



# Parents Handbook

Owner/Manager  
Manageress

Shan and Mark Cawley  
Mrs Pauline Eckersley

Registered company MC and SH Cawley LTD No. 05602872  
Ofsted Registration number EY331756  
[www.newroadnursery.co.uk](http://www.newroadnursery.co.uk)

New Road Nursery, 36-37 New Road, Chippenham, Wilts, SN15 1HP  
Tel. 01249 652004, [www.newroadnursery.co.uk](http://www.newroadnursery.co.uk)  
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## Welcome to New Road Nursery

New Road Nursery was first opened in April 1983 and is now situated in two large Victorian houses. We have space for up to 52 children from babies to School age. We have 8 rooms in one house and 6 in the other. Both houses benefit from a very large outdoor space including a lawned area and walled playground. We also have off street parking for dropping off and picking up your child. The nursery is registered with the Governing body of OFSTED, our certificate of registration is displayed in both buildings, along with a copy of all our policies. Please feel free to ask any questions at any time. We want you and your child to feel welcome and at home.

\*Our aim is to provide a homely, friendly and happy environment to encourage the children to learn and develop as well as enjoy their time here.

\*To provide safe, secure and stimulating activities and to work closely with the parents/carers to ensure the best possible care for your child.

\*Each age range follow the governments new guidelines on the foundation Stage curriculum for 0-5yrs.

### We offer

- Caterpillars- The Baby unit for children under 2years
- Butterflies - The Toddlers for children from 2-3 years
- Ladybirds - The Pre-schoolers for children from 3-5 years
  - Dragonflies - After School and Holiday Clubs

(The children progress from one group to the other as space and age allow)

### Opening Times

We are open from 8am-6pm Mon - Fri  
(We close for Bank Holidays)

### Fees

Please see the attached page on our competitive pricing structure.

The Team New Road Nursery is owned and managed by Shan and Mark Cawley. Shan has over 18 years of experience in the field of childcare. Shan's Deputy Pauline, has been at New Road Nursery for over 18 years. Pauline is also highly qualified and is the Special Needs Coordinator. Our staff are professional childcare workers of varying ages providing vast experience, many of whom have been at the nursery for many years and are proud of the relationships they build with the children and parents. We use the Keyworker system to help you and your child and to have a specific person, with whom to discuss your child with. A full list of staff qualifications is on display at the nursery, we exceed the minimum OFSTED requirements and have degree and teacher qualified personnel working in the nursery.

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## Caterpillars - Baby unit at No.36

We have space for 18 under 2's. The Caterpillars are based at No. 36. We have 4 large rooms set out with appropriate toys and activities to stimulate play and development. The rooms are very homely and give the young ones the opportunity to play, share, choose toys, learn new skills and enjoy their free time, with the support of our qualified team of staff. The babies also have a creative room, and separate sleep rooms. The

sleep rooms are set out like a bedroom to help create a home from home environment. We encourage favourite toys and/or blankets as they often help to act as a comfort whilst settling in. We place a huge emphasis on care and it's important to us to get to know you and your child to help achieve this. We devise an individual day for your child following the governments new 0-5yrs setting a foundation document, and keep you informed of their activities and achievements. They have their own outdoor play area and we have nursery buggies to take the children for a walk in the nicer weather. We have ample space to store pushchairs, or if you are arriving by car, car seats etc.



## Butterflies

(2-3year olds) have 3 rooms dedicated for their use, in no.37. We can take up to 12 2-3yrs olds, they also have a specific safe area of our large garden with their own equipment. We have a messy/ creative room where they can explore, paint, model and create masterpieces ready to take home. Then we have the activity room which includes the book corner, dressing up, home corner and play mats and activities, space to learn and enjoy. The day is made up of some adult led activities but there is also time for the children to lead play which with the support of the keyworkers is often the best opportunity to extend their learning and development. The Butterflies are keen gardeners and cooks and love the interest boxes that we and they create on a weekly basis. Each week the room session plans are displayed for the parents to see, the plan allows for plenty of spontaneous opportunities that often arise with children's curiosity.



