



Westview & Shambles Day Nursery And The Club

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Westview & Shambles Day Nursery is comprised of 2 separate sites in the centre of Bradford on Avon. Westview is a three storey Georgian house with a large garden and car park. It is directly opposite Barton Farm Country Park and Victory Fields, which we use daily. Shambles is situated on the Shambles in the heart of the town. With both sites being in the town centre we are within walking distance of the library, local markets and the swimming pool, all of which we visit frequently so that we can deliver a different type of experience that we can't offer within the nursery environment. The children will learn skills such as how to walk carefully in a busy environment and near traffic in addition to social skills around the general public. We operate as one business and the children can go to the Shambles from age 2 if there is a space available.

Westview & Shambles Day Nursery is open from 7.00am to 6.30pm Monday to Friday throughout the year. We understand the importance of flexible childcare and work on an hourly basis allowing parents to choose suitable hours. We are registered for children from new born to school age. From school age, we offer before and after school breakfast club.

At Westview & Shambles Day Nursery we truly believe in childcare with excellence; from the child's first day with us, to their last and onwards with their journey to school. We place a great deal of emphasis on 'outside' activities and specialist staff are employed to instruct dance, swimming and sports. The emphasis is on participation not entertainment in a warm, happy and relaxed environment. Our ethos is to capture the children's imagination with good old fashioned childhood play while working within the EYFS curriculum.

Due to the current situation the children are split in to bubbles, the bubbles do not mix with each other and should a child or member of staff become ill then that specific bubble would close. While all of the staff within the bubble will care for all of the children, your child will also be allocated a specific keyworker. The keyworker will be your first point of contact for discussing anything related to your child.

We use a fantastic app called 'First Steps'. As parent, you will have your own private logon on to your child's account. On the app, we will upload the day's feedback. This will include what your child has done that day, what they've eaten and how much they've slept etc. If you're happy for us to do so, we can also upload photo's of some of the activities that your child has been doing. When your child leaves nursery to go off to school, we can download and email you a PDF copy of their photos and observations over the years, a lovely memory to look back on.

The Nest – 0 to 20 months

In the Nest we welcome children from the age of three months. The Nest is situated on the top floor of our Westview site and we have two lovely rooms with a soft play area, sensory and messy play room and a quiet room. We don't believe in closed doors so babies have the opportunity to move between the rooms. All of our staff are trained in baby massage and baby gym, which has become part of the

daily routine. Singing and signing focus heavily in the Nest and they also enjoy trips to the park and feeding the ducks in Barton Farm.

Prior to COVID restrictions we would take the older babies on regular visits to the market to buy flowers and fruit which they would then have for their snack and look forward to doing this again in the future.

The children move out of the Nest at around 18months. We tend to move children with their friends and when certain milestones are met. Our other bubbles are called Stars, Sunflowers, Rainbows and Supernova's and they rotate round the other rooms in the nursery.

We strongly believe in learning through play and the rooms have been set up to capture the children's imagination with a huge emphasis on role play and physical activities to encourage the three prime areas of learning. We are committed to viewing your child as a whole, putting their individual needs of development and learning first.

The Gallery and The Bakery: These 2 rooms have a sensory area, cooking, woodwork and art activities. Here is also where the children share mealtimes together.

The Dining Room: As well as sharing mealtimes together in the dining room, this is where we house our small world play and practice our letter formation and early writing skills.

The Den: A great room to make dens with all of our construction tools. The children also practice their fine motor skills here.

The Lounge: This is a lovely cosy carpeted playroom with a book corner where the children can enjoy some quieter play.

The Topic Room: Has a play frame which helps the children to develop their physical and gross motor skills.

The Roost at the Shambles: A little explorers dream, here we bring the outdoors inside with a climbing wall, hobbit house and a slide to take them to the bottom floor. The children can also climb into the raised reading net and listen to stories from 'up in the clouds'.

Downstairs at the Shambles – This is where the children can experience a truly hands-on learning experience with woodwork, crafting and sensory and imaginative play.

The Garden

We have a lovely garden at Westview where we spend a lot of time (weather permitting) also the children from the Shambles come over and use our garden as well. We have various different things for the children to play with in the garden and also have an amazing mud kitchen area. The children also enjoy our paddling pool in those warmer months!

