

Bo Peep's Day Nursery



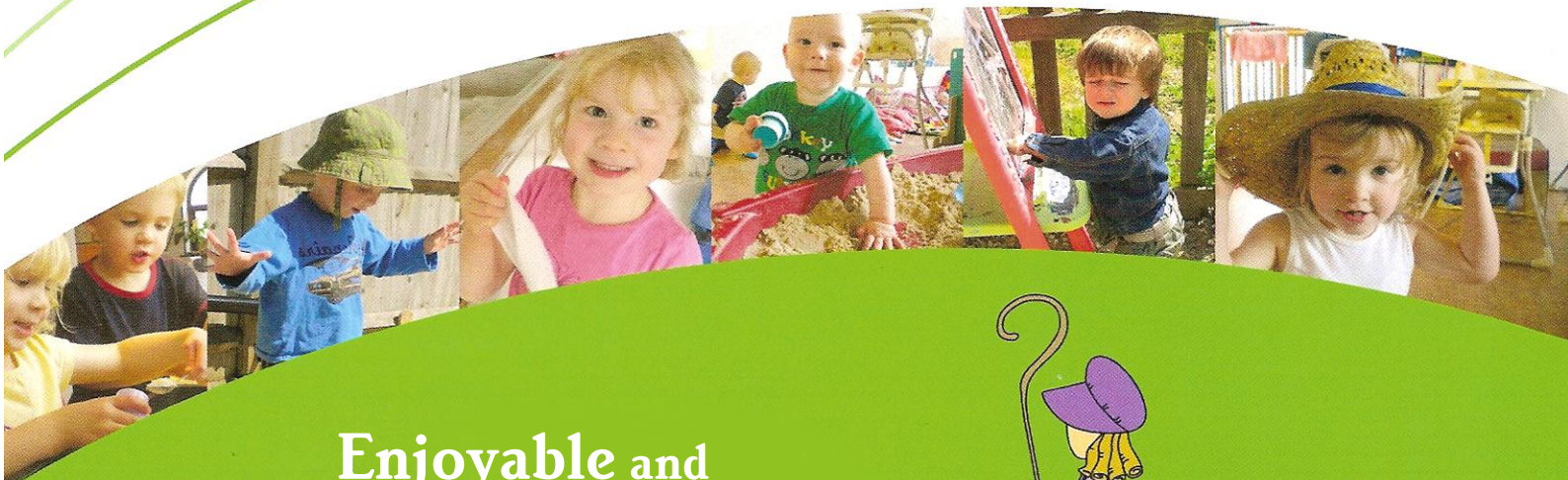
Quality Care
for Happy Children



Bo Peep's Day Nursery

“...we have always been pleased with the level of childcare and support we have received and would like to thank you all for making a difficult decision regarding putting our daughter into nursery a lot easier.”

“Thank you for the care of all three children. I can safely say they have all had the best care and have truly benefited from their time at nursery!”



Enjoyable and
Interesting
Experiences



Bo Peep's Day Nursery

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Introduction

Bo Peep's Day Nursery has been established since 2003. We are accommodated within a tastefully-converted listed building within a conservation area on the edge of Tadley. The nursery has extensive garden facilities surrounded by fields. It is quite common to see a family of deer grazing in full view.

We are registered with OFSTED (Office for Standards in Education) to care for 34 children aged 3 months to 5 years. We are open 51 weeks of the year from 07.30 to 18.00. We are closed on Bank Holidays and from 4 o'clock Christmas Eve until the first working day after the New Year.

We offer both full-time and sessions for babies and children up to the age of 3 years. From the term after your child's third birthday we offer full-time, daily and more flexible hours to allow you to receive your full entitlement of Government grant funding of 15 hours per week for a maximum of 38 weeks per year.

Aims

At Bo Peep's, the quality of care and the happiness of your child is our main concern. We feel that enjoyable and interesting experiences are the key to positive attitudes towards learning, so the emphasis is on learning through fun.

A wide range of toys and resources are available to encourage the children to reach their full potential. Observations of the children are undertaken during their play to enable the staff to plan activities based on their interests and to widen their knowledge.

Our daily activities are based on the 4 themes of "unique child", "positive relationships", "enabling environment" and "physical development", and cover the 6 areas of learning:

1. Personal, social and emotional development
2. Communication, language and literacy
3. Problem solving, reasoning and numeracy
4. Knowledge and understanding of the world
5. Physical development
6. Creative development

By covering these we aim to achieve the following outcomes:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making positive contributions
- Economic well-being

Our aim is to promote a learning environment both indoor and outdoor to give our children the ability to go on the next stage confidently when it is time for them to leave for "big school".

OFSTED report

Our current OFSTED report was carried out on 24th January 2009. The overall outcome was good. The report is available as a [download from the OFSTED website](#) or is available from the office. The next OFSTED inspection is due between 2011 and 2013.

