

Welcome to
Rothersthorpe day
Nursery
2024/25
Prospectus



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Rothersthorpe Day Nursery is an educational nursery where we learn through play rather than just a day care facility. We offer the highest possible standards in a warm, safe and loving environment.

OUR HIGHLIGHTS:

- Established in a delightful converted school with a substantial and secure outside play area providing a stimulating, caring and happy environment.
- Registered to take 55 children per session.
- We cater for children aged 3 months to 5 years.
- We run a breakfast, after school and a holiday club for children aged 4-11 years.
- Registered and inspected by Ofsted.
- We provide Early Education Funding for over 2, 3 and 4 years (extended funding for eligible families).
- Open 51 weeks of the year. We care until 4pm on Christmas Eve and are closed for all statutory bank holidays.
- Well-qualified and trained staff.
- We offer a well-balanced, freshly prepared nutritious diet. We meet all dietary requirements on individual needs.
- We have achieved the accreditation scheme 'Aiming for quality' which is fully accredited by the pre-school learning alliance. Investors in children endorse this achievement.
- Compliant with the new "The Early Years Foundation Stage" framework which is statutory for all early years providers from 1st September 2023 that providers must meet to ensure that children learn and develop well and are kept healthy and safe.
- We welcome "employees" voucher scheme and government tax free childcare scheme.
- We use signing throughout nursery.

AIMS:

- Our aim at Rothersthorpe Day Nursery is to provide an education of excellent quality and consistency to raise the level of achievement in all children whilst understanding that each child is unique.
- We provide a secure foundation through learning and development opportunities which are planned around the needs and interests of each individual child.
- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.
- We aim to provide an enabling environment, in which their experiences respond to their individual needs which encourages a high degree of autonomy in all children as well as them gaining confidence and self-esteem.
- We promote teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.
- We aim to encourage children to be strong and independent through positive relationships.
- We develop a "partnership" with parents to achieve mutual respect and understanding of our roles. Parents are welcome at all times in the Nursery, and are given ample opportunity to discuss their child's progress with us.
- Give support to enable all children to develop the skills they need to express themselves and record their experiences and feelings ensuring that every child is included and supported.
- We aim to make the transition from home to nursery and nursery to school as smooth and stress free as possible for the child, parents and staff.
- At Rothersthorpe day nursery, we fully appreciate the extensive value of PLAY in children's all round development. We follow the EYFS framework to support your child's early learning experiences and this is backed up with lots of practical hands-on activities to stimulate and extend play for children in all age groups, these experiences help build children's confidence and self-esteem. All children develop and learn in different ways and at different rates.
- Above all the Nursery's aim is to ensure your child enjoys his/her time here.

The Early Years Foundation Stage:

The EYFS specifies requirements for learning and development and for safeguarding children and promoting their welfare (it covers the education and care of all children in early year's provision, including children with special educational needs and disabilities). Every child deserves the best possible start in life and the support that enables them to fulfil their potential.

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. Development is not an automatic process, however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments.

The four 'Principles' of EYFS are:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development.

The EYFS learning and development requirements comprise:

- The seven areas of learning and development and the educational programmes;
- The early learning goals;
- The assessment requirements;

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected.

Prime areas:

There are 3 prime areas which are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

- Communication and language
- Physical development
- Personal, social and emotional development

Specific areas:

There are 4 specific areas we support children in four specific areas, through which the three prime areas are strengthened and applied.

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Educational Programmes involve activities and experiences for children, as set out under each of the areas of learning.

Communication and Language

The development of children's spoken language underpins all seven areas of learning and development.

Communicating and being with others helps children to build social relationships which provide opportunities for friendship, empathy and sharing emotions. The number and quality of the conversations they have with adults and a peer throughout the day in a language-rich environment is crucial. By commenting on what children are interested in or doing, and echoing back what they say with new vocabulary added; practitioners will build children's language effectively. Reading frequently to children, and engaging them actively in stories, non-fiction, rhymes and poems, and then providing them with extensive opportunities to use and embed new words in a range of contexts, will give children the opportunity to thrive. Through conversation, story-telling and role play, where children share their ideas with support and modelling from their teacher, and sensitive questioning that invites them to elaborate, children become comfortable using a rich range of vocabulary and language structures. All children benefit from this including those with additional needs.

Personal, Social and Emotional Development

Children's personal, social and emotional development (PSED) is crucial for children to lead healthy and happy lives, and is fundamental to their cognitive development. All children have a key person so children can have strong, warm and supportive relationship with them which enable children to learn how to understand their own feelings and those of others. Children are supported to manage emotions, develop a positive sense of self, set themselves simple goals, have confidence in their own abilities, to persist and wait for what they want and direct attention as necessary. We support children to do this through working together with parents, having consistent approaches, structure, routine and age/stage appropriate boundaries. We help build confidence and self-esteem by valuing all children and giving lots of praise and encouragement. Through adult modelling and guidance, they will learn how to look after their bodies, including healthy eating, and manage personal needs independently. Through supported interaction with other children, they learn how to make good friendships, co-operate and resolve conflicts peaceably. These attributes will provide a secure platform from which children can achieve at school and in later life.

We have a cosy book corner which children can access during the day for story reading, a rhyme and singing period. This area can also be used as a quiet area to lie down and rest

Physical Development

Physical activity is vital in children's all-round development, enabling them to pursue happy, healthy and active lives. Gross and fine motor experiences develop incrementally throughout early childhood, starting with sensory explorations and the development of a child's strength, co-ordination and positional awareness through tummy time, crawling and play movement with both objects and adults.

