

Toad Hall Day Nursery

Bicester (Ltd)

*232-234 Buckingham Road
Bicester
Oxon
OX26 4EL
01869 248488*

Dear Sir / Madam

Thank you for the interest you have shown in Toad Hall Day Nursery.

Toad Hall nursery is within easy access of the M40, the city of Oxford, Aylesbury, Northampton and the M1 also close to hand.

Our nursery consists of two large converted detached houses linked together within an acre of grounds. Ideally situated in Buckingham Road close to town centre and Bicester North train station

The nursery is self contained, equipped and furnished to an exceptionally high standard with the needs of children in mind.

Toad Hall nursery can cater for eighty eight children. For us to provide the best possible care for your child our nursery is structured into five age groups which enable us to best cater for the children's individual needs. The age groups are as follows;

Otters- Birth-16/18 months

Hedgehogs-16/18 months- 2 years 3 months

Squirrels- 2 years 3 months- 3 years

Badgers and Owls- 3-5 years

Our ethos is that children's early years are the most important years of their lives. Therefore we strive to provide high quality childcare and education for all children that is appropriate to their individual needs. This is provided for in a positive, respectful, relaxed and homely environment, by supportive adults sensitive to the individual needs of the child and their family.

Working in partnership with parents/carers is vital for effective holistic learning and development for the child. This is achieved by building relationships with the child and family through the key persons approach. The key person will aid the child's learning and development through helping to 'stretch' the child but not push them beyond their capabilities

The learning environment is fundamental in providing the children with a sense of security, belonging and effective learning. We provide the children with a learning environment that is appropriate to their age and individual needs. This is monitored and reviewed on a regular basis to maintain the effectiveness of the provision.

Keeping children fit and healthy is also an essential part of the care provided for the children within the nursery. This is achieved by having direct access to a fully refurbished

garden and providing the children with award winning healthy home cooked meals and snacks that are prepared on the premises.

Many local families have entrusted the care of their children in the nursery since opening in 1998. The nursery expanded physically in 2007 and again in 2016; this has built upon our reputation along with gaining a quality assurance award demonstrating the nursery's high standards. As a team we constantly self evaluate the care and learning provided for the children, for the ongoing improvement of our nursery experience.

Otters room

Each child's individual routine from home will be followed with guidance from parents/ carers. The benefits of a separate sleep room helps to emulate the home environment with each child having their own sheets and blankets.

As your child develops, we will work in partnership with you, to consistently support the child's home routine with regards to weaning, sleeping, feeding and meeting your child's changing individual needs. Parents are required to provide babies with prepared milk feeds in clearly labelled bottles.

Your child's individual learning and development is planned for, using observations carried out by your child's key person, taking into account their current interests and dislikes. This in turn maximises your child's learning and development.

Hedgehogs room

The children in the Hedgehogs room follow a routine which introduces slight structure to their nursery day but still allows for individual needs to be met as young children develop at their own individual rate.

Your child's individual learning and development continues to be catered for by taking in to account their current likes and dislikes and by their key person carrying out observations and creating next steps tailored to their individual needs.

Squirrels room

Young children develop at their own individual rate, our system of observation and planning helps individualise the experiences provided to promote the children's holistic learning and development.

In the Squirrels room there starts to be a slightly more structured routine such as main meal times, circle time, singing times etc. However this still takes into account individual needs such as sleep times, nappy changing and toilet training. We aim to work in partnership with you and offer support through challenging times such as toilet training.

Badgers and Owls rooms

The children in the Badgers and Owls rooms have a more structured routine taking into account their changing individual needs and skills. Children are offered more independence through a range of opportunities and their environment.

We continue the cycle of observation, planning and evaluation into the pre-school rooms, extending on the children's prior learning and experiences.

Early Years Foundation Stage

We believe in "learning through play" and providing a stimulating learning environment that caters for children's individual needs. We implement the Early Years Foundation Stage (EYFS) and are inspected by Ofsted (See www.ofsted.gov.uk/reports to see our Ofsted report). We share the principle as stated in the Statutory Framework for the Early Years Foundation Stage (2017) that every child deserves the best possible start in life and that the support enables them to fulfil their potential.

The EYFS became statutory in September 2008 and then was amended in September 2012, 2014 and 2017. All providers caring for children age five years or under are legally required to meet the principles, the safeguarding and welfare requirements and the learning and development requirements of the EYFS.

We promote all areas of learning and development from the EYFS these are as follows:

Personal, Emotional and Social Development- This involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Communication and Language- Development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development- Involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Literacy- Development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics- Development involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

Understanding the World- Involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and their environment.

