



Tadcaster Road  
Dringhouses  
York  
YO24 1LW  
**Tel. 01904 703702**  
Registration No: 321595

### **About us**

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Askham Bar Private Day Nursery is situated on the Park and Ride site.  
We offer full time and part time care for children from birth to five years of age.  
The nursery is open: 8-00 – 6-00, Monday to Friday, fifty-one weeks of the year.  
The nursery will be closed for statutory Bank Holidays and approximately one week  
over the Christmas/New Year period.

### **Aim**

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Our aim is to provide a wide range of enjoyable and stimulating play activities to encourage your child's personal, social, and emotional, language, intellectual, creative and physical development.  
We help each child achieve their full potential in a safe, caring and secure environment and meet their individual needs.

### **Philosophy**

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Babies and children need the opportunity to play to acquire skills and find out about the world around them. They do this by exploring their environment and constantly practising their developing skills.  
At Askham Bar Day Nursery we understand the importance of play and the many learning qualities that children gain.

### **Facilities**

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The nursery is a ground level building comprising of a baby unit, two large playrooms, toilets and changing facilities, a kitchen and an enclosed outside play area.

### **Puddles (Baby room)**

Our bright and colourful baby room has many interesting toys that help stimulate all aspects of your baby's development. Soft toys, musical toys, brightly coloured rattles and sorting toys are set out on soft play mats for your baby to choose from.

Throughout the week we also offer a range of activities including art and craft, tactile, construction, treasure baskets, sand and water play, music, stories and singing.

We aim to keep to the same routines in feeding and sleeping, to ensure continuity between home and nursery within a pleasant atmosphere. Cots are available in the Puddles room for sleep time to ensure that the babies are in familiar surroundings.

### **Bunnies (Toddler room)**

This room is bright and spacious, and encourages your child to explore different types of play and activities set out in the designated areas.

There is a messy area where a variety of interesting art & craft, sand and water, tactile and baking activities are carried out, a sorting area, construction area, home corner/role play area and also a quiet area for stories and singing.

We encourage children to play and work alongside each other, and develop self-esteem, independence and imagination. A sleep area is available and we ask you to provide your child with their own familiar pillowcase.

We have a photograph book that contains the children's photographs brought in from home of their family, pets and favourite toys. This helps foster links between home and nursery.

### **Flopsies (2 – 3 year olds)**

The large playroom is divided into seven different areas they are: a creative area where

art & craft, tactile or baking activities are carried out daily, sand and water area, table top area, construction area, miniature play area, a role play area that is changed regularly and is set up with materials and resources to reflect family life and the community, and also a quiet area where stories, singing and talk about sessions take place. Music and movement sessions are carried out to develop your child's imagination and creativity with the use of music and instruments.

The activities we offer and their learning qualities are displayed around the room. Your child will be introduced to a familiar routine and given the opportunity to enjoy a variety of welcoming activities, using all the areas at varying times throughout the day.

A balance of spontaneous play, which is then extended and supported and planned play activities are offered to encourage your child's development.

We give the children the opportunity to play and learn alone and in small groups. Time is set aside for free play, rest and sleep.

At snack times children are chosen as snack helpers to promote independence. And as part of the daily routine your child is encouraged to tidy away toys and books appropriately.

### **Bears (3-5 year olds)**

As well as activities offered in the Flopsies playroom, a small area is designated for the pre - school children. Activities and materials are easily accessible to your child to allow them to independently select, explore and develop.

Children are given the opportunity to develop their imagination and to learn through play.

An interest table that is changed regular throughout the topics, enables your child to talk about and investigate the world around them. Walks and visits are arranged for the children, helping them to gain experience and knowledge of their environment.

We introduce your child to early writing, reading, and mathematical skills and work closely with our school teacher who is available once a week in preparation for school.

### **Sensory Area**

All children have access to our sensory area where we have created a relaxing environment; this enables children to explore a variety of items, natural materials and household objects of different textures, sounds, smells and visual experiences.

The objects appeal to children and stimulate their five senses, encouraging them to explore endless opportunities and develop their awareness of colour, shape, sound, texture, scent, weight and also different properties e.g. rough/smooth, soft/hard, heavy/light, shiny/dull.

