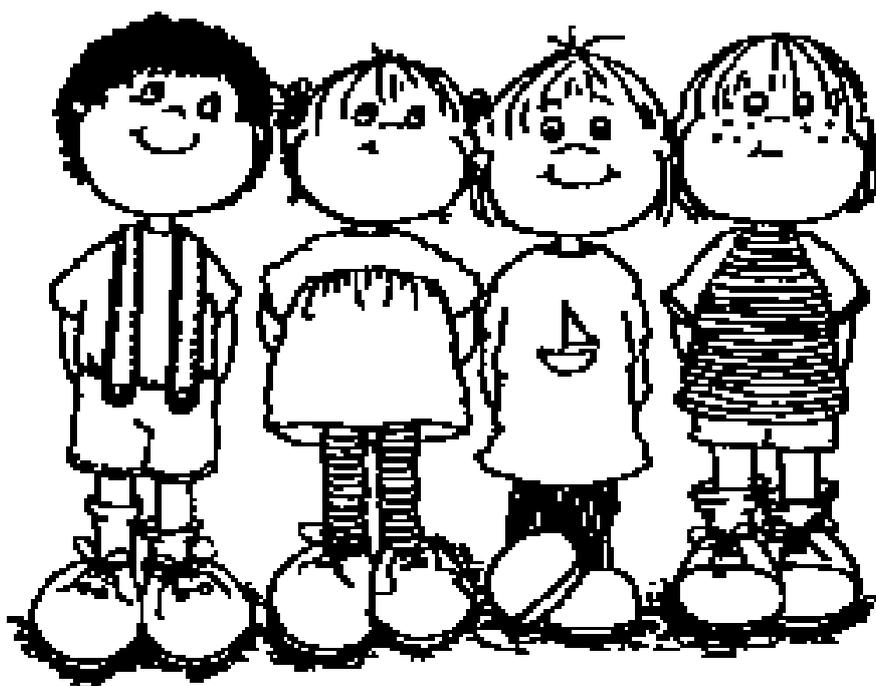


Manor Green Day Nursery

Information for parents



Where being small makes a big difference!

Welcome

Manor Green Day Nursery is situated in Haughton Green close to Manor Green Primary School.

At Manor Green we believe it is important that the children in our care are guaranteed a happy and secure environment. They will also be able to enjoy learning through play and to develop to their fullest potential.

Our aim is to provide a service, which satisfies the children's, staff's and parents needs, by keeping them well motivated and enthusiastic.

Manager & Senior Nursery Employees

Emma Ankers	Manager Nursery Nurse	BTEC National Diploma
Ceri Forth	Nursery Nurse Deputy Manager	NVQ Level 3
Patricia Light	Nursery Nurse Team Leader	NNEB
Kaleigh Hurley	Nursery Nurse Team Leader	NVQ Level 3
Jenny Hannan	Nursery Nurse Nursery Senco	BTEC National Diploma
Nadia Zamir	Nursery Nurse	NVQ Level 3
Katie Jones	Care Assistant	Teaching assistant level 3, currently studying NVQ Level 3
Nicola Edwards	cook	NNEB, Food Hygiene
Kayleigh Hardy	Cleaner	

Over half of the staff have undertaken appropriate first aid training and hold a current first aid certificate.

All of our staff are committed to further developing their understanding and knowledge and attend regular training sessions.

Staff involvement

The staff team work together in order to provide a secure and stimulating environment within the nursery. Everyone is dedicated to developing creative and imaginative ways of supporting your child, promoting their development in all areas and offering the highest standard of care possible. This will enable your child to develop a lively and inquisitive mind, gain confidence and independence and begin their education while having fun and making friends.

Times and Opening hours

The hours of nursery are:

The nursery is open between the hours of 7.30am and 6.00pm from Monday to Friday. Wrap around care is available for children who attend Manor Green Nursery School. These places are limited on a first come first served basis. Wrap around is available until children reach the end of reception.

Nursery Sessions

Full Day:	7.30am until 6.00pm
Morning place:	7.30am until 1.00pm
Afternoon place:	1.00pm until 6.00pm
School Day:	9.00am until 3.30pm
Wrap Around:	Before and after nursery
Wrap Around:	12.30pm until 3.30pm

Any child not collected after 6.00 pm will incur a charge of £10.00 for this period, after 6.30 pm – further charges will be incurred at the rate of £5.00 every five minutes. Abuse of this service or continual non-payment will result in the service being withdrawn for your child.

Payment/ Fees

Nursery fees are payable either on a weekly or monthly basis. Cash, cheques and direct debit/standing order are all accepted. Nursery vouchers are also accepted. Fees should be paid in advance on the first day of each month/week.

Nursery Fees

- £152.50- Full time place
- £35.00 - Full day
- £23.00 - AM session
- £21.00 - PM session
- £26.50 - School day
- £ 6.00 - Breakfast Club
- £10.50 - After School Club
- £5.00 Additional hours

Children attending Manor Green Day Nursery will be entitled to a reduction to fees once they are eligible for Nursery Education Grants. These are payable for children the term after they turn three and entitle them to fifteen hours of free nursery care (term time only). More details are available on request.

Fees not being paid may result in your child's place at nursery being withdrawn and you will be required to remove them from the nursery immediately, without four weeks' notice being given.

Absences from Nursery

If your child will not be attending nursery on a day they usually would please notify us on your child's last attending day. If the reason for the absence is illness please telephone nursery before 10am to let us know your child will not be attending and when you expect they will be well enough to return.

Nursery Contact Details

Manor Green Day Nursery
Heanor Avenue
Denton
Manchester
M34 7WU

Telephone Number:
0161 3209330

E-mail: manorgreen@plo-nurseries.co.uk

Deposit and intent to leave

Before you take up a place at Manor Green Day Nursery a deposit of one week's fee's is required to reserve a place. This is non-refundable.

