

35 St Margaret's Street  
Bradford on Avon  
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Wiltshire

# Westview Day Nursery

Bradford on Avon

01225 864544  
[www.westviewdaynursery.co.uk](http://www.westviewdaynursery.co.uk)

Westview Day Nursery is open from 7.30am to 6.30pm Monday to Friday throughout the year. As a day nursery our commitment to the children is paramount.

We place a great deal of emphasis on extra curricular activities and specialist staff are employed to instruct dance and gym lessons. The emphasis is on participation as opposed to entertainment in a warm, happy and relaxed atmosphere. The Nursery is structured to capture the children's imagination and hold their attention.

From past experience we understand the importance of flexible care for nursery children. We offer children of working parents the same opportunities as children of non-working parents, with emphasis on developing the whole child. We would like to recreate a 'normal' atmosphere where children can gain experience and confidence in a safe environment.

We consider experience to be the greatest qualification when dealing with both parents and children and a huge emphasis is put on employing qualified, experience staff. Following Social Services guidelines, staff will hold NNEB or NVQ 3 qualifications, students will be NVQ 2 and working towards NVQ 3 qualifications.

As a nursery, we work within the EYFS curriculum. The EYFS is based on principles of inclusion, which means that we oppose discrimination and prejudice and welcome all families and children. We provide care and education for a wide range of children in environments that enable children to feel safe and supported and which extend their learning and development.

Throughout the EYFS stress is placed upon understanding each child and their family as unique, with different needs and concerns. Children's development is presented under six overlapping phases. This overlap is intended to emphasise the fact that there can be big differences between the developments of children of similar ages.

The EYFS is based on four Principles:

**A Unique Child** - Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive Relationships** - Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

**Enabling Environments** - The environment plays a key role in supporting and extending children's development and learning.

**Learning and Development** - Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

## **MINNOWS**

The Minnows will welcome children from the age of three months. The staff working with the babies will offer an informal caring environment where they will work on a key worker basis. Parents will have the opportunity to discuss issues with their key carer daily. Charts and reports of the babies sleep pattern and daily routine will be available to the parents. All staff will be trained in baby massage and baby gym which will become part of the daily routine.

## **PUFFINS**

The Puffins will welcome children from 2 years of age providing a structured yet informal introduction to socialising and basic education. We believe strongly in the value of learning through play and practical experience and will offer a wide range of activities to cover all areas of the curriculum and personal development.

As part of their daily routine the children will be encouraged to develop independence and confidence through music and drama. While art and construction encourage creative development, sand, water and cooking offer an introduction to Science in a group setting.

The Puffins children will gain confidence and independence within the 'Birth Five Matters' framework before moving on to the Tigers room at the age of 3 years.

## **TIGERS**

The Tigers will welcome children from 3 years of age providing an introduction to school life and the Foundation stage of the National Curriculum. The children will experience life as part of a group and will be encouraged at all times to work and play in partnerships.

Tiger projects travel around the world geographically and run for a six-week period.

- The first two weeks of the project focuses on land and environmental issues, animals and their habitats.
- The second two weeks will focus on the people and the culture, in each specific area we visit traditional instruments, art and music play a major role in our creative activities.
- The final stage of the project will take on an almost theatrical guise and allows the children to experience and develop creatively using traditional stories and folklore.

The Tigers will spend time in small groups, working at their own pace and with encouragement, following the early learning goals outlined in the foundation stage:

- PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT - Developing confidence and independence while learning to concentrate and to enjoy sharing as part of a group.
- COMMUNICATION, LANGUAGE AND LITERACY - Communicating with one another and developing skills in talking, listening, writing and reading.
- PROBLEM SOLVING, NUMERACY AND REASONING- Using ideas about number, quantity, measurement, shape and space.
- KNOWLEDGE AND UNDERSTANDING OF THE WORLD - Investigating and beginning to understand about things, places and people around them.
- PHYSICAL DEVELOPMENT - Improving control and co-ordination of their bodies while learning to move and to handle equipment.
- CREATIVE DEVELOPMENT - Finding ways to communicate by using colour, shape, sound, texture, movement and stories.

## **COMMUNICATION**

We operate an open door policy and parents are invited to join in with the staff and children at any time. We appreciate a large number of parents are working and unable to attend the Nursery during the day. However staff are happy to make an appointment either at the end of the day or at a mutually agreeable time to discuss your child's progress.

We value your feedback and welcome any comments you have regarding the care and teaching your child receives at Westview.

## **POLICIES**

Parents are invited to view the Nursery and enrol their child. This will be conducted on a first come, first served basis.

Children will from time to time come into contact with infectious childhood diseases. With working parents in mind we understand the problems that arise when children are ill and at the Managers discretion will accommodate ill children away from the Nursery environment. With written parental consent prescribed medicine can be administered.

All staff will attend regular Paediatric First Aid classes but in the event of an accident Westview Day Nursery reserves the right and will seek medical advice from the closest casualty department.

Corporal punishment has no place in the Nursery. If behavioural problems do arise we discuss the matter with parents and a workable solution is sought, in certain circumstances internal assessments will be undertaken and used to form part of an action plan.

