



Prospectus (download format)

2020

Aims	2
Nursery Hours	2
Staff.....	3
Facilities.....	4
Meals and Refreshments	4
Morning/Afternoon Sessions	4
Lunch.....	4
Fees (effective from January 2020).....	5
Payment	5
Practical Details.....	6
Arrangements for leaving and collecting children.....	6
Children's Clothing and Equipment.....	6
Holidays.....	6
Parking	6
Management Policies / Procedures.....	7
Learning Experiences	7
Admission Policy.....	7
British Values	8
Communication	8
Special Events.....	8
Encouraging Good Behaviour	8
Health and Safety	9
Illness.....	9
Accident Procedure.....	9
Administering Medication	9
Safeguarding Children.....	9
Inspection	10
Finding us.....	11

Saltway Day Nursery

Aims

- To provide a home from home environment that is loving, nurturing and safe.
- To enable staff and parents/carers to work together to ensure each child is provided with the most appropriate and effective care and development opportunities.
- Where children can experiment and have fun, take risks, learn from their experiences and grow in confidence.
- To enable children to become absorbed in their own play.
- We aim to make each child's early education experiences positive and meaningful.
- To ensure that we have committed and experienced practitioners.
- To encourage individual talents so that they can flourish and grow.

Nursery Hours

Monday to Friday 8.30 am - 5.30 pm

Our policy is that children must attend nursery for a minimum of two sessions per week. For specific session times please refer to the appropriate paragraph under the Practical Details section of this prospectus.

By arrangement children can be left before 8.30 am and / or collected after 5.30 pm. See section under Fees for details of the cost of this extra facility.



Saltway Day Nursery

Staff

Staffing ratios are in accordance with (frequently better than) those required by the provisions of the Children's Act 1989 (one adult per three under two year olds, one adult per four two year olds and one adult per eight three and four year olds). Staff holidays and absences are covered by our part-time and relief staff and they are all familiar with the children.

We are inspected and approved by OFSTED.

Staff are appropriately qualified up to Level 6 in Childcare. Other support staff and volunteers receive in-house training in childcare and several have the experience of bringing up their own families.

All staff attend appropriate courses to update their knowledge and expertise in childcare. The staff complete and update first aid and safeguarding training regularly.

Staff working at the nursery (including ancillary staff) are subject to checks on their backgrounds from OFSTED and the Disclosure and Barring Service (DBS).

The Nursery is under the direct supervision of either Kate O'Connor BEd, her Manager Karen Day, BA in Educational Practice - Early Years or her Assistant Manager Jacqui Clark, Early Years Professional Status and BA Honours in Early Childhood Studies.

Saltway provides local students and secondary school pupils with work experience opportunities. They are closely supervised and are in addition to our staff.



The Principal: Kate O'Connor B.Ed.



Saltway Day Nursery

Facilities

The nursery is located in an impressive Victorian vicarage.

Within the nursery there is a purpose built Nursery Room for children aged between six months and two years with dedicated kitchen, changing facilities, conservatory and outside play area.

For the older groups of children there are three large rooms where the children can access an extensive range of educational resources that are used to enhance the children's learning and allow them to practise and master new skills.

As experienced educators we believe that the outside environment plays a vital role in supporting and extending children's development. This has led to creating free-flow areas where children can freely move between the inside and outside. There are such areas linked with the Nursery Room, the Drawing Room and the Parlour.

For our pre-school children we have a designated space for 'Forest School' where the children can become engrossed in the outside with all it has to offer. Activities include: den building, stick craft, campfire, tree climbing, knotting ropes etc.



Meals and Refreshments

There is water available through the day inside and outside for the children to access.



Morning/Afternoon Sessions

All children are provided with a drink and toast at 10.30am then at 3.45/4.15pm the children have a drink and a light tea

Lunch

Children attending a full day are provided with lunch. Those attending for half days may take lunch at an extra cost (see section under Fees) if available.

With the help of our cook Shirley we provide a nutritionally balanced two-course meal that changes seasonally. Shirley is diligent when catering for children with specific dietary needs

All our food is prepared on the premises and since Cherwell District Council launched their 'Scores on the Doors' quality scheme in 2009, Saltway has consistently achieved the 5 star highest rating. Since 2012 this has been enhanced by their Gold award for food presentation.

Mealtimes are fun and educational. We try to replicate the family environment, encouraging children to share and serve food and develop fine motor skills by using cutlery.



Saltway Day Nursery

Fees (effective from January 2020)

3 - 4 year olds:

Full-time per week	£230.00 including lunch (food provided)
Per day	£ 47.90 including lunch (food provided)
Morning Session	£ 23.90
Afternoon Session	£ 23.90
Lunch	£ 7.30

2 year olds:

Full-time per week	£240.00 including lunch (food provided)
Per day	£ 51.50 including lunch (food provided)
Morning Session	£ 25.55
Afternoon Session	£ 25.55
Lunch	£ 7.30

6 months - 2 year olds:

Full-time per week	£ 250.00 including lunch (food provided)
Per day	£ 53.60 including lunch (food provided)
Morning Session	£ 26.80
Afternoon Session	£ 26.80
Lunch	£ 7.30

Children attending morning or afternoon sessions may (subject to the availability of places) stay on, or arrive early, to take lunch. If a child is dropped off before 8.30 am or collected after 5.30 pm there will be a charge of £6.20 per 30 mins or part thereof. Prior notice of the early drop-off / late pickup is needed. There is a £30.00 registration fee that must be sent with the registration form. This fee is **non refundable** and is used to cover the costs of phone calls and letters involved in the administration of applications. The fee is reduced to £15 for additional siblings.

