

**Wolfson College Day Nursery Handbook 2019/2020**



Welcome to Wolfson College Day Nursery. We hope that this is the start of a positive and enriching time for you and your family.

**Our Aims and Objectives**

The Nursery believes in creating a **'home away from home'** for children and families. We believe that by providing children with an environment where they feel safe, secure and supported they will be confident enough to explore the world around them and learn naturally through this exploration. We acknowledge the importance of children, parents and educators as partners in a learning community that promotes the wellbeing, education and development of all children. We encourage family and parent participation and believe this is a key part of running a successful childcare program. Play is an important part of a child's development. Through play children learn about the world around them and it is, therefore, important to understand how valuable toys and play are in the development of the child.

By adopting the key-person system, we ensure consistency of care for the child and a two-way partnership between parents and carer to establish close links between home and nursery.

Oxfordshire provides a choice of day care nurseries, but few can offer an environment nestled between Summertown and the city centre, in the heart of a peaceful College environment.

The day nursery provides:

- a relaxed, safe and stimulating atmosphere;
- an encouraging, consistent and positive attitude towards all children;
- a welcome for children of all abilities and from all social and ethnic backgrounds;
- a recognition that children have individual needs and may therefore develop at different rates;
- freedom from stereotyping of any kind

We have two rooms, 'Oaks' and 'Acorns'. Our younger room, Acorns, takes 12 children from aged 6 weeks to two and a half years and our Oaks room takes 16 children from two and a half until school age. This relies on the age and stage of each child; we like to ensure the children are confident and ready to transition up from Acorns to Oaks before they make the move. Our ratios for adult to children comply

with Ofsted requirements; one adult for every three children under two, one adult for every four children aged two to three and one adult for every eight children over four.

The Nursery prides itself on being self-reflective and working alongside educators and parents to create a 'Continuous Improvement Plan', which is always available on the nursery website and within the nursery. This plan is reviewed quarterly and updated where applicable. It allows the nursery practices to stay relevant and develop to coincide with industry developments and any regulation or legislation changes.

The nursery policies are annually reviewed and updated accordingly. There is a copy of all nursery policies on the Wolfson College Day Nursery website and a hard copy can be made available to parents upon request.

Our last Ofsted inspection was on the 26<sup>th</sup> October 2018 in which we achieved a 'Good' in all four areas which we were ecstatic about. We are now striving towards reaching the 'Outstanding' mark. For the latest Ofsted Report, please follow link; <https://reports.ofsted.gov.uk/provider/16/134014>

Effectiveness of leadership and management	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcomes for children	Good

### The Facilities

The nursery has two main rooms with changing facilities, small toilets and a kitchen area in each. We have a sleep/rest room in both rooms, where the children can go to sleep and rest. We have a 'covered garden', which is a large outdoor space, covered by a roof so that the area can be enjoyed in all weather. This garden promotes the seven areas of EYFS learning, which we link into our planned activities. These activities are changed weekly/fortnightly depending on the interest of the children. We also have a 'Muddy garden', which we make use of daily (even in the wet weather!). This area has a sand pit, a digging patch with a mud kitchen, a wooden play house to promote role play and a sensory herb garden. The outdoor area enhances and promotes the children's learning and development and offers the children the freedom to explore.



We are also very lucky to have the beautiful college grounds to go out and explore in, which we do so minimum 3 times per week. Over time we have been on 'bear hunts', taken the college dog for walks,

had picnics in the Bishop’s Garden and enjoyed a little stop at the café for a biscuit and a ‘babyccino’, to name but a few of the wonderful facilities at our disposal.

We like to get out in all weathers as we believe there is no such thing as bad weather just inappropriate clothes. Therefore, we ask parents to bring in all kinds of protective clothing such as; waterproofs, hats, scarves, gloves and wellies in the Winter and then a sunhat (preferably legionnaire’s type) and a child safe sun cream for Summer.

### Meals at Wolfson College Day Nursery

For mealtimes at Wolfson College Day Nursery, the college supplies a snack in the morning, a substantial hot lunch and a homemade tea made by educators and children in the evening. All of our foods are made fresh to have a nutritional value ensuring that as little salt, sugar and additives as possible are used. This

