



Rydal Day Nursery

Fun, learning and play for all



Inspire, Aspire, Become
Rydal Day Nursery bringing learning to life

11 Albert road
Clevedon
North Somerset
BS21 7RP
Tel: 01275 342352
Email: emma@rydaldaynursery.co.uk
www.rydaldaynursery.co.uk

Welcome to Rydal Day Nursery

Dear Parents / Guardians

Thank you very much for your interest in our nursery. We would like to invite you to come and visit our nursery and meet our team, please call us at Rydal to book a viewing. At Rydal we firmly believe in every child having fun and countless opportunities to learn, play, discover and explore. At Rydal we take great delight in bringing learning to life and following and supporting the children with their interests. We have a dynamic team who are all fully qualified and continue to update their skills and knowledge. Our team is committed to all the children in our care meeting their full potential and exploring all their capabilities.

Rydal Day Nursery was established in 1996 and we would like to share with you information about our nursery. All members of our team have level 3 qualifications in childcare. Our manager holds her degree in Early Years and Education and her Early Years Teachers status and our deputy manager hold her foundation degree in Early Years. All our staff have a current paediatric first aid certificate, safeguarding training and Makaton training. We have on-going staff development training programmes to ensure our staff provide the best for your child.

We provide child care and deliver the Early Years curriculum to children aged between two years and school age. Our 2 to 3 year old children, our Jolly-Tots, play on our ground floor and our 3 to 4 year old children, our Pre- School children, play on our middle floor. We operate with a minimum ratio of one staff to four children on our ground floor with our younger children, the Jolly-Tots and upstairs with our preschool children, one staff to eight children per session with an additional member of staff who assists on both floors.

Each child is allocated a key person and we will visit with you and your child in your home before your child starts with us at Rydal . This is a fantastic opportunity for you to share with us all your child's likes and interests and for your child to meet their key person in the comfort of your home. Your child's key person will document and record your child's learning and achievements in their personal learning diary. You will also be invited to attend regular reviews with your child's key person to share and discuss your child's achievements.

Rydal Day Nursery and staff are registered and approved by OFSTED, and the facilities checked and approved by the fire prevention officer and environmental health department and district council, to maximise the safety of your child.

We aim to provide the children who attend Rydal with a wonderful variety of opportunities and learning experiences. We will support all children to co-operate with others, enjoy new challenges and grow in confidence within a happy, secure and stimulating environment.

Please contact us and come and visit our nursery and meet our staff and children.

**Yours faithfully
The Rydal Team**

Meet our Wonderful Rydal Team

Management team

Heather House

Proprietor & Director

Registered General Nurse, Diploma District Nursing, Paediatric First Aid, Food Handler, Safeguarding Level 2, Ofsted Registered Person

Emma Binding

Manager - Early Years Teacher, Safeguarding Co-ordinator/INCCO

BA Hons. Degree in Education & Early Years Childhood Studies, Paediatric First Aid, Portage practitioner, Food Handler, Safeguarding Level 4 and Inclusion Co-ordinator.

Melanie Bennett

Deputy Manager - Health and Safety Co-ordinator and Key Person

Foundation degree in Early Years, NVQ Level 4 in management, Paediatric First Aid, Portage trained, Safeguarding level 2 and food handling.

Pre-School Team

Alex Wadsworth

Senior Early Years Practitioner

Level 3 in Early Years, Paediatric First Aid, Safeguarding Level 2

Sally Haines

Early Years Practitioner and Key person

NVQ Level 3, Food Handler, Paediatric First Aid, Safeguarding Level 2

Debbie Burton

Early Years Practitioner and Key person

Diploma in Pre-School Practice Level 3, Paediatric First Aid, Safeguarding Level 1 and Communication and Language co-ordinator.

