



Apple Tree



Day Care Nursery



304 Cressing Road, Braintree Essex CM7 3PG

Telephone 01376 321858

e-mail suzanne@appletreenursery.co.uk



Apple Tree Nursery

Welcome to Apple Tree Nursery

Our Vision, Ethos and Beliefs

We believe childhood is a unique and precious time to be experienced and valued for itself. We consider children to be beautiful, independent, fascinating and creative individuals with a huge amount to offer the world. We understand that the importance of a child's early years development cannot be over-emphasised. There are four main needs that children in their early years have:

- The need for love and security.
- The need for new experiences.
- The need for praise and recognition.
- The need for a framework of responsible behaviour.

We believe that young children are capable of achieving higher levels of creative learning earlier than some expect.

We are passionate about helping them develop their moral compass and encouraging them to become self-respecting, confident and social individuals.

We feel that an excellent nursery education helps young learners to become stimulated and excited by the fun of learning through play, which supports a positive lifelong attitude to learning and succeeding.

We believe that we can serve our children best through a firm commitment to regular self-assessment, training and research.

Your child's safety, happiness and education is of prime importance to us and therefore our promise to you is to provide the highest standards of care and nursery education tailored to your child's individual interests and needs.

Apple Tree is a bright, well equipped, full day care nursery where we provide a safe, secure and fun learning environment for your child.

Our nursery has been converted to the standards required by Ofsted and the children's act 1989.

We are equipped and approved to cater for 51 children aged from 3 months to 11 years.

We look forward meeting you and your children and welcoming you to Apple Tree Nursery.

Suzanne Banks
Foundation Degree

NURSERY MANAGER





Apple Tree Nursery

Our Setting

Aims to:

- provide high quality care and education for children below statutory school age;
- Work in partnership with parents to help children learn and develop;
- Add to the life and well-being of the local community; and
- Offer children and their parents a service that promotes equality and values diversity.

Ensure that each child:

- is in a safe and stimulating environment;
- Is given generous care and attention, using qualified staff ratios and voluntary helpers.
- Has the chance to join with other children and adults to live, play, work and learn together.
- Is helped to take forward her/his learning and development by being encouraged to build on what they already know and can do.
- Has their own key person who ensures that they are making satisfactory progress.

Parents

Parents are regarded as members of our setting who have full participatory rights, these include the right to be:

- Valued and respected
- Kept informed
- Consulted
- Involved and included at all levels

Working together for your children

In our setting we maintain a high ratio of adults to children this helps us to:

- Give time and attention to each child
- Talk to the children about their interests and activities;
- Help children to experience and benefit from the activities we provide;
- Allow the children to explore and be adventurous in safety.





Apple Tree Nursery

Our Curriculum

Within the nursery we follow the Early Years Foundation Stage Curriculum, which covers Prime Areas:

- * Literacy
- * Physical development
- * Personal, social and emotional development

Specific Areas:

- * Literacy
- * Mathematics
- * Understanding of the World
- * Expressive arts and design

Each child is an individual; this means that they may have different interests and learn in a variety of ways. To encourage children to reach their full potential, we provide a variety of activities that are both adult lead and/or chosen by the children themselves, this is known as "In the moment planning".

In the moment planning allows staff to help the children develop in all areas, whilst also allowing them to explore and discover new experiences through their own chosen play activities.

We organise our sessions so that the children can choose from, and work at, a range of activities and, in so doing, build up their ability to select and work through a task to its completion.

The children are also helped and encouraged to take part in adult led, small and large, group activities which introduce them to new experiences and help them to gain new skills, as well as working with others.