Payment

All booked places must be paid for whether or not your child attends.

In addition to the three weeks that the nursery is closed (see Holidays section) parents/carers can take up to 4 weeks holiday (pro rata running January to December) of their choice paying 50% fees provided they give a minimum of 4 weeks notice in writing. After these four weeks holiday, or where less than four weeks written notice is given, full fees will be charged.

Fees are payable monthly in advance against our invoice issued on the first of each calendar month. Payment can be made by cash, cheque (payable to Saltway Day Nursery Ltd) or via online banking (Our bank details can be found on the bottom of your invoice.)

Where invoices remain unpaid by the 15th of the month after issue a £10 late payment fee is charged if this is repeated the 2nd month then a £25 late fee will be charged.

We require a minimum of 4 weeks notice in writing of your intent to permanently withdraw your child or payment of 4 weeks fees in lieu.

We receive government funding for our two year olds (if families are eligible) and for three/four year olds. In line with government legislation we are happy to accept childcare vouchers.



Saltway Day Nursery

Practical Details

Arrangements for leaving and collecting children

Children may normally be left and collected between the following times: -

Mornings	Left	8.30 am	
	(or by prior arrangement from 8.00 am onwards)		
	Collected	11.45 am	-11.55 am prompt
Lunch	Left	11.55 am	-12.00 noon
	Collected	12.45 pm	12.55 pm prompt
Afternoons	Left	1.00 pm	
	Collected	up to 5.30 pm	

When children are collected we can only release them into the care of their parent/carer or the people the parent/carer has duly authorised in writing.

We have a form parents/carers should use to authorise people to collect their child.

For a special occasion or a time when parents/carers/authorised people cannot collect written permission must still be given before we can release your child into another adult's care.

Children's Clothing and Equipment

All items of clothing should be labeled, including shoes. For messy experiences aprons will be provided. Indoor shoes will be needed and a spare set of clothes in case of accidents.

Those children who attend for lunch keep a toothbrush, toothpaste and mug at Saltway to use after eating lunch.

Holidays

The nursery is open all year apart from a one week break at Christmas, a one week break at Easter and the statutory Bank Holidays.

For 2020 these dates are:

Saltway opens again	2 nd Jan 2020
Good Friday	10 th April 2020
Easter	10 th April – 17 th April 2020 (inclusive)
Bank holiday	8 th May 2020
Bank holiday	25 th May 2020
Bank holiday	31 st August 2020
Christmas	25 th Dec – 1 st Jan 2021 (inclusive)

Parking

There is a car park at the front of the nursery. Please do not park outside the front door or block the drive to the Coach House. Our neighbour runs his business from there and requires constant access.

Please avoid parking on White Post Road at times when Bishop Loveday children are being dropped off or collected. Please drive slowly and with care, it does get busy!



Saltway Day Nursery

Management Policies / Procedures

Learning Experiences

From the Nursery Room through to our Pre-school we follow The Early Years Foundation Stage.

Each child has a key person who will teach and support your child through observations, assessments and planning to ensure that the activities are suited to your child's unique needs and interests

It's important for the children to feel valued, respected and unique. This is how they are treated and expected to treat each other.

Both the relationship that Saltway builds with parents and the observations that each key person makes of the children, enable us to provide all children with individual experiences that appropriately challenge and stimulate their development. Opportunities on offer range from familiar everyday activities such as cooking/baking through to celebrating an Asian wedding. Children become familiar with dry, wet, messy, malleable and other tactile experiences. They build, calculate and engage in play of all sorts. All these activities develop their imagination, physical skills and their problem solving and reasoning.

We liaise with other providers your children may attend. Also local schools to ensure there is a smooth transition for the children when they move on to their next adventure.

Admission Policy

We admit children from six months to school age.

A list is maintained of children awaiting places at the nursery. Places that become available are allocated on a 'first come first served' basis within the age bands.

Priority will be given to parents whose children already attend or have attended nursery.

We pride ourselves on welcoming all children including those with Special Needs.

A Registration Fee is required (see section on fees) when the child's name is put on the list.

Once a place has been accepted a confirmation form / contract will be sent to you. Your child's place is confirmed once this is returned completed with a £100 deposit (deducted from 1st month's fees).

We provide free pre-visits before your child takes up their place to introduce them gently into the nursery.

Before the pre-visits we ask parents to complete an 'All About Me' book. This provides us with useful personal information about your child that helps us give them the best possible care from the moment they arrive.

This also ensures you have helpful information about nursery life, what to pack in your child's bag and the names of all the staff.