Expressive Arts and Design- Involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Behaviour and Discipline

We believe that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their

behaviour. We aim to work towards an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Key Person Approach

Our Key Person approach gives each member of staff particular responsibility for just a few children. Each child has one special adult to relate to, which can make settling into the group much easier. The Key Person has a buddy that helps to share the responsibility. The Key Person observes and creates individual next steps for your child linked to the Early Years Foundation Stage (EYFS). The Key Person builds special relationships with the child and family to continue to aid learning and development.

Settling into Nursery

Children react differently to being left in a new environment, but some do follow a pattern. Some children may appear to settle easily, but after a few days they may become tearful and reluctant for their parents/carers to leave. On the other hand, they may show signs of distress straight away but will recover very quickly once the parent/carer has left.

Parents/carers are very welcome to stay to settle in their children for as long as they feel is necessary. It is important to be positive about your child's stay in nursery as they can sense if you are worried. It is also important to give staff as much information about your child as possible, however trivial.

When it comes to saying goodbye, please try to be brief as a prolonged goodbye may upset your child even more. Parents/carers are welcome to telephone the nursery to check how their child has settled in.

Arrivals and Departures

Parents/carers are required to complete the signing in sheet when dropping off and collecting their children from nursery. Parents/carers will also be asked to inform their child's Key Person of any relevant daily information.

We ask parents/carers to please be prompt with the collection of their children as late collections may force us to infringe our authorised number of places, which could cause serious consequences for the nursery and create a late pick up fee for you.

Staffing

Where possible, each member of staff will hold a relevant child care qualification; those that join us that do not, are booked onto relevant training courses as soon as possible. We pride ourselves for our high number of well-qualified staff and always encourage our staff to further their qualifications and experience whenever possible. We actively follow and promote a staff training plan.

Staffing ratios are in accordance with the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements, all staff have an Enhanced Disclosure carried out through the Disclosure and Barring Service (DBS).

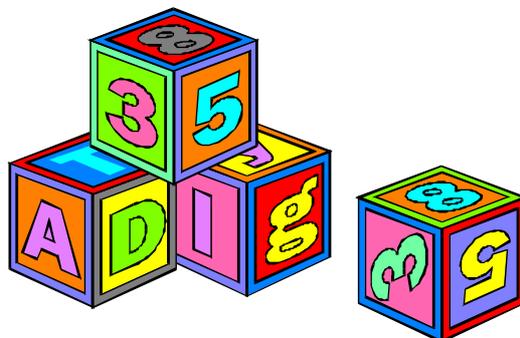
- Children 0 - 2 years of age have a staff ratio of 1 to 3.
- Children 2 - 3 years of age have a staff ratio of 1 to 4.
- Children 3 - 5 years of age have a staff ratio of 1 to 8.

Parents/Carers as Partners

At Toad Hall we believe that children benefit most from early year's care and education when parents/carers and practitioners work together in partnership.

The Early Years Foundation Stage (2012) states "A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up" (EYFS P.2).

- We are committed to an on-going dialogue with the child's family to share information about their current needs and interests; we will aim to provide opportunities within the nursery to meet these.
- We inform all parents/carers about upcoming events and activities within the nursery by letters, posters and newsletters. Parents/carers have the option to have the newsletters sent via e-mail.
- We inform parents/carers on a regular basis about their children's progress and development, informally and formally.
- We involve parents/carers in the shared record keeping about their child. We ensure parents/carers have access to their children's written development records when asked. A slip will be completed showing who viewed the folder and when.
- We send out a children's interest letter three times a year for parents/ carers to share with the child's key person their current interests and other relevant information.
- We hold two parents' evenings a year where parents/carers can come and look at their child's folder and discuss with the child's key person their learning and development. This is also a valuable time for parents/carers and staff to build upon relationships.
- We provide opportunities for parents/carers to contribute their own skills, knowledge and interests by inviting them into the nursery.
- Every six months parents/carers are given a parent questionnaire form to complete asking for their views on the childcare and education the nursery provides.
- We provide opportunities for parents/carers to be involved within the nursery where English is an additional language; please see the nursery's equality and diversity policy.
- We value the contributions of parents/carers.



Health, Safety and Security

Toad Hall Day Nursery is registered under The Children Act 1989, 2004 and the Childcare Act 2006. There is no compromise in the health, welfare, safety and security of our children.

With the safety and security of your child in mind, the nursery doors will be locked at all times and direct doors to the children's rooms are secure with a coded lock.

Parents/carers will be required to ring the appropriate doorbell and wait for a member of staff to welcome them in. The nursery and its grounds are completely secure and inaccessible to passers by.

