

Index

Page

3	Opening Letter
4	About Us
5	Mission Statement, Aims and Objectives
6	Safety
8	Regulations
10	General Information
12	Parents/Carers
13	Activities and Curriculum
15	Early Years Foundation Stage
16	Meal Times/Snack Times
17	Sample Menu
18	What To Do Now
19	Early Years Entitlement/term time/all year
20	Safeguarding for Parents/Carers
21	Policies and Procedures



Dear Parent/Guardian,

Thank you for enquiring about **The Jays Day Care Nursery and Pre-School**. We have been open since September 1995.

We cater for children aged 3 months to school age. In April 2012 we started holding Forest School sessions for our pre-school children. In 2019 we introduced Beach School which proved very popular. In view of the Covid-19 Pandemic we have had to suspend Beach School but have introduced further Forest School sessions and age appropriate sessions for our Toddlers.

We are open all year round excluding Bank Holidays.

We hope that you will find this Prospectus answers most of your questions but if you have any additional questions or would to make an appointment to view the Nursery, please telephone or e-mail and we will do our best to help you. Please also take a look at our website which includes thousands of pages of parenting information, news, health pages, ideas for activities, product recalls and much more. We also update all of the Nursery information on a regular basis, enabling you to stay in touch with the latest nursery news and activities.

If you decide to register your child with the Nursery, please complete the 'Booking Form' and sign the 'Terms and Conditions Form' and return along with the registration fee.

Yours Faithfully

Jacqui Aldridge (Principal)



About Us

The Jays Day Care Nursery has been open since September 1995. Originally, the building was part

of the Moorhaven Hospital and was used as the nurse's Sports and Social Club. It was closed for several years before current owner and Principal Jacqui Aldridge helped to convert it into a Nursery School in 1995. The building is set in 65 acres of magnificent grounds giving plenty of opportunity for walks and outside play. There is also ample parking for parents and visitors.



We cater for children from aged 3 months to school age. The children are grouped in to Babies (3 months - 24 months), Toddlers (24 months - 36 months), and Pre-School Room (3 years - school). Each group has its own room and room leader who co-ordinates activities in line with the Early Years Foundation Stage Curriculum building on children's interests. All staff are encouraged to attend regular training and most are qualified Early Years Teachers or Nursery Nurses who have a vast experience in childcare. We are a friendly group who are totally committed to offering the very best of care and education as well as a safe, warm and caring environment for your child.

The Jays Day Care Nursery and Pre-School is open 8 a.m. - 6 p.m. Monday to Friday, all year round, excluding Bank Holidays, and offers a flexible hourly rate. We also take part in the Government funding scheme for 2, 3 and 4 year olds.

We are OFSTED registered, affiliated to and are NDNA (National Day Nurseries Association) members and also have close links with the Early Years and Childcare Service.

HOW TO FIND US - From Plymouth - follow the A38 and take the slip road off to Ivybridge, at the first roundabout take the 3rd exit (Ivybridge) at the 2nd, 3rd, 4th & 5th roundabouts take the 2nd exits (B3213) and at the 6th roundabout take the 1st and continue along the B3213 until you reach Bittaford. Take the 3rd exit on the left towards Moorhaven, go up the hill and you will find us on 2nd exit on the left hand side through the playing fields. **From Exeter** follow the A38, take the slip road signposted Wrangaton, Bittaford, Ivybridge and turn Rt at T Junction. Turn left on to B3213 and follow for approx 1 mile. At Bittaford turn Rt immediately past Horse and Groom Pub and go up the hill towards Moorhaven. You will find us on 2nd exit through the playing fields. Walk up to top of path to left of car park and right in to our entrance.



MISSION STATEMENT

The Jays Day Care Nursery and Pre-School is committed to providing the best care and education for children in a warm, safe, welcoming and caring environment. With experienced and qualified staff we provide quality care and achieve stimulated, happy and confident children who are ready to face the new challenges ahead of them.

