

Prospectus

(Updated March 2016)



Gordon Day Care Nursery Ltd
Moorland Road
Burslem
Stoke on Trent
ST6 1EB
01782 838568
07981810977 (Mobile)

Awarded "Good" grade from OFSTED Jan 2016

Mrs Sharon Furber

Nursery manager

Mrs Irene Hayes

Managing Director





Welcome to Gordon Day Care Nursery Ltd

I would like to assure all parents/carers that your child will be cared for in a very safe and secure environment. My staff have been employed with myself for many years and is a very well motivated, trained and capable team. I personally think very highly of them.

I am very pleased to say we received the "Outstanding" grade from our governing body OFSTED in Nov 2011 for all the excellent work we do within our setting

My staff are readily available to any parent/carer wishing to discuss their child's progress or to be of help with any problems/issues which may have occurred during your child's day.

If ever I am not available Sharon my manager will always be there to attend to your needs.

Many Thanks

Mrs Irene Hayes

Managing Director



About Gordon Day Care Nursery Ltd

Gordon Day Care Nursery is owned by Mrs Irene Hayes.

We open Monday to Friday 7:20am to 5:45pm

We serve all areas in Stoke on Trent for any working parents who may live in Burslem or pass through on their way to work.

From 1989 to 2005 we were based in Gordon Street, but in February 2005 we moved to the before and after school club premises on Moorland Road.

The nursery occupy the ground floor where we have a tiny tots room (catering for children aged 3mths to 2 years) and a Pre school room (2½ to 4 years) art and craft room, office and a dining room .We have recently opened an additional room on the 1st floor to cater for 2-3 year olds.

We also work alongside the Early Years and childcare sector and we provide 15 hours per week free sessions for 3 and 4 year olds (paid for by government funding), your child could benefit from the scheme the term after they reach their 3rd birthday. Parents who bring their child on a full-time basis and are eligible for free 3 hour sessions and a reduction will be made off your weekly fees.

In Nov 2015 we finally purchased some additional land at the side of the nursery so work is developing outside for our children to use, we are also fortunate that we are directly across from the park and we have the freedom to explore the natural resources and surroundings so to get a better understanding of nature / local environment.

Our after school club is based on the same site as the nursery and we collect from our local schools.



Members of Staff

All staff are fully qualified Early Years Practitioners and they continue to update their knowledge by attending a variety of courses, this enables them to keep well informed with new legislation regarding child development.

Let me introduce you to my staff:-

- Mrs Sharon Furber Nursery manager NVQ level 3 and a Degree in childhood studies (level 5)

PRE SCHOOL ROOM

- Mrs Joanne Jackson Deputy, Foundation Stage leader NVQ level 3 and a Degree in childhood studies (level 5)
- Miss Gemma Hayes NVQ level 3
- Miss Lynn Woollams NVQ level 3

TINY TOTS ROOM

- Mrs Diana Dandy NVQ level 3
- Miss Sharon Hulme NVQ level 3
- Miss Sara Brindley working towards NVQ 2

TODDLER TOTS (2-3 YEAR)ROOM

- Mrs Natalie Webb NNEB
- Miss Emily Shingler NVQ level 3



CHILD DEVELOPMENT

Whilst your child attends our nursery there are guide- lines that we must follow which promotes your child's development -

'Early Years Foundation Stage'

The "EYFS" Early year's foundation stage is a framework that will set the standards for learning, developing and cares for children from birth to five.

All staff work towards the healthy and wholesome development of the children at all times. We aim to provide the best possible care and early education for the children in order for them to achieve their goals.

Parents/carers will be involved with their child's development as we feel very strongly about parents' participation

Unacceptable behaviour is very rare within our nursery. As a team we are proud to say that we have created and continue to do so a very friendly and busy nursery which also makes learning fun!

Gemma Hayes (SENCO) is our designed staff member whom will deal with behaviour issues



From September 2015 we started a new way in which we are going to record your child's learning journey throughout their nursery life.

We are using a new educational software called 'Tapestry' which has been designed by an Early Years Foundation Stage Forum. The learning Journals would replace the children's existing files and be an on-line system, which allows the whole process of your child's development to be digitally recorded. The on-line system will work the same as our paper based learning journals however being digital it would work in a more effective manner and create more interactive aspects between parents, staff and children.

You as a parent will be given a personal secure login and password which we would email to you.

The system allows you to receive notifications when observations, EYFS assessment, characteristics of learning and videos of your child/ children have taken place, and this enables you to view and record any comments you may have and it also allows you to record any exciting things that may happen outside of nursery.

I would be very grateful if you would take a look at the website

eyfs.info/tapestry-info/introduction

Key worker Policy



Within our setting we implement a key worker system. The key worker has the responsibility of a small group of children, and to take care of their individual needs. The key worker's aims are to ensure the child is happy, feels secure and to observe, encourage and extend the child's learning experiences.

Main duties of a key worker:

- To provide personal, social and emotional needs of the child
- To care for the child
- To liaise with parents/carers
- To observe child's progress, keep records of the child's and development
- To discuss their child's progress through meetings and our open-door policy where parents/carers can speak to staff daily
- To liaise on with parents/carers/ outside agencies that may be involved with the child
- To ensure parents/carers are informed about any concerns about their child
- The key worker will respect confidentiality

Although your child will have a designed key worker all members of staff will be fully aware of all the children's individual needs



ADDITIONAL NEEDS

In our nursery we accommodate for children with all kinds of needs. We receive support from a number of different agencies and we are closely linked with the Early Years Inclusion team.

Our special needs co-ordinators (SENCO) are

Gemma Hayes/ Michele Corbishley



MEALS

At the nursery we offer a well balanced diet that is low in sugar and salt and we promote oral health and healthy eating.

Menus are displayed on the parents' information board. Meals will vary to accommodate the different dietary requirements whether it is for cultural, religious or medical reasons. Drinks are available for your child throughout the day including water, milk and sugar free orange.

Parents will be asked to provide a yoghurt for their child's afternoon snack.

Children will be provided with

- Breakfast - cereals and toast (8.30-9am)
- Lunch - hot lunch and dessert (11.30-12noon)
- Afternoon - (please provide a yoghurt) our snacks comprises of sandwiches, crumpets, oatcakes, breadsticks (2.30pm-3 pm)

*You will be charged for lunch/snack if you receive free funding only.



FEES

Listed below is the price structure

From 4th April 2016

$\frac{1}{2}$ day	- £26.00 (4 hours 8-12)
1 day	- £40.00
2 day	- £76.00
3 days	- £108.00
4 days	- £134.00
5 days	- £161.00

Pre- School funded places- £132.00 per week

Pre - School funded (extra hour) - £6.00

$\frac{3}{4}$ pay over Christmas Holidays

Full pay - Bank holidays, Illness and holidays

Fees to be paid weekly or a month in advance

Please note:-

Childcare costs increase yearly to comply with the 'New Living Wage'

Oct 2015 SF updated

Jan 2016 updated March 2016