Kathryn Roberts

Early Years Practitioner and Key person

BA Hons Degree in Early Years and Paediatric First Aid

Colleen Flower (Bank staff)

Early Years Practitioner

Level 3, Paediatric first aid and Safeguarding children

Jolly-Tots Team

Sheena Thomas

Senior Early Years Practitioner

BA Hons degree in Early Years Paediatric first aid and Safeguarding level 2

Samantha Sims - Maternity Leave

Senior Early Years Practitioner and Key person

BTEC level 3, Paediatric first aid and Safeguarding level 2, Makaton level 2

Emily Gough

Early Years Practitioner and Key person

Level 3 in Early Years, Paediatric First Aid, and Safeguarding

Sophie Coulson

Early Years Practitioner

Level 3 child care, Paediatric first aid and safeguarding

Jessica Clothier

Early Years Apprentice

Working towards her level 3 in Early Years

Level 3 in Child Care

Zena Bennett

Cook

Food Hygiene

Ethos of Rydal Day Nursery

At Rydal Day Nursery we continuously strive to provide all the children with a fun, safe and dynamic learning environment. We aim to bring learning to life and provide the children with time to explore, ponder and embrace their new knowledge and skills. We encourage the children to pose questions and support them to seek the answers.

In Practice

- We provide a happy, safe, welcoming and stimulating environment for all children.
- We strongly believe in bringing learning to life and making it fun and exciting.
- To ensure that the care and education we provide has regard to the child's religious persuasion, racial origin and cultural and linguistic background.
- To meet the needs of each child and family with support, understanding and encouragement.
- To provide families with additional agencies and support groups if and when needed.
- To welcome and advocate the involvement of parents / carers and family members and value their contributions.
- We have a key person system to support each child. Every child is allocated a key person who will dedicate time to having a home visit with you and your child and settling them into nursery. Your key person will support your child's interests and development and document it.
- To communicate professionally with parents and other appropriate agencies
- To develop and encourage effective and reciprocal relationships with parents and carers.
- To plan, support and participate in planned social activities / events to develop parental partnerships.
- To provide as far as possible experiences for children with special educational needs which are inclusive rather than parallel.
- To use Makaton with all the children to support language development
- To deliver the Early Years Foundation Stage.
- To care for and interact with the children in a consistent and professional manner.
- To comply with all relevant health and safety regulations.
- To provide Rydal staff with support and continuous training and skill development.

Key Person and Documents

Each child within our nursery is allocated a key person who will work with your child in assisting them to develop progress and achieve to their full potential. At Rydal Day Nursery we believe in encouraging a reciprocal relationship with our parents, where parents are always welcome to look around the nursery or to arrange a mutually agreeable time to discuss their child and share information.

We will arrange a **home visit** and come and meet you and your child in your home so your child can meet their key person and begin to make a bond. This is a great opportunity for you to share all your child's likes and interests with us. We provide a variety of learning styles, methods and group activities are used to help every child's personal development and individual needs.

In line with best practices adhered to at Rydal Day Nursery, the Makaton language system which supports children's communication and language development is used.

A **learning diary** will be completed by your child's key person consisting of photographs and observations of your child's achievements. We ask you to share information and your child's success with us as well as send in Wow moments.

Reviews

We hold a settling review with parents and their child's key person between 6 and 8 weeks after your child has started. This provides parents and key person with time to discuss how your child has settled and what skills you would like them to develop in.

We hold reviews in October and May. In February Parents will receive a written report about their child. At these reviews your child's key person will discuss "next steps" with you. The next steps are skills and interests of your child to extent and develop. At Rydal we always offer an open door policy to parents and additional reviews can be arranged by mutual agreement

Children with specific needs will have additional reviews every 6 - 12 weeks

Our Menu

Our food is all home cooked on the premises and all our food is locally sourced. We have a comprehensive four week menu which allows the children to try a wide range of foods from around the world.

Menu example.

Morning snack	Strawberries, grapes and bead sticks
Lunch	Vegetable curry and naan bread
Afternoon snack	Banana, cucumber and pitta bread
Tea	Ham and cucumber sandwiches

Newsletters

We will send newsletters every 6 weeks. The newsletter contains future events, visits we are going on and any visitors coming to Rydal. We will also review past events and share and coming celebrations or parent information evenings. The parent's notice board should always be read for further information.

Outings and visits

We endeavour to take our children on a variety of outings and visits to bring their learning to life. We take our pre-school children to visit our local schools to assist them with the transition to school. From time to time we may ask parents to accompany us on the visits.

Curriculum

The Early Years Foundation Stage encouraging learning in the following key areas:-

Personal and social development

We work closely with parents and carers to settle their child into nursery and constantly liaise with parents regarding their child's learning and development.

Each key person supports the children to develop independence and confidence as they play in small and large groups with appropriate adult support. They also learn to co-operate, take turns and share as part of a larger group, to accept rules and move towards self-discipline. Children begin to make and maintain reciprocal relationships with adults and their friends. Children are supported to develop a sense of self, independence and feel safe at all times.

