



Welcome to Adderbury Day Nursery where caring for your child in a safe, free flowing and stimulating environment is our main objective. We understand that leaving your child in the care of others is a difficult decision to make and hope the information in our prospectus is helpful. However, please contact us if you need any further information.

Adderbury Day Nursery is privately owned and run by Martin and Angy Rye. It is a single storey self-contained unit situated in The Hub on the Twyford Mill Estate on the outskirts of Adderbury.

The unit has been extensively developed and redesigned to provide a first-class warm and welcoming environment for children and their families.

There are 4 home bases, Owls, Hedgehogs, Squirrels and Woodpeckers together with a room for small group activities and a designated sleep room. Also, there is a staff room, office and kitchen with facilities in place to provide cooked meals for the children and staff. Outside there is a landscaped secure garden which is accessible in all weathers and includes a sand pit, climbing apparatus and planted areas. We have developed a woodland garden area which has a mini beast hotel, mud kitchen and vegetable patch with lots of opportunity for digging and exploring. The car park has dedicated parking bays and access to the nursery for parents and children is via a

secure path down the side of the nursery. Cycle racks are also available.

Our enthusiastic staff are qualified in childcare and include an experienced nursery Manager, two Early Years' Teachers, Nursery Nurses qualified to Level 5 and Level 3, and Apprentices. All staff are DBS checked, have level 2 food hygiene and Paediatric first aid training. The team work together in a child-led environment, using the Early Years' Foundation Stage curriculum (EYFS) to provide high quality learning and care opportunities supporting your child's development.

At our nursery you will find a wide range of activities taking place both indoors and out. Children are encouraged to spend as much time as possible in our garden designed to be accessible to all.

All children have a key person who is responsible for their care routines and is the parents main point of contact in nursery. The key person role is to get to know the child and their interests then plan activities and experiences to extend the child's skills and knowledge.

We provide healthy and balanced meals, more detail on pages 13 and 14.

Our nursery is registered with the regulatory body Ofsted, and has a grading of 'GOOD' in all areas. We provide spaces for up to 54 children aged from 6 months to 5 years. The best way to decide if a nursery is right for your child is to visit, meet the team and see children learning and playing together. Please do call us on 01295 810116 or email info@adderburydaynursery.co.uk to make an appointment to visit.

Our nursery day is carefully planned to give a balance of adult-led and child-led activities. We try to adapt the planned activities to individual children in order to reflect their particular skills, interests and development needs. The staff record their "observations" in what is known as a "learning journey" which is a collection of different documents prepared by the Key Person to provide a picture of a child's development under various areas of learning such as Physical Development, Communication & Language, etc. Forward planning of activities in each room is informed through the children's identified next steps and their current interests

While there is a statutory need to record and monitor progress, we also need to ensure that this process doesn't get in the way of actually interacting and playing with the children.

Since September 2015 we have been using an electronic system called eyLog (for **early years Log**) which allows staff to capture a photo, a video clip or a voice recording as well as written notes using a tablet computer and to assign this to one or more children. These observations are then uploaded to a secure web-based learning journey to which you as a parent also have access to. All data is held in encrypted form and is accessed subject to a secure login and password. The only people who can access a child's learning journey are the relevant nursery staff (manager, room leaders, key persons) and the child's parents.

This also helps to support our partnership with parents because parents can contribute their own photos,

observations and thoughts to the learning journey which also helps us to plan for individual children's development, and of course a wonderful keepsake for parents to share with their child.

This technology also supports a daily record, especially for the Owls and Hedgehogs, of food, milk, and nappy changes.

The tablets that we use to record the observations are supplied with a custom "firmware" in which all applications, except for eyLog, have been removed. This ensures that the tablets cannot be misused - for example, it is not possible to access Face book or websites or to send any e-mail messages from the tablets.

The eyLog website (<https://eylog.co.uk>) has more information as well as a list of FAQs.

We also welcome and encourage parental involvement through social events, celebrations and share-your-job days. As a nursery we are committed to providing a safe environment keeping children from harm in line with our Safeguarding policy.

