



# Welcome to Summertime

Registered Charity No: 1159532

[office@summertimenursery.co.uk](mailto:office@summertimenursery.co.uk)

Telephone 01305257756

Summertime Nursery & Preschool

Thomas Hardy School, Queens Avenue

Dorchester DT1 2ET

## **Summertime Nursery and Preschool**

Telephone: 01305 257756

E-mail: office@summertimenursery.co.uk

Ofsted number: EY493659

### **Welcome to Summertime Nursery.**

The staff and committee would like to extend a very warm welcome to you and your child/children, and we hope that this is the first step on a long journey through the world of education that will prove to be enjoyable and rewarding for you all.

Summertime is an established 35 place nursery situated within the grounds of Thomas Hardy School. The nursery, which opened in 2007, caters for children from 0 to 5 years and is registered with Ofsted and a member of the Preschool Learning Alliance.

The manager oversees a qualified and experienced team of staff, who hold or are working towards the appropriate Early Years qualifications. Staff members receive regular training to keep their knowledge and skills up to date and so improve the care and the education that each child receives.

### **Aims and Objectives of the Group**

Summertime is a warm, friendly environment, where each child's individual needs come first. The aim of the group is to develop happy, confident children who are interested in life and enthusiastic about the challenges they will meet.

We aim to provide a relaxed, warm, stimulating, safe environment that meets each child's needs and matches their abilities. We want to ensure that children thrive and learn through planned, play-based experiences and through child-initiated play.

Every child at Summertime is cared for with genuine warmth and affection and is valued as an individual. We aim to promote self-esteem and develop confidence from birth right through to the preschool years and to encourage the children to be considerate and respectful of other people's feelings. Summertime aims to be a safe place where parents can feel confident that their child is getting the best start in life.

## The Setting

The nursery has two units within the setting. The baby room can cater for up to 9 children ranging from birth to two years. The preschool room caters for 26 children aged between 2 and 5 years. The children in the preschool are split into two groups related to their ages and each group has its own co-ordinator.

Ducklings - 2-3-year-olds

Ducks - 3-4-year-olds

Please contact us on 01305257756 or [office@summertimenursery.co.uk](mailto:office@summertimenursery.co.uk)

Mobile phone number only to be used in an emergency if the nursery is evacuated 07745244146

## The Management Team

The manager of Summertime, **Cathy White** is qualified to degree level in early Years childcare and Education and holds Early Years Teacher Status. Cathy joined Summertime in 2016

The deputy manager is **Natasha King** who holds a CACHE Diploma level 3. Tash joined the Summertime team in 2007.

**The office-** Jan Furzer 2 - 3 mornings a weeks

All Staff undergo Paediatric First Aid training which is updated every three years.

**Designated Safeguarding Lead - Natasha King.**

**Special Educational Needs and Disability Coordinator - Cathy White.**

## The Baby Room

**Tammy O'Malley** - Baby Room Leader Level 4. First aid certificate

**Danielle Way** - Nursery Practitioner Level 3. First aid certificate

**CarrieAnn Coffin** - Nursery Practitioner Level 2 training to level 3

**Amy Nogueira**- level 2 childcare apprentice

## The Preschool team

**Natasha King** - Deputy Manager - Cache Diploma level 3. First aid certificate

**Megan Spencer** - Preschool Room Leader (Ducks) - Cache Diploma level 3. First aid certificate

**Sophie Fuller** - Nursery Practitioner - Cache Diploma level 2 & 3. First aid certificate

**Becks Morris**- Nursery Practitioner Level 3. First aid certificate

**Becki Greening** - level 3 childcare qualification. First aid certificate

**Alessandra D'errico** - Nursery Practitioner Level 3. First aid certificate

**Megan Deighton** - Nursery Practitioner - Level 2

**Katie Paulley** - Nursery Assistant training to Level 3

**Katy Will** - Level 2

### **Your Child's Learning**

The Summertime Curriculum is based upon the EYFS Development matters and is tailored to meet the needs of the child as they grow, supporting them to learn new confidence and skills. Each child is allocated a key person who will plan for that child's individual needs and interests. Parents and family can go online using the Tapestry Learning Journal to view your child's learning journey photographs and observations and share your home photos and comments.