Communication and language

Children learn to listen and communicate by means of language and to understand from experience that words and pictures carry meaning. They also learn to communicate with others freely and express their needs and feelings appropriately. Singing and rhyme are of paramount importance and

we bring these to life through songs sacks, using Makaton to support and visual props. We introduce children to other languages and jolly phonics.

Physical development

We provide the children with many opportunities to be active and interactive and to develop their co-ordination, control and movement through well thought out activities and resources. We explain and support children to learn about making healthy choices about food and exercise.

Literacy

Children will have lots of opportunities to read book and enjoy story sacks and song sacks. We provide lots of mark making activities including chalking, drawing, painting and white boards. We will also introduce Jolly Phonics and letter and sound discrimination encouraging children to link letters to sounds.

Maths

To provide children with a variety of opportunities to match, sort and measure in the course of their activities, becoming familiar with concepts of size, weight, quantity and sequence, and learning with adult help to use the vocabulary of mathematics.

Understanding the World

Experiments with a range of substances enable children to begin to identify the properties of materials and to classify, describe and predict. They use technology, where appropriate, to support their learning. They are given opportunities to recognise that many everyday devices respond to signals and commands. A variety of topics encourage children to discuss their environment, families, past and present, objects and events in the natural and made world, to compare differences, similarities, patterns and change, they are encouraged to explore and select materials and equipment for a variety of purposes. Adults encourage the children to discuss their discoveries and to ask questions about the world around them.

Expressive Arts

Access to a wide range of natural, manufactured and crafted materials allows children to begin to represent their feelings and experiences. Stories, movement and music also provide opportunities for them to explore and express their own feelings. We provide the children with time to explore their ideas and support them with developing them.

In addition to these important learning experiences, Little Adventurers Day Nursery offers children the chance to have fun with other children and develop friendly relationships with adults outside their own family. We aim to bring learning to life by providing children with experiences through visits within our local community and visitors to the nursery.

Safeguarding Children Procedures

In the event of suspected incidents of any form of child abuse / neglect, the nursery is legally required to comply with the national regulations and obligations. Children's and Social Care Department will therefore be contacted and the child protection procedures will be followed.

At Rydal the Inclusion Officer is responsible for overseeing, with individual key workers any children who have been observed to have special educational needs or requires additional support. The individual parent carer will be informed of any concerns, and if thought appropriate, the child will be supported with small steps to learning through a Play Plan with parental consent. This will enable us together to access any necessary professional support through health visitors, speech therapists educational psychologists etc.

At Rydal Day Nursery we adopt our own **policies** these are strictly adhered to, included in these is our Equality and Diversity Policy, and admissions policy. A portfolio of these policies is always available for parents.

Any discriminatory or abusive behaviour will be challenged and such occurrences may be recorded for future reference.

All visits and outings are at the discretion of the nursery and will be undertaken providing we can arrange adequate numbers of staff.

Please do not allow your child to bring food into the nursery it is very unfair on the other children, and also some children may have food allergies, snacks are provided.

Toys

Please keep all toys at home unless as part of topic or a comfort aid, which can be left in the box, provided and made accessible to the child during the session. It will be the responsibility of the parent to remember to take such items home, the nursery cannot be held responsible for any toy being lost or broken. See our policy, bringing in of toys.

Safeguarding

The safety and welfare of the children in our care is of paramount importance and all our staff are fully trained and receive regular updates. We adhere to all our policies and procedures at all times.

We follow the guidance and documentation the Government, North Somerset Council and the Safeguarding board.

All policies, procedures and risk assessments are situated in our Operational Plan located by our welcome door.

Thank you and best wishes

The Rydal Team Team

To register your child with us at Rydal Day Nursery please complete the attached form with a £30.00 non-refundable deposit

Rydal Day Nursery Registration Form

Name of child (in full)	
Name known as	
Date of birth	

Name(s) of parent(s)/carer(s) with whom the child lives, having parental responsibility.	
1	
2	
Address	
Home telephone number	
Email address	
Name of any adult living in the family unit who does not have any parental responsibility	
Name of the parent with whom the child does not live with	
Does this parent have parental responsibility?	
Address of this parent	
Telephone	Mobile
Does this parent have legal access to the child? Yes/No (delete)	

Emergency contact details: If your child is unwell we do expect you or a representative chosen by you to come to collect your child within 30 minutes.

