
Nursery:

Ofsted has recognised our nursery as providing an “outstanding” level of childcare for all children. The nursery has excellent purpose-built indoor and outdoor facilities, enabling children to explore and learn through play. The nursery is built at ground level, giving easy access for all.

We aim to help children flourish and grow to their maximum potential by providing a happy, stable and structured atmosphere in the nursery. We recognise that each child is an individual and we aim to encourage individuality by allowing children to learn and develop through different aspects of play. Our philosophy of childcare is:



Who's Looking After Your Children?

In July 2019 the nursery was sold, as part of a Management Buyout, to Becky Thompson and Andrea Dyson, who had both worked at the nursery for over 28 years between them. They are both hands-on owners who take great pride in the nursery and the reputation they have built up over the years for delivering quality childcare.

Becky studied for her NNEB and qualified as a nursery nurse in 2001. She began her career in a private day nursery and gained six years experience before going travelling overseas for 6 months. Becky joined our team in 2007 after travelling and has since completed a BA in Childhood Studies

and gained her Early Years Professional Status. She has extensive experience in dealing with children with Special Educational Needs

Andrea oversees the management of the business, including finance, nursery education funding, administration and personnel. Andrea has worked in many different sectors including the NHS, Yorkshire Air Ambulance, a secondary school and a fostering agency. Andrea studied at Huddersfield University and has a Masters Degree in Business Administration.

The nursery owners are supported by a Deputy Manager, Rebecca Morgan. Rebecca studied her BTEC Level 3 at Burnley college and once she had qualified in 2008 she began working here at Totspot. Rebecca works predominantly in Red Room as well as supporting Becky and Andrea with Deputy Manager duties. Rebecca completed her Level 3 leadership and management course in 2018.

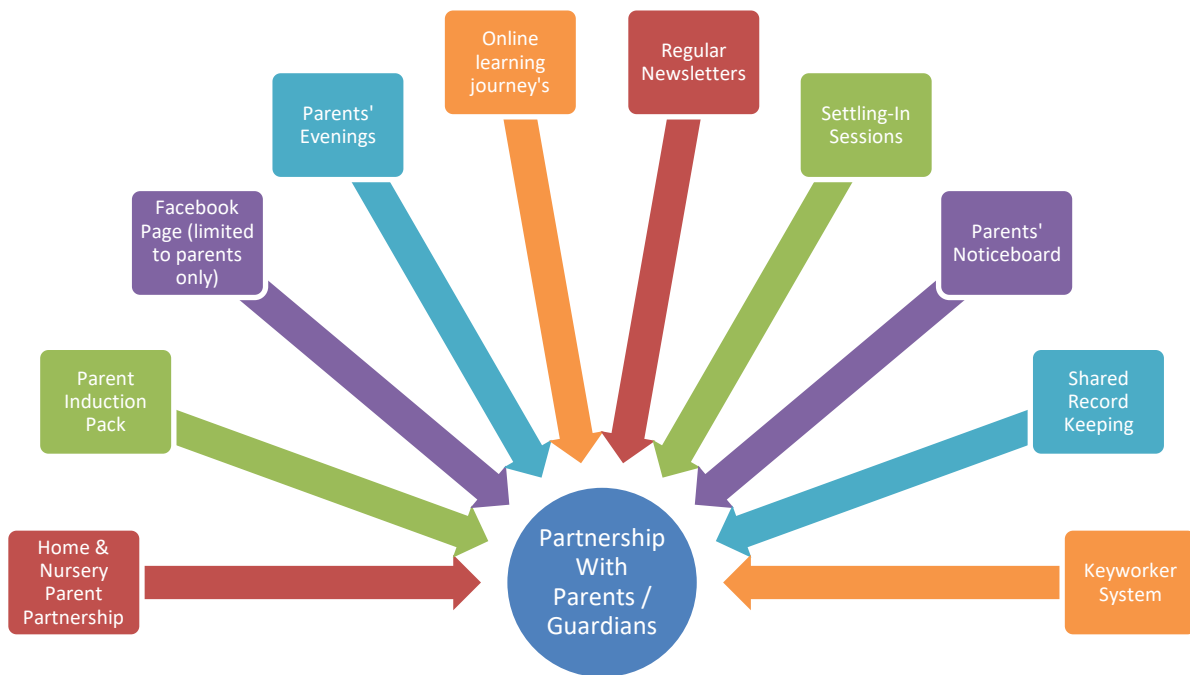
Lead Practitioners: We have Lead Practitioners throughout the setting, at least one in each room, who have a wealth of experience looking after children on a day-to-day basis.

The Nursery Nurses: We go to great lengths to recruit motivated and professional staff as they are the key to your child's progress and development. We invest in our staff's personal development to ensure they receive ongoing training and update their skills. We also have stringent procedures in place for recruiting new staff, including: interview, a probationary period, a Disclosure & Barring service check (formerly CRB) and two satisfactory references (at least one from a past employer (or school/college if it's a first job)). Until we are in receipt of the DBS check the individual will be supervised at all times by a member of staff who holds the relevant checks.

