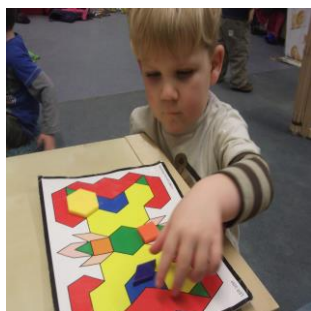
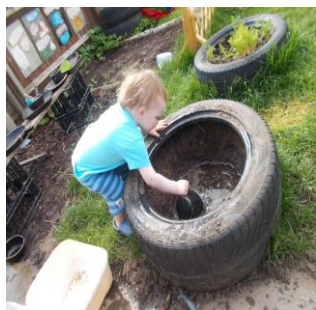




Information Pack

"Working in partnership with parents"





Dear Parents

Welcome to Lord Williams's School Day Nursery.

Thank you for enquiring about a place for your child at our Nursery. I hope all the information which you require is found in this prospectus; please find additional information on our website at lordwilliamssschooldaynursery.co.uk.

Lord Williams's School Day Nursery was set up in 1991 by staff of Lord Williams's School; this was with the full support of the school's governors and the head teacher. We continue to have a strong link and relationship with the school.

We are registered to provide care for 39 children, aged between 6 weeks to 5 years.

We provide a stimulating, caring and secure environment and a programme of activities, which follow the Early Years Foundation Stage framework. Most of all we aim for a fun and relaxed atmosphere.

The Nursery is a self-financing and non-profit making charity. The commitment of parents is essential to the operation of the Nursery and all parents are encouraged to take an active role to support the organisation. In return parents are able to offer their thoughts and ideas. In every sense we offer a "Partnership with Parents".

If you would like to make an appointment to visit our Nursery, please telephone us on 01844 260231. We look forward to showing you around the Nursery and introducing you to our staff. This will give you the opportunity to ask any questions and get a feel for what we provide. To register your child, you will be required to complete a registration form and return it to the Nursery with your registration fee.

We look forward to hearing from you and to welcoming you and your family to our Nursery in the near future. If however you have any queries beforehand please don't hesitate to contact me on the above telephone number or via email at lwsdaynursery@googlemail.com.

Kind Regards
Debbie Styles
Nursery Manager



Nursery Location

The Nursery is situated on the Lord Williams's Upper School site, next door to the Chinnor Resource Unit. To access the Nursery you will need to use the Thame Leisure Centre entrance off the Oxford Road. Parking is available.

The Nursery moved to its present purpose built accommodation in 1995. We have recently undergone an extension which now provides us with a spacious and attractive open plan facility with a large secure garden.

Opening Hours

Our Nursery offers full and part time sessions. Our opening hours consist of a full day operating between 8:00am and 5:00pm. Part time sessions are available for children aged two years and above. A morning session is offered between 8:00am and 1:00pm and the afternoon session operates between 1:00pm and 5:00pm.

We are a term time based Nursery plus half terms with a summer club that runs for 4 weeks of the 6 week summer holiday. This is optional and operates on a separate contract with separate terms and conditions. Hours remain the same and fun, stimulating and safe activities will be provided throughout the day.

Security

We are very strict on security. We operate a greeting system for the main entrance so only authorised persons may enter the building. We expect visitors to book an appointment prior to arriving and identification will be asked for.

Our Promise

The Nursery and the team promise to ensure your child is safe and secure throughout their time at Nursery. As a team and as key Persons we will strive to ensure your child is happy and cared for, meeting their individual needs. As a Nursery we implement a fun loving environment with a family atmosphere and the provision of staff with sincere dedication to the Nursery and the care of your precious children.



Working in Partnership with Parents

We actively welcome parents in matters relating to Nursery and encourage you to take an active role in your child's time at Nursery. We are run by a Parent Management Committee which meet 6 times a year. All parents are invited to become involved in Committee meetings and all other events organised throughout the year. We communicate to parents through greeting and feedback with your child's key person, through newsletters and memos and regular updated information boards within Nursery. We also offer frequent meetings with parents, usually on a termly basis to discuss your child's development as well as stay and play sessions and on-going events during the year.

