation from the others. They are equally important and depend on each other to support a rounded approach to child development.

- Personal, Social and Emotional Development
- Communication & Language Development
- Literacy
- Mathematics - Problem solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development – Art & Design

Further details of the principles and areas of learning can be obtained by OFSTED.

Other Activities

Extracurricular activities will be offered upon demand

Meals

All dietary requirements will be catered for and the week's menu will be displayed on the notice board. All meals will be well balanced, nutritional and multicultural. Breakfast, hot lunch and high tea will be provided with regular snacks in between when required. A vegetarian alternative will be available daily. Water will be available all day. Our aim is to work closely with the parents to help us provide an exciting menu your children can enjoy.

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Starting Nursery

Children should wear comfortable clothing to enable them to participate in all activities at the nursery. We have therefore introduced a nursery uniform which consists of a sweat-top and t-shirt. This can be ordered when you attend your contract meeting once a guaranteed place has been offered to your child. A spare change of clothes should be provided (which does not necessarily have to be the uniform) and Wellington boots for those rainy days during the winter months. During the summer months, sun hats (Oak Tree sun hats available as part of uniform) which is to be kept at the nursery at all times. Parents are advised to apply sunscreen before the children arrive to Nursery, the staff will then re-apply as appropriate during the day. For comfort, for the Toddler Two's and Pre-Schoolers, parents are requested to provide indoor shoes i.e. slippers. **All items of clothing and footwear must be clearly labelled with the child's full name**. Oak Tree will not take responsibility for lost items.

Absence and illness

Please contact the nursery as soon as possible if your child is unable to attend. Please do not bring your children to nursery if they are sick and allow 24 hours after they are well before they return to nursery. Should your child feel unwell during the nursery day, you will be contacted immediately to collect your child from the nursery. The nursery has the right to take the child to hospital in the event of an emergency with pre-parental consent.

Allergies

Please inform a member of staff of any allergies your child may have.

Medication

Under no circumstances will the nursery administer any non-prescribed medication to the children unless you have given consent for childrens calpol/nurofen only. However, we will cater for the individual needs for the child when such requests are made.

Viewing the nursery

Regular Open Evenings are held throughout the year for prospective parents to see the nursery and at times group viewings are organised by the Nursery Manager. Please

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call the nursery directly on 020 8715 1115 to obtain dates/time and to confirm your place.

Policy Information and OFSTED Reports

All policies & procedures, as well as our latest OFSTED is available on our website at **www.oaktree4kids.co.uk**. You will also find menus, nursery forms, photos, newsletters and updated information regarding the nursery here. This website is also used to inform parents of any emergencies like power or phone outages etc.

Suggestions

We will have a suggestion box and any constructive and any suggestions from parents are welcomed.

Early Years Funding Scheme

Children over three years of age are eligible to receive government subsidies which are calculated on the number of hours your child attends the nursery. Once your child starts nursery, further information will be provided. Oak Tree provides up to 11 hours (15 hours for 38 weeks or 570 hours per year) of funding hours per week for 51 weeks of the year Monday to Thursday. We also offer the extended 30 hours a week equivalent to 22 hours per week if a parent is eligible. Details on website and subject to conditions.

Childcare Vouchers

Childcare Vouchers are accepted from most company schemes.

Fees/Registration

The nursery will be open Monday to Thursday from 8am to 6pm, and Friday morning from 8am to 1pm, all year round except Public and Bank holidays. The nursery will be closed from Christmas Eve until the first working day of the New Year.

Fees for Toddler Twos and Pre-School

	(2 to 5yrs)	(18mths - 2yrs)	
Full day care	£75	£80	8am to 6pm
Special Full Day	£68	£72.50	8am to 4:30pm
Friday morning session	£43.50	£46.50	8am to 1pm

Please note: Minimum requirement is two days and 3 days for extended 30 hours funding.

Please find attached our terms and conditions. Registration forms are available upon request. On receiving your completed registration form and non-refundable fee of **£75**, you will be notified as to whether a place is available for your child. To secure a place for your child, a deposit of **£750** will be required. This will be repayable on your child's last day of attendance at the nursery. **FULL three calendar** prior written

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notice of your child leaving must be given and calculated from the 1st of the following month. **Please note, if you do not take up/attend the offered nursery place, then the deposit will be <u>non-refundable</u>.**

Please note, from time to time, when the waiting list is closed we will not be accepting any registration forms. The nursery will review the waiting list regularly and will inform parents of this at the time of application.



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TERMS AND CONDITIONS

1. The nursery is open Monday to Thursday from 8am to 6pm and on Friday from 8am to 1pm. This excludes bank holidays and the period between Christmas Eve and New Year.
2. Registration Fee of £75 is **non-refundable.**
3. Once a place has been offered, a deposit of **£750 will be required**. This will be repayable on your child's last day of attendance at the nursery or when all the accounts are up to date. **FULL THREE CALENDAR MONTHS** prior written notice is required **(Nb. If notice is given mid-month, 3 months will be calculated from the 1st of the following month)**. If you do not take up the offered nursery place then the deposit will become **non-refundable**.
4. A 10% discount will be given to the siblings of the children attending the nursery at the same time. Discounts are not applied to extra sessions were payment is due in advance and full fees.
5. Fees are payable one month in advance and should be paid directly into a designated bank account by standing order. Calculations are based using 52 weeks of the year.
6. Emergency days or extra days/sessions are subject to availability and will be invoiced separately.
7. Fees include breakfast, lunch, and high tea. Breakfast will be served to those children that arrive between 8am and 8.30am. For those children with severe allergies, we prefer the parents to provide the food as we cannot guarantee a nut free environment as the kitchen is used by the Church. We will endeavour to ensure all allergy requirements are met.
8. Fees are still payable if your child is absent from the nursery due to **illness or family holidays, and all public and bank holidays**. Refunds are not given except at the nursery management's discretion if the child fails to attend the nursery due to illness for more than four weeks, a doctor's note will be required.
9. **Late payments will be charged at £20 to cover administration costs.**
10. Fees will be reviewed annually giving one month's written notice of the proposed increase to the parents.
11. After each session is complete at 4:30pm and 6pm, and Fridays at 1pm, late pickup charges of £5 for every 15 minutes will be incurred to cover staff costs if you are late to collect your child.
12. One **full calendar months' notice** is required if permanent changes to the days or sessions are required. Please see management for details or see our policy and procedures.
13. All items belonging to the children should be clearly labelled with their name. The nursery cannot take responsibility for lost or mislaid items.
14. The nursery reserves the right to refuse admission to nursery without loss of fees to the nursery, to any child whom the nursery might consider unwell or suffering from infections, diseases and complaints.
15. Children must be accompanied to the nursery and may only be collected by the persons registered on the collection form. Children will not be released to friends or family without prior consent in writing from parents giving authorisation.
16. The parents of the child agrees that during the term of this contract and the period of 3 months after its termination that they will not seek to employ or attempt to entice away any member of staff employed by Oak Tree Pre-School Nursery.
17. The above terms and conditions are said to be fair and reasonable.