

# Walmer Bridge Day Nursery and Out of School Club



*'Quality Care in Early Childhood'*

74 Liverpool Old Road  
Walmer Bridge  
Preston  
PR4 5GE  
Opening time: 7.30am-6.00pm

**Telephone: 01772 611222**

**Email: [walmerbridge@btinternet.com](mailto:walmerbridge@btinternet.com)**

**Website: [www.walmerbridgedaynursery.co.uk](http://www.walmerbridgedaynursery.co.uk)**

**Manager: Yvonne Tucker**

**Proprietor: Jayne Parkinson**

**Registered by The Office for Standards in Education.**

**Ofsted**

**Lancashire County Council also registers us as an Eligible provider of Free Early Years Education for 2, 3, and 4 year olds.**

Dear Parents and Carer's

I would like to welcome you to Walmer Bridge Day Nursery. Walmer Bridge Day Nursery is a truly happy place to be and I hope you will enjoy reading this prospectus and decide to visit us, so that I am able to show you what your children could achieve in the secure, supportive environment that is Walmer Bridge Day Nursery. There is no need to make an appointment but we do ask you to avoid coming to view the nursery during our lunch period of between 11.30 am and 1.30pm. The information detailed in this prospectus is designed to introduce you to our nursery and to answer any initial questions you might have.

Walmer Bridge Day Nursery is a privately owned Nursery situated in the original village Primary School, which dates back to the 1800's. It is set in a lovely rural village with close commuter links to the city of Preston and Liverpool. We are open from 07.30 – 18.00 hrs, 52 weeks of the year, only closing for bank holidays. We are registered with Ofsted for 59 children.

At Walmer Bridge Day Nursery, we have a dedicated, caring staff team committed to enabling every child to achieve his/her best. This is achieved when both the nursery and the parents work in partnership. We therefore encourage parent's involvement in nursery life and offer many opportunities for parents to support activities within the nursery such as fund raising events and parent information evenings.

In order to secure a place for your child at Walmer Bridge Nursery we ask for a £25.00 non-refundable deposit. With this you receive a Walmer Bridge Day Nursery Sweatshirt for your child.

You are welcome to browse our full range of policies as our prospectus only outlines a small sample: these are located in our reception area.

I am sure that your child will be very happy at Walmer Bridge Day Nursery and my staff and I look forward to meeting and working with you. If you have any further questions or concerns please do not hesitate to contact me

Kind Regards

Yvonne Tucker BA Hons CSF Manager/Early Years Professional



# Sample of Children's Menu

<b>Breakfast 9.00am</b>	<b>Lunch 11.30am</b>	<b>Teatime Snack 3pm</b>
<b>Monday</b>	<b>Cottage Pie with fresh veg.</b>  <b>Banana Flapjack Fruit.</b>	<b>Finger Rolls with Various Fillings</b>  <b>Fresh Fruit</b>
<b>Tuesday</b>	<b>Chicken and Ham Carbonara</b>  <b>Fruit Salad</b>	<b>Pitta breads with ham, tomato and cheese with salad.</b>  <b>Fresh Fruit</b>
<b>Wednesday</b>	<b>Fruity Chicken Curry and rice</b>  <b>Frozen Yogurt Fruit</b>	<b>Wraps with Tuna and Cucumber</b>  <b>Fresh Fruit</b>
<b>Thursday</b>	<b>Fisherman Pie with Sweet Potato</b>  <b>Yoghurt with Mixed Berries</b>	<b>Breadsticks, veg sticks and dip.</b>  <b>Fresh Fruit</b>
<b>Friday</b>	<b>Chicken Pie</b>  <b>Shortbread Fingers</b>	<b>Scotch Pancakes with Toppings</b>  <b>Fresh Fruit</b>

**Fresh fruit, water and milk is available throughout the day.**

**All our meals are freshly prepared daily on the premises.**

**All special diets are catered for.**

**Menus run on a four weekly basis.**

**The nursery provides 3 meals per day, which are included in your fee.**

# *Would you like your child to learn to swim?*

**Swimming lessons take place every Wednesday morning at Longton Pool, Marsh Lane, Longton with a fully qualified instructor.**

**There will be a maximum of 15 children per session so places are limited. The cost for pre-school children per 6-week course will be £37.20 this includes transport.**

