



Lawley Village

— DAY NURSERY —





Lawley Village Day Nursery is committed to providing high quality day care and education from 3 months of age, within a warm, homely, secure and caring atmosphere. We believe in an individualised approach, enabling all children to develop and grow at their own pace. We are reflective practitioners of curriculum guidance and legislation.

Andrea Mitchell

Andrea Mitchell

Principal





Lawley Village Day Nursery is a purpose built Day Nursery set in the heart of Lawley Village within it's own extensive private grounds. We aim to provide the very best affordable childcare service to parents in a setting that is bright, spacious, homely, well resourced with exceptional outdoor areas that further stimulates your child's ability to learn in a safe and fun environment. We want to make our Nursery a happy, fun experience with carefully selected and experienced staff who are there to be welcoming, care for each child's needs and to reassure parents of their child's progress.

These magical early years at Lawley Nursery are filled with fun and excitement for the children, as we nurture their natural curiosity, enthusiasm and eagerness to learn.

Our routines are flexible to accommodate each child's individual needs.



Partnership between us is paramount for the benefit of each child's welfare. When a child joins us we like to gather as much information about him/her as possible so that we can make this child's time at Lawley Nursery a safe and happy experience. We have an open door policy to welcome parents and carers to spend time with their children and to speak freely to their key worker or the manager/deputy manager about any issues.

When a child joins us at the Nursery we will ask the parent/carer to complete an all about me form, which is found on each child's individual online learning journey.

We will hold a parents' evening for parents/carers to come in and speak to staff about their child's development and progress in a relaxed environment.

Staffing

Each staff member is carefully selected to provide the very best and up-to-date knowledge of childcare. All our staff go through a rigorous vetting procedure which includes a full DBS check. Our team is committed to ongoing training by means of external courses or our own in-house training.

Our Manager is a responsible person with many years experience and a dedication to providing the very best in childcare.

Every key person will have a recognised childcare/early years qualification NVQ level 2, level 3, BTCH, NNEB or CACHE Diploma. We also support Nursery Apprentices and training towards their NVQ level 3. Each member of staff within our setting is carefully selected so as to place them with an age group best suited to their abilities and therefore support each child to achieve their optimum in terms of learning, understanding, respect and awareness of others and their needs.





Each child is assigned a key worker who will give regular feedback on your child's achievement and progress

Lawley Village Day Nursery

is open from 7.30 a.m. until 6.00 p.m. Monday until Friday.

If parents require additional last minute childcare and if we have space we are happy to book extra sessions. We are unable to swap sessions.

Visiting us

If you would like to visit Lawley Village Day Nursery we would be very happy to show you around. Please contact us to arrange an appointment.

We aim to provide a place for every child whatever their needs.

Upon booking a place we offer two complimentary pre-visit sessions (each lasting 2 hours) to help your child settle into Nursery prior to starting.

These sessions can be booked for any weekday (subject to availability)
either 9.30 – 11.30 a.m.
or 1.30 – 3.30 p.m.



