

Introduction

The Coach House is a purpose built day nursery which offers a wonderful and unique setting between the towns of Ringwood and Fordingbridge. We are registered with Ofsted to provide care for 36 children between the ages of 3 months - 5 years. The Nursery is open between the hours of 7.30a.m. - 6 p.m. from Monday to Friday. We are closed at weekends, & Public Bank Holidays and for a week over the Christmas period.

Our highly qualified, enthusiastic and dedicated members of staff are committed to providing the very best for every child in their care. All our staff members regularly attend training courses in child development, the early years foundation stage, paediatric first aid, safe guarding children and many more to keep them fully updated with any changes in legislation and procedures.

Our converted barns are well designed and offer large, bright and airy rooms which are well equipped for every aspect of play and learning. The rooms have views over the garden play area at the rear, and over open fields at the sides where we can watch the farm cattle and chickens. To the front of the nursery we have our own large private car park area which enables safe off road parking for parents and carers.

Our Aim

To provide an exciting, happy family atmosphere in a child - centred environment. The Coach House creates a balance that ensures your child feels secure but is given the freedom to become independent and to explore the world around them. Early educational experiences are very important and we endeavour to develop firm foundations for future learning.

Forest School

The Coach House is very fortunate to have direct access to the beautiful open forest which is now a designated National Park area and we use this as much as possible thus promoting an appreciation for the great outdoors. We make the most of our unique setting! Our fabulous qualified Forest School Practitioners take the children into the forest all year round. Forest School sessions provide many new, different and exciting learning experiences such as camp making, hide and seek, mud pies, mini bug hunts, tree pictures, dream catchers and fairy houses. Also included are nature trails, studies of various wildlife habitats and observing the changing seasons. We have made bow and arrows from materials found in the forest, and model boats from our recycle box to float along the stream. Please take a look at the fantastic photos on the web site/Facebook page or in the reception area when you visit.

General Information

Starting at the Nursery

For all children joining the nursery our initial emphasis is on making your child feel happy and secure. To assist in this process each child is allocated to a member of staff called a 'Key Person,' who will form a special relationship with the child and his or her parents/guardians.

We encourage parents to book a couple of settling in sessions for their child prior to starting at our nursery. These sessions are very individual and are made depending on the needs of each child and are usually held between 10am - 12 or 2 - 4 pm. These sessions should be booked with the Nursery Manager. We do advise parents to leave their child promptly to let the settling process begin.

Clothing

At the Coach House our emphasis is on exploring and having fun both inside and out. Whilst we do provide aprons for painting please make sure your child is wearing easily washable clothes which they do not have to worry about. Waterproof "all in ones" are also provided. There are nursery bags which can be purchased from the Manager.

Clothes/accessories needed to bring to nursery.

Wellington Boots and socks	Waterproof coat/jacket
Sun hat (summer)	All in waterproof
Nappies and wipes	Woolly hat, gloves (winter)
Water bottle (Named)	
Complete change of clothes and extra underwear (essential if potty training)	

Please make sure that all clothes are clearly labelled

The Garden and the Field

Our secure, child friendly field is used as much as possible throughout the year, with slope access for the babies in buggies. The slide built into the slope gives hours of fun for children, running up and then sliding down, also rolling the tyres down the slope and chasing them across the field. There is also a large covered sand pit. The back garden area features an all-weather impact absorbing safety surface providing a safe place to ride bikes and scooters. Both areas provide a wonderful outdoor area to play and learn. Not forgetting our vegetable patch where the children grow seasonal vegetables which are used in our dinners or at snack time. These areas are used as much as possible, rain or shine, as we

believe that fresh air and outdoor play are very important in developing young children's physical and mental abilities. We have an open free flow system where the outside learning environment is accessible throughout the day so it is important for children to have suitable clothing for all weathers.

Curriculum Activities

The Coach House Day Nursery/Forest School provides a stimulating child initiated indoor and outdoor environment where children are encouraged to make their own choices from continuous provisions stored at their level. This helps to develop friendships, imagination, negotiation skills and independence. We follow the Letters & Sounds principles which is a National six phase high quality teaching program for communication. Early Years to Reception begins with Phase one, which promotes listening and speaking, setting the grounding for learning phonic and reading.