AIMS AND OBJECTIVES

Our nursery aims to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the wider community.
- Undergo regular monitoring and evaluation of our services to ensure that the nursery continues to meet the needs of children and parents/carers.

Our nursery is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.
-

Our nursery is committed to providing:

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and fun
- Building on children's interests using In The Moment Planning (ITMP)
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the children's act 2004 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

Safety

Safety is of paramount importance to The Jays Day Care Nursery and we have taken many steps to safeguard your child: -

COLLECTION OF CHILDREN - please also refer to regulations

PHOTOGRAPHS You will be asked, on the registration form, to provide photographs in order for us to identify the main collectors of your child. However, children will not be permitted to leave the Nursery premises with anyone not authorised before hand to collect them even if the Nursery recognises them.

PASSWORDS You will also be asked for a password so that in the event of the usual collector being unable to collect, the collector will be asked for the password.

SIGNING IN/ OUT You will be asked to sign your child in to and out of Nursery each day/session they attend together with the time of arrival and departure.

It is important that you inform us if a different person from usual is to collect your child. If we are ever in doubt of a person's suitability we **WILL NOT** release the child in to their care until we have notified the Parent/Guardian. A child will only be released in to the care of a responsible adult.

FIRE/FIRST AID

Regular fire drills are carried out and evaluations take place after each. Most staff are first aid trained. A first aid box is located on the premises.

OUTSIDE

To ensure the children's safety, the outside play areas have secure gates and high fences and are always checked prior to use. Children are supervised at all times.

CRB/DBS CHECKS (Police Checks)

DBS checks are carried out for all staff working at The Jays Day Care Nursery.

SUN PROTECTION

Sun lotion is provided by the Nursery, for a small annual charge, and is applied and re-applied as necessary. Should your child require special sun protection then we would ask that you send this in clearly labelled with your child's name.

PHOTOGRAPHS

Photographs are often used within the Nursery for children's development records, displays etc. It is also sometimes necessary for Nursery Nurses to photograph your child for their files for training purposes. If you have no objection to this, please sign the section on the registration form.

We may also use photographs on our website as they participate in various activities. Naturally we will abide by common sense guidelines as described below:

- If we show a child's face, we will not name the child, every effort will be made not to show faces
- If a child is named anywhere on the site, only first names will be used and no photographs will be included.
- Children will always be shown in a suitable standard of dress and participating in everyday activities.
- Each image is a photograph and not a live picture of the nursery.

Our website has been exclusively designed for the childcare industry and includes some important security features. We have the ability to password protect any pages that may contain photographs. The password is only available to parents with children at the nursery.

If you are happy for your child to be included in our website, subject to the criteria above, please sign the section on the registration form.

ACCESS TO INFORMATION

All OFSTED inspection reports and our policies and procedures are available to you in our reception area at the Nursery. Parent/Carers may have ready access to the files and records held on their own children but will not have access to information about any other child.

Regulations

To ensure the smooth running of the Nursery it is necessary to have these regulations. Please read them as you will be asked to sign a declaration on your child's 'Terms and Conditions' form saying that you agree to adhere to them once your child enters the Nursery.

ANNUAL HOLIDAYS

The Nursery is open all year round excluding Bank Holidays. We may close between Christmas and New Year and at 4 p.m. on Christmas Eve. Decision to be made on an annual basis.

FEES

Please see our Terms and Conditions for full details.

General all year round childcare

You will be invoiced for 51/52 weeks of the year. We will not charge for Bank Holidays or official closures.

Fees are calculated on a monthly basis and should be paid on or by the 17th of the month. We accept payment by cheque, direct debit, cash or voucher scheme.

Term Time childcare

Term time only contracts will be calculated according to our term dates in line with Devon County Council and will be billed on a monthly basis and should be paid on or by the 17th of the month.

We accept payment by cheque, direct debit, cash or voucher scheme.

Fees are payable at all times whether your child attends nursery or not.

For children receiving government funding (2, 3 and 4 year olds) the funded hours will be deducted from your invoice.

