

# Wallsend Day nursery

6 Ferndale Avenue, Wallsend, Tyne & Wear, NE28 7NA  
Tel: 0191 2955928 Email: [wallsend@choicechildcare.co.uk](mailto:wallsend@choicechildcare.co.uk)  
Manager Mrs Lisa Haylock

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Dear Sir/Madam

Thank you for your enquiry regarding a place for your child/children at Wallsend Day Nursery.

Please find enclosed some information about Wallsend Day Nursery. Enclosed is information about the daily organisation of the nursery, details of the current fees, copies of our menus and an application form for your child/children.

Should you have any queries or if you would like to speak to us further please contact Lisa Haylock, Manager or Suzie Brownlee, Deputy Manager on 0191 2955928. We also have a Facebook page and a website at [www.wallsenddaynursery.co.uk](http://www.wallsenddaynursery.co.uk) if you would like more information.

We look forward to hearing from you.

Yours sincerely

Mrs Lisa Haylock  
Manager  
Wallsend Day Nursery  
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## INFORMATION FOR PARENTS

Wallsend Day Nursery is a 120-place nursery registered and inspected by Ofsted, which cares for children from 0 - 5 years 51 weeks of the year and 3 ½ - 11 years in our holiday club (school holiday time only). We specialize in being an open plan nursery with vast amounts of space and natural light due to the iconic tall ceilings and windows of the Grade II listed building we are situated in. Within the open plan environment, we will have safe and stimulating areas purposefully designed for each age range of children including babies 0-1 years and 1-2 years, toddlers 2-3 years and 3 years plus and pre-school from 3 ½ years. Each age range can access a wide range of engaging facilities such as designated library spaces, a soft play room, a sensory room, multi-function room, separate dining room, and a large multi-purpose outdoor area with safety surface and grassed areas.



## THE NURSERY ORGANISATION/CURRICULUM

Our children are organised into groups approximately according to age. Our expectations of each child's achievements directly relates to their age and stage of development and as such they move from group to group as and when they are ready.



The Early Years Foundation Stage Framework celebrates the skill and achievements of children from 0 - 5 years. Through planned and spontaneous activities and play we encourage our young children to be Healthy, Strong, Skilful Communicators and Competent Learners. Children are encouraged to make their own choices through play, develop their own ideas and self-esteem at their own individual pace. We acknowledge our children's ideas and experiences and nurture these to further stimulate them in preparation for school.



## **LINKS WITH HOME**

It is important for there to be a dialogue between home and nursery, so that you as parents/carers can continue as primary educators for your child whilst we enrich your child's present and previous experiences. We welcome any interest and involvement by parents/carers in the activities of the nursery and endeavour to have a member of staff available at the beginning and end of each session so that we can discuss your child's progress or inform you of any relevant events or occurrences of the day.

## **HEALTH & SAFETY**

It is our aim to ensure all reasonable practical steps are taken to ensure the health and welfare of all children, parents/carers, staff and visitors using the nursery premises. Staff are First Aid and Paediatric First Aid trained so there is someone on duty at all times. Staff undergo health and safety training as part of an extensive training programme as and when required.

## **SPECIAL NEEDS PROVISION**

It is our aim to be an inclusive setting so that all children have equal opportunities. Every child at Wallsend Day Nursery is entitled to be fully included in all nursery activities and have access to a broad and balanced curriculum. All staff share the responsibility for working with children whom may have additional needs and for ensuring that each child with additional needs is fully included in all social and learning experiences. We have a multi-agency approach in order to provide the best possible outcomes and provision for all children and part of this is to work in conjunction with other professionals in providing individual play plans and programmes where needed. Our staff have Special Educational Needs training.



## **MEALS**

High quality meals consisting of food specially chosen to give a balanced nutritious diet, whilst accommodating the likes of young children are cooked in our nursery kitchen by a fully experienced and qualified chef.

The children are provided with breakfast, snack, lunch, and afternoon tea depending upon attendance times. The cost of meals is included in the fees. Special diets are catered for on religious, medical or ethical grounds.