The year prior to school

In the run up to the year before the children go to school we will be guiding them with activities each week to aid understanding and confidence on their journey to school. During the year we take our children with us on our school runs to allow them to see their future schools, with a supportive and familiar figure beside them. It also helps to see and interact with those who have already made the move from Westview & Shambles Day Nursery to primary school.

The Club ...from school age

The Club is our before and after school offering for children from 4 years of age. The Club is based at the Shambles site. Children can be taken to and collected from Fitzmaurice and Christchurch schools and will be provided with breakfast and dinner. We aim to provide a fun environment with sporting and

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Registered office: 35 St. Margaret's Street, Bradford-On-Avon, Wiltshire, BA15 1DW

creative activities with an emphasis on participation as opposed to entertainment. The Club is open from 7.00am to 6.30pm throughout the year, including teacher training days.

Day to day information

We have always operated an open door policy at nursery and want the parents to feel very much part of the nursery. We are unable to let parents in to the nursery at the moment but try to maintain the open door feel via phone and email and of course at drop off and pick up at the door. We appreciate a large number of parents are working and time is tight so staff are happy to make an appointment either at the end of the day or at a mutually agreeable time to discuss your child's progress.

All of the staff attend regular Paediatric First Aid classes. In the event of an accident, the Nursery reserves the right to seek medical advice from the closest casualty department.

We believe in a consistent approach with positive reinforcement, if necessary we will use time out when behavioural issues arise. In most cases this is sufficient, but if behavioural problems do develop, we discuss the matter with parents and a workable solution is sought. In certain circumstances internal assessments will be undertaken and used to form part of an action plan.

If someone other than a parent or legal guardian is to collect a child, parents must inform the nursery in advance. The name and description of the person will be documented and a specific unique password given.

We employ a full time chef to produce three home cooked meals a day and we are a sugar free nursery. Mealtimes are a sociable occasion; the staff sit with the children and are able to encourage eating and conversation. We have introduced self-service at meal times encouraging the older children to serve themselves, make their own choices, help each other and share. The staff monitor what the children eat and encourage them to try everything on offer. The nursery menu is designed to include nutritious home cooked meals followed by fresh fruit and is reviewed with input from the children. The older children are encouraged to be involved with the preparation of their snack, making salads and baking. The menu is displayed on the notice board a week in advance. Drinking water is always available.

We recognise that food allergies may be severe and possibly life threatening. Our allergy management focuses on prevention, education, awareness, communication and emergency response. All information relating to a child's allergy will be shared with all staff within the setting. We request that all of the information pertaining to known allergies is provided in writing. An allergy list is kept in all rooms where food is prepared and/or served and is updated monthly. As snacks and meals are prepared fresh each day and we ensure that alternative foods are given to children with allergies.

The nursery has a lovely dog called Stanley Bear who regularly visits and brings immense joy to the children and the staff. The staff will ensure that hygiene is maintained and children wash their hands after contact. We ensure that the children are taught to respect animals and how best to care for them.

The hourly rate of £7.00 is payable monthly in advance on registered hours. On joining the Nursery a fifty pound registration fee is payable. This is non-refundable. Rates are reviewed annually. The Nursery operates on an hourly basis throughout the year except for weekends and bank holidays. Bank holidays are not charged for. Credit/rebates are not given for sessions missed by a child. Payments of invoices must be made by the 15th day of month in which they were issued. Failure to make payment will result in a 10% surcharge being made. We reserve the right to revoke registration of a child for non-payment.

Children must register within the Nursery for a minimum of two separate sessions per week. This may be two mornings, two afternoons or a morning and an afternoon on separate days. We feel that

children need to have continuity of care and to have the opportunity to build relationships. A minimum morning session is 09:00-13:00 and a minimum afternoon session is 13:00-17:00.

Children eligible for the 15 hours must be registered for a minimum of two separate sessions. One eight hour period and one four hour period. Children eligible for the 30 hours must be registered for a minimum of two nine hour periods and one four hour period. Breakdowns of the 15 and 30 hours Entitlement (E) are detailed below.