The Jays Day Care Nursery reserves the right to review fees at their discretion, although this would not normally be expected to be more often than once a year.

ABSENCES

Please inform us if your child will not be attending on a particular day as it helps us to plan staffing, meals and activities etc. Written confirmation of absence is required for children in receipt of Government Funding. Please note, should your child not attend for the required number of sessions and funding is repaid to Devon County Council, these charges will then pass on to yourselves. Unfortunately, no refunds will be considered for absences as pre-arranged staffing and operational expenses have to be met.

ARRIVAL AND COLLECTION OF CHILDREN

As set out in this Prospectus, children will not be permitted to leave the Nursery with anyone not authorised beforehand to collect them. We welcome children into nursery from 8 a.m. We ask that you adhere to opening and closing times as we are not registered/insured to care for children outside of these times. The Nursery reserves the right to charge for early drop off and late collection. Please see our Term and Conditions. Therefore, please inform us if a different person from usual is to collect your child.

A child will only be released into the care of a responsible adult.

SICKNESS

In line with our policies and procedure we aim to prevent the spread of infection, therefore, sick children will NOT be admitted into the Nursery. Children suffering from a doubtful rash, sore throat, sickness (vomiting), diarrhoea or any infectious illness should be kept at home until a doctor has certified that they are well enough to attend Nursery or 48 hours after the last bout.

Should a child fall ill during the day, the parent/carer will be contacted and the child will be cared for away from the other children until their parent/carer arrives. Please keep us informed of any changes in your daytime contact numbers.

Qualified staff at Nursery can administer only prescribed medicine for which you will be required to sign a consent form. Calpol can be given in an emergency only if permission is given on the registration form and Parent/Carer collects child within half an hour. (We do not keep Calpol on the premises).

The Nursery Principal reserves the right to remove a child to hospital in an emergency.

PERSONAL PROPERTY/CLOTHING AND BELONGINGS

The children at the Jays are very busy throughout the day with various activities and we also encourage daily outdoor play therefore, it is advisable to dress your child in comfortable clothes, preferable in layers so that a jumper can be removed if a child becomes warm.

Every child should have a full change of clothing (spare) every day as well as indoor/outdoor/wellington boots and a waterproof coat. In the summer, children should also bring a sun hat that covers their neck and a T-shirt/clothing that covers their shoulders. **All property must be clearly labelled with your child's name.**

Some of the following items may also be required: Nappies, wet wipes, nappy sacks, creams and lotions as appropriate.

We would also advise that money, sweets, toys and jewellery are **NOT** brought in to the Nursery as losing such personal items or the sharing of them can be quite distressing for your child. We appreciate that many babies/children have comforters. We treat these as an exception and would therefore encourage these items to be brought in to Nursery. It is also the policy of the Jays Nursery not to allow juice on a daily basis, in line with Department of Health guidelines regarding Healthy Eating.

PLEASE NOTE: The nursery accepts no responsibility for belongings left on the premises.

SETTLING YOUR CHILD

We offer 2 settling in sessions to help your child settle in to Nursery. We will arrange these with you and discuss with you the best way of settling your child in to the Nursery. Fees will be charged after the first two settling in sessions.

RIGHT OF REMOVAL

The Nursery Principal reserves the right to remove a child from the Nursery for any breach of these regulations.

General Information

MEALS (see sample menu)

All meals are freshly prepared daily by an experienced cook and are nutritional and well balanced. Special diets can normally be catered for (please see registration form).

MEAL BREAKS are as follows:

Morning Break	9 - 9.30	Toast, crumpet, muffin or bagel, fruit, milk/water
Lunch	12 - 12.30	Two Courses (cooked) Water
Mid Afternoon	2 - 2.30	Sweet/savoury snack, fruit, milk/water
High Tea	4 - 4.30	Choice of sandwiches, cake & fruit, water

Water is available for children as required throughout the day. In the pre-school room, we do ask that you bring a sports type bottle labelled with your child's name and filled with **water only** that your child can access as required throughout the day, outside of mealtimes where drinks will be provided.