Each child has a key person who will liaise with you closely, providing you with day to day updates about your child, share information from 'focused child' observations and plan next steps for nursery and for you to do at home.

Saltway Day Nursery

British Values

Saltway Day Nursery promotes 'British Values'. This means:

Democracy – Making decisions together

Rule of Law – Understanding rules, managing our feelings and behavior

Individual Liberty – Forming a positive sense of themselves, freedom for all

Mutual Respect and Tolerance – Treat others as you want to be treated

Each child is valued as an individual regardless of age, religious persuasion, racial origin, cultural and linguistic background, sex, social group or disability. This means that our differences are celebrated and freely talked about. Any prejudice and stereotyping will be challenged.

Communication

We publish a monthly newsletter, which you can receive as a paper copy or via email. This has a lot of information on it for you about what has happened and is going to happen over the coming months.

All nursery policies are available for parents to see and they are located in a file in the front hall.

When parents inform nursery of children's holidays, leaving dates, changes in bookings, etc. we do require communication in writing (4 weeks in advance if this is to affect invoicing.) This helps avoid misunderstandings. Forms are available for this purpose.

Special Events

We have many different events planned through the year that you can be part of:

Easter Egg Hunt – Lots of fun in the garden.

Fun Afternoon – A mixture of a sports day and fête.

Saturday Fun Days – For all the family.

Christmas Party – Where you are invited to come and listen to the children sing.

We have a parents committee for you to join and help.

We also hold events just for parents e.g. First Aid Training.

Encouraging Good Behaviour

Saltway Day Nursery has a defined policy based on positive strategies to reinforce good behaviour.



Saltway Day Nursery

Where a child behaves in an unacceptable manner a 'time to calm down' technique may be used.

The child's key person will liaise closely with parents/carers so they are kept informed of their child's behaviour and we can ensure there is continuity for that child.

Saltway Day Nursery does not use any form of physical punishment.



Health and Safety

Illness

No child suffering from a notifiable infectious illness shall knowingly be admitted to Saltway Day Nursery.

Saltway takes guidance from Government agencies and other recognized sources with regard to exclusion periods for illnesses and infection control.

Our Sickness Exclusion Policy is available to parents at all times.

If your child is put on antibiotics they must have been taking them for at least forty-eight hours before returning to nursery.

If a child is taken ill while at nursery, their parents or carers will be contacted in order that the child can be taken home and properly cared for.

It is the parent's/carer's responsibility to ensure Saltway Day Nursery is aware of any medical condition (either long or short term) that affects their child.

Accident Procedure

All accidents are reported and recorded and are kept in our accident book. Parents will be asked to countersign the forms before they are filed.

If necessary, following an accident, parents or carers will be called so they can collect and care for their child.

Any accident that takes place at Saltway is investigated and, where appropriate, proper steps taken to manage/eliminate the risks identified.

Administering Medication

Medication will be given to children at nursery only in accordance with written instructions and signed authority forms filled in by the parents of the child concerned. Medication is administered by senior staff only.

Safeguarding Children

We believe very strongly that a child's welfare and safety is paramount and we will inform the appropriate authorities of any suspected incident.



Saltway Day Nursery

Inspection

Saltway Day Nursery was inspected by a government appointed inspector on 12th November 2019.

This has been Saltway Day Nursery Ltd's first full Ofsted inspection. If you wish to see reports from before the Nursery became a Ltd company go to <https://reports.ofsted.gov.uk/provider/16/EY550045> then click on "Saltway Day Nursery CLOSED", our previous inspection reports are there.

Our 2019 report says:

What it is like to attend this early years setting?

The Provision is good.

- Children clearly enjoy attending this warm and welcoming nursery. The nursery provides a colourful, stimulating and motivating learning environment for children to learn and develop. Staff recognise and praise children's efforts and achievements. This helps them to grow in confidence and feel emotionally secure.
- Children learn to be independent from an early age. Staff support babies to feed themselves and encourage older children to manage their own self-care needs. Children grow in independence and take good levels of responsibility for managing aspects of their own play and learning. They are well prepared for the next stage of their education.
- Children behave well. Staff encourage children to share and take turns and this helps them to develop good personal skills. Children learn to manage their own safety, for example, when they take supervised risks climbing on trees and equipment outside.
- Staff encourage children from a young age to develop a real interest in books. Toddlers select board books independently, turn pages and point at the pictures. Staff make books available for children to take home and enjoy with their family, cultivating children's early love of reading.

Saltway Day Nursery

Finding us...

Address: Saltway House
White Post Road
Bodicote
Oxon OX15 4BN

Phone: 01295 273519



Information for Sat Nav users

Post Code: OX15 4BN

This will direct you to the local Council Offices further along White Post Road so be prepared to turn up the Saltway just after the roundabout.

Latitude 52° 2'30.46"N Longitude: 1°19'52.48"W is the front of the house.

If your Sat Nav perceives this as 'Off Road' and unable to accept it:

Latitude: 52° 2'30.46"N Longitude: 1°19'48.61"W is the turning off White Post Road onto the Saltway.