

## **Inside the Nursery**

You will find a purpose built and designed, child friendly environment. We have 2 separate children's areas – one for under 2 years of age and one for the children aged 2 years and over.

Both areas have a wide range of appropriate development toys and equipment. Ranging from soft play areas, numeracy and literacy facilities to arts, crafts and role-play areas. Each area combines comfortable carpeted floors with anti-slip flooring in the creative/wet areas.

## **Babies & Under 2's**

From the new born baby to the inquisitive toddler, the under 2's 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.

From an art and craft area to quiet areas for reading, along with soft play areas for the more adventurous, the setting provides a stimulating and exciting environment.

## **Our 2 to 5 year olds**

Arts, crafts, numeracy, literacy, language skills, imaginative play, social interaction, large & small construction, cookery..... The list is almost endless with the opportunities in this room to foster learning, development, skills and knowledge.

An abundance of equipment and varied activities complement the layout and atmosphere within the room perfectly.

Allowing the children to develop their skills of language, literacy and numeracy as well as gaining the confidence to do things for themselves.

## 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 Children with Special Needs.

Furthermore our staff are continually kept up to date with industry specific standards and legislation through attendance at regular training events, seminars and workshops.

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

## The great outdoors!

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

We believe strongly in allowing children the opportunity to play, work and interact as much as possible **outdoors**. Therefore we have a policy of allowing sessions of **Continuous Outdoor Play**. This is a time when children can come and go inside or outside as they please, under supervision of our Nursery staff at all times.

A wide range of external equipment is always available and includes the sand pit, planting & digging area, large playhouse, chalkboard, bikes, trikes and so on..... all of which offer many opportunities for the children to continue their learning and development outdoors.

## **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.

Each child has a file in which records and observational assessments are kept informing on the child's achievements and milestones reached. The child's parent or guardian has access to these files at anytime.

However, twice a year we hold a Parent's Evening whereupon the Keyperson can meet with each child's parents to discuss the child's development in detail, look at some of the work they have produced and go through the content of their child's achievement file.

## **Children's Behaviour**

Here at The Counting House "every child matters" and they 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.

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.

## **Meals & Mealtimes**

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 various areas of learning.

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.

Similarly special diets or food allergies and intolerances can easily be catered for within the Nursery, as long as you let us know in advance.

Our 5 weekly rotating menu will be displayed on the Parents Noticeboard.

## **Babies & Baby Food**

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 in a more 'blended' form.

## Opening Times & Holidays

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.

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.

**Fees are payable one month in advance.**

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

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

Cheques made payable to: **The Counting House**

Standing Order details:

Yorkshire Bank  
Account No: 43008722  
Sort code: 05-09-33