

*'Quality Nursery Education and Day*

*Care*

*Provision for Children aged 3 months*

*to 5 years'*



Mulberry Bush  
Day Nursery

# *Learning for Life*

*3, Wingfield Court, Norwich Road,*

*Mulbarton, Norwich*



**Norfolk Quality  
Assurance Scheme**

*8JP*

[www.mulberrybush.org](http://www.mulberrybush.org)

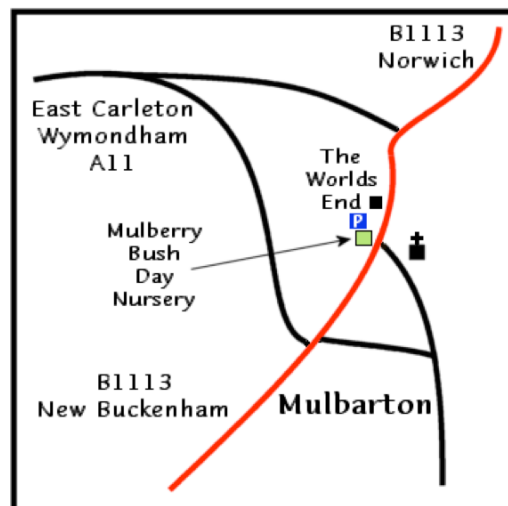
## *Welcome to Mulberry Bush Day Nursery*

Thank you for requesting information about *Mulberry Bush Day Nursery*.

We know that choosing the right care for your child is a big decision and we hope that our prospectus contains all the information you require at this time. Of course, when you are ready to make your decision we would be delighted to meet you and show you around the nursery where you can get a much better feel for how we operate and what goes on during the day.

Mulberry Bush Day Nursery is located in the popular village of Mulbarton, opposite the duck pond. It is easily reached from the B1113 into Norwich, and is just 8 miles from Long Stratton on the A140.

The Nursery was opened in September 2003 by Ros and Jo and aims to be a resource for families, providing a nurturing environment for young children which has the highest standards of care and education. We continually strive towards being an environment which provides support, time and space to children as their confidence, self-esteem and enjoyment of life develops. We aim to be a home from home where all are valued, respected and supported.



If you have any further questions after reading this prospectus, or would like to make an appointment to look around, please do not hesitate to call the nursery on (01508) 570100

## Our Aims

**At Mulberry Bush Day Nursery we aim to -**

- ◇ *Be a home from home for your child, enabling you to go to work with peace of mind*
- ◇ *Make each child's welfare and development our priority*
- ◇ *Provide a safe and stimulating environment that encourages a community atmosphere, where families feel welcome and supported*
- ◇ *Nurture each child's sense of self-worth*
- ◇ *Instil in each child an awareness and caring for the world around them*
- ◇ *Provide a rich variety of activities and opportunities to learn through play*
- ◇ *Encourage independence and confidence*
- ◇ *Help children develop an understanding and awareness of the multi-cultural nature of our society, and have a healthy respect for themselves and all other cultures and religions.*
- ◇ *Actively promote the development of those skills needed for lifelong learning*

## **Opening Times and Sessions**

We are open from 8am until 6pm, Monday to Friday, 51 weeks of the year (closed for 1 week over Christmas). The Nursery is also closed on Bank Holidays.

Children can attend nursery for morning, afternoon or whole day sessions (see 'Fees' for details on costs.) We are also able to offer limited places to those children who require afternoon sessions for their first half term at school. Costs will vary depending upon the length of session required and whether you need us to collect your child from school (Please note: We are only able to collect from Mulbarton Infant School.)

## **The Team**

Our staff are recruited for their enthusiasm and dedication to the care and development of children. They are continuously trained and are keen to develop their skills. As part of our aim to be a 'home from home' for your child, we have a positive approach to touch within the nursery. The children develop close relationships with the adults who care for them and they receive the care and attention that every child deserves, from chasing games and tickles to cuddles and kisses. It is through these positive experiences of touch with trusted and loving adults that children develop a healthy sense of self and an understanding of the nature of positive relationships with adults. Staff use language that is based on respect, both for children and adults as individuals and as part of a group. Staff are actively discouraged from using negative words (such as stupid, silly or naughty), and instead use language that encourages positive behaviour and portrays a positive self-image to the child. In a nursery of our size, we expect that your child will know and be fond of all members of staff, although we do have a Key Person Approach. This means that you will meet with one specific member of staff initially to complete a 'care plan' for your child (which outlines your child's specific needs and requirements whilst at nursery, allowing us to get to know them quickly and accurately.) This member of staff will have the responsibility of keeping up to date with you and your child's specific needs. They are also responsible for the upkeep of your child's development record – 'The Learning Story'.

