

OUR AIMS

The Rochford Day Nursery is all about your children's happiness and well being. We provide excellent care for your children from birth until 5 years, in a friendly, homely and caring environment. We aim to develop the children's social skills, learning, encouraging independence and most importantly, **making this fun.**

OUR PREMISES

The Rochford Day Nursery is situated at Ashingdon Road, Rochford. Within 1 minute walk to Rochford mainline railway station. Previously used as the Rochford Church Hall and more recently as a day-care centre for the elderly. We have purchased the Old school house adjacent the Nursery and we have recently extended and joined the two buildings together

By joining the two premises together we have created a large pre-school room and a new kitchen

Michael and Tracey (Proprietors)

We are a young family, with two daughters Georgia and Abigail. We have been in a situation where Georgia has gone to a Nursery School and we feel that we are sympathetic to families leaving their children in nursery schools and are always there to listen to ideas or individual needs.

We both have a diploma in Pre-School practice .

STAFF:

All members of staff are PPA, NVQ or NNEB trained, and all have been personally chosen for their qualifications and dedication to childcare.

THE JELLY BABIES ROOM (staff ratio 1-3) 3 months-2 years

There are three rooms, one which is used for the very young babies and the other two when your child starts to crawl and walk all the baby room's provide a warm, loving and stimulating environment in which your baby can develop their earliest skills. They are well equipped with the relevant toys and equipment for your baby's age. As a parent's choice in milk and nappies is a very personal one, we request that you provide us with your baby's own supply. Meals are included in the fee but if you wish your baby to have specific jar or powdered food you are welcome to provide them and our staff will be happy to prepare and serve as required. Daily reports are kept, recording details such as sleep, feed times, nappy changes, and anything significant your baby may have done throughout the day. As your baby develops, short visits to the toddler's room are made in preparation for when they move up.

THE JELLY TOTS ROOM (Staff ratio 1-4) 2-3 years

This room is equipped with materials to provide your toddler with a fun filled day with activities from stories to messy play. It has a lively and fun atmosphere, however it still has a strong emphasis on learning through play. Your toddler is introduced to numbers, letters, shapes and colour. Toddlers are encouraged to join in all activities, at their own pace. There is plenty of free playtime where your toddler can expand their social skills. As with the baby room we request that parents provide milk and nappies of their choice, and we introduce short visits in preparation for the move to the next room.

THE JELLY BEANS ROOM (staff ratio 1-8) 3-5 years

This room has more group activities such as singing, dressing up, story time and news time. During the news time the children can discuss events, which happen outside the nursery, this again helps with social skills. We encourage skills such as pre-writing and maths. There will be time for the children to work in a classroom environment. We feel that this will provide a good grounding for "big school". However, playtime is still a major part of their daily routine.

Our Sensory Room

We have now added a sensory room to the Nursery which was opened in February 2007. It is a room where all children can explore and develop their own senses. A must to see when you come and view the Nursery!

OUR LEARNING OBJECTIVES

There are four guiding principles that shape practice in our setting; these are:

- Every child is a **Unique Child** who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **Positive Relationships**.
- Children learn and develop well in **Enabling Environment**, in which their experiences respond to their individual needs and there is a strong partnership between us and parents and/or carers.
- **Children Develop and learn in different ways and at different rates**. We respect children as individuals.

The Early Years Foundation Stage emphasises 7 areas of learning.

- Communication and Language
- Physical Development
- Personal Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

For more information please ask one of our staff

We believe in access to all and all children are treated equally. No child will be disadvantaged because of his/her race, culture, beliefs or physical needs.

Our aim is that all children enjoy their time with us and leave to go to school as happy, confident and sociable children with a sound knowledge that will set them up for full time school.

TERMS AND CONDITIONS

The Rochford Day Nursery normal opening times are from 7.00am until 6.30pm. We are open Monday until Friday all year round except on Bank Holidays, where the Nursery will be closed Full fees will apply for all holidays taken including bank holidays.

- Fees are payable monthly in advance by standing order or by cheque made payable to The Rochford Day Nursery. Late payment will incur a 10% fine.
- A £20.00 administration fee will be imposed should a cheque be represented or returned, together with a 10% penalty fee is appropriate
- A fee of £10.00 will be charged automatically if children are collected later than agreed for the first 15 minutes and £10.00 for each fifteen minute period there-after.
- There is a 10% reduction for siblings deducted from the older child's fees on children that attend on a full time basis.
- A £30.00 non-refundable registration fee is required for each child.
- Prices will be reviewed at the discretion of the management.
- We are unable to offer a reduction for sickness or absence.
- Four weeks written notice is required to withdraw your child from The Rochford Day Nursery and or change sessions.
- Our policies and procedures manuals are available for all to read and are kept in the main lobby.
- The Rochford Day Nursery must be notified of any changes of address, telephone numbers of any person authorised to pick up children from the nursery.
- Should any parent/carer seek to employ any member of staff from The Rochford Day Nursery whilst their child is attending or within one year of attending the setting, a finder's fee of £750.00 will be due to The Rochford Day Nursery with immediate effect.
- Credit accrued on any childcare account is always used to offset future fees. There is a £25.00 administration fee for any accrued credit that is refunded to the payer.