Staff provide opportunities for play both indoors and outdoors, and can support children to develop their core strength, stability, balance, spatial awareness, co-ordination and agility. Gross motor skills provide the foundation for developing healthy bodies and social and emotional well-being. Fine motor control and precision helps with hand-eye co-ordination, which is later linked to early literacy. Repeated and varied opportunities to explore and play with small world activities, puzzles, arts and crafts and the practice of using small tools, with feedback and support from adults, allow children to develop proficiency, control and confidence.

Literacy

It is crucial for children to develop a life-long love of reading. At Rothersthorpe nursery we have free access to books throughout the setting. During circle time we share stories with adults, daily, sometimes we use puppets and a book to hold interest and to develop talking. We play with characters from books and the children have lots of play opportunities to recall familiar stories through drama and role play. We think about how scenarios can make us feel and put ourselves in other people shoes. We share rhymes, songs sometimes using instruments.

During mark making activities children become absorbed in drawing, they are encouraged to discuss them with adults. Opportunities for making marks are developed through role-play. Children are encouraged to 'have a go' at writing their names in the Pre School room using a name card to support them. Practitioners model writing behaviours.

Mathematics

Developing a strong grounding in number is essential so that all children develop the necessary building blocks to excel mathematically. Children are provided opportunities to count confidently, develop a deep understanding of the numbers to 10, the relationships between them and the patterns within those numbers. We provide variety of opportunities and more frequently to build and apply this understanding - such as using manipulatives, including small pebbles and tens frames for organising counting - children will develop a secure base of knowledge and vocabulary from which mastery of mathematics is built.. In addition, it is important that the curriculum includes rich opportunities for children to develop their spatial reasoning skills across all areas of mathematics including shape, space and measures. It is important that children develop positive attitudes and interests in mathematics, look for patterns and relationships, spot connections, 'have a go', talk

to adults and peers about what they notice and not be afraid to make mistakes. . At the nursery we use mathematical terms during play and daily routines. For e.g., matching snack with number cards

Understanding the World

Understanding the world involves guiding children to make sense of their physical world and their community. The frequency and range of children's personal experiences increases their knowledge and sense of the world around them - from visiting local church and village, to meeting important members of society such as police officers, nurses and firefighters. In addition, listening to a broad selection of stories, non-fiction, rhymes and poems will foster their understanding of our culturally, socially, technologically and ecologically diverse world. As well as building important knowledge, this extends their familiarity with words that support understanding across domains. Enriching and widening children's vocabulary. Children find out about the world through exploration and form a variety of sources including their families and friends, the media, and through what they see and hear. Children have regular opportunities to learn about different ways of life. We celebrate different religious festivals, acknowledging each child as an individual.

Expressive Arts and Design

The development of children's artistic and cultural awareness supports their imagination and creativity. It is important that children have regular opportunities to engage with the arts (for example 'The Sun flowers, by Vincent Van Gogh and abstract art by Piet Mondrian), enabling them to explore and play with a wide range of media and materials. The quality and variety of what children see, hear and participate in is crucial for developing their understanding self-expression, vocabulary and ability to communicate through the arts. Imaginative play music roleplay and dance.

In order to gain the maximum access to and benefit from the new frame work the children are encouraged to be autonomous, to organise their own time and to be in control of their own learning. We recognise that the most valuable learning takes place when children have freedom of choice, and access to sustained activity. They have the choice of the indoor or outdoor provision. Many people think that children are "just playing", when they see young children involved in activities at the nursery. However, if they were to look more closely they would see a whole world of learning going on which is almost unimaginable. This is because the activities and experiences offered at Rothersthorpe are specifically planned to enhance the all round development of the children. Practitioners provide sensitive support during play to extend learning and development of skills. The children are encouraged to participate in structured activities to support children's readiness for school as well as self-initiated ones. Practitioners have an extensive knowledge of children's development. Children with additional needs are supported to make progress through small steps to an agreed target, in consultation with parents/ outside agencies if needed.

For further information on the Statutory Framework, please speak to your child's key person.

Two Year Check

When the child is aged between two and three, practitioners review their progress, and provide parents and/or carers with a short written summary of their child's development in the 3 prime areas of EYFS Communication and language, Physical development and Personal, social and emotional development. Progress check has been introduced to enable and ensure parents have a clear picture of their child's development, identify the child's strength's, where a child is progressing well and any areas where the child's progress is less than expected. This helps earlier identification of significant emerging concerns or an identification of special educational need or disability, practitioners will develop a targeted plan to support the child's future learning and development involving parents and/or carers and other professionals (for example, the provider's Special Educational Needs Co-ordinator (SENCO) or health professionals).. This progress check must identify the child's strengths.

At Rothersthorpe nursery when your child is turning two their key person will meet with you and discuss how the progress check works and will agree a date for it to take place, once completed you will have the opportunity to review it with the key person.

In the induction process we will ask you to give us permission to share the document with the relevant professionals directly; this consent will be included on your child's registration form, health visitor contact details and their red book.

All the rooms at Rothersthorpe Day Nursery have been carefully arranged to cater for all children's needs and individual stages of development. All activities are planned using Early Years Foundation Stage. A daily routine of what happens in the nursery is found in each room. Independence is encouraged from all ages. Children will learn how to put on their coats, aprons, socks and shoes; these are all part of the important early learning goals that make up Early Years Foundation Stage.