### **Parent Partnership**

At Summertime we recognise parents/carers as the first educators of their children and those people who know their children best. As such we want to involve you in the life of the nursery as much as possible. Parents are most welcome to join our management committee as a trustee. Monthly newsletters are produced to keep parents and carers informed about any changes to the activities and staffing at the nursery. Most of all we welcome friendly exchanges of information and hand over time, how your child has been, what they have been doing, what we collectively are working towards next and so on. If ever you want a more confidential chat about your child's progress this can be arranged at any time.

### **An Overview of Policies at Summertime**

#### **Equal Opportunities, Special Needs & English as an Additional Language**

Summertime will ensure that all children are given equal opportunities regardless of gender, race, religion, disability, or colour. Summertime has a written SEND policy in line with the SEND code of Practice 0-25 2014.

All staff members take part in training with regards to promoting equal opportunities and Summertime also has qualified SENCOs on site.

#### **Website**

On the website you will find newsletters and up to date information including full policies and procedures.

**Security** Here at Summertime Nursery, we are committed to ensuring that all personal information is kept secure please see our privacy policy. We are members the international Commissioners Office (ICO) any breach in security will be reported.

#### **Complaints**

We work in partnership with parents and carers, and we welcome any feedback you may have. If for any reason you wish to make a complaint, then this should be addressed in the first instance to the manager who will endeavour to resolve matters satisfactorily. If this is not possible then a written complaint may be addressed to the chairperson of the group. Parents will be kept informed of the outcome of a complaint and of any relevant action

### **Behaviour Management**

It is Summertime's policy that no child will be subjected to any humiliating practice as a method of discipline. We will work together with parents and the child to encourage positive behaviour using praise and positive feedback and understanding.

### **Medication.**

**Prescribed medications** can be administered at Summertime. Where this is required, parents will be asked to fill out a medication form on arrival and to countersign when they collect their child. Children on long term medication such as inhalers or creams will have a book so that staff can record when the medication was administered; parents must countersign the book.

Calpol/child specific paracetamol/Ibuprofen will only be administered by a staff member if there is a valid reason and a medication permission form had been completed by the parent/carer. If the child is unwell or has a fever staff and management will not give Calpol/child specific paracetamol/Ibuprofen if it is considered the child is too unwell to attend the setting. If you have administered Calpol/child specific paracetamol/Ibuprofen to your child in the six hours prior to attending the setting you must tell a member of staff so that we can monitor them.

### **Sun Cream.**

It is the responsibility of Parent/carers to ensure their child has had sun cream applied before they attend a session at Summertime Nursery. You may wish to supply Summertime with a bottle of cream with your child's name written on for us to 'top up' when required. It is also requested you send your child to nursery with a named sun hat.

### **Diarrhoea & Vomiting**

It is the group's policy to exclude any child who is suffering from diarrhoea or vomiting. Children should NOT attend nursery for at least 48 hours after the last bout of illness. Please see the nursery 'illness and infections' leaflet for further details.

### **Collection of Children**

Parents will be asked to complete a data sheet giving information about who has permission to collect their child or children. It is VERY important that you attach **photographs** to the registration form of all the people you have named as authorised to collect your child and provide a Password. This ensures staff can recognise

relatives/friends at the door prior to giving them access to the building. If you are unable to print photographs yourself, you can email them to us, and we will print and attach them here.

Identification will be sought from the person who is collecting (PREFERABLY PHOTO ID) if staff members have not seen them before and will be asked for the password. If for any reason a child has not been collected, Summertime will ensure that at least 2 staff members remain with the child. All contact numbers will be rung for up to 1 hour after the time that the child was due to be collected.

If the child has still not been collected from the setting and a cause for the lateness has not been established Summertime will then contact the social services duty officer and /or the police.