For reasons of security, your child will not be released to any unauthorised adult without prior consent of the parent/carer.

Safeguarding children

Our nursery will work with children, parents/carers and the community to ensure the safety of children and to give them the very best start to life. We have a duty to inform the local authority of any significant concerns regarding the children in our care.

Equality and Diversity

We promote equality of opportunity anti-discriminatory practice and we ensure that every child is included and not disadvantaged because of their or their parent's ethnicity, culture or religion, home language, family background, learning difficulties, sexuality, gender and ability.

Illness

The nursery has an infectious illnesses exclusion policy that must be adhered to by all parents/carers of children attending **Toad Hall**. This includes policies on antibiotics (oral and creams) Calpol, ibuprofen and sickness and diarrhoea. Staff reserve the right to assess your child/ren on entry into nursery premises, to ensure they are well enough for nursery sessions and can refuse entry in such cases.

It is the parents/carers responsibility to ensure the nursery is aware of any medical condition (either long or short term) that affects their child.

Children's own belongings.

Whilst we try to discourage children bringing toys from home, we welcome comforters that children have. We would appreciate it if parents/carers would ensure that their children have the following items brought and left at nursery if possible:

- a full set of spare clothes (appropriate for the time of year)
- wellington boots, gloves and woolly hat / sun hat and sun block
- toothbrush and toothpaste

Meals and Refreshments

All meals are nutritionally balanced and freshly prepared by our nursery cooks at an award winning standard.

We will provide breakfast, mid-morning and late afternoon snacks along with a simple tea. Lunch is included in the cost of each session. Menus are on display.

All drinks, water, milk, juice, etc. will be provided. Special dietary needs will be catered for. If you wish to provide your child's meal, we will



serve it providing it does not require heating as food and hygiene restrictions prevent us from reheating food that we have not prepared ourselves.

Opening times

With parents'/carers needs in mind, we are open from 7.30 am to 6.30 pm, five days a week, 51 weeks a year; this excludes all bank holidays. We are closed during the period between Christmas and the New Year.

Fees as of 1st Jan 2020

Age	Full Day Rate	Half Day Rate
0-2 years	£64.50	£36.50
2-3 years	£63.00	£35.50
3-5 years	£62.00	£34.50
Non-funded		

The following discounts will apply to children attending full time:-

Age	Full Day Rate
0-2 years	£60.50
2-3 years	£59.00
3-5 years	£58.00
Non-funded	

Full day hours are 7.30am to 6.30pm.

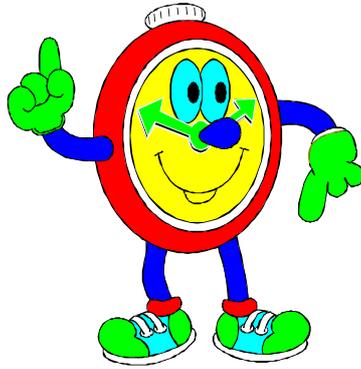
Half day hours are morning - 7.30am to 1pm, and afternoon - 1pm to 6.30pm.

If you would like to take advantage of the Nursery Education Funding (the term after your child's third birthday) please contact us for more details.

Nappies can be provided at £1.00 per day.

To secure your child's space with Toad Hall Day Nursery a deposit of the first weeks fees will be payable in advance, this will be taken off your child's standing order when they start. A £25.00 non-refundable registration fee will also be invoiced upon your child's space being confirmed.

Payments are made on the last working day of the month by standing order one month in advance. Any temporary additional sessions will be invoiced in arrears for payment by cash or cheque. Should you permanently wish to alter your child's sessions, we will recalculate and reissue a standing order for you to sign. This will supersede any existing standing order relating to that child.



For more information or to arrange a visit, please do not hesitate to contact us.
Yours sincerely

Diane Clark
Nursery Manager

Toad Hall Day Nursery

APPLICATION TO REGISTER

NAME: _____

ADDRESS: _____

POST CODE: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: DAYTIME: _____

EVENING: _____

FIRST NAME OF CHILD/CHILDREN: _____

SURNAME OF CHILD/CHILDREN: _____

DATE OF BIRTH OF CHILD/CHILDREN ____ / ____ / ____ & ____ / ____ / ____

GENDER OF CHILD/REN Male Female
(this question is optional)

MEALS REQUIRED (Y/N)

CARE REQUIRED: FULLTIME - **OR**

PART TIME - MON TUES WED THUR FRI

am.

pm.

DATE REQUIRED FROM: _____

SIGNED: _____ DATE: ____ / ____ / ____