



THE TOY BOX

CHILDRENS DAY NURSERY

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Fun Learning Experiences That Give Every Child An
Abundance Of Confidence And Sets Their
"Foundations For Life"

Welcome to the Toy Box Nursery

The life your child leads in the future has its foundations in the bedrock of information, care and attention they receive in their early years.

At home you nurture your child so they can become successful in whatever dreams they envisage for themselves. When you place them in the hands of a nursery you'll want to see care and attention paid to your child every step of the way and be reassured that they're being given a wealth of knowledge and life skills.

The Toy Box is an independently owned and family run Children's Day Nursery registered for Children from the age of 3 months up to 5 years, located in Wellingborough, Northants.

A nursery has been established on the site for over thirty years. Family members are still actively involved on a daily basis in the managing and running of the nursery. With this in mind we aim to provide a happy, stimulating, secure and caring environment which, we hope, will be seen as an **extension of your child's home**.



The care that a child receives during the early years is absolutely fundamental to their development. We are careful to provide a wide range of experiences, materials, and equipment, through which even our youngest children can develop their physical, mental, and emotional skills that will stay with them through the rest of their lives.

The staff team at the Toy Box has been chosen especially for the skills, training and dedication they bring to the task of providing the **best possible care** for all children, ensuring that children are given sufficient individual attention, and an appropriate balance of play, stimulation, and rest.

The ethos of The Toy Box is to allow children to develop naturally through exploration and experimentation. After all, play is a child's work, which they are constantly learning from, and we hope you'll agree with us that it should be **fun!**

What they say about the Toy Box

"Thank you for your care and kindness. We have noticed a lovely family atmosphere since you have been here"

Introduction

The Toy Box Nursery is owned and managed by Hilary and Steve Brown, who themselves have raised three children of their own. Our main objective is to provide a safe, homely environment for your children to be stimulated and educated. We are frequently complimented on the homely feel of the nursery, with a wealth of testimonial evidence that we hope you will wish to see. Hopefully you will find that a nursery **run by a family** is a great place to help **raise your family**.

Hilary, who manages the nursery on a day-to-day basis, is a fully qualified Nursery Nurse with a distinction grade BTEC certificate in childcare, and NVQ level 4 in Management. Hilary has wide ranging experience in playgroups and nursery environments, as well as in senior school education and special needs provision, and is also currently engaged in attaining a degree qualification. Steve comes from the background of a disciplined apprenticeship in mechanical engineering, together with the subsequent achievement of nationally recognised qualifications in Health and Safety Management. This **wealth of experience and expertise** means that there will be no surprises in the day to day running of the Toy Box. Whatever happens during the course of a Nursery Day you can be assured that there is adequate depth of experience and caring available for your child.



The Staff Team at the nursery is comprised of qