

# THE OLD SCHOOL DAY NURSERY

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Our nursery is a place where children can **play, learn and grow** in a **healthy, natural environment**, where each child is valued as a **unique individual**, developing **confidence, independence** and **well-being** through **magic, curiosity** and **discovery**.  
Childcare with a difference, as we take children **around the world** on a **journey of exploration, wonder and excitement**

## About Us:

The Old School Day Nursery and The Club opened its doors to families in Ascot and surrounding areas in 1989. Established by Jane Meaney and Arlene Caddow as a childcare solution for their own children, the setting is still run by them today. The Old School Day Nursery is within walking distance to several local amenities such as local shops and the library, which the children visit often. We are also located close to many natural open spaces and parks with Mill Ride Woods, Englemere Pond, Ascot Racecourse, Goaters Road Park and several other brilliant spaces just a stone's throw away. We are connected to the local bus route via a bus stop directly outside the nursery which allows us trips to Windsor and Bracknell.

We have four key groups in The Old School, Lions, Turtles, Bears and Monkeys. All the key groups access all areas of the nursery at various times of the day for different activities.

**The Wormery** is a double height wooden play space and hobbit house designed to encourage physical development as the children negotiate the climbing area. Once at the top there is plenty of opportunity for den building in the eaves of the building. This is a lovely area for small groups to do mindfulness and yoga. Children can access the Big Room through a secret tunnel in the lobby often used with bubble lamps and sensory lights.

**The Big Room** is where our "Journeys" start as we travel around the world to visit the animals and people of other countries. To celebrate the diversity of our children in our care we travel to the Orient, Medieval Europe, North America, Amazon Rainforest, Africa, Caribbean, Australasia, Space and finally Cold places. Our role play, sensory play and loose parts change with every journey.

**The Hall** offers the children traditional dressing up and role play, cooking and free choice games and mark making. There are plenty of opportunities to engage in fine motor activities, letter formation and construction.

**The Monkey Shack** is our outdoor play space. A beautifully crafted room that was added during the first Covid lockdown to accommodate Bubbles. The space allows the children to really enjoy outdoor learning with a stone fire pit, mud kitchen, art station, water play and a huge sandpit. Alongside our outdoor space we have the playground with a woody area for climbing and our sports area.

We place a great deal of emphasis on learning through play and 'outside' activities. The emphasis is on participation not entertainment in a warm, happy and relaxed environment. Our ethos is to capture the children's imagination with good old-fashioned childhood play and magic while working within the EYFS curriculum.

To complete our Early Years program, we have several extracurricular activities with specialist staff to instruct the following:

- Sports Coaching from 2 years
- Mathletes Pre school
- Ginger Pre school
- Swimming 3+

## **Our Ethos and Values:**

The Old School is a place where children can **play, learn and grow** in a **healthy and natural environment**, where each child is valued as a **unique individual**, developing **confidence, independence** and **well-being** through **magic, curiosity** and **discovery**. We offer childcare with a difference, as we take children **around the world** on a **journey of exploration, wonder and excitement**.

We work very hard to promote healthy eating and a sugar free environment. Although the children bake every day, we prefer to promote a bread culture and savoury treats that the children have at snack time. Our mealtimes always start with a serving of seasonal vegetables and fresh fruit is on offer after meals and at snack time. A quality locally sourced menu is very important to us so we employ a full-time chef to produce three seasonal home cooked meals a day. All food is produced on site on the day. Mealtimes are a sociable occasion, and the staff eat with the children in small groups to encourage good manners and conversation about the food. The children are encouraged to self-service at mealtimes encouraging them to make their own choices, help each other and share. The staff monitor what the children eat and encourage them to try everything on offer. The menu is displayed on the notice board a week in advance. Drinking water is always available.

Our allergy management focuses on prevention, education, awareness, communication and emergency response. All information relating to a child's allergy will be shared with all staff within the setting. Children with allergies are aware they are always served from red serving dishes. We request that information pertaining to known allergies is provided in writing. An allergy list is kept in all rooms where food is prepared and/or served and is updated monthly. As snacks and meals are prepared on site, we ensure that alternative foods are given to children with allergies.

We work hard to minimise the use of single use plastic, this includes adjusting our art activities and avoiding glitter, plastic googly eyes and foam collage etc. Our suppliers are mindful of excess packaging and where possible we use biodegradable disposables.

We promote the individuality of all children, irrespective of ethnicity, race, religion, gender, or ability. We celebrate cultural diversity in our nurseries and encourage children's self-esteem, self-confidence and well-being through meaningful interactions and positive relationships.

