

Old School Day Nursery

North Ascot

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North Ascot

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The Old School Day Nursery and The Club was established in 1989. Character Victorian School Buildings have been converted to accommodate the Ascot Library and two Day Nurseries. We register children from the age of 2 years to 5 years of age when they then move on to The Club. We work very closely with the Ascot Day Nursery who register babies from 3 months to 2 years and naturally feed on to The Old School. We are situated in the centre of North Ascot with good access to local, school parks and Woodland areas which we use daily.

Old School is open from 7:30am to 6.00pm Monday to Friday throughout the year. We understand the importance of flexible childcare and work on an hourly basis allowing parents to choose suitable hours.

We place a great deal of emphasis on 'outside' activities and specialist staff are employed to instruct dance, swimming, sports etc. The emphasis is on participation as opposed to entertainment in a warm, happy and relaxed atmosphere. Our ethos is to capture the children's imagination with good old fashioned childhood play while working within the New EYFS curriculum.

Minnows Room2 years to 3 years of age

The babies move into Minnows Room from the Ascot Day Nursery at around 2 years of age. We tend to move children with their friends and when certain mile stones are met. The Minnows room is a spacious airy room on the ground floor with an interleading door to the Ascot Day Nursery allowing organised free flow when the doors are open. Certain activities like the Sensory room and the cooking areas are shared with the children in the Puffins Room and give the children the opportunity to be with siblings. We believe strongly in learning through play and the rooms have been set up to capture the children's imagination with a huge emphasis on role play, and physical activities encourage the three prime areas of learning.

Puffins Roomfrom 3 years of age

The Minnows children move into Puffins room once they are out of nappies and generally before they are three. Once again the children will move through with their friendship groups and when they feel comfortable. The Puffin children have a lovely airy room with lots of natural light and accesses to the Hall, a large open room that works especially well for physical activities. The Puffins Room is set up to cover all 7 areas of learning with specific areas for construction, art, role-play, fine motor, cooking and sensory. From the age of 3 years the children enjoy a number of 'outside' activities like swimming, dance, ball skills but a favourite must be the Woodland learning at the many Woodland areas we have access to. They experience life as part of a group and are encourage playing and working in partnerships

The Club ...from the age of 4 years.

The Club is our breakfast, out of school and holiday club for children from 4 years of age. The Club is based in The Hall but we spend a lot of time out and about in small groups. We aim to provide a fun environment with sporting and creative activities and an emphasis on participation as opposed to entertainment. The Club is open from 8.00am to 6.00pm throughout the year including teacher training days.

Day to day information

We operate an open-door policy and parents are invited to join in with the staff and children at any time. We appreciate a large number of parents are working and time is tight so staff are happy to make an appointment either at the end of the day or at a mutually agreeable time to discuss your child's progress.

Children will from time to time come into contact with infectious childhood diseases. With working parents in mind, we understand the problems that arise when children are ill and at the Managers discretion will accommodate ill children away from the Nursery environment. With written parental consent, prescribed medicine can be administered. All staff will attend regular Paediatric First Aid classes but in the event of an accident the Nursery reserves the right and will seek medical advice from the closest casualty department.

We believe in a consistent approach with positive reinforcement and if necessary time out when behaviour 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.

We employ a full-time chef to produce two home cooked meals a day. Mealtimes are a sociable occasion when the staff sit with the children and are able to encourage eating and conversation. We have recently introduced self-service at meal times encouraging the older children to serve themselves, make choices, helping each other and sharing. Staff monitor what the children eat and encourage them to try everything on offer. The nursery menu is designed to include nutritious home cooked meals followed by fresh fruit and is reviewed with input from the children. The older children are encouraged to be involved with the preparation and choice of their snack, making salads and baking cakes. The menu is displayed on the board a week in advance. Drinking water is always available and milk is available at snack time

We recognise that food allergies may be severe and possibly life threatening. 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. We request that all information pertaining to known allergies is put 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 fresh each day we ensure that alternative foods are given to children with allergies.

The nursery from time to time has visits from pets and animals. The children are never left alone with the animals. Staff will ensure that hygiene is maintained and children wash their hands after contact with the animals. The children will be made aware of the animals need for privacy and adequate accommodation away from the children will be available to the animals. We ensure that the children are taught to respect the animals and how best to care for them.

