

Prospectus 2022



Nursery Manager

The Nursery Manager Emma manages the day to day running of the nursery which also includes spending a lot of time working alongside the rest of the team and children. This gives us an overview and ensures that our staff and children are working well together, giving your child the utmost reward from their time with us. Emma is always available to talk any matters through with you or discuss something in private. Please don't hesitate to get in touch.

Designated Deputies

As the manager works full time there is only one day a week that she will be off. In her absence one of the 2 designated deputies will be happy to help you with any queries.

Nursery Practitioners and Key People

Our Nursery Practitioners are fully qualified childcare professionals. Each child has a Key Person who is responsible for the children's records and development milestones. Having a Key Person allows us to en-sure your child's own growth in all areas.

Nursery Assistants

All our Nursery Assistants are working towards recognised childcare qualifications and are being supported by us in their training and development.

Qualified Cook

Julie is our own in-house Qualified Cook, who with the Nursery Manager creates a wide and varied menu for our children. Fresh local produce is used wherever possible. Ideas from you of course, are always welcome.



Application - Page 1

Child's Full Name:		Date of Birth:	
Name Known By:		Nationality:	
Ethnic Origin:		Religion:	
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Home Address Including Postcode			
Home and work Telephone Numbers			
Email Address			
Mother/Carers Name			
Father/Carers Name			
Name & Address of Person(s) with parental responsibility if not the same as above.			
Emergency Contact Numbers and Names	Relationship Phone Number	Relationship Phone Number	Relationship Phone Number
Name of child's Health Visitor			
Details of any injections or immunisations already received			

Application - Page 2

<p>Please provide details of any other setting that your child has or is currently attending.</p>	<p>Name of setting:</p> <p>Address:</p> <p>Contact:</p> <p>Phone number:</p>
<p>Please provide details of any involvement that your child/family has had with social services.</p>	
<p>Does your child have a current/previous Early Help Assessment completed <input type="checkbox"/> Yes <input type="checkbox"/> No (Formally known as a CAF) If yes, please provide information of when and by whom:</p>	
<p>Has a two-year review been carried out on your child <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide information of when and by whom:</p>	

Enrolment Contract - Page 1

I wish for my child to start at Turnbridge Day Nursery on for the sessions listed below.

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Medical Details - Page 1

Child's Full Name:		Date of Birth:	
Doctors Name:		Doctors Tel:	
Practice Address:			
Child's Medical details:	Please give any dates of operations or health matters - continue on a separate sheet if need. Please include: birth trauma, physical disability, epilepsy, diabetes, asthma, eczema, meningitis, hearing, visual or speech impairment:		
Any known allergies:			
Reaction & treatment or actions required:			
Any regular medication:			
Special Dietary Requirements:			
Further information relating to any special needs of your child:			



Consent Form - Page 1

All information is dealt with in the strictest of confidence and would only be shared should there be any concerns with your child and help/advice is required.

***Please delete as necessary.**

*I/We /do/do not give our consent to the staff of Turnbridge Day Nursery to contact professionals involved with my child and any previous named settings regarding my child's development.

*I/We have read and understood the Parents Notes and Safeguarding Policy and agree to comply with them and any other conditions which may be required in the future.

*I/We /do/do not give our consent for CALPOL, in the correct dosage to be administered to my/our child in the event it is thought necessary by staff. I/We understand that I/We will be informed of the exact time and dosage given and will be contacted should my/our child remain unwell.

*I/We /do /do not give consent to Turnbridge Day Nursery to seek medical advice or treatment for my child as necessary.

*I/We /do /do not give consent to Turnbridge Day Nursery to apply an adhesive dressing to my child as necessary.

*I/We /do /do not give consent to Turnbridge Day Nursery to observe and photograph my child within the nursery setting.

*I/We /do /do not give consent to Turnbridge Day Nursery to have my child photographed for use during special occasions which may be displayed in the *local press/Turnbridge Facebook page.

*I/We /do /do not give consent to Turnbridge Day Nursery to apply sun cream when necessary, to my child.