Whilst Ofsted guidelines state a minimum of 50% of staff should be qualified, we exceed this and aim to employ up to 70% of staff qualified to NVQ Level 3 or above, with the remaining 30% either at NVQ Level 2, unqualified or trainees (working towards their NVQ Level 3). We enjoy a low staff turnover at nursery and have a keyworker for each child who completes your child's Learning Journey and Tracker in each room.

PARTNERSHIP WITH PARENTS AND GUARDIANS:

To achieve our aims and philosophy of childcare, we need to work in partnership with both children and their families. Suggestions relating to the nursery and the care of the child are always welcome and valuable. We firmly believe that parents are the first educators of their young children – we aim to support parents' essential work, not to supplant it. We work in partnership with parents through many different ways including:



OUR ROOMS:

Every room has been thought through in careful detail and equipped with age-appropriate toys and resources, all designed to incorporate the 7 areas of development within the Early Years Foundation Stage (EYFS) for children to achieve by the end of the 5th year. The 7 areas of learning are:

- Personal, social and emotional development
- Communication & language
- Mathematics
- Literacy
- Understanding of the world
- Physical development
- Expressive arts and design

All the rooms are colour-coded and self-contained, with their own changing and toilet areas; this reduces the risk of cross-infection between rooms. Each room is equipped with areas of continuous provision, providing a stimulating environment where children make choices of what area of the room they wish to play in. The following activities are available to children at all times:

- Book and reading area
- Role Play
- Messy Activities (gluing, painting etc)
- Mark Making
- Outdoor Play
- Small World
- Construction
- Sand and Water
- Playdough
- Music and Movement
- Heuristic Play (treasure baskets filled with natural objects and different textures for stimulation)

Children move up through the rooms, dependent on a number of factors, including their age, stage of development and whether space is available in the next room on the days your child attends nursery:

Green Room:

For babies aged 0 to approximately 2 years

- **Staff ratio: 1 adult to every 3 babies**
- **The room can accommodate up to 9 babies**

The baby room is a safe, secure, loving and stimulating environment, with lots of laughing, singing, playing and cuddling. All the toys in this room are designed to enhance your baby's developmental skills, including treasure baskets and sensory area. There is also a separate sleep room.

Orange Room:

For toddlers aged 2-3 Years

- **Staff ratio: 1 adult to every 4 children**
- **The room can accommodate up to 12 toddlers**

Our bright, warm orange room provides opportunities for your child to develop their independence and self-esteem within the different areas of continuous provision. Part of the day includes circle time, where children have the opportunity to develop communication skills, including listening to a story and singing songs.

Red Room:

For younger pre-school children aged 3 years to approximately 3.75 years

- **Staff ratios:**
- **1 adult to every 8 children**
- **The room can accommodate up to 20 children**

This room is divided into 2 areas – the first being for creative play, including painting easels, water and sand play plus small world and music areas. The second area provides opportunity for interactive play, including a home corner, cosy corner, construction and jigsaws. The toys have been carefully selected to maximise children's learning and development skills.

Blue Room:

For children aged 3.75 years until school age

- **Staff ratios:**
- **1 adult to every 8 children aged 3+**
- **The room can accommodate up to 32 children**

The purpose-built extension of the main building is a large room consisting of different play areas such as a Learning Zone (including computers, jigsaws, maths area), role play, messy play, cosy corner and construction. The messy area in this room has all the resources needed for your child to be as creative as their imagination allows. The room has floor to ceiling windows giving easy and instant access to the outside play area, supporting our open door policy where children can play out when they want to.

Outdoor area:

This area is divided into 2 securely fenced playgrounds, with specifically designed safety surfaces and covered walls to minimise accidents. Part of this area is covered with a reinforced glass canopy to enable children to play out in all weathers. There is a large climbing frame and a wide selection of outdoor toys, including bikes, scooters, sand pit, chalkboards and musical instruments. All outdoor facilities are used to enhance continuous provision.

HEALTHY LIVING:

We place great emphasis on healthy living and employ an innovative cook, Karen, to prepare fresh meals daily. We aim to ensure that children who attend for a full day receive their recommended 5 portions of fruit and vegetables to ensure children are enjoying a healthy, balanced and varied diet; we can cater for a variety of dietary requirements. We have been awarded a Cute Fruit Award, which recognises that we provide children with healthy, nutritious meals and snacks. We have also been awarded a 5-star Environmental Health Hygiene Star Rating.

Water is available at all times throughout the day and juice is served with meals. Milk is whole and pasteurised.

