



Date

Dear

Thank you for your enquiry about Play Day Nursery, please find enclosed a prospectus for you to read.

If you require any additional information or if you would like to arrange an appointment to visit the nursery to view our facilities and where you will be able to meet our friendly staff, please do not hesitate to contact me on 01908 209219.

We look forward to meeting you soon

Yours faithfully,

Louise Howell
Nursery Manager

☺ Introduction

Our nursery is situated within Activity Land Play Centre. Kids Play Day Nursery caters for children aged 2 years to 5 years on either a full or part time basis please note we can take children at an earlier age at the discretion of the manager. The nursery is open between 7.30am and 6.30pm Monday to Friday closing for all bank holidays.

☺ Nursery Aims

We aim to work in partnership with parents / guardians to create and maintain a safe, caring, stimulating and educational environment for children in our care. Through structured play and learning opportunities we aim to enrich every child's holistic development in a warm and nurturing environment.

☺ The Toddler room

Our toddler room has space for 12 children aged 2 to 3 years. The environment is exciting and stimulating with a wide selection of toys and activities to promote independent learning and encourage your child to explore and investigate. The day is structured but flexible to meet the individual needs of toddlers. Indoor and outdoor experiences are planned using the birth to three matters curriculum, offering a wide variety of play opportunities. The staff team works closely with parents using a key worker system to meet the needs of the individual child. The staff to child ratio in the toddler room is 1:4.

☺ The Pre School Room

The Pre-school room has space for 16 children aged 3 years to 5 years. The National Curriculum foundation stage is followed and the walls are brightly decorated with the children's work based on the current topic. Between the ages of 3-5 the ratio of staff to children is 1:8 Kids Play pre-school staff are experienced and trained to deliver the foundation stage.

The Pre School follows a more structured daily routine which includes activities according to the six areas of learning.

On visiting the nursery, you will be shown our methods of planning activities, observing and assessing the children, and recording their development progress. Each child in the nursery has a key worker, whose responsibilities include record – keeping for the children to whom they are key worker. These records enable us to plan exciting activities at appropriate levels for all the children and take in to account each child's individual needs. We encourage parents to contribute to our records.

Children have access to all equipment, toys and books which encourages children to develop their creativity individuality and self-confidence in secure surroundings.

☺ Nursery food

Kids Play menus ensure that the children have a balanced nutritional meal daily. Food is prepared and cooked in our professional kitchen. Our food is cooked and prepared with no added salt or sugar.

We take in to account individual dietary requirements whether it's religious, medical or even general likes and dislikes. Food offered to children with Specific requirements will resemble the general meal on offer. Our menus are multicultural providing a wide range of foods.

Snacks will usually be a variety of fruit with treats such as biscuits and crisps being offered occasionally.

Fresh drinking water is made readily available to the children in covered jugs and the children are made aware of this. Children are assisted to help themselves where appropriate and suitable cups for the age of children are provided.

Meal times are organized so the staff can sit with the children. The children are invited to collect their own meals and help scrape their own plate afterwards.

Example Menu

9.30- Morning Snack – Toast, fresh fruit, milk or juice

12.00 - Lunch – Finger foods such as assorted cheeses and crackers, Cucumber, carrots, tomatoes, raisins, celery with Fresh fruit and milk or water.

15.00- Afternoon Snack – Fresh Fruit

17.00-Tea- chicken pie with boiled potatoes and mixed vegetables, Pudding apple pie and custard, with water or milk.

There is always enough food and drink prepared for what the children require.

Morning session	07.30 - 13.00	includes snack and lunch
Afternoon session	13.00 – 18.30	includes lunch and tea
Day session	07.30 – 18.30	includes snack, lunch, and tea

Parents are asked that if their child does bring food in that it is clearly labeled with the child's name, what the food is and dates. Parents are asked not to bring 'unsafe' items into nursery bearing in mind swapping may occur and some children have allergies.

If your child still has a bottle, bottles will need to be provided daily and given to a member of staff to be put into the fridge.