By providing objects such as boxes, wooden clothes pegs, ribbon, shells & curtain rings the children can investigate what they can do with the objects and learn about matching, sorting, comparing, filling and emptying etc., while engaging their curiosity and extending vocabulary and language skills.

### **The Early Years Foundation Stage**

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The nursery works with the Early Years Foundation Stage (EYFS) (2007) which is part of the ten year childcare strategy Choice for parents, and has been introduced by the Department for Education and Skills.

Staff work with children aged birth to five years using the EYFS framework to comply with the Childcare Act 2006, and aim to ensure that each child has the best possible start in life.

The EYFS statutory framework consists of the legal and welfare requirements and six areas of learning and development which support children's individual development, learning and care.

The framework emphasises the importance of partnership between staff, parents and other settings to ensure continuity and consistency in providing quality care.

We use the framework to observe, reflect, and provide activities and experiences to support children in their early years.

Children are unique individuals and follow their own interests; therefore we use our observations as the starting point for each child's learning.

This enables us to plan a variety of challenging activities to support and extend interests, learning and development.

## **Meals And Snacks**

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Our cook prepares a nutritious two course lunch from a varied menu. A morning and afternoon snack is provided, and tea is available. All dietary requirements are catered for.

We have received a Hygiene Star Rating - 5 out of 5 stars (Excellent). The star rating is based on the food hygiene standards issued by the Food & Safety Unit.

## **Staff**

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A friendly and caring environment is created by the staff who, are either qualified nursery nurses, working towards a qualification or have experience in childcare.

Staff also hold First Aid, Food hygiene, Health and safety, Special educational needs and Child protection qualifications.

Staff are regularly updating their knowledge and skills by attending training throughout the year.

A member of staff supervises each room to provide continuity and every effort is made to provide a strong link between you and your child's key person to ensure your child's needs are met. Other members of staff rotate between rooms to ensure a smooth transition from one room to the next.

All staff are responsible for the informal observation of your child to ensure they are happy, confident and secure and will help them to achieve their full potential. Children's safety and well-being is paramount, we have various policies and procedures which are regularly reviewed and updated. Our policies are displayed in the entrance which you are welcome to view.

We do not discriminate against gender, race, culture, religion, language or ability.

Staff have positive and consistent attitudes, we praise and encourage good behaviour and do not dwell on unwanted behaviour. Children are encouraged to play nicely, work together co operatively, share, take turns and show respect for others.

## **Partnership With Parents/Carers**

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We try to ensure the nursery is made to feel as homely as possible to develop positive home links. Settling in visits are organised at convenient times arranged between yourselves and the manager to introduce you and your child to the nursery. An 'All about me' sheet is completed to ensure staff know what your child likes/dislikes, their favourite toys/books, their routine, and if there is anything which may support them settling in, and also names and descriptions of the people who will collect them from the nursery.

Diaries are written for you to take home and read about your child's day at nursery.

Profiles are produced for all the children. Each profile contains progress records, observations and a variety of creative work and photographs.

All children are treated as individuals and are able to develop at their own pace. These profiles are available for you to view at any time and your participation is appreciated.

You are welcome to discuss your child's profile or any concerns with the room supervisor or manager at any time.

Newsletters are produced to keep you informed and involved.

## **Early Years Partnership**

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Askham Bar Nursery is part of an early years partnership with Dringhouses Primary School. This enables us to work together with the school, share various resources and meet our training needs. It will also help us to become familiar with, and be aware of the expectations within a school environment. This makes the transition from nursery to school smoother for children. Also part of this partnership are St Edward's Playgroup and West Thorpe Playgroup. As we provide for a large catchment area, Dringhouses is the nearest (and most convenient) school. We are unable to form a partnership with more than one school. Please note that this does not affect your choice of schools.

## **Employer Supported Tax Benefits**

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We are registered with several providers of childcare vouchers, which many of our parents/carers use. This is a scheme offered by many companies to provide childcare benefits to their staff. When agreed by both the employer and employee, a certain amount will be deducted from the employees wage every month, before tax and national insurance contributions are made. This amount will be exempt from tax and national insurance contributions and be used either as full or part payment of monthly childcare fees (the remainder of which you will be able to make up either by cash or cheque).

