



# The Rocking Horse Pre-school and Nursery

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## Our aims

To achieve our aims, we provide childcare in a relaxed, homely and friendly environment where we consider parents as partners in the care of their children. We actively encourage communication with parents to ensure we fulfil their wishes and needs as well as reporting daily concentrating their child's development and welfare. We are aware that all children are different and plan for their individual needs appropriately.

## Our goal

Overall our goal is to provide excellent quality childcare in an environment that will maximise the development and potential of the child.



## We believe that:-

All children should feel safe and secure and the parents should feel confident in the care we provide.

All children should be allowed to develop to their potential.

All children should feel happy and secure.

We should strive to comply with parents' wishes for their child

### So we aim to

Provide the highest standard of care for all children.

Provide the highest level and quality of development for all children.

Provide a caring environment where all children feel secure.

Work in partnership with parents for the well-being of the child.

## Our Work

### Toys and Equipment

The toys and equipment have been carefully chosen with special consideration to safety, educational development, imaginative play, and social interaction. In order that children may experience a wide variety of learning situations, on going activities will be available for use throughout the day. These will include role play, construction activities, junk modelling, paints, sand, water, dough, clay, reading, computer skills, and activities which encourage the development of a number of control and co-ordination skills.

#### Cloak area and toileting.

Each child will have their own coat space, and in the bathroom, a place for their toiletries. There is also a place near the cloak area for children's personal belongings and creations. Toileting and cleansing will be supervised to help the children to develop self-help skills.



## Our Services

The Nursery rooms are designed to provide a homely, comfortable atmosphere allowing for stimulating play and opportunities for learning for all the children in our care.

#### The Nursery Areas consist of: -

A baby unit on the ground floor that will accommodate 16 children with toileting facilities

A 2-3 years room that will accommodate 9 children with adjacent bathroom and kitchen

A 3-5 years room that will accommodate 17 children with adjacent bathroom

A soft play room that can accommodate 6 children providing soft play, ball pool and a bouncy castle. There is an adjacent toilet area.

A partially covered Outdoor Play area, to the rear of the building, away from the main road.

We also have an enclosed area for growing our own fruit and vegetables., a greenhouse, a small frog pond, recycling area and composting bins.

We are currently developing the upper play area to include a climbing frame and covered seating area.



## BABIES

### MEALS AND SNACKS

A variety of snacks and meals will be provided throughout the day, prepared by the staff on the premises taking special consideration towards being healthy and nutritious, using fresh fruits and vegetables wherever possible. We will be happy to provide any special diets if requested. Meal times will be a social event with the staff encouraging and developing etiquette, hygiene and table manners. The children will be given opportunity to help prepare and serve food at meal and snack times

Drinks are available throughout each session for all the children. The older children are encouraged to manage their own water bottles and drinks and have access to them

We have a Nursery facility for 16 babies offering a staff ratio of 1-3.

We aim to provide a flexible approach and recognise that every individual family and baby have unique needs and we will accommodate them wherever possible. We will make special efforts to provide similar care to that which your baby enjoys at home. This will ensure as little disruption to your babies' daily routine as possible.

We have separate Baby Bathrooms and a variety of cots and prams to allow you to choose where your baby sleeps during the day. Babies will have their own sheets, which will be laundered daily. Outside there is a pram area enabling your baby to be in the Fresh air when suitable. The toileting facilities allow potty training and an infant toilet as well as a changing area with personalised baskets containing your choice of cleansing products.

Babies requiring milk will be offered bottles to suit your routines. Your specific milk products will be made on the premises unless you wish to provide your own. Babies on solids will be offered food puree, which has been prepared on the premises unless we are otherwise instructed

Record keeping in the form of a Daily Diary will be available. At the end of the day you will be given a diary of our child's day i.e. menu, milk taken, nappies, any achievements, milestones or other activities. If you have any other requirements please do inform the officer in charge or any other member of staff



## Opening Hours

We are open from 7.30 am until 6.00 pm.

Monday to Friday all year round, except for and statutory Bank Holidays i.e. Easter, Spring Bank and August, and Christmas and the New Year, which will be approximately one week and 4 days depending on when Christmas falls.

