

# Sunshine Day Nursery



## York Ltd

# Prospectus

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01904 627164

Email: [info@sunshine-day-nursery-york.co.uk](mailto:info@sunshine-day-nursery-york.co.uk)



## **Welcome to Sunshine!**

All Parents, Guardians and Carers,

We value your interest in Sunshine Day Nursery (York) Ltd and we hope you find this prospectus helpful. You will find enclosed information on all the services we can provide, but don't hesitate to give us a call or email regarding any questions or queries.

Sunshine Day Nursery is registered with OFSTED. This means that you have the reassurance that we have fully qualified, police checked staff who promise to make your child's time fun. Whilst providing an environment which will stimulate, through individual interests and encourage them to strive in all areas, your children will become independent learners for the future.

Enclosed in the prospectus is everything you need to get your child registered at Sunshine Day Nursery.

If you require this in an alternative language, larger font, braille, or any other format please let us know and we will be able to provide this with notice.

Caroline Marsden  
Managing Director

### **What to expect**

Firstly, we suggest you come for a look around our nursery, this allows you to get a feel for the nursery and allows you to meet the team. The appointment can be booked by phoning or emailing the nursery and arranging a suitable time.

You can then secure your child's place at Sunshine Day Nursery by filling in the registration form and returning it with your £100 booking fee, which is nonreturnable. This fee is to secure your child's place within the setting. This would be after checking your chosen sessions are available.

Next stage would be to book in your child's free sessions we offer a 2-hour trial to allow them to settle in before they start their permanent sessions.

We endeavour to make the transition from home to nursery as smooth as possible. The first part of this transition is that we ask Parents, Guardian & Carers to become familiar with our EY works app and to fill all relevant forms out to allow the team to get to know your child's likes and dislikes, sleeping requirements and routine etc.

We work very closely with all Parents, Guardians and Carers whilst your child is within the setting. This ensures that we have continuity from home to nursery and can

expand on the children's development from their home experiences. We provide a high level of care and varied opportunities and experiences for the children to explore. Sunshine Day Nursery promotes healthy eating within the setting and provides fresh fruit and vegetables for the children's snack. Please see an example of our menu.

Also in the reception area is our Policy & Procedure file, please feel free to look through these, if you would like a copy of them then please ask a member of the team.

### **Prices and sessions**

All prices include a hot meal at lunch and a cold tea in the afternoon, menus available please ask a member of staff.

<b>Age Group</b>	<b>Full-time 7.30am – 6pm (Per week)</b>	<b>Full Day 8am – 6pm</b>	<b>Separate sessions (Per day) 8am-1pm 1pm-6pm</b>
0-5 years	£325	£68	£45 Am /£41 Pm
Additional Charges when receiving funding 3+ place	£6.80 per session (5 hours sessions) for funded places to cover consumables not covered in funding over 2 years. This covers Meals/snack (£6 per session), laundry 30p, spare cloths stock and Nappies, wipes and cream/suncream (50p)		

Breakfast club, which runs from 7.30am, is charged at £10 per day and a minimum of 24 hours' notice is required if you need this service. Breakfast club booked every week, which is part of their regular hours, will be given with 50% discount.

Extra hours are charged at £9 per hour. Places can only be given on availability.

If you are late for collecting your child, we have a charge of £25.00 for the first five minutes and then £40 every fifteen minutes.

To access funded hours across the nursery please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk), we also accept the tax-free childcare, which we are registered for.

### **Notice of Leaving**

If you intend to withdraw your child from the Nursery, we do require four weeks' notice. If you remove your child before the notice, you will be charged. If you would like to change your child's regular sessions two weeks' notice is required.

### **Our Site**

We are situated on Huntington Road, directly opposite Sessions Factory. Conveniently on the no.5 (Orange Line) bus route, close to both primary and secondary schools.

Our Site is made up of four areas of care for the children. This includes disabled toilet and access. Each of the areas provides care for different age groups as follows:-

#### **Baby and toddler under 2's Room**

Pre-walkers and creepers up to the age of around 2 years can have a great experience. It provides calm, relaxing, and quiet zones, full independent room, with an outside play area. This room caters for children from 3 months after their immunisations to when steady on their feet up to 24 months or relevant development stage to join our toddlers. This is an open-plan room with nappy changing area and great sized toilet for the children who are becoming independent in toileting, with one small children's toilets and potties.