15 hours Entitlement (E) for 3 and 4 year olds

As a full time Day Nursery operating over 51 weeks a year we have been asked to run a stretched offer, this means that the total annual allocation of 570 hours will be stretched equally over the 51 weeks (we are closed bank holidays and the week between Christmas Eve and New Year) as follows:

15 hours per week x 38 weeks = 570 hours per year
570 hours / 51 weeks = 11.2 hours E per week

As we bill monthly we have tried to simplify the entitlement so that parents receive it equally each month:

570 hours / 12 months = 47.5 hours will be deducted each month.

The 15 hours of Entitlement is available with our stretched offer of 1 x 8 hour period and 1 x 4 hour period to all children the term after their 3rd birthday or term time only between the hours of 3pm and 6pm. E covers basic childcare and education as described by the Early Years Foundation Stage on a term-time only basis (38 weeks per year). Once the E hours are confirmed they cannot be changed for that term unless the child is leaving the nursery mid-term, then the free entitlement will be amended and the parent will be able to claim at alternative childcare settings. Please take into consideration that other settings may be term time only and we will liaise with them for your remaining funding entitlement.

To enable us to continue to provide you and your child with the highest level of childcare whilst also accessing funding due to you, a service charge of **£2.75** for each funded hour is in place. This charge helps cover the costs of meals, snacks, consumables and all of the daily costs involved in the running of the nursery.

Total charges per month not covered by E: **£130.63**

Any additional hours outside of any E hours will continue to be charged at **£7.00**. All fees have been held during Covid-19 and will be reviewed in January 2021 and then annually in April.

Parents of children attending E hours only between the hours of 3pm and 6pm will have the option to pay for the additional services we provide, which are not covered by the grant funding, but it is not a requirement to do so. No registration fee is charged where parents wish to register their child for a E place only. However, where parents review their childcare needs and subsequently opt to purchase additional hours, it is important to note our standard (non-refundable) registration fee of £50 will become immediately payable, even if the child has already started their place with us.

30 hours Entitlement (E) for 3 and 4 year olds

As a full time Day Nursery operating over 51 weeks a year we have been asked to run a stretched offer, this means that the total annual allocation of 1140 hours will be stretched equally over the 51 weeks (we are closed bank holidays and the week between Christmas Eve and New Year) as follows:

30 hours per week x 38 weeks = 1140 hours per year
1140 hours / 51 weeks = 22.3 hours E per week

As we bill monthly we have tried to simplify the entitlement so that parents receive it equally each month:

1140 hours / 12 months = 95 hours will be deducted each month.

The 30 hours of entitlement is available with our stretched offer of 2 x 9 hour period and 1 x 4 hour period. E covers basic childcare and education as described by the Early Years Foundation Stage on a term-time only basis (38 weeks per year). Once the E hours are confirmed they cannot be changed for that term unless the child is leaving the nursery mid-term then the free entitlement will be amended and the parent will be able to claim at an alternative childcare setting. Please take into consideration that other settings maybe term time only and we will liaise with them for your remaining funding entitlement.

To enable us to continue to provide you and your child with the highest level of childcare whilst also accessing funding due to you, a service charge of **£2.75** for each funded hour is in place. This charge helps cover the costs of meals, snacks, consumables and all of the daily costs involved in the running of the nursery.

Total charges per month not covered by E: **£261.25**

Any additional hours outside of any E hours will continue to be charged at **£7.00**. All fees have been held during Covid-19 and will be reviewed in January 2021 and then annually in April.

Parents of children attending E hours only between the hours of 2pm and 6.30pm will have the option to pay for the additional services we provide which are not covered by the grant funding, but it is not a requirement to do so. No registration fee is charged where parents wish to register their child for an E place only. However, where parents review their childcare needs and subsequently opt to purchase additional hours, it is important to note our standard (non-refundable) registration fee of £50 will become immediately payable, even if the child has already started their place with us.

WESTVIEW & SHAMBLES DAY NURSERY

And The Club

Name _____ will be registered at Westview & Shambles Day Nursery

Date of Birth _____ Birth certificate provided _____

Parents name _____

Parent s name _____

Home Address _____ Billing Address _____

CONTACT TELEPHONE NUMBERS

Name Home 1 _____ Work _____ Mobile _____

Name Home 1 _____ Work _____ Mobile _____

Name Home 1 _____ Work _____ Mobile _____

EMAIL ADDRESS

PASSWORD FOR COLLECTION

REGISTERED HOURS

Date registration commences _____

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

COMMUNICATION

In case of emergency, all necessary steps will be taken to contact parent/guardian. In the event that this contact cannot be made, Westview & Shambles Day Nursery reserves the right to seek medical attention.

