

BSDNURSERY1989@GMAIL.COM
01295 256400
RUSKIN ROAD, BANBURY, OX16 9HY



BANBURY SCHOOL DAY NURSERY LTD.

Prospectus



Welcome

Welcome to Banbury School Day Nursery Ltd.

It is key to find a nursery which is right for your child and we hope this prospectus can support your decision.



Aims of the Nursery

- To provide a caring, stimulating, secure and happy environment for children to develop their fundamental skills and grow in their relationships with their peers
- To enable staff and parents / guardians to work together to ensure each child is provided with the most appropriate and effective care
- To provide activities that will stimulate the concepts of play, encouraging the children to think for themselves
- To enhance the child's self-confidence and sense of responsibility

Nursery Premises

The Nursery is situated in the grounds of Wykham Park Academy.

The nursery has 3 rooms:

- Star Room (3 months - 2 years)
- Moon Room (2 - years)
- Sun Room (3-5 years)

We have two outdoor play areas, which is enclosed for our use only.

We also have an office, cloakroom and toilet facilities.

We have provision for children to rest throughout the day.



Nursery Staff

Director of the Nursery, NNEB

Andrea Brooker has been working at the Nursery since September 1989 and has seen the nursery develop and grow. She became independent in April 2007.

It is Andrea's belief that the children come first and they are the priority. The nursery endeavours to offer children a happy, safe and caring environment.

A great deal of staff have been with the nursery for many years, which shows their commitment and hardwork to maintain the suitability of the environment.

It is with great joy to see the children develop, grow and remember the happy times that they have had, and the activities that they took part in.

The nursery is staffed by trained and experienced under 5 workers. We encourage students from college and secondary schools. All students are extra to the nursery and not left unsupervised.



Nursery Hours

Early Drop Off	7:45am - 8:00am
Monday - Friday	8:00am - 5:30pm
Short Day	8:00am - 2:45pm
Afternoon Session	1:30pm - 5:30pm
Full Day	8:00am - 5:30pm

Arrangements for leaving and collecting children

Children may normally be left and collected between the hours shown above.

Children must be collected on time due to staff ratio.

If another individual is collecting your child, we need to know in advance. We will ask for written confirmation which is included in our 'Welcome booklet'. You will also need to write this in our collection form on the day.

Nursery Fees

Full Time	£214.00
Per Day	£45.70
Short Day	£39.50
Afternoon Session	£24.20

Other charges apply, if appropriate

Late pick up charge (after 5:30pm)	£5.00
Extra hourly charge (if space available)	£6.00
Early drop off (7:45am)	£3.00

We are able to offer education vouchers for 12 hours all year round, or 24 hours all year round depending on the amount of funding you are entitled to. This can be deducted from fees for sessions or we can offer various options throughout the week.

We also offer discount for siblings at 10% of fees.

Payment of Fees

- All booked places must be paid for whether your child attends the session or not
- Fees are payable each calendar month in advance against the invoice issued
- Payment can be made in cash, cheque or direct debit (payable to Banbury School Day Nursery Ltd.)
- Where invoices remain unpaid by the 10th of the month we will issue a late payment fee of 1%.
- We require a minimum of four weeks notice in writing of your intent to permanently withdraw your child or payment of four weeks fees in lieu

Funding

We are happy to accept childcare vouchers.

We receive government funding for children over the age of three years.

We also take 30 hours extended funding. Please discuss this directly with nursery to understand how this operates.



Holidays for 2022

Nursery closed for Christmas:

16 December 2022 - 3 January 2023



Holidays for 2023

Nursery closed:

Good Friday	7th April
Easter Monday	10th April
Early May Bank Holiday	1 May
King's Coronation	8 May
Spring Bank Holiday	29 May
Summer Bank Holiday	28 August



Management Procedures

Admission Policy

The age range catered for is from 3 months to school age.

A registration form is available to reserve a space at the nursery.

We provide free pre-visits before your child starts to introduce them to the staff and Nursery environment. These usually commence a month before starting.

Registration / Administration Charge

When you book a space at Nursery a charge of £40.00 is applicable.

This is a one-off charge and covers the following (plus more):

- Spare clothes bag
- Sun cream
- Toothbrushes
- Registration
- Book bag
- Administration charges for bank charges
- Waterproof name badges

Once a space is booked and your child is due to attend, the nursery will contact you with regards to a home visit with the child's key worker. They will bring the welcome booklet and any questions you may have. Your pre-visits will also be arranged.

Equal Opportunities

Each child is valued as an individual regardless of race, creed, cultural background, gender or disability.

We promote equal opportunities whilst considering the interests and welfare of the children as the highest priority.

Our activities encourage children to develop their understanding and awareness of cultures and backgrounds other than their own.

Special Educational Needs (SEN)

We are willing to take children who have special educational needs.

