

MARIGOLD DAY NURSERY PROSPECTUS

Marigold Day Nursery is a 64 place private day nursery situated in the heart of Heswall in Milner Cop. Set away from the main road, it has ample parking and large outdoor play areas. Marigold is a bright and well-resourced nursery, providing safe and secure private day care for children from 3 months up to 5 years of age.

Marigold is regulated and inspected by Ofsted, enabling the parents of 3 and 4 year olds to claim Nursery Education Grant. Our most recent Ofsted Inspection took place in January 2010 and we received another excellent report. You can see the report in full on the Ofsted website at: www.ofsted.gov.uk .

All of our practitioners are qualified to at least NVQ Level 2, against an Ofsted requirement of just 50%. Currently, most have also gained higher level qualifications (that is, NNEB, DCE, BTec, NVQ Level 3 or above, or a degree level qualification). We also have an Early Years Professional on staff. Most staff also hold First Aid and Food Hygiene qualifications. Our senior practitioners are trained and experienced in a range of child care roles, and Enhanced CRB clearances and written references are obtained for all staff at the nursery.

We believe that children under five are at a crucial stage in their development, and that their early experiences lay the foundation for their future. We provide a loving and stimulating environment in which each child can develop physically, intellectually, emotionally, socially and culturally, within the framework of the Early Years Foundation Stage (EYFS).

At Marigold we give each child the opportunity for achievement and successful learning. Our provision for the Babies (0-12 months), Toddlers (12 to 24 months) and Tweenies (24 to 36 months) supports and nurtures the children's early development, stimulating curiosity and fostering good language, communication and social skills. Our broad and well balanced pre-school provision for 3 and 4 year olds is designed to challenge the children and encourage them to develop into motivated learners and thinkers, with the skills to help them make the important transition from nursery to school. We also place great emphasis on developing the children's personal and social skills, building confidence and self esteem.

It is important to us at Marigold that you feel comfortable about leaving your child in our care. We will work in close partnership with you to help your child settle into Nursery successfully, and to make their time with us happy and secure.

Marigold has a comprehensive set of policies and procedures in place, and a copy of our Policies and Procedures Manual is available to you at all times. Copies of the following Policies and Procedures are also included in our Welcome Pack for new families, which you will be given when your child starts at Marigold:

Behaviour Management	Safeguarding Children
Children's Records and Confidentiality	Equal Opportunities
Illness and Infection	Prescribed Medication
Missing Child Procedures / Failure to Collect a Child	
Statement of Procedure for Complaints	

A copy of the Welcome Pack is displayed on both of our Parents Notice Boards, and we are happy to discuss these and any of our other Policies and Procedures in detail with you at any time.

All our Policies and Procedures are governed by the following:

- The best interests of the children, their welfare, care and development.
- The requirements of the Children Act and compliance with the National Standards.
- The requirements of the Office for Standards in Education (Ofsted).

MARIGOLD'S AIMS

Marigold Day Nursery aims to give your child the best possible Nursery care and education. Our provision is continually reviewed, appraised and developed to maintain our own very high standards and to meet and exceed the requirements of Ofsted and your expectations as parents.

To achieve this we will:

- Provide your child with stimulating, child-centred activities which are non-sexist and non-racist, and which will allow him or her to develop physically, intellectually, emotionally, socially and culturally.
- Provide activities in an age and stage-appropriate environment which encourage your child to pursue his or her natural curiosity, develop concentration and attentiveness and allow for individual expression.
- At Pre-school level, plan a broad and balanced curriculum which works towards achievement of the goals of the Early Years Foundation Stage (EYFS).
- Respect your role as parents and welcome feedback from you, both positive and negative.
- Respect you and your child as individuals, irrespective of your culture, language, gender, social group, special needs or disabilities.

GENERAL INFORMATION

Ages

We can care for children from as early as three months old, up to compulsory school age.

Opening Hours

Marigold Day Nursery is open from 8.00 a.m. to 6.00 p.m. Monday to Friday each week, except for recognised Public Holidays, Christmas Eve and the period between Christmas and New Year. ***We can provide care from 7.30 am on a pre-booked basis for a small additional fee.***

Normal Session Times are:

Mornings 8.00 am to 12.30 pm
Afternoons 1.30 pm to 6.00 pm
Full Days 8.00 am to 6.00 pm

Under the terms of our Registration, we are not allowed to care for children outside of our registered hours, so children must not be brought to nursery before 8.00 am (unless Early Starts have been pre-booked), or collected later than 6.00 pm.