Our Nursery Team

Our team consists of a Nursery Manager, Deputy Manager, Administrator and three room leaders, closely supported by nursery practitioners who work in specified rooms. We employ a Cook who prepares meals on site.

Meal Times

We provide breakfast; a snack mid-morning; a hot lunch and pudding with a light tea in the afternoon. Menus are available upon request.

Settling In Sessions

We offer settling in sessions prior to your child starting nursery. Initially, we ask you to stay on the premises for the first settle where you will be required to complete the necessary paperwork. Future settling in sessions are arranged with the key person to suit the needs of the individual child, primarily this involves a further 2 or 3 settles.

Our Structure

Our day is structured around activities each morning and afternoon. Weekly our pre-school and Toddler children benefit from an external physical educational coach who comes to provide stimulating outdoor gross motor skill techniques. While fortnightly babies enjoy a Salt Box music and instrument session. Our nursery has an open plan feel with defined areas for each age group which support their age and specific learning needs. We also offer free flow into our secure outdoor garden space which provides a variety of play opportunities for each age group.





Key Person Approach

We operate a key person approach. When your child is registered he will be assigned a key person. The key person over sees that your child's individual needs are met and that they are given every opportunity to work towards the Early Years Foundation Stage goals through observations and planning, providing stimulating and adult led activities, circle time and physical opportunities on a daily basis.



Fees

We ask for a £50.00 registration fee. If we are not able to confirm the sessions and start date as requested on your registration form, a full refund will be provided. Once the attendance is confirmed, fees are expected by the 15th of each month; either by way of post-dated cheques, electronic transfers or standing order. We also accept childcare vouchers.

We invoice parents termly for all days that we are open.

Our fees are separated in to two bands; due to working closely with the school we offer a discounted rate for employees of Lord Williams's School. We offer a 5% discount for siblings.

We offer Government funded sessions to those children eligible from two years and for three year olds from the term after their third birthday.



Grant Funding

For children eligible for grant funding, we operate from 9-3pm for a full day, 9-12pm for a morning session and 1-4pm for an afternoon session. This is provided for up to 15 hours per week for 38 weeks a year (term time.) No charges are made to families who access up to the 15 hours entitlement; however, times need to be booked in accordance with our terms and conditions.

Families that choose to purchase additional hours, called 'wrap around care' is charged at a slightly higher pro rata sessional rate. This will be shown clearly on your termly invoice.

Where the free entitlement is accessed over a lunch period you have the option of providing a nut free packed lunch or enjoying the benefits of a freshly cooked meal. These are charged at £2.00 for lunch or £1.50 for afternoon tea.



Table of Fees

Session description	Cost
Under 2years - Day Rate	£47.92
Under 2 years - Day Rate <i>for Lord Williams's School employees</i>	£44.22
Over 2 years - Day Rate	£43.41
Over 2 years - Day Rate <i>for Lord Williams's School employees</i>	£39.81
Over 2 years AM session (8am-1pm)	£23.88
Over 2 years PM session (1pm – 5pm)	£19.52
Over 2 years AM session (8am-1pm) <i>for Lord Williams's School employees</i>	£21.89
Over 2 years PM session (1pm-5pm) <i>for Lord Williams's School employees</i>	£17.91

Terms and Conditions

The relationship between the Nursery and our parents is formalised in our Terms and Conditions. This document sets out what parents can expect from the Nursery and vice versa. A copy of the Terms and Conditions are available upon request, and must be signed to confirm acceptance of a place at the Nursery.

Inter-linking with other settings and professionals

To ensure continuity for your child we see the importance of sharing information with other settings they may attend or professionals they may see. We do this through a range of observations and the support of parents.



Lord Williams's School Day Nursery

Oxford Road

Thame

Oxon

OX9 2AJ

01844 260231

lwsnursery@lordwilliams.oxon.sch.uk

www.lwsdaynursery.co.uk

