

## OAK TREE DAY NURSERY

The present owner, Sara McLellan, purchased Oak Tree Day Nursery in February 2001.

The nursery is situated on Watling Street, on the corner of Price Avenue and is directly opposite the Sir Robert Peel Hospital at Mile Oak, Tamworth.

There are ample off road parking spaces in the car park at the rear of the nursery for you and your child's safety.

There is a bus stop opposite that serves the local bus routes around Tamworth.

At Oak Tree, we have a number of rooms individually equipped for specific age groups. The toys and equipment are well cared for, and are replaced for new ones once they are showing signs of wear and tear.

We offer a wide variety of activities that are fun, exciting and stimulating. Our Pre-School curriculum is carefully planned out each month and an Early Years Advisor provides guidance on the method of teaching, and various different activities.

We follow the Stepping Stones and Birth to Three Matters curriculum guidance, which aims at providing each child with learning outcomes for the six areas of learning (mathematical development, physical development, communication, language & literacy, knowledge & understanding of the world, creative development and personal, social & emotional development). This is recognised nationally and is used in schools.

## BABY ROOM

Our Baby Room is warm and secure, and caters for six babies aged between 0 and 18 months (depending on ability).

We provide a happy, stimulating, safe environment where the staff are always eager to assist in your child's development, with plenty of cuddles on the way!

The babies have plenty of opportunity for messier activities - with finger painting and footprints, which provide you with invaluable keepsakes.

At least twice a day, the babies go outside and have a play with outdoor toys. The playground is covered with an outdoor 'carpet' with a thick layer of underlay beneath it, which is so soft and springy that it won't hurt their delicate skin.

We have periods of rest where calmer activities take place. For example, baby yoga and massage whilst listening to classical music.

There is a wide variety of toys and equipment, which are cleaned with a sterilising solution on a regular basis. Toys which children frequently put in their mouths, i.e. rattles, are sterilised daily.

Your child's comfort and cleanliness is paramount, and nappies are changed very frequently.

Daily diaries are sent home with your child (applicable to all children in nursery), so that you know just how much fun they've had that day!

## TWEENIE ROOM

There are two Tweenie Rooms, one caters for a small group of children aged between 18 months and 2 years, and the other caters for children aged between 2 and 3 years. Both groups operate separately, but join together occasionally for certain activities or teatime.

The Tweenie children enjoy a wide variety of fun activities that provides them with plenty of opportunities to learn new skills. They will begin to explore natural materials such as sand and water as well as discovering the pleasures of play-dough, painting and printing.

We have a pet's corner (available for all children), and with parental consent, the children enjoy feeding the animals, stroking them and generally learning to be kind to animals and to take care of them. We also incubate eggs, periodically, and watch them hatch and then return the chicks to a nearby farm!

The older Tweenie children start to explore other living things, and enjoy growing plants and looking after them.

As well as lots of noisy activities, such as music, song and dance, we have quiet activities where the children enjoy listening to exciting stories or creating a fantastic piece of artwork.

The children love cooking, and often make cakes, biscuits and pizza. However, the children sometimes eat them at teatime! We then have to show you photographic evidence of your child's cookery skills!

## PRE-SCHOOL

The Pre School children have many areas of learning in their rooms, such as a computer corner, writing area, creative area, music area, maths table, home corner and many more. They also have access to as much outdoor play as they want.

Like the Tweenie children, Pre-School have opportunities to care for the pets, to grow plants and to cook lots of nice things. They also have a daily diary to take home at the end of each day.

As from the age of three, we start to plan the children's activities in accordance with the Stepping Stones Curriculum Planning. As previously mentioned, this is a nationally recognised curriculum and is used in all schools. As well as planning the curriculum, the staff makes sure each child has achieved each learning outcome from all of the six areas of learning. We have guidance from an Early Years Advisor to help us provide the best method of learning for the children. We also have a teacher, once a week, to teach the children basic French.

Government Grants are available for all children, the term after their third birthday. Staff will provide further details on this area if required.

The Pre-School children have more of a structured day because of the activity planning. This will involve some 'Adult Focused Activities' where the staff will choose which activity they want the children to participate in, mainly because they want the children to achieve a particular learning outcome. Then there are 'Child Choice Activities' where the children choose the activity.

Computer skills are also encouraged using education software.

## STAFF

The Nursery is owned and the overall management overseen by Sara McLellan, a Registered General Nurse and Registered Midwife. She is also a parent of young children, and understands the needs of parents and children. Sara and the Manager are supernumerary in the nursery, therefore available to talk to parents and to ensure that the nursery is well organised, happy and relaxed.

A Manager and one Deputy assist Sara, along with three Senior Nursery Nurses and nine Nursery Nurses. In the case of staff sickness or absence, the children can be cared for by the surplus staff, which the children already know.

A qualified member of staff runs each room in the nursery. All staff have gained the Paediatric First Aid certificate, Child Protection and various other qualifications to enhance their knowledge.

We occasionally have students from local colleges attending the nursery for their placements. These students are studying for a qualification in childcare and are observed throughout their placement.

The Manager plans and cooks delicious, nutritionally balanced meals for the children. Special diets are also catered for. A weekly menu is displayed on the Parent's Notice Board.

