

Meaford Day Nursery



Providing childcare in a safe,
stimulating and nurturing environment



Nursery Prospectus



Welcome to our Nursery

Our promise to you

At Meaford Day Nursery we will work in partnership with every family to provide the highest quality childcare in a safe, stimulating and nurturing environment.

Location

The nursery is within a grade II listed building with many traditional old school style features. It has been maintained to the highest standards to create a bright and stimulating environment in which your child will be safely cared for. The building is surrounded by large, securely enclosed play areas and admittance to the nursery is strictly monitored.



The Staff Team

The Nursery manager has completed her Early Years Degree and has many years experience of working in childcare.

The Nursery Manager is working towards her Early Years Professional Status.

The Nursery also employs two deputy managers and sixteen other members of childcare staff. All of our staff members are either qualified to NVQ level 3 or are currently working towards this qualification.

We also have 3 staff who are currently working towards their Early Years Foundation Degree. There is a continual program of staff development to enhance their knowledge and understanding of childcare.





Parental Involvement

At Meaford Day Nursery we recognise that parents need to feel confident and comfortable with the childcare that they choose. To ensure this we operate an 'open door' policy, so that parents can discuss any aspect of their child's care or development at any time with a staff member or a manager. Your child will have a key person who will act as a special person for your child and will work with you to plan care and provide feedback about your child's activities at nursery.

We hold regular parent meetings and also have a parent's notice board in the entrance hall to keep parents up to date with Nursery issues.

What our parents say: "Meaford is like home from home for my little boy, with lots of very special people who make learning so much fun and always put his safety and happiness first. That's why it takes me so long to get him home at the end of the day. My other little boy was on the waiting list, even before he was born."

"Meaford day nursery has a very relaxed family environment but at the same time all the staff are friendly and professional. My children are always happy at the end of the day and enjoy all activities that include, painting, messy play and playing outdoors"



Play rooms

The Nursery is split into three play rooms these being:
A baby room catering for children from 12 weeks to rising 2.
A toddler room catering for children aged 2 – 3 years.
A pre-school room catering for children aged 3 – 4 years.

Children will progress through the rooms depending on age and developmental needs.





Kitchen

The kitchen is designed to the highest standards and food provided is to the highest quality. Our menus are planned carefully to ensure a good nutritional balance for all children.

We cater for all children with special dietary requirements and weaning foods which are prepared on site by our nursery cook. An example of our menu is:

Every morning breakfast is available, this is:

Weetabix or Cherios, Toast, Fresh Fruit, Milk or Water

Monday

Dinner: Lamb Casserole, cabbage and creamed potatoes

Pudding: Bananas and custard

Afternoon Tea: Oatcakes with cheese
Fresh Fruit

Tuesday

Dinner: Chicken curry, rice and naan bread

Pudding: Fresh Fruit salad

Afternoon tea: Selection of sandwiches
Fresh fruit

Wednesday

Dinner: Roast pork, carrots, peas and new potatoes

Pudding: Fruit crumble and custard

Afternoon tea: Toasted tea cakes
Fresh fruit

Thursday

Dinner: Fish, cauliflower, broccoli and creamed potatoes

Pudding: Fruit and jelly

Afternoon tea: Selection of sandwiches
Fresh fruit

Friday

Dinner: Meat and potato pie with cabbage

Pudding: Soup with a bread roll

Afternoon tea: Crumpets
Fresh fruit





Toilets

There is one toilet area within the nursery and 2 changing areas. The baby room has their own changing area. All toilets have their own doors (child height doors) to offer privacy to your child and promote their independence. The sinks and toilets are all child height. We work very closely with parents to support toilet training.



Outdoors

We consider outdoor play to be vital for your child's health, development and education. We have four outdoor play areas. Two grassed areas, one tarmac area and a soft play area for the babies. Our outdoor areas can be accessed from the playrooms. Part of our planned activities involve planting and growing our own vegetables and flowers in the garden. A wall and fencing surrounding the play area ensures security, along with locked gates.



Drop off/collection

The entrance to the nursery is via the conservatory area, this cannot, along with all the other doors to the setting be opened from the outside. All doors are locked throughout the day. If for any reason you are unable to pick up your child then a password must be set up, and where possible a photograph supplied if we cannot meet the person in advance.

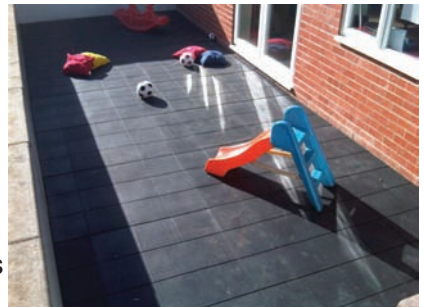




The Playrooms

Baby Room

This room is designated solely for the children less than 2 years. The room is very spacious for the babies to explore and develop. The carpet area in the Baby room gives the babies comfort as they move through the many stages of development. The conservatory area is used for meal and snack times, having wipeable floors. The conservatory area is also used for messy activities allowing the babies to explore with many tactile messy activities. Babies are particularly vulnerable to change. They learn to be independent by having someone they can depend on. When your child is attending the nursery it is essential that he/she develops a secure relationship with a key person. This is why your child will have a key person who will be responsible for working with you to learn your baby's routines and individual needs. There is a very relaxed routine in the baby room. This does not mean that there is lack of activity. The first few months of life allows for the greatest amount of learning. Your child will have lots of opportunities to explore the fun activities set daily. The activities set out are planned around each child's individual needs and interests. Activities are planned using the Early Years Foundation stage. The babies have access to a separate outdoor play area that has soft flooring away from the older children. Your child will be able to have a sleep when he/she needs it in a cot. Parents are given both verbal and written feedback about their child at the end of each day.