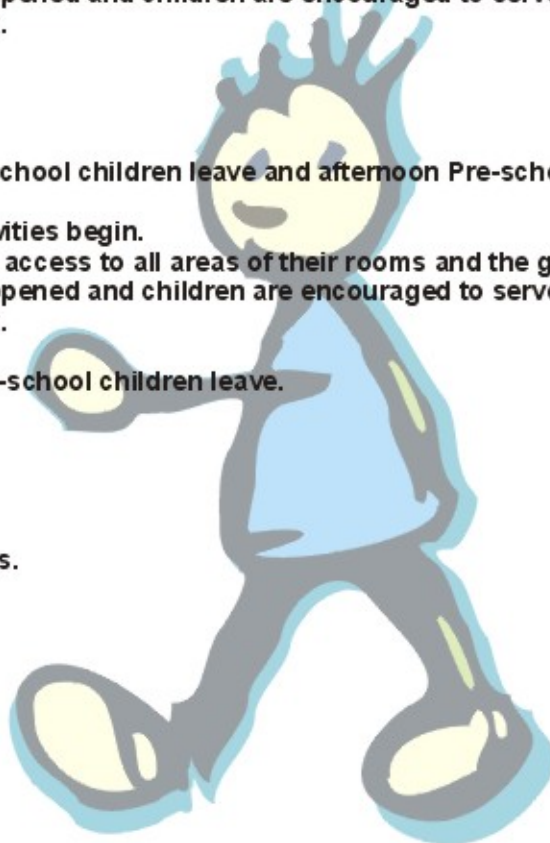




Apple Tree Nursery

Our Normal Routine

7:45am	Nursery opens
8:00am	Breakfast.
9:00am	Pre-school sessions start.
9:15am	Free play activities begin. Children have access to all areas of their rooms and the garden area. Snack bar is opened and children are encouraged to serve themselves their Chosen snack.
11:15am	Tidy up time.
12:00pm	Lunch time. Morning Pre-school children leave and afternoon Pre-school children arrive.
12:30pm	Free play activities begin. Children have access to all areas of their rooms and the garden area. Snack bar is opened and children are encouraged to serve themselves their Chosen snack.
3:00pm	Afternoon Pre-school children leave.
3:45pm	Tea.
4:30pm	Free play.
6:00pm	Nursery closes.





Apple Tree Nursery

Safety and General Rules

FEES

All fees are payable on the 1st. of the month one month in advance, and can be paid by cheque, standing order or cash.

Fees are non-refundable whether due to illness, holiday or other cause, as we will have reserved your child's place.

The Nursery is closed for Christmas week. Therefore fees are calculated on basis of 51 weeks/year.

One months notice is required for termination of attendance or to change attendance pattern.

An initial registration fee of £25.00 is required to secure your child's place, of which £15.00 is refundable on leaving the Nursery.

HEALTH AND SAFETY

Please ensure all doors and safety gates are closed and be vigilant at all times regarding the children's safety.

All children must be protected by vaccination prior to acceptance. Any child suffering from a rash, sore throat, high temperature, discharge from eyes, diarrhoea or vomiting should not attend nursery until 48 hours after symptoms have subsided or after clearance by family GP. Intended absence must be reported to the Manager as early as possible.

Medication will only be administered if the medication form has been completed and signed.

The nursery must be informed of any change of person collecting a child and reserve the right to request identification.

Smoking is not permitted anywhere on the nursery premises.

The designated access and car parking area at the rear must be used and the approach road speed limit observed.

GENERAL

Parents/carers are requested not to allow jewellery, sweets or money to be brought into the nursery. Please ensure your child is dressed in suitable and comfortable clothes, (adequately identified), including indoor and outdoor shoes. Although aprons will be provided, the nursery cannot be held responsible for damage to clothing during messy play etc.

Children are allowed and encouraged the parent's responsibility to make

to bring a special toy or comforter if needed, it is sure it is collected at the end of the day or session.

Routine is very important to a please make every effort to collect persistent late collection may incur

child and can cause distress if changed. Therefore your child on time, (in the interest of the children a penalty surcharge).





Apple Tree Nursery

All fees are payable on 1st of the month in advance, and can be paid by cheque, standing order, cash or card. Full fees are payable for children absent due to holidays or sickness. The Nursery is closed one week at Christmas, therefore fees are based on a 51 week year. One month's notice is required for termination of attendance, change of attendance pattern or any services provided.

An initial registration fee of £25.00 is required to secure your child's place, £15.00 will be refunded on leaving the Nursery. To retain your child's place at the Nursery, fees must be paid. We receive nursery education funding for two, three and four-year olds; where funding is not applicable, then fees apply as below.

Scale of fees from April 2019

SESSION	0 - 2 Yrs.	2 - 3 Yrs.	3 - 5 Yrs	5 -12 Yrs.
Full Week 7.45 - 6.00pm	£260.00	£243.00	£237.00	£166.00
All Day 7.45 - 6.00pm	£ 55.00	£ 52.50	£ 50.50	£ 39.00
School Day 9.00 - 3.30pm	£ 50.50	£ 47.50	£ 46.50	£ 30.00
Morning 9.00 - 12.45pm	£ 28.50	£ 27.50	£ 26.00	£ 24.50
Afternoon 1.15 - 5.00pm	£ 27.50	£ 26.50	£ 25.00	£ 23.50
Pre-School 9-12.00am/ 12.00-3pm		£ 16.50 funded	Funded £13,50	
After School Club				£ 13.00
Extras	Breakfast	Lunch	Tea	Add. Hour
	£ 1.50	£ 3.00	£1.50	£ 5.00

We reserve the right to charge for late collection at the following rates:

Daytime between 7.45am and 6.00pm £5.00 per 5 minutes.

Evening after 6.00pm £10.00 per 5 minutes.

These charges apply to all sessions, including funded and after school club.

All nappies, wipes, formula milk and meals are included for full time children. Parents/Guardians of children who are receiving grant funded sessions will need to provide their own nappies and a packed lunch, unless a prior arrangement has been made.