We have an internal SENCO who liases with the relevant agencies.



Parking arrangements

The school gates are closed between 8:45am - 3:20pm and if you take a space at nursery we will provide the password required to gain entry.

The Nursery has allocated parking facilities and staff will inform parents / visitors where these are situated for dropping off / collecting your child. If no spaces are available, please feel free to park around the roundabout. All other car parking spaces are allocated to staff the Academy.

Procedures when dealing with a complaint

If you are not satisfied with any aspect of your child's care at the Nursery, please discuss this with a senior member of staff immediately.

Discussions will be followed through to Andrea Brooker and action taken, if required.

Email: bsdnurseries1989@gmail.com

Ofsted address: Ofsted
Piccadilly Gate
Store Street
Manchester, M1 2WD

Helpline: 0300 123 123

Website: www.ofsted.gov.uk/parents

Health and Safety

Illness

Infections and viruses spread very quickly in the Nursery, therefore we would prefer to exclude a child if they are unwell. If your child becomes unwell during the day, we will contact you immediately in order for them to be taken home.

Children suffering from diarrhoea and / or sickness should not attend Nursery until 48 hours after this has ceased. Please ensure your child is well enough to attend.

Medication

We will not give medication without a medical consent form from the parent / guardian.

Staff are only able to give prescribed medication and non-prescribed medication with parental consent and it is written on your child's medical form.



Accident Procedure

All accidents are recorded on an accident form that is based in each room. Parents will be asked to sign these forms at the end of the child's session.

If it is necessary, a parent / guardian will be called to collect their child (we have a safety plan to cover and investigate this in detail).

Safeguarding Children

It is our duty to inform Social Services of any suspected incidents of abuse.

If an incident has occurred at home, staff have the right to ask parents to sign a book recording the incident.

Therefore, the Nursery will not be held responsible for any incident. Our primary concern is for the wellbeing of the child.

If you feel you need to contact the Multi Agency Safeguarding Hub the contact details are:

M.A.S.H	0345 050 7666
North	01865 816656 / 01865 816670
Emergency (after 5pm)	0800 833 408
NSPCC Child Protection	0808 800 5000
Policy Enquiry Centre	0845 850 5505

Policy for walking with children

A child will only be taken out for a walk if we have a consent form signed by their parent / guardian.

A member of staff will never take more than three children with them.



Fire Procedure

What to do in the event of a fire?

If the fire alarm sounds, immediately walk to the Nursery back door and line up.

Walk to the assembly point (the tarmac area), with the Nursery staff and children.

The children will have a holding ring to encourage them to walk in a line. The baby room have an evacuation trolley.

Remain at this point until a fire officer allows us to return to the Nursery.



The Star Room

3 months - 2 years

All children have diaries completed based on their daily routine.

Each child has a key staff member who will care for them the majority of the time.

The routine is very flexible to take into account the children's individual needs.



The Moon Room

2 - 3 years

We operate a key person system and your child will have the opportunity to play inside and outside.

We operate the Moon and Sun Room as a free flow space and the children have the opportunity to play with all available toys.

The children have the opportunity to have a sleep and the staff will accommodate the child's needs.

Your child will have their own profile and this is readily available for you to look at.

We offer parents meetings every term to give you an opportunity to speak to your child's key person.

2 year check from the health visitor - We ask you to please let the Nursery see a copy of your child's 2 year check that is completed by the health visitor.



The Sun Room

3 - 5 years (Pre-school)

In September 2019, we opened a pre-school room that incorporates children's independent learning.

The children are encouraged to go outside regardless of the weather and they will put waterproofs on and have the opportunity to play in the mud kitchen.

The staff work closely to plan for the day which involves the children focusing on adult led maths, science, cooking and letter sound activities.

The children are observed throughout the day and this helps in determining their level of learning and what next steps will be for them.

Fun and Play is the whole emphasis of learning.

Your child will have an individual file which is available for you to look at.

We offer parents meetings every terms to look at your child's individual development.



Meals & Refreshments

3 months - 1 year All bottles, drinks, meals and snacks are to be provided by you. This is due to the varied diet that children have at this age. No raisins and strawberries given.

1 year - 5 years Children are provided with a drink and nutritious snack twice a day. The children are encouraged to take part in cooking and this is shared within the group at snack time.

Lunches For a child who attends all day or a short day, a packed lunch is required to be provided by parents.

If your child requires a bottle throughout the nursery day, you are required to provide the formula.



Items Needed:

- A favourite toy for the cot
- A comforter (if they have one)
- Change of clothes
- Emergency supply of read mixed formula (for babies under one)



Nursery will provide:

- Nappies
- Wipes
- Cotton wool



Communication

We publish a newsletter every two weeks which informs parents of any Nursery events, reminders etc.

All Nursery Policies are available to look at, please ask a member of staff for more information.