#### **Toddlers up to 3 Room**

Children from 24 months to 3 years, have an amazing opportunity to experience education over the whole of our First floor. They separate off into their peer groups for focused time, but equally work together exploring with our fully equipped outdoor classroom, which is open all year round. The room is equipped with a good size bathroom/toilet area for the children, this comprises of 2 small children's toilet and nappy changing area. A large roll play and transport area's allows the children to make sense of the world around them.

#### **Preschool Room for 3 plus**

Our preschool room is based on the ground floor with two toilets and the larger disabled toilet has a range of potty and changing facility. This is a great room to free flow access when appropriated for our pout door area. The large shop window at the front of the room allows children to look through the privacy glass to view the buses and people and strike up great conversations/observations that we use on our walks that supports our learning, listening, and responding. There is a incredible accessible environment of multiple choices for activities and located next to the kitchen we love to do our own baking for puddings at teatime.

## **Outdoor Classroom**

Our outdoor area has a mud kitchen which is used by all ages, whether it is used to have a story or play and build their own adventures, The children love being outdoors, and we incorporate this in our daily routines, there are a lot of moving parts for the children to negotiate their space and equipment and build their own activities, such as assault courses. The outdoor area is used as an extension to our indoor play. The space is all year round, sheltered by UV panels, with lighting and heaters to encourage the children to enjoy outdoors in all-weather looking after our positive mental Health.

## **Exclusion Table**

Our Exclusions Table, it is set out by our local health authority.

<b>Conditions</b>	<b>Recommended period to be kept away from nursery</b>	<b>Comments</b>
<b>Rashes and skin</b>		
Chickenpox	Five days from onset of rash	It is not necessary to wait until spots have healed or crusted
Cold sores (herpes simplex virus)	None	Mainly healthy adults and children excrete this virus at some time without having a 'sore'
German measles (rubella)	Five days from onset of rash	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation so that exclusion after rash appears will prevent very few cases. See also nursery staff section.
Hand, foot and mouth disease	None	Usually a mild disease not justifying time off nursery
Impetigo	Until lesions are crusted or healed	Antibiotic treatment by mouth may spread healing. If lesions can reliably be kept covered exclusion may be shortened
Measles	Five days from onset of rash	Measles is now rare in UK
Molluscum contagiosum	None	A mild condition
Ring worm (Tinea)	None	Proper treatment by the GP is important. Scalp worm needs treatment with an antifungal by mouth
Roseola	None	A mild illness usually caught from well persons

Scabies	Until treated	Outbreaks have occasionally occurred in schools and nurseries. Child can return as soon as properly treated. This should include all the persons in the household.
Scarlet fever	Five days from commencing antibiotics	Treatment recommended for the affected child.
Slapped cheek or fifth disease (parvovirus)	None	Exclusion is ineffective as nearly all transmissions take place before the child becomes unwell. See also nursery staff section.
<b>Respiratory</b>		
'Flu' (influenza)	None	Flu is most infectious just before and at the onset of symptoms.
Tuberculosis	Medical officer of health will advise on action	General requirements quite prolonged, close contact for spread. Not usually spread from children.
Whooping cough	Five days from commencing antibiotic treatment.	Treatment (usually with erythromycin) is recommended through non-infectious coughing may still continue for many weeks.
<b>Other</b>		
Conjunctivitis	None(exclusion if outbreak occurs until child is free from infection)	If an outbreak occurs consult medical officer of health.
Head lice (nits)	None	Treatment is recommended only in cases where live lice have definitely been seen.
Hepatitis A	See comments	Exclusion is justified for five days from the onset of jaundice or stool going pale for the under fives or where hygiene is poor.
Meningococcal / Meningitis	The medical officer of health will give specific advice on any action needed	There is no reason to exclude from nurseries siblings and other close contacts of a case.
Meningitis not due to meningococcal infection	None	Once the child is well infection risk is minimal.
Mumps	Five days from the onset of swollen glands	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation.
Threadworm	None	Transmission is uncommon in childcare but treatment is recommended for child and family.

Tonsillitis	None	There are many causes, most cases are due to viruses and do not need an antibiotic, for one cause, streptococcal infection, antibiotic treatment is recommended.
Antibiotics prescribed	First two days at home 48 hours	
Temperature	If child sent home, off for 24 hours	
Vomited	If child sent home, off for 48 hours	
Polimyelitis	Until declared free from the infection by the district community physician	
Diarrhoea	48 hours	
COVID19	We follow NHS guidance please speak to management for latest guidance	

## **Terms & Conditions of Business**

### **Age of Admittance**

Sunshine Day Nursery provides care for children aged three months five years.