## The Ladybirds

From the age of 3 the children join our pre-school group. During their sessions here they will follow the Early Years Foundation Stage curriculum in accordance with Government guidelines. Our priority is for the children to have fun while they are learning, and to make the most of every opportunity. For example the home corner becomes a pirate ship and even a police station. We will regularly keep you updated on your child's progress, using the Early Years Foundation Stage Learning Journeys and parents evenings. This is used by all schools in the area thus allowing a smooth transition to school. For pre-school in the term after your child's 3rd birthday you are entitled to **receive an education grant (free entitlement) from the government**. **This will reduce your childcare costs** as you are entitled to up to 15 hours of **free** childcare which the grant pays for. We are also able to offer term time only in the pre-school group. The pre-schoolers have themes that run each term and include having visitors in to the session and making visits themselves, i.e. the local post office or the pizza parlor to make pizzas etc. Since Sept 2007 the Ladybirds achieved the Wiltshire's Good practice award, for excellent work in the pre-school.

After School and Holiday Club - Our After school club is intended to cater for parents and school age children who require a small, homely and friendly environment for their children. We run an after school club from 3pm-6.00pm Mon - Fri. We have specific activities for the older children, and separate equipment and toys all especially purchased for the group. We offer a quiet space for the children to do any homework or additionally we have two computers, laptops, a CD player, a television with a large range of videos for all ages of children, a Playstation and a Nintendo. Our large safe outdoor play area means that the children have plenty of fresh air and space. We also use John Cole Park for football or just to sit and have a picnic if that is preferred. A freshly prepared balanced snack is provided every day, please see the enclosed menu examples. During the school holidays we also offer a Holiday club on the same terms as the After School club. Many of our families have grown up through the nursery and have younger/older brothers and sisters, we like to give them the opportunity to spend time with each other if they would like to, and often invite them for tea to join different age ranges as in a home setting. As spaces are limited please allow plenty of time to book in advance.

## New Road Nursery General Policies

We have included a summary of some of our policies but if you would like to see the policies in more detail please ask or they can be accessed on our website [www.newroadnursery.co.uk](http://www.newroadnursery.co.uk) or we have copies in each nursery. Again do not hesitate to ask if you have any questions.

Equal Opportunities - NRN is open to all children (and families) and they will be respected, their individuality and potential recognized, valued and nurtured, in such a way as to develop in an environment free from prejudice and discrimination. Appropriate opportunities are given to children to explore, acknowledge and value similarities between themselves and others. Resources are chosen to provide a balanced view of the world and an appreciation of the rich diversity of a multi-cultural society.

Special Needs - All children are special, but some have additional individual needs. At NRN, children irrespective of special needs are encouraged to participate and take part in every possible activity. Pauline, one of the management team is the designated Special Education Needs Co-ordinator.



Settling in - It is important that your child feels safe and happy at nursery, to help achieve this we ask you to allow for a settling in period to allow you and your child to get to know us and us you. We recommend about 3 (free) short visits prior to the start date, but each child is different some will require longer and others less time. We can discuss this with you nearer the time.

Your Child's Development - There are many reasons why parents decide to send their children to a nursery and at NRN a very important part of the decision process is considered to be the strengthening of each child's potential in social, emotional, cultural, physical and intellectual development. Our emphasis is for the children to learn through having fun, we have a mix of child led and adult lead activities throughout the day and keep a record of each child's achievements. Each day is not fully structured, although the children have a planned routine which helps them feel secure. We follow the Government guidelines on the new Early Years Foundation stage (2008) which now covers from birth to school age. As your child nears school age we will encourage the early reading and writing skills, and help prepare them for a school day.



Meals - We pride ourselves on our healthy eating at NRN. The children have fruit and water or milk at snack time (10am ish) and a homemade hot dinner (midday) made by our nursery chef. We also provide a healthy snack mid



afternoon for the under 3's and a snack tea at 3.45pm for all children who stay all day. The weekly menu can be seen on our website and it is also displayed in each nursery. We are able to cater for most common dietary requirements. We recently scored 5 (out of 5) Stars in the food rating system, which is excellent.

Rest times - The under 3 years are encouraged to have a rest during the day. Nursery is a busy day and will often tire children out. We are sometimes asked by parents to wake their child after a certain time. We are reluctant to do this, as children generally develop their own sleep pattern and waking can cause more problems than letting them sleep. Sleep is also essential for healthy growth. We want the children to enjoy their day and feeling, tired, fretful or unhappy is miserable for the child. We will of course work with you if you are trialing sleep programmes.



