

Introduction

Welcome to The Bungalow Day Nursery. The Bungalow is a family run children's day nursery offering full and part time care and early education in an interesting, stimulating and homely environment. We hope this prospectus will interest and inform you. Please regard it as an open invitation to come and visit the nursery so you may see at first hand all that we have to offer.



Whilst your child is with us, we shall do all we can to develop their potential and ensure they feel safe and secure in a "home from home" environment. Our setting is somewhere children will develop their physical, emotional, social, intellectual and creative skills. We encourage children to create and maintain meaningful relationships with both the staff and their peers. The nursery is based around a timetable of events and routines which children can enjoy and can quickly become familiar with.



We are particularly passionate about the children enjoying the outdoors and are lucky enough to have a lovely play area and garden area where the children can grow vegetables and participate in many activities.



We offer a wide range of structured and free play experiences and activities, all based on the accepted principal of learning through play and investigation. The day is organised into two curriculum based sessions (am and pm) which provides children with the opportunity to participate, regardless of whether they have a full or part time place.



Our Toddler "Mud Kitchen"

We aim to provide a warm, welcome and friendly atmosphere for all children, their families, friends, staff and visitors. Our curriculum provides learning situations to meet the needs of individual children whilst giving equal opportunity for all. The children are encouraged to respect the feelings, beliefs and cultures of others and activities are planned to acknowledge and celebrate a range of religious and cultural festivals throughout the year. Although our activities have a degree of structure, our approach is flexible and is tailored to suit the needs of each individual child. We also value parent partnerships and encourage parents and carers to be involved in nursery life and social events.

The Early Years Foundation Stage (EYFS)

We follow the Early Years Foundation Stage (EYFS) which is published by the Department for Education, and all children are supported in developing their potential at their own pace as they work towards the Early Learning Goals. Children throughout nursery, by means of appropriate play and activities and a high level of adult input, are offered a curriculum which supports learning in the "Prime Areas" detailed below, which prepares them to progress with confidence and eventually become "school ready".

□ Personal, Social and Emotional Development

Within a nurturing environment children are individually supported in developing confidence and self respect. They are encouraged to work and concentrate independently and also take part in all group activities, sharing and co-operating with other children and adults.

Through activities, conversations and practical example they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also the group, its members and property.

□ Communication and Language

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes.

Children are helped to understand that written symbols carry meaning, to be aware of the purpose of writing and, when they are ready, to use and draw symbols for themselves. A well stocked book corner gives each child the opportunity and encouragement to become familiar with books, to be able to handle them and to be aware of their uses, both for reference and as a source of stories and pictures.

□ Physical Development

A range of equipment and opportunities, both indoors and out, allows children to develop confidence and enjoyment in the use and development of their own body skills. A very high level of adult supervision enables children to safely create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time children are supported in the development of the fine motor skills required to use tools, including pens and pencils and to handle small objects with increasing control and precision.

In addition to the above Prime Areas, children also work towards Early Learning goals in Mathematics, Literacy, Understanding of the World and Expressive Arts and Design, meaning children enjoy a varied and diverse range of activities whilst at Nursery. Alongside these areas, children are also encouraged to develop a wide range of “Characteristics of Learning”, such as problem solving, engagement and developing a “can do” attitude, which will also help them to prepare for school.



Our outdoor writing area

Rooms

The Nursery contains four rooms and children are split appropriately according to their age and ability. We have a baby room, toddler room, and pre school room. In addition there is a soft play room which children of all ages access on a weekly basis and a room for our breakfast, afterschool and holiday club. When children progress through rooms, parents are informed and there is a transition period where children make regular visits up to their new room to meet other children and their new keyworker. We ensure parents are involved in all decision making processes relating to their child where possible.



Our Baby Room



Our garden

Activities

The Nursery staff and children's key workers plan activities based on children's current interests and there is a big emphasis on learning through play. Children have access daily to a wide range of resources which include sand and water, play dough, construction, home and story corners, role play equipment and art and craft materials. In addition they enjoy activities such as baking, walks to feed the ducks, trips to the library and visits from "people who help us" such as dentists and the fire brigade. We celebrate many occasions such as Halloween, Chinese New Year, as well as conducting activities relevant to the environment around us such planting seeds in Spring, or collecting Autumn leaves.

Nursery Staff

The nursery is staffed by qualified, experienced practitioners, who have a wealth of experience in all aspects of nursery care and education. As many children will spend a high proportion of their time with our staff, we are meticulous in our recruitment

methods. In addition to formal qualifications, we take into account practitioners personal qualities and experience in caring for young children. Staff photographs are displayed on the notice board in the reception area for parents.

