



384-388 Stamfordham Road
Westerhope
Newcastle upon Tyne
NE5 5HE
Tel: 0191 286 0592
Email: westerhope@choicechildcare.co.uk
Manager *Mrs Lisa Fay*

Dear Sir/Madam

Thank you for your enquiry regarding a place for your child/children at Westerhope Village Nursery.

Please find enclosed an information pack containing the daily organisation of the nursery, details of the current fees, copies of our menu and an application form for your child.

Should you have any queries, would like more information or would like to visit us here at the nursery, please do not hesitate to contact myself or my deputy Lauren Chrisp. Thank you for your interest in Westerhope Village Nursery and we look forward to hearing from you soon.

Yours sincerely

Mrs Lisa Fay
Manager
Westerhope Village Nursery

Choice Childcare Ltd

Westerhope Village Nursery

384-388 Stamfordham Road, Westerhope, Newcastle upon Tyne, NE5 5HE,
Tel: 0191 286 0592, Email: westerhope@choicechildcare.co.uk
Manager Mrs Lisa Fay

INFORMATION FOR PARENTS

Westerhope Village Nursery is a 59 place nursery registered and inspected by Ofsted, which cares for children from 0 - 5 years. We have spacious premises providing a safe stimulating environment including two self contained baby rooms for babies 0 - 2 years, a children's library, soft play room, sensory room, separate dining room, outdoor nature classroom and a large all weather multi-purpose outdoor area with safety surface, decking and grass.



THE NURSERY ORGANISATION/CURRICULUM

Our children are organised into groups approximately according to age. Our expectations of each child's achievements directly relates to their age and stage of development and as such they move from group to group as and when they are ready.



The Early Years Foundation Stage Framework celebrates the skill and achievements of children from 0 - 5 years. Through planned and spontaneous activities and play we encourage our young children to be Healthy, Strong, Skilful Communicators and Competent Learners. Children are encouraged to make their own choices through play, develop their own ideas and self-esteem at their own individual pace. We acknowledge our children's ideas and experiences and nurture these to further stimulate them in preparation for school.

LINKS WITH HOME

It is important for there to be a dialogue between home and nursery, so that you as parents/carers can continue as primary educators for your child whilst we enrich your child's present and previous experiences. We welcome any interest and involvement by parents/carers in the activities of the nursery and endeavour to have a member of staff available at the beginning and end of each session so that we can discuss your child's progress or inform you of any relevant events or occurrences of the day.



HEALTH & SAFETY

It is our aim to ensure all reasonable practical steps are taken to ensure the health and welfare of all children, parents/carers, staff and visitors using the nursery premises. A qualified First Aider and Paediatric first aider is on duty at all times. Staff undergo health and safety training as part of an extensive training programme as and when required.

SPECIAL NEEDS PROVISION

It is our aim to be an inclusive setting so that all children have equal opportunities. Every child at Westerhope Village Nursery is entitled to be fully included in all nursery activities and have access to a broad and balanced curriculum. All staff share the responsibility for working with children whom may have additional needs and for ensuring that each child with additional needs is fully included in all social and learning experiences. We have a multi-agency approach in order to provide the best possible outcomes and provision for all children and part of this is to work in conjunction with other professionals in providing individual play plans and programmes where needed. Our staff have Special Educational Needs training.



MEALS

High quality meals consisting of food specially chosen to give a balanced nutritious diet, whilst accommodating the likes of young children are cooked in our nursery kitchen by a fully experienced and qualified chef.

The children are provided with breakfast, snack, lunch, and afternoon tea depending upon attendance times. The cost of meals is included in the fees. Special diets are catered for on religious, medical or ethical grounds.



Parents of young babies are requested to provide the nursery with formula milk and baby foods until babies are fully weaned.

SLEEPING ARRANGEMENTS

Children in the baby rooms sleep as and when they require, we also have beds available for those older children who require an afternoon nap. The sleep routine is arranged in consultation with the parents and is flexible.

STAFFING QUALIFICATIONS AND RATIOS

Our nursery staff are fully qualified, holding relevant childcare qualifications from levels II and III to VI or have many years' experience working with young children. Our manager has Early Years Professional status and one other member of staff is working towards this qualification.

All our staff have undergone the mandatory checks carried out by OFSTED to enable them to work with children. These checks also include CRB checks (Criminal Records Bureau).

We comply with the Day Care standards within the Early Years Foundation Stage Framework and are regulated by the Early Years Directorate of the Office for Standards in Education (OFSTED).

The DFES in the National Standards for Full Day Care specify the following staffing ratios:

- 1 Staff - 3 children 0 - 2years
- 1 staff - 4 children 2- 3 years
- 1 staff - 8 children 3- 5 years



OPENING HOURS

The nursery is open 51 weeks of the year (excluding bank holidays)

Monday - Friday 8.00am - 5.45pm. We are closed Christmas week.

