

*'Quality Nursery Education and
Day Care
Provision for Children aged 3 months
to 5 years'*



Mulberry Bush
Day Nursery

at St. Edmunds

Learning for Life

St. Edmunds, Norwich Common,
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Welcome to Mulberry Bush Day Nursery at St.Edmunds

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

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 at St.Edmunds is located on Norwich Common in the market town of Wymondham, within easy reach of the A11 and Norwich.

'Norwich Common' is the road between Wymondham and Hethersett (the old A11), just 2 minutes drive from Waitrose and the Police Headquarters.

Mulberry Bush Day Nursery at St.Edmunds is a converted chapel, set in it's own grounds with ample parking to the rear. The children benefit from a unique building within a secure location, with access to a private garden.

The Nursery was opened in September 2009 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.

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.)

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 (01953) 603792.

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*

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 tickles and chasing games 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 or naughty), and instead use language that encourages positive behaviour and portrays a positive self-image to the child.

The Key Person Approach

A child's first and most important key relationships will, in the majority of cases, be with their family and close family friends. To enable children to feel happy and secure when they spend time away from these special people, our setting offers a "Key Person" for each child and their family.

The Key Person approach aims to support each child in feeling individual, cherished and thought about during their day at nursery. We believe in caring for families as a whole, therefore the Key Person aims to build positive relationships with the important people in the child's life. This partnership provides the opportunity for parents/carers to liaise with someone else who cares for their child.

Your Key Person has 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'.

The Management Team

Mulberry Bush Day Nursery is owned by Jo Billham and Ros Cutts, two working mums who believe strongly in creating a home from home atmosphere for your child to enjoy and learn in whilst you are at work. Supporting them is Ellen Lawson, the Nursery Manager. Together, they make up the Management Team.

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, quality service.

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 a home from home environment that facilitates learning and development.

St. Edmunds has a flexible approach to the organisation of the space available to the children. The use of rooms and the organisation of resources, furniture and equipment will depend upon the ages and stages of development of the children present on any given day. This allows us to support individual children while being flexible enough to allow the different ages to mix, play and learn from each other yet

still providing spaces where groups can separate out for quieter, more focussed activities, or simply because they feel the need for the comfort of a smaller group. All of this adds up a more natural 'homely' environment.

The spaces available to the children are as follows: -

The Lounge

A homely room, carpeted and furnished in as comfortable way as possible while still allowing space for children to choose resources. Here children will have access to a range of activities: Story, dressing-up, role-play, construction, treasure baskets, puzzles etc.

The Conservatory

The conservatory is a lovely, light space for children to play in. Here they have access to the patio and garden and can take their play outside should they wish. This room can be closed allowing for a quieter, group space.

The Messy Area

This area has a non-slip wet floor providing space for those messier, sensory activities: Paint, craft, sand, clay, water – as well as all the activities available in the lounge. Our toilet block and nappy changing facilities are within this area.

The Quiet Room

This small, calm space provides the opportunity for smaller groups to enjoy time away from the main rooms for either free-play or group activities. We also have the option of using this space as a 'sensory room' as it is fitted with black-out blinds. This room is also used for older children who require naps after lunchtime.

The Play Room

Upstairs we have a cosy room to take small groups for focussed activities. This room is mostly used for the older children enabling them to access equipment and resources that may not be suitable for our younger children. This room also has the facility to be used for older children requiring naps after lunchtime should extra space be needed.

Fledglings Cot Room

Set away from the main rooms, the Fledglings cot room is a separate area for our youngest children to rest. Here the temperature is monitored and the children are closely monitored.

Patio and Garden

The garden and patio are equipped for all ages and have been designed for physical, energetic play. However, here we can also offer the opportunity for discovering nature (from planting and growing to going on bug hunts!) The garden has areas for ride-on toys, climbing and physical play but also has quieter spaces with natural shade.

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.

'Fledglings'

Children aged 3 months to 2 years

We will take up to 12 Fledglings each session. The babies and toddlers experience a wide range of stimulating activities as your child's Key Person will ensure that his or her needs are met within the room. There is a ratio of 1 adult to every 3 children of this age. We encourage all the age ranges to mix together throughout the day for activities such as stories, music and mealtimes, however the Quiet Room or Conservatory can be used if smaller groups require it. This adds to the family feel of the nursery, further encouraging social development.

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 children's home boxes.

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.