Structure of the nursery

The nursery is divided into two main areas.

0 to 2 years

The baby unit at Bo Peep's is situated upstairs. It is a bright and welcoming room which can be divided into different areas for different activities. We can accommodate 12 babies in the unit. The ratio of staff to babies is 1:3. The staff in the baby unit are qualified and/or experienced and are able to encourage the babies through their early stages of development. Each baby is allocated a "key person" who is responsible for settling the baby in and documenting their development. The routine in the baby unit is adaptable to suit the individual needs of the young baby. Craft or messy play is offered each day – including sand, water, and Playdoh. The toddlers have the opportunity to play outside each day (weather permitting).

Parents are asked to supply nappies and wipes and any creams required. These are kept in a named plastic box supplied by the nursery. Parents are also asked to supply their daily food and milk in named containers. These are stored in named bags in the fridge.

The nursery will supply snacks and drinks for those children over one year old, as well as breakfast (see [meal times](#)).

Prior to your baby starting in the baby unit, you will be offered two or three short sessions. This is normally in the week leading up to their start date. The first is for you and your baby, for you to get to know the staff who will be looking after your baby and to go through their daily routine and likes/dislikes. The second is for approximately two hours and normally over a feed/mealtime. If the senior member of staff feels a third visit would be beneficial, a convenient time will be arranged.

2 to 5 years

Downstairs we have three separate rooms. Children are mixed between the rooms to have access to all activities on offer, although there are times in the day when they are separated into those under 3 years and those over 3 years. This is to allow the older children to have access to smaller toys and to be able to play without the younger children spoiling their games. A wide range of toys, puzzles and games are available and changed regularly. Activities downstairs are based on a weekly theme taken from observations on the children during play. The aim is to develop the children's knowledge by working on things which interest them.

Each age group starts the morning session with "calendar time". This is a group session aimed at developing the children's concentration. With the younger age group it is for a shorter period of time. The children talk about the weather and days of the week. They also discuss the topic and basic counting, shapes and colours. The older children also have topic-related activities which cover the 6 areas of learning (see [aims](#)). They develop concentration and work on their pre-reading and writing skills. This activity is very popular with the older children. The session always ends with a poem or story usually related to the theme.

Calendar time is followed by drinks and a snack. The children choose from water or milk in the morning and water or squash in the afternoon. The children are encouraged to pour their own drinks and they also have the choice of fruit, savoury snacks or biscuits.

Each day a craft or messy activity is offered. During dry weather the main door is open and the children can choose to play on the patio area or inside. To promote continuous learning, toys are brought outside; water or sand is also available – there is a container for digging. There is a large selection of ride-on toys and scooters, and a blackboard is permanently set up. There is guttering fixed to the fence for various activities with balls and cars.

We have a large garden which has been recently updated with the help of a Government grant. The garden is completely fenced-in, with a horses' field at the bottom of the garden. In the garden we have a wooden play house which is reached via a small wooden bridge. The children enjoy re-enacting the story of the Three Billy Goats Gruff. There are also two "Teletubby tunnels" for playing inside or on top of. A new pergola with a seating area offers shade from the sun and a place to sit and spend quiet time. A covered mud pit for construction and digging is situated in the garden, and there is a tyre sandpit with an assortment of sand toys. There is also a selection of climbing frames. A small rocky area is set up for imaginative play – it makes a great dinosaur park!

In addition to the usual daily activities, we have Lynn from [Stretch-n-Grow](#) who comes to the nursery on Monday afternoons to teach exercises to music and talks to the children about how their bodies work and how to keep healthy.

Meal times

Bo Peep's promotes a healthy eating policy.

The nursery offers breakfast to those children who arrive before 08.15 (08.30 for those upstairs). It is usually a choice of cereals or occasionally toast. Snacks and drinks are offered mid-morning and mid-afternoon. Parents supply lunch and tea or teatime snack. Any food which needs to be heated is probed to ensure it has reached a high-enough temperature. A list of foods not suitable for microwaving is available from the office.

For those children who have a long day at nursery, we recommend a hot lunch followed by a cold tea of sandwiches or pasta. For those children who go early, they may only need a snack if they are eating with the family at home.

In the warmer weather, we like to have picnic teas in the garden. We cannot do this if we have food to heat up in the afternoon.

Please do not send in bars of chocolate or sweets; we will not give these to your child as it is unfair on the other children.

As the nursery promotes healthy eating, there is a folder by the register offering a selection of hot and cold recipes. We also have several recipe books for you to look at or borrow.

On Friday afternoons, the nursery supplies tea for children aged over 1 year old – the menu is displayed on the front door.

Some parents like to bring in sweets or chocolates for the other children when it is their child's birthday. These should be handed to a member of staff who will place them by the register for the parents to take if they wish. A birthday cake is sometimes a better option as most children can have this and we are able to light candles and sing Happy Birthday.

