



OAK COTTAGE

Nursery c.i.c

Warren Road, Woodingdean, BN2 6DA

Telephone 01273 680541

admin@oakcottenursery.org

www.oakcottenursery.org



About Us

Established in 1963, Oak Cottage Nursery C.I.C has provided quality care for generations of local children. Today the nursery is a modern friendly place caring for a maximum of 55 children per session between the ages of 9 months-5 years old. We provide outstanding pre-school education at one of the best value for money prices in the city.

Oak Cottage Nursery is based in a spacious detached two storey building, in Woodingdean, Brighton. Children have free flow access to an open plan environment on two floors. The nursery is well equipped with natural and open-ended resources, providing children with opportunities to experience their world using all of their senses. Children learn through active play indoors and out through purposeful experiences taking into account their current needs and interests. The large south facing garden provides an abundance of opportunity for exploration and risk taking in a safe yet challenging enclosed environment. Our popular outside play facilities include a climbing frame, wooden pirate ship, walk-in sand pit, large scale construction area, sensory garden, soil and fire pit and play house.

Oak Cottage Nursery is a community interest company with incorporated business status. We are run not for profit and our focus is to provide outstanding childcare for the local community.

Our Vision

We aim to provide the community with a friendly, fun environment where children learn through exploration according to their individual needs in a welcoming and respectful environment. We are dedicated to supporting each and every family to give children the best start in life through parental involvement and inclusive practice. We aim to give children opportunities to learn through active and creative experiences indoors and out to develop emotionally and socially, flourishing in all areas of their development.

Ofsted

Oak Cottage Nursery is registered with the Governments official standards body OFSTED. We are extremely proud of achieving three Outstanding Ofsted grades consecutively (2007,2009 & 2015), reflecting our commitment, dedication and passion for continuous improvement. For the full Ofsted report please go to www.ofsted.gov.uk.

Early Years Foundation Stage

The Early Years Stage framework (EYFS) sets the standards for children's learning, development and care. It is mandatory in all OFSTED registered provision from birth to the end of the academic year in which a child turns five. The framework aims to ensure all children make progress in their learning and development and are healthy and safe. The EYFS places emphasis on strong partnerships with parents and carers and celebrates children as individuals.

The EYFS framework is based on four Themes and Principles – **a Unique Child + positive relationships + enabling environments = Learning and Development for children.**

Included within these principles are **characteristics of effective teaching and learning**, which focuses on *how* children learn and develop - **playing and exploring, active learning and creating and thinking critically.**

The EYFS recognises that all areas of learning and development are interconnected but places emphasis on three prime areas **Personal, Social and Emotional development, Physical**

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development and Communication and language. When children are secure in these areas other skills and knowledge develop - **Literacy, Maths, Understanding the world and Expressive arts and design.**

Experiences for children at Oak Cottage are based on continuous observations and assessments. We provide a balance of child led and adult led activities, resources and challenges that are skilfully provided by our experienced practitioners. We take into account children's current needs, interests and next steps and consider 'the voice' of the child in conjunction with their family as we work together to prepare the child for the next stage of learning.

For more information on the EYFS and how this affects your child at Oak Cottage Nursery, please ask to see a copy of our EYFS pack or visit www.foundationyears.org.uk

Admissions

As a thriving nursery we operate a waiting list system. If you would like a place at our nursery, please ask for an application form and return the completed document to manager Gemma Bonwick as soon as possible. A £25 enrolment fee is payable when submitting your child's application form (excluding children receiving funding).

Life at Oak Cottage

Key person and settling in

When your child starts at Oak Cottage they will be assigned a member of staff who will become their key person. The role of the key person is to help your child become familiar with the setting and help you and your child feel safe, secure and welcome. Your child's key person will be responsible for ensuring that your child's care is personal to their individual needs and share information with you.

Your child will be allocated a key person before they start at the setting taking into account the sessions they attend and the needs and wishes of both you and your child. (From time to time for various reasons the key person may need to be changed. Consultation with you will always take place in this circumstance).

We are flexible in our approach and strive to develop a relationship where information is shared in order to deliver a personalised and appropriate plan for your child's wellbeing, care and development. There will be opportunities to come in and spend some time together at nursery during 'stay and play' sessions to become familiar with staff and the setting. These sessions can be extended if needed.

It is normal for it to take time for some young children to settle. We recognise that this may be a distressing time for both the child and parents and will work on a settling programme that meets your individual needs. We have strategies for settling that include:

- Extended free 'stay and play'/settling sessions
- Staggered sessions
- Early collection times
- Individual photo books/wallets with pictures of your child key person to talk about at home
- Comforters/toys/photos from home
- Individual visual timetables
- Home visits offered to every child

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Things you need to bring to nursery:

- Nappies and wipes (if needed)
- A change of clothes
- Packed lunch (if needed)
- Wellies/wet weather gear (can be left at nursery)

Children Under 2 Years

Our younger children are welcomed into their base room at the beginning of the session by their keyperson. Here they are able to explore their surroundings in a secure and familiar environment and have opportunities to interact with the world around them through active, sensory and exploratory play. Used flexibly during the day, our younger children have periods of time together and in mixed age groups with the over 2's, providing them with opportunities to learn and develop with their peers downstairs.

