

WILMSLOW DAY NURSERY



PROSPECTUS
2009



**22 Manchester Road, Wilmslow, SK9 IBG
01625 536200**

Wilmslow Day Nursery is a small private day nursery registered and inspected by Ofsted. We are situated close to the centre of Wilmslow in a two storey, detached property with a large fully enclosed play area at the rear of the premises.

Our aim within the nursery is to provide a homely, caring environment where the children will receive the stimulation they need to enhance their growth and development in their most formative years.

We cater for children from 3 months to 5 years. The nursery is open Monday to Friday between 7.30 a.m. and 6.00 p.m. We offer full time, part time and pre-school day places.

Our staff are very carefully selected and are dedicated to their profession and the development of the children entrusted to their care.

Breakfast, hot lunch and tea are served daily; all meals are prepared using fresh ingredients. Any special dietary requirements will be accommodated by prior arrangement with the nursery. Health and hygiene are of paramount importance.

Wilmslow Day Nursery accepts all childcare vouchers and we provide early years discounts for children aged 3 and 4 years.

If you would like further information do not hesitate to contact the nursery managers; Jenny Scott or Lorraine Wroe on:

01625 536200

FEEDING ARRANGEMENTS

MILK FEEDS

Cow's milk will not be given to children under the age of one. The nursery will provide babies formula milk; parents are asked to provide their own bottles clearly labelled with their child's name.

WEANING

When your child is ready to start taking solids please inform the baby room staff. The nursery staff will be happy to offer any advice regarding concerns you may have about weaning. Meal times below are for children over 1. Each baby follows their own routine.

MENU AND MEAL TIMES

The nursery menu ensures that the children have a balanced and healthy diet. We do not add sugar or salt and wherever possible we use fresh produce. Children have drinks throughout the day. Babies will be given food appropriate for their age. Each meal is served with a drink of water or milk. A vegetarian option is available on request.

Meals are served at the following times: -

Breakfast - 8.00 – 9.00 a.m.

Lunch - 11.30 a.m.

Tea - 3.30 p.m.

A copy of the lunch and tea menus is on the next page.

LUNCH MENU

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Chicken Stew	Stuffed Tuna & Sweetcorn Potato	Lamb Risotto	Vegetable Lasagne	Toad in the Hole with Veg Mash & Beans
	Banana Custard	Fresh Fruit	Rice Pudding	Fruit Smoothie	Trifle
Week 2	Fisherman's Pie	Spaghetti Bolognese	Lamb Pie with Boiled Potatoes and veg	Chicken Risotto	Ham & Veg Soup with a crusty roll
	Jelly and Ice-cream	Peach Flan	Yoghurts	Fresh Fruit	Jam Tart & Custard
Week 3	Sausage Hotpot	Lentil, Veg and Potato Bake	Chicken Mousakka	Tuna Pasta Bake	Shepherds Pie
	Apple Crumble & Custard	Semolina	Waffles and Fresh Fruit	Banana Splits	Angel Delight and Fresh Fruit
Week 4	Vegetable Casserole	Chicken Dinner	Cheese and Ham Pasta Bake	Lamb Mousakka	Vegetable Wrap
	Choc Ice	Fruit Sponge and Custard	Dried Fruit	Blancmange	Fruit salad

TEA MENU

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Cracker bread with Spread	Spaghetti on Toast	Sausage Rolls and Beans	Sandwiches	Pizza with Salad
	Swiss Roll	Fromage Frais	Biscuits	Dried Fruit	Fresh Fruit
Week 2	Eggy Bread with Beans	Cheese and Crackers	Potato Cakes with Spaghetti	Toast with Pate	Chicken Dippers in Pita Bread
	Yoghurts	Rice Pudding	Dried Fruit	Rock Cakes	Fresh Fruit
Week 3	Waffles and Spaghetti	Hotdogs on Finger Rolls	Crumpets and Cheese	Beans on Toast	Sandwiches
	Dried Fruit	Fresh Fruit	Pancakes	Fromage Frais	Rice crispy Cakes
Week 4	Soup with Bread	Fishfingers and Spaghetti	Crackers and Paste	Ravioli on Toast	Cheese on Toast
	Fresh Fruit	Yoghurts	Fairy Cakes	Cookies	Dried Fruit

NURSERY FEES

0 – 1 years

SESSION	HOURS	CHARGES
HALF DAY	8.00-1.00/1.00-6.00	£19.00 per day
SHORT DAY	9.00 – 3.00	£24.00 per day
FULL DAY	8.00 – 6.00	£33.00 per day
FULL TIME	8.00 – 6.00 5 days	£650.00 per month

* Nappies and formula milk are included in the fees

1 – 3 years

SESSION	HOURS	CHARGES
HALF DAY	8.00-1.00/1.00-6.00	£18.00 per day
SHORT DAY	9.00 – 3.00	£23.00 per day
FULL DAY	8.00 – 6.00	£32.00 per day
FULL TIME	8.00 – 6.00 5 days	£630.00 per month

* Nappies are included in the fees

3 – 5 years

SESSION	HOURS	CHARGES
HALF DAY	8.00-1.00/1.00-6.00	£17.00 per day
SHORT DAY	9.00 – 3.00	£22.00 per day
FULL DAY	8.00 – 6.00	£31.00 per day
FULL TIME	8.00 – 6.00 5 days	£610.00 per month

* 3 and 4 year educational grants are available, please ask for details.

Half days consist of breakfast and lunch or lunch and tea.

Short days consist of lunch only.

Full days consist of breakfast, lunch and tea.

By **prior** arrangement the nursery opens at 7.30 a.m. for an extra charge of £2.50 per day. Extra hours can be added on to half day sessions by prior arrangement and are charged at £5.00 per hour.