### **Hours of Opening**

Monday – Friday

07.30 Until 18.00 full-time Monday to Friday

08.00 Until 13.00 morning session

13.00 Until 18.00 afternoon sessions 08.00

Until 18.00 Full Days

Full sessions must be booked but you are free to drop your child off at your own convenience. Breakfast club runs from 07.30 until 08.15 this is charged at an additional sum.

### **Allergies**

Any allergies that the child suffers from should be declared on an Allergy Form provided by the Nursery within this prospectus. This must be completed before a child can start their sessions at

the Nursery. **To provide your child with the correct dietary needs we may need to design an individual menu with you so that we ensure your child's needs are met.**

### **Holidays**

Sunshine Day Nursery is open throughout the year excluding bank holidays and the Christmas period. Bank Holidays are charged at normal rate, you are not charged for a week at Christmas as we are not open. This includes no charge for Christmas day and boxing day, any other absences will be charged for at normal rate, as our billing period is a 51 week duration. We do not give any discounts for holiday or sick leave.

### **Enrolment**

To book your child's place at Sunshine Day Nursery we ask for £100 booking fee that is **nonreturnable**.

**Please note that this fee is not returned to you as it is security for holding your place as other prospective clients may have been turned away.**

### **Fees**

All fees are payable one month in advance. You will receive a statement to quote your monthly amount which is due on the **25<sup>th</sup>** of every month. The nursery requires you to set up a standing order direct with your bank. Any increase to our fees will be given with a two months' notice and new bills will be sent out.

Any late payment of fees or other additional charges will be subject to our late payment fee.

**Please note that if fees are not paid by due date, you will be charged £10 per working day and £10 per weekend that your payment runs over.**

### **Notice of termination of contract**

If you intend to withdraw your child from the Nursery, we do require four weeks' notice. We ask for the notice to be in writing. If you remove your child before the notice, you will be charged. If you would like to change your child's regular sessions two weeks' notice is required, again in writing. Please note we do not swap one off session we are able to book extra sessions but we are unable to swap.

### **Safeguarding**

Sunshine Day Nursery (York) Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. All children have the right to be safeguarded from harm or exploitation whatever their: race, religion, first language or ethnicity; gender; age; health or disability; or political or immigration status.

The key commitments of our policy for safeguarding children:



- We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
- We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' (Dcfs 2006).
- We are committed to promoting awareness of child abuse issues through our induction training programme. We are also committed to empowering young children, through our curriculum, promoting their right to be strong, resilient and listened to.

## **Aims**

- Our aims are to carry out this policy by:
- Promoting children's right to be strong, resilient and listened to by:
- Creating an environment in our setting that encourages children to develop a positive selfimage.
- Encouraging children to develop a sense of autonomy and independence.
- Enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

## **Reporting of Absences**

Although we charge for all absences, including holiday leave we require our customers to report where their children are and any health concerns, so we can continue with good practices of safeguarding. This must be done in writing where possible or if due to sickness a phone call or email that morning will suffice and it will be logged by the nursery.

## **PRIVACY NOTICE**

For children under 5, their parents will act on their behalf.

Privacy Notice - Data Protection Act 1998

We Sunshine Day Nursery (York) Ltd are the Data Controller for the purposes of the Data Protection Act. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z9313623. We collect information from you and may receive information about your child from a previous setting. We hold this data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress; • Provide appropriate pastoral care, and
- Assess our own performance.

This information includes your contact details, attendance information, early years Curriculum learning journey/profile and personal characteristics such as ethnic group, special educational needs, and any relevant medical information.

We will not give information about your child to anyone outside the setting without your consent unless the law allow us to, for example for the prevention or detection of crime.

If you have any questions about this Privacy Notice or if you want to see a copy of the information we hold and share about you or your child then please contact 01904 627164 and ask to speak to the duty manager.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE) for the purposes set out above. The DfE may share individual level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

For children under 16, a parent or guardian can ask that no information other than their child's name, address, and date of birth (or their own name and address) be passed to a local authority. This right transfers to the child on their 16th birthday. A parent/guardian will need to inform Sunshine Day Nursery (York) Ltd if this is what they wish.

If you require more information about how the local authority and/or DfE store and use your personal data please visit:

- <https://www.york.gov.uk/privacy>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can contact the Local Authority at:

Customer Feedback Team  
City of York Council  
West Offices  
Station Rise  
York  
YO1 6GA

Tel: 01904 554145

Email: [foi@york.gov.uk](mailto:foi@york.gov.uk)

You can contact the DfE at:

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Tel: 0870 000 2288

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Website: <http://www.education.gov.uk/>