



Westview & Shambles Day Nur

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. It is close to the local fruit and vegetable shop where we take the children to buy their daily snacks. 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 like the children to benefit from both of our sites. The children can go to the Shambles from age 2.

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, Spanish, swimming and sports. The emphasis is on participation as opposed to 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.

Minnows – 0 to 20 months

In Minnows we welcome children from the age of three months. The Minnows are situated on the top floor of our Westview site and 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 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 baby room and they make weekly trips to the local amenities for the different sessions including Rhyme Time. The older babies make regular visits to the market to buy flowers and fruit. They also enjoy trips to the park and feeding the ducks in Barton Farm.

Puffins - 18 month to 30 months

The Minnows move to Puffins based on the first floor at around 18 months, these children are called Puffin chicks until they reach 24 months. We tend to move children with their friends and when certain miles stones are met. The children have called them the messy room, junction room, playroom and the carpet room! The messy room has a sensory area and art activities. The carpet room and playroom has book corners and role play and fine motor skills areas. The junction room has a play frame and ball pool emphasising physical and gross motor skills. Certain activities are shared with the Minnows and Tigers to give the children the opportunity to be with

their siblings. 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 encourage the three prime areas of learning.

Tiger - 2 ½ years of age to School age

The Puffins move into the Tiger's age groups around the age of 2 ½ and they become Tiger Cubs until the year of them going to school and then they become Tigers. Once again the children will move through with their friendship groups and when they feel comfortable. The Tigers have the ground floor of the building with direct access to the front garden from our newly built children's kitchen playroom, where the children will be sharing cooking and sensory activities with their friends / siblings throughout the nursery. The Tigers enjoy a number of 'outside' activities such as swimming, gardening and sports skills but a favourite must be the Woodland learning, based in the woods not far from nursery. They also enjoy participating in dance, Fidgety Feet and Yoga. They experience life as part of a group and are encouraged to play and work in partnerships. We are committed to viewing your child as a whole, putting their individual needs of development and learning foremost.

In the run up to the year before the Tigers 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 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 operate an open door policy and parents are invited to join in with the staff and children at any time. 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.

Children will from time to time come into contact with infectious childhood diseases. With working parents in mind, we understand the problems that arise when children are ill. At the Managers discretion we will accommodate ill children away from the Nursery environment. With written parental consent, prescribed medicine can be administered.

All of the staff will 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. 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 cakes. 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 two dogs, Bugsy and Blossie and a number of other animals that the children visit on a regular basis, during their outdoors activities. The children are never left alone with the animals. The staff will ensure that hygiene is maintained and children wash their hands after contact with the animals. The children will be made aware of the animals need for privacy and adequate accommodation away from the children will be available to the animals. We ensure that the children are taught to respect the animals and how best to care for them

The hourly rate of £6.70 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 Free Entitlement (FE) are detailed below, split funding breakdowns are available from management.

15 hours Free Entitlement (FE) for 3 and 4 year olds

The 15 hours of Free 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. FE covers basic childcare and education as described by the Early Years Foundation Stage on a term-time only basis (38 weeks per year). FE does not include extra-curricular activities for example Dance, Sports, French, mindfulness, Swimming, Fidgety feet, outdoor learning, Ginger, cooking, art and any meals including snacks. Once the FE 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.

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 FE 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.

Where children attend for FE hours we will continue to provide additional services not covered by the FE which will be chargeable and identified on monthly invoices. These are as follows:

Extra Curricular Activities = £5.10 with 2 charged on each fully funded day and 1 charged on the 4 hour period (all other activities during full paying hours will be free at the point of delivery).

Meals including snacks during a 4 hour period = £5.75 with 1 charged on each fully funded day (all other meals during full paying hours will be free at the point of delivery).

Charges are applied monthly, as follows:

3 x activities = £15.30 x 51 weeks divided by 12 months = £65.03
2 x meals including snack = £11.50 x 51 weeks divided by 12 months = £48.88

Total charges per month not covered by FE: £113.91

All children's dietary requirements will be met. Once again we have tried to simplify this by charging equally each month. Should this fee be a barrier to you accessing your child's free entitlement please speak to the manager.

Any additional hours outside of any FE hours will continue to be charged at £6.70. These fees are reviewed each year in April.

Parents of children attending FE 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 FE 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 Free Entitlement (FE) for 3 and 4 year olds

The 30 hours of Free Entitlement is available with our stretched offer of 2 x 9 hour period and 1 x 4 hour period. FE covers basic childcare and education as described by the Early Years Foundation Stage on a term-time only basis (38 weeks per year). FE does not include extra-curricular activities for example Dance, Sports, French, mindfulness, Swimming, Fidgety feet, outdoor learning, Ginger, cooking, art and any meals including snacks. Once the FE 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.

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 FE 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.

Where children attend for FE hours we will continue to provide additional services not covered by the FE which will be chargeable and identified on monthly invoices. These are as follows:

Extra Curricular Activities = £5.10 with 2 charged on each fully funded day and 1 charged on the 4 hour period (all other activities during full paying hours will be free at the point of delivery).

Meals including snacks during a 4 hour period = £5.75 with 2 charged on each fully funded day and 1 charged on the 4 hour period (all other meals during full paying hours will be free at the point of delivery).

Charges are applied monthly, as follows:

5 x activities = £25.50 x 51 weeks divided by 12 months = £108.38
5 x meals including snack = £28.75 x 51 weeks divided by 12 months = £122.19

Total charges per month not covered by FE: £230.57

All children's dietary requirements will be met. Once again we have tried to simplify this by charging equally each month. Should this fee be a barrier to you accessing your child's free entitlement please speak to the manager.

Any additional hours outside of any FE hours will continue to be charged at £6.70. These fees are reviewed each year in April.

Parents of children attending FE 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 a FE 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 £6.70 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 _____

Westview & Shambles Day Nursery GDPR & Photograph Consent

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.

Learning Journeys and Records of Achievement are used to celebrate your child's progress throughout nursery. These are sent home at the end of the child nursery journey. 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 in Learning Journeys/ Records of Achievements 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.		
I give permission for my child's image to be used on the nursery's social media site (Facebook)		
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 the back of this form.

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