REST/SLEEP

A rest period for younger children is available after lunch. Babies individual sleep patterns are naturally accommodated.

SPECIAL EDUCATIONAL NEEDS and DISABILITIES (SEND)

Through our system of observation and record keeping we are able to monitor children's individual progress. Should we have any concern regarding your child, any issues will be discussed with you and a way forward agreed. We follow the Department for Education and Skills (DfES) Special Educational Needs and Disabilities Code of Practice for the identification and assessment of Special Educational needs and disabilities.

PROCEDURE FOR POOR BEHAVIOUR/DISCIPLINE

At the Jays Nursery we focus on positive behaviour and give lots of praise i.e. 'Well done for sitting nicely', 'lovely manners'. In the pre-school room, if a child is being disruptive or doing something wrong we explain why they shouldn't be doing it and refer to the 'Golden Rules', if appropriate. Our 'Golden Rules' are a set of simple rules that were set by the Nursery School teacher with a group of the older children. We ask the children to try to abide by these, particularly whilst inside the Nursery School. If a child hurts another child, they will always be encouraged to apologise. On **no account** will corporal punishment be acceptable.

For older children, the thinking chair may be used but for no longer than a minute for each year of the child's age. For younger children and babies, they will be moved away from the situation within the same room.

TRIPS, OUTINGS AND VISITORS

Local Outings

We have the use of the extensive grounds surrounding the Nursery and like to go for walks or play outside in our garden on a daily basis. In order to ensure you child takes part in these activities, please ensure you tick the 'Local Outings' box on the registration form.

Trips Out

Trips out to places such as Pennywell Farm, Paignton Zoo, a working farm etc. are organised on a regular basis. Ratio's are kept to 1 adult to 2 children for these outings. You will be asked to sign a consent form prior to any trip of this sort.

VISITORS

Visitors such as Vets, Nurses, Fire Service, Police Service, Ambulance Service, etc. are invited to the Nursery in order to enhance your child's learning. We usually fit these in to children's current interests and the children have a chance to have a close up look at equipment used, vehicles etc.



We have a dedicated Outdoor Learning Leader and several staff who are also Forest School trained, providing Forest School sessions during term time.



We encourage parents to take part in their children's Nursery life and should you have any skills that you feel the children may be interested in and wish to share, we would happily arrange for you to visit the Nursery in a 'professional' capacity.

EQUAL OPPORTUNITIES

All children have equal opportunities within the Nursery. No child will be discriminated against for any reason. Boys and girls will have access to the same range of experiences and will be treated equally. We encourage children's cultural awareness and encourage them to find out about a range of cultures through activities, meals, resources and by celebrating various festivals.

CHILD PROTECTION/SAFEGUARDING CHILDREN

All the staff at the Nursery take Child Protection very seriously. We have a safeguarding children Policy and procedure in use that can be viewed in our reception area. We will ensure that children are never placed at risk while in the charge of the Nursery Staff and confidentiality will be maintained at all times. Should your child come in to the Nursery with an injury we will ask you to complete an 'Injuries at home' form as required by OFSTED.

Parents/Carers

It is important that the children in our care feel happy and secure with us.

Your needs as a parent/carers are important too and therefore we encourage you to be involved in your child's nursery life. In order to make you feel welcome and a part of the Nursery we:-

- Have a parent/carers notice board located in the Nursery that has the Nursery policies, Emergency plan and other relevant information to keep you up to date with life and The Jays.
- Have a daily planning board detailing what your child will be doing each day
- Regularly send out letters and newsletters
- Plan for your child's interests and next steps in their developments in-line with the Early Years Foundation Stage curriculum. This is via our on-line Tapestry system which is a shared experience between home and nursery. It has photo's, observations and other information which you can comment on or add to at any time.
- Ask you to sign your child in and deliver them to a member of staff to ensure they are accounted for on the register and to talk to staff about any relevant issues that we may need to be aware of i.e. bad night so may be tired etc.
- Ask you to sign your child out and talk to staff about how your child has been during the course of the day.
- Encourage new parents to help settle their child into the Nursery. Usually by your child attending for 2 two hour sessions prior to starting, however, we suggest that you discuss this with senior staff who will be able to help you decide how to manage this best.
- May ask if you wish to take part in a relevant activity session if you have any skills or interests that could be shared with the children.
- Have a parents evening for all children.
- Have a suggestion box in the main children's cloakroom for any ideas, suggestions or concerns you may have should you feel unable to speak to someone.