*I/We /do /do not give consent for staff to observe my child, for use within their individual development plans.

*I/We /do /do not give consent for students to observe my child as part of their childcare qualification coursework (no names or personal details will be used in the observations).

*I/We /do/do not give our consent for my/our child to be transported on trips out of Nursery in minibuses or buses fitted with seat belts/age-appropriate car seats.

Mother/Carer sign..... Father/Carer sign

Date.....

Date.....

Nice to know - Page 1

Child's Full Name:	Tell us about your child so that we can help with their transition from home to nursery. This enables us to begin your child's away from home journey.
Likes:	
Dislikes:	
Sleep/Rest Patterns:	
Dummy or Comforters:	
Interests: (Anything from toys, dolls and cars to TV characters)	
Routines: (e.g. nappy changed before or after feeding)	
Other useful information about my family.	<p>I Live with:</p> <p>My siblings are:</p> <p>My mothers occupation is:</p> <p>My fathers occupation is:</p> <p>My extended family is: (Others I am in regular contact with, eg, close friends, grandparents etc.)</p>

Fees – Page 1

**Turnbridge Day Nursery Limited Fees and Provisions as from 1st April 2022 Opening times:
 7:30am to 6:00pm**

15 Hours per week free childcare is available to all 3 & 4 year olds, and all eligible 2 year olds. Please ask at the office for further information. An additional 15 hours free childcare is available to all eligible 3 & 4 year olds.

Fees		Per day
6 weeks to 2 years	Full Time (5 days/week)	£50.45
	Full Day	£54.90
	Half day 7.30-1.00pm	£32.85
	1.00pm-6.00pm	
2 Years to 3 Years	Full Time (5 days/week)	£48.25
	Full Day	£53.30
	Half Day 7.30-1.00pm	£30.50
	1.00pm-6.00pm	
3 Years to 5 Years	Full Time (5 days/week)	£46.10
	Full Day	£50.85
	Half Day 7.30-1.00pm	£28.75
	1.00pm-6.00pm	
Out of School	Breakfast Club (Includes Hot or cold Breakfast)	£7.80
	After School Club	£11.60
	Holiday Full Day	£38.80
	Holiday Half Day	£23.00
	Hot 2 Course Meal	£2.75

A Discount of 10% is available for each sibling

Provisions

All meals, snacks and drinks are made freshly on the premises by our full-time resident Chef who will aim to provide interesting, nutritious food and cater for any special dietary requirements your child may have.

If required, nappies should be brought in for your baby, however we will provide wipes and cleaning necessities eg. Cotton wool and baby lotion.

Parents Notes

Below is a list of things that are nice to know and things you may need to know when you sign up with us at Turnbridge. ☺

Arrivals and Departures

Nursery opens at 7:30am and closes at 6pm. Children may be dropped off and picked up in between these times unless stated funded hours apply. We must always be made aware if someone different is picking up your child. A child collection form will be completed by staff with a password and description of the person collecting. Identification is required for safeguarding purposes.

Late Collection

Any late collections (after 6pm or 1pm during a morning session) will incur an immediate charge of £10.00 and £10.00 for every subsequent fifteen minutes.

Absences/ Illness/ Medication

If your child is going to be absent for any reason, we kindly ask that you notify us as early as possible, full fees are payable. If your child becomes ill at nursery you will be contacted to collect them. If your child is ill at home, we ask parents to adhere to our exclusion policy before they return to nursery. Nursery will administer medicines prescribed by the doctor with full consent of parents after the child has been taking the medication for 24 hours or a full daily dosage has been given. Paracetamol suspension can be administered by staff should your child become unwell, however it will not be given any more than once that day unless previously advised by a medical professional. Medication forms for your child need to be completed by staff on arrival which parents are required to sign before leaving and upon collection.

We will in an EMERGENCY take your child to hospital and remain with them until a responsible adult arrives.