**Swimming badges are available at an additional cost of £3.50 per badge.**

**If you would like your child to attend, please complete the slip below and return A.S.A.P**

**I would be interested in..... attending swimming lessons.**

**Please reserve my child a place.**

**Signed.....**

**Cheques made payable to Walmer Bridge Day Nursery**



# Opening Hours and Fees

- **Children may attend sessions or a combination, feel free to discuss this when viewing the nursery.**
- **Opening times are 7.30am-6.00pm.**
- **Morning sessions are 7.30am- 12.30pm**
- **Afternoon sessions are 1.30pm-6.00pm**
- **Free Early Years Entitlement sessions: hours to suit**
- **Children cannot be accepted before their session starts.**
- **Fee's are reviewed each year and may increase due to general increases such as insurance.**
- **Term Time Only places are available and also School Hour Days 9.00 am – 3.00 pm**

## Fees as of April 2019

	<b>3mths-2 Years</b>	<b>2 yrs – 3 yrs</b>	<b>3yrs-5yrs</b>
<b>Full Week</b>	<b>200.00</b>	<b>195.00</b>	<b>190.00</b>
<b>Daily</b>	<b>45.00</b>	<b>44.00</b>	<b>43.50</b>
<b>Morning</b>	<b>25.50</b>	<b>25.00</b>	<b>24.50</b>
<b>Afternoon</b>	<b>24.50</b>	<b>24.00</b>	<b>23.50</b>

: Please note fees are reviewed every year with an increase in September.

## **ADMISSIONS POLICY**

### **Early Education and Childcare Entitlement at Walmer Bridge Day Nursery**

Our nursery is offering the government's funded early education and childcare entitlement. The scheme offers 570 hours per year (the equivalent of 15 hours a week over 38 weeks) for some two-year-olds and all three-and four-year-olds.

From September 2017 an additional 570 hours per year (i.e a total 1,140 hours a year, the equivalent of 30 hours per week over 38 weeks), will be available for qualifying three-and four-year-olds with working parents who meet the government's eligibility criteria.

Early education and childcare entitlement places are funded by government. Funding for places is allocated by central government to the local authority. The local authority then uses this money to fund places at the nursery.

The hourly rate for places received by the nursery is decided by the local authority and rates are below the usual fees nurseries charge for their places.

#### **What to Expect.**

The funded early education and childcare entitlement is intended to deliver free, high-quality, flexible childcare. However, it does not include the costs of meals, other consumables, additional hours or additional services. In our setting we provide children with 3 balanced and nutritious meals a day. All meals are cooked fresh daily by our cook who creates imaginative meals from locally sourced producers.

Our nursery will charge for meals and snacks, consumables and optional activities.

Whilst taking up your child's funded entitlement place cannot be made conditional on you paying for these additional services, our nursery is free to set its own admissions criteria.

#### **Support with Childcare Costs**

You can visit the Childcare Choices website to check with childcare costs that may be available to you. This website includes details of the eligibility criteria for 30 hours childcare. Don't forget you may also be entitled to more help with the cost of childcare, including through Tax-Free Childcare or Tax Credits and Universal Credit. <https://www.childcarechoices.gov.uk>

## WALMER BRIDGE DAY NURSERY ENROLMENT FORM

### Personal details

Name of child	
Date of birth	
Home address	
Postcode	
Religion	
Language(s) spoken at home	
Details of any disabilities/special needs	
How did you hear about walmer Bridge Day Nursery?	
Preferred start date	
Any other settings attending.	

### About your family

Mother/carers	
Title	
First name	
Surname	
Password	
Home address	
Postcode	
Home Tel:	
Mobile	
Home email	
Work Tel:	
Place of Work	
NI Number (for funded children)	
Responsibilities	<div>Parental responsibility</div> <div>Payment of fees</div>

(Tick all that apply)	Collect child from nursery <input type="checkbox"/>	Contact in emergency <input type="checkbox"/>
-----------------------	---	---

Father/carer	
Title	
First name	
Surname	
Password	
Home address	
Postcode	
Home tel numbers	
Mobile	
Home email	
Work Tel:	
Place of Work	
NI Number (for funded children)	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

### Other contacts

<b>Contact one</b>			
Title			
First name			
Surname			
Relationship to the child			
Password			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from emergency <input type="checkbox"/>	nursery	Contact in <input type="checkbox"/>

### Medical details

Does your child have any allergies?	Yes / No (please circle)	
If yes, please give details of the cause and reaction		
Does your child have any special dietary requirements?	Yes / No (please circle)	
If yes, please give details		
Has your child had any of the following immunisations?  Please tick and date	Immunisation	Date of immunisation
	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
	Whooping cough	
Name of GP		
Name of surgery		
Address		
Postcode		
Telephone number		
Health visitor details		
Name		
Address		
Postcode		
Telephone number		
Other agency details		
Name		

Address	
Postcode	
Telephone number	
Any other details that we should know about?	