A typical day

Is a flexible one with children being encouraged and supported to select their own activities from the range on offer. We feel that children learn best in a warm welcoming environment where self-independence and creativity are fostered.

The morning starts with breakfast between 8.30 and 9.00 am. Afterwards, when the children have settled and met their friends, there is a circle time for the older children to share news and information with their dedicated staff member. They will be encouraged to take turns in speaking and listening and will all have the opportunity to contribute to the discussion.

During each session children are able to access a range of activities indoors and outdoors. There is Free Flow time which provides opportunities for all children to choose their own activities. There will also be one-to-one or small group focussed learning experiences led by a key person.

Key areas and activities include messy play, role play, physical/active opportunities, books and language, discovery/sensory play, music and movement, calm/cosy areas, maths, science and nature experiences and ICT.

We believe that every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Our commitment is to have each child at the heart of all that we do in partnership with parents and carers. We observe children and plan for them on an individual basis taking into account what they already know and what interests and fascinates them.

Our nursery staff engage in play and conversation with all our children, helping to make sure that play is meaningful and supports learning. Our mentoring system supports newly qualified staff in developing skills. Our daily routines

offer a range of experiences giving children consistency of care whilst also challenging them.

Owls

We offer places for babies from 6 months of age and our youngest children are based in the Owls room. We appreciate the importance of individual routines at this age and work closely with parents to ensure a personal approach for each child. We have a separate sleep room, bottle preparation area and nappy changing facilities. At this age play and learning is very exploratory and discovery based with all five senses involved.



In Owls you will see:

- Treasure baskets- encouraging children's natural curiosity investigating "real life " items
- The children learning how things look, feel, taste, smell and sound
- Messy play – sand, gloop, water, play dough
- Books and songs
- Exploring the outside world – watching trees sway in the wind, listening to birds singing
- Physical play – tummy time, developing balance and control
- Cuddles and quality one-to-one time with a key person
- Opportunities to explore and interact with older children

We have space for up to twelve babies with four key adults.

Hedgehogs

Our rising 2 year olds join the Hedgehog group. By this time most children are confident and competent toddlers developing their social skills and language abilities to communicate their wants and needs as they begin to interact with other children and key people.

Communication skills are supported through regular opportunities as we help them to become confident talkers. Meal times are an especially social time with small groups sitting together with key people in a family style arrangement. We offer more opportunities for children to explore, play and interact with other children and we aim to support their fine and gross motor skills through these experiences. As part of our free-flowing environment, the children are also able to access activities and experiences in our other rooms and the garden for most of each session.

In Hedgehogs children still have the opportunity to sleep after lunch if needed. We work with parents in getting the balance of rest and play right for your child which is key to their learning and development and, as they continue to grow and develop, we support increasing independence during potty training and hand washing, building on their self-esteem, including them in decision making and valuing their opinions.

In Hedgehogs we have space for 12 children with four key adults.



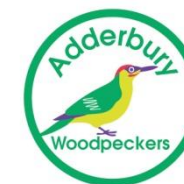
Squirrels

Our rising 3 year olds are based in Squirrels. We continue our free-flowing child-led environment nurturing the childrens growing confidence and ability, by providing increased opportunities for development in all areas of the foundation stage curriculum. After lunch they are given the opportunity to clean their teeth with nursery supplied, age appropriate toothbrush and paste. We have space for 16 children in Squirrels with four key adults.



Woodpeckers

Woodpeckers provides the environment for children to experiment, problem solve, design, investigate, take responsibility, communicate and start reading and writing.. The personalised planning continues by working in partnership with parents, with the aim of giving each child the necessary skills and experiences for a flying start when they start school. They have an outside area specifically designed for their requirement but also have opportunities each day to free flow with the rest of the nursery. Our Woodpecker room is led by an experienced Early Years Teacher.



Settling-in sessions

All new children and their families are offered free settling-in sessions. We recommend a minimum of two sessions. The first visit is spent filling in forms and in conversation with your child's key person, giving you the opportunity to start to get to know each other. Once your child is busy and playing you will be invited to leave the room for a short period, and the key person spends time with your child. A plan can then be formed for the next and subsequent visits. We usually suggest allowing two weeks for settling-in sessions ideally during the same hours as your child will be attending so that nursery becomes a part of their accepted routine.