☺ Staffing - Qualifications

Louise Howell
Nursery Manager

NVQ level 3
First Aid
Birth to Three Training
Food Hygiene
Senco trained

Kelly Hawes
Assistant Manager

NNEB
Btec First Award Diploma in Caring
City & Guilds in childcare and
Health
First Aid
Food Hygiene

Keeley Balmer
Childcare Practitioner

NVQ level 3
First Aid

Penny Carter
Childcare practitioner

Currently doing Level 3
NVQ Level 2
First Aid
Positive Behavior

Lisa Whitehouse
Room Leader

NVQ Level 3
First Aid
Child Protection
Food Hygiene

Shelly Chapman
Childcare practitioner

NVQ level 3
SEN training
First Aid
Food Hygiene
Baby sign language

☺ Fees

Full Days

Number of Days	Under 3	Over 3
5 Days (list price per day-20%)	£135.00 (27.00)	£126.00 (25.20)
4 Days (list price per day-15%)	£114.75 (28.68)	£107.10 (26.78)
3 Days (list price per day-10%)	£91.12 (30.37)	£85.05 (28.35)
2 Days (list price per day-5%)	£64.12 (32.06)	£59.85 (29.92)
1 Days (list price per day)	£33.75 (33.75)	£31.50 (31.50)

Half Day sessions

Number of Days	Under 3	Over 3
5 Days (list price per day-20%)	£67.48 (13.49)	£63.00 (12.60)
4 Days (list price per day-15%)	£57.36 (14.34)	£53.55 (13.33)
3 Days (list price per day-10%)	£45.55 (15.18)	£42.53 (14.18)
2 Days (list price per day-5%)	£32.05 (16.02)	£29.92 (14.96)
1 Days (list price per day)	£16.87(16.87)	£ 15.75 (15.75)

To calculate monthly fees for full and part-time places, multiply weekly amount by 52 (weeks) and divide by 12 (months) Fees will be reviewed annually in January

Additional Information

☺ Collection of Children

Only permanent members of staff can open the main nursery door. This is for your child's safety your child will not be allowed to leave with anyone other than the named people on your application form unless you have made special arrangements with the nursery manager. The person collecting must be at least 16 years of age. All children should be collected promptly at the end of their session. If you are late collecting your child after 6.30pm an extra charge of £5 for every five minutes late can be made.

☺ Illness

In the interest of all the children, the nursery staff reserves the right to refuse entry to any child that they consider to be unwell or who appears to be suffering from an infectious illness.

☺ Personal Hygiene

Children are supervised in toilet training and personal hygiene (potty training will be discussed with parents first) all the children are encouraged to clean their teeth after lunch.

😊 Clothes and Nappies

A bag with a change of clothes should be left at the nursery in case of accidents. Both the bag and clothes should be labeled. Please do not dress children in their best clothes as Kids Play take no responsibility for clothes damaged during activities and play. In the summer time sun hats are essential. You will also need to provide and replenish a supply of nappies for your child if needed.

😊 Settling in

Each child has different needs when it comes to settling in at nursery. This varies according to their age, previous experience and their personality. Ideally we like to 'play it by ear' and let each child settle in at his or her own pace. It is often difficult to predict how many introductory visits will be needed but as a general guide one or two when you stay with your child, followed by a visit when you leave your child with us for a short time (one to two hours). Depending on the success we will gradually increase the time until you feel happy your child is ready to do a full session. Please talk to staff if you have any questions or concerns, and feel free to phone to see how your child is getting on.

😊 Special Educational Needs (SEN)

No children will be left out of activities because of special needs. When planning our activities at the nursery, staff will work closely with designated senco (special educational needs co-ordinator who will monitor children and liaise with parents, staff and external agencies with regard for the SEN code of practice.

☺ Trips

Sometimes our nursery may go on trips to places such as the zoo, parks or farms. Any transport will have seat belts. We may ask parents for a small cover charge.

☺ Sleep Times

If your child requires a sleep time, a quiet area is provided with mattresses and clean bedding where the child can rest. Children are monitored during this time to ensure safety.

☺ Complaints or Comments

Any worries, complaints or comments about the nursery or staff should be made to the nursery manager straight away. In the unlikely event that they can't solve the matter, then the kids play formal complaints procedure can be used.

☺ What to do next

Before you fill in the application form enclosed you might want to visit the nursery. You can arrange a visit with the nursery manager Sharon Furlong by phoning 01908 209219



Day Nursery

Activity Land

Knowlhill

Roebuck way

Milton Keynes

Tel: 01908 209219

Web Site: www.kidsplaychildcare.co.uk

Email:

sharonfurlong@kidsplaychildcare.co.uk