The Nursery is split into 4 main sections:

1. Baby rooms (under 2's) -(The staff/child ratio is one adult to three Children)

The Nursery has two baby rooms **Forget-me-not room** and **blue bell room**. **The Forget-me-not room** is our cosy sleep room. The **blue bell room** is designed for babies to play, crawl and learn to toddle. (for babies and younger 2-3's). Your child will receive all the loving care he/she requires to grow and develop. A key person will work closely with every child to ensure a warm loving environment similar to the one they have at home where they can build trust. This enables staff to provide the intimate care your child needs, understanding them as an individual.

In addition, your baby's development is mainly focused on three prime areas. These are:

- Physical development
- Communication and language
- Personal, social and emotional development

Not only do we focus on these key areas, but we also weave development through your child's day. We achieve this by talking and role-modelling with them during their play. The children are encouraged to access a variety of toys, equipment, and activities, including messy play and heuristic play, encouraging the children to develop with in all the seven areas of EYFS. Children develop at their own rates, and in their own ways. We understand and recognise that a child's early years of life is critical to his/her development especially babies. They need a warm, stable, secure, stimulating environment, full of interaction and play supported by familiar adults and that is exactly what our staff have been recruited for, their genuine love and care of children. Nappy is changed regularly and recorded, with genuine care and attention to your child's specific needs.

All daily information is recorded in a communication book, for under one-year olds. We ask parents to work in partnership with the staff, and to write any relevant information in the book of your child's wellbeing. For over one-year olds all daily information is recorded on a white board and will have any information which needs to be passed on to parents. All children have a drawer and peg with their name on, in the drawer you will find any art/craft work to go home as well as nursery newsletters etc.

If your baby is still being bottle fed, please supply enough bottles for the session as we will supply some brands of formula milk up to the age of one year, like wise if your baby is starting solid food, you can supply food from home or we are more than happy to blend nursery food.

Children access outside play twice a day. We take babies/toddlers for walks in the village, where they get opportunities to see the village church, the local school, the farm and feed the horses or just a stroll to enjoy

the fresh air. After lunch the children the opportunity to have a rest/sleep during the course of the day in the **Forget-me-not Room**.

All bed linen is changed and washed weekly unless otherwise needed using non-biological washing powder.

2. Toddler's room (2-3 year's) --(The staff/child ratio is one adult to five Children)

We have two spacious and exciting toddler rooms **Daffodil Room and Lavender room**. The space is designed to build independence and curiosity, with lots of learning resources to explore accessible at all times. With your child's growing independence their reliance on adults is eased slightly but the staff are there to support all the times of need.

Toddlers continue to develop with a focus on the three prime areas and are more fully introduced to four more specific areas that support their growing enthusiasm for exploring their world. These are:

- Literacy
- Mathematics
- Understanding the world
- Expressive art and design.

As our Toddlers go about their play staff set up lots on resources, promoting your child's curiosity. There will always be space and opportunity for them to create their own work and art, being encouraged to have a go themselves inspired by the world around them. Nappy is changed regularly and recorded, accompanied with support and encouragement in their journey to becoming toilet confident. After lunch the children the opportunity to have a rest/sleep during the course of the day in the **Forget-me-not Room**.

All bed linen is changed and washed weekly unless otherwise needed using non-biological washing powder.

3. Pre-school (The staff/child ratio is one adult to eight children for pre-school/a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children one to thirteen pre-school children and at least one other member of staff must hold a full and relevant level 3 qualification)

We have **Poppy Room and preschool outside area for pre-school children**. The Children in pre-school are encouraged to be autonomous hence we have implemented free flow between the pre-school and outside, enjoying and enriching learning environment that fully supports their individual needs. Children initiate what they want to do, they go and play and then come back to share with their friends what they've done. We have guided areas such as a construction area, home corner, book area, messy area and art craft area. To complement these, we provide a range of areas and activities which serve different purposes to inspire your child's imagination and role play, they'll be able to safely explore feelings and friendships, develop problem-solving, and have space available where they can have quiet time and reflection. We provide adult led activities, story and singing time in the morning and afternoon session. Key person time is provided in both the sessions for children to work in small groups with their key person. Children are also encouraged to learn about personal hygiene by toileting themselves and washing their hands. A member of staff is always nearby to help and to keep a watchful eye on them.

The children are encouraged to access a variety of toys, equipment, and activities, including messy play and heuristic play, encouraging the children to develop with in all the seven areas of EYFS. To establish good relationships with parents and to work as a team, important information is recorded on a white board.

Outside Area: (All areas of Learning)³

Our outside area is a secure and safe environment where all children can explore various areas of experiences. We have a rubber floor area, which has a variety of balancing beams, a tyre to climb over or crawl under, large size abacus and a number washing line. A grass area and sheltered space for inclement weather. A soft matted area is under the covered area so we can access the garden all year round. Children under 3-year-olds love playing here on the slide, rocking horse, see-saw and mark making. A patio area is used for bikes, balancing, throwing & catching, bats and balls and much more. There is a little area for children to do digging and growing herbs and vegetables. Children can also access a role-play area; sand & water play as well as a sensory garden. There is some guttering on the wall where children love rolling balls or pouring water to learn about recycling of water. The Nursery recycles and re-uses material wherever possible. All the nursery children are encouraged to recycle and are actively taught the reason for this.

We are fortunate enough to access the local village where children can have the opportunity to explore the outdoor environment (search for the mini beasts, look at the birds, farm animals, learn about the animals and help feed them). Children also can have the opportunity to walk around the village.

A daily routine of what happens in these rooms will be available during a visit.