We hold parents meetings every four months and this is an opportunity for you to meet with your child's key person.

If there are any changes in your child's sessions, learning dates etc. please put this in writing for the attention of Andrea Brooker.

Feedback

"She has thoroughly enjoyed coming to Nursery. I think the Nursery is very well run and staff very dedicated."

"She has become a very confident little girl."

"Thanks for the support you have shown us all."

"A big thank-you to all staff for providing such a safe, warm and caring environment."

"He has gone from a shy little boy to a confident one."

Outdoor Play

Please ensure children always come with appropriate clothes for going outside. It is a requirement of OFSTED that we make every effort for children to go out everyday. We do offer a free flow system essentially for children in the sun and moon room.



OFSTED Inspection

Banbury School Day Nursery was last inspected by Ofsted on 31st May 2017.

A full version of the report is available on request or on the internet.

Main findings of the report

- Exceptional relationships are built with parents who praise the nursery and the care their child receives.
- Staff skilfully ask children questions to encourage them to explore the world around them.
- All staff have an excellent understanding of their role to support children to learn and develop through high quality experiences.
- The director places high emphasis on children's well being and physical health.



Children's behaviour

Why do we discipline?

- To provide structure and consistency in a child's life
- To set out clear standards of behaviour for the child to follow
- To make the child feel safe, secure and remain an individual

How do we discipline?

We have a no smacking or biting policy.

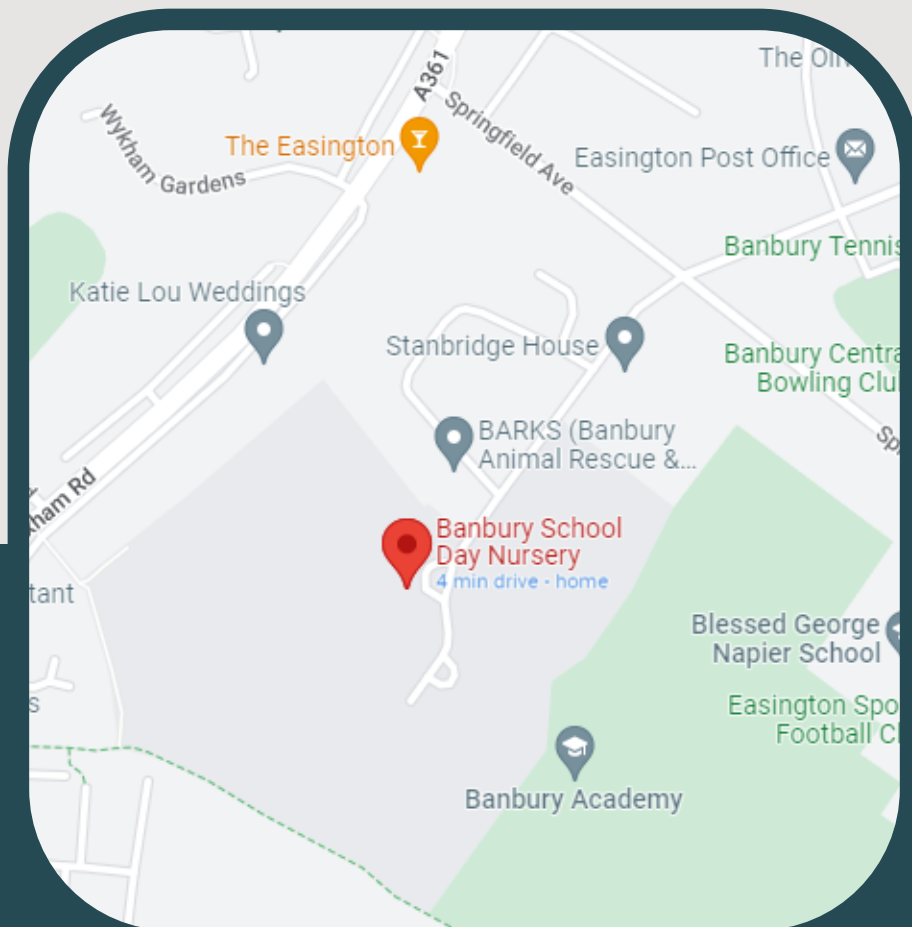
If a child hurts someone else, he / she will be taken aside and talked to calmly and reassuringly.

As a child gets older, they will understand what is right and wrong.

A child will not be excluded or given time out.

If a child has been disciplined, this will be discussed with the parent / guardian and if required, a sanctions record will be completed. A parent / guardian signs this at the end of a session.





We are here

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RUSKIN ROAD, BANBURY, OX16 9HY

WWW.BANBURYSCHOOLDAYNURSERY.CO.UK

REGISTERED ADDRESS:

43 COTEFIELD DRIVE

BODICOTE

OX15 4SW