



Oakwood Primary Academy Nursery  
Magnolia Drive, Eastbourne BN220SS

Tel: 01323 501251

Fax: 01323 506698

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



# Welcome to Oakwood Primary Academy Nursery

Acting Nursery Manager – Harriet Sinclair

Telephone 01323 501251 Ext 5

[opanursery@auroraacademies.org](mailto:opanursery@auroraacademies.org)

[Hsinclair@auroraacademies.org](mailto:Hsinclair@auroraacademies.org)

*propelled by*



# Welcome to Oakwood Nursery

We are delighted to welcome you and your child to our nursery. Oakwood nursery will greet you and your family into a friendly atmosphere, where children will be encouraged to achieve to their full potential in all areas of development, and where nursery life will be a fun, relaxed and positive experience.

Oakwood Nursery provides childcare and education for children aged from 6 months to 5 years old.

We are registered with OFSTED on the Early Years Register. Copies of the nursery Ofsted inspection are displayed in the foyer.

## Our Nursery aims to:

Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely. Help children to develop responsibly for themselves and their actions and to become competent, confident, independent and cooperative individuals.

Encourage children to have a positive attitude and respect for both themselves and other people. Promote positive relationships with parents/carers and work in partnership with them to provide high quality play and care for their children.

Offer inclusive services that are accessible to all children in the community.

Undergo regular monitoring and evaluation of our services to ensure that the nursery continues to meet the needs of children and parents/carers.

## Our Nursery is committed to providing:

Care and activities that put the needs and safety of children first. A programme of activities that is interesting, educational, stimulating and fun. Activities that promote each child's social, physical, moral and intellectual development. Access to a variety of facilities and equipment under safe supervised conditions.

A staff team that is experienced, well trained and properly supported. Services that meet the conditions of the Childcare Act 2006 and all other relevant childcare legislation, wherever they apply. An environment, where no child is bullied or suffers discrimination in any form.

### Our day at nursery

During our day, we will either provide a wide range of carefully selected and structured play activities or encourage the children to choose what activities they would like to do. We follow the national 'Early Years Foundation Stage'.

We will use the EYFS to encourage each child to full fill their potential and provide the foundation for the children to make the most of their abilities and talents.

The overall aim of the EYFS is to help young children achieve the five Every Child Matters outcomes. We will achieve this by setting the standards, providing equality, developing partnerships with parents and other professionals, improving quality and consistency and laying a foundation for future learning.

During activity time there will be indoor and outdoor activities and free-flow between these activities will be encouraged.

### The Early Years Education Entitlement for 2, 3 and 4 year olds

We provide the 15 hour Early Years Entitlement. These hours are 8.45-11.45 or 1pm-4pm Monday-Friday

We offer 30 hours Early Years Entitlement for 3-4 year olds. These are 6 hours a day over 2 sessions 8.45-11.45 and 1pm-4pm. There is a charge of £5 from 8am-8.45 and £5 from 11.45-1pm if you would like your child to stay all day at the nursery. We only have limited places for the 30 hour funding.

### Fees

6 months- 2 years old: £5.20 per hour

2 years- 3 years old: £5 per hour

3 years – 4 years old: £4.80 per hour or £5 for 30 hour wrap-around care

## The Nursery Team

**Katie Powell**- *Nursery Lead (Maternity Leave)* - NVQ 3 Childcare and Education

**Harriet Sinclair**- *Acting Nursery Manager* - NVQ Level 3 Childcare and Education

**Rachel Hills** – *Acting Deputy Manager* - NVQ Level 3 Childcare and Education

**Shannon Weller** - *Early Years Practitioner* -NVQ Level 3 Childcare and Education

**Tia Jestico** –*Early Years Practitioner* – NVQ Level 3 Childcare and Education

**Aimee Scarman** – *Early Years Practitioner* - Early Years Professional Status

**Maria Ghianni** – *Early Years Practitioner* – Degree in Youth Ministry

All staff are checked by the Disclosure and Barring Service (DBS) as part of the recruitment process.

The nursery also has a team of bank staff who cover sickness, annual leave and assist in maintaining records. All bank staff are checked by the DBS as part of the recruitment process.

## Staff Ratio

Our ratio is in accordance with OFSTED:

6 months-2 years 1:3    1 member of staff to 3 children

2 years – 3 years 1:4

3 years- 4 years    1:8/1:13 with EYP

## Key Person

We would like to have a 'Partnership of Choice' for the key person system therefore, we have linked staff with children who have built relationships or are requested by the parents/carers.

An identified member of staff will be your child's key person; they will be responsible for keeping Learning Journeys up to date and assessing their development.

However all staff will be involved in meeting your child's needs throughout the day and making observations and working on individual next steps.