1. Parent/carer name	
Work/daytime number	
Mobile	
2. Parent /carer name	
Work/daytime number	
Mobile	

Emergency contact when parent is unavailable. If we are unable to contact you and your child is unwell we will contact your emergency contact and asked them to collect your child, we will ask them to present us with identification when they arrive at nursery.

Name		Relationship to child	
Telephone		Mobile	
Name		Relationship to child	
Telephone		Mobile	

PERSONAL DETAILS OF CHILD

Does your child have any special dietary needs, allergies or preferences?

--

Doctors name	
Address	
Telephone number	

Since birth has your child ever been hospitalised?
--

Does your child have any health/medical needs we need to be aware of?

Which of the following vaccinations/immunisations has your child received									
MMR		Polio		Diphtheria		Tetanus		Meningitis	

Ethnic Background of your child									
White British WBRI				Kosovan				Any other black background	
White Irish WIRI				Serbian				Pakistani APKN	
Traveller of Irish heritage WIRT				Turkish/Turkish Cypriot				Bangladeshi ABAN	
Roma/Roma Gypsy WROM				White eastern European				Indian AIND	
Other white Background WOTH				Polish				White and Asian MWAS	
Any other mixed background				White/black Caribbean MWBC				Any other Asian background AOTH	
Greek/Greek Cypriot				Black Caribbean BCRB				Any other black background	
Any other mixed background MOTH				White/black African MWBA				Chinese CHNE	
White western European				Black-African BAFR				Any other ethnic group	

What language(s) is/are spoken at home
--

Please state your child's religion?

Do you celebrate any festivals or special occasions (if yes can you support us with sharing these with all our nursery children)
--

--

Does your child have any specific needs or a disability?
--

What special support will he/she require in our setting
We will spend additional time with you at your home visit to discuss and plan how we can and will support your child.

Name of professional involved with child			
Name 1		Role	
Agency		Telephone	
Name 2		Role	
Agency		Telephone	
Name 3		Role	
Agency		Telephone	

Health visitor's name

Telephone

Does your family have a social care worker for any reason?			Yes/No
Name		Based at:	
Telephone			

What is the reason for the involvement of social care department with your family?
--

Names of brothers and sisters and their ages		
		D.O.B
		D.O.B.
		D.O.B.

Do you have any pets?

Do you know any children who attend Rydal?
--

Does your child attend any other groups or settings? (please specify)

Please share with us other information is it important for us to know about your child? *For example, imminent house move, change in family circumstances, hospital spells, long term illness, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.* All information is held in strictest confidence as documented in our policy.

I consent for the staff to take my child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that I/have been informed and are on my/our way to the hospital. We will only transport your child to hospital in an ambulance.

Parent 1 signature		Print name	
Parent 2 signature		Print name	
Date		On behalf of Rydal	

I agree to apply sun cream to my child that will last for up to four hours after arrival at the nursery and indemnify Little Adventurers Day Nursery and its employees against any liability arising from reasonable exposure to the sun. *If you do not consent please inform Rydal Day Nursery in writing prior to your child starting.*

I do authorise employees of Rydal Day Nursery to apply sun cream sent in by parents from home at lunch when their child is attending for a full day. We indemnify Rydal Day Nursery and its employees against any liability arising from adverse reactions to branded sun creams.	
I/We am not aware of any allergies or skin conditions relating to my child.	
I/We consent to employees at Rydal Day Nursery to change my child's nappy/ pulls ups/ pants if wet or soiled and we will provide the nappies or pull ups.	
I /We consent to employees at Rydal Day Nursery to use Asda's own brand wet wipes on my child if required.	

Rydal will provide alternative food and drinks should a child have an allergy or medical condition. (All alternatives will be agreed and documented with the parents prior to the child starting with us) We will not provide alternatives for preferences.	
I /We consent to Rydal Day Nursery using photographs of my child in local papers our own web site, learning diaries and for staff's professional development to celebrate Rydal events.	
I/We give consent for employees of Rydal Day Nursery to apply cream to my child when changing their nappy. (Cream must be provided)	
I/We consent for employees of Rydal Day Nursery to change my child's clothes if wet/ dirty or due to weather conditions	
I/We give consent to the employees of Rydal Day Nursery to administer emergency first aid to my child. (we do not take your child to hospital and ambulance will be called)	
I/We will notify Rydal via e-mail/phone or text regarding our child's absence including holiday, days out or illness.	
I/We understand Rydal staff will administer medication prescribed by a doctor or dentist, 48 hours after your child has first started taking them. A medication administration form must be completed in full on the day you wish the medication to be administered.	

