



Prospectus 2021



& Registration Forms



The Purpose of our Provision

Our main aim is that every child is happy, well cared for & safe during his/her stay at Broad Oaks Nursery. We believe in equality, self esteem, self confidence, positive rewards, stimulation & safety. We encourage children to contribute with ideas about the activities they are involved in & all staff follow rigorous guidelines & constant review to ensure our standards are maintained at the highest level. We believe that self reflection is a good tool to self improvement & therefore to an improved provision.

Specific Aims

- To develop & provide a loving, supportive and well – ordered environment in which staff & children can work & play harmoniously together.
- To develop confidence, self esteem & ambitions of all children.
- To help children to use language & numbers effectively.
- To identify carefully each child's individual needs & to provide equality of opportunity for their fullest development.
- To prepare children for the next stage of their education.

Specific Objectives

- To provide a pastoral system in which each child is known by a key worker. To convey to all children a sense of the enjoyment of learning
- To establish codes of behaviour which reflect respect & concern for all members of the community
- To help children have pride in the Broad Oaks premises by enhancing their appearance through displays of work.
- We aim to create for both our staff & children a pleasant & inspiring atmosphere.
- To introduce children to a wide variety of activities & to continually strive to improve our facilities.

Information to Parents/Carers

Parents/Carers will be regularly notified of any information concerning their child, or the setting as a whole i.e. annual nativity play. This will be done by letter & by the child's key worker. In the reception area there is a parents/carers display board which will act as a notice board which will be updated as & when needed.

The planning is displayed in each room.

Each child will have their own personal file where their written records will be stored, i.e. registration forms, accident sheets, medicine forms. Parents/carers have access to all these records regarding their child. These files will be kept as set out in the regulations. These can be viewed at any time by request of the parents/carers. We also would like you to contribute to this file with home observations that occur.

Each child will be assigned a key worker & information about who is your child's key worker will be displayed in the room. The key worker will be encouraged to carry out most of the daily routine with their key children. Our setting believes that children should have good relationships with all adults in the setting & so golden moments such as feeding or nappy changing will at times be performed by alternate members of staff. The key worker will also give feedback to their key children's parents/carers on a daily basis, parents/carers are made aware that they can discuss any concerns or views regarding their child or the nursery at any point with their key person or a member of Management.

Parents/carers are advised to read our Parents Pack Policies and Procedures available on our website to view or a copy in nursery is available to read on request. There is also more great information for parents via our website

www.broadoaksnursery.uk

Broad Oaks Nursery - Terms & Conditions

Please read carefully

1. All information must be completed on your child's registration form. This includes GP and Health Visitors details.
2. Only prescribed medication, with a current date which has been signed into the setting will be administered by practitioners.
3. In hot weather, high factor sun cream will need to be supplied to the Nursery. This will also need to be signed into the setting.
4. Nursery fees are payable in full for bank holidays and during the Christmas period. Any absences due to family holidays or illness is also payable in full. If Nursery is unable to open due to extreme weather conditions (e.g Heavy Snow Fall) fees will still be payable to maintain staff wages. Broad Oaks will always endeavour to have it's doors open unless the safety of the children and staff will be compromised.
5. The Management reserves the right to refuse admission of a child into the nursery if nursery fees have not been paid.
6. An additional 'late' fee is charged for children who are collected after their stated pick up time at £1 per minute. A fee will also be charged for late payments = £10 per day.
7. The completion of a Registration Form, all ID documents & one weeks fees will secure a place at Broad Oaks Nursery. The termination of the contract will require 4 weeks notice, the fourth weeks payment will be covered by the deposit initially paid on booking.
8. Nursery places cannot be changed unless notice is given and permission granted by management
9. Parents/carers must inform nursery staff of any changes regarding the information on their child's registration form e.g. addresses, doctors, & person/persons authorized to collect children etc.
10. The nursery has a complaints procedure and all complaints should be brought to the manager's attention. If you feel this is not possible then OFSTED can be contacted their address is displayed on the parents notice board.
11. Practitioners are required to monitor and review the progress and development of children in their care. Initial observations are completed over the first 6 weeks and a baseline assessment shared with parents/carers. In some circumstances parents/carers may be asked for permission for referrals to be made to support their child's development further.
16. You are asked contribute towards the safety of your children by ensuring that all policies and procedures are followed. These can be found on our website (www.broadoaksnursery.uk) or can be obtained in print if requested.
17. Practitioners view the welfare and safety of the children as paramount and take necessary action if there are relevant child concern issues. Staff will log a child's existing injuries when observed and ask parents/carers to sign to confirm their written explanation of the injury. Any accidents, incidents or head injuries gained in the setting will be recorded and shared on collection.
18. On accepting a place at Broad Oaks Nursery parents/carers must agree to abide by all these Terms & Conditions and all others asked from the setting whilst your child attends.

What to bring:

- Nappies
- Ready made bottles (If required)
- Comforter (If your child has one)
- A complete change of clothes
- A coat for outdoor play



Opening Times

The Nursery will be open:

Monday – Friday 8.00am-5.30pm (Recommended maximum of 9 hours per day)

We are closed for Bank Holidays & for approximately one week over Christmas & New Year.