Clothing

Please could we ask that all clothes be clearly labelled to avoid mix ups and a change of clothes are left at nursery. Children do take part in many messy activities so please dress appropriately. Please ensure children have suitable clothes for outdoor play as our free flow systems allow children to access the outdoor environment in all types of weathers! These include wellies, warm coats, raincoats, sun hats and sun cream.

Payment of fees

Fees will be payable in advance for the month ahead. For example, the bill issued on the 18th of January would be for February. These will need to be paid by the 1st or on the 1st of every month. A late charge may occur if the fees exceed a substantial amount of time. We accept payment by cash, cheque, card, and bank transfer and childcare vouchers. Nursery will be closed all bank holidays, which you will still be charged for. We will also be closed a week at Christmas which you will not be charged for. This excludes bank holidays (Christmas Day and Boxing Day/ New Year's Day) which are still chargeable if fall on your child's regular nursery days.

Regular sessions and booking holidays.

Sessions must be booked in advance and days cannot be swapped weekly however where possible nursery can accommodate certain shift patterns and rotas. Rotas need to be presented at least one month in advance. Two weeks annual holiday will be granted at half fees, all others will be payable in full. To receive this discount please ensure we have the dates 4 weeks in advance before invoices are printed. Teacher discounts are available on a term time only contract however a retainer fee of 50% of fees will be required during all school holidays. This is just to secure your place.

Notice

Four weeks' notice is required in writing if your child is leaving nursery, going on holiday (and the holiday discount needs applying) or you wish to change your child's set days on a permanent basis. An Amendment to Contracted Sessions Form will need to be filled out. If your child is leaving you will be invoiced up to the notice period and payment is required in full before you leave nursery.

Policies and Procedures

The nursery's Policies and Procedures can be located in the entrance of the main building. These can be accessed by parents and visitors at all times. Please take the time to read these as it is in the best interests of your child. These can also be emailed to yourselves if you provide the email address. Before starting nursery, you are required to read our Safeguarding Policy and then sign the enrolment contract which does state that this policy has been read and understood.

Mealtimes

All meals are freshly prepared on a morning by our in-house chef using quality products and where possible from local suppliers. The aim is to provide a nutritional wide range of food for your child to enjoy. Nursery will provide breakfast, mid-morning and afternoon snacks, a two-course lunch and a light tea as part of the daily nursery price. If your child has any medical/ religious requirements, please let us know as our chef is more than happy to provide an alternative menu where reasonably possible.

Early Years Foundation Stage (EYFS)

The nursery works in accordance with the EYFS to support children's learning, development and welfare. Your child will have a key worker who will work closely with them and yourself to ensure their needs are being met. We feel it is important to work closely with parents and provide individual learning journeys for your child, which parents can access or add to at any time.

Safeguarding Children

Parents are required to inform nursery of any other agencies who may be involved with a child to ensure that an effective working partnership is in place and the highest level of support is given to both the child and parents.

Parents are required to inform staff of any accidents/incidents/injuries that have happened outside of nursery as a Pre-existing Injury form must be completed before leaving them on that day. You will be contacted should staff notice an injury after you have left your child.

Forms are completed by staff for any accidents or incidents occurring at nursery. Parents are informed of these when picking up and are asked to sign to acknowledge this.

Our Safeguarding children's policy is written in accordance with the East Riding Safeguarding Children's Partnership. At Turnbridge Day Nursery we are committed to keeping children safe and follow up to date procedures to protect any child we believe may be at risk of harm. It is everybody's duty to keep children safe.

Out of School Club

The Out of School Club (OOSC) is for children aged 4-11 who are in full time primary school education. Once your child reaches 11 years old and starts full time high school education, they will no longer be able to come, due to the age range and Health and Safety aspects.

We collect from 5 local schools in the area- Rawcliffe, Rawcliffe Bridge, Cowick, Snaith and Carlton. We offer a hot tea, which we ask you to pay for or alternatively you may send your child with a packed lunch.

During school holidays the OOSC provide Holiday club which can be booked through the office or an OOSC member of staff.