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Morning snack</b> (Served between 9.30am and 10am)	Apple and Banana served w/ milk	Plum and Orange served w/ milk	Kiwi and Toast served w/ milk	Banana and Orange served w/ milk	Apple and Rice Cake served w/ milk
<b>Lunch</b> (Served between 11.30am and 12pm)	Lamb Lasagne W/ Salad	Roast Pork, Roast Potatoes, Veg & Gravy	Baked Potatoes W/Mixture of Fillings	Chicken Pie W/ Veg	Salmon, Potatoes & Peas
	<u>Vegetarian Option</u> Vegetable Lasagne W/ Salad	<u>Vegetarian Option</u> Quorn Fillet, Roast Potatoes, Veg & Gravy	<u>Vegetarian Option</u> As Above	<u>Vegetarian Option</u> Vegetable Gratin W/ Veg	<u>Vegetarian Option</u> Vegetable Bake, Potatoes & Peas
<b>Pudding</b> (Served after lunch)	Stewed Apple & Custard	Fruit Salad	Fresh Strawberries W/ Greek Yogurt	Rice Pudding	Fresh Fruit Platter
<b>Afternoon Tea</b> (Served between 3pm and 3.30pm)	Homemade Hummus W/ Carrot Sticks served w/ milk	Mixture of Raw Vegetable Sticks served w/ milk	Scrambled Egg on Toast served w/ milk	Homemade Cheese Scones served w/ milk	Porridge served w/ milk

price of meals is included in the fees. Children with allergies or special dietary requirements are welcomed. Below is an example of our weekly menu in the nursery;

### Our Educators

The educators at Wolfson College Day Nursery are all fully qualified or are currently training towards a qualification. We also ensure all our educators have DBS clearance checks and have been recruited under ‘Safer Recruitment’ guidelines.

We are aware of the importance of training and all our educators have completed the following:

- Generalist Safeguarding
- Paediatric First Aid
- Prevent Duty
- FGM (Female Genital Mutilation)

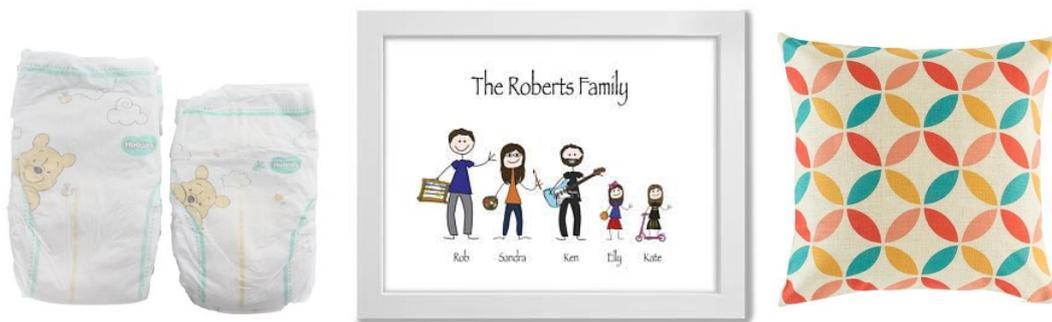
The Wolfson College Day Nursery are proud to be part of 'Millie's Mark', which is an award that ensures 100% of educators are First Aid trained. It acknowledges that the children's safety is at the top of our list while in our care and it gives great reassurance to parents that we will be able to act quickly and professionally in the case of a first aid emergency.

All educators have an individual training plan that is reviewed bi-monthly as our educators are encouraged and supported to attend any other professional development which they feel will benefit them within their role.

To learn more about our educators, please visit;

<https://www.daynurseries.co.uk/daynursery.cfm/searchazref/50001055WOLA>

## What to Bring



Below is a list of the items we ask parents to send in for their child:

- **Nappies.** We are happy to store large packs at the nursery. Also nappy cream for your child in case of a rash. If your child has particularly sensitive skin and you would like them to have their own wipes for nappy changes, please send these in also.
- **Calpol (or similar).** We never administer medication before first obtaining consent from a parent or authorised emergency contact. Due to health and safety reasons, we only accept sachets, **NOT** bottled medication.
- **Spare clothes.** As our child will inevitably get messy while at the nursery, we require LOTS of spare clothes. This includes multiple pairs of socks, underwear, trousers, t-shirts and jumpers.
- **Indoor shoes.** All children and staff must have indoor shoes that are only to be worn while inside the nursery building, to prevent the spread of germs for the younger babies.
- **Outdoor shoes/ wellington boots.** As the children will be outdoors daily, it is essential that they have appropriate footwear for the season.
- **Rain coats/ waterproof overalls.** During the colder months, we ask that all children have their own warm, waterproof gear for outdoor exploration. Overalls are preferred, especially for the younger ages.
- **Sun hats and cream.** During the warmer months, we ask that all children wear appropriate clothing to stay cool, while also staying covered. Sun hats are compulsory for outdoor play in the warmer months and all children must have their own sun cream that is left in the nursery.
- **Family Photo.** As our aim is to create a 'Home Away from Home' atmosphere for the children, we ask parents to supply a family photo for us to display within the nursery. This can be a great way of supporting a child when they are transitioning into the nursery environment or if they go through a phase of separation anxiety.
- **Comforter to sleep with if needed.** Our goal is to make the children feel as comfortable and secure as possible. Some children might need a dummy, blanket or teddy from home to help comfort them at sleep times and we welcome this to be brought to the nursery. When a young

baby is transitioning into nursery, a scarf or item with their parent's scent on can support the child to feel safe.