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.

The hourly rate of £7.15 is payable monthly in advance on registered hours. On joining the nursery, a fifty pound registration fee is payable. This is non-refundable. Rates are reviewed annually. The Nursery operates on an hourly basis throughout the year except for weekends and bank holidays. Bank holidays are not charged for. Credit/rebates are not given for sessions missed by a child. 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. We reserve the right to revoke registration of a child for non-payment.

Children must register within the Nursery for a minimum of two separate sessions per week. (This may be two mornings, two afternoons or a morning and an afternoon on separate days) We feel that children need to have continuity of care and to have the opportunity to build relationships. A minimum morning session is 09:00-13:00 and a minimum afternoon session is 13:00-17:00.

Children eligible for either the 15 hours must be registered for a minimum of two separate sessions one, eight hour period and one, four hour period. Children eligible for the 30 hours must be registered for a minimum of two, nine

hour period and one, four hour period. Breakdowns of the 15 and 30 hours Free Entitlement (FE) are detailed below (split funding breakdowns are available from management):

15 hours Free Entitlement (FE) for 3 and 4 year olds

The 15 hours of Free Entitlement is available with our stretched offer of 1 x 8 hour period and 1 x 4 hour period to all children the term after their 3rd birthday or term time only between the hours of 3pm and 6pm. FE covers basic childcare and education as described by the Early Years Foundation Stage on a term-time only basis (38 weeks per year). FE does not include extra-curricular activities for example Muddy boots, Gym, Sports, Ginger, cooking, art and any meals including snacks. Once the FE hours are confirmed they cannot be changed for that term unless the child is leaving the nursery mid-term, then the free entitlement will be amended and the parent will be able to claim at alternative childcare settings. Please take into consideration that other settings may be term time only and we will liaise with them for your remaining funding entitlement.

As a full time Day Nursery operating over 51 weeks a year we have been asked to run a stretched offer, this means that the total annual allocation of 570 hours will be stretched equally over the 51 weeks (we are closed bank holidays and the week between Christmas Eve and New Year) as follows:

15 hours per week x 38 weeks = 570 hours per year
570 hours / 51 weeks = 11.2 hours FE per week

As we bill monthly we have tried to simplify the entitlement so that parents receive it equally each month:

570 hours / 12 months = 47.5 hours will be deducted each month.

Where children attend for FE hours we will continue to provide additional services not covered by the FE which will be chargeable and identified on monthly invoices. These are as follows:

Extra Curricular Activities = £5.45 with 2 charged on each fully funded day and 1 charged on the 4 hour period (all other activities during full paying hours will be free at the point of delivery).

Meals including snacks during a 4 hour period = £6.10 with 1 charged on each fully funded day (all other meals during full paying hours will be free at the point of delivery).

Charges are applied monthly, as follows:

3 x activities = £16.35 x 51 weeks divided by 12 months = £69.49
2 x meals including snack = £12.20 x 51 weeks divided by 12 months = £51.85

Total charges per month not covered by FE £121.34

All children's dietary requirements will be met. Once again we have tried to simplify this by charging equally each month. Should this fee be a barrier to you accessing your child's free entitlement please speak to the manager.

Any additional hours outside of any FE hours will continue to be charged at £7.15. These fees are reviewed each year in April.

Parents of children attending FE 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 a FE place only. 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, even if the child has already started their place with us.

30 hours Free Entitlement (FE) for 3 and 4 year olds

The 30 hours of Free Entitlement is available with our stretched offer of 2 x 9 hour period and 1 x 4 hour period. FE covers basic childcare and education as described by the Early Years Foundation Stage on a term-time only basis (38 weeks per year). FE does not include extra-curricular activities for example Muddy boots, Gym, Sports, Ginger, cooking, art and any meals including snacks. Once the FE hours are confirmed they cannot be changed for that term unless the child is leaving the nursery mid-term then the free entitlement will be amended and the parent will be able to claim at an alternative childcare setting. Please take into consideration that other settings maybe term time only and we will liaise with them for your remaining funding entitlement.