4. Clubs:

The **Tulip room** is also used for clubs. Rothersthorpe provides an excellent play and care facility for school aged children, an ideal facility for working parents. Club gives parents time to drop their children off and still make it to work on time, and close early evening, allowing parents to work a full day. Offering breakfast club, after school care and holiday care, it incorporates a wide range of activities to stimulate and entertain all children.

A full range of activities are available for children e.g. art and craft, creative activities, cookery, board games, parachute games, music activities, dance, drama, Nintendo Wii, computer activities, long walk around the village etc. The children are regularly involved in the planning for the setting and the choice of equipment. Children can access the nursery outdoor area or Rothersthorpe school playground under staff supervision. We endeavour to make each day as fun packed as possible and can take the lead from the children.

Nursery encourages putting a time limit on Computer games so children can experience other areas of learning.

Breakfast Club/After School Club

The Nursery can accommodate 16 or more (according to places on register) children in the club. Children are taken to and collected from the local school here in Rothersthorpe. Children can attend either breakfast club before school, after school or both, depending on their requirements. We offer a choice of the following: cereal, toast, crumpets, fresh fruit etc with either milk or water to drink for breakfast and the children have a wide range of games, toys and equipment to access freely. Afternoon tea is offered after school e.g. jacket potatoes and cheese, wraps with filling, beans on toast etc with either milk or water to drink.

Holiday Club:

Holiday club operates during school holidays. Nursery provides high quality structured and fun activities for children. During the day all snacks, drinks, a hot lunch, tea, treats and prizes are included in the price. Throughout the holidays we organise themed weeks/days. These include camping, bikes, pirate week, wet 'n' wild days, fun week etc!!

(The staff/child ratio before/after school care and holiday provision)

Where the provision is for before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It

is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have. We increase adult/child ratios on outings depending on the nature of outing. A minimum of two staff/adults are on duty at any one time.

For more information about the activities during holidays, please ask management.

Food: Rothersthorpe day nursery regards snack and mealtimes as an important part of the children's sessions/day. We provide freshly prepared nutritious food at all meals and snack, avoiding large quantities of saturated fat, sugar, salt and artificial additives, preservatives and coloring's, meeting full requirements of the EYFS for safeguarding and promoting children's welfare.

Children are encouraged to have healthy diet. High priority is given to meet individual's dietary needs and we include food from the diet of each of the children's cultural backgrounds, (where possible), providing children with familiar foods and introducing them to new ones. We encourage pre-school children to serve themselves at snack time and tea times to develop their communication and social skills.

Our menus are designed for easy adaptations to cater for all dietary requirements including allergies, vegetarian options, and parental preferences.

Throughout the day and at mealtimes we encourage the children to drink fresh water. Milk is provided at snack time and teatime. If your child's regularly drinking milk this will be provided at snack times or at the times you have requested to us.

We are annually inspected by the Environmental Health Department at ensure we are meeting standards and adhering to the procedures. Our setting have received a 5 out of 5-star Food Hygiene Rating from the West Northamptonshire Council and Food Standards Agency.

We offer different menus for Spring, Summer, Autumn and Winter, each menu is further divided into 4 week menu to provide children with variety of food.

PARENTAL INVOLVEMENT:

We believe that an open access policy is the best way of encouraging parental involvement. Each child has a drawer which children use to put there belonging eg comforts and any drawing, art work to go home. We use Tapestry online profile journal which includes information gathered by each child's key person, and observations made by staff. We welcome your observations and contributions to Tapestry involving your child's experiences, at home. Parents can access their child's profile at any time and add their spontaneous observations. This is a very important opportunity to allow the child's key person to record the child's individual needs. If you would like to speak to your child's key person, it might be a good idea to make an appointment. To encourage a working partnership between parents/carers and nursery, parents fill in a initial profile form this gives us information about children's individual needs before they join us. We have two parents evenings each year to gather information about children along with one induction session with parents, when the child starts the setting. Regular observations and daily interactions enable practitioners to assess your child's development and progress. Children's attainment is considered through the Characteristics of Effective Teaching and Learning (COETL), that is how children play and explore, how they actively learn and how they apply creativity and critical thinking. Their wellbeing and involvement is also analysed as this can impact on their learning. Your child's formative/narrative observation uploaded to your child's Tapestry account, each term and assessments/progress summary every 6 month.

Please read **(two year check above)** All the information gathered from these observations will then be used for future planning.

We have another meeting with parents when their child turns 2 for two year check and for children who turn 3 years the parents will have a meeting with the key person to discuss childrens progress and another meeting with key person when they are ready for school or transition to another room. (Initial progress summary followed by two progress summary and final Progress summary: transition to school or within the setting).

We help parents keep up to date with their child's learning through termly Newsletters, monthly updates, weekly email and daily communication. We welcome parents to stay and play sessions on a monthly basis. Parents need to access their child's Tapestry account to keep up to date with their developmental progress, Please speak to your child's key worker for support, if required

We involve parents at every opportunity, one way we do this is by sending children home with a 'Birthday Bunny' and a sheet, so you can add pictures or brief moments of child enjoying the birthday festivities. This is added in the birthday bunny folder. We also have 'Monty Monkey' who goes home with children to be looked after. Parents write about how the child enjoyed looking after Monty at home, this is added in the Monty Monkey folder at nursery. Monty Monkey is used for rewarding good behaviour and celebrating children's achievements. This is to encourage children to share their exciting moments with their friends at the nursery. We also send nursery home bags, home with children once a week which provide an opportunity for us to work closely with the parents/carers.

We also hold social events such as parents evenings, concerts, summer and Christmas fayres, and encourage all parents to become a part of the nursery.