## **Food**

Excluding breakfast, the nursery provides all the food required by your child throughout the day, the cost of which is included in our fees. Breakfast can be provided at an additional cost of £1.50

As part of our Food Policy we aim to provide children with a nutritious, varied and appealing diet: We follow, and exceed, the National Nutritional Standards for Nurseries. Meals are prepared on site, where possible using fresh, local produce. The majority of our meat products are local and free range, supplied by Paddocks Farm Butchery. Our fruit and vegetables are delivered weekly from the local farm shop. We limit the use of processed foods and the majority of meals are prepared and cooked from scratch. There is a healthy mid-morning snack available and a hot, two-course lunch served at around 12:00. At 16:00 the children have their tea. Our mealtimes are relaxed and

sociable times, where we encourage the development of social skills, such as good table manners, how to use cutlery and the use of polite language to both the adults and each other. The children sit around a small table with an adult and are encouraged to serve themselves and each other. We hope that you will see evidence of your child's growing independence and enjoyment of mealtimes at home.

Children are more active, responsive and open to learning when their dietary needs are met. The children have access to fresh drinking water at all times, and staff actively encourage children to take drinks throughout the day.

We will cater for children with specific dietary requirements.

## **Organisation**

The first five years of a child's life are the most formative. At Mulberry Bush Day Nursery we take our role in your child's development very seriously. The organisation and layout of the nursery has been carefully planned and we aim to provide an environment that facilitates learning and development.

### **'Fledglings'**

#### **Children aged 3 months to 2 years**

This purpose built room incorporates two main rooms for play (the lounge and the messy room,) it's own kitchen, a nappy changing room and a separate cot room. The lounge area is furnished as a comfortable, home environment, with areas for messy play, floor games and activities, books and quiet times. The messy room is used for a variety of reasons and activities – from mealtimes and sensory activities through to simply being an extra play-space, allowing different age groups to be separated if necessary. The babies and toddlers experience a wide range of stimulating activities as the room is run by caring and dedicated staff (at a ratio of 1 adult to every 3 children) who have a special affinity with babies and an excellent knowledge of their needs and development. We encourage all the age ranges, from both rooms, to mix together at different times for activities such as stories, music and mealtimes. This adds to the family feel of the nursery, further encouraging social development. Allowing the rooms to socialise has the added benefit of allowing the children to familiarise themselves with a wider range of adults working within the nursery, further assisting the transition from Fledglings to Ducklings.

Until your child is ready to drink cow's milk, please provide their formula feeds or expressed breast milk and we will be happy to feed them following their regular routine. When your child is ready to wean, we ask that you provide their very first foods. As they become ready for more texture and variety, we offer our regular nursery menu, blended, chopped or mashed as required.

To allow for personal preferences and sensitive skins, nappies, wipes and creams need to be provided by you. There is space for these to be kept in the nappy changing area.

When your child is nearing their second birthday they will gradually become integrated into older room via taster sessions. They will only move through to this room when it is developmentally appropriate for them to do so.

## **'Ducklings' and 'Goslings'**

### **Children aged 2 years onwards**

Within this large room we have space for a maximum of 28 children. There is a staffing ratio of 1 adult to every 4 children under the age of three (*'Ducklings'*), and 1 adult to every 8 children aged three years and above (*'Goslings'*.)

The room is arranged into 'areas' where children can access resources and equipment independently, or supported by staff members. The resources are age appropriate and include books, sand and water trays, real and natural items, puzzles, art and craft equipment, musical instruments, construction kits and dressing up clothes. The children are encouraged to explore, socialise and learn at their own pace in a happy and relaxed atmosphere.

Alongside this independent play, children are encouraged to join in with activities and learning opportunities offered by the staff. This includes cooking, art and craft, music, circle times, games, dance and stories. Staff focus on each child's individual needs and organise these activity times accordingly. As the staff spend time with your child during their play and activities, they will make observations which are used to monitor progress and see what they are interested in. This knowledge is used to influence further opportunities for learning based on your child's interests together with Early Years curriculum guidance.

More information can be obtained by reading our policies, especially our document - 'Learning for Life'.

## **The Garden Room**

We are lucky enough to have a large open space for physical, energetic play. The room is very much treated as an outdoor play-space, and is appropriately equipped for all the ages. As this is an indoor area, we are able to play there all year round, without being reliant on the weather.

We are also well placed for outdoor exploration, as Mulbarton Common is opposite the nursery and there are lots of short walks very close by.

## **The Quiet Room**

This is a small, calm room off the main room for children to rest and/or nap. This room is also used for small group activities and circle times.