FOUR weeks written notice is required if your child is to leave the nursery and notice of one week is required to change your child's regular days unless a flexible agreement has been reached prior to the change to accommodate parents who work on shifts..

Menu

We provide children with a breakfast, a full cooked lunch and an afternoon snack, depending on their hours of attendance.

Breakfast- Choice of cereal and toast, milk and water to drink

Lunch- A cooked meal, freshly prepared on site, dessert and juice or water to drink

Afternoon Snack- A light snack i.e. sandwiches, cheese on crackers, beans on toast etc with a selection of fruit and water or milk to drink

We currently hold a gold healthy eating award which ensures our menus are of a high standard. The menus are on a four week rotation and consist of a variety of meals. We regularly review and change our menus where necessary. We are committed to providing healthy, low sugar foods for the children in our care.

We can cater to all dietary requirements, providing vegetarian alternatives or providing foods suitable for a child with an allergy. Please feel free to ask if your child would require a special diet and we will take every step necessary to provide it for them.

Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) was put into place in September 2008, replacing Birth-to-three and the Foundation Curriculum. It is a single framework which covers a child from birth until the end of their reception year at primary school and is used by all Early Years Providers across the country. It is split into overlapping age brackets which reflects the different rates that children learn and develop at. These are: birth-11 months, 8-20 Months, 16-26 Months, 22-36 Months, 30-50 Months and 40-60+ months.

The EYFS was devised to ensure that all children get the best possible start in life and support to fulfil their potential. It is recognised that a child's early years experiences have a major impact on their future life chances and a happy childhood provides the foundation for children to make the most of their abilities and talents as they grow up. The EYFS is the framework which helps all providers to provide this.

The EYFS is organised into four distinct but complementary themes. These are:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

Effective practice in the EYFS is built on these four themes and this approach ensures that it meets and reflects every child's right to grow

up safe, healthy, enjoying and achieving, making a positive contribution and with economic well-being.

The EYFS sets standards to enable early year's providers to reflect the rich and personalised experience that many parents give their child at home. Practitioners strive to deliver individualised learning, development and care which enhances the development of children in their care and gives those children the best possible start in life.

Implementing the EYFS at Manor Green Day Nursery

At Manor Green Day Nursery we are committed to ensuring that we fully meet all of the requirements and guidelines set out in the EYFS. Our nursery is open plan and consists of two areas under two's and two to fives.

As stated in the EYFS all children will have a key person this will be their main carer during their time with us. You will get to meet this person on your child's first visit.

At the nursery we have a SENCO which is the person who will work in partnership with parents, Key persons and a range of other agencies to enable children with additional needs to make progress.

Regular observations are carried out on all children, which help us to monitor their progress, identify their interests and give us a starting place for planning. Planning is carried out to ensure that the children's development is progressed and the children are being stimulated and any specific areas of focus can be identified and necessary steps can be taken.

We recognise that you, as parents are the most knowledgeable about your child. We appreciate the extra insight you can provide. The EYFS is about children as a whole, not just while they are at nursery. Please tell us about things your child has done, and is interested in, so we can include it in the assessment, observation and planning process.

We are open to you at any time to discuss your child, whether this is an informal or a more structured chat. Your child's Key Person/Room leader is there to discuss your child's achievements or any concerns

you may have. Parents are invited to look at, comment on and contribute to all observations and assessments carried out on their child, and these are available for you to look at, any time.

Just ask!!

Working in partnership

We work in partnership with Manor Green School and Haughton Green Children's Centre.

Outdoor Play

The EYFS puts an even greater focus on the importance of outdoor play for children, of all ages. We have free flowing continuous access to outdoors for all our children, our outdoor environment mirrors the indoors and is an integral part of the EYFS curriculum. We are continually improving the outdoor provision we have to offer to ensure your child receives the best education during their time with us.

While your child is at nursery they **will** have periods of time outside, irrespective of the weather. Outdoor play is important. A range of activities will be planned to link to and extend knowledge which is being explored indoors. It allows children to develop skills that are not always safe to do inside, and we provide opportunities to run, climb, dig, balance and throw.

Clothing

To make it possible for the children to fully access the outdoors we request that all parents provide their child with a waterproof coat. A season appropriate hat is also required. In addition to this children can bring scarves and gloves in winter. A few parents have also opted to provide full waterproof suits for their children, which are useful, but not essential.

Please make sure that all items of clothing etc are clearly labelled with your child's name before they are brought into nursery. We accept no liability for lost or damaged items.

In the summer parents/careers must provide sun cream for their child. Cream should be applied to your child's skin, everywhere, before they are brought to nursery. Staff will then reapply sun cream to exposed areas throughout the day.

You will find consent for this with the application form, which must be completed. Consent will also be renewed on a yearly basis. More details on this will be provided at the time.

Policies within the setting

We have various detailed policies at the nursery and these are available at all times for parents to look at. When your child attends nursery on visits you will be made aware of some of the key policies.

Complaints Procedure

Any parent who has a concern or is not satisfied with any aspect of the nursery or staff can talk to Abi Koser, Proprietor, or Emma Ankers, Manager. Phone calls should be backed up in writing.

The matter will then be investigated and a response given to the parent within ten working days. The response will be clarified in writing and a copy of the complaint letter and response will be filed for future reference.

If a parent does not wish to complain to the nursery, any issues can be raised with OFSTED.

OFSTED Contact Details:

Ofsted Early Years Team

Royal Exchange Buildings

3rd Floor

St Anne's Square

M2 7LA

08456404040