Meals

We provide a well-balanced tasty menu of fresh, home-cooked food including, morning snacks, cooked lunch & desert and afternoon snack. Our menus are compiled with consideration for a well balanced, healthy diet and children's preferences for particular foods. Meal and snack times are treated as social occasions, where children are encouraged to observe good table manners whilst enjoying their food in the company of their friends and staff. We operate a four week cycle of menus, below is a typical week.

	Morning Snack	Lunch	Afternoon Tea
Monday	Cereal Milk	Chilli and Rice Stewed Apples with Custard	Sausage Roll with Salad Assorted Fresh Fruit Milk
Tuesday	Toast Milk	Roast Chicken with Roast Potatoes, Vegetables & Gravy Fruit Yoghurt	Assorted Sandwiches Mixed Fresh Fruit Milk
Wednesday	Porridge Milk	Vegetable Lasagne Fruit and Ice Cream	Beans on Toast Assorted Fresh Fruit Milk
Thursday	Toast Milk	Cottage Pie with vegetables Fruit Salad	Bagels with Cream Cheese Assorted Fresh Fruit Milk
Friday	Cereal Milk	Baked potatoes with assorted fillings Rice Pudding	Crumpets with Ham Assorted Fresh Fruit Milk

Additional Information

Visits

The Bungalow Day Nursery operates an “open-door” policy, so that parents and children are able to visit at any time, however, if you need to speak with a member of staff or the manager at length or in privacy, we will be happy to arrange a convenient time. Prior to children starting with us we offer “settling in sessions” where you bring your child for a number of short visits so that they can meet the staff and children and familiarise themselves with the nursery setting. We will always do our best to ensure that new children are given all the necessary care, understanding and encouragement to make their settling in period as comfortable as possible.

Key Workers

A Key Worker system is in operation to help maintain continuity of care and development for all children attending the nursery. Each member of staff has their own group of children for whom they have responsibility, this includes settling in, parental liaison and general encouragement, observation, developmental planning and record keeping of individual achievements to ensure that as far as possible the child and parent needs are met. Individual achievement records are kept for each child throughout their time at nursery. These records are available for parents to view at anytime upon request. The folders are presented to the children when they leave nursery and are a lovely keepsake and reminder of their early years and achievements at our nursery.

Sickness and Medication Policy

In the interests of the health of other children attending the nursery, any child suffering from an illness such as vomiting and diarrhoea, should not be brought to the nursery until they have been clear of the symptoms for 48 hours or certified well by their own doctor. Should a child become sick whilst at the nursery, every effort will be made to contact the parents or specified contacts. The Nursery will only administer PRESCRIBED medications whilst children are in Nursery, and they must have been taking it for at least 24 hours prior to coming into Nursery with no adverse reactions. Our sickness and medication policy can be found in our Policies and Procedures which is located in the office.

Clothing/Personal Property

Parents are requested to bring a change of clothes which can be kept in their child's bag on their peg. Clothes and bags should be clearly marked with the child's name. As we encourage outdoor activities whenever possible, we ask that children have suitable clothing such as coat, hat, gloves etc. In the summer, we would ask you to bring along sun cream and will have you sign a permission slip so we can apply it as necessary. Children are asked not to bring personal toys (other than comforters) or items of any value onto the premises as the nursery cannot be held responsible for their safe keeping.

Opening Hours and Payment Information

The Bungalow Day Nursery is open from 7:30am to 6pm, Monday to Friday for 51 weeks of the year. We are closed on Bank Holidays and the period in between Christmas and New Year, however this is included within our fees. Nursery fees are calculated by taking the weekly amount, multiplying it by 51 and dividing it by 12 to give a monthly amount. Fees are due by the end of the first week of the month and are in lieu of the month. We do take most childcare vouchers, please speak to the Manager for more information or to set these up.

Session times: Mornings – 7:30am to 12:30pm Afternoons- 1pm to 6pm

The Bungalow is registered with Ofsted and Tameside Borough Council as an early years childcare provider.

Pre-school education funding for 3 and 4 year olds will be applied for on behalf of all eligible children at the start of each school term. The Nursery also accepts 2 year old funded places.

Cancellation of Nursery Place

Once a nursery place has been offered and accepted, the place is then reserved for your child each week and cannot be given to another child. Unfortunately due to staffing, days/sessions cannot be swapped, although they can be purchased for an additional cost. Should you wish to cancel your child's nursery place for any reason then we require a minimum of four weeks notice of the leaving date.

Above all we are concerned with the happiness of your child. If a parent has any concerns, or wishes to discuss any aspect of the nursery and/or their child's particular needs, please speak to nursery management or a member of staff.

For any further information please contact us on 0161 335 0484 or email enquiries@bungalowdaynursery.co.uk