## **Main Cloakroom**

This is the entrance to the nursery for all age ranges. As well as containing storage boxes and pegs for the Ducklings and Goslings, it is also known as our 'Parents' Area' with things of interest to parents of all children within the nursery, whatever their age. Our staff photo board is here, giving names and job descriptions of everyone involved in the nursery. The displays in this area aim to impart information to parents of children throughout the nursery and you are welcome to take as much time as you want, at the beginning or end of your child's session, to read and enjoy the displays. We also have a library of books aimed to help with parental and family issues, which are available for you to borrow. If you ever use a book that you would like to recommend to us for this purpose, we would be only too happy to hear!

We have a 'Community Board' advertising local events and where parents are welcome to communicate with each other such as advertising items for sale or requests for equipment.

### **The Outdoor Classroom**

We have a courtyard to the rear of the building which is used for all ages. Our children use this area in much the same way as they use our inside areas, but here they have access to the elements adding an extra dimension to their play.

We also venture further afield, using all of our surroundings as an extension to the nursery. We are always keen to take opportunities for outings because we know that this gives children a much broader and well-rounded world view, as well as direct experience of their local environment.

We value our role within the local community respecting the children's place in it. Children are given the opportunity to interact with different areas in the locality, with shopping trips and visits to other settings.

### **Daily Feedback**

#### **Fledglings**

At the end of each day you will receive feedback (written and verbal) about your child's day. The written sheets are very detailed and include things like how your child has eaten, any naps taken, information on nappy changes and any activities they have enjoyed during the day. This will take the form of a diary which, we hope, you will also contribute to. There is also a message board in the Fledglings Cloakroom used for messages specific to this room.

#### **Ducklings and Goslings**

A feedback sheet for the group is completed every day, and this will inform you of activities that have been on offer. The previous day's sheet is also displayed on the board. Whilst all this information communicates a certain amount to you about your child's day, we know that you may wish for more detail on specific issues. A member of staff will be on hand to give you this individual feedback.

#### **General**

One of the management team will always be available at the beginning and end of the day if there are any issues concerning your child or the nursery that you wish to discuss. If this is likely to be an in-depth talk, then it may be necessary to make a prior appointment. We always welcome your views and comments. We believe that good communication between home and nursery is invaluable in providing individual service. A separate message board is used for any messages specific to the baby and toddler room. Parents of children in this room will receive an individual feedback sheet at the end of every session.

## **What to send to nursery**

We request that you send your children to nursery in practical clothing, appropriate for the type of activities we offer. We also ask that you send a change of clothing, labelled, in case of accidents. As young children spend a lot of their time with floor activities, we request that you provide your child with a pair of named plimsolls to change into from their outdoor shoes. These are to be worn in the nursery to keep our carpet as clean and hygienic as possible. If your child is particularly attached to a toy, snugly or comfort blanket, this will always be welcomed, but please try to name these items to avoid them getting mislaid or mixed up with nursery equipment.

If your child attends for a full day, we would like you to send a toothbrush, in a toothbrush case, for your child to brush their teeth after lunch.

*The Fledglings Room has slightly different requirements to the rest of the nursery. If your child is joining us in this room, you will receive information on what to send to nursery before they join.*

## **Toileting**

If your child is in nappies or pull-ups please send enough for the session. If he or she is learning to use the toilet or potty then we will support you and your child through this time. Again, we would remind you to send a change of clothes in case of accidents. Our toilets are 'child-friendly' and the children are sensitively supported in becoming independent with these skills.

## **Collection of children**

The safety of your child is of utmost importance to us. When your child first joins the nursery we will ask for the names and photographs of those people who will be collecting your child on a regular basis. If your child is to be picked up by someone not on your list you will be asked to inform us in advance and provide a description of that person. We may require a password to be used. If we are ever in any doubt that the person collecting your child is not authorised to do so then we will not let them leave with your child.

## **Illness or accidents**

For their own comfort and well being, please do not bring your child to nursery if he or she is unwell. It would be appreciated if you would contact the nursery at the earliest opportunity if your child will not be attending. If your child has an open wound, this must be covered before they come to nursery. Please inform the nursery if your child is suffering from an infectious illness so that we can take the correct action. Should your child suffer from sickness or diarrhoea, we require you to keep them at home for forty eight hours after the symptoms have ceased before bringing them back to nursery (this follows the

guidance on Communicable Diseases in Schools and Nurseries sent out from Norfolk Health Authority.)

If your child falls ill whilst at nursery we will make them comfortable until you or one of your authorised people are able to collect him or her.

### **Medication**

If your child requires medication, we are happy to administer it once you have completed our Medication Form (stating type of medication, dosage etc.) The medication must have been administered at home, with no ill effects, before we can administer it at nursery.

If your child is asthmatic and uses an inhaler we will require a form to be filled in, stating as and when the inhaler may be required.