The Statutory Framework for the Early Years Foundation Stage sets out standards for learning, development and care for children from birth to five. Practitioners use the Development Matters in the Early Years Foundation Stage Guidance when looking at the stages of development of their key children and planning their next steps of development. There are seven areas of learning and development set out in the framework to shape the educational programme, Prime and Specific Areas. This is as in The Statutory Framework for the Early Years Foundation Stage; all areas of learning and development are important and inter-connected. The Three Prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn from relationships and thrive.

The three prime areas are:

- Communication & Language
- Physical development
- Personal, Social & Emotional Development

Practitioners support children in Nuthatches and Kingfishers to develop by focusing on the prime areas, which are the basis for successful learning in the other Four Specific areas. These seven areas will then be the focus for the Robins and Woodpecker groups.

The Four Specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

Nuthatches Room (3mths - Toddling)

The babies and toddlers are very well looked after by exceptionally dedicated staff. They are in a downstairs room which provides light and bright surroundings for them and they have an adjacent, separate sleeping room. Sleep and feeding patterns are followed, as much as possible, from their home environment. There is an option to have pureed meals provided for babies aged 6 months. Prior to that age we ask for all feeds to be provided. All the under 2's have a daily diary which is a record of sleeps, nappy changes and feed

times. Parents can read and provide any additional daily information in these books. We plan the day guided by the Early Years Foundation Stage as above as this provides a high level of stimulation, fun and sensory activities. The babies are encouraged to explore natural and man-made resources like painting and playing with gloop. Co-ordination skills are developed by the use of block building and using traditional nursery rhymes and simple action songs together with musical instruments to develop language skills. We have our own outside play area where the children can be in the fresh air for most of the day. We take the Nuthatches for pram walks to the farm, to Hucklesbrook stream and out into the forest, which they love.

Kingfishers (Toddling - 2 years)

The main difference between Nuthatches and Kingfishers is that they are walking, becoming more confident and independent. They like to spend time playing with the older children both indoors and outdoors and join in with some of their activities. This helps them to further develop their own self confidence.

At meal times, pureed food has now been replaced by fork mashed food and when ready, they sit with the older children at the specially provided low tables and chairs in the lunch room to eat.

The Key person continue to plan activities in the three **Prime Areas** with a wide variety of planned activities. These are accessible resources for the children to make their own choices and to develop sharing skills. Their language is further improved through books and traditional rhymes and songs. Small world & Role play are all important in the development of Language and Communication and there are also craft activities where lots of mess and fun all take place. All of these activities are key to their Personal, Social and Emotional development.

During the transitional period between Nuthatches and Kingfishers the key worker will continue to use the daily diary book. It is also at this time that the practitioners will complete each child's 2 year check. A copy of this will be given to you to share with their Health Visitor and any other setting the child attends.

With a key focus on outdoor play, the children will spend most of the day outside in the garden, field or the forest where all activities will take place on a much bigger scale, using chunky chalk, large brushes for example for mark making. The balance beams and climbing frames, bikes, ball games, parachute games, field games and forest walks are all important for Physical development.

Robins (2 - 3 year olds)

With Robins we are continuing to develop from Kingfishers. Practitioners encourage the child's individual interests and begin to incorporate the **Specific** areas of learning. At this age the children are becoming more independent in their personal development, which is encouraged through self-dressing e.g.; putting on coats and boots for example to go outside or self-serving during snack time. They begin also to make choices in their social groups. As with all the groups we base our learning through play, spending most of our day outside for our daily activities. We have a high standard of equipment which helps to develop language, early concepts of number, colour and shape. There are role play areas for dressing up and cosy corners for quieter activities such as stories and games to encourage concentration and imagination. We celebrate festivals and invite people from

the community around us to share their expertise, along with our dual language parents who are coming in to share their language with us. The Key Person of each child will follow the individual child's development and interest, using this to inform their planning. Our daily routine offers a fun filled day where children make full use of our facilities, both indoor and out, in our free flow environment. There will be a quieter resting period for children who still need a sleep or just time to rest.