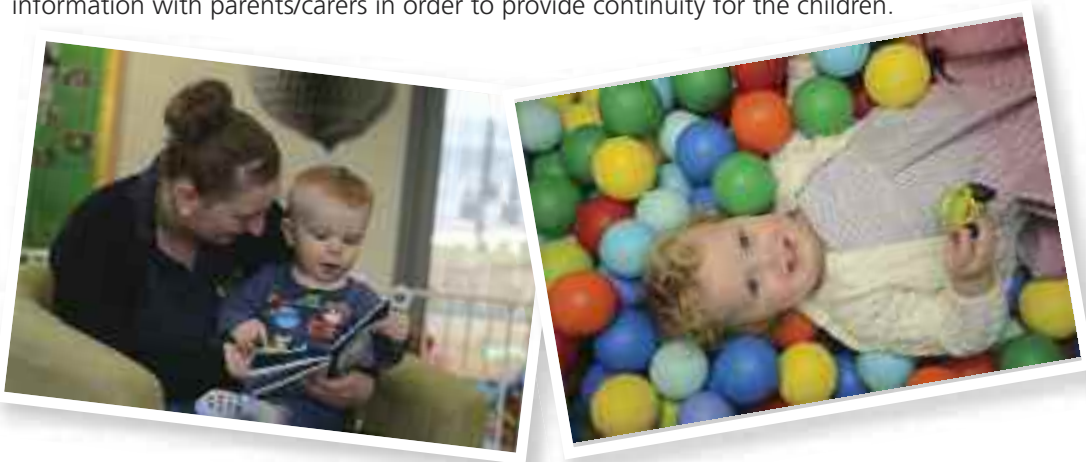


These magical early years at Lawley Nursery are filled with fun and excitement for the children, as we nurture their natural curiosity, enthusiasm and eagerness to learn.



At Lawley Village Day Nursery the care, activities, resources and environment will encourage children to develop into happy confident individuals who can express their needs, feelings, opinions and thoughts in an assertive way and who value and respect themselves and others.

- To provide a **warm** and **welcoming** environment that fosters a sense of belonging.
- To encourage and support children's own **independence** through provision of self-choice.
- To watch and listen to what the children say and do and **value** their **contributions** and **opinions**.
- To allow children the opportunity to make **choices** and **decisions**.
- To provide an environment that is **safe, fun, stimulating** and **culturally diverse**, displaying positive images of the local and wider communities e.g. festivals and sign language.
- To work in **partnership with parents/carers** respecting and valuing them as experts on their children and children in their care.
- To work within the **Early Years Foundation Stage Framework (E Y F S)**
- To encourage moral development and a **sense of right and wrong** by sharing our ethos.
- To offer a range of activities that will encourage children to use their **imagination** and develop **creativity**.
- To provide further opportunities for children to be involved in the **planning of their day**.
- To develop and maintain an **inclusive environment**, ensuring that each child's individual needs can be met. All these needs will be recognised through observations and **additional support** given wherever necessary.
- To provide a **consistent approach** to all matters regarding **behaviour** throughout the Nursery and to share information with parents/carers in order to provide continuity for the children.





Interactive white boards are used throughout the nursery

We have a carefully planned range of activities based around the Early Years Foundation Stage (EYFS) which is intended to prepare children for when they transfer to reception class or their local school. Listed below are the key areas of learning.

Personal, Social and Emotional Development

Prime Area – within our Nursery we provide opportunities for children to learn, to co-operate, share and have consideration for other people their cultures, beliefs and emotions. We teach them to respect and care for one

another as well as their environment. Young children are keen and curious to learn about themselves and others sometimes through role play, places of interest and the natural world.

Communication & Language

Prime Area – The children will develop all aspects of language and sounds that will help them to become confident within their speaking ability, to express themselves, speak and listen in a range of situations.

Physical Development

Prime Area – In order to promote the healthy growth of children regular physical activity is encouraged. With practice and time children develop muscular control co-ordination and awareness of others. They can use their judgment to solve problems and take part in physical activities. This assists with building self-confidence and help expand their imagination. We also support children in understanding the importance of physical activity, healthy choices and support them in self-care.

Understanding the World

Specific Area – Children have the urge to find out how things work so to help them do this we provide resources for them to make things, provide sand and water, Duplo, stickle bricks and many more for construction. We encourage our children to go out into the local community to explore and observe what people, animals and vehicles do within the environment.

Mathematics

Specific Area – We provide children with activities and experiences that are part of everyday life for example matching shapes, tidying up, sorting, understanding shapes, colours, numbers, weighing and counting.

Expressive Arts and Design

Specific Area – Each day children will have the opportunity to explore and play using a range of materials and resources to express their ideas, feelings, emotions and thoughts through a variety of art, dance, music, movement and role play activities.

