



Charlwood House Day Nursery

Day nursery for children aged 3 months to 5 years
01293 565544

www.charlwood-house.co.uk
admin@charlwood-house.co.uk

Welcome to our nursery

Thank you for considering Charlwood House Day Nursery as the first step in your child's learning and development, we hope you enjoy the tour of our nursery and meeting the team.

Here at Charlwood House Day Nursery our dedicated team have over 200 years of childcare experience and are committed to providing a safe, stimulating and happy environment where all children can develop to their full potential, a vital part of this is making sure we work in close partnership with you.

We are an independent day care nursery beautifully set within 2 acres of grounds with 3 separate outdoor areas for children to explore & adventure, play, have fun, make friends and learn!

Our Ofsted rating overall is Good.

We have 7 classrooms in our house which makes us able to cater for up to 120 children aged 3 months to 5 years.

All our 7 classrooms work to high standards of the Early Years Foundation Stage (EYFS) framework. The benchmark of this framework sets out the welfare and development goals for all children under 5. The Early Years Foundation Stage sets standards for the learning, development and care of your child from birth to 5 years old. Each classroom supervisor will plan a range of activities to support all individual children's development and needs as well as group activities to support team work and social skills.

When your child starts at Charlwood House Day Nursery, we provide free of charge trial sessions with both you and your child in which you will come and stay to see the classroom and meet the staff, they will discuss your home routines along with the classroom routines to make sure the transition into nursery is as smooth as possible.



Make our house your home for the best start in life

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Key Carer

The Key Carer is a named practitioner and one will be allocated to all children, they are responsible for a small group of children, and they are there to help your child feel safe and secure. The role is important for both child and parent and it is an approach set out in the EYFS. Your child's key carer will be your first point of contact.

Key carer's will create individual learning journals for your children that will track their progress and then to move on their learning they will plan appropriate activities/provide enhanced resources to on their learning.

We keep parents informed of your child's progress by holding regular parents' evenings, and talking to parents daily.

We provide lots of outdoor space to safely explore and enjoy fresh air throughout the day.

Engaging with parents/carers

- Participate in and plan ways of getting parents involved, we have regular parents evening. We would host informal occasions such as stay and play sessions.
- We want to promote a positive relationship between the nursery and home, engage in a positive way, create a bond with the parent/carer.
- To reassure and comfort parent/carer with regular chats each day so they are confident their child is settling and discuss ways to help if they are not.
- Provide daily verbal feedback to parents informing them about what the children have eaten and general comments on the day to coincide with the day books.

Meeting individual child's needs

- The key carer will have an input into the planning, based on the child's individual needs and what they will gain from the activity, making sure the children will enjoy it and benefit accordingly.
- They will use 'characteristics of effective learning statements' when they plan for children's individual needs.
- Key carers are inclusive, they are aware of the child's individual needs, related to their culture, background, any learning disabilities, ability, dietary requirements and sensitivities. They will make sure the information is passed on to the rest of the staff team and will ensure all.

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Keeping records of the key child

- All room members, including cover staff to observe the child frequently by either taking photos, doing written observations, or even to use the child's work.
- Keep an up to date record of child's Learning.
- On trial session Key carer to complete relevant form's with parents, this starts the beginning of the child's journey with us alongside the room supervisor.
- Journals are compared and shared with dual settings via parents to monitor child progress.
- Throughout the last term of Pre School, Practitioners will complete a transfer profile to the reception teacher at their new school.

Meals

- We provide a hot meal as part of your child's care served at lunchtime with a light meal served in the afternoon for Tea.
- All our food is provided by a local catering firm.
- We operate a nutritious and healthy menu planned 3 weeks in advance, each menu is designed to give a balanced diet to your child.
- All classrooms provide fresh water and milk throughout the day, along with a healthy snack at 10am.

Dietary requirements

Here at Charlwood House Day Nursery we pride ourselves in the ability to meet every child's dietary needs/requirements.

Please discuss any individual needs with your classroom supervisor or Key carer as soon as possible.

