



## Inside The Nursery...

Inside The Counting House (which was once an old chapel!) you will find a very homely environment. We have separate children's areas to accommodate all age ranges of children from 0 to 5 years of age.

There are rooms for babies (0-2 years), toddlers (2-3 years) and pre-school children (3-5 years). Ensuring that they are able to spend lots of quality time with children of a similar age.

We have created a warm, welcoming, safe and stimulating environment inside our nursery. Your child will enjoy rich learning environments with a strong focus on play.

Children are encouraged to explore and be curious and the play based curriculum is inspired by the National Early Years Framework (EYFS) aiming to help all children feel safe; adopt healthy lifestyles; achieve and enjoy; make a positive contribution and develop skills for the future.

Each of our rooms are well equipped and have all undergone recent refurbishment. This includes providing high quality resources made from natural materials wherever possible. Ranging from soft play areas, numeracy and literacy facilities to arts & crafts and role-play areas. The list is almost endless with the opportunities in our nursery to foster learning, development, skills and knowledge within the children.

From the new born baby to the inquisitive toddler, the rooms have been specifically planned to allow each child to feel safe and secure in the Nursery environment, so allowing them to gain in confidence at this very important stage of a child's development.

We place great importance on allowing the children to develop their foundation skills of language, literacy and numeracy as well as gaining the confidence to do things for themselves. Interacting with other like-minded children also develops their social skills and often sees the beginning of some wonderful friendships!



## Outside The Nursery...

To the rear of the building is a large, safe and enclosed play area and garden.

We believe strongly in allowing children the opportunity to play, work and interact as much as possible outdoors and as such we have policy of allowing sessions of Continuous Outdoor Play.

This is a time when children can come and go inside or outside as they please, making their own choices and decisions under supervision of our Nursery staff at all times.

We allow children access to the outdoors **every day** and activities take place in all weathers. The outdoor areas in our nursery have been specially designed and imaginatively resourced with physical activity resources, vegetable beds, dens, Wendy houses, sand pits and natural areas.

Our permanent gazebo, with it's bamboo roof provides adequate shelter from the sun for the younger children.

Also at the rear of the Nursery is a separate large car parking area, allowing parents to drop-off and pick-up in a safe manner.



## The Nursery Staff...

At The Counting House we ensure that our staff are well qualified in appropriate childcare qualifications as well as further qualifications including First Aid, Food Hygiene and Special Needs.

In conjunction with a number of external training organisations and Kirklees Early Years, our staff receive regular training & development. Enhancing their skills, knowledge and understanding of all aspects of childcare

All staff undertake to have an Enhanced DBS Check which is completed upon commencing employment with us. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Our childcare provision operates to the following ratios of staff to children, in line with strict OFSTED requirements:

<b>Under 2 years</b>	<b>1:3</b>
<b>2 – 3 years</b>	<b>1:4</b>
<b>3 – 5 years</b>	<b>1:8</b>

## Keyperson System....

Each child is assigned a member of staff as their own 'Keyperson', who will be responsible for the developmental checks and monitoring that every child has within our care.

Children have a Keyperson file in which we record their achievements and milestones and which a Parent/Carer can have access to at any time.

In addition there are a number of parents evenings throughout the year when Parents/Carers can have a 1:1 meeting with their child's Keyperson to discuss many things including their child's progress, their achievements and any opportunities for home learning.

The Nursery promotes and actively encourages equality of opportunity for all and as such the care and education given to your child will reflect this.



## **Dietary Needs...**

Special diets can easily be catered for within the Nursery, as long as you let us know in advance. Our 4 weekly rotating menu will be displayed on the Parents Noticeboard.

We aim to provide a well-balanced and nutritional menu, providing the children with many and varied, yet healthy foods. All of which is freshly prepared on site on a daily basis. Ensuring we incorporate all the major food groups and on some occasions we include international food to reflect our learning aims and areas of learning, e.g. Chinese New Year.

Please let us know if there is something specifically your child will not eat, for whatever reason, as we will not force a child to eat something they do not like and we will offer an alternative rather than cause any undue distress.

## **Babies...**

Please supply your own choice of Formula milk for your baby.

If you have chosen to express breast milk for feeding please discuss this with the Nursery beforehand and we will provide labels so that your child's bottles can be appropriately named.

If your baby has begun to be weaned please again inform us of your chosen type of food (homemade, branded, dry etc..) and we will only be too happy to continue with this if you so wish. If your child is over 1 year of age they will eat the same food as the over 2 children, only in smaller quantities and more 'minced' form.

## **Allergies & Illnesses...**

If your child has or indeed develops an allergy please inform the Nursery immediately. Including any specific procedures we would need to be aware of relating to the allergy.

Any child who is ill, including sickness and/or diarrhoea, should not be brought to Nursery for a further 48 hours until after the symptoms have ceased. This is to prevent the spread of any infection and or illnesses.