*Parents of young babies are requested to provide the nursery with formula milk until babies can drink cow's milk. We can provide pureed vegetables or fruit on request during weaning and certain dietary required milk.*

## **SLEEPING ARRANGEMENTS**

We have a designate enclosed sleep room which is sound proof for when children require a sleep which allows for comfort and peace aiding in a restful nap. We also have beds available for those older children who require an afternoon nap. The sleep routine can be arranged in consultation with the parents and is flexible.

## **STAFFING QUALIFICATIONS AND RATIOS**

Our nursery staff are fully qualified, holding relevant childcare qualifications from levels 3 to 6 and have many years' experience working with young children. Our manager is fully qualified to level 4 and has over 20 years' experience.

All our staff have undergone the mandatory checks carried out by OFSTED to enable them to work with children. These checks also include DBS checks.

We follow the Statutory Framework for the Early Years Foundation Stage and are regulated by the Early Years Directorate of the Office for Standards in Education (OFSTED).

In line with this we apply the following staff ratios:

- 1 Staff - 3 children 0 - 2years
- 1 staff - 4 children 2- 3 years
- 1 staff - 8 children 3- 5 years



## **OPENING HOURS**

The nursery is open 51 weeks of the year (excluding bank holidays)

Monday - Friday 7.30am - 6.00pm. We are closed Christmas week. If you are to choose a 7.30am start children must be collected by 5.30pm. Our days are a maximum of 10 hours long. Those parents who wish their children to start before 8.00am must discuss this with the manager and it must be pre-booked.

### Session times are:-

Full day:	7.30/8.00am - 5.30pm/6.00pm
Morning Session:	8.30am - 1.00pm/8.00-12.30pm
Afternoon Session:	12.30pm-5.00pm/1.00pm - 5.30pm

For two or three year funded places please ring to discuss opening hours as there are various flexible offers both term time and all year round.

Although sessions start at the above times, the arrival time of children is up to individual parents/carers the start and finish times stipulated are the paying hours.

## **HOW TO BOOK A PLACE**

Children are registered with us on receipt of a completed application form along with a non-refundable registration fee of £50.00. Prior to your child commencing nursery we will arrange free introductory visits. We want both you and your child to be happy before he/she is left in our care. Usually an introductory visit will last about an hour for the first one. We work together with parents as to how many visits your child may need to fully settle at nursery before they attend a full session. The aim is to ensure at the start of nursery both parents and children feel happy and secure.



## **FEES**

All fees (see separate sheet) are payable monthly in advance. If starting nursery mid-month, for the first month you will pay only the number of sessions attended that month. Direct debits will be processed on or around the 3<sup>rd</sup> day of the month in advance or arrangement made via BACS, cash, cheque, standing order or voucher.

As the number of places is strictly limited according to our registration, once a place is taken it becomes the individual child's place every week throughout the duration of the child's time at nursery, and therefore must be paid for regardless of attendance.

Your monthly fee is worked out over 51 weeks this excludes Christmas week and is then divided by 12 months to give you the same fee amount each month unless any changes occur.

**Fees are not refunded for bank holidays. One month's notice is required for children leaving the nursery or one month's fees in lieu of notice. This is strictly adhered to.**

Fees can be paid via voucher system. Please speak to the manager to organise this. Any payments made via voucher can only be refunded via the parent's employer who will then process it back through their payroll system.

## **FREE EARLY YEARS ENTITLEMENT**

Our nursery is included in the local authority directory of providers who can receive funding for the free nursery entitlement scheme. This is available to children the term after their second or third birthday. Two year funded places are allocated via a set of criteria stipulated by the local authority. Please speak to the manager as to the flexibility and sessions on offer for both free nursery entitlement schemes.



***Our nursery operates a strict No Smoking Policy.***

## **WHAT DO PARENTS AND CHILDREN THINK ABOUT OUR NURSERY?**

The staff really help my peace of mind while I'm at work. They are endlessly tolerant and understanding when I ring to check on him, and very reassuring when I collect him. As well as excellent staff, the facilities are fantastic, way above any other nursery I've seen.  
Hayley Laidler December 2017

Staff are fantastic and my daughter loves it. Highly recommended.  
Emma Meachen October 2017

Hands down the best nursery in North Tyneside! Our little boy attended this nursery, the keyworkers are brilliant with the children, management are 5\*, and the facilities are excellent! Our little boy loved the soft play!  
Aaron Walker September 2017



Fantastic holiday club which keeps my 5 and 7 year old entertained during the school holidays whilst I'm at work. Well planned program of themed activities full of fun and opportunities to explore and try new things.  
Sarah Marsland August 2017

# Application for a place at Wallsend Day Nursery

Please supply all the details requested and return to:

Mrs. Lisa Haylock  
Wallsend Day Nursery  
6 Ferndale Avenue  
Wallsend  
Tyne & Wear  
NE28 7NA

For office use only:

Deposit: .....