Literacy

Specific Area – We provide a range of songs, poetry, nursery rhymes, music, fiction and non-fiction books and activities for children to access each day to support their development in early literacy skills. Our aim is to ensure our children acquire these early literacy skills to prepare them for school





Each day children will have the opportunity to explore and play using a range of materials and resources



Starting at Lawley Village Day Nursery

Settling In

Once you have completed the Enrolment Form you will be entitled to attend two two hour settling in pre-visits. This is an opportunity to gently encourage your child to new surroundings and get to know other children and staff and gives parents and carers the all important opportunity to discuss your child's routine with their key worker.

Medication

We will only administer prescribed medication, providing the dispensary label is in place clearly showing name, date and giving clear instructions. Medicines prescribed by a doctor will be written in the Medicine Book daily. We only use "Calpol" when a child's temperature rises and your permission has been previously given. We ask parents to hand all medication to a member of staff who will put it in the fridge and not leave it in a child's bag. We can give antibiotics only if they are prescribed by a doctor and are in date. After they have been administered for at least 24 hours by the parents/carer.

What to bring with you

Each child should have sufficient clothes for their daily needs plus a spare set in case of accidents. Please be mindful of the clothes the children wear as we will make every effort to keep them clean but it is always advisable to put children in clothes they feel relaxed in and not fear spoiling. These should be in a bag with their name on but for health and safety reasons plastic carrier bags must not be used. We ask that children DO NOT bring valuable items with them as the Nursery cannot accept any responsibility for loss or damage. Please bring labelled sun hats and suncream for the summer months, outdoor clothing and Wellingtons for the winter months again clearly labelled.

Nappies: adequate supply of nappies wipes and any cream that may be required





We have carried out a full risk assessment at the Nursery and all efforts have been made to reduce any hazards. However, accidents can still happen. All such accidents/incidents are recorded, monitored and reported back to the parent/carer whereupon they will be asked to sign an accident/incident form.

In the event of an accident of a serious nature we will immediately contact the parent/carer or the emergency contact to advise them what has happened and what action is being taken. In extreme circumstances we will contact the emergency services.

Public Liability Insurance

A copy is displayed on the parents' information board in the entrance hall.

Ofsted Report

Each time the Nursery is inspected the report will be displayed on the parents' information board and on the website.

Collection of Children

All visitors to the Nursery to collect children MUST be pre-authorized to collect them. We will take these details upon registration. Any other arrangements must be agreed with the Nursery Manager ONLY. A password and photograph will be required of the person collecting the child.

Babies

Babies milk is not provided by the Nursery. Formula or expressed milk must be supplied by the parent/carer and must be clearly labelled with the child's name and date on it.

Home/Nursery book

We provide a home/nursery book for all babies under 14 months, keeping records of feeding times, sleeping times, activities and anything else of importance that may have happened during the day. We ask parents/carers to write in the book as well. If you require a home/nursery book for your child please speak to your child's key worker.

Outdoor Play

At Lawley Village Day Nursery we value the outdoors as a fantastic learning environment which is just as important as indoors.





The older children have a large artificial grassed and barked area where they can climb, jump, run, dig, plant and explore nature

The younger children are able to explore in a safe and secure environment, whilst still being able to move around, observe other areas of the outdoors, experience different textures and weathers. Canopies are used for shelter from the rain and sun which means these areas can be used all year round. The children also have the benefit of our outside classroom.

There is a large artificial grassed area which can be used all year round, a barked area where they can climb, jump, run, dig, plant and explore nature. We also have a large soft

surface colourful area with numbers, colours, shapes and games to explore.

In the Summer the children have picnics in the sheltered outside area. In Winter they explore under the tree stumps looking for bugs. Our garden areas are continually improving and changing to suit the needs and interests of the children. We have a developing forest school area where children explore the natural environment through hands on activities. The children take responsibility for looking after plants, vegetables and wildlife.





Food and drinks

All dietary needs of our children are catered for; the emphasis is placed on nutritious healthy and wholesome meals which are cooked freshly each day by our qualified cook in our state of the art kitchen.