The Coach House Nursery is now able to offer 15 hours of flexible Standard term time or 11 hours, Stretched Funding (to continue through the holidays) for two year olds who are eligible to receive it.

Woodpeckers (Pre - School 3 - 5 years)

(Children move to the Woodpeckers in the September after their 3rd birthday. They will then be in a group of children due to start school the following September). At the Coach House our planning, which is based on the children's interests, covers the following areas from the Early Years Foundation stage curriculum.

The three prime areas;

- Communication & Language
- Physical development
- Personal, Social & Emotional Development

Along with the Four Specific areas;

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

As with the groups above we provide a play based learning environment providing a balance of Adult led and Child initiated play with continuous provisions available to encourage children to make choices. Through craft, music, woodwork, role-play, physical exercise, stories/rhymes, nature and basic science activities along with our Forest Schools activity days, your child will be introduced to all seven areas of learning giving them broadly-based and enjoyable experiences. During their last year of Early Years Provision, to prepare the children for the move on to school, we have visits to and from the local schools to meet their new reception class teachers.

The Coach House is a member of the National Day Nursery Association and receive support from the Early Years Advisory Teacher from Hampshire.

We are now able to offer a choice of 15 hours of flexible term time funding for this age group from the term after a child's third birthday. This can be taken as 15 hours term time or 11 hours, continuing through the holidays. We offer flexible start and finish times. Parents can engage in the delivery of improved outcomes for their child by contributing to the online Journal. Adding achievements at home and things that their child is showing an interest in.

Fee Structure

Full Day Care

08.00 -18.00	£55.00
07.30 -18.00	£56.50

Full Time Care

08.00 -18.00	£53.50
07.30 -18.00	£55.00

Morning Session

08.00 -13.00	£34.00
07.30 -13.00	£35.50

Afternoon Session

13.00 -18.00	£28.00
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Short Day till 4pm

08.00 -16.00	£52.00
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Prices are inclusive of all meals, refreshments and activities.

Elder sibling discount of 5% is subject to our terms and conditions. A minimum of two sessions per week is required.

Annual holiday entitlement (January-December) is 50% of 2 weeks off your normal weekly child's attendance for children who attend 51 weeks a year per annum. The nursery closes for 1 week at Christmas.

We accept Childcare vouchers and Early Years and Two year funding. Please ask the Manager for more details.

If your child is claiming the EYE Funding, there may be a charge for consumables; this will be incorporated in the fees part of the invoice, before the funding is deducted.

In an Emergency please contact (other than parent/main carer)

Name Relationship to Child Telephone number

.....
.....

People authorised to Collect Child with a Password.....

Name Relationship to child Telephone number

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.....
.....

Doctor's Name.....

Surgery.....

Address.....

.....
Telephone No.....

Name of Health Visitor.....

Telephone No.....

Is there any other medical information that we should be aware of?

Inoculations received

MMR..... Meningitis C..... Measles..... Mumps.....

Rubella.....

Diphtheria..... Tetanus..... Whooping Cough.....

HIB..... Polio..... Any other.....

Please state any known allergies or any special dietary requirements

Special Requirements.....

Special Needs.....

Statement of Special Needs.....

Is your child disabled Yes/No?

CONSENT

I give/ do not give my consent for my child to receive medical treatment which is urgently necessary. *Please give your reason on a separate page if consent is not given.*

Signed (parent/carer)

Date

I understand that any member of staff who has concerns about a child's wellbeing will seek advice from Social Care and Health. (Please speak to the Manager if you are not clear about what this means)

Signed (parent/carer)

Date

I give my consent for my child to be photographed and videoed and the images to be used for:-

Please delete where necessary

- 1 Record keeping (Tapestry online journal)
- 2 For photos of my child to be used on other children's online journal
- 3 Displays in the Nursery
- 4 The Website or promotional magazines, flyers
- 5 Taken by other parent/carers/grandparents
of events eg; Nativity to be taken by Signed (parent/carer)
- 6 Photos for Face Book and Instagram

Signature:

Date:

- I give my consent for my child to go on walks to the forest, fields and farm
- I give my permission for Practitioner observations
- I give my consent for plasters to be used on my child if injured
- I give my consent for Calpol to be administered if my child has a temperature and I cannot be contacted. Name of alternative medicine provided.....
- I give my consent for Sudocream to be used at Nappy changes if needed

Signed
Date

(parent/carer)

Any additional information;

Please confirm sessions you require...