These closures will be published in good time.

We operate on a session, day or full time basis with the option of occasional places, which can be prearranged or at short notice depending on availability of space.

## The Cost of your childcare

	0-2 years	2-3 years	3-5 years
Session	£25.32	£23.63	£21.21
Full Day	£43.53	£40.67	£37.87
Full Week	£190.56	£174.89	£166.43
Hour	£7.83	£7.83	£7.83
Meals	£2.85	£2.85	£2.85

Term time only rates are available for under school age children.

School wrap around care and holiday care rates available.

Shift session rates are available upon request.

Transport may be available upon request at no extra charge.

Prices will be subject to a yearly increase as from January 1st

Flexible hours are only available for up to 3 hours anything above constitutes a full Session.

Children aged 3yrs and above are eligible for free nursery places funded by the government

This will be deducted from monthly payments and can amount to over £500.00 per term.

We now offer free places to 2yr olds depending on parents' circumstances - please ask.

Payments are preferred 4 weekly by Standing Order Payments must be made, in advance, at the beginning of the 4 weekly payment period.

Should you choose to leave the nursery we require 4 weeks notice from the first date of the payment period in writing.

All prices are inclusive of drinks snacks and meals throughout the day.

WE RECOMMEND A SETTLING IN PERIOD WHICH IS FREE OF CHARGE TO BE ARRANGED WITH THE MANAGER



## Terms and Conditions

### ADMISSION

Children will be admitted to the nursery on a first come basis. As soon as a place is available we will notify you.

ONE MONTHS NOTICE will be invoiced on the first date of the beginning of the 4 weekly period, from a written notice signed and dated.

### NOTICE MUST BE GIVEN IN WRITING

Abuse of payment will result in forfeiting the place at the nursery and action will be taken to retrieve the monies. Abuse of hours will result in additional fees of up to £10.00/ HOUR.

### REFUNDS

There are no refunds for bank holidays, absenteeism or illness (except in prolonged cases)

### HOLIDAYS

If you are absent due to holiday's payments will still be required at the agreed weekly price.

### TO ENSURE SAFE AND EFFICIENT MANAGEMENT

1. On admittance to the nursery you will be asked to supply your child with the necessary items e.g. Toothbrush and paste, spare and outdoor clothing, specified cleansing products and baby milk/food.
2. Where milk and food products are supplied by the parent, not prepared on the premise, then an agreement should be signed stating that the nursery is not responsible for the food. This also applies to the situation where the nursery is asked to administer medicines.
3. Children who are ill will not normally be accepted into the nursery and we reserve the right to refuse the child.

### IT IS IMPERITIVE THAT ALL PARENTS FOLLOW THE NURSERY POLICIES WITH REGARD TO INFECTION CONTROL

4. If a child falls ill during our care it will be upon our discretion to contact you and we will act accordingly.
5. The Nursery is not liable for any loss or damage to property or vehicles in the car park or for the children on or off the premises whilst accompanied by their parents.

### RECORD KEEPING

The Nursery is required by law to keep specific records of each child in our care. This information must be readily available for inspection by The Registration and Inspection Unit. It is otherwise available to the Nursery and parents / guardians.

### TIME KEEPING AND COLLECTION

1. It is imperative that good time keeping is practiced as we have to allocate staff ratios to numbers of children on the premises with reference to the children's' act and our Insurance.
2. Under no circumstances can the nursery allow a child to leave the nursery with a new person unless there has been notification of a change.

### COMPLAINTS

Parents / guardians wishing to make complaints should approach the officer in charge in the first instance. If the issue cannot be resolved then we will make arrangements for an appointment with the proprietors.

If the complaint is not resolved an approach may then be made to

National Business Unit. OFSTED, PICADILLY GATE, STORE STREET ,MANCHESTER.M1 2WD.  
TEL 03001234666 OR 0001231231.

The terms and conditions of the nursery regulations may seem severe and mandatory, but are necessary in your Childs' best interest. Please do not hesitate to clarify any of these points..