WALL: .....

1<sup>st</sup> Steps: .....

Name of staff: .....

Child's full name: .....

Date of birth: .....

Address: .....

Post code: .....

Home telephone number: .....

Mother's full name: ..... Email: .....

Occupation: ..... Work Tel No: ..... Mobile Tel No: .....

Father's full name: ..... Email: .....

Occupation: ..... Work Tel No: ..... Mobile Tel No: .....

Name of person/people who have parental responsibility: .....

Names of brothers/sisters (with ages): .....

Permission to copy and keep on record proof of identification of the child: passport/birth certificate  
(please delete as appropriate)

Date you wish your child to commence nursery: .....

Do you wish your child to do full time or part time? .....

Please circle which sessions below you would like your child to attend nursery:

Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM

**Will you require a 7.30am start?** (full day is usually 8.00-6.00pm or pre-booked 7.30am-5.30pm) **YES/NO**

Family doctor: ..... Tel No: .....

Address: .....

Health Visitor: ..... Tel No: .....

Dentist: ..... Tel No: .....

Is your child fully immunised to date: YES/NO

If No please give details: .....

Special dietary requirements: .....

Details of any allergy/health problems/special educational needs: .....

.....

What language do you speak at home: ..... Ethnicity: ..... Religion: .....

Are there any outside agencies involved with your family/child? i.e. Family support worker/social worker/TAF: .....

Have you previously completed an Early Help Assessment form with North Tyneside Council: YES/NO

Emergency contact person (friend, relative or neighbour who can be contacted in case of emergency if parent is not available):

Name: ..... Relationship: ..... Tel No: .....

Password to be used in the event of someone else collecting your child: .....

.....

Any other information which you feel we should know? .....

.....

For our information please indicate how you heard about the nursery .....

## Nursery Regulations (Trading Terms)

The provision of nursery places is made for 51 weeks of the year excluding Bank Holidays and Christmas Week. Places are allocated on a reserved place basis. This means that once a place is booked payment is due regardless of attendance. This also applies to any additional days or sessions booked. Refunds or alternative sessions are not given for sessions missed due to short term illness/absence/holiday. Individual arrangements will be made for children who suffer a prolonged period of illness or extended absence to ensure retention of their place if required.

Refunds or alternative sessions are not given for Bank Holidays.

One months' notice is required for children leaving the nursery, or one month's fees in lieu of notice.

Fees are payable monthly in advance on the 3<sup>rd</sup> day of the month or thereafter. All fees are to be paid by Direct Debit agreement.

Sessions are allocated subject to availability; priority is given to children booked for a full-time place.

Children suffering from infectious or contagious illness/conditions must be excluded from attendance at nursery.

The nursery reserves the right to exclude a child where they consider not to do so would endanger the wellbeing of other children attending.

Parents of children not yet toilet trained are required to supply them with nappies, baby wipes and creams as necessary.

Parents of children not yet fully weaned are expected to supply the nursery with baby feeds and milk as required. The nursery reserves the right to alter any of these regulations at any time.

Attendance of your child at nursery is considered to be acceptance of these terms.

**I wish to apply for a place at Wallsend Day Nursery. I understand that the 1<sup>st</sup> months fees are paid within the first week of attendance fees are then to be paid monthly in advance and are due on the 3<sup>rd</sup> day of the month thereafter. I ENCLOSE THE NON-REFUNDABLE REGISTRATION FEE OF FIFTY POUNDS (cheques payable to Choice Childcare Limited)**

**I have read the nursery regulations and agree to comply with them.**

**Signed (Parent or Guardian) \_\_\_\_\_ Date \_\_\_\_\_**

### PLEASE ALSO SIGN THE FOLLOWING CONSENTS:

- I give my consent for my child to receive emergency medical attention if required.