Staff Ratios are 1:3

Meal Times - Meals and snacks will be given to your child following their home routine.

Lunch is available from 11.15 am

Tea is available from 3.30pm

Snacks will be given mid morning and mid afternoon.

Water is available throughout the day for all children.





Toddlers

The emphasis in this room is learning through play. All activities will be planned through monitoring and assessing the children's individual needs and emerging skills. The children will have the opportunity to take part in a range of activities including messy play, role play, singing/nursery rhymes, story time and small world activities. Your child will have a key person in this group who will support your child in their transition between rooms. All activities will be planned using observation, planning and assessment, allowing us to identify individual children's learning.



The children in this room may have a sleep when he/she needs one. Parents are given both verbal and written feedback about their child at the end of each day.



Staff Ratios are 1:4

Meal Times

Breakfast 7.30am – 9am

Morning Snack 10.15am

Lunch 11.45am

Afternoon snack 2.15pm

Tea 3.30pm

Water is available throughout the day for the children





Pre-school

In our pre-school room we follow the Early Years foundation stage. The Early Years Foundation Stage is divided into six main areas of learning, these are as follows:



- Physical Development
- Knowledge and Understanding of the World
- Communication, Language and Literacy
- Personal, Social and Emotional Development
- Problem solving, reasoning and numeracy
- Creative Development

Activities within the pre-school room are planned according to the child's stage of development. The play that we offer builds on previous learning and takes into account each child's increasing concentration span and developing skills. We encourage creativity and individual expression. We provide different activities for the children to become involved in and ensure that these are rotated regularly to maintain children's interests.



Staff Ratios are 1:8

Meals

Breakfast 7.30am – 9am

Morning Snack 10.30am

Lunch 12pm

Afternoon snack 2pm

Tea 3.30pm

Water is available for the children throughout the day





Settling In

We aim for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with staff. We also want parents/carers to have confidence in both their children's well being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

We aim to help parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of children and their families.

The nursery staff will work in partnership with parents/carers to settle their child into the nursery environment by:

- *providing parents/carers with relevant information regarding the policies and procedures of the nursery.*
- **encouraging the parents/carers and children to visit the nursery during the weeks before an admission is planned.**
- *planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a two or four week period dependent on individual needs, age and stage of development.*
- **welcoming parents/carers to stay with their child during the first few weeks until the child feels settled and the parents/carers feel comfortable about leaving him/her. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing.**
- *reassuring parents/carers whose children seem to be taking a long time settling into the nursery.*
- **encouraging parents/carers, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.**
- *allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child and his/her parents during the settling in period, and throughout his/her time at the nursery to ensure the family has a familiar contact person to assist with the settling in process.*
- **respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in.**



Nursery Policies

A full set of our Nursery policies is located at the parent's information area for parents to look at. If you would a copy of these to read please speak to a member of staff.

Equal opportunities

We have active equal opportunities at Meaford Day Nursery. All staff follow our equal opportunities policy to ensure that anyone who comes into contact with our nursery is made to feel valued and treated with respect. Our staff are also very valuable to us and we expect that they too are treated with respect. If you would like to read our equal opportunities policy please speak to a member of staff.

Safeguarding Children/Child Protection

We have a child protection policy at the nursery. The aim of this policy is to ensure the protection of all children in our care. We have a statutory duty to ask you about any injuries your child may have when attending the nursery, to record any concerns we may have and if necessary pass these concerns to the relevant persons. Again please ask a staff member if you would like to see our full policy on safeguarding/child protection.

Behaviour

The nursery has a policy on behaviour. We aim to develop an atmosphere of respect for other people and property. Children will be helped to understand that certain behaviour is not acceptable or appropriate within the nursery because it is unsafe or unfriendly. Children will be spoken to and helped to understand why their actions were unacceptable. All good behaviour shown by children will be praised and encouraged by the staff. A full copy of our policy is available from the nursery.



Complaints

At Meaford Day Nursery we aim to provide an excellent service to parents, children and staff. If you have any cause for complaint, if you feel able, please discuss it with your child's key person. If you do not feel happy with how your complaint is dealt with, please speak to Adele Cheadle (Nursery Manager), who will work with you to ensure you feel satisfied that the issue is dealt with. You also have a right to voice your complaint further with our registered body.

OFSTED

3rd Floor, Royal Exchange Buildings
St Anne's Square
Manchester
M2 7LA
Tel: 0845 6404040

Opening times: 7.30am – 17:30pm
Morning session 7.30 – 1pm
Afternoon session 1pm – 17.30pm



Fee Structure

Fees are payable in advance by the 26th of each month for the following months fees by standing order. We accept a majority of childcare vouchers (please ask if you have any questions). The nursery is closed for all bank holidays and one week at Christmas. Fees are payable if your child does not attend the nursery due to illness. Fees are calculated to give 4 weeks free childcare a year, charging only 4 weeks monthly. Four weeks, written notice is required if you no longer require your place.



Further questions

If you have any further questions about the nursery, or would like to arrange a visit or settling in session please do not hesitate to contact us on: **01785 812578**



**Meaford Day Nursery
Meaford
Stone
Staffordshire
ST15 0PX
Telephone: 01785 812578**

www.meaforddaynursery.co.uk

Ofsted Registration number: EY401174

