

# enchanted

## DAY NURSERY



# Prospectus

LEARNING WITH IMAGINATION

[www.enchanteddaynursery.co.uk](http://www.enchanteddaynursery.co.uk)

# About the Nursery

The owners of Enchanted Day Nursery have previous experience with running a children's day nursery and still own one in Canvey Island in Essex which was established in 1960 and is going from strength to strength.

We have always wanted to open a nursery in our local area and found the perfect building in the summer of 2016. Our vision is to provide a brand new bespoke building with first class facilities for babies, toddlers and pre-school children to thrive in.

The nursery caters for ages 0-5 years. We have 2 outside playgrounds together with a sensory room, dining area and kitchen which provides freshly cooked meals daily for the children using locally sourced food where available.

We have a pram cupboard within the lobby of the building so you can leave your pram at the nursery knowing that it will be safe. We also have full disabled access.

There is ample free car parking to the front of the building and in the car park to the side; we would ask that this facility is used only for the arrival and departure of children and with the utmost care.

All our children are lovingly cared for by staff carefully chosen for their caring attitude, patience, understanding and genuine love for children and learning. All of our staff have current paediatric first aid and safeguarding training, with the majority having a nationally recognised childcare qualification.

All members of staff are required to undergo an enhanced DBS check to work at Enchanted Day Nursery. We ask that children address the staff by their Christian names as we feel this establishes a more relaxed personal relationship.

## Our Aims

1. **To provide** a stimulating, safe and caring environment for all children in our care
2. **To follow** the Early Years Foundation Stage (EYFS) curriculum (statutory framework for children under five)
3. **To be involved** within the local community and to work in partnership with other professionals
4. **To provide** support and advice for children and their families in an open and honest way
5. **To create** a diverse and inclusive environment by doing the following:
  - Promoting fundamental British values
  - Welcoming all backgrounds and carrying out a non-discriminative outlook
  - Having a range of ethnic and cultural books, toys and activities



# Enchanted Sessions



## Morning Session

Morning snack and lunch will be included

8am – 1pm



## Afternoon Session

Afternoon snack and tea will be included

1pm – 6pm



## Full Day

All meals included

8am – 6pm



## Breakfast Club

Breakfast included

7am – 8am

## Free Early Education

We offer free early education sessions for all 3 to 4-year olds. Some 2-year olds are also eligible. Please speak to the office for further information. NB: Session times may vary from those detailed above. Please see the office for more details.

## Discounts

We have a sibling discount available of 12%, applied to the eldest child when both/all children attend more than 2.5 days per week. Twin Discounts and NHS Discounts are also available please speak to the office for further details.

All fees are payable on the 1st of each month. Fees are payable 52 weeks of the year and are calculated so a fixed sum is paid each month. Parents will be given written notice of any increases.

No reduction in fees can be offered in the event a child is absent through illness, holiday or any other reason.

Four weeks notice in writing is required to withdraw your child from Enchanted Day Nursery.





## The Wand Room

**Our Wand room is a bright and spacious environment where babies from 3 months are cared for by qualified and experienced nursery nurses.**

We provide the babies access to a variety of areas within the room, to enhance all aspects of their learning. We learn and develop through discovery and play which includes lots of sensory based activities, this enables the babies to use all their senses while having fun. We help and encourage the babies to gain confidence, inspire their personal development, boost their social skills and reach their milestones ready for when they move on to the Forest room. Connected to the room, the children have access to their own outside play space, milk prep kitchen, nappy changing area and sleep room where the children have their own cots and fresh bedding.



## The Forest Room



**Our Forest room is designed especially for our older babies, where each child is given the support and encouragement they need as they transition from baby to toddler**

Whilst in Forest Room we strive to teach children to become increasingly more independent during meal times and other aspects of their self-care. Children within our care will develop their communication and become more vocal as they socialise alongside other children whilst learning to share. We aim to provide encouragement and the necessary support to help our children grow and prepare them for our Castle Room. Connected to the room, the children have access to their own age appropriate outside space, milk prep kitchen, nappy changing area and their own sleep room with options of cots or mats to sleep on.







## The Castle Room

**Our Castle room is well equipped with a wide range of play equipment and fun learning resources.**

The children from the ages 2 years to 3 years are encouraged to thrive through a combination of both free play and planned activities offering a variety of learning opportunities to allow children to become more confident. We enjoy exploring new ideas and concepts through the use of our weekly theme. With a slightly more structured day children are encouraged to explore their own thoughts and ideas through child-initiated learning to become more independent thinkers allowing their confidence to grow. Children are encouraged to be their own individual as they learn and grow. This room benefits from direct access to child sized toilets and nappy changing area and outside play area.



## The Crown Room



**In Crown room, we encourage the children's independence by supporting them with simple tasks such as preparing their own snacks and starting to write letters from their own names.**

We follow the children's interests and will plan our weekly themes around what they are interested in at the time.

