



Dear Parents/carers,

Thank you for requesting our prospectus with regard to care for your child.

Rose Villa Day Nursery is privately owned and registered to care for children aged between 6 weeks and 5 years on both a full time and part time basis. We are registered to hold 107 children on a daily basis.

This magnificent building including a brand new purpose built extension, set in its own grounds is nestled in the heart of Whickham village, with the interior having been completely redesigned to have your child's best interest at heart. It is where we can encourage your child through play to explore, imitate, construct, pretend and create.

Within the nursery we have a wide range of age appropriate equipment which is both stimulating and fun and with the excellent location of the nursery it means that with your permission your child is within walking distance of many local amenities including the library and park.

We would welcome you to come and have a look around the nursery please feel free to telephone at any time to make an appointment or if we can answer any further questions.

Yours sincerely
For Rose Villa Day Nursery

L. Crozier

Louise Crozier
Nursery Manager

We advise that the best way to gain information about our nursery is to come and visit us. We have set out some information that we think you will find useful but please feel free to either call in or contact us if there is something we have not covered.

The nursery is split into 4 main areas and our rooms cater for children from the age of 6 weeks old to 5 years:-

The Baby room (6 weeks – 16months - Ratio 1:3)

Our baby room caters for the smallest members of the nursery who are from 6 weeks to 16 months old. The room is divided into two sections; the first section is a our messy room and where children sleep during the day. The second area is for our children to explore and provides children with opportunities for physical play as well as a warm, caring environment where children can grow in confidence and build in character. All our babies are cared for in a happy and safe environment and our staff can cater for all your babies wants and needs. Staff fill in a daily diary which goes home with your child at the end of every session, this gives parents an informative breakdown of your child's day and can be used as excellent communication tool between home and nursery.

Duckling room (16 – 24 months - Ratio 1:3)

The Ducklings room is where you'll find a wide range of exciting activities and toys. This room still has a cosy and relaxing feel to it however, it is adapted to cater for your child growing in independence and enjoying developing new skills whilst interacting with creative activities such as sand, water and paint. Within this room our nursery staff are trained to carry out specific developmental progress reports which are an EYFS requirement for all children at the age of 2 years old. These reports help us to cater for your child's individual needs and continue to support them as individuals through the rest of their time in the nursery.

Cygnet room (2- 3 years - Ratio. 1:4)

The Cygnet room caters for our 2 to 3 years old children and is a large, spacious room which includes a quiet room for stories and time for the children to relax. The room is full of challenging and fun activities with specific areas for construction, role play, art and design as well as and most importantly space to thrive and grow with staff who are on hand to capture and cater for our children's needs and amazing little minds. Within this room the children will become more independent and staff will be on hand to nurture these newly found skills and help each child reach their full potential by planning activities on an individual basis. This room has direct access to outdoors which has an area with a canopy and also access from the room to the childrens bathroom.

Pre School Room (3 – 5 years - Ratio 1:8)

The aim of our preschool room is to help to prepare the children to gain the independence needed for when they make their next life changing steps into school. This includes promoting social interaction and being able to learn through each and every fun filled activity and experience that our highly qualified staff team are able to offer. Our preschool children access their own outdoor areas which are rich in natural materials; this allows them to create, plan and build using their own imagination as well as developing self help and problem solving skills.

Please see below some information regarding frequently asked questions when parents are viewing the setting, we hope this helps with some of the questions you may have.

Settling in and Pre Visits

Pre visits are encouraged to help children but also parents settle into the nursery before your child's official first day. Pre visits are generally scheduled to be a minimum of a week prior to your child's start date, although this is flexible to fit in with parents. The first visit usually lasts for 1 hour where the parent will be welcomed to stay and familiarise themselves with the room and the staff that will be caring for their child. The second visit is usually for a little over an hour and the parents will be encouraged to come and settle their child into the room and leave them for the first time with our staff team, this can be for up to 1 hour per visit and we can gradually increase your child's time on each visit until you feel they are ready to start their planned sessions. Pre Visits are completely free of charge and can you can have as many of these as you require. During pre visits we encourage anything that will provide your child with comfort and reassurance such as a favourite blanket or toy from home.

Diaries

Within our three younger rooms we provide a diary which will be filled in daily with information regarding your child's day such as meals, sleep and activities that have been available. Diaries are given to the parents at the end of the day and brought back when your child returns to nursery for their next session. Parents can also use this to provide staff with information about their child. We encourage parents/carers to decorate their own diary at home.

Learning book

We use an online system to track your child's development and once your child attends the nursery you will have access to this system. You will be able to see 'wow' moments in which your child has done when at nursery; you can also keep up to date with their development.

Key workers

When your child starts the nursery they will be allocated a key worker. Their key worker will keep your child's learning book profile up to date and will also be your first point of contact to discuss your child and their development. Key worker bonds help children settle into our nursery and a familiar face is so important so children feel reassured and safe.

Nappies and wipes

We ask that you provide a pack of nappies and wipes for your child at nursery. These will be kept in a basket with your child's name on and a member of staff will inform you when your child is running low. We find that by bringing nappies to nursery in bulk that this helps parents and hopefully elevates the need to provide them on a daily basis.

Sun cream and sun hats

We love spending time outside and during the summer months we ask that you provide a labelled sun hat and sun cream for your child so that we can enjoy the outdoors even more! Nursery can provide Nivea factor 50 sun cream for a very small cost that we can use on your child throughout the summer months and most parents find this a more cost effective and efficient service to use.

Extra sessions

If you require an extra session for your child in addition to their normal attendance please give us a call or come into the office. A check will be made to see if the session is available and parents will be informed. An invoice will be sent accordingly for all extra sessions.