The nursery normally covers the topic of healthy eating each term, and a food tasting session is provided.

Joining the nursery

If you would like to join Bo Peep's you will need to telephone the nursery (0118 9810805) or call in for application pack. We like to show all prospective parents around the nursery before they register for a place for their child. This is to ensure that our nursery is the right place for the parent and the child, and that we provide the type of care provided.

To apply, you must return the application for with a non-returnable registration fee of £30.00. Hours, sessions and availability will be discussed at this time.

Once a start date has been confirmed, we will book in several pre-visits for your child. These are flexible, free of charge and dependent on the needs of the child to help them settle into the nursery more easily.

Usually on the first visit we will ask you to stay for approximately one hour. This is especially important with the babies as it will give you a chance to talk with the staff who will be caring for your baby, and the opportunity to discuss routines such as feeding and sleep patterns.

The second visit is normally for two hours, and we ask that you leave your child after saying goodbye. We can assure that if the child becomes fretful during this time (and they cannot be distracted), we will telephone you to collect them earlier and will arrange another short visit for the following day. Some children or babies require a third session. If so, a suitable convenient time will be arranged with the senior member of staff.

Parents need to supply:

- Clearly-labelled bottles, containers and clothes
- 0-12 months
 - Nappies, wipes and creams
 - Change of clothes
 - Bottles and food
 - Any comforters
 - Sun hat, to be kept at nursery (summer)
 - Warm outdoor wear, *e.g.* hat and gloves (winter)
 - Wellington boots and indoor slippers (for toddlers)
- 12 months-5 years
 - Please provide a full nutritional packed lunch. Please do not include peanut butter or eggs as we may have children with allergies
 - Nappies and creams
 - Indoor shoes *e.g.* plimsolls or slippers
 - Wellington boots
 - Change of clothes (more if potty training)
 - Sun hat, to be kept at nursery (summer)
 - Warm outdoor wear *e.g.* coat, hat and gloves (winter)
 - Comforter for sleep time

We encourage children to bring in books (named please) for story time, and anything of interest (especially topic-related) from home. Please discourage your child from bringing in other toys as they may get lost or damaged.

The nursery will supply sun cream for a small charge (2009-10 charge was £1) unless you would prefer to supply your own.

The nursery supplies each child with a bag for their spare clothes and a box (if required) for their nappies or creams.

Terms and Conditions

Once a start date has been agreed between the nursery and the parent/carer, four weeks' notice must be given in writing to cancel or alter these arrangements.

All nursery fees are paid monthly in advance. The fees are calculated on the number of days or sessions in the following month. **Sessions and days are not interchangeable.** Extra sessions may be booked in advance if we have availability.

Prompt payment is appreciated. Any costs incurred by the nursery for cheques not honoured by the bank will be passed on to the client.

The nursery accepts payment vouchers but please be aware that they take up to 5 working days to clear. These should be presented when receiving the invoice to ensure they have enough time to clear.

A copy of the nursery's [Late Payment Policy](#) is included in the application pack

There is a late collection fee of £15.00 per 15 minutes for any parents failing to collect their child by 18.00.

Normal fees apply:

- In the event of the child's absence due to holidays or sickness
- Bank Holidays
- The Christmas closure period (one week ½ fees are deducted from the January invoice if normal fees are paid in full by 1st December)
- The unavoidable closure for the odd day caused by adverse weather conditions (please refer to the separate policy in the Policy and Procedure booklet)

In all the above cases, the nursery will have the same overheads.

A 10% discount is offered on the eldest child when two children of the same family attend the nursery for a minimum of three full days. Special rates for larger families can be arranged.

Late Payment Policy

- On joining the nursery and agreeing to our [Terms and Conditions](#), you are accepting that payment is due on the 1st day of each month. The invoice is sent out each month seven days prior to this.
- Payment can be made by cash, cheque or bank transfer (nursery bank details are available on request)
- Company vouchers must be submitted 5 working days prior to the first day of the month
- The nursery allows until the 6th day of the month for payments to be made
- When applicable, the office manager will telephone to remind parents that the payment has not been made
- If payment has not been received by the 6th day of the month, a penalty charge of £30.00 will be added to the next invoice

If you have difficulties making your payment on time, please speak to Debby (nursery manager) or Diane (office manager) before you receive a penalty charge.

Bo Peep's Day Nursery

“...has loved his time at Bo-Peep's and will miss you all. He has had a great start in his learning years and made some great friends.”

“...a very friendly welcoming environment and we would definitely recommend it to anyone looking for safe, nurturing environment in which to put their children into.”



Learning
through Fun



Bo Peep's Day Nursery

Open:

07.30 – 18.00

Monday – Friday

51 weeks a year



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