We have a parent's notice board in the hallway, where you will find our Ofsted information and various posters with important information, cards and envelopes are provided for parents to put down their suggestions and comments. It is important you look at the board.

Please supply your child with nappy's, nappy sacks, wipes and creams, and a spare change of clothes. We will assist them in toilet training as soon as you are both ready.

Rothersthorpe nursery will supply a bag on admission for spare change of clothes, to be kept at nursery.

HELP YOUR CHILD SETTLE INTO NURSERY:

Individual parents/carers and children have different needs and requirements for settling in. These will be discussed with the parent/carers.

Parents/carers are invited to visit the nursery with their child prior to the start-date as good partnership teamwork is always most welcome. We offer a maximum to two free pre-visits for you and your child on registration, so you and your child become familiar with the nursery. You are of course welcome to visit the nursery any time by appointment. Optional home visits offer the opportunity for a more informal introduction to be made between children, their families and nursery staff. The nursery Manager will book a convenient day and time with child's parent. The child's key person and a member of management will visit the child's home together, to talk about nursery.

If your child is not accustomed to being away from you, you can expect him/her to need a little time to settle into nursery. We will aid you in this process.

HERE ARE SOME HELPFUL SUGGESTIONS WE RECOMMEND WHILE YOUR CHILD IS SETTLING IN:

Be positive about your child's time at nursery and all the good things they can do there.

Talk to the staff. If your child sees you accept the staff they will feel more inclined to form a relationship with them.

Bring along a toy or book from home in the early stages, especially if it's a favourite. Any link with home is comforting.

Give the staff as much information as you can even if it seems trivial.

Tell your child where you are going and when you will be back, and then return promptly at the time agreed.

Try to make sure the first time you leave your child that you do so positively, if you are hesitant your child may feel you are not happy to leave.

Your child will settle eventually and will benefit from the new experiences and from interacting with other children and adults. It is good preparation for school and will help your child to become a confident and secure individual.

You are welcome to phone the nursery if you are anxious and will hopefully be reassured to find that your child has settled well.

Opening times/sessions/Fees:

***Children getting early years funding will be charged £8.00 per hour for any additional hours on top of their funded hours.**

- 8 - 1pm - £36 plus lunch £2.00
- 1 - 6pm - £36
- 8 - 6pm - £65 plus lunch £2.00
- 9 - 3pm - £44 plus lunch £2.00
- 9 - 3.30pm - £47.50 plus lunch £2.00
- 8 - 3pm - £51 plus lunch £2.00
- 9 - 12pm - £22
- 9 - 1pm - £29 plus lunch £2.00
- Hourly rate for extra hours for all children - £8.00

8.00am - 9.00am breakfast club (breakfast included) £5.50

3.30pm - 6.00pm out of school club (tea included) £15.00

9.00am - 5.00pm holiday club (school holidays only, meals included) £35.

8.00am-6.00pm holiday club (school holidays only, meals included) £42

Snack will be provided at 9.30am and light tea at 3pm. Milk is provided in the morning and afternoon session. Fresh water is available in the room all the time for children to help themselves.

There will be a charge for enhancements that will include all the additional activities and consumables. Consumables (For Funded children only) -

*3 to 4 year old funding Consumables £5.00 a day for session's up to 5 hours and £10 a day for session's over 5 hour's per day (works out to £1 for each hour)

* 2 to 3 year old funding consumables £3.00 a day for session's up to 5 hours and £6 a day for session's over 5 hour's per day (works out to 60pence for each hour).

Our consumables include but are not limited to: all craft supplies, including paint, glue, paper, embellishments, messy play resources, disposable gloves, disposable nappy liners, tissues and toilet paper, hand cleaner, antibacterial gel, snack, and tea etc. It also contributes towards the services we must buy in; tapestry and parenta software.

Early Education Funding*3 and 4 year olds:

The funding entitlement for 3 and 4 year olds is 570 hours per year (11 hours per week for 51 weeks or 15 hours per week term time only for)*. From September 2017 for eligible parents, children will get extended funding on top of universal which in total of 22 hours per week for 51 weeks or 30 hours for 38 weeks term time only*. This will be for eligible parents only use this link to sign up and check your eligibility:

<https://childcare-support.tax.service.gov.uk/>

***As we are 51 week nursery we request parents to do minimum 2 sessions (10 hours) per week in holidays for children claiming funding term time only. This is not a condition to get a place for funded hours.**

. For your child to be eligible for the funding please refer to table below

A child born between:	Will be eligible for a funded place for 6 terms from:
1 st April to 31 st August (inclusive)	The start of the Autumn Term following their 3 rd Birthday until statutory school age
1 st September to 31 st December (inclusive)	The start of the Spring Term following their 3 rd Birthday until statutory school age
1 st January to 31 st March (inclusive)	The start of the Summer Term following their 3 rd Birthday until statutory school age

Early Education Funding for under 3 year olds**:

Starting from April 2024, existing childcare support will be expanded in phases. So by September 2025, most working families with children under the age of 5 will be entitled to 30 or 22 hours of childcare support per week.

The changes are being introduced gradually to make sure that providers can meet the needs of more families. This means that:

Rothersthorpe nursery will only be offering 11 hours of childcare over 51 weeks to under 3 years old children between the hours of 1pm-6pm.

*2 years old who are eligible the Disadvantaged entitlement are entitled to a maximum 570 hours a year.