Meals

Babies are fed to their own specific needs, and parents are asked to bring their formula or breast milk feeds daily. For older children nutritious, freshly prepared home-cooked meals are provided as follows:

8.45 am Breakfast
11.30 am Two-course Lunch
3.45 pm Afternoon Tea

Snacks and drinks are provided as appropriate for the children's ages and needs. Drinks of water are available on demand throughout the day, and we encourage children to drink plenty of water, especially in warm weather.

To safeguard your child's teeth, we aim to limit the consumption of sugar, and our snacks and drinks include savoury biscuits, breadsticks, ricecakes, lots of fresh fruit and vegetables, and water or 'no added sugar' juices. Children are not allowed to bring sweets or chocolate to eat at Nursery. We can cater for most special diets or allergy restrictions. Please talk to us about any special dietary needs your child may have.

Security of Children

For the safety of all the children in our care, the entrance doors to the Nursery are kept closed at all times. Anyone dropping off or collecting a child has access to the buildings via the key pad door entry systems. It is essential that the access codes are restricted to those who legitimately need them.

Collection of Children

Under **no circumstances** will we allow your child to be collected by anyone who has not previously been authorised by you. Proof of identity or a password will be requested from anyone unfamiliar to us. We will not allow anyone under the age of 16 years to collect your child.

Clothing and Nappies

You will need a **small, labelled** bag containing a complete change of clothes for your child each day. We will provide a small drawstring bag at a minimal cost, which can be used throughout nursery. Clothing and shoes should be labelled as far as practicable to avoid mix ups. Your child should have suitable footwear and outdoor clothes so that they can play outside all year round. You must provide a sun hat and sun cream (SPF 25 or above) which stay at nursery for the summer. Children should not bring jewellery, money or other valuables to Nursery.

If your child is in nappies, you should bring a supply of disposable nappies, and nappy cream if you wish us to use it (written authority will be requested prior to use of any nappy creams). Children from 12 months upwards will need a labelled toothbrush.

Illness and Infection

Due to the risks of cross-infection in a Nursery environment, if your child is suffering from an infectious illness, including Measles, German Measles, Chicken Pox, Conjunctivitis, Thrush, Impetigo, Scarlet Fever etc., he or she must not attend Nursery until the infection has cleared. This also includes non-specific chest infections which are unpleasant and very easily spread. If your child has been vomiting or has diarrhoea, he or she should not return to Nursery until a minimum of 24 hours has elapsed without symptoms.

Should your child become ill at Nursery, every effort will be made to contact you or another of your named emergency contacts. We will ask you to keep your child away from Nursery if we believe that this is in his or her best interests and is also in the best interests of the other children in our care. Please let us know as soon as possible if you are keeping your child away from Nursery due to illness.

Prescribed Medication

We will only give your child prescribed medicines if you have signed an Authority form permitting us to do so. If your child has been prescribed Antibiotics they should not attend Nursery until they have had between 24 and 48 hours for the medication to take effect. Provided your child is then well enough to return to Nursery at this stage we are happy to administer the remainder of the course.

We will only administer prescribed medication if it is provided to us in its original labelled container showing the child's name, the date it was dispensed and clear written dosage instructions.

First Aid and Emergency Treatment

When your child starts Nursery we will ask you for written permission to administer First Aid treatment if necessary, and for permission to take your child to hospital by car or ambulance, in the event of an emergency.

Behaviour Management

All practitioners are trained to manage a wide range of children's behaviour in a way which promotes their welfare and development. We encourage good behaviour through praise and reward. Practitioners are consistent in their handling of the children's behaviour, and they respect individual children's level of understanding and maturity.

Confidentiality

All of our staff, volunteers and students are aware of the need to maintain privacy and confidentiality. All adults at nursery sign and observe a Confidentiality Agreement.

Access to Records

As parents, you will have access to all written records about your child.

Smoking

The Nursery is a strictly **NO SMOKING** area and we ask everyone to refrain from smoking when on the premises.

Car Parking

We have car parking space for parents dropping off and collecting children. In the interests of safety, please exercise care and consideration when entering or leaving the Nursery car park.

Leaving Nursery

When your child is to leave the Nursery, we require a full calendar month's notice in writing. Full fees are charged for the period of notice, whether or not your child attends during this period. Your deposit can only be refunded if a full calendar month's written notice is received.

Your Views

If you have any comments or ideas you would like share about the Nursery, please let us know.

For further information or an appointment to view Marigold, please contact Kathy Moore or Tina Muscatelli on 0151-342 7709.

email: info@marigoldnursery.co.uk

www.marigoldnursery.co.uk