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Our Classrooms

Bumblebees 3 months- 2 years Ratio is 1 adult to 3 babies

Bumblebees is a spacious and stimulating environment where all our children are nurtured and provided with a safe, calm and responsive atmosphere to develop positive attachments and form their first relationships with other adults and peers. This reinforces and develops key attachments which are vital for their personal, social and emotional development. We provide the babies with a variety of sensory activities to stimulate them and encourage their curiosity and exploratory impulses.

We provide a safe sleep area for babies to have a rest away from the noise of the classroom, and sleep mats for the older children to have a rest after lunch.

Your child will be provided with a day book that gives you information regarding nappy changes, food and general activities they have done throughout the day with us and any other information required or shared with home can be noted down.

Many children have their own comforter objects which are important to them. These items are especially important whilst a new child is settling into nursery, please make sure everything is brought in clearly labelled with your child's full name.

Babies and toddlers are encouraged to communicate together and with adults, their attempts at conversation are valued to ensure they receive an affirming experience, encouraging development, confidence and security. Our nursery environments also support social interaction, including role play, den making and small group activities, encouraging children to play, talk and learn together.

A typical day in Bumblebees as told by Miss Amber Room Supervisor: In our baby unit we focus on letting the children explore the classroom environment through free play, enabling them to experience all aspects of the classroom and garden through using their senses and making their own choices. We like to give the babies the opportunity to experiment with different types of 'messy play' and arts and crafts, this could range from practising with their fine motor skills using different forms of painting materials including brushes, sponges, natural objects, and by changing the types of messy play using edible materials such as yoghurts, jelly (making sure all dietary requirements are adhered to). We like to make sure we encourage music and movement everyday and story times to build up their vocabulary.

We like to take the children outside at least twice a day so they can adventure and explore all the surroundings safely. This provides the children with plenty of fresh air and coming into contact with nature.

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Caterpillars and Ladybirds 1-2 years, Ratio is 1 adult to 3 children

Various stimulating activities are provided throughout the day to enhance the children's individual development. These activities include painting, role play, singing, story time, crafts, water play, sand play and cooking, all of which can be accessed indoors and outdoors, these are tailored around observations and planning for each individual child.

Your child will be offered a rest period after lunch on individual little mattresses.

When your child is transitioning up from the baby unit, we carry out regular trials with the children to ensure they have a smooth transition and get to know the staff, making sure we build a positive and trusting relationship between the individual children and staff.

A typical day in Ladybirds/Caterpillars as told by Miss Rhianne Room Supervisor: We like to have lots of sensory activities out so the children can free play around the room, these are in low level baskets in which the children can sit with and help themselves. We offer a wide variety of activities with different textures and incorporate this into physical activities and let the children go wild and get messy, we advise plenty of changes of clothes at this age as messy play throughout is a must! We sit and have some 1:1 time during activities with them using flashcards and talking about what we can see with lots of singing and story times. We enjoy going out into the garden at least twice a day we do ask you to supply the all in one puddle suits and welly boots for the rainy days, as its much more fun to splash around in puddles.



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Crickets 2-3 years

Ratio is 1 adult to 4 children

Crickets offer activities planned to support the children's needs and development; these are influenced by ongoing observations and tailored to your child's development as well as free choice activities which are on offer throughout the day.

Around the age of two children's language skills develop at a fast rate, to support children's communication & language development we provide them with group sessions and individual 1:1 with staff throughout the day.

For children moving up from the toddler rooms we carry out regular trials with the children to ensure they have a smooth transition and get to know the staff, building a positive and trusting relationship together.

Crickets provide integrated 2-year reviews, many children have their first review just around their second birthday, these are in line with the learning journals structured by the EYFS.

If your child gets tired after being so active in this class, we offer them a rest period with little mattresses.

Many parents feel at this age their children are ready to begin toilet training so we offer support to help parents by continuing their method established at home. It is advisable at this stage to provide plenty of changes of clothing, also a named potty if they have a particular one at home they like to use, we do have small lower toilets for this age to help them.

A day in Crickets as told by Miss Rebecca Room Supervisor: At this age we love to go outside and explore the surroundings especially the adventure playgrounds and mud kitchen. We like to draw on the patios with chalk and wash it away with water and brushes, we encourage lots of mark making. We love to get up close to the nature in the gardens such as frogs, worms and bugs and talk about them in the classroom. We encourage lots of physical activities such as 'sticky kids' in which the children will listen to the music and copy the moves they are being told to do. We start to have self-registers where the children will learn to find themselves ready for preschool either by name or photographs.