STAFF AT THE JAYS DAY CARE

We have a mix of experienced and qualified staff including a Nursery School Teachers all dedicated to providing the best care and education for your child. We encourage staff to attend relevant training and hold regular staff meetings to discuss new ideas and to keep up with current regulations.

Activities and Curriculum

At the Jays Day Care Nursery we use the Early Years Foundation Stage curriculum that became mandatory, in September of 2012, for all schools and early years providers in Ofsted registered settings. This is used throughout the Nursery for all age groups.

The Early Years Foundation Stage is broken down in to 4 themes underpinning the three prime and four specific areas of learning. Each of these expresses important principles underpinning effective practice in the care, development and learning of young children. (see chart)

It is our aim to meet the above criteria through activities that are developed through children's interests.



Each child is treated as an individual and as such is given the opportunity to participate in activities of their own choice. There are many activities on offer including numerous craft activities, P.E., role play/home corner, cookery, construction, sand and water play, musical instruments, games, singing, story telling, jigsaw puzzles, music and movement, sorting/estimating/number work plus many, many more. Toddler and Pre-School children also have the opportunity to attend Forest School every week.

We also have the advantage of a large outdoor play area and the use of the vast surrounding grounds, which we make daily use of, rain or shine. So please make sure appropriate clothing and

a change of clothes is brought to Nursery. All in one waterproofs are recommended, if at all possible, and may help to save on wet and muddy clothes going home!

Your child will be assigned a key person who will take responsibility for you and your child settling into nursery life. The key person will also be responsible for observing and recording your child's development on our on-line Tapestry system. Term targets/home links are also sent home to help



you support your child. We find that this system ensures that all areas of the curriculum are covered and that every child in our care has the opportunity to reach their full potential irrespective of their age/stage of development.

Your child's key person will also be your first point of contact for any day to day issues regarding your child, however, we hope that you will feel free to speak to any member of staff.

The Jays Day Care Nursery, Pre-School and Outdoor Learning

Themes	A Unique Child	+	Positive Relationships	+	Enabling Environments	=	Learning and Development
Principles	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 environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents carers		Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.
Practice	Practitioners <ul style="list-style-type: none"> Understand and observe each child's development and learning, assess progress, plan for next steps Support babies and children to develop a positive sense of their own identity and culture Identify and need for additional support Keep children safe Value and respect all children and families equally 		Positive relationships are: <ul style="list-style-type: none"> Warm and loving, and foster a sense of belonging Sensitive and responsive to the child's needs feelings and interests Supportive of the child's own efforts and independence Consistent in setting clear boundaries Stimulating Built on key person relationships in early years settings 		Enabling Environments <ul style="list-style-type: none"> Value all people Value learning They offer <ul style="list-style-type: none"> Stimulating resources, relevant to all the children's cultures and communities Rich learning opportunities through play and playful teaching Support for children to take risks and explore 		Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development. They foster the characteristics of effective early learning <ul style="list-style-type: none"> Playing and exploring Active learning Creating and thinking critically

MEAL TIMES/SNACK TIMES

To promote health and hygiene, children wash hands prior to all meals. All meals are freshly prepared daily by an experienced cook and are nutritional and well balanced. Special diets can normally be catered for (please see registration form). We encourage meal times to be a social occasion with children sitting together in small groups.



In the pre-school room, meals are served in bowls on the table and children are able to serve themselves and have 'seconds' if they wish. This helps to teach them to be independent and learn good social skills.

Help is on hand and encouragement given especially in trying new things. Children have a choice of milk or water at meal times and are able to access drinks independently at all times.