Breakfast is provided up to 8.15 a.m. for children who arrive early and have not eaten breakfast at home. Throughout the day children are offered: mid-morning snack, fruit, two course lunch and high tea (e.g. sandwiches, fruit, yoghurts, flans. For babies: finger sandwiches, yoghurts, pureed fruit). Drinks: water or milk are offered at all meal times.

Samples of our menu's are available on our website.



A Summary for Parents and Carers

To register your child for a place

A fully completed Registration Form specifying your choice of sessions must be returned to us. When we have received this form your child's details will be added to our records. Places are offered on a first come, first served basis where there is availability.

We cannot reserve places. Session will only be confirmed when a completed registration form and deposit has been received.

Nursery Admission

Once we offer a start date that you accept you will need to complete the enrolment forms prior to starting. You must return the fully completed forms to us together with a non-refundable Registration Fee of £40.00.

Opening times

The opening hours of Lawley Village Day nursery are 7.30 a.m. to 6.00 p.m. Monday to Friday, 51 weeks of the year, closing only for Bank Holidays and a week at Christmas depending when it falls.

Settling your child in

We offer parents as much as possible an individual, tailored Settling in plan to help settle children into

Nursery. Settling in sessions work best if full co-operation and partnership begins straightaway. The settling in period will be two sessions. We suggest the first session is spent together exploring the environment and toys and interacting with the other children and staff. You and your child will also be introduced to your child's key person who will work closely with you to support your child's learning and development. The settling in period is two, two hour sessions. We will work closely with you to ensure this experience is a happy and exciting time for both you and your child.

Parents are requested to inform the Nursery of any health, food, religious preferences, medicines or any other circumstances that are of importance during your child's day with us. Parents must continue to inform the Nursery of any changes/progress in any condition of which they become aware.

We will administer non-prescribed medication in the form of teething gels and nappy cream/s. All medication must be given directly to a member of staff and all details filled in on a medical form, including your permission. Please do not ever leave medicine, including asthma pumps, in your child's bag.

Fever

In the case of a high fever developing (i.e. over 37.5° C for under 5's). We will contact you as soon as possible to make arrangements to collect your unwell child if after



administering Calpol the fever still persists At the point of enrolment we will request your consent for a senior member of staff to administer ONE dose of Calpol to begin to bring this fever down if we are unable to contact you and your child should ever require it (with a temperature over 37.5° for under 5's).

In all circumstances if we need to administer Calpol then you (or one of your emergency contacts) must collect your child as soon as possible.

What to do in case of sickness

Any child who has or develops an infectious illness must always be kept at home in order to prevent the spread of infection; such illnesses can include conditions such as vomiting, diarrhoea, conjunctivitis, sore throat and obvious rashes.

We kindly ask that parents call the Nursery before 9.30 am if your child is unable to attend due to illness.

If a child is, or becomes unwell, we have a number of procedures to follow. A child's parents will be contacted and the child will not be readmitted after illness until he/she is no longer infectious or after an advised period of time. For example, children must not attend the Nursery if they have sickness or diarrhoea and for 48 hours after the last bout of either.

We will only administer any medicine when it has been prescribed by a doctor. It will only be administered with prior written consent from the parents and in accordance with the prescription.

The typical temperature for a child is between 37.5° C for under 5's. Any child who does not appear to be 100% fit will have his/her temperature monitored regularly and logged onto a child health form by a member of staff. The above procedure will be followed. If your child's temperature reaches 40° C or higher, then we will call an ambulance for emergency medical care and may need to take your child to hospital. In the event of this happening, a senior member of staff or your child's key worker will stay with your child at all times until you arrive. We will always try to contact you first. We at Lawley Village Day Nursery take these necessary precautions to safeguard your child. A high temperature usually indicates an infection or start of illness.

There will be occasions when we may need to administer basic first aid treatment, for example for minor injuries or insect stings.



Arrival and departure

The names of responsible adults authorised to collect the child must be listed on the enrolment form prior to the child's start date.