Meal times are an important part of our day. We expose the children to a wide range of tastes using menus from around the world. We are happy to comply with dietary needs and restrictions although fast foods and convenience foods are not available.

A responsible adult must collect the child from the Nursery. If someone other than the parent or legal guardian is to collect the child, staff must be informed. Under no circumstances will the child be handed over unless the staff have been notified. We will have the right to retain the child if in doubt and the parents will be contacted to confirm the arrangements.

Where children are seen to have special needs, the Nursery will undertake to work with the parents to be involved in initial referrals and in further action. We will attempt to deal with children with special educational needs with the help from statutory professional bodies.

In the first instance any complaints or issues arising should be discussed with the Manager. If you feel your complaint was not handled in a satisfactory manner it is your right to contact:

Ofsted  
Royal Exchange Building 08456 404040  
St Annes Square  
Manchester  
M27 LA

## **NON DISCRIMINATORY DECLARATION**

Westview Day Nursery is fully committed to the Social Services policy on caring for children in a multi-cultural community, and will therefore give the following undertaking and declare:

We will treat the children we are asked to provide day care for with equal concern and in doing so we agree to meet their specific needs with regard to their religious persuasion, racial origin, cultural and linguistic background as well as sex and disability.

## **CHILD PROTECTION POLICY**

The Nursery has a legal responsibility to report any suspicions of neglect or abuse to the local authority. The children's Act 1989 places a duty on the local authority to investigate such matters. The Nursery will follow the procedures set out in the local authority child protection documents, and when necessary, will seek their advice.

## **BULLYING POLICY**

All children coming into the Nursery have a right to play and enjoy what is on offer without fear of intimidation, harassment or physical or verbal abuse. We strive to promote behaviour, which encourages respect for each individual, co-operation with each other and opportunities for play and adventure within a safe and caring environment. Racism, sexism and other kinds of discriminatory behaviour will be challenged and will not be allowed to continue within the play setting.

## **CONFIDENTIALITY**

Although all records and registration documents are kept confidential, parents will have ready access to the files and records of their own children. Under the Children's Act 1989, we have an obligation to release these files to the local authority if requested.

These policies are an abbreviated version of the Policy and Procedures document, which are available on our website [www.westviewdaynursery.co.uk](http://www.westviewdaynursery.co.uk) or from a member of staff.

## **FEES**

The hourly rate of £4.85 is payable monthly in advance on registered hours. On joining Westview Day Nursery a fifty pound deposit is payable. This is non-refundable. Rates are reviewed annually. The Nursery operates on an hourly basis throughout the year except for weekends and bank holidays. Bank holidays are not charged for. Credit/rebates are not given for sessions missed by a child. Payments of invoices must be made by the 15<sup>th</sup> day of month in which they were issued. Failure to make payment will result in a 10% surcharge being made. We reserve the right to revoke registration of a child for non-payment.

# WESTVIEW DAY NURSERY

Bradford on Avon

Name \_\_\_\_\_ will be registered at Westview Day Nursery

Date of Birth \_\_\_\_\_

Parents name \_\_\_\_\_

Occupation \_\_\_\_\_

Parents name \_\_\_\_\_

Occupation \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Billing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TELEPHONE NUMBERS

Home 1 \_\_\_\_\_ Home 2 \_\_\_\_\_

Work 1 \_\_\_\_\_ Work 2 \_\_\_\_\_

Mobile 1 \_\_\_\_\_ Mobile 2 \_\_\_\_\_

## REGISTERED HOURS

From \_\_\_\_\_ attending the following hours:

MONDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_

## COMMUNICATION

In case of emergency, all necessary steps will be taken to contact parent/guardian. In the event that this contact cannot be made, Westview Day Nursery reserves the right to seek medical attention.

Doctors Name \_\_\_\_\_

Doctors Address \_\_\_\_\_

Health Visitors Name \_\_\_\_\_

**TELEPHONE NUMBERS**

Doctor \_\_\_\_\_ Health visitor \_\_\_\_\_

Medical requirements \_\_\_\_\_  
\_\_\_\_\_

Dietary requirements \_\_\_\_\_  
\_\_\_\_\_

Allergies \_\_\_\_\_

**PARENTAL CONSENT**

Consent for off site activities \_\_\_\_\_

Consent to travel in Nursery  
Vehicles with suitable restraints \_\_\_\_\_

Consent for non-prescribed drugs \_\_\_\_\_

Consent to be photographed \_\_\_\_\_

Consent to use plasters on your child  
\_\_\_\_\_

Additional Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Amendments and changes to registered hours will be given consideration with one full calendar months notice.

A cooked meal and fresh fruit is served twice a day at lunch and teatime. Drinks, snacks, and nappies are included in the hourly rate.

**WITHDRAWAL**

I agree to give in writing ONE CALENDAR MONTH'S NOTICE (1<sup>st</sup> to 31<sup>st</sup> of following month) of leaving, or to pay the fees in lieu thereof. I acknowledge that signing this form is a binding contract with WESTVIEW DAY NURSERY.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_