### Sessions

Please indicate your preferred sessions.

Session	Mon	Tues	Wed	Thurs	Fri
Full day					
Morning only					
Afternoon only					

Do you require a place for term-time only? (please circle) Yes / No

### Agreement

I agree to abide by the terms and conditions and policies and procedures of Walmer Bridge Day Nursery which I have read and fully understand.

Signed ..... Date .....

Print name .....

Relationship to child .....

-----  
**It is not the policy of Walmer Bridge Day Nursery to administer medicines to children unless they are prescription and specifically requested to do so by their parents in writing. We no longer administer aspirin or medicines containing it to children. We will make every endeavour to follow parent's instructions but reserve the right to refuse a request to administer medicines whilst a child is in our care.**

**The manager reserves the right to take a child to hospital or health centre in the event of an emergency.**

### **Emergency Medical Treatment**

I hereby agree to \_\_\_\_\_ to be given emergency medical treatment whilst at Walmer Bridge Day Nursery.

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

### **Off-Site Consent Form**

During your child's stay at Walmer Bridge Day Nursery it may be necessary for him/her to be taken off-site for an educational visit or as part of a topic. This may be in the form of a short walk. Safety regulations will be adhered to at all times. In order for your child to be included in these outings, written permission is required.

I hereby give permission for \_\_\_\_\_ to be taken off-site during his/her stay at Walmer Bridge Day Nursery.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **Sun Cream and Nappy Lotion**

Please sign below if you give permission for our staff to apply the following:

Sun Tan Lotion \_\_\_\_\_

Nappy Lotion \_\_\_\_\_

### **Photographic consent form**

During your child's stay at Walmer Bridge Day Nursery it may be necessary for photographs to be taken of him/her.

We will from time to time organise events where the local newspapers/magazines may wish to print photographs, which may include your child.

In accordance with OFSTED guidelines your written permission is necessary to enable us to do this.

I hereby give permission for \_\_\_\_\_ to be :

Photographed for nursery purpose (displays, files etc)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Photographed for nursery website

Signed \_\_\_\_\_ Date \_\_\_\_\_

Photographed for local newspapers

Signed \_\_\_\_\_ Date \_\_\_\_\_

Facebook

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Terms and Contractual Conditions

- The Nursery is open 52 Weeks of the year, excluding bank holidays.
- You do not pay for bank holidays Mondays. Full week care is charged at a daily rate for the weeks shortened by a bank holiday.
- The Nursery opens at 7:30 and closes at 6:00pm prompt.
- Fees are payable for the week on the first day of attendance.
- We ask for four weeks written notice or payment of fees in lieu if you wish to take your child out of the nursery.
- Parents must notify staff if someone other than notified persons is picking their child up from nursery to prevent any misunderstanding, as the child will NOT be released them unless prior permission is given.
- If a child is unwell in our care every effort is made to contact the parents.
- Parents must try to contact the nursery before 10.00am if their child will not be attending nursery that day.
- A fine of £10 for every 15 minutes will be charged for late collection of children.
- Photographs of the children may be taken unless carers have requested other wise on enrolment form.
- The children's records are kept in the office and are only accessible by specific members of staff, all staff are aware if confidentiality.
- Full fees are due for all contracted days when a child is temporarily for any reason, including sickness. You do receive 2 weeks of half fees each year commencing from the date your child starts nursery and running yearly thereafter. Two weeks notice is needed for the use of half fees.
- The Nursery policy documents are displayed on the notice board in the entrance hall and parents are requested to read the following policies without exception. Safeguarding, Equal Opportunities, Complaints Procedure, Lost Child Procedure and Uncollected Child Procedure.
- Fee's are reviewed every year with an increase in September.

We will only use your personal information to provide a childcare service to you. We'd like to send you information about child/our nursery by email/Facebook/phone but we need to be sure we have your permission to do so. We keep your information so you can receive important updates about your child/our nursery. We will keep your information secure and will never share it except if required to do so by law.

By ticking this box, you/other contacts are consenting to us holding and processing your data and sending you information.

☐

You can of course ask us not to contact you by email/phone/Facebook at anytime.