Children are encouraged to use age appropriate cutlery and cups/beakers. Drinks are regularly offered to younger children. Good behaviour and good manners are promoted at all times.

Example of Daily Routine (Pre-School Room)

8am	Children start to arrive / free play	12.30	Quiet Time / Television Time
9am	Toast Time (Toast, fruit and milk)	1pm	Free Play
9.30	Circle Time	1.45	Circle Time
10am	Outside play	2pm	Activity Time and snack time
10.45	Activity Time	3pm	Outside Play
11.40	Story Time	4pm	Tea Time
12md	Dinner Time (A two course meal)	4.30	Children start going home / free play

Each room has its own daily routine dependent upon age and stage of development

The Jays Day Care Nursery, Pre-School and Outdoor Learning

sample Menu

Weekly Menu 3	Monday		Tuesday		Wednesday		Thursday		Friday	
Breakfast	Crumpets Jam/marmite Fresh Fruit Milk/water		Bagels Jam/marmite Fresh Fruit Milk/water		Toast Jam/marmite Fresh Fruit Milk/water		Muffins Jam/marmite Fresh Fruit Milk/water		Crumpets/Toast Jam/marmite Fresh Fruit Milk/water	
Lunch	<u>Main</u> Tuna Fish cakes Sauté Potatoes Baked Beans <u>Dessert</u> Raspberry/Strawberry Mousse With Shortbread Biscuit Water		<u>Main</u> Sausage/Sausage Casserole(babies) Mashed Potatoes Mixed Vegetables <u>Dessert</u> Chocolate Courgette Cake Chocolate Sauce Water		<u>Main</u> Sweet and Sour Chicken (quorn) Rice/Couscous Prawn Crackers <u>Dessert</u> Fruit Jelly Water		<u>Main</u> Fish pie Broccoli and Carrots <u>Dessert</u> Frozen Cheese Cake Water		<u>Main</u> Quorn Casserole Sauté Potatoes <u>Dessert</u> Semolina with fruit (Dried) Water	
Afternoon snack	Preschool	Todd/Baby	Preschool	Todd/Baby	Preschool	Todd/Baby	Preschool	Todd/Baby	Preschool	Todd/Baby
	Crackers Apple Water	 Apple/Kiwi Milk	Scotch pancakes Raspberries Water	Banana Milk	Fruit scone Blueberries Water	 Orange/Satsuma (baby) Milk	Rice cakes Oranges Water	 Banana Milk	Sweet Biscuit Strawberries Water	 Pear Milk
Tea	Thins with Ham/ Cheese/ Jam Cherry Cake Chocolate Biscuit Fresh Fruit Water		Savoury Muffins Bread and Butter Vegetable Sticks Cup Cakes Flapjack Fresh Fruit Water		Ham Sandwiches Cheese Sandwiches Lemon Sponge Ginger biscuits Fresh Fruit Water		Ham Sandwiches Egg Sandwiches Chocolate Krispie Cake Chocolate Chip Cookies Fresh Fruit Water		Crackers with Cheese and Ham Blueberry Muffins Shortbread Fresh Fruit Water	

What to do now



If you haven't already done so, please come and visit and have a look around. We would prefer you to arrange this with us purely for security reasons and because there are times of the day when there wouldn't be so much to see i.e. when children are sleeping.

Have a chat to us about what days/sessions you require and whether or not they are available.

To secure your place, please complete the 'Booking Form' and sign the 'Terms and Conditions' and return them to us along with your registration fee (cheques made payable to 'The Jays Nursery' or via bank transfer). Address: **The Jays Nursery,**

Moorhaven Village

Nr Ivybridge

Devon

PL21 0TZ

We will then write and confirm all the details. As it gets closer to the time your child is due to start, we will again write to you to arrange settling in sessions.

We hope you like what you have seen and look forward to hearing from you.



Early Years Entitlement (Funding)

Early Years Entitlement is a Government Scheme which pays towards 3 and 4 year olds (the term following their 3rd Birthday) to have Early learning and care. We can also provide this for eligible 2 year olds.