Session times are:-

| | |
|---------------------------------|---|
| Full day | 8.00am - 5.45pm |
| Morning Session | 8.30am - 1.00pm |
| Afternoon Session | 1.00pm - 5.30pm |
| Two year funded places | 8.30am - 1.30pm or 12.30pm - 5.30pm twice per week for 51 weeks of the year or three times per week term time only. |
| Education Grant Funded Sessions | 8.30am - 11.30am 12.30pm - 3.30pm |

Although sessions start at 8.00am and 1.00pm, the arrival time of children is up to individual parents/carers, if 9.00am or 10.00am fits better into your morning routine then that is fine.

HOW TO BOOK A PLACE

Children are registered with us on receipt of a completed application form along with a non-refundable registration fee of £50.00. Prior to your child commencing nursery we will arrange free introductory visits. We want both you and your child to be happy before he/she is left in our care.

Usually an introductory visit will last about an hour for the first one. We work together with parents as to how many visits your child may need to fully settle at nursery before they attend a full session.

FEES

All fees (see separate sheet) are payable monthly in advance. Fees are paid by direct debit agreement. When children commence nursery on a mid monthly date, for the first month you will pay only the number of sessions they will actually attend that month. This can be added to your next direct debit or paid separately by cash or cheque. Direct debits will be processed on or around the 3rd day of the month in advance.



As the number of places is strictly limited according to our registration, once a place is taken it becomes the individual child's place every week throughout the duration of the child's time at nursery, and therefore must be paid for regardless of attendance.

Your monthly fee is worked out over 51 weeks this excludes Christmas week and is then divided by 12 months to give you the same fee amount each month unless any changes occur. Fees are not refunded for bank holidays. *One month's notice is required for children leaving the nursery or one month's fees in lieu of notice. This is strictly adhered to.*

Fees can be paid via voucher system. Please speak to the manager to organise this. Any payments made via voucher can only be refunded via the parent's employer who will then process it back through their payroll system.

FREE EARLY YEARS ENTITLEMENT

Our nursery is included in the local authority directory of providers who can receive funding for the free nursery entitlement scheme. This is available to children the term after their second or third birthday. Two year funded places are allocated via a set of criteria stipulated by the local authority. Please speak to the manager as to the flexibility and sessions on offer for both free nursery entitlement schemes.



Our nursery operates a strict No Smoking Policy.

WHAT DO OUR PARENTS AND CHILDREN THINK ABOUT OUR NURSERY?

My son bursts into song, singing songs I didn't even know he knew, he even sang nearly all his ABC word perfect. The teaching at this nursery is fantastic and every day my boy comes home happy.
Sophie Low
22 November 2011

Happy with everything, that's why I came back a second time!
Mrs Tracey Johnson
March 2012

Thank you for supporting me and my daughter settling into nursery. It is clear to see that you all do really care and I'm so glad we have chosen Westerhope Village Nursery.
I'd especially like to thank Debra! She could see how anxious and nervous I was but had made me feel at ease, and I feel so happy that my daughter has bonded with her.

Very happy with all areas of service and care provided at the nursery. In particular the variety of activities offered on site such as soft play and the outside area which offers good exercise and play areas. My son was particularly vocal about watching the baby chicks hatch and grow.
Helen Jackson



place at
Village Nursery

Please supply all the details requested and return to:
 Mrs Lisa Fay
 Westerhope Village Nursery
 384-385 Stamfordham Road
 Westerhope
 Newcastle
 NE5 5HE

| |
|------------------------------|
| For office use only: |
| Deposit: |
| WVN: |
| 1 st Steps: |
| Name of staff: |

Child's full name:

Date of birth:

Address:

Post code:

Home telephone number:

Mother's full name:

Occupation: Place of work: Tel No.:

Father's full name:

Occupation: Place of work: Tel No.:

Name of person/people who have parental responsibility:

Names of brothers/sisters (with ages):

Permission to copy and keep on record proof of identification of the child: passport/birth certificate
 (please delete as appropriate)

Date you wish your child to commence nursery:

Do you wish your child to do full time or part time?:

Please circle which sessions below you would like your child to attend nursery:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| AM | AM | AM | AM | AM |
| PM | PM | PM | PM | PM |

Family doctor: Tel No.:

Address:

Health Visitor: Tel No.:

Dentist: Tel No.:

Is your child fully immunised to date: YES/NO

If No please give details:

Special dietary requirements:

Details of any allergy/health problems/special educational needs:

What language do you speak at home: Ethnicity: Religion:

Are there any outside agencies involved with your family/child? i.e. Family support worker/social worker/CAF:

Emergency contact person (friend, relative or neighbour who can be contacted in case of emergency if parent is not available):

Name: Relationship: Tel No.:

Password to be used in the event of someone else collecting your child:

Any other information which you feel we should know?

For our information please indicate how you heard about the nursery

Nursery Regulations (Trading Terms)

The provision of nursery places is made for 51 weeks of the year excluding Bank Holidays and Christmas Week.

