



Welcome to Summertime

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Summertime Nursery & Preschool
Thomas Hardye School, Queens Avenue
Dorchester DT1 2ET

Ofsted number: EY493659

Please contact us on 01305257756 or office@summertimenursery.co.uk
Mobile phone number only to be used in an emergency if the nursery is evacuated
07745244146

Registered Charity No: 1159532



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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 Hardye 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 ensure children feel safe and secure and develop into 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 friendly staff interactions, peer relationships, planned and spontaneous play-based experiences.

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.

Babies 0 - 2 years

Ducklings - 2-3-year-olds

Ducks - 3-4-year-olds

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** Monday and Wednesday 8am-12pm. **Ruby Measures** Tuesday, Thursday and Friday.

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

Designated Safeguarding Lead - Natasha King - Deputy Cathy White

Special Educational Needs and Disability Coordinator - Cathy White - deputy SENCo
Lauren and Natasha

The Baby Room

Lucy Larkham- Baby room leader Level 3.

Amy Nogueira - Nursery Practitioner Level 2.

Amber Spoor- Nursery Practitioner Level 2.

Aimee Butchard- Nursery practitioner Level 2.

The Preschool team

Ducks

Sophie Fuller - Ducks leader - Cache Diploma level 2 & 3.

Gabrielle Allen-- Nursery Practitioner, Cache level 3. Bachelor of Arts in Early Childhood studies

Joanne Pegram- Apprentice Nursery Practitioner.

Ducklings

Katy Will - Nursery Practitioner Level 2 training towards level 3.

Jessica Peters - Nursery Practitioner Level 3

Both Katy and Jess oversee the running of the Duckling's room with support from:

Lauren Neil-Briggs- Nursery Practitioner - Level 3.

Hollie Thompson- Nursery Practitioner - Level 2.

Nursery Support Staff

Qualified staff, who cover where needed:

Katie Paulley - Nursery Practitioner - Level 3.

Kaylie Hathaway - Nursery Practitioner Level 2.

Safeguarding

Summertime Nursery is committed to safeguarding and promoting the welfare of all children in our care.

Safeguarding children means protecting the health, wellbeing, and human rights of children and enabling them to live free from harm, abuse, and neglect.

- All staff included in ratios are trained to a minimum of Level 2 PDSCP Safeguarding Children Training which is updated every two years.
- All staff, students, and volunteers are made aware of our safeguarding policies and procedures, including how and to whom to report concerns.
- Safeguarding information is treated as highly confidential and shared on a need-to-know basis only.

Designated Safeguarding Leads: DSL: Natasha King - Deputy DSL: Cathy White

Summertime nursery is part of Operation Encompass. Operation Encompass is a national police and education early intervention safeguarding partnership which supports children who experience Domestic Abuse.

Our full safeguarding policy is available to read on our website or in print at the nursery

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 can go online using the Connect Parent zone Learning Journal to view their child's 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.

We are Committee run and would love you to join the committee and help shape the future of the nursery.

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.

If you wish to enrol your child at Summertime once a space and the days have been agreed, You will be given a Registration Data Form and be asked to pay a **deposit of £100** this reserves your child's place. **Data Registration forms and the deposit must then be returned to us within 7 days.** please note if you change your mind and no longer require the space the

deposit is non-refundable. (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.

Children need to attend a minimum of 5 hours per day attended and ideally at least two days a week. Booking forms and nursery information is available at the office and on the Summertime website.

Waiting list

If we are unable to offer a place at the nursery on the days and months you require there is an option to be added to our waiting list. The waiting list form will require information regarding parent and child details, dates, days and times required. No deposit is taken as no place is formally being offered. We will keep your details on record, but this does NOT guarantee a space will become available. If a space does become available, the manager/deputy manager will either email or telephone you to see if you still wish to enrol your child. If you no longer wish to be on the waiting list or your requirements change please let us know.

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.

An Overview of Policies at Summertime

Invoicing and Fees

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

Summertime Nursery & Preschool, BARCLAYS BANK SORT 20-26-62 ACCOUNT 23815161

Our hourly rate is £8.00

ALL FUNDING MUST BE STRETCHED OVER THE YEAR (we do not deliver term time only funding)

Funded hours can be claimed between 7:30 - 17:00

Bookings for 17:00 - 17:30 = £6. 17:00 - 18:00 £12.

To Ensure we can afford to offer a high ratio of qualified staffing, good quality snacks, resources additional to standard, sun cream, Sudocrem, emergency child paracetamol, and

access to the parent Zone App etc each child attending will be charged a voluntary £3.50 per day enrichment charge.

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

For more information on free Childcare Government Funding please check the Go website or call us for advice.

To claim funding please go to <https://www.childcarechoices.gov.uk/> and [Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](http://www.gov.uk/)

On this site you will find information on how to apply for help with childcare for working parents and Tax-free childcare.

You must register in plenty of time as the process does not always move quickly. Once you receive a code you must send it to Summertime with the name of the parent that applies and their National Insurance number. We can then check your code is valid and save the details.

You must Re-confirm your details and eligibility are up to date every 3 months or your code will expire, and you will not be able to claim the funded hours.

Each Term you will be asked to complete a funding form. The form shows your entitlement per week, with a total hours per term, please note you hours per week are equally split over the days your child attends and are not transferable each day due to holiday bookings or short-term sickness. All funding and contracts are spread across the whole year (we are not a term time only setting) Funded hours can be Claimed between 7:30 - 17:00

We accept the 15- and 30-hours free entitlement for working parents. This is spread across the whole year rather than term time only so please remember the way funding works is that you are entitled per term to a fixed number of hours which does not equal 15/30 hours per week when used over the whole year

Holidays/Sickness/Change of Hours

If your child is off on holiday or off sick from nursery, fees are still due as normal.

Please let us know by telephone or email if your child is going to be off as we have a legal duty to keep such records.

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.

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 of the international Commissioners Office (ICO) any breech in security will be reported. CCTV is in operation at the nursery for everyone's safety, Footage is not viewed remotely, and data is not stored in the cloud. This mitigates the risk of cyber attacks

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. As part of the enrichment charge we can supply and apply a 'top up' application later in the day. You may however wish to supply Summertime with a bottle of your own 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 healthy snack (included in the enrichment charge) during the session and milk and water will be offered to the children to drink. If you are not paying the enrichment charge you will need to supply your own pre-prepared fruit snack.

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 at regular intervals.

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 (31 days) 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

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

September 2025



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