We claim the entitlement on your behalf from the Local Council and the government in turn reimburses them.

The entitlement consists of 570 hours per year and can be used Term Time or all year round. From Sept 2017 this increased to 1,140 for eligible 3 and 4 year olds. This can be split over 5 days using a maximum of 10 hours per day. You can use your entitlement with no more than 2 sites in a single day. Please ring for further details.

You can use your entitlement here at The Jays Day Care Nursery and Pre-School. You can do this by either having your 'entitled' hours deducted from the overall hours your child attends or by only attending for 'entitled' hours. Please do not hesitate to contact us should you wish for any further information.

Term time contracts

With the introduction of the flexible early years entitlement, we have reviewed our whole structure and can offer a term time contract.

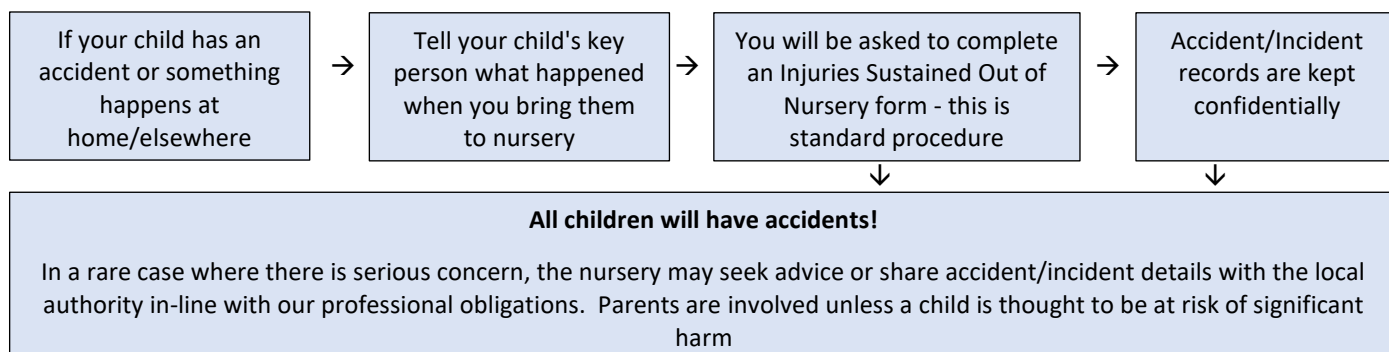
Payments

We accept most payment methods including payment by voucher from all employer voucher schemes, cheque, cash, direct in to bank and the government tax free childcare scheme.

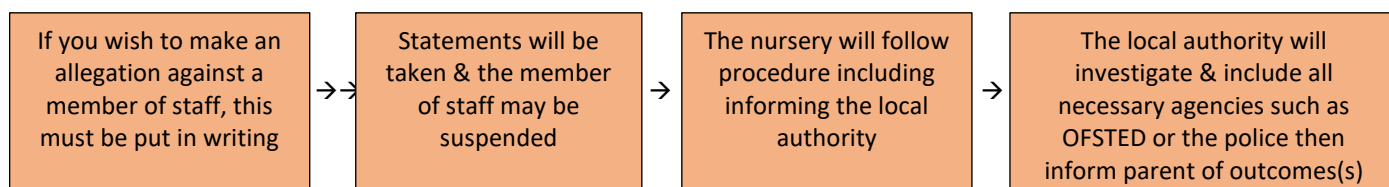
Safeguarding for Parents/Carers

At The Jays Nursery we work together to safeguard children. This means protecting their safety and welfare through policies, procedures and good practice. In-line with our commitment to parental partnerships, we aim to keep you informed and included in all aspects of the care and education of your child. With regard to safeguarding, this entails developing two-way open information sharing, trust and honesty. On a day-to-day basis this will involve telling each other about concerns, or accidents/incidents that have happened in the nursery, at home or elsewhere. This is standard procedure and, inline with local authority expectations, will be recorded in order to protect you, us and most importantly, your child. We have outlined below, the basic expectations of the nursery and parents/cares. If you would like to read our Safeguarding Children Policy and Procedures, you will find these in the reception area. Our Safeguarding leads (please see noticeboard outside office) are happy to answer any questions, give advice or listen to your concerns. You may also speak to you child's key person.