Session Times and Fees 1st January 2019

- Our full day sessions start at 8.30am and finish at 5.30pm. Earlier drop off from 8.00am or late pick up before 6.00pm are possible by prior arrangement.
- Breakfast is 8.30 - 9.00am, Lunch 11.45 and Tea 4.00pm, with morning and afternoon snack.
- For morning sessions children must be collected by 1pm and for afternoon sessions dropped off no earlier than 1pm.
- Children must be dropped off and collected within the time they are booked. Without prior arrangement outside of booked hours we will charge £15.
- We also provide Nursery Education Funded hours for eligible 2, 3 and 4 year olds subject to availability.

Any combination of sessions may be booked subject to availability.

Session	Times	All children non funded	Funded 2, 3 & 4 Year Olds in term time, 38 weeks	Funded 3 & 4 Year Olds not in term time, 12 weeks
Full Day	8:30am-5.30pm	£ 52.00	£6.50 per non funded hour	£6.50 per non funded hour
Morning	8:30am-1:00pm	£ 28.60		
Afternoon	1:00pm-5.30pm	£ 28.60		
School Day	8:30am-3:30pm	£ 39		
Full Week, 5 days	8:30am-5.30pm	£ 234		
Hourly Fee		N/a	£6.50	£6.50
Absence when ill		Full fee	Full fee	Full fee
Days Off or Holidays		Full fee	Full fee	Full fee
Weather Closure		Full Fee	Full fee	Full Fee
Bank Holidays		Full Fee	Full fee	Full Fee
Christmas Shutdown		No Charge	No Charge	No Charge
Oldest sibling discount		10%	10%	10%

These prices will be reviewed in 2019

Fees are calculated by adding up weekly sessions multiplying this by 50 weeks, allowing for bank holidays and Christmas closure, and dividing by 12 months. For term-time only places, the weekly cost is multiplied by 38 weeks and divided by 11 months, no payment during August.

Government Childcare choices information

From September 2017 the government has launched a new scheme to help with childcare costs. This includes offering 30 funded hours during term time to eligible families. To find out more about the new and existing offers, and how they can help you, go to the Childcare Choices website at www.childcarechoices.gov.uk. To check your eligibility for the 30 hours free childcare you can use the online childcare calculator www.gov.uk/childcare-calculator. If you are eligible submit an online application as soon as possible and once signed up you will receive an eligibility code. Take this code to your childcare provider who will check it with their local authority. You are able to use more than one childcare provider over a week.

Government Funded sessions Times and Fees 1st September 2018

Adderbury Day Nursery provide the government's "Nursery Education Funding" to all eligible 2, 3 & 4 year olds. The funded hours we offer are two 3 hour sessions per day Monday to Friday, term time only. Hours outside of these times are charged at £6.50 per hour

Morning	3 hour session	8.30 am – 11.30 am
Afternoon	3 hour session	1.00 pm – 4.00 pm

You are able to book any combination of these sessions up to the 15-hour entitlement, or 30 hours if you are eligible.

Funding is only available during school term time, which is 38 weeks of the year.

Adderbury Day Nursery is open all year round apart from Bank Holidays Christmas Eve and the period between Christmas and New Year.

Policies and Procedures

We have available for parents in each home base copies of our Safeguarding and Complaints/ Compliments policies. Other policies and procedures are stored in the hallway; parents are welcome to have copies if they request them.

Policies and procedures in place include:-

- Accident and First Aid
- Allergies and Allergic reactions
- Behaviour Management
- Camera, mobile phones, recording devices
- Medicine
- Sickness and Illness

What to bring

For babies we ask that you supply nappies for your baby. We will supply wipes and cream, but if you have a specific brand you use then you are welcome to supply them too. If your baby is having formula milk during the day, this should be supplied in the original container. Following the latest advice, bottles will be made up fresh for each baby as required.