A child who becomes ill whilst at Nursery will be care for and looked after in a quiet environment away from the other children where possible, but in the meantime a Parent or Guardian will be contacted immediately. Arrangements should then be made to have the child collected – thus minimising any further distress to the child in question or other children within the Nursery.

## Medication...

If your child is taking any medication of any description we require you to complete a consent form, signed by yourself, thus allowing a member of staff to then administer any medication to your child.

Please ask for a copy of this form upon completing your Registration documents.

**Please note: Fees are non-refundable for periods of absence due to illness.**

## Children's Behaviour...

Here at The Counting House "every child matters" and will be treated as an individual in their own right in a fair and open manner. Therefore we encourage good manners at all times towards to both fellow children and members of staff.

Our method of disciplining a child involves using a "time out" approach. Whereupon a disruptive child will have a cooling-off period alone with their Keyworker where it will be explained why their behaviour was unacceptable.

This "time out" approach has been endorsed by many child care professionals as it allows the child to begin to understand how their behaviour affects other people and why and what boundaries are set.

If your child displays any form of aggression, whether physical or verbal, towards another child or member of staff, we will inform the Parent/Guardian upon the collection of their child that day.

We may ask that a constantly disruptive or aggressive child be removed from Nursery as we have a duty to provide a safe and happy environment for all of our children.



## Parents Noticeboard...

We have a specific Parents Noticeboard now located just inside the Nursery door. On which you will find several items and key pieces of information. Ranging from the forthcoming menus, learning plans, dates for your diary and/or anything else we feel is important for you to be aware of as a Parent/Guardian.

If you wish to have something displayed on the Parents Noticeboard please discuss this with the Officer In Charge.

## Opening Times...

Nursery opens at **7:30am** and closes at **5:45pm**, from Monday through to Friday.

Parents/Guardians must **not** arrive any earlier than 7:30am or similarly any later than 5:45pm. Although the staff themselves may be here before and after these times it is to allow them time to carry out cleaning tasks and other duties in preparation for that day or the following day ahead.

Persistent early arrival or late collection will incur an additional surcharge of £10 per day.

## Holidays and Bank Holidays...

Parents pay for 51 weeks of the year at full price, but for 2 holiday weeks in that time you will be entitled to a 50% reimbursement of fees. On condition that Nursery has been informed at least 1 week in advance of each of the holiday(s).

Nursery will be closed on the following days:

- **Good Friday & Easter Monday**
- **May Day**
- **Spring Bank Holiday Monday**
- **August Bank Holiday Monday**
- **Christmas** -closing at lunchtime on Christmas Eve and re-opening after the Bank Holiday in January.



## **Fees Payments...**

Fees quoted include all meals, drinks, baby wipes, toothpaste & toothbrush etc. Formula milk for babies and any nappies for children in the Over 2's room are the Parents responsibility to provide.

**Fees are payable one month in advance by standing order.**

Payment must be made by the 1<sup>st</sup> of each month and any late payments will incur a 10% surcharge.

One months notice in writing is required if you wish to relinquish your child's place at Nursery.

50% of the booking fee/deposit is returned if you have given Nursery the correct amount of notice.

Nursery reserves the right to withdraw your child's place with 24 hours notice.

Please see separate attached sheet for fee structure and registration requirements.

If your child is attending nursery on a part-time basis, any extra sessions required must be paid for in the week in which they occur. There are no refunds for absenteeism.

If a payment is made by cheque and the cheque is subsequently returned from our bank unpaid, then a £10 administration charge will be levied. If this were to become a regular occurrence then you will risk forfeiting your child's place at Nursery.

## **Complaints...**

If you have a complaint regarding any aspect of your child's care, in the first instance please speak to the Nursery Manager, the appropriate Room Leader and/or the Nursery Owners. Every effort will be made to address and hopefully resolve your concerns or complaint.

However further external assistance can be sought from Kirklees Council and their Children's Information Service or alternatively by telephoning OFSTED on 0300 1231231



## Admissions Policy...

Usually the Nursery operates on a first come first served basis. However we realise there maybe occasions where a child will be give priority over other children applying for a place, such instances include:

- Any extenuating circumstances which affect the welfare of the child and/or its family
- Availability of spaces with regard to our child to staff ratio, the age of the child and our Registration Guidelines
- If a child has been on the Waiting List for a longer period of time than another child
- If the child has a brother or sister at Nursery already



## REGISTRATION DETAILS

***Please complete this form and return it to The Counting House. If a place is available you will be sent the necessary Registration documents. Upon receipt we will contact you to confirm whether or not your child has been granted a place.***

Child's Name: .....

Address: .....  
.....  
.....

Post Code: .....

Date of Birth: .....

Parents/Guardian(s) Names:  
.....  
.....

Contact Tel. No. ....

Days and/or sessions required: .....  
.....  
.....

Proposed start date:.....

Signature: .....

Print Name: .....

Please note that completing this form does not guarantee a place is available at Nursery. If a place is available you will be sent a Registration Form which must be completed.