Doctors Name _____ Tel _____

Doctors Address _____

Health Visitors Name _____ Tel _____

Medical requirements _____

Dietary requirements _____

Allergies _____

PARENTAL CONSENT

Consent for off site activities _____

Consent to travel in Nursery Vehicles with suitable restraints _____

Consent for non-prescribed drugs Calpol _____ Nurofen _____

Consent for applying sun cream _____

Consent to use plasters on your child _____

Consent to be photographed – See separate document (Attached)

Additional Information

FEES:

The hourly rate of **£7.00** is payable monthly in advance on registered hours. On joining Westview & Shambles Day Nursery a fifty pound registration fee is payable. This is non-refundable. Rates are reviewed annually in April. The nursery operates on an hourly basis throughout the year except for weekends and bank holidays. Bank holidays are not charged for. Credit/rebates are not given for sessions missed by a child. All fees must be paid by the 15th day of the month, if not a 10% surcharge will be made.

The Club registers after school and breakfast club hour's term time only. The Holiday club is registered each holiday.

Amendments and changes to registered hours will be given consideration with one full calendar month written notice.

A cooked meal and fresh fruit is served twice a day at lunch and teatime. Drinks, snacks, and nappies are included in the hourly rate.

WITHDRAWAL

I agree to give in writing ONE CALENDAR MONTH'S NOTICE (1st to 31st of following month) of leaving, or to pay the fees in lieu thereof. I acknowledge that signing this form is a binding contract with WESTVIEW & SHAMBLES DAY NURSERY.

Signature(s) _____

Names _____

Date _____

WSDN - GDPR/Photograph Consent/Online Learning Journals

Name of child 1: _____

Name of child 2: _____

Name of child 3: _____

Name of child 4: _____

Occasionally, we may take photographs of the children at nursery. We use these images as part of our displays and sometimes in other printed publications. We will also use them on our website and Facebook page.

If we use photographs of individual children, we will not use the name of that child in the accompanying text or photo caption. If we name a child in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

Online Learning Journeys and Records of Achievement are used to celebrate your child's progress throughout nursery. Photographs of individuals or groups of children may appear in these records.

From time to time, our nursery may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites.

To comply with the UK data protection legislation, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign (or digitally sign) and date the form where shown and return or email the completed form to the nursery.

Please initial your answer

	YES	NO
I give permission for my child's photograph to be used within nursery for display purposes		
I give my permission for my child's image to be used on the Firststeps online Learning Journey		
I give my permission for my child's image to be used on the Firststeps online Learning Journeys belonging to other children		
I give permission for my child's photograph to be used in other printed publications.		
I give permission for my child's image to be used on our website.		
We have a closed Facebook page for parents only, we upload photo's of what the children have been doing during the week. I give permission for my child's image to be used on the nursery's secure closed parent Facebook site.		
I give permission for my child to appear in the media.		
I give permission for my child to have a nursery photograph taken by Lucy McGrath. I understand this printed/digital photograph can be purchased by parents.		

I have read and understood the conditions of use on this form.
I understand that photo's from the online Firststeps Learning Journeys must not be screenshot or I will lose access to my child's account.

Parent/guardian signature _____ Date: _____

Please print name _____

Conditions of use

This form is valid indefinitely from the date you sign it.
We will not re-use any photographs or recordings after your child leaves this nursery. Historic photographs will remain on our nursery website and the nursery's social media feeds (Facebook).
We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our nursery prospectus or in any of our other printed publications.
If we use photographs of individual child's, we will not use the name of that child in the accompanying text or photo caption.
If we name a child in the text, we will not use an individual photograph of that child to accompany the article.
We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Parent Acknowledgement of Email Sharing

I _____ (Parent), **consent to sharing my email address** with Westview & Shambles Day Nursery. On leaving Westview & Shambles Day Nursery my email address will be removed from all mailing lists.

Signature

.....

Name

Date

.....

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Updated: March 2021