This needs to include photographs of each named responsible adult. It is your responsibility to keep us updated of any changes to include current phone numbers. If the person collecting the child is not recognised by a member of staff the child will remain at Nursery until the parents can be contacted. If the parent has made alternative arrangements by telephone the Nursery will require the full name and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at Nursery.

Late collection and non-collection

In the event of a child not being collected by the usual/agreed time, the child will be kept at the Nursery and a member of the management team will start to contact your emergency contacts in the order specified on the child's file. If we are unable to contact the parents or any of the emergency contacts by 7.00 p.m Telford & Wrekin Social Services will be contacted and their advice will be followed. After 6 p.m. we reserve the right to make late collection charges. For 0-15 minutes the charge is £10, then £5 for every subsequent 5 minutes. These charges must be paid for in cash by the end of the month. The charges mentioned above reflect Government requirements that at least 2 members of Staff stay on site until all children have been collected.

Complaints Procedure

Working in partnership with parents and carers is of great importance to us at Lawley Village Day Nursery. Parents are encouraged to communicate with their child's key person and appropriate room leader on a day-to-day basis so that any concerns or issues can be resolved immediately. Most problems can be solved informally.

If a concern or complaint cannot be resolved in this way the Complaints Policy will be followed. In the first instance a complaint should be discussed with the Nursery Manager or senior member of staff. This will be acknowledged immediately and an investigation will take place. We will inform you of our progress within 28 working days and advise you of the outcome.

Lawley Village Day Nursery welcomes all children and adults and does not discriminate in any way.





Holidays, Absences and Notice to Terminate

Lawley Village Day Nursery is open 51 weeks of the year. We close on all statutory Bank Holidays and a week between Christmas and the New Year depending when Christmas falls. The Nursery will close on December 24th if this falls on a week day

Fees should be paid by cash, BACS or childcare vouchers.

Parents will set up a standing order so that payment by this method can commence on the first working day of the next month.

Fees are calculated monthly based on booking patterns. There is no charge for the closed week at Christmas.



Full and part-time absences are charged at the normal rate as our costs remain the same. Full fees are charged for both full and part-time children for weeks shortened by Bank Holidays.

Any fees not paid on time will incur a 10% additional charge on top of their monthly bill, please refer to your terms and conditions.

Parents are asked for payments under £100 to be paid by cash, BACS or childcare vouchers.

In the event of fees or payment due to Lawley Village Day Nursery or Lawley Kids Club being outstanding for more than one week beyond the due date, we reserve the right to exclude a child from the Nursery at our discretion.

Fees are subject to review at any time with a minimum of one month's written notice being given to parents whose children currently attend Nursery. But usually Nursery fees are increased annually with effect from January.

Extra Sessions – subject to availability additional sessions may be booked. Payment is due in advance and is non-refundable should these sessions be cancelled. We cannot cater for sessions to be “swapped” at any time.

One calendar month's notice in writing is required from the parent/carer to terminate a child's place in

Nursery or to reduce the number of sessions normally attended by that child. Where a place is terminated by the Nursery due to non-payment of fees or other dispute, a charge equivalent to one month's fees will be made by the Nursery in lieu of notice.

Parking

Please exercise great care using the car park as children will be arriving or leaving the Nursery. Please drive slowly and DO NOT reverse your vehicle into spaces. No responsibility is accepted whilst your vehicle is on the Nursery premises. For safety reasons avoid parking your vehicle anywhere other than in a designated parking space i.e. not on the grass, curb or pavement outside the Nursery entrance. The Nursery car park is for drop off and pick up only. We do not have the spaces available for vehicles to be parked for any other length of time. No parking in the yellow fire assembly bay. Use one space and be courteous to other parents on the car park

No violence

We have a “no violence” policy and would appreciate that you do not allow your child to bring toy swords, guns etc. into the Nursery.

We aim to promote the well-being, safety and protection of all children in our care.





Thank you

You have reached the end of the Lawley Village Day Nursery's prospectus.
If you have any further questions or would like to arrange a visit please contact us



Lawley Village Day Nursery
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Telephone: 01952 630383
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