Children can enjoy a variety of learning experiences taking into account the holistic nature of learning and development at this age including active, sensory and exploratory play – much of which is floor based. The younger children follow a structured yet flexible routine, taking into account their natural rhythm of active and resting times. Children are able to sleep in cots or on beds and have individual bedding and comforter/soothers made available to them. Children have access to the garden every session

Daily Routines

Example of a nursery session at Oak Cottage. Morning and afternoon sessions follow a similar routine. Times are approximate and flexible:

8am Early session breakfast provided for children during this session

9.00am Welcome/Base Rooms

Children have free flow access to experiences on offer

9.30am Hello/circle time – younger children snack

Children come together for a group welcome

9.45am Free flow/Garden/Snack

Children access activities inside and out, in all weathers. Children can access the snack table throughout this period.

11.30am Songs/Rhymes/Music and Dance

11.50am Lunch

Afternoon session follows a similar routine

4.00pm-5.30pm late session dinner provided for children during this session

Our Staff

We are extremely proud of our dedicated, hardworking and experienced staff team. Oak Cottage Nursery is a graduate led setting. Nursery Manager/Director, Gemma Bonwick (Bachelor of Arts Degree- Professional studies in Learning and Development – Brighton University) and Deputy Manager, Mairi Law (Foundation Degree in Early Years Care and Education- Brighton University) are extremely committed and passionate about their role in creating positive early years experiences for each and every child and family. They are supported by Stacey Durrant, Business Manager/Director, two supervisors and a SENDCO on each floor. The senior staff currently lead a team of 15, most of whom have a relevant childcare qualification. All staff are encouraged to undertake continuous professional development.

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Paying for childcare

15 hours free childcare - early years grant

Oak Cottage Nursery is registered to receive nursery education funding for 48 weeks of the year which will equate to 12 hours a week, or 15 hours a week for 38 weeks a year (term time only). All families with 3 and 4 year old children are entitled to this funding the term after their third birthday (you will receive a funding form to complete from the nursery to claim these hours). If you decide to take additional hours these will be invoiced to you. Free hours can be claimed Monday-Friday 1-4pm.

30 hours free childcare

Oak Cottage Nursery offers 30 hours free childcare for eligible families term time only or 24 hours a week over 48 weeks. If you are eligible for 30 hour funding this will start the term after your child turns 3. (Funding must be claimed before the cut off dates of 31st Dec, 31st March and 31st August to be used for the following term). To find out if you are eligible please visit <https://www.childcarechoices.gov.uk/providers/> or call the helpline on 0300 1234097. Please call us to discuss how you may use these free hours.

2 Year old funding

2 Year old funding is available for eligible families. To find out if your child is eligible for 15 hours free nursery education please contact the Family Information Service 01273 293545 or online at www.brighton-hove.gov.uk/fis. Free hours can be claimed Monday-Friday 1-4pm

Tax free childcare

Tax free childcare is available for working families, including self-employed, with children born on or after 15th January 2009, with children under 12 (17 if disabled). Visit childcare choices for more info.

Opening times and fees

Oak Cottage Nursery is open from 8.00am to 5.30pm Monday to Friday for 50 weeks a year. We will be closed for 2 weeks at Christmas. The nursery does not open on Bank Holidays. You can choose to enrol for 50 weeks or term time only. Exact term dates are provided in advance. If the nursery has to close for reasons beyond our control refunds of fees will not be given unless at the discretion of the management. Session times within the nursery day are as follows: *Nursery fees shown above are valid for the term beginning September 2019.*

Fees for our 3+ years in the Treetops Room

Session	Times	Normal Session Cost	Including 15 hours Funding Cost
Early Session	8am-9.00 am	£6.00 (inc breakfast)	£6.00 (inc breakfast)
Morning	9am-1pm	£21.25 (inc snack)	£8.50 (inc snack)
Afternoon	1pm-4pm	£16.00 (inc snack)	£0.00 (inc snack)
Short Day	9am-4pm	£37.25 (inc 2 snacks)	£8.75 (inc 2 snacks)
Long Day	8am-5.30pm	£54.75 (inc breakfast 2 snacks and dinner)	£26.25 (inc breakfast 2 snacks and dinner)
Late Session	4pm-5.30pm	£11.50 (inc dinner)	£11.50 (inc dinner)

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Fees for our 2-3's in the Oak Room

Session	Times	Normal Session Cost	Including 15 hours Funding Cost
Early Session	8am-9.00 am	£6.10 (inc breakfast)	£6.10 (inc breakfast)
Morning	9am-1pm	£21.65 (inc snack)	£8.60 (inc snack)
Afternoon	1pm-4pm	£16.30 (inc snack)	£0.00 (inc snack)
Short Day	9am-4pm	£37.95 (inc 2 snacks)	£8.85 (inc 2 snacks)
Long Day	8am-5.30pm	£55.95 (inc breakfast 2 snacks and dinner)	£26.65 (inc breakfast 2 snacks and dinner)
Late Session	4pm-5.30pm	£11.70 (inc dinner)	£11.70 (inc dinner)