### **Outdoor Play/Suitable Clothing**

Summertime has a fantastic area for supervised outdoor play which we utilise a great deal, however we can only take the children out if they have suitable clothing. For example, in the winter, they need a warm coat, gloves and hat; in summer they need sun hats and sunscreen.

### **Food and Drink Provided**

Summertime will provide each child with a small healthy snack ( usually fruit) during the session and milk and water will be offered to the children to drink. Parents will be asked to bring in a water bottle for their child and this will be refilled throughout the session.

### **Sleeping Babies and Children**

Children sleep in either a cot or snuggle sack and are monitored.

### **Invoicing and Fees**

Invoices for the nursery are prepared at the beginning of each month and payment is due in advance.

Invoices are emailed to all parents and the beginning of the month and payment should be made within 14 days. A late payment of £25 could be charge if not received.

0-2 years	£6.85 per hour
2-5 years	£6.65 per hour

**From the age of 3 years ALL children are entitled to 15 hours of government funded childcare which can be used term time only.**

If you are a working parent, you may be eligible to claim an additional 15 hours free child care. **The 30 hours funding must be taken stretched over the year** (to apply

for the additional hours and a tax-free child account go to

[www.dorsetforyou.com/30hours](http://www.dorsetforyou.com/30hours) )

Some two-year-olds may be eligible to access government funded childcare.

A maximum of 10 hours funding can be taken in one day.

### **Holidays/Sickness/Change of Hours**

All Holidays will be charged at **50% of your usual fee** when holiday is taken. At Summertime we recognise that some parents only want their children to attend during school terms therefore we do not limit the amount holiday you take at 50%. **A month's notice is required to receive the holiday discount.** A holiday form must be completed, or an email sent to [office@summertimenursery.co.uk](mailto:office@summertimenursery.co.uk)

If your child is off sick from nursery, fees are still due as normal. If you require a change of hours, a month's notice will be needed. Please note that days cannot be swapped.

Please note that the nursery closes for up to two weeks at Christmas.

### **Enrolling at Summertime**

When a parent makes an enquiry for a place at Summertime, they will be encouraged to visit the setting, ask questions, and meet the staff.

Parents will be given a registration Data form and a place at the nursery will be offered to parents if there is availability on the day(s) requested or as soon as spaces become available. *(Ideally children need to attend a minimum of two days a week and each session must be a minimum of 5 hours each. We have found children experience more anxiety when only attending once a week.)* Booking forms and nursery information is available at the office and on the Summertime website.

Once a space and the days have been agreed between Summertime and the parents you will be asked to pay a **deposit of £100** this will act as a holding fee for your child's place and is **non-refundable**. Data Registration forms and the deposit must then be returned to us within **7 days**.

(If the paperwork and deposit are not returned within the 7 days, the place could be offered to another family.)

The deposit can be paid by Bacs: into the Summertime Nursery and Preschool Barclays account

REFERENCE - with your child's name.

SORT CODE 20-26-62

ACCOUNT NO 23815161

The deposit will be refunded off the first month's invoice.

Paying a deposit does not apply to fully funded children so that there is no barrier to them being fully included.

### **Waiting list**

If we are unable to offer a place straight away at the setting, parents can complete a waiting list form with their child's details and the days and hours require. When a space becomes available the manager or room leader will either email or telephone parents offering them a space and inviting them in for settling visits.

### **Settling in Visits**

Prior to the child starting Summertime we will check we all necessary paperwork has been exchanged. The child will be offered 'settling in' sessions with and then without their carer. The first three settling in sessions are free but to ensure a smooth transition more can be arranged but they may be chargeable at the normal hourly rate.

### **Termination of Contract**

All parents are asked to give a months' notice in writing or by email when they no longer require their child's place at Summertime. Anybody who leaves without giving a month's notice will be charged their normal monthly fee.

### **We are here for you**

Please do not hesitate to speak to the Manager, Cathy White or the Deputy Manager Natasha King, you can call them on 01305 257756, email [office@summertimenursery.co.uk](mailto:office@summertimenursery.co.uk)

**We look forward to welcoming you and your child at Summertime Nursery**

**June 2022**