As a full time Day Nursery operating over 51 weeks a year we have been asked to run a stretched offer, this means that the total annual allocation of 1140 hours will be stretched equally over the 51 weeks (we are closed bank holidays and the week between Christmas Eve and New Year) as follows:

30 hours per week x 38 weeks = 1140 hours per year
1140 hours / 51 weeks = 22.3 hours FE per week

As we bill monthly we have tried to simplify the entitlement so that parents receive it equally each month:

1140 hours / 12 months = 95 hours will be deducted each month.

Where children attend for FE hours we will continue to provide additional services not covered by the FE which will be chargeable and identified on monthly invoices. These are as follows:

Extra Curricular Activities = £5.45 with 2 charged on each fully funded day and 1 charged on the 4 hour period (all other activities during full paying hours will be free at the point of delivery).

Meals including snacks during a 4 hour period = £6.10 with 2 charged on each fully funded day and 1 charged on the 4 hour period (all other meals during full paying hours will be free at the point of delivery).

Charges are applied monthly, as follows:

5 x activities = £27.25 x 51 weeks divided by 12 months = £115.81
5 x meals including snack = £30.50 x 51 weeks divided by 12 months = £129.63

Total charges per month not covered by FE £245.44

All children's dietary requirements will be met. Once again we have tried to simplify this by charging equally each month. Should this fee be a barrier to you accessing your child's free entitlement please speak to the manager.

Any additional hours outside of any FE hours will continue to be charged at £7.15. These fees are reviewed each year in April.

Parents of children attending FE hours only between the hours of 2pm and 6.30pm 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 a FE place only. 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, even if the child has already started their place with us.

OLD SCHOOL DAY NURSERY

NORTH ASCOT

Name _____ will be registered at OLD SCHOOL DAY NURSERY

Date of Birth _____ Birth certificate provided _____

Parents name _____

Occupation _____

Parent's name _____

Occupation _____

Home Address _____ Billing Address _____

CONTACT TELEPHONE NUMBERS

Name Home 1 _____ Work _____ Mobile _____

Name Home 1 _____ Work _____ Mobile _____

Name Home 1 _____ Work _____ Mobile _____

EMAIL ADDRESS

PASSWORD FOR COLLECTION

REGISTERED HOURS

Date registration commences _____

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

COMMUNICATION

In case of emergency, all necessary steps will be taken to contact parent/guardian. In the event that this contact cannot be made, OLD SCHOOL DAY NURSERY reserves the right to seek medical attention.

Doctors Name _____ Tel _____

Doctors Address _____

Health Visitors Name _____ Tel _____

Medical requirements _____

Dietary requirements _____

Allergies _____

PARENTAL CONSENT

Consent for off site activities _____

Consent to travel in Nursery Vehicles with suitable restraints _____

Consent for non-prescribed drugs Calpol _____ Nurofen _____

Consent for applying sun cream _____

Consent to be photographed for Learning Journeys and In house displays _____

Consent to use photographs for The Old School Blog _____

Consent to use photographs on secure Facebook _____

Consent to use plasters on your child _____

Additional Information

FEES:

The hourly rate of £7.15 is payable monthly in advance on registered hours. On joining The Old School Day Nursery a fifty pound registration fee is payable. This is non-refundable. Rates are reviewed annually in April. The Nursery operates on an hourly basis throughout the year except for weekends and bank holidays. Bank holidays are not charged for. Credit/ rebates are not given for sessions missed by a child. All fees must be paid by the 15th day of the month, if not a 10% surcharge will be made.

The Club registers after school and breakfast club hour's term time only. The Holiday club is registered each holiday.

Amendments and changes to registered hours will be given consideration with one full calendar month written notice.

A cooked meal and fresh fruit is served twice a day at lunch and teatime. Drinks, snacks, and nappies are included in the hourly rate.

WITHDRAWAL

I agree to give in writing ONE CALENDAR MONTH'S NOTICE (1st to 31st of following month) of leaving, or to pay the fees in lieu thereof. I acknowledge that signing this form is a binding contract with THE OLD SCHOOL DAY NURSERY

Signature(s) _____

Names _____

Date _____