### **Accidents**

Any accidents that occur whilst your child is in our care will be recorded on an 'accident record sheet'. We will ask that you sign the sheet to say that you have understood what occurred and what action, if any, was taken. If it is deemed necessary, we may also contact you at the time. We would like to reassure you that the majority of our staff are first aid trained. In the event of a medical emergency the child will be assessed promptly and appropriate action will be taken.

### **Settling in**

Those first few days at nursery can be a daunting prospect for your little one (and you!) and for that reason we have a number of ways to settle both of you into Mulberry Bush.

You are welcome to visit as many times as you feel necessary before you even make the decision to join us. We know what an important decision it is and we want you to be sure you are making the right one for you and your family. These visits are the ideal time for you to ask as many questions about us as you need to.

When you have decided that Mulberry Bush is the place for your child, you will register with us and as soon as we know that the sessions you require are free, your child will be able to join us.

Before your child starts at Mulberry Bush, you will be invited to an introductory session, lasting around one hour, at a time convenient to you. This is termed a 'Care Plan Meeting' and will usually be with your child's key-worker. This is an opportunity for you to give us as much information about your child as possible and to ask us any questions you have. This meeting may be away from your child or could take place in the same room, whichever suits you and your child best. This first session also allows the child to familiarise themselves with the surroundings and gives a little insight into the routine. The next session would, most likely, be without you and would last for around 2½ hours, encompassing a meal or snack time. A half day session would be arranged next, and if we all thought it right to do so, your child would probably be ready to start their full day sessions from then on. However, more introductory sessions could always be arranged if you feel it is necessary. During these settling-in sessions and once your child starts with us, you are

welcome to ring at any time during the day to check on how they are. If there has been a particular concern that day, we may ring you to reassure you.

## **Registration**

If you decide to register your child with us, you will be asked to return a completed registration form, together with a £30 registration fee. This will reserve a place for your child subject to your chosen days being available. This is a one off, non-returnable payment.

We will contact you about 3 weeks before your child is due to start with us, when you will need to fill in various forms for information such as dietary requirements, doctor's details, allergies and the names and photos of those authorised by you to collect your child. You will also receive our bank details in order to set up your Standing Order payment.

## **Parking**

We have a number of car parking spaces allocated for parents to the rear of the nursery. We would appreciate it if all parents used these spaces when dropping off and picking up their children. Please do not block the entrance to the nursery for other cars.

Also, please respect our neighbours and our staff, and make sure that you only use those spaces allocated for parents of children at the nursery.

## **Fees**

We make every effort to keep fees to a minimum without compromising on quality. Fees cover up to ten hours per day, between the hours of 8am-6pm and are paid monthly, in advance.

Session	Time	Fledglings	Ducklings and Goslings
		0-2 year olds	2-5 year olds
All day	8am-6pm	£45.00	£39.00
Morning	8am-1pm	£24.75	£23.60
Afternoon	2pm-6pm	£21.25	£21.00

Fees include the provision of meals, snacks and refreshments, all equipment and craft materials and any events held at the nursery. Special events or outings are an optional extra and will be charged for at the time.

We are also able to offer some afternoon sessions (including lunch) picking up from Mulbarton Infant School for those children unable to start full days in Reception in their first term. Prices for this are set each year.

## **Holidays**

The nursery is closed for 1 week over Christmas, where fees are not charged. You are entitled to a further 2 weeks holiday per year (starting from the month you start with us,) where half-fees can be requested in order to maintain your child's place. We ask that you give 4 weeks notice if your child is going to be absent from nursery.

The nursery is also closed for bank holidays. Refunds are given for Bank Holidays so that Standing Orders are not affected.

**Payment**

Payment is required one month in advance, and must reach us by the first of the month. We would prefer payments to be made via standing order – details can be obtained from the office. We welcome payment via childcare vouchers however we ask for the first two month's payments by cash or cheque to allow time for this system to be set up. Cheques are to be made payable to Mulberry Bush Day Nursery (Mulbarton) Ltd. For ease, payments are averaged over twelve months, resulting in identical payments for each month. If you have requested half-fees for any holidays taken, these will be refunded to you by cheque the following month.

*Late payment of fees will result in a 5% charge.*

**Early Years Funding**

As we are registered with OFSTED and provide an Early Years Curriculum, children aged 3-5 are eligible to receive 2 ½ hours of funded Early Education per day (up to 5 sessions). This reduction will be reflected in the fees you are charged.

Our OFSTED registration number is EY258132.

**How the fees are calculated**

Your daily rate is multiplied by the number of days and half days booked per week, multiplied again by 51 (weeks), divided by twelve (months) and rounded to the nearest pound.

*Please request a copy of our Fee Payment Policy for more detail.*