Medicines can only be administered upon completion of The Rochford Day Nursery medicine form. We are unable to accept any child suffering from infectious disease, until the recognised isolation period has past. Children suffering from sickness and diarrhoea must be clear for 48 hours before returning to the Nursery. Fees are still due at the full price.

GENERAL INFORMATION

- We require signed authorisation in advance if anyone other than those designated people will be collecting your child..
- A fire alarm system is installed.
- Freshly cooked meals are served each day. Breakfast and Tea are prepared on the premises. An example of the weekly menu is available on the main notice board
- If you need to spend time at the Nursery please use the public car parks either at Back Lane or Rochford Station. PLEASE ON NO ACCOUNT OBSTRUCT THE FLOW OF TRAFFIC DOWN ASHINGDON ROAD, PLEASE DO NOT PARK ON THE CURB.

SIGNED IN AGREEMENT..... PRINT
NAME.....

.....PRINT
NAME.....

CHILD'S ENROLMENT RECORD

Child's Name:			
Date of Birth:	Sex:	Religion	Ethnic origin
Child's first language	Special needs:		
Address:			
Telephone No:			

Medical Information
Important medical conditions (e.g. allergies):
Injections received:
Child's Doctor
Name:
Address:
Telephone No:
Child's Health Visitor
Name:
Address:
Special Dietary requirements:

CHILD'S ENROLMENT RECORD

Name of parent(s)/carer(s):
Name of person(s) holding parental responsibility:
Home address:
Telephone No:
Email Address:
Work address:
Telephone No:

In an emergency, please contact:		
Name:	Relationship to child:	Telephone Number:

People authorised to pick up child: (must be over 16 years)		
Name:	Relationship to child	Telephone Number:
Chosen password:		

I give my consent to my child receiving any medical treatment which is urgently required, except:	
Signed (parent/carer):	Date:

I understand that any carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Social Services.	
Signed (parent/carer):	Date:

I agree to pay fees monthly in advance or by prior arrangement.	
Signed (parent/carer)	Date:

CHILD'S ENROLMENT RECORD

General information about your child. This will help him/her settle in.

The name you would like the child to be known as if different :

Are any milk feeds given to your child during the day? At what times?

What type of milk does your child drink?

Does your child have any daytime sleeps? At what times?

Does your child have a comforter?

I wish my child to attend the following day(s):

	Morning	Afternoon	Full Day	
Monday	7.00-1.00	1.15-6.30	7.00-6.30	(please indicate)
	7.30-1.00	1.15-6.00	7.30-6.00	
Tuesday	7.00-1.00	1.15-6.30	7.00-6.30	(please indicate)
	7.30-1.00	1.15-6.00	7.30-6.00	
Wednesday	7.00-1.00	1.15-6.30	7.00-6.30	(please indicate)
	7.30-1.00	1.15-6.00	7.30-6.00	
Thursday	7.00-1.00	1.15-6.30	7.00-6.30	(please indicate)
	7.30-1.00	1.15-6.00	7.30-6.00	
Friday	7.00-1.00	1.15-6.30	7.00-6.30	(please indicate)
	7.30-1.00	1.15-6.00	7.30-6.00	

Start date:

Please indicate approx drop off and collection time:

I do/do not give permission for my child to leave the nursery for any outings or trips

Signed (parent/carer):

Date:

I do/do not give consent for photographs that include my child to be added to other children's learning journeys

Signed (parent/carer)

Date:

I do/do not give consent for my child's name to be used in observations which may be added to other children's learning journeys

Signed (parent/carer):

Date:

PRICE LIST 2016

<u>AGE</u>	<u>SESSION</u>	<u>PRICE</u>
All Ages	7.30am-6.00pm	£45.50
All Ages	7.00am-6.30pm	£50.00
All Ages	7.30am-6.00pm (full week)	£208.00
All Ages	7.00am-6.30pm (full week)	£228.50
All Ages	7.30am-1.00pm	£26.00
All Ages	7.00am-1.00pm	£28.50
All Ages	1.15pm-6.00pm	£22.50
All Ages	1.15pm-6.30pm	£25.00

For all children attending on a full-time basis and full week then Friday afternoon is given as a free session.

For regular attenders, an hourly rate £5.00 minimum four hours for a pre-booked, one-off session.

Hourly Rate one off (not pre-booked) £6.50 per hour

BREAKFAST AND AFTER-SCHOOL CLUB

5-12 years	7.00am-9.00am	£10.00
5-12 years	3.15pm-6.30pm	£15.00

HOLIDAY CLUB (Children over 5 years)

7.00am- 1.00pm	£20.00
1.15am- 6.30pm	£20.00
7.00am-6.30pm	£40.00

(All holiday club booking must be paid in full before the first session)

Additional charges (if attending sessions outside of the sessions above):

Breakfast/Tea and pudding	£1.00 each
Hot Lunch and pudding	£1.50