Parents/carers can now check their eligibility by using [http://www.northamptonshire.gov.ukOnline Eligibility Checker \(OEC\)](http://www.northamptonshire.gov.ukOnline%20Eligibility%20Checker%20(OEC))

• From April 2024, 2 -years -old those eligible to working entitlement funding are entitled to a maximum 570 hours a year (from April 2024)

- From September 2024, 9-month-olds eligible for working entitlement funding are entitled to a maximum of 570 hours a year.

From **September 2025**, eligible working parents of children under the age of 5 will be entitled to 22 hours of childcare a week.

Funded Early Education and Childcare is split across 3 funding blocks, Spring, Summer, and Autumn. Funding blocks are not school terms, children begin the funding block **after** each individual child's 2nd or 3rd birthday, on the following basis:

- A maximum of two Early Years Providers in one day

For more information, please visit our website: [Funding information for childcare providers](#)

The Funded Early Learning for 2-year-olds entitles children to 570 hours a year of Funded Early Learning. The 570 hours will be split by the Authority into three funding blocks. The maximum amount of hours that can be taken in a week is 11 hours. The Funded Early Learning place can start from the funding block following your child's 2nd Birthday. The funding blocks are:

1st January to 31st March (Spring Block)

1st April to 31st August (Summer Block)

1st September to 31st December (Autumn Block)

When a child is eligible to receive the funded entitlement, the parent will need to complete a parental contract form. Once completed, the data is sent to WNC to be processed and cannot be altered until the following term.

- I accept and understand the following points: I am NOT able to change my child's funded place during the funding block without giving the Early Education and Childcare Provider full notice as detailed in their Admissions Policy up to a maximum of 4 weeks. I understand that if I do, the funding available for my new Early Education and Childcare Provider may be affected.
- I am unable to claim more than the maximum hours available for each funding block and this has been explained to me by my Early Education and Childcare Provider.
- I understand that if my child who may be either 9 months or 2-year-old receiving working entitlements, is no longer eligible after the grace period I will not be eligible for funded working entitlements and therefore would need to pay for my childcare cost directly to the provider.
- If my eligibility for 3- and 4-year-old 30 hours extended entitlements, funded place ends, I will continue to receive funding for the 'grace period' at this Early Education and Childcare Provider only. After which I will only be entitled to Universal funded entitlement.
- I should not be charged for the funded hours in advance or be expected to pay any top up fees for my child's funded place.
- I have seen, agreed and signed a contract with my Early Education and Childcare Provider that details any additional costs I may be charged.
- I agree that the information I have provided will be shared with Early Education and Childcare Team, other local authorities if required, Early Education and Childcare Providers and the Department for Education who will access information from other government departments to confirm my child's eligibility and enable the named Early Education and Childcare Provider to claim funding.

- I agree that this Parent/Carer Contract must be signed at the beginning of each Funding Block to confirm the information correct. If the information has changed a new Parent/Carer Contract must be completed and signed by my Early Education and Childcare Provider.
- **I agree if the nursery is unable to claim funding due to issues like (eg parents update the code in the grace period which will create new code and new dates) this will result in nursery not being able to claim the funding for that term. The parents will be invoiced for any hours not paid for funding, and failure to pay this would result in your child's place being cancelled.**

I confirm that my child will use the hours I have signed for on this Parent/Carer Contract. I understand that I am only able to claim a maximum of 30 days absence in my child's funded year and I will inform my Early Education and Childcare Provider of any absence.

*Terms and conditions apply.

A **policy** is a collectively agreed statement of beliefs. It is a course of action recommended or adopted by an organisation. Policies inform procedures.

A **procedure** is a way of doing something; a written method or course of action to be taken in particular circumstances.

A comprehensive set of policies and procedures demonstrate a professional approach to processes and practice as well as, where applicable, compliance with the requirements of law. It is essential to have robust and clear policies and procedures which staff can understand, follow and implement to ensure high-quality provision.

Policies and procedures enable nurseries to plan and provide evidence that sound practice is taking place. For example, a policy on parental partnership formulated by staff and parents demonstrates the nursery's commitment to working with parents for the benefit of the children's care, welfare and early learning.

Policies and procedures set a baseline underpinning decisions made every day and act as reference points for all practice in the nursery. They form the core processes upon which parent partnerships are based. When parents consider placing their child in a nursery, the policies and procedures outline for them the underlying ethos behind that particular nursery. How parents feel a nursery's beliefs and ethos fits with their own beliefs will determine whether they send their child to the nursery.

Rothersthorpe Nursery Policies:

1. Safeguarding Children and Child Protection Policy
2. Absence Management Procedure
3. Acceptable Internet Use Policy
4. Access, Storage and Retention of Records Policy
5. Accidents and First Aid Policy
6. Admissions / Pricing Policy
7. Alcohol and Substance Misuse Policy
8. Allergies and Allergic Reactions Policy
9. Animal Health and Safety Policy
10. Anti-Bribery Policy
11. Arrivals and Departures Policy
12. Bereavement Policy
13. Biting Policy
14. Caring for Babies and Toddlers Policy
15. CCTV Policy

