

Glen Jakes Nursery

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Offerton, Stockport
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Prospectus

An Introduction to Glen Jakes Nursery

Glen Jakes Nursery is situated in 7 acres of land. We are a Full Day Care facility for 47 children with ages ranging from birth to 5 years. The proprietor of Glen Jakes is Mrs Jackie Homer. The premises are situated on Bean Leach Road, Offerton, Stockport.

The nursery has been established since September 1985 and has since then pursued positive progression and improvement in the care facilities it provides.

The Children's Act of 1989 & 2004 requires that many of the policies and procedures already being carried out by us should be set out in writing and others devised.

This prospectus / information booklet is an "open" working document, and everyone is welcome to look at it at any time to comment on it, and make suggestions for its improvement. It shows how we intend to fulfil our commitments.

Aims and Objectives

It is the aim of Glen Jakes to provide a safe, secure and stimulating environment for children from birth to 5 years. Whilst in our care children are able to participate in a wide variety of play experiences which enable your child to develop the skills needed for them to become independent individuals, with a positive self image and an understanding of their fellow beings, regardless of colour, creed, religion or gender.

Our aim is to provide a second home environment with a reliable and homely atmosphere for the children of working parents, and stimulate the social skills in our children and create the opportunity to develop the child's inner potential.

Our main objectives are to keep a high standard of qualified and caring staff who are readily available to increase their knowledge and understanding through external sources e.g. courses on; Child Abuse, Child Safety, Special Educational Needs and The Multicultural Society.

To improve through the use of modern technology the children's skills.

Curriculum Development Statement

We set out to assist all children attending Glen Jakes to attain their maximum potential within their perceived capabilities. To support this aim an individual record of each child's development is maintained, showing their abilities, progress rate and areas of future development. The staff are very aware of the importance of the correct play environment for the child, so they may develop good skills and an appreciation of all multicultural societies. Planning of the learning experience by the staff is designed to ensure, as far as practical equality of opportunity for children. We are currently working with the Early Years Foundation Stage profile (Every Child Matters) which is based upon 4 outcomes; A Unique Child, Positive Relationships, Enabling Environments, and Learning Development. We incorporate these frameworks into our planning of activities for the children. We are continually assessing and recording the children's abilities through the use of observation sheets and following on with the next steps for the child's further development. Children's next steps are identified within the planning. Outdoor play is part of the whole learning experience, and is carried out within the daily routines. Each child is allocated a Key Worker, this is to establish and develop their relationships with their key children during the settling in period. Each member of staff is able to work within each group within the nursery from Babies to School Room, this enables flexibility within the nursery. Each Key Worker is responsible for their child development records and observations.

Equipment is stored within various areas within the nursery, and the various resources are available. We have set book areas, mark-making tables, free choice activities, water and sand play. All resources and equipment is available for the age / stage of the child's development, within each area of the nursery.

The General Routine of Glen Jakes Nursery

07:45 – 09:00	Children Arriving – Free Play
09:00 – 09:30	Children in groups, each group taking part in activities
09:30 – 09:45	Snack Time followed by Toileting
09:50 – 10:10	Carpet Circle Time
10:10 – 11:00	Group Activities
11:00 – 11:15	Children change round into their designated groups and Tidy Up
11:15 – 11:40	Dinnertime, Toilet Time and Sleep Time for the younger children
11:40 – 11:50	Circle Song Time
12:00 – 13:00	Whilst Sleep Time, older children have choice of play or television
13:00 – 13:45	Morning Children leave whilst Afternoon Children arrive, Outdoor play for older children, tweenies use the big room once awake.
13:45 – 14:00	Toileting, Washing Hands and Song Time
14:00 – 14:40	Children resume group activities
14:40 – 14:50	Tidy up and washing hands time
14:50 – 15:15	Snack Time
15:15 – 15:30	Toilet and Carpet Circle Time
15:30 – 16:15	All groups change round into their designated areas
16:15 – 17:15	Free Play
17:15 – 18:00	Television, Quiet Time and Children going home

Outdoor play is carried out three times a day, weather permitting and more so during the summer months. If however during the winter months we are unable to go out due to weather conditions, appropriate physical play equipment is set out for the children indoors.

Examples of Activities

Gross Motor Skills / Physical Development

Bikes	Dancing Videos
Slides indoors / outdoors	Prams
Trampoline	Various Sized Balls
See-Saw / Tunnel	Large and Small Bricks
Large Soft Shapes	Ball Pool
Hoola Hoops	Running Games
Balancing Equipment	

Fine Manipulative Skills

Cutting Out	Table Top Toys
Water / Sand	Construction Toys
Plastercine / Salt / Playdough	Threading Beads
Music Equipment	Jigsaws
Mark-Making Table	Board Games

Imaginative / Personal Social and Emotional Development

Play House / Play People	Dressing up Clothes
Shop	Multi-Cultural Activities
Show and Tell	Circle Time
Book Corner	Zoo and Farm
Train Track	Doctors / Travel Agents / House
Pop-up Tents / Blanket Dens	Construction Toys
Mirrors	Community of People / Speakers
Books / Story Tapes	Maths Activities
Number Work	Interactive Computer Programs
Floor Jigsaws	Nature Walks
Writing Skills	Story Time

Creative

Paints	Model Making Equipment
Sponges / Rollers / Combs	Pencils / Wax Crayons
Collage Materials	Assorted Pens
Glitter	Textured Materials
Gloop	Clay
Singing Songs / Rhymes	Chalkboards