## SECURITY

There are webcams installed in every room at the nursery. This offers parents a secure internet viewing system showing real-time images of their children. This not only offers 'peace of mind' but also will increase parents' understanding and awareness of their child's development. Images are recorded throughout the day at nursery, to enable us to capture memorable moments or to simply offer the management the facility of 'play back'. The predominantly 'office-based' Nursery Manager can view all of the nursery rooms at the same time, on the CCTV monitor, whilst attending to administrative duties. There is no additional cost for this service.

There is 24 hour CCTV in operation, which provides us with added security.

We also have a full intruder alarm system with panic buttons.

There is a fire alarm system, which is tested weekly, and a full evacuation practice is done every eight weeks in accordance with Ofsted's guidance.

Your child will only be handed over to a person who is named on the 'Authorised Persons' document, which you will be asked to complete upon registration. If any other person attempts to collect your child, even a relative, they will not be allowed to take your child unless we have had your consent to do so.

We have wrought iron fencing and gates surrounding the front door, providing us with further security as we can see who is approaching the nursery.

## OPENING HOURS

The nursery is open Monday - Friday, 7.30am - 6pm. The nursery is closed on statutory Bank Holidays and if this is your child's usual day of attendance, you will not be charged for that day. The nursery closes at 1 O'clock on Christmas Eve and re-opens the day after New Year's Day, usual time. If this is your child's usual day/s of attendance, there will be no charge for those days.

A full day is any time from 7.30am - 6pm. A morning session is any time from 7.30 am - 12 pm, and the afternoon session is any time between 1 pm - 6pm. There is a minimum requirement of 2 sessions or 1 full day per week.

## COLLECTION OF CHILDREN

Children must be collected by 6pm. Children that are collected after this time will incur a late charge of £10 for every 15 minutes.

## SICKNESS

If your child is unwell, we ask you to keep them at home and inform nursery that they won't be attending.

If your child is unwell at nursery you will be contacted and asked to collect your child, if necessary.

If your child has a prescribed medicine, please give it to a member of staff who will ask you to complete a medicine administration form. Please do not leave any medication in your child's bag, as this could be potentially dangerous if a child found it. We are not allowed to administer non-prescribed drugs to your child, other than Paediatric Paracetamol (i.e. Calpol) on the occasions when your child may be suffering from teething pain.

Fees are required to be paid in full for sickness or absence.

## HOLIDAY ENTITLEMENT

Two whole weeks per year can be taken as holiday, at 50% of your usual fee. This is calculated on whole weeks, and not odd days throughout the year. We require that you pre-book your entitlement, and would be grateful if you could give us a minimum of two weeks notice in order for us to calculate the fees. The holiday year runs from January 1<sup>st</sup> - December 31<sup>st</sup>, and annual leave may not be carried over from one year to the next. The annual leave entitlement may not be taken during a 'notice period', i.e. during the 4 weeks notice of termination of contract.

## PERSONAL PROPERTY

When your child starts nursery, he/she is required to bring a small, labelled bag (not plastic please) with the following contents: (each item to be labelled with your child's name also please.)

- Full change of clothing.
- Plenty of extra underwear and socks during potty training
- Disposable nappies.
- Sun hat and sun cream. (weather permitting!)
- Wellington boots. (for when it's snowing)
- Warm hat and gloves (for colder weather!)
- Any comforter your child cannot be without! (i.e. dummy)

## EMERGENCY CONTACT NUMBERS

At the time of registering your child, you will be required to complete a section providing information on emergency contact numbers in case we need to contact you. It is imperative that these numbers are available at all times, and if your mobile phone number has changed, please provide us with the updated information.

## FEES AND METHODS OF PAYMENT

There is a non-refundable registration fee of £40 payable upon booking. This will secure your required place at nursery for 3 months, longer periods would have to be individually agreed with the Manager and a small retainer fee may be payable.

The fees are subject to an increase once a year (usually October) fees quoted are as from October 2007:

£145 full time

£34 per day

£18.50 per session

£5.50 for lunch (if you wish to add lunch on to a morning or afternoon session and drop off/collect your child an hour earlier/later.)

(Full time or full day attendance has lunch included in the price.)

Fees are payable on the first day of attendance for weekly payers, and the first of every month for monthly payers. Fees are to be paid preferably by Standing Order or by Internet Transfer. Bank details are provided upon registration.

If fees are late being paid, a £3 charge per day is payable, unless discussed with a senior member of staff.

Any bank returned cheques incur a charge of £25 each time the cheque has been returned unpaid.

There is a reduction in fees for second children, if attendance is 3 days or more. For 3 or 4 days there is a 5% reduction in fee for second child. For 5 days (full time) there is a 10% reduction in fee for second child.

## CANCELLATION/VARIATION OF CONTRACT

One months' written notice is required if you wish to remove your child from nursery, or wish to reduce days of attendance. You will be asked to sign a 'Contract of Agreement' when enrolling your child, to agree to our terms and conditions as stated in this prospectus.

## CUSTOMER SERVICES

It is company policy to ensure we provide a high level of customer services and the needs of our customers are met.

Therefore, it is company practice to follow up our enquiries with a telephone call to establish if our nursery met with your requirements. If not, please inform us of the reason so that we can make improvements.