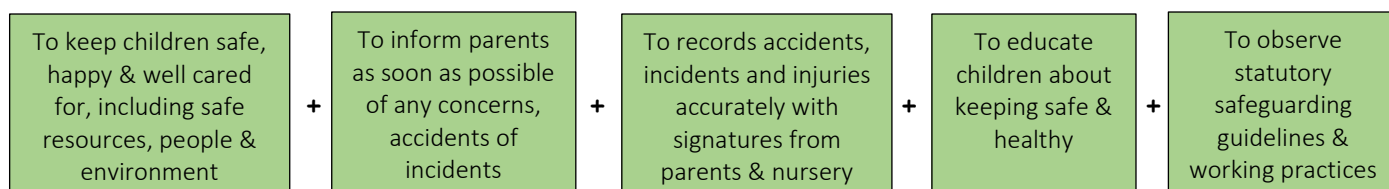
Parent/Carer Responsibilities



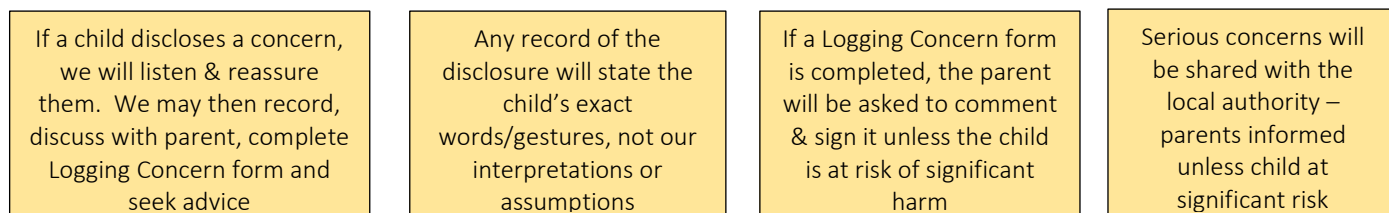
Allegations Against a Member of Staff:



Nursery Responsibilities:



Disclosure From a Child:



Policies, Procedures and Safeguarding

Our Policies and Procedures are available for parents and visitors to view at any time in the nursery reception area. The welfare of all children in our care is paramount. Our rooms, equipment and garden are assessed several times a day; new activities or outings are also risk-assessed prior to engagement. In line with the statutory EYFS (2018) requirements, we practise Safe Recruitment including DBS checks. We have four named Safeguarding Officers and all practitioners are committed to keeping children safe, healthy and happy. Children are taught about good health, self-care and safety through example, stories, discussions and activities.

Arrival and Collection

We welcome children into nursery from 8am. We ask that parents adhere to opening and closing times as we are not registered/insured to care for children outside of these times. The nursery reserves the right to charge for early drop off or late collections - please see our terms and conditions for current charges. Only named, authorised collectors on a child's registration form will be permitted to collect that child. In unexpected circumstances, parents can notify us by telephone, ensuring that the collector has the agreed password.

Complaints

Any concerns should be raised initially with your child's Key Person or Room Leader. If the matter is not resolved or you would like to speak to a member of our management team, this will be arranged as quickly as possible. Please see our Complaints procedure.

If you are dissatisfied with any aspect of our service, you can contact Ofsted, the regulators of early years' settings, at:

The National Business Unit:
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Telephone: 0300 123 1231

Email: enquiries@ofsted.gov.uk

If you would like further information about Ofsted, you can visit their website at www.ofsted.gov.uk/parents

Parents will also be informed if the nursery becomes aware that they are going to be inspected and after inspection the nursery will provide a copy of the report to parents and/or carers of children attending on a regular basis.