Child's Name \_\_\_\_\_

Signature of Legal Guardian \_\_\_\_\_

- I give my consent for my child to leave nursery premises for incidental outings e.g. walks as long as properly attended to and supervised at all times.

Child's Name \_\_\_\_\_

Signature of Legal Guardian \_\_\_\_\_

- I give my consent for my child to be photographed in activities and displayed within nursery/learning journeys.

Child's Name \_\_\_\_\_

Signature of Legal Guardian \_\_\_\_\_

- I give my consent for my child to be photographed in activities and displayed on nursery Facebook/ nursery publications/nursery website.

Child's Name \_\_\_\_\_

Signature of Legal Guardian \_\_\_\_\_

- I understand that the nursery has a duty to report to Social Services Department any child in their care who they may suspect is subject to any forms of abuse or neglect.

Child's Name \_\_\_\_\_

Signature of Legal Guardian \_\_\_\_\_

# Choice Childcare Ltd

## NURSERY FINANCIAL ARRANGEMENTS

The nursery is dependent upon parental fee income for its finance, in order therefore for us to remain viable it is necessary to adopt the following financial code

### CODE FOR FINANCE

The nursery is closed for five working days in addition to the bank holidays between Christmas and New Year. This is taken account of in the fees which are calculated over 51 weeks.

A registration fee of £50.00 is required when making an application for a place. The registration fee is to cover administrative costs and is not refundable.

Fees are payable monthly in advance on the third day of the month or there of, by direct debit agreement. All parents are required to fill out a direct debit form before their child commences nursery.

When fee payments made are not honoured by the payer's bank due to insufficient funds an administrative charge of £15.00 will be added to the amount owing to cover extra administration and bank charges incurred by the nursery.

Fees for all sessions booked are payable whether a child attends or not. Fees for any extra sessions once booked are payable whether a child attends or not unless cancelled 48 hours prior to the date of the booking.

One full months notice in writing is required when a child leaves the nursery, or a month's fees in lieu of such notice is payable. One month's notice in writing is also required for any permanent change in session attendance.

If two or more siblings attend nursery together, a discount of 10% of the nursery fee payable is given for the eldest child.

Fee increases will occur annually in April or September.

Should the fees for any child be more than one month in arrears that child will lose their nursery place, unless arrangements have been agreed in writing with the nursery for payment of any outstanding fees.

# Wallsend Day Nursery

## Fees April 1<sup>st</sup> 2017 - March 31<sup>st</sup> 2018

### Nursery fees payable

		Children 0-3 years	Children 3-4 years
<b>Full Time</b>	Weekly fee for full time attendance between 7.30/8.00am and 5.30/6.00pm for five full days per week.	£229.95 per week	£213.15 per week
<b>Full Day</b>	Daily fee for full day attendance between 7.30/8.00am and 5.30/6.00pm per day.	£49.35 per day	£44.65 per day
<b>Part Time am/pm</b>	Daily fee for part time attendance mornings between 8.30am and 1.00pm or afternoons between 1.00pm and 5.30pm per session	£31.90 per session	£28.65 per session

Fees are payable monthly in advance by direct debit, and are chargeable for 51 weeks averaged over 12 months.

Meal costs are £3.00 for lunch/tea and £1.00 for breakfast and £1.00 for snack. These costs are included in the above rates. For children accessing full days on 3 year old funding the above mentioned meals must be supplied by the parents in packed lunch form or can be booked at the mentioned costs above or £5.00 per half or full day. See management for 3 year funded cost options or more information.

A 10% sibling reduction of the monthly fee payable will be given for the eldest child when 2 or more children attend at the same time.

A late collection charge will be made if children are not collected promptly at the end of their session. The charge will be £25.00 per half hour or part thereof. This is necessary because a minimum of two staff must work extra at the end of their shift to look after any child left after closing time.

There is a separate fee sheet for children of 3 and 4 years who are entitled to FEYE (government funding).

Additional single hours may be booked if required at £9.00 per hour, £12.00 per hour with lunch. Extra hours are subject to availability in line with our registration and staffing ratios.