## Working Families' and Childcare Tax Credits

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You may be eligible to receive Working Family and/or Childcare Tax Credit towards payment of your child's nursery fees.

### Early Years Funding

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Children eligible for early years education can receive funding towards nursery fees, term time only. You are able to claim a maximum of 15 hours a week, which can be split between different providers e.g. Private Day Nurseries, Pre schools (playgroups), state nursery schools, nursery classes, reception classes, independent schools or childminders.

Please note that if you are offered a part time place in a school nursery or nursery class then the place will be counted towards your child's entitlement.

The funding is paid direct to the nursery and we will reduce the normal fee by the money paid by the Local Education Authority, per term for each child claiming 15 hours a week. The full 15 hours must be taken over a minimum of 3 days.

Where children attend for fewer than 15 hours a week, the level of grant will be pro rata.

You are asked to complete a Declaration Form each term, which we will give you stating where your child is receiving their sessions, to confirm that they are not receiving more than 15 hours per week. The nursery receives a Claim/Census Form, which we will complete.

### Inspections

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The nursery is regularly inspected by OFSTED, our report is made available to you and can be viewed on the OFSTED website.

If you would like to arrange to view the nursery, please contact the manager at any time.

Manager: Lynne Jennings

Telephone: 01904 703702

## TERMS AND CONDITIONS (Rules And Regulations)

### Fees

Fees are payable monthly, due the first day of each month, one month in advance.

Fees unpaid by the 10<sup>th</sup> of the month will incur a £20 surcharge. Cheques returned unpaid will also incur a £20 charge.

Full	(with lunch and tea)	Full Day (with lunch)	£35-00
			£36-00
Hourly Fee (minimum of 3 hours)			£4-50
Lunch			£1-50
Tea			£1-00

Pampers nappies will be provided in all of the above prices.

The Nursery will be closed for statutory Bank Holidays and approximately one week over the Christmas/New Year period.

There is no reduction in fees for weeks shortened by Bank Holidays and half fees will be charged for the Christmas/New Year period we are closed.

### Family Holidays

Up to 4 weeks a year, will be charged at half fees. We require 4 weeks written notice.

### Reserved Places

To ensure a place for your child a deposit of one months fees must be sent with the completed enrolment form. A place will not be saved unless a deposit is received.

We are prepared to reserve a place for your child up to 12 months in advance before the child attends the Nursery. In reserving a place it is inevitable that another child who may have been able to attend immediately or wishes to reserve a place for a shorter period may have to be refused. We therefore reserve the right to request a non-returnable deposit when a place is reserved.

### Change of Hours

To avoid confusion, 4 weeks written notice is required regarding any change of hours.

### Notice of Leaving

We require 4 weeks written notice if you wish to withdraw your child from the Nursery.

### Hours of Opening

The Nursery is open 8-00am – 6-00pm.

It would be appreciated if you do not arrive before the Nursery opens and that you are prompt in collecting your child at the specified time.

A late fee will be charged if your child is collected after 6-00pm.

If any person other than a parent or guardian is collecting your child, we must be informed who that person is. We are unable to let your child go with any person under 16 years of age.

### Illness

It is important that we are notified if your child is to be absent. All absences must be paid for in full.

Any child suffering from a 'doubtful rash', sore throat, discharge from eyes or nose, sickness and/or diarrhoea, should be kept at home until a doctor has certified that the symptoms have disappeared.

Should your child become sick at Nursery every effort will be made to contact you.

### Clothing and Personal Property

Please provide a change of clothing for your child. All clothing must be clearly marked. We would appreciate it if you did not dress your child in their best clothes, as they may get messy during some activities.

Children are not to bring jewellery, money or other valuables to the Nursery. Please note that articles are left at the Nursery at the owners risk.

### Bottles

Parents must provide their own pre-prepared bottles.

### Enrolment

After reading these 'Terms And Conditions', please ask for an Enrolment Form to complete and return with the appropriate fee.

Please make cheques payable to 'Askham Bar Day Nursery'.

All late cancellations must be paid for in full.