'Ducklings' and 'Goslings'

Children aged 2 years onwards

We have space for a maximum of 15 children aged 2 years and upwards. 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 children can access resources and equipment independently, or supported by staff members. Resources 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 your Key Person spends 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. You will receive feedback from a member of staff (usually your child's key person) at the end of the day which is a great time to share information and catch up on how your child is doing.

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

Cloakroom

You are free to drop off your child any time from 8 am. Our cloakroom is where you can store your child's coat and outdoor shoes and change them into their indoor footwear. As the nursery is a *'Shoe Free Zone'* there is space for you to store your own shoes in the cloakroom whilst you are dropping your child off. When you are ready, simply ring for access and a member of staff will let you into the main nursery building. If for any reason the cloakroom entrance door is locked there is a bell outside for you to ring for attention.

Our staff photo board is displayed in the cloakroom, plus any information pertinent to 'today'. All of our policies are also stored in this area – please feel free to spend time reading these or ask for a copy to take home.

Home Boxes

You can store anything your child needs for the day in their 'home box'. This may be nappies, a change of clothes or a special cuddly. You can also use this for your child's shoes and coat if you do not wish to leave them in the cloakroom. This box will need to be emptied at the end of their session.

In this area you will find our Parents Notice Board with information you might find interesting, plus the 'Community Board' where we can advertise local events but which is predominantly for you, the parents, to use as you wish.

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 a care plan, 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.

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 a 'Care Plan' Meeting with your child's key-person. This session lasts around one hour and 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 2 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, or your child's key-person, 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.

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.

Toileting

If your child is in nappies or pull-ups please send enough for the session (NB: We support 'Real' nappies – just have a chat with your key person.) If he or she is learning to use the toilet or potty then we will support you and your child through this time, mirroring the strategies you use at home or offering advice. 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.

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 our 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 conversation 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.

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 and the reasons why. 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 and give you information on exclusion periods (see also the notice on the Parents Board.) 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 contact you and make them comfortable until you or one of your authorised people are able to collect him or her. In all cases, if your child has a temperature of 38C or above that is not reducing they will need to be collected.

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.

Collection of children

The safety of your child is of utmost importance to us. Access to the nursery is controlled from inside the building, ensuring that we only allow access to those people known 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. This list, along with yourselves as parents, make up your child's 'Authorised Adults.' If your child is to be picked up by someone not on your list you must 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.

Parking

We have a number of car parking spaces allocated for parents to the rear of the nursery, along with one disabled parking space clearly marked in front of the cloakroom. There is a wide entrance to the nursery car park, allowing in and out flow of cars – please drive considerately keeping to the left. Please reverse into a car-parking space as this will allow you to leave the car park safely in a forward gear.

Parking at the front of the building is reserved for staff only. There is strictly NO PARKING on the road under any circumstances.

Future Provision

By February 2011 Mulberry Bush Day Nursery at St.Edmunds aims to be a 56 place nursery with space for twelve 0-2 year olds, twenty 2 year olds and twenty-four 3-5 year olds. We will be developing this provision by creating a purpose built 'Fledglings and Ducklings Unit' within our grounds. Up until this time we will, unfortunately, have to fence off the lower half of the gardens to ensure the safety of the children. The children will still have access to our garden and patio area. Building work will be carefully timetabled so as to not disturb the day to day running of the nursery and will at no time compromise the quality of care and experiences that your child will receive.

When the new building is completed both the chapel (Goslings) and the new building (Ducklings and Fledglings) will have access the garden and patio and the Orchard area to the rear of our site will then be available for more regular use.

Fees

We make every effort to keep fees to a minimum without compromising on quality.

| Session | Time | Fledglings 0-2 year olds | Ducklings 2 year olds | Goslings 3-5 year olds |
|-----------|---------|-----------------------------|--------------------------|---------------------------|
| All day | 8am-6pm | £46.00 | £41.50 | £39.00 |
| Morning | 8am-1pm | £26.00 | £23.50 | £22.50 |
| Afternoon | 2pm-6pm | £21.50 | £19.50 | £18.50 |

Fees cover up to ten hours per day, between the hours of 8am-6pm and are paid monthly, in advance.

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

Holidays

The nursery is closed for 1 week over Christmas, where fees are not charged – this is already taken off your fees (see below.)

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.

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. 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. We are happy to receive payment via nursery vouchers but must ask for the first two months fees to be paid for by cash or cheque whilst this is arranged.

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.