Declaration

I / We agree that my child may participate in nursery outings.	
I / We agree that my child is fit to participate in such activities	
If I/We accompany my child on an outing I will take full responsibility.	
I / We authorise Rydal Day Nursery Ltd staff to take full responsibility for my child while being accompanied on the outing.	
I/We understand that our further consent will be requested for major outings.	

Child's name	
Parent/guardian name (printed)	
Parent/guardian signature	
Date	

Rydal Day Nursery Contract

Financial agreement between Rydal Day Nursery Ltd and Parent / Guardian

Name of Child	
Registration starts on	
2 year old funding	YES / NO
3 year old funding starts	

We have a limited amount of term time only spaces please note these spaces are available for children in receipt of their 3 year old nursery funding. Term time places are allocated on a first come first serve basis and your place if available will be confirmed in writing by a member of the management team.

We would like to request a term time place Yes NO

Session Time	Start time	Finish Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

To register your child the last three forms in the prospectus are to be completed by the parent/ guardian and returned to Rydal Day Nursery enclosing a **£30 non-refundable Registration fee** plus a refundable fee of £17 per session. Please note a deposit is not required for children in receipt of 2 and 3 year old funding Cheques to be made payable to Rydal Day Nursery Ltd

Terms and Conditions of payment and attendance

- PAYMENT OF ACCOUNT:** One calendar month **payable in advance by 1st of every month**, cheques made payable to **Rydal Day Nursery Ltd**. Other means of payment also accepted are cash, via BACS, Internet banking or Childcare vouchers
- The Failure to comply with prompt payment will result in interest being charged and a charge for reminders maybe incurred. We will charge an additional 5% per calendar month.
- If we have not received payment after two months we will pass on your debit to our debt management service Kings Ransom.
- Parent / Guardian shall accept the Terms and conditions of Business as set out as part of this agreement.
- Rydal Day Nursery Ltd reserves the right to seek to recover from the Parent / Customer all costs and expenses (including legal costs) incurred in the collection of any overdue amount, especially when assigned to Rydal Day Nursery contracted debt collectors.
- Six weeks' notice in writing** is necessary to terminate sessions *includes* lunch and teas failure to do so will incur the relevant six weeks costs.
- It is the policy and a half hours.
- The nursery cannot undertake the care of sick/unwell children. If your child becomes unwell you or your nominated will be asked to collect your child within 30 minutes. As part of our diversity policy children requiring regular medication are welcome when a medical form has been completed.
- If a child has a life threatening condition that can be alleviated with medication, training will be given to staff, the medication stored in a locked cupboard at nursery and an individual management plan arranged via our health and safety officer.
Anti-biotics will be given at Rydal once the child has been taking them for 48 hours. Parents must complete an administering medication form when dropping their child to nursery and complete all the details asked.
- Any child appearing to be suffering from any infectious disease or having suffered their last attack of sickness and diarrhoea within the preceding 48 hour period will be refused admittance (please refer to our Sickness policy)
- A late collection fee of £5 is charged if late to collect your child on 3 occasions and £5 charge made / 15 minutes
- Please note that fees are in reviewed in the Summer Term and may be increased as from the Winter term starting September each year
- Please inform Rydal if your child will be absent from nursery. If your child is absent for a week and we have not been informed we will contact you.
- An emergency contact number needs to be given to Rydal so that your child can be collected within 30 minutes in case of their ill health

15. Children in receipt of Two year old funding will move onto our usual Three year old funding charges when they are eligible for three year old funding

I acknowledge that I have read and understood the above contract and agree to abide by the rules and regulations of the nursery. This agreement shall be binding upon both parties, their successors and assignees.

Signed		Parent / Guardian 1	Dated
Name		Work Address: Tel:	
Signed		Parent / Guardian 2	Dated
Name:		Work Address: Tel:	
Signed		Rydal Day Nursery signature	Dated