We love getting messy in Crown room with activities that the children may not have experienced before like using the tuff trays to explore a wide variety of food and textures!

We like to go on lots of different hunts, like colour, shape or mini beast hunts! And when the children would like some quiet time, we like to explore a range of stories or even make up our own using puppets! This room also has direct access to child sized toilets and nappy changing area, as well as doors which lead directly on to their outside play area.



# General Information

## Curriculum

Each child receives a learning journal, where it is their key carer's responsibility to observe, plan and assess their development under the EYFS curriculum. Parents are welcome to view their child's learning journal at any time and are encouraged to share and add development observations from home.

## Special events

Throughout the year Enchanted Day Nursery celebrate and promote a range of festivals and events. We welcome parents to share these occasions with us, which may include outings where permission will be obtained prior to the event.

## Medication

Any medication that needs to be administered during the hours of care at Enchanted Day Nursery will require prior authorisation by filling out a medication form (this involves any long term medication).

## Accidents

Any accident obtained at Enchanted Day Nursery will be recorded in our accident book, giving details of the injury and marks left, which will be shared with parents/carers on the same day. We ask parents to inform us of any marks that may have occurred outside of the nursery's care so that it can be recorded in the same way.

## Behaviour

We encourage a high standard of behaviour at all times, promoting fundamental British values. Staff work closely alongside parents/carers to support and advice on any behavioural issues.

## Dress

Nursery T Shirts and Jumpers are available to be purchased. Please see the office for more details. All children should come to nursery in comfortable clothes which are suitable for physical and creative activities that they will encounter through the day. Clothing should be easy for your child to pull on and off to aid greater independence.

## Nutrition

Our nursery chef cooks and prepares fresh, locally sourced meals daily. We cater for individual dietary needs and preferences in a safe and secure way. Please ask a member of staff for a copy of our menus.

## Safeguarding

The welfare of all children in our care is paramount. Parents are asked to provide necessary security details on registering at Enchanted Day Nursery. This will consist of passwords, emergency contacts and a list of designated people to collect their child.

# Terms & Conditions

Enchanted Day Nursery agrees to provide the services referred to in this prospectus and these terms and conditions. In consideration of these services, fees are payable by you as set out below.

1. The opening times are from 7am to 6pm. Enchanted Day Nursery is open from Monday to Friday all year with the exception of all recognised bank holidays.
2. Fees are payable monthly in advance.
3. A reduction of 12% of the fees will be given for siblings. This deduction will be made from the eldest child's proportion of the fees only.
4. A registration fee is required for each child (more details can be found in our fee structure). Upon receipt of a completed registration form and fee, your child's name will be put on our waiting list. The registration fee will be refundable only in the event we are unable to offer your child a place.
5. The fees will be reviewed annually starting in 2018. Enchanted Day Nursery reserves the right to amend the fees at its discretion at any time.
6. No reduction in fees can be offered in the event a child is absent through illness, holiday, bank holidays or any other reason.
7. Notice in writing given four weeks in advance is required to withdraw your child from Enchanted Day Nursery.
8. Enchanted Day Nursery reserves the right to refuse admission to any child.
9. Medicines will only be administered on completion of the necessary permission forms signed by the parent/carer. We are unable to accept any child suffering from an infectious disease, until the recognised isolation period has passed.
10. Any child with diarrhoea/sickness will not be accepted at the nursery until a full 48 hours has passed since the last attack. It is at the discretion of the nursery to contact parents/guardians to request the child be taken home if they feel that they are not well enough to be at nursery.
11. Enchanted Day Nursery has rules and policies on many issues which are available for viewing at any time and copies can be made if necessary.
12. As the registered provider, it is our responsibility to comply with child protection procedures.
13. We offer Free Early Education at Enchanted Day Nursery, however this is stretched and not term time only. Please see office for more information.
14. Parents are expected to refrain from discussing grievances with Enchanted Day Nursery or any of its staff in any public forum, including social media.
15. For late collection of children from the nursery a fee for up to every 15 minutes late will be incurred, with no exceptions, and added to the next invoice. Details of this can be found on our fee structure.

# Starting your child

At Enchanted Day Nursery we strive to meet the needs of each family. All our children are of equal importance and at no time will a full time place take priority over those who attend on a sessional basis.

We hope that you found the enclosed information useful. Our staff are always happy to make special arrangements, should difficulties arise, and will be only too pleased to discuss your child's progress at any time.

Parents wishing to register their child should complete the enclosed registration form and return it to the office together with your registration fee.

## Opening Times

The Nursery is open Monday to Friday 7am – 6pm

## Contact Details

Enchanted Day Nursery  
649 Knap Close  
Letchworth Garden City  
Hertfordshire SG6 1AQ

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**Email:** [info@enchanteddaynursery.co.uk](mailto:info@enchanteddaynursery.co.uk)