If my Child is unwell - As with adults if you are unwell you often want your own home and comfort. We ask you to keep your child at home if they have a high temperature, sickness and (or) diarrhea (48hrs exclusion), eye infections and unidentified rashes or spots. This also allows us to keep the spread of infection at a minimum within the nursery setting. Please see our full policy on further guidelines. We also ask that you keep us informed and let us know of any medicine that has been given to your child. It is also important for us to know if your child is off whether it's due to illness or holiday. Please see our Parent in Partnership Agreement. Thank you.

Parents as Partners - We believe it is vital to work with you and you know your child better than anyone. We also want you to feel at home and feel it's your nursery, and to know what happens each day. We have extensive parent information notice boards in each nursery to keep you up to date on nursery happenings and also local and national events. We produce a newsletter every term to let you know what the children are and have been doing. We also have a lending library with some good book titles and a parent support group.

Confidentiality - Inevitably working with children will bring any nursery into contact with confidential information. NRN respects the confidentiality of parents, children and the staff. The management, staff and students are fully trained on all aspects of confidentiality. The nursery is registered in accordance with the Data Protection Act (1973) and information is stored appropriately. The exception to the rule is in the case of any child protection issues when the needs of the child come first. Please see our Child Protection Policy for further details, thank you.

Behaviour - We believe that children and adults flourish best in an ordered environment, in which everyone knows what is expected of them, and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We encourage self esteem and self discipline in an atmosphere of mutual respect and kindness. When children

behave in unacceptable ways we do not shout, show anger or humiliate the child but we do give one to one adult support and explain why the behavior is unacceptable and that it is the behaviour that is unacceptable and not the child.

Admissions and fees -We ask all parent/carers to come and view the nursery before taking up a place. To secure a place we ask for a £50 none refundable deposit, and the completed registration documentation for your child. We ask for a months written notice of any changes to your child's normal times, finishing date etc. We prefer payment by direct debit but are able to take cash, cheque, education grants, childcare vouchers or standing orders/ direct transfer. We ask for payment in advance and operate a strict late payment policy. The fees are reviewed annually in April. We will do what we can to meet your requests but in some instances there is a waiting period or we may be able to offer an alternative in the interim.

### The nursery fees are as follows :-

We are a full day care setting and as such do not have a natural break in the day. We are open from 8am to 6pm. Our core day is 9am to 3pm or 6 hours. Children can be booked in for any hours in between the core and full times in 30 minute blocks and we will invoice accordingly. We can be flexible with the exact times of arrival and departure but particularly in the Ladybirds group too much variation can disrupt the curriculum day. The fees include all meals, snacks and drinks. For the younger ones we do ask that you provide your choice of nappies, wipes and creams and formula milk if required.

### Under 3 years

The current rate is £5.00 per hour between the hours of 8.00 and 6.00 (including meals). i.e. A full day (8.00 - 6.00) would be 10 (hours) x £5.00 = £50.00

### Over 3 years

The hourly rate is £4.50 per hour.

Your child is eligible for the Nursery Education Grant (NEG) the term after their third birthday. The Government NEG funds up to 15 hours of free childcare which can be taken flexibly subject to availability.

NEG hours can be used at different settings up to the total of 15 hours over 3 days (12.5 hrs over two days, (maximum of 10 hours in one day).

Any additional hours are charged at the hourly rate of £4.50.

Snacks, lunch and a light tea are provided by the nursery and will be charged separately.

Drinks are available all day.

Further information about the NEG can be obtained from the Ask leaflet available to take from the nursery hallway or call Ask on Tel. 08457 585072 or via [www.ask-wiltshire.co.uk](http://www.ask-wiltshire.co.uk)

## After School Club Fees

Please refer to the specific After school Club Brochure.

## Holiday Club

£3.95 per hour including meals.

## Tax Free Childcare Vouchers

We encourage all working parents to take full advantage of the tax efficient Childcare Vouchers. These can be used for nursery and After School or Holiday Club fees. These are deducted by your employer from your gross salary saving both **you** and your **employer** in tax and NI payments. You can currently take up to £55.00 per week (£243.00 per month) tax free to pay for child care. Please ask at the office for further information or follow the link from our website on the fees page.