Places are allocated on a reserved place basis. This means that once a place is booked payment is due regardless of attendance. This also applies to any additional days or sessions booked. Refunds or alternative sessions are not given for sessions missed due to short term illness/absence/holiday. Individual arrangements will be made for children who suffer a prolonged period of illness or extended absence to ensure retention of their place if required.

Refunds or alternative sessions are not given for Bank Holidays.

One months notice is required for children leaving the nursery, or one month's fees in lieu of notice.

Fees are payable monthly in advance on the 3rd day of the month or thereafter. All fees are to be paid by Direct Debit agreement.

Sessions are allocated subject to availability; priority is given to children booked for a full time place.

Children suffering from infectious or contagious illness/conditions must be excluded from attendance at nursery. The nursery reserves the right to exclude a child where they consider not to do so would endanger the well being of other children attending.

Parents of children not yet toilet trained are required to supply them with nappies, baby wipes and creams as necessary. Parents of children not yet fully weaned are expected to supply the nursery with baby feeds and milk as required. The nursery reserves the right to alter any of these regulations at any time.

Attendance of your child at nursery is considered to be acceptance of these terms.

I wish to apply for a place at Westerhope Village Nursery. I understand that the 1st months fees are paid prior to the first day of attendance fees are then to be paid monthly in advance and are due on the 3rd day of the month thereafter.

I ENCLOSE THE NON REFUNDABLE REGISTRATION FEE OF FIFTY POUNDS (cheques payable to Choice Childcare Limited)

I have read the nursery regulations and agree to comply with them.

Signed (Parent or Guardian) _____ Date _____

PLEASE ALSO SIGN THE FOLLOWING CONSENTS:

I give my consent for my child to receive emergency medical attention if required.

Child's Name _____

Signature of Legal Guardian _____

I give my consent for my child to leave nursery premises for incidental outings e.g. walks as long as properly attended to and supervised at all times.

Child's Name _____

Signature of Legal Guardian _____

I give my consent for my child to be photographed/videoed taking part in nursery activities.

Child's Name _____

Signature of Legal Guardian _____

Choice Childcare Ltd

NURSERY FINANCIAL ARRANGEMENTS

The nursery is dependent upon parental fee income for its finance, in order therefore for us to remain viable it is necessary to adopt the following financial code

CODE FOR FINANCE

The nursery is closed for five working days in addition to the bank holidays between Christmas and New Year. This is taken account of in the fees which are calculated over 51 weeks.

A registration fee of £50.00 is required when making an application for a place. The registration fee is to cover administrative costs and is not refundable.

Fees are payable monthly in advance on the third day of the month or there of, by direct debit agreement. All parents are required to fill out a direct debit form before their child commences nursery.

When fee payments made are not honoured by the payer's bank due to insufficient funds an administrative charge of £15.00 will be added to the amount owing to cover extra administration and bank charges incurred by the nursery.

Fees for all sessions booked are payable whether a child attends or not. Fees for any extra sessions once booked are payable whether a child attends or not unless cancelled 48 hours prior to the date of the booking.

One full months notice in writing is required when a child leaves the nursery, or a month's fees in lieu of such notice is payable. One month's notice in writing is also required for any permanent change in session attendance.

If two or more siblings attend nursery together, a discount of 10% of the nursery fee payable is given for the eldest child.

Fee increases will occur annually in April.

Should the fees for any child be more than one month in arrears that child will lose their nursery place, unless arrangements have been agreed in writing with the nursery for payment of any outstanding fees.

Westerhope Village Nursery

Fees April 1st 2014 - March 31st 2015

Nursery fees payable

| | | Children 0-3 years | Children 3-4 years |
|----------------------------|---|--------------------|--------------------|
| Full Time | Weekly fee for full time attendance between 8.00am and 5.45pm for five full days per week. | £219.00 per week | £203.00 per week |
| Full Day | Daily fee for full day attendance between 8.00am and 5.45pm per day. | £47.00 per day | £42.50 per day |
| Part Time am/pm | Daily fee for part time attendance mornings between 8.30am and 1.00pm or afternoons between 1.00pm and 5.30pm per session | £30.40 per session | £27.30 per session |

Fees are payable monthly in advance by direct debit, and are chargeable for 51 weeks averaged over 12 months.

Meal costs are £3.00 for lunch and tea and £1.50 for breakfast. These costs are included in the above rates.

A 10% sibling reduction of the monthly fee payable will be given for the eldest child when 2 or more children attend at the same time.

A late collection charge will be made if children are not collected promptly at the end of their session. The charge will be £25.00 per half hour or part thereof. This is necessary because a minimum of two staff must work extra at the end of their shift to look after any child left after closing time.

There is a separate fee sheet for children of 3 and 4 years who are entitled to FEYE (government funding).

Additional single hours may be booked if required at £8.00 per hour, £11.00 per hour with lunch. Extra hours are subject to availability in line with our registration and staffing ratios.