A sample of our monthly menu:

Week 1:	Lunch Main Course	Lunch Pudding	Tea
Monday	Spanish sausage with pasta	Chocolate Roll	Vegetable soup
Tuesday	Fish Pie & seasonal vegetables	Victoria Sponge	Jacket potato with beans & cheese
Wednesday	Lamb and mint hotpot	Jelly & Fruit with cream	Assorted sandwiches & salad
Thursday	Chickpea & vegetable curry with rice	Apple crumble & custard	Quiche & beans
Friday	Chicken Casserole	Yoghurt	Cheese on toast
Week 2:	Lunch Main Course	Lunch Pudding	Tea
Monday	Corned Beef Hash	Jam Roll	Sandwiches & salad
Tuesday	3-bean chilli bake with potato wedges	Treacle sponge & custard	Fishcakes & beans
Wednesday	Pasta bolognese with garlic bread	Rice Pudding	Scrambled eggs on toast
Thursday	Toad in the Hole & Veg	Yoghurt	Crackers, ham, cheese & salad
Friday	Hearty Beef Stew	Apple Pie	Homemade pizzas
Week 3:	Lunch Main Course	Lunch Pudding	Tea
Monday	Cheese & Vegetable Pasta Bake	Yoghurt	Chicken and mushroom soup
Tuesday	Cottage Pie & seasonal veg	Mousse	Tortilla wraps with various fillings
Wednesday	Chicken, Potato & Broccoli Bake	Spotted Dick & Custard	Quiche & spaghetti
Thursday	Corned Beef & Onion Pie with veg	Chocolate Roll	Cheese on toast
Friday	Vegetable Lasagne with Garlic Bread	Victoria Sponge	Sausage & beans
Week 4:	Lunch Main Course	Lunch Pudding	Tea
Monday	Tuna bean bake	Raspberry Mousse	Assorted sandwiches & salad
Tuesday	Pork & Sage Meatballs with couscous	Yoghurt	Fishcakes & beans
Wednesday	Meat & Potato Pie with Veg	Blueberry Muffin	Crackers, ham, cheese & salad
Thursday	Chilli or Curry served with rice	Eve's Pudding & Custard	Omelette & spaghetti
Friday	Lentil & Tomato Pasta Bake	Jam Tart	Homemade pizzas

Breakfasts: Choice of Cereals including Weetabix, Ready Brek, Bran Flakes and Rice Crispies

All menus subject to change depending on seasonal availability and food deliveries

Our daily meal and snack routine is as follows:

07.15-9.00	Breakfast – cereal and milk
1000	Milky drink or Water and fresh fruit
1130-1200	Main meal (hot meal and pudding – see sample menu)
1400	Snack (fruit, yoghurt crudités, breadsticks etc)
1545	Snack Tea (see sample menu)

The Other Bits:

Opening Times:

Nursery is open 51 weeks a year and will close for the period between Christmas and New Year and all Bank Holidays, which is reflected in the fee structure. We are open as follows:

Full Day:	07.15 – 18.15 (18.00 on a Friday only)
Morning Session:	07.15 – 13.00
Afternoon Session:	13.00 – 18.15 (18.00 on Friday only)

Fees:

From 1st April 2019 the prices will be as follows:

Full Time:	£231.75 per week
Full Day:	£51.50
Morning:	£30.50
Afternoon:	£30.50

These prices include food, drinks and snacks, both in the morning and afternoon. Parents will need to supply formula / bottled breast milk, nappies and barrier creams. Fees are charged for all pre-booked sessions, whether or not your child is in attendance. We will charge £6.00 per quarter of an hour for late collection.

Payment Terms:

Payment shall be made in advance by Standing Order (or childcare vouchers) on the first of each month. The total is calculated over 51 weeks and split into 12 equal amounts. Any additional charges will be payable in arrears. We reserve the right to suspend childcare to your child at any time if you have failed to pay any fees (see Fees and Payments Policy). Any parent who falls behind with their payments will subject their child to being suspended until fees have been paid.

We reserve the right to charge £25 for late payment of fees and any bank charges for returned cheques etc will be passed on.

Registration Fee:

A non-refundable registration fee of £50 is payable in order to reserve a place at Totspot Day Nursery (unless you are booking Early Education Grant sessions only). This holds your child's place for up to one month after the requested start date, after which time we reserve the right to re-sell your place.

Frequently Asked Questions: We have produced a list of FAQs, however, if there is anything else you want to know please do not hesitate to contact us on 01422 300055.

APPLICATION FORM:

Child's Full Name:	Date Of Birth:
Mother's Name:	Father's Name:
Home Address:	Requested Start Date At Nursery:
Postcode:	Please note your place will only be held for one month after the requested start date, after which time we reserve the right to re-sell your place.
Home Tel:	Mobile:
E-Mail:	Work Tel:

I wish to apply for the following sessions for my child at Totspot. To confirm my place I have enclosed a registration fee of £50.00, which I understand is non-refundable and will hold my place for up to one month after the requested start date, after which I understand my place will be no longer held. I agree to provide one month's notice, in writing, should I wish to withdraw my child, or alternatively one month's fees in lieu of notice.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning: (7.15 am to 1pm)					
Afternoon: (1pm – 6.15 pm)					

Signed: _____

Date: _____

Any Other Requirements:

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**PLEASE SUBMIT YOUR REGISTRATION FEE OF £50
WITH THIS FORM TO CONFIRM YOUR PLACE – THANK YOU.**