For all children, you should provide at least one spare change of clothes. These should be named and in a small

rucksack or drawstring bag which will be kept on your child's coat peg. Also a pair of indoor shoes.

As we go outside every day, it is important that children have the appropriate clothing for possible weather conditions. Therefore, we ask that parents of mobile children supply a named pair of wellingtons and all children have a named sun hat.

Nursery will supply Soltan Kids Hypoallergenic Suncare Lotion SPF50+ unless a parent prefers to supply their own sun cream which must be in the original container and clearly labelled with the child's name.

Meal times

At Adderbury Day Nursery we have a cook and a kitchen assistant who carefully provide food and drink for breakfast, lunch, snack and tea. They are aware of our children's dietary requirements and cater for this on a daily basis. Drinking water is available throughout the day, and milk during snack times.

Breakfast is between 8.30 and 9.00am. A selection of food will be available, including cereal, yoghurt, fresh fruit, toast and porridge, with water to drink.

Snacks are served at 10.15 am and 2.15 pm. Food offered will include fresh vegetable sticks, bread sticks, bagels, cheese cubes, and fresh fruit, with water or milk to drink.

Lunch is a freshly cooked main meal and freshly prepared desert. All children are encouraged to feed themselves, although there is always someone to lend a hand when

needed. The babies have the same food which is blended down for them.

Tea is at 4.00 pm. Food served will include sandwiches, finger food, baked beans on toast, soup, yoghurt, fresh or dried fruit, and water to drink.

We have a 3 week rolling menu which is on display in our hallway. An example is below. **Winter Menu 1**

	Monday	Tuesday	Wed	Thursday	Friday
Break-fast	Cereal With toasted muffin	Yoghurt and banana	Fruity porridge	Scrambled egg on Toast	Cereal Fresh fruit
Snack	Cheese, pepper, bread sticks	Orange and Pear slices	Apple slices and cheese spread on crackers	Kiwi Apple and Oronge	Naan bread and Dhal
Lunch	Chicken Casserole with dumpling	Moroccan Hotpot	Stir fry vegetables in a tomato sauce	Fish pie with fresh vegetables	Roast dinner with potatoes and vegetables
Vegetarian Lunch	Lentil casserole with dumpling	As above	As above	Cheese and vegetable pie	Root vegetable and lentil bake
Pudding	Natural yoghurt fruit puree	fruit crumble and custard	Apricot cake	Berry compot	Peaches with Ice cream
Snack	Fresh fruit selection	Hardboiled egg with bread and butter	Cucumber, breadstick and dip	Tomato chunks, carrot sticks and Homous	Melon and grapes
Tea	Cheese spread and cucumber and sardine sandwiches Nursery made biscuit	Herby pesto bean and potato pasta Plums and grapes	Jacket potato Tuna mayo and coronation chicken Fresh fruit	Ham and pineapple melts, Raspberry muffins	Egg mayonnaise And chicken sandwiches Sultana cakes

Registration

To register your child, complete the registration form which can be downloaded from our web page www.adderburydaynursery.co.uk or is available at Nursery for collection. Once your registration form has been received, we will contact you to confirm availability and arrange a start date. A registration fee of £50 is payable when a place is offered and this sum is deducted from your first month's fees. Closer to the start date we will call to arrange your child's first settling-in visit, a contract will then be issued.

Fees are due on the 1st of each month, a month in advance.

If your child starts part way through the month, then fees will be due on their first day. There is no charge for settling-in sessions.

Payment methods

Our preferred payment method is by direct debit or childcare vouchers. However, fees can be paid by cheque or cash.

Session changes should be requested in writing. For changes to be implemented there is a notice period of one month. Increases in sessions are subject to availability.

Parents as Partners

At Adderbury Day Nursery we believe that in order for children to receive quality care and early learning that suits their individual needs, parents and staff need to work together in close partnership. As part of this we operate an

open-door policy, with parents welcome to come into the Nursery at any time, because we recognise the importance of their role as the child's primary carer.

Safeguarding

At Adderbury Day Nursery we will work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be kept safe from abuse in whatever form. As part of this policy mobile phones must be switched off and not accessed in nursery grounds.