MONDAY	AM	PM	FULL DAY CARE
TUESDAY CARE	AM	PM	FULL DAY
WEDNESDAY CARE	AM	PM	FULL DAY
THURSDAY CARE	AM	PM	FULL DAY
FRIDAY CARE	AM	PM	FULL DAY

Please fill in the box below, if you require ONLY the Early Years funded 15 or 30 hours (term time only) or 11 or 22 hours (stretched funding) attendance at The Coach House Day Nursery. Please see our 'Help with fees' page for more information.

Funded Hours Only					
	Monday	Tuesday	Wednesday	Thursday	Friday
Hours requested between 8-6					

Starting date _____

Please enclose a non-refundable deposit of £50. Fully funded children do **not** need to pay a deposit.

£..... This money will be deducted from your first invoice.

I agree to abide by the Terms and Conditions and all policies in force, and to pay fees due by the date required. (Only one signature required)

Mother's

signature _____ Date _____

Father's
signature _____ Date _____

(It would be a great help to us if you could enclose photos of close members of the family, pets etc. These photos will be used to make a book for practitioners to share with your child and other children in the room). Please keep the Manager informed of any changes in your family circumstances.

Thank you

Ethnicity Codes

Ethnicity Codes	
White British	WBRI
Bangladeshi	ABAN
Indian	AIND
Pakistani	APKN
Any other Asian background	AOTH
Black African	BAFR
Black Caribbean	BCRB
Nepali	ANEP
Any other Black Background	BOTH
Chinese	CHNE
Any other Mixed Background	MOTH
White and Asian	MWAS
White and Black African	MWBA
White and Black Caribbean	MWBC
White Irish	WIRI
White Traveller of Irish Heritage	WIRT
Any other White background	WOTH
GYPSY/Roma	WROM
Arab	ARA
Any other ethnic group	OOTH
Do Not Wish to Disclose	REFU

Daily Routines (please tell us a little about your child's routine to help us settle him/her)

8am - 9am.....

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9am - 10 am.....

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10 am - 11 am.....

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11 am - 12 am.....

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12 am - 1 pm.....

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1 pm - 2 pm.....

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2 pm - 3 pm.....

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3 pm - 4 pm.....

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4 pm - 5 pm.....

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5 pm - 6 pm.....



Terms and Condition of Attendance



1. To secure an offered place a fully completed booking form and deposit payment of one month's fees is required. This deposit is non-refundable and will be used towards your first month's fees as per your booking form. (Not required for funded only children).
2. Fees are due four weeks in advance. These can be paid by telephone/internet banking, cash or cheque or debit/credit card. Fees will be reviewed annually or changed only under exceptional circumstances – one month's notice of any change will be given to parents. Late payment of fees will incur an additional charge as per our policy.
3. In the event that a start date is delayed, unless otherwise agreed, fees are due as from the original agreed date.
4. Any additional sessions or days must be booked and paid for in advance and are non-refundable. Early and Late Bird hours must be booked a week in advance to ensure adequate staffing. Swapping or deleting sessions will incur a £5.00 admin charge. Children attending nursery on a rolling staff rota need to give us at least 6 weeks notice by email otherwise the last rota will be taken and invoiced out and a charge made to reverse the invoice.
5. Should a place be unavailable for your child, their name will be placed on a waiting list. We will inform you by telephone or in writing as soon as a place becomes available for them.
6. A period of four weeks' notice, in writing, is required should you wish to withdraw your child from nursery; otherwise one month's fees will be charged.
7. Holiday entitlement is two weeks (of normal weekly attendance) at 50% retainer of fees: pro-rata per annum (Jan to Dec) for children who attend 51 weeks a year. We require six weeks written notice of your holiday intentions. Pre-school funding cannot be claimed if on holiday in term time.
8. Sickness – PLEASE DO NOT bring your child into Nursery if they are unwell (e.g. heavy cough/cold). No child is allowed to attend with a contagious or infectious disease, or if they have had **diarrhoea or sickness in the last 48 hours**. Please see our Exclusion in case of Illness Policy.
9. If your child requires any prescribed medication whilst at Nursery, you must fill in a Medication Form and give full instructions to the Manager or a member of staff.
10. As we maintain a full time staff team, any non-attendance (i.e. illness) will be charged for at the full rate. Unforeseen closure of the nursery due to adverse weather conditions (e.g. snow) or any other unforeseen circumstance will be charged for. There is no charge when Nursery is closed over the Christmas week or for 8 normal Bank Holidays.
11. In the event that a room (bubble group) is required to isolate for 10 days this will be treated in the same way as illnesses (see No 10 of T&Cs). Sessions will not be credited back, however, we will offer the sessions if required to be taken at an alternative time subject to availability. This will also apply from February 2021 for children who do not attend due to shielding (Covid-19)