**I HAVE READ AND UNDERSTOOD THE ABOVE CONTRACTUAL CONDITIONS AND THOSE ON THE ENROLMENT FORM. I HAVE READ THE POLICY DOCUMENTS DISPLAYED IN THE ENTRANCE HALL.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Name in block Capitals \_\_\_\_\_

Child's Name in block capitals \_\_\_\_\_

Relationship to child \_\_\_\_\_

## Construction

When I am playing in the construction area I am learning to:

Build using a range of construction materials

- Select handle and join small construction parts
- Develop planning, design and recording skills
- Work independently and take responsibility
- Develop the ability to share and co-operate
- Talk imaginatively and recreate roles and events
- Begin to identify and use information from non-fiction books
- Use sorting, matching and counting skills
- Use a developing range of vocabulary to describe colour, shape, size, position



## Role Play

When I am playing in the role-play area I am learning to:

- Learn, use, extend and practise new vocabulary
- Talk activities through and give new meanings to objects and activities
- Recall and relive past experiences
- Show an interest in the world around me, people's lives and occupations
- Think creatively telling stories and exploring new ideas
- Begin to make-believe by pretending
- Notice what adults do, imitating spontaneously when adult is not there
- Use available resources to create props



- Recreate first-hand experiences
- Introduce a storyline and play alongside other children engaged in same theme

## Sand and Water



When I am playing in this area I am learning to:

- Investigate, experiment and explore using my senses
- Find out about the properties of sand and water and how to effect change on it
- Develop a range of vocabulary to describe capacity and size
- Handle equipment appropriately and with increasing control
- Develop vocabulary to talk about investigations, feelings and experiences
- Use talk to reflect on what is happening and what might happen next
- Develop stories and play imaginatively
- Select and use resources independently
- Share and co-operate

## Tactile Play

When I am playing with tactile materials I am learning to:



- Use my hands and tools to manipulate tactile materials
- Develop hand-eye co-ordination
- Use tools safely and with increasing control
- Explore and understand a range of vocabulary to describe pattern, shape and size
- Develop counting, matching and sorting skills
- Recognise that materials can be changed by certain actions
- Use the available resources and equipment to support imaginative play
- Use talk to reflect on what is happening and what might happen next
- Develop stories and play imaginatively
- Understand the boundaries of the setting

## Mark Making

When I am playing in the markmaking area I am learning to:

- Show increasing control in holding and using markmaking equipment
- Develop hand-eye co-ordination
- Use one-handed tools and equipment



- Manipulate materials to achieve a planned effect
- Combine movement, materials and marks
- Explore colour and begin to differentiate between colours
- Differentiate movement and marks on paper
- Use lines to enclose a space
- Distinguish between the different marks made
- Give meaning to marks as I paint and draw

## Creative

When I am playing in the creative area I am learning to:

- Safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.
- Use what I have learnt about media and materials in original ways, thinking about uses and purposes.
- Represent my own ideas, thoughts and feelings through design and technology, and art.
- Talk about ideas and experiences.
- Build and construct with a purpose in mind using a variety of resources.
- Share, co-operate and show respect for other people's work. Take pride in my own work.



## Small World

When I am playing with the small world I am learning to:

- Understand that others have feelings
- Use language to imagine and recreate roles and experiences
- Interact with others, taking turns in conversation
- Extend vocabulary relating to environments
- Use talk to organise and clarify thinking
- Demonstrate increasing control in the use of small world activities
- Find out about the world around us
- Develop a growing awareness of features of the environment
- Re-enact familiar events and situations
- Describe story settings, events and characters, develop a storyline



## Physical Play

When I am involved in physical activities I am learning to:

- Gain confidence in my own abilities, understand the positive benefits of being healthy and active.
- Develop a positive sense of well-being.
- Evaluate and take risks and know how to be safe and use equipment safely.
- Explore the space around me safely and control my movements.
- Respond to music with movement and repeat a range of movements.
- Negotiate space, balance, roll and catch objects, move in a variety of ways, construct with large and small objects.
- Show increasing control over equipment.
- Manipulate materials and use simple tools.
- Build and balance with a range of materials.



## Mathematical Play

When I am engaged in mathematical play I am learning to:



- Experiment with mathematical marks and symbols
- Use number language and names
- Show curiosity about numbers and shapes
- Match numbers and quantities correctly
- Recognise numerals and count beyond 10
- Estimate and count repeated sets
- Make comparisons between quantities, add and take away
- Separate groups in different ways and add groups
- Use own methods to work through a problem,
- Notice and talk about shapes and patterns in the environment
- Categorize objects according to shape/size
- Use positional language
- Order items by height, length, weight
- Order and sequence, use mathematical language