- **Formula milk or breast milk (if required) and 2 milk bottles.** For children who have not yet moved to cows milk, we ask parents to provide the milk that they would like their child to be given while at nursery.
- **Cushion.** Each child is encouraged to have their own cushion to sit on for 'circle times'. This supports a child's independence skills, while also providing another 'piece of home' to the environment.
- **A water bottle (non-spill cup for babies).** Having their own water bottle in the room will encourage further independence and promotes healthy living as the children will generally want to drink more water when using their own cup/bottle from home.
- **A pillow case.** The further promote the children's independence skills, the educators encourage the children to undress themselves before sleep times and put away their clothes. The pillow case is their own 'storage bag' for these clothes while they sleep.

## Enrolment and Fees

Nursery Fees August 2019- July 2020;

Wolfson Members (Parents Only)	Non Wolfson Members	Occasional Half Day (Internal Families ONLY)	Non-refundable Enrolment Fee
Full time care- £48.12 per day Part time care- £55.33 per day	Full time care- £55.33 per day Part time care- £63.63 per day	Morning or Afternoon Session- £31.81	£100 (includes nursery sun hat and backpack)

The fees quoted are the current fees at the time of enquiry but are subject to change with four weeks' notice.

Students and members of Wolfson College take priority on the waiting list. After this, priority is given to members of other Colleges, followed by members of the University. Only parents of the child requiring a place can have their membership status considered for priority, no other relative's status can be taken into consideration when determining a child's place on our waitlist or charge for their fees.

Priority is also given to full time places (5 full days). Please note, there is a 15% supplement for part-time places (Anything less than 5 full days per week).

At Wolfson College Day Nursery, the children who attend must be booked in to care a minimum of 2 days per week. This is put into place to ensure children are settled in and assists our early childhood professionals in providing quality care and planning for your child.

When a position at the nursery becomes available, if you are on the waitlist you will be contacted. Upon accepting a place at Wolfson College Day Nursery, you will be required to fill out a detailed enrolment form and pay a non-refundable enrolment fee. The enrolment fee secures the place for your child and you will also receive a bag and hat (legionnaire's type) with our day nursery printed logo on. Your child's enrolment will not be processed until the enrolment form and fee have been received.

When a place has been offered and accepted, settling in sessions will be made available prior to the start date. A copy of the settling in policy, and any other nursery policies, are available on request, or on the nursery website. Fees will not be charged for the settling in sessions.

The Nursery is closed in line with the College at Christmas and Easter and for the last two weeks in August, which will include the August bank holiday. Fees are not charged for Nursery closures or Bank Holidays. The Nursery is closed for all UK bank holidays. You may choose to take family holidays at other times but the Nursery does not permit you to sell or give your child's place to other parents. The allocation of places within the Nursery can only be decided and authorised by the Day Nursery Manager. Fees remain payable for any periods taken as family holiday or if a child does not attend due to sickness. Refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staff costs are incurred whether your child attends or not.

You must notify the Day Nursery as soon as possible of any dates when you know your child will not be in the Nursery, this includes a phone call on the morning of an absence due to illness.

#### Early Years Funding:

The Nursery participates in the government-funded scheme to provide subsidised nursery places. The qualifying age for this is usually the term after a child's third birthday. The scheme allows parents access to 15 free hours of childcare over 38 weeks per year. The Early Years Funding entitlement is applied to your monthly statements, prior to being sent out. The nursery participates in the 15-hour universal funding scheme but does not participate in the 30-hour funding scheme. Full details of the scheme can be obtained from: <https://www.oxfordshire.gov.uk/residents/children-education-and-families/early-years-education/free-education-3-4-year>

#### Voucher Schemes:

The College is happy to consider the various voucher schemes which exist to help parents with the costs of childcare. When considering joining a scheme, parents should obtain (and complete where necessary) all the paperwork and pass this to the Day Nursery Manager. It remains the responsibility of the parent(s) to ensure that nursery fees are paid in full by the due dates. The nursery is also a registered provider of the government Tax Free Childcare scheme. More details can be found at; <https://www.gov.uk/tax-free-childcare>

#### University Salary Sacrifice Scheme:

This is a scheme available to employees of Oxford University. Full details are available from the University website <http://www.admin.ox.ac.uk/childcare/salariesacrificescheme/>

**Further information on the Wolfson College Day Nursery can be found at;**

<https://www.wolfson.ox.ac.uk/nursery>

<https://www.daynurseries.co.uk/daynursery.cfm/searchazref/50001055WOLA>

We hope you enjoy your time at Wolfson College Day Nursery and embrace our 'Home Away From Home'.