16. Children's Well-being in the Nursery Policy
17. Complaints and Compliments Policy
18. Conflict Resolution with Parents and Aggressive Behaviour Policy
19. Critical Incident Policy
20. Data Protection and Confidentiality Policy
21. Dealing with Discriminatory Behaviour Policy
22. Disciplinary Procedure
23. Early Learning Opportunities Statement
24. Emergency Lock Down Policy
25. Environmental Sustainability Policy
26. Equipment and Resources Policy
27. Family Friendly Policy
28. Fire Safety Policy
29. Food Play Policy
30. GDPR Privacy Notice
31. Grievance Procedure
32. Gun and Superhero Play Policy
33. Health and Safety - General Policy
34. Healthy Workplace Policy
35. Immunisation Policy
36. Inclusion and Equality Policy
37. Infection Control Policy
38. Late Collection and Non-Collection of Children Policy
39. Lone Working Policy
40. Looked After Children Policy
41. Low-level Concerns Policy
42. Managing Extreme Weather Policy
43. Manual Handling Policy
44. Medication Policy
45. Menopause Policy
46. Missing Child from Nursery Procedure
47. Missing Child from Outings Procedure
48. Mobile Phone and Electronic Device Use Policy
49. More Able and Talented Children Policy
50. Multiple Birth Families Policy
51. Nappy Changing Policy
52. No Smoking/Vaping Policy
53. Nursery Operational Plan
54. Nutrition and Mealtimes Policy
55. Online Safety Policy
56. Outdoor Play Policy
57. Overall Approach to Risk Assessment
58. Parents as Partners Policy
59. Personnel Policy
60. Promoting Positive Behaviour Policy
61. Quality Provision Policy
62. Recruitment, Selection and Suitability of Staff Policy/Redundancy policy/Probationary policy
63. Respectful Intimate Care Policy
64. Safety Checks
65. School Collection Policy
66. Separated Family Policy
67. Settling In Policy

68. Sickness and Illness Policy
69. Sleep Policy
70. Social Networking Policy
71. Special Consideration for Employees Policy
72. Special Educational Needs and Disabilities (SEND) Policy
73. Staff Code of Conduct
74. Staff Development and Training Policy
75. Staff Well-being Policy
76. Staff Working with Their Own Children/Close Relation Policy
77. Student Policy
78. Supervision of Children Policy
79. Supervision of Visitors Policy
80. Supervision Policy
81. Transitions Policy
82. Use of Dummies in Nursery Policy
83. Visits and Outings Policy
84. Volunteers Policy
85. Whistleblowing Policy
86. Working with Display Screen Equipment Policy
87. Young Worker Policy
88. Flexible working policy

Forms

- Accident forms, CCTV Monitoring Log , Child Registration Form, Incident Form, Medication Form, Parent Contract and Terms and Conditions, Permission Forms, Referral Form, Single Central Record (SCR), Visits and Outings Planning, Volunteer Agreement, Low-level concern form

Details on all the policies are available in the Nursery which can be found in the Tulip Room.. These highlight how the nursery works and what would be done if a specific situation arose. **Parents/carers are welcome to view the policies and procedures at any time or ask for a copy.**

Nursery Agreement /Terms and Conditions :

Nursery place reservation:

To reserve a place for your child, you will need to complete the registration forms and return it to the nursery with a non-refundable registration fee of £50 to cover the administration cost **We can only reserve a place for a child for 4 weeks if the child's start date is after four weeks, we will require advance payment of 4 weeks of monthly fees which will then be adjusted against first month's invoice (for all children). If the child doesn't start the nursery on the agreed start date then this monthly fee will become non-refundable. (Registration fee is not applicable for families accessing the funded sessions entitlement only, but parents need to provide recent utility bill and child's birth certificate and sign funding form before they can start),** and we have confirmed to you [in writing/email] that your application for a place has been successful. There is a non-refundable registration fee of £30 for the out of school club and holiday club to cover the administration cost.

Parents/cares will be offered a place if a suitable vacancy is available. If a place is required at a future date, the child's name will be added to the waiting list and when a vacancy occurs, it will offer to the first child on the list to whom it is applicable. Minimum requirement two sessions am or pm or full day.

Fees/Invoices/termination:

5% discount for siblings * (excluding Early Education Funding, lunch and consumables) doing the same amount of hours at the same time, reduction in either sibling's hours will reduce the discount accordingly. Fees must be paid for a month in advance; you can pay by BACS system directly into the nursery account. All sessions booked must be paid for, even if your child is absent due to holiday or sickness. All extra sessions booked should be paid in advance and not to be changed with initial sessions. Fees not paid by the due date will incur a penalty of £15.00. Lateness will be charged at £10.00 within the first five minutes, and then £10.00 for every 10 minutes. This will be a management decision, as any eventuality can occur, this charge will be added to the following months invoice. One month's written notice or payment in lieu of notice is required of you if you wish to withdraw your child from nursery or reduce any sessions. We welcome 'employees' voucher scheme. If you wish to set up childcare voucher payment you will need our Ofsted registration number which is EY314576.

If you wish to pay fees with cash please make sure you receive a receipt completed by a member of management. In extreme weather conditions nursery may be closed, no fees will be refunded but alternative sessions will be offered according to availability, please listen to local radio for closure or email nursery to confirm. Bank charges for any cheque not honoured by the bank will be recovered from the parents/carers and a discretionary penalty may be imposed. Nursery will be closed on all UK Bank holidays and will close at 4pm on Christmas Eve. Fees are payable in full when the nursery is closed (excluding clubs) i.e. bank holidays and early on Christmas Eve. Days and sessions, which fall within periods of closure, are not transferable. If the nursery is forced to close for reasons beyond the nursery's control or if it is, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge a retainer of [25%] of your regular monthly fee to enable the nursery to hold your child's place and cover unavoidable ongoing overheads during this time. For example, we may close because of severe weather conditions, outbreak of flu, swine flu, COVID-19, any epidemic or pandemic or other illnesses etc. Nursery fees are reviewed annually to ensure we are providing a high-quality affordable service for all our families.