## **Partnerships with Parents:**

We value and appreciate our partnerships with parents and carers. We aim to involve parents in all aspects of Old School life via communication on the FAMLY App, parents' evenings and family social events.

Through the FAMLY app we give daily feedback on meals, sleep time, nappies changes, toilet training, medical accidents/incidents etc. Each afternoon/evening the team upload feedback and group

photos of the day that will let parents know what activities and learning their child and their key group have been engaging in that day. Any parent notifications or nursery updates are also sent via the App.

### **Focus weeks**

Every six weeks children will receive a focus week, children's key workers will work with parents to decide the focus for the week, asking if there are any particular areas of interest or areas for development that have been identified in the home environment. The key work will also let you know of their focus for the child.

Key workers will make in-depth, high-quality observations to evidence the child's learning as well as including some individual photos that go alongside their observations. We use this as an opportunity for parents to interact with their child's key worker and build positive relationships.

## **Day to Day Information:**

### **First Aid**

All staff attend regular Paediatric First Aid classes. In the event of an accident, the Nursery reserves the right to seek medical advice from the closest casualty department.

### **Behaviour Management**

We believe in a consistent approach with positive reinforcement, if necessary, we will use time out when behavioural issues arise. In most cases this is sufficient, but if behavioural problems do develop, we discuss the matter with parents and a workable solution is sought. In certain circumstances internal assessments will be undertaken and used to form part of an action plan.

### **Collection of Children**

If someone other than a parent or legal guardian is to collect a child, parents must inform the nursery in advance. The name and description of the person will be documented, and a specific unique password given.

### **Opening Hours**

The Old School Day Nursery and The Club are open Monday to Friday from 7.30 am to 6.00 pm throughout the year, except for bank holidays and the period between Christmas and New Year. Over the Christmas period the nursery closes at 6:00pm on Christmas Eve and reopens at 7:30am on the first working day after New Year's Day.

In the nursery children can be registered on an hourly basis as opposed to sessions to allow as much flexibility for parents as possible, but we do request a minimum of two 4 hours sessions per week to allow continuity for the children. If your child attends in the morning, we ask that their nursery day starts no later than 9am with a circle time, for an afternoon attendance we ask that they arrive no later than the 1pm circle time.

In the club children are registered for the Breakfast Club from 7.30am to school drop off Monday to Friday. The after-school club registers children from 3.00pm to 6.00pm Monday to Friday

## Fees

An hourly rate of £8.45 is payable monthly in advance on registered hours. The Nursery operates on an hourly basis throughout the year except for weekends and bank holidays. Bank holidays and closure periods are not charged for. Credit/rebates are not given for sessions missed by a child.

On joining the Nursery, a £50.00 registration fee is payable which is non-refundable.

Payments of invoices must be made by the 15th day of month in which they were issued. Failure to make payment will result in a 10% surcharge being made.

## The Entitlement

As a day nursery open all year, we have chosen to stretch your funding offer over 51 weeks as opposed to the 38 weeks (term time only). The Entitlement covers basic childcare education as described by the Early Years Foundation Stage.

For example:

**30-hour Entitlement** x 38 weeks equates to 1140 hours annually

1140 annual hours stretched over 51 weeks equates to 22.3 hours weekly.

**15-hour Entitlement** x 38 weeks equates to 570 hours annually

570 annual hours stretched over 51 weeks equates to 11.2 hours weekly

Children eligible for **30 hours Entitlement** (22.3 stretched) must be registered for a minimum of two 9-hour days and one 4-hour day.

Children eligible for **15 hours Entitlement** (11.2 stretched) must be registered for a minimum of one 8 hours day and one 4-hour day.

Please note that once your Entitlement hours are confirmed they cannot be changed within that term.

As the Entitlement covers the basic childcare education as described by the Early Years Foundation Stage a service charge of £3.71 for each funded hour is in place. This charge helps cover the costs of meals, snacks and consumables not covered by the Entitlement. Any hours outside of the Entitlement hours will continue to be charged at our hourly rate of £8.45.

Fees are reviewed annually in April.

Parents of children attending Entitlement hours only between the hours of 3pm and 6pm will have the option to pay for the additional services we provide, which are not covered by the grant funding, but it is not a requirement to do so.

No registration fee is charged where parents wish to register their child for an Entitlement only place. However, where parents review their childcare needs and subsequently opt to purchase additional hours, it is important to note our standard (non-refundable) registration fee of £50 will become immediately payable.