If you have any concerns relating to your child please do not hesitate in contacting either your child's key person or the management team.

## Settling in visits

All children are unique and the amount of time that a child takes to settle into our Nursery can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

We encourage parents to help during this time. We will also visit the children in their home environment; this gives us a chance to meet the family and child before they start at the nursery. During this time we can answer any questions you may have and go through the contract and starting points.

## Sleeping

We will follow guidelines set out by the Department on Health and Foundation on Sudden Infant Death.

We will take account of individual wishes. Please refer to the sleeping policy.

## Meals/Snacks

It is advised that parents of babies 6 months – 1 year old provide all meals and snacks. Fresh food will need to be provided daily.

All formula milk bottles must be ready made and also provided daily.

Please label all containers and bottles.

We will provide bowls, cutlery and bibs.

Our lunches are provided by Chartwells catering company. The meals are produced in Oakwood School's kitchen and offer a two course lunch with a vegetarian option. The menus meet the food based standards for nursery schools.

Prices for our lunches are £1.79 and menus can be found in the foyer.

### Party Food

If you would like to celebrate your child's birthday or any other event at nursery we would be more than happy for you to provide food and cakes. Please see a member of staff to arrange this.

### Communication

We recognise the importance of building a strong partnership with parents/carers; therefore we encourage you to be involved in your children's learning and time at nursery.

You can help us by:

- For children aged between 6 months and 3 years old we ask that you provide a home/nursery diary, in it we will tell you about your child's day together with any information on eating, sleeping and nappy changes. You can also use the diary to write any information which you think is relevant for the staff to know. We ask that you bring the diary each of the days that your child attends Nursery.
- Completing a Language Checker before entry to nursery.
- Engaging with your children's next steps.
- Sharing experiences your children have had outside of nursery.

### Security

We do not allow anyone to pick your child up unless we have already been made aware in advance of the changes so it is very important that we know who is picking your child up at the end of the day. If the person collecting your child is someone that we do not know please provide the staff with the name and a description of the person plus a password for them to use on entrance to the nursery. Without this information we will need to contact you before handing your child over.

### Illness

Regrettably, we cannot have children who are ill at nursery due to the risk of cross infection, during these times the minimum exclusion period for illness and disease, which is issued by the Health Protection Agency, will come into place. If your child is taken ill at nursery, we will contact you so it is very important that we have up to date contact details.

Please read the policy and procedure pack and do not hesitate to speak to a member of staff if you have any queries.



## Oakwood Nursery

### Application Form

**Please complete and return to the Nursery Manager**

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Names and address of parents / Carers:

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

We / I would like \_\_\_\_\_ (name of child)

To start attending Oakwood Nursery

Date form was completed: \_\_\_\_\_

Date you would like to start: \_\_\_\_\_

If I/ we find I/we no longer need a place I/we will notify the Nursery Manager as soon as possible.

Signature of parents/ Carers:

\_\_\_\_\_

**Early Years Entitlement for 2 year olds and 3-4 year olds for 15 hours per week.**

On the chart below please tick the session you require each day:

| Time                | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|--------|---------|-----------|----------|--------|
| 8.45am-<br>11.45am  |        |         |           |          |        |
| 13.00pm-<br>16.00pm |        |         |           |          |        |

**Early Years Entitlement for 3-4 year olds for 30 hours per week.**

- Children who are 3-4 years old and maybe entitled to the 30 hour funding;
- The sessions are 8.45-11.45 a charge of £5.00 for lunch and then 13.00-16.00 Monday-Friday
- If you would like your child to start at 8.00 it will also be a charge of £5.00
- Would you like your child to start at 8am?- YES or NO (please circle)
- If you are entitled to the 30 hour funding please provide the nursery with your code and National Insurance number.

**Are you entitled to 30 hours funding: YES/NO (please circle)**

- **Code:**
- **National Insurance Number:**

**Non funded or additional paid hours**

On the chart below please tick the hours you require each day:

| <b>Times</b>        | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|---------------------|---------------|----------------|------------------|-----------------|---------------|
| <b>Starting at</b>  |               |                |                  |                 |               |
| 8.00am              |               |                |                  |                 |               |
| 8.45am              |               |                |                  |                 |               |
| 13.00pm             |               |                |                  |                 |               |
| <b>Finishing at</b> |               |                |                  |                 |               |
| 13.00pm             |               |                |                  |                 |               |
| 15.00pm             |               |                |                  |                 |               |
| 16.00pm             |               |                |                  |                 |               |
| 17.00pm             |               |                |                  |                 |               |

**Harriet Sinclair – Acting Nursery Manager**

**Oakwood Nursery**

**Oakwood Primary Academy**

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**Eastbourne**

**BN22 0SS**

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