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Mayflies and Fireflies Preschool children aged 3 to 5 years

Ratio is 1 adult to 8 children

Our preschool classes are for children aged 3 years to 5 years, our aim is to prepare your child for school by encouraging self-independence such as toileting, dressing/undressing themselves, giving out small responsibilities such as being 'the helper' this is a daily activity in which the children carry out small tasks throughout the day and proudly show off their big helper badges

A day in the life of a preschool child as told by Miss Ayesha and Miss Mel Room Supervisors: We do have a routine within the rooms we plan our day around them, we do circle time each day as a group in which we do phonics learning the sounds of letters and encouraging them to say the first letter of their name, we learn colours, shapes and number recognition we have learning flashcards, group games and talking about home life/topics.

The children have access to the computers throughout the day in which they can learn basic computer skills, they have access to the Tuff tray daily and we change the activity within it to meet themes or seasons, or generally just messy play. We have a teddy in our classrooms called 'Charlie Charlwood' where the children get to take him home for the weekend and complete a diary enter which we would discuss when he comes back to nursery.

We have French lessons weekly which the children love we also do PE lessons in which we encourage the children to change into a PE kits themselves promoting self-independence.



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Our Fee Information

Included in our fees are: Morning Snack, hot meal at lunchtime, light tea, milk or water and nappies.

We offer French lessons to the children over 2 years.

Discounts for Siblings 5% deducted from the eldest child's invoice.

Invoices will be emailed or sent direct to you and are payable by the 26th of each month by BACS or direct debit or voucher schemes.

We have two options here at Charlwood House Day Nursery of fees, we offer a 'set plan' or a 'flexi plan'

The Set Plan

	Full day 8am-6pm	Morning session 8am-1pm	Afternoon session 1pm-6pm	Hourly rate
Daily	£60.56	£43.26	£41.38	£8.87
Per Month				
5 days per week	£1261.66	£901.25	£862.08	
4 days per week	£1009.33	£721.00	£689.66	
3 days per week	£757.00	£540.75	£517.25	
2 days per week	£504.66	£360.50	£344.83	
1 day per week	£252.33	£180.25	£172.41	

When additional sessions are requested outside of your normal structure these will be charged at our flexi plan rate hourly rate, for example the 7am start time.

The Flexi Plan

The flexi plan works for those who wish to use rota systems, by choosing your dates and sessions in advance. Dates must be submitted for the following month by 19th of the month we are in.

Cancellations may be made between 19th-26th of the month, after this the sessions booked will be charged for.

Full day	Morning 8-1	Afternoon 1-6	Hourly
£64.00	£44.98	£43.10	£8.87

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Funding

Feet funding – this is for children who have turned 2 years and parents are eligible please check www.westsussex.gov.uk to see if you qualify for this.

Early years funding

The term after your child turns 3 years your child is eligible for 15 hours funding. If you work 16 hours a week and earn less than £100,000 a year you are entitled to 30 hours a week funding. Please check www.westsussex.gov.uk to apply and receive your code which needs to be given to us. Please ensure you update the code every 3 months to ensure eligibility.

If you are entitled to 30 hours funding we deliver this over 23 hours a week for 50 weeks of the year. If your child attends over 23 hours you will get charged the set hourly rate.

If you receive 15 hours this equates to 12.5 hours a week, any hours above this are again charged at our set hourly rate.

The delivery pattern for funded hours will be full day 8am-6pm, morning 8am-1pm or afternoon 1-6pm.

All meals for funded children will be charged for at the below rate:

£4.50 a day (£2.45 for lunch and £1.50 for tea)

Snacks and water are included.

Nursery closures

In the rare event that we have an Act of God or extreme staff sickness the nursery will need to close. These days will be charged for at your normal fee rate. Bank Holidays are also charged for and included in your invoice.

We are closed for two weeks over Christmas and New Year period please note this will not be charged for, our fees are calculated over 50 weeks of the year to give you a regular monthly fee.

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