Nursery Fees



* **£140 Term Time Only for up to 45 Hours per week. £160 Full Time Average Fee inc Out of Term.**

Prices below are for children eligible for 30 hours funding only.

****£110 Term Time Only for up to 45 hours per week. £135 Full Time Average Fee inc Out of Term.**

2 year olds (Toddlers) 3 years + (Pre-School)	From £140* From £110**
Daily Rate 5+ hours	£40.00
Part time under 5hours Am session 8.00 – 1.00 or Pm session 12.00 – 5.00 Hourly Rates:	£25.00 £8 (under 10) £6.50 10 or more

Some discounts are available, please ask for further details.

Prices are reviewed annually in April each year.

What does the price include?

A morning session includes breakfast between 8.30am - 8.45am, morning snack & lunch. An Afternoon sessions includes an afternoon snack & tea. Lunch is at 12.00 and tea is at 4.30.

We practice In the Moment Planning for all children in line with the Early Years Foundation Stage and use observations to assess your child's development. We also ask parents/carers to carry out observations on their children at home so that we can provide activities that children prefer to do and therefore are interested in. All observations are shared via our Tapestry system.

Broad Oaks Nursery provides up to free 30 hours free childcare to eligible children, the term following their 3rd birthday.

We also offer 2 year old funding to eligible children from the term after their 2nd Birthday.

You will notice that you are asked to contribute items from time to time for example photographs of your child or a certain colour of object that the nursery can put on display. This is to assist in monthly topics that the children are covering please don't be

Our contact details:

**Broad Oaks Nursery
49 Bolton Rd
Farnworth
Bolton
BL4 7JN**

TEL: 01204 792242

Email: broadoaksnursery@gmail.com

Contacts: Colleen (Proprietor & Registered Person)
Georgina (Manager & Registered Person)
Stuart (Business Partner)
Faye (Deputy Manager)

Registration Pack

Dear Parents/Carers

Thank you for choosing to enquire about a place at Broad Oaks Nursery. We hope you find the following information both interesting & informative.

If you have any further enquires, please do not hesitate to contact us on 01204 792242. Or if you require any assistance filling in this form, please call into the nursery.

If you wish to secure a place with us for your child/children & you have spoken to a member of management about your child starting with us. Please fill in the following forms & return them with a weeks deposit to hold the place for you.

We take data protection very seriously and we are a member of the ICO and take all steps to follow the Data Protection Act 2018. (GDPR)

The following pages included are for you to fill in and send back to Broad Oaks Nursery if you require a place for your child at one of our settings. We will contact you as soon as we have processed your form, with further information.

Along with the completed documentation we require:

- **Photographic ID for parents/carers (also for your child if you have this)**
 - **Proof of address**
 - **Child's red book (Health Visitor)**
- **Full Birth Certificate for the child (with Parents details)**
 - **Funding eligibility letter (2 year old)**
- **Any other documentation for foster/adoption proceedings.**

These will be copied & the originals given back to you, except for the 2 year old funding letter which we will keep.

Broad Oaks Nursery - Registration Forms

Child's Details

Full Name: _____

Address: _____ Post Code: _____

Date of Birth: _____

Religion: _____

Gender: Male Female (please circle)

Ethnic Origin: _____ Language Spoken at home: _____

Parent/Carers Details

Name: _____

Relationship to Child: _____

Address: _____

Mobile Number: _____ Home Phone: _____ Work: _____

Religion: _____

Name: _____

Relationship to Child: _____

Address: _____

Mobile Number: _____ Home Phone: _____ Work: _____

Religion: _____

Who will be collecting your child? _____

Please state who has Parental Responsibility for the child in question: _____ & _____

(Who is named on your child's birth certificate) Which Parent does the child normally live with? _____

[Please give details of 2 alternate emergency contacts in case contact cannot be made with parent/carers](#)

Emergency Contact 1

Full Name _____

Relationship to Child _____

Address _____

Contact Numbers _____ / _____

Emergency Contact 2

Full Name _____

Relationship to Child _____

Address _____

Contact Numbers _____ / _____

Medical Details

Doctors Name _____

Address _____

Telephone number _____

Health Visitor's Name _____

Address _____

Telephone number _____

Will your child attend more than 1 setting? If so please provide details so we can contact:

Please inform any other settings that Broad Oaks Nursery also care for your child. We will need to share information with them.

Name of setting: _____

Please complete times of attendance which you intend to adhere to:

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					
Am Session 8.00-1.00					
Pm Session 12:00-5:00					
Funding (5) 9:00-12:00					
Funding (5) 1:00-4:00					
30 hours 9:00 - 3:00					

Do you give permission for your child to receive basic first aid?

Yes

Do you give permission for the Health Visitor/Doctor to be contacted if necessary?

Yes

Do you give permission for your child to receive Emergency Medical Treatment?

Yes

Do you give permission for nursery staff to apply plasters on your child if needed?

Yes No

Do you give permission for us to take photographs/video of your child for development & evidence files?

Yes

Do you give permission for your child to attend outings with nursery staff using public transport or walking?