All fees are to be paid before or on the first day of attendance each month. There will be a charge for any late payments. Fees are calculated with Bank Holidays and nursery holidays already removed, so unless any extra hours are to be added, nursery fees will be the same amount each month.

Payments can be made by cheque (made payable to 'Wilmslow Day Nursery'), cash or standing order (please ask for bank details). The nursery also accepts childcare vouchers, please ask for details.

Discounts are available for siblings attending 2 or more full days.

All places reserved must be paid for when your child is absent through sickness, holidays or for any other reason. Swapping of days can only be done by prior arrangement through the managers and only if ratios allow it.

Please allow sufficient time for collection, charges will be made for any late pick-ups.

The nursery requires a £50 registration fee to secure your child's place.

CALENDAR 2007

The nursery will be closed on the following days:

Good Friday – April 10th 2009
Easter Monday – April 13th 2009
May Bank Holiday – May 4th 2009
Spring Bank Holiday – May 25th 2009
Summer Bank Holiday – August 31st 2009
Christmas Eve – December 24th 2009 at 4 p.m.
Christmas Day – December 25th 2009
Boxing Day – December 26th 2009
Monday 28th December 2009
Tuesday 29th December 2009
Wednesday 30th December 2009
Thursday 31st December 2009
Friday 1st January 2010

Please note nursery closes promptly at 4 p.m. on Thursday 24th December 2009 for the Christmas break and re-opens on Monday 4th January 2010.

NOTES FOR PARENTS

1. Wilmslow Day Nursery is open for 51 weeks in the year closing also for Bank Holidays.
2. At the end of the relevant session children will only be released to their parents or relevant carer. If alternative arrangements have to be made, such arrangements **MUST** be notified in advance, if possible, to the management.
3. All places reserved must be paid for when the child is absent through sickness, holidays or for any other reason. Fees are payable in advance and must be paid on or before the first day of attendance each month to which they relate to avoid charges. Fees will not be charged when the nursery is closed.
4. One months notice in writing by either party is required to terminate or change the child's place at the nursery.
5. Sickness – any child suffering from a doubtful rash, discharge from the eyes or sickness and diarrhoea should be kept at home until a doctor has given the all clear or until well enough to attend nursery. Should a child become ill in the nursery every effort will be made to contact the parents/emergency contacts. The nursery staff reserves the right to take a child to hospital in an emergency. Medicines will not be administered unless prescribed by a doctor, and with written permission from a parent/ guardian.
6. When the weather permits, children will be taken outside, it is therefore important that they are provided with suitable clothing:-

Winter	– Hat, scarf and mittens/gloves. Wellingtons if wished.
Summer	– Sun hat and sun cream

All children should have a bag with a change of clothes clearly labelled with the child's name, in case of any accidents.

7. Admittance to the nursery is through the front gate and using the intercom at the side of the door to announce you are present Always ensure that you close the gate on entering and leaving the nursery.
8. Parking is at the front of the building. Please exercise great care when using the car park. **PARKING IS NOT PERMITTED AT THE REAR OF THE BUILDING.** Wilmslow Day Nursery does not except responsibility for injury, damage or loss to person's vehicles or property.



22 Manchester Road, Wilmslow, SK9 1BG
Telephone : 01625 536200 E-mail : info@wilmslowdaynursery.co.uk
www.wilmslowdaynursery.co.uk

Managers : Miss Lorraine Wroe and Miss Jenny Scott



ENROLMENT FORM

CHILD'S DETAILS

Surname:	Forenames:
Address:	
Home telephone no:	
Date of birth:	Sex: Male / Female

Please tick the appropriate boxes when you wish your child to attend nursery:

	Morning	Afternoon	Full day	Short day*
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

*A short day is usually 9.00 a.m. – 3.00 p.m. If you require different hours please write in the box and we will do our best to accommodate you.

When do you require a nursery place to commence?

PARENT'S DETAILS

Mother's details	Father's details
Name:	Name:
Work Tel no:	Work Tel no:
Mobile Tel no:	Mobile Tel no:

In an emergency, other than parents, whom may we contact?

Name:	Tel no:	Mobile no:	Relationship to child:
Name:	Tel no:	Mobile no:	Relationship to child:

MEDICAL INFORMATION:

Doctor's name: Health visitor's name:

Telephone no: Telephone no:

Immunisations to date:

Please give details of any known allergies or medical conditions and any regular medication your child may be on:
.....

Please indicate whether your child should not be given certain foods or drinks on the following grounds:

MEDICAL

RELIGIOUS

OTHER

Is there anything else you think we should know about your child?
.....
.....

May one or more members of staff take your child out of nursery to shops, parks, libraries, etc? **Yes / No**

In case of an emergency do we have permission to give emergency first aid and take your child to hospital if deemed necessary? **Yes / No**

May your child appear in photographs taken and used within the nursery? **Yes / No**

Do we have permission to use the following creams on your child? Suncream **Yes / No**

Nappy cream **Yes / No**

I/we wish to apply to enrol the named child with Wilmslow Day Nursery. I/we have received and read all the regulations relating to the nursery and agree to comply with them. I/we understand this is a formal contract and that all details are correct as of today's date. If any details change I/we will inform the nursery in writing straight away. I/we have enclosed a £50 deposit, (cheques made payable to 'Wilmslow Day Nursery') that I/we understand will be refunded on first month of attendance.

Signed **Date**

Signed **Date**

For legal reasons both parents must sign unless only one parent has legal custody. If so, please state that you have 'sole responsibility'.

Please return this form to: Wilmslow Day Nursery, 22 Manchester Road, Wilmslow, Cheshire, SK9 1BG.

For office use only

Registration fee of £50 enclosed

Signed Date