Creative/messy play:

It is necessary for your child to wear an apron or possibly remove items of clothing when they do creative/messy play, if you have concerns about this then please do not hesitate to air them with a member of staff. Please provide your child with some spare change of clothes as they may have an accident or get wet during play.

Sickness:

Any children suffering from a temperature, doubtful rash, sore throat, discharge from the eyes or nose should be kept at home until the doctor has certified that the symptoms have disappeared, and the child is fit to be at nursery with other children. If the child has been sent home from the nursery because of ill health, he/she will not be admitted for at least 24 hours (for sickness/diarrhoea 48 hours). If the child is prescribed antibiotics, he/she will not be allowed to return to the nursery for 48 hours. If the illness is a communicable illness, then clause Should a child become ill at nursery, parents/carers will be contacted and informed of the child's illness, and possibly asked to collect the child. In the event of not being able to contact a parent/carer the management reserves the right to take a child to hospital in an emergency

Accidents:

There are always several members of staff on duty at any one time, which have attained a First Aid Certificate. Should a serious accident occur, parents/carers will be notified immediately and kept fully informed as to the procedure taken. Any accident within the nursery will be recorded on a form, noting the date, time of occurrence, the staff member who reported the accident, the injury itself and what action was taken or treatment given. Each entry must be signed by a parent/carer and by a member of management.

Child protection-Duty of care:

We are advised to inform all parents and carers of the duty placed on registered facilities to report concerns relating to possible child abuse to the Local Safeguarding Children Board

To protect children, parents/carers are not permitted to take any photos or videos of children whilst on the nursery premises and nursery events, Parents are not permitted to publish any pictures or videos provided by nursery on any social networking websites.

Behaviour statement:

Children are positively encouraged to treat other individuals and property with respect, care and compassion. We will not tolerate nursery staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

Rest periods:

Children need to have a rest in order for their development at this crucial stage of their young lives. Therefore without any exceptions all children will be allowed to sleep or rest during the course of the day, with parents/carers consent.

Parking:

Please do not park your vehicle in front of other resident's driveways, or on the yellow zigzag lines immediately outside the nursery. We must insist that this is adhered to - even if stopping only for a moment - as it poses a serious safety risk to yourselves and others around you.

Security statement:

We have an intercom system, spy hole and camera in place to ensure the safe arrival and departure of all children and the prevention of children leaving our premises unnoticed. The arrival and departure times of the children, staff, volunteers and visitors are recorded. Only parents who have given authorisation are allowed to enter the premises, our systems prevent the access of unauthorised people. Parents or carers unknown are asked politely to wait on the doorstep whilst we seek authorisation. Under no circumstances will the child be allowed to leave the nursery with anyone unknown to nursery staff unless the parent has arranged this. If parent has made alternative arrangements by telephone, the nursery will require the name of the person permitted to collect the child and a password will be required, upon arrival at nursery, this will be used as our proof of identification of unauthorised person.

Complaints Procedure:

Although we hope to satisfy all our parents with the standard of care we provide, we understand that there may be occasions where parents/carers might have particular worries/concerns or complaints that they would like to discuss with the management. We ask that any queries be discussed with the manager who will take your views very seriously and will endeavour to resolve the issue at hand immediately and to your satisfaction, with feedback.

Alternatively you can contact Ofsted complaints line: 03001231231



Facebook and Social Networking Policy:

There are too many sites to mention them all by name. This policy covers them all. Rothersthorpe day nursery has a Facebook page available. This is a communication tool for the setting. We will use it to; Promote certain events such as parent consultations, trips, social events & visitors, Update parents on staff training & development, Give hints and tips for activities the children have enjoyed and home learning ideas, Share nursery news, To show photos of activities, trips or special events and we also want to invite your thoughts & comments.

The page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that: Name specific individuals in a negative way. Are abusive or contain inappropriate language or statements.

Use defamatory, abusive or generally negative terms about any individual,
Do not show proper consideration for others privacy
Breach copyright or fair use laws.
Contain any photos of children without necessary parental consent.
If you would like to report an inappropriate comment then please send an email to
rothersthorpenursery@yahoo.co.uk

Home/Nursery Agreement:

These terms and conditions along with parents contract and terms and conditions represent the entire agreement and understanding between the parents and the nursery. All parents and carers to read all the policies and to adhere to them at all times. We reserve the right to update/amend these terms and conditions at anytime.

If you have any questions about these terms and conditions, please contact us with in 24 hours via an email.

STAFF:

All our staff are committed to the care and development of babies and young children. We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau. We have a member of staff qualified with an Early years professional status. All children are supervised by at least two adults at all times, even if your child is late being collected at the end of the day.

Rita Bhargava - Director/Manager
Anisah Ahmed
Sky Marklew-Perkin
Zoe Kay
Julie York

Rebecca Brown - Deputy Manager
Tia Dellar
Macey Wood
Sophie Gordge

LOCATION:

Rothersthorpe Day Nursery is located in the centre of Rothersthorpe village, which lies 3 miles south-west of Northampton. The village is just off the M1, with a motorway junction close by. The A43 bypasses the area, this being the main road link between the M1 and the M40. The A5 also passes the area to the south, this being a principal road link, running roughly parallel to the M1. The nearest railway station is at Northampton, 3.2 miles away.

To make an appointment to view the nursery or to enquire about available places, please call us at Rothersthorpe Day Nursery, telephone number: 01604 831263 or email us on rothersthorpenursery@yahoo.co.uk - **Thank you for taking time to read our prospectus, hopefully it will give you an insight into Rothersthorpe Day Nursery.**

Updated March 2024