(Consent will be asked for again, before each trip)

Yes No

Has your child had:

Chicken pox Yes No
 Measles Yes No
 Mumps Yes No

Other: _____

Does your child attend another setting alongside Broad Oaks Nursery: Yes No

If at any time we need to contact you regarding your child's health, whilst your child is in our care, for example a high temperature or other signs of possible illnesses, we will ask for your advice over the phone. This conversation will be conducted with you being on loud speaker so another person at nursery can witness the conversation. We are required to do this for monitoring purposes. For your information we do store Calpol on our premises for emergency use but we will request your advice if and in what dosage is required for your child. We can not diagnose a child and we will contact you using contact details we have on file to ask for your advice. We hope you understand how important up to date contact information is so we can contact you in an emergency situation or when necessary.

Is your child up to date with their Immunisations & Health Checks? _____

Has your child been weaned? _____

If so, what diet have you introduced so far? _____

Please list any impairments or allergies known:

(Confirmation from a professional is required before placement can begin)

Please list an specific dietary requirements: _____

Has your family/child been involved with or are they currently involved with any other services; Speech & Language, Social Services etc? If so, please state reasons why. _____

Named GP and Location _____

Named Health Visitor _____

Please give a password, in case there is a case where you can not pick your child up. We will not let your child leave the nursery with anybody without your consent.

Password is _____

Date Nursery Placement is due to start _____

- **I have read & understood the Terms & Conditions of Broad Oaks Nursery.**
- **I have been made aware that at any time I wish to see the original papers, the complaints log or any other information held at the Nursery regarding my child I only have to ask a member of staff.**

A deposit will be required of £_____ to secure a place. Paid [] Yet to Pay []

Signed Parent/Carer _____ Date _____

Broad Oaks Signature _____ Date _____

Tell us a story...

Please try to complete all the questions below to help us to understand & help your child settle into our setting

Name - _____

Date of Birth - _____

Does your child use a Comforter - _____

What is their Sleeping Pattern & Position - _____

What are your child's Likes / Dislikes - _____

Will your child talk about any Special Toys / People. What words will they use to discuss these- _____

Feeding / Weaning - _____

[Continues on next page...](#)

Short / Long Term Medication _____

Allergies - _____

Where do you feel your child is at with their development, please circle the following that applies to your child:

Unable to sit unsupported Sits un-supported Crawling Walking

Cooing Babbling 1 word sentences 1-2 word sentences 2-3 word sentences 3+ word sentences

Bottles Spoon fed by adult Feeds self finger foods Feeds self well with spoon or folk

Do you have any concerns about your child's development? _____

Tapestry Parent Consent Letter

Tapestry is the application we use in nursery to track children's progress. It is replacing the paper learning journals for many reasons. Tapestry allows us to input children's observations and assessments much easier. When the information is inputted daily or weekly we gather and monitor this data constantly. This data can then show how a child is progressing in the many areas of learning and we can see comparison charts for any assessment period for any child.

This data can highlight the areas of learning that maybe children, are not being given the opportunity to do whilst at nursery, or the information is not accurate enough, or the child has little interest in doing a particular activity, or that there may be a developmental delay in one or more areas of learning for some reason. In either case this allows us to see clearly how we can make changes to give more support in these areas in the future or allows senior members of staff to pick up on inaccurate assessments, or lack of observations, in these areas and then feedback to key workers who can usually improve this information to give more accurate assessments in all areas of learning.

So overall, tapestry is a huge benefit to each child in our setting and we encourage parents to provide your email details so we can send you a link to access your child's online secure learning journal and to also contribute to it with your own observations.

If you would like to join Tapestry and monitor your child's progress at your leisure please write down your email address below and return to nursery, or email us at broadoaksnursery@gmail.com from your primary email address leaving your child's full name in the email for security reasons.

We also need you to sign the consent form below, to show you have read this letter and understand that staff will be assessing tapestry, if required, from home to complete assessments out of nursery hours. They follow strict policies to not allow any other person to access children's learning journals. Staff do not have access to any personal data ie address details on children and simply only have access to the observations and assessment data itself. Although this information is private it is not a data protection risk but we understand your child's pictures and day to day observations need to be kept private for various reasons and we respect that and we have measures in place to prevent any information from leaking.

GROUP PHOTOS: We take many group photos from when children are playing together. If your child's journal includes one of these group photos, please can you make sure you do not share this on social media, unless you have a way to isolate your child or remove other children from the image. There might be occasions when your child might feature in another child's journal, so please be aware of the risk of these being shared on social media. If you are not happy to take this risk, please do not complete the form below and speak to us first.

Tapestry Consent Form

NAME: _____

Primary Email: _____

Child's Name: _____

I have read and understand the information contained in this letter and I give my consent to allow staff at Broad Oaks Nursery to access my child's Observations and Assessment Data out of usual nursery hours and from a private location ie Staff's home address. Some sensitive information may be contained within my child's online learning journal with regards to assessments in particular and I fully understand the minimised risks involved of a data leak. Tapestry is a secure online application and all necessary steps are taken to minimise any data being leaked.

Signed: _____ **Date:** _____