Allergies and dietary requirements

If your child has any allergies or dietary requirements our nursery cook can cater for these accordingly. We will provide you with a full nursery menu for your approval.

Medication

If your child requires medication whilst in our care we are able to give these after seeking prior permission from parents. We are unable to administer un-prescribed medicine such as cough syrup or over the counter medication.

Funding

The nursery accepts the local authority grant for all 2, 3 and 4 year old funding. If you believe your child may be entitled to 2 year old funding we encourage you to call into the nursery office where we can give you further information on the eligibility criteria.

We are very flexible and can work to offer the 30 hours free childcare across a number of different session options. These hours are available from the term following your child's 3rd birthday. We do have an admission policy for our pre-school room and we ask that parents consider this when planning their nursery hours around their free entitlement.

Nursery opening times

The nursery is open between 8.00am and 6.00pm Monday through to Friday. We are open for 51 weeks per year and are closed on public bank holidays and an additional three days between Christmas and New Year. The nursery can offer a pre booked early start for parents needing to drop their children off from 7.30am and a small additional fee is charged for this service.

Nursery Sessions.

We would advise parents that children attend nursery for at least 2 half sessions per week or 1 full day as we feel that this helps children settle and feel comfortable within the early days. We try and accommodate flexible childcare and we offer parents a number of different options for your child attending nursery. We would ask prospective parents to contact the nursery office regarding shift patterns, flexible childcare and we will aim to accommodate your request.

Full Day Session:- 8.00am- 6.00pm

Morning Session:-8.00am-12.45pm

Afternoon Sessions:- 1.15pm-6.00pm

Nursery Fees.

The below chart shows the nursery fee structure from September 2020-August 2021.

<u>SESSIONS</u>	<u>0 - 2 years</u>	<u>2 - 5 years</u>
Full Time (Monday - Friday)	£225.00	£215.00
Full Day	£50.00	£48.00
Single Session Morning or Afternoon	£32.00	£31.00
Pre booked early drop off at 7.30am	£3.00	£3.00

One month's written notice is required to terminate your nursery place.

Children over the age of 2 years old are charged at a slightly lower rate due to the child/staff ratios.

Nursery fees can be paid via a number of different methods; we accept all childcare vouchers and methods of payment. The preferred method of payment would be that parents set up a monthly standing order that is received by the 10th of each month. When your child first starts nursery you will receive a statement of account which will explain your nursery fees and how they are to be paid.

Nursery fees are worked out over 50 weeks per year thus giving parents 2 weeks annual holiday. Unfortunately there is no credit given for illness or absence from nursery. Extra sessions are available for parents to book if required.

We pride ourselves on flexible childcare as we understand that parents often require flexibility around their nursery place. We aim offer, where space is available, to fit in with parent's needs and wishes. Please call into the nursery office to discuss your specific childcare needs.

Inclusion

At Rose Villa our aim is to provide the best possible experiences and learning opportunities. We aim to make our setting accessible to children, parents/carers, and visitors within our local community. We actively promote and encourage diversity and inclusive practises within the setting. We can cater for all children and encourage you to come and discuss any individual needs your child may have and how we can work together to help your child meet their full potential.

We thank you for taking the time to look through our information and we look forward to seeing you when you visit the nursery.

Example menus- We can cater for all dietary requirements and preferences.

Week 1 (Weaning - 16 months)

Breakfast is served between 8am and 8.45- Toast (white and wholemeal bread) variety of cereal to choose from also fruit available. Drinks are milk and diluted fruit juices (apple and orange).

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning snack	Rice cakes	Crispbread with spread	Fruit	Oatcakes	Fruity wafers
Lunch	Creamy fish pie with mixed vegetables Fresh fruit puree	Sweet and sour chicken with wholegrain rice Stewed fruits	Mince and dumplings with mashed potato, carrot, turnip & peas Semolina	Sausage casserole (potato, onion, carrot, cauliflower, turnip & peppers) Peachy custard	Pasta carbonara (peppers, onion in a cheesy sauce) Stewed fruit
Tea	Homemade minestrone soup with brown bread Fromage frais	Cheesy mash with tomatoes Fresh fruit	Tuna, tomato & veg pasta Fruit cocktail	Vegetable risotto Fromage frais	Lentil and veg soup with bread Rice pudding
Evening snack	Fresh fruit	Malt loaf	Cheese chunks & pear	Buttered crumpets	Fresh fruit

Week 1 (16 months - 5 years)

Breakfast is served between 8am and 8.45- Toast (white and wholemeal bread) variety of cereal to choose from also fruit available. Drinks are milk and diluted fruit juices (apple and orange).

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning snack	Dried fruit	Crisp bread with spread	Fruit	Fruity malt loaf	Fresh fruit
Lunch	Fish fingers, boiled potatoes with peas and vegetable gravy Yoghurt	Sweet and sour chicken with brown rice and prawn crackers Arctic roll	Mince and dumplings with mashed pots, carrots, turnip and peas Semolina and jam	Sausage casserole (pots, onion, carrot, cauliflower, turnip and peas) with Yorkshire pudding Peachy custard	Pasta carbonara (bacon, peppers, onion and cheese) Apricot crispies
Tea	Homemade minestrone soup with brown bread Apple	Cheesy mash with bacon and beans Banana	Spaghetti and wholemeal toast Iced fruit cake	Baked beans & toast Fresh fruit	Pizza slices with carrot and potato waffles Rice pudding
Evening snack	Buttered crackers	Veg sticks with dips	Cheese chunks and sliced pear	Buttered crumpets	Cracker bread & spread