Fees for our under 2's in the Acorn Room

Session	Times	Session Cost
Early Session	8am-9.00 am	£6.25 (inc breakfast)
Morning	9am-1pm	£22.25 (inc snack)
Afternoon	1pm-4pm	£16.75 (inc snack)
Short Day	9am-4pm	£39.00 (inc 2 snacks)
Long Day	8am-5.30pm	£57.25 (inc breakfast 2 snacks and dinner)
Late Session	4pm-5.30pm	£12.00 (inc dinner)

Payment

Nursery fees must be paid monthly in advance or by cash or cheque made payable to Oak Cottage Nursery. You are also welcome to pay your child's nursery fees by internet banking, please use your child's name as a reference. Our bank is Barclays sort code 20-42-58, account no 23328732. Weekly payments are accepted with agreement from the office.

Oak Cottage Nursery Policies and Procedures

We have policies and procedure that explain how we are organised and operate. Copies are displayed in the nursery main hallway (blue folder) and are available on request from the nursery office and can also be found on the nursery website. A brief description of some of our key policies and procedures are:

Safeguarding children

Oak Cottage Nursery will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. It is our duty to report any suspicions or concerns that a child has suffered or is at risk of suffering significant harm. In this instance we are required to contact the Front Door for Families Tel 01273 290400 and follow advice given. Gemma Bonwick the Nursery Manager is the designated person responsible for safeguarding issues and the deputy person is Mairi Law/Lisa Harris.

Managing children who are sick or infectious and Administration of medicines

Oak Cottage nursery has an obligation to promote good health and hygiene for all children, parents and staff and to minimise the risk of illness and infections. If a child becomes unwell at nursery or has an illness or infection, parents will be contacted and asked to collect the child. Children should remain at home until they are well enough to return to the nursery or until exclusion period for illness/communicable disease. We are able to administer prescribed medication to a child following procedures set out in this policy.

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EXCLUSION PERIOD FOR ILLNESS

Illness	Exclusion Period
Antibiotics	24 hours - must be well before returning to nursery
High temperature/illness/flu (above 37.5c)	Until temperature has returned to normal without medication. Must be well before returning to nursery
Vomiting/Diarrhoea	48 hour exclusion after last episode
Conjunctivitis	None (if an outbreak occurs contact the duty room)
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Ringworm	Exclusion not normally required, but treatment is required
Slapped Cheek	None once rash has developed
Hand, Foot and Mouth	None (if large number of children are affected exclusion may be considered)
Chickenpox	Until all vesicles have crusted over
Measles and German Measles (Rubella)	4 days from onset of rash
Mumps	5 days after onset of swelling
Scabies	Child can return after first treatment. Household and close contacts require treatment
Scarlet fever	Child can return 24 hours after antibiotic treatment (if more than one child has scarlet fever contact PHA duty room for advice)
Shingles	Only if rash is weeping and cannot be covered (can cause chicken pox in those who are not immune-spread by very close contact and touch)
Whooping cough	48 hours after commencing antibiotic treatment
Glandular fever	None
Headlice	None treatment recommended in cases where live lice have been seen
Threadworms	None – treatment recommended for child and household contacts
Tonsillitis	None – Many causes, most cases are due to viruses and do not need antibiotic

Equal Opportunities

We will ensure that our service is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

Supporting children with Special Educational Needs or Disabilities

At Oak Cottage Nursery we are proud to be a fully inclusive nursery. We have extensive experience in working with children with a wide range of additional needs including global development delay, blindness, deafness, downs syndrome, autism, speech and language delay and medical issues. We work closely with parents and agencies involved with the child to provide

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an environment in which all children, including those with special educational needs or disabilities, are supported to reach their full potential.

Food and Nutrition

We promote healthy eating in the setting, we will provide children with a fruit/vegetable snack in the morning and afternoon and request that you provide your child with a healthy lunch for their day at nursery. We ask that lunches do not consist largely of crisps, processed foods, sweet or fizzy drinks or sweet products such as cakes or biscuits. Suitable lunch contents include a sandwich or alternative with a healthy filling, fruit/veg, cheese, rice cakes etc. If your child's lunch box contains perishable items and you wish it to be refrigerated please ask a member of staff to put it in the fridge or include an ice pack.

If your child is here for an early or late session we will provide breakfast and dinner. Breakfast includes cereal, toast, porridge, crumpets etc and dinner is provided by an outside catering company. Menus will be provided if you book for a late session.

Achieving Positive Behaviour

At Oak Cottage Nursery, we believe that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour. Children learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. Our nursery is rich with experiences to enhance these skills in a warm and secure environment.

Confidentiality

At Oak Cottage Nursery, staff and managers can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the GDPR and the Human Rights Act

Complaints

At Oak Cottage Nursery we believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff, usually the manager. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

For more information on any of our other policies then please see the policies and procedures folder located in the downstairs hallway.