These Terms and Conditions were reviewed and updated on: 8th January 2021
by: The Coach House Day Nursery

Please keep a copy for your information
All our Policies are available to view in the reception area; a full list
is available on the website
www.coachhousedaynursery.com

All About Me

My Name is;

Today's date;

Please provide a little information about you arrival in the world; (were you born in hospital? How long did it take for you to arrive etc.....)

People in my family are (please include Grandparents, Aunts & Uncles known to your child, please provide 4 photos of special people in your family)

I live in a;

(with(out) a garden)

My family pets are;

Food I really like;

The food I really do not like is;

Do you have special words you use (eg; parts of your body, people)

Things that really interest me;

Things I do not like or scare me, how to comfort me;

Special Places/Countries I have visited and things I have done;

Things we do at the weekend;

Do you attend any other setting, please give name of your key person and a contact number so we can let the know how well you are doing.....

Please bring in approximately 5 family (including any pets) photos.

Help with Fees

Funded Fees Explained

If you would like funded only hours, these need to be taken between the hours of 8.00am-12noon or 1.00pm-4.00pm.

You are entitled to free 15 hours term time over 38 weeks or 11 hours stretched over 51 weeks.

This works out that the hourly charges are:

Morning session (8-1) - £6.80ph
Short day (8-4) - £5.87
Afternoon (1-6) - £5.60
Full Day (8-6) - £5.50

When calculated, the extra hours above your free funded hours, are charged at an average of £5.40ph.

From the 1st April there will be a non-funded lunch package 12noon-1.00pm costing £8.50.

We can be very flexible and will always try to accommodate your requests. We will not charge you more than our daily rate.

If you have any other questions or queries please speak to the Nursery Manager.

Two Year Funding

In order to qualify for 2 Year Old Funding certain criteria must be met. These are based on income and particular need, for example, a looked after child, disability or disorder. Parents must apply for the funding themselves and this can be done online at www.hants.gov.uk/childrens-services or via the Support Team on 01962 847070

Early Years Pupil Premium

This is a new initiative from the government. Parents of 3 and 4 year old children can apply for Early Years Pupil Premium (EYPP) if they meet certain criteria. This criteria is based on parental income and children's needs. The money is given directly to the setting and must be spent in ways which can help meet the needs of the child. This can be additional equipment, resources or even a member of staff.

Working Tax Credit

Help is available for parents who work, through the Working Tax Credit, part of which helps with the costs of registered childcare.

If you would like more information on either Child Tax Credit or Working Tax Credit please contact HM Revenue & Customs helpline on 0845 300 3900 or online at the HMRC website.

Childcare Vouchers

The rules governing the tax and national insurance treatment of childcare vouchers changed on 6th April 2005. From that date onwards, employers can offer their employees childcare vouchers worth £243.00 per month, free of tax and national insurance contributions. For more information contact the Inland Revenue on: www.hmrc.gov.uk/childcare.

Tax-Free Childcare

Tax-Free Childcare is a new government initiative which is due to be slowly rolled out from early 2017, and will replace the existing Childcare Voucher Scheme in April 2018 for eligible families. Tax-Free Childcare offers to cover 20% of childcare costs (up to £2,000 per child, per year) for children up to the age of 12. Tax-Free useful links

<https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>