Knowledge and Understanding of the World

Role Play	Streamers / Bubbles / Windmills / Chimes
Heuristic Play / Household Objects	Discussions
Outdoor Play	Dancing Videos
Carpet Time / Group Play	Mark-Making
Dough	Interactive Computer Games / ICT Equipment
Baking	

Communication, Language and Literacy

Story Sacks and Story CD's	Baking
Books / CD's / Tapes / Puppets / Bilingual Books	Heuristic Play
Mark-Making – Paint, Crayons and Gloop	Rhymes
Role-Play	

Problem Solving, Reasoning and Numeracy

Number Rhymes	Jigsaws
Books	Shape Sorters
Threading	Construction Toys
Water / Sand	Measuring Equipment

Each group within nursery follows a planning system, which is followed through the day to help and encourage all children to develop to their own abilities. This is based on children's interests and adult led activities. Children are observed and monitored so that their Key Worker's are aware of each child's needs.

For all our children of three years and above we have two rooms dedicated to the implementation of the "Early Learning Goals" which enables us to teach our children six main areas of learning. This is carried out by following a termly theme, and the "Early Learning Goals" are incorporated into the theme.

This makes the learning process more fun! We provide all our parents with a booklet describing the "Early Learning Goals" in more depth. At present we are following the current Ofsted legislation to ensure "Every Child Matters".

Glen Jakes Nursery Menu

Varied Lunch

Chicken / Boiled Potatoes, Sweet Corn and Peas with Gravy
Spaghetti Bolognese (Minced Beef, Onions, Garlic, Tomatoes, Herbs, Whole Wheat Spaghetti)
Fish Fingers, Oven Chips, and Baked Beans
Hotpot (Corned Beef, Onions, Carrots, Gravy, Boiled Potatoes)
Cottage Pie (Minced Beef, Onions, Carrots, Gravy, Mashed Potato)

Desserts

Bananas and Custard
Yoghurt and Fromage Frais
Scotch Pancakes
Fresh Fruit
Rice-Pudding and Raisins

Afternoon Snacks

A selection of sandwiches; Ham, Tuna, Dairylea, Crackers with various toppings, Cheese and Tomato pizza.
Followed by Fresh Fruit i.e. Satsuma's, Bananas, Apples, Pears, Strawberries, Grapes, Melon and Raisins.

Childcare Agreement

This is our agreement between:

Name (Childcare Provider): Mrs J Homer
Address: Glen Jakes Nursery, Offerton, Stockport, SK2 5JE
Regulated By: Ofsted

I am the Parent / Carer of:

Telephone Number:

Starting From / / 20.....

On The Following Days: Monday Tuesday Wednesday Thursday Friday

We are open 7:45am to 6:00pm Monday to Friday (Other Times by Special Arrangement)
Part Time 7:45am to 1:00pm or 1:00pm – 6:00pm

Current Fee's

Full Week	£172.50	½ Day Morning	£20.50
Full Day	£36.00	½ Day Afternoon	£18.50

Extra Hours £4.80 per hour

We charge full day rate for; Sick Days, Holidays and Public Bank Holidays

We are closed on all Public Bank Holidays

We are open between the Christmas and New Year Holiday period

Parents need to provide nappies if children need them

Payment is required Monthly in Advance (by arrangement). Four weeks notice is required to delete days or full fee in lieu of notice. All fees must be paid on time, this is either on the first week of your child starting the nursery, and then on a four weekly basis within the first week of the nursery payment week. Alternatively on a monthly basis you can choose which day of the month you prefer to pay. Payments are paid either by cheque, cash or voucher. We also accept government grants available for three year olds.

I understand that the nursery operates an open access to information policy and that the policies and procedures under which it runs are available to view during normal opening hours. I am also aware that they are pleased to arrange meetings to discuss problems, children's work, and records at a mutually agreeable time, even outside normal hours if necessary.

Signed Parent / Carer

Signed Childcare Provider
On Behalf of
Glen Jakes Nursery

Date / / 20.....

Additional Agreement

I hereby give my consent for my child to be:

- Photographed or Videoed during their time in the nursery
- Taken off the premises in a medical emergency
- Administered non-prescribed pain relief by a member of staff if they are teething, for a maximum of two days, after this we advise parents to seek medical attention.
- Administered prescribed medication by a member of staff. A separate consent form is to be filled out for each time a different medicine is required

I understand that the staff cannot undertake the care of sick children as clearly laid out in the nursery prospectus (in particular those with an infectious disease, diarrhoea, vomiting and high temperature).

Lost Child Policy

In the unlikely event of a child going missing from the nursery premises, the Officer in Charge and Deputy would do an immediate search of the building and surrounding outside areas. The police and the missing child's parents would then be contacted. An investigation will take place to determine how the child became missing and to enable this to never happen again. After the event the Child's key worker or workers would be disciplined to the appropriate level. If necessary immediate dismissal would be granted. Ofsted will be informed.

Local Police telephone number:- 0161 856 9973 Stockport East

As an ongoing parent document we ask all new parents to tick one of the following statements, to see how you would like your child's development discussed.

- Parent's Evening
- A Parent Week (A time allocated during the nursery hours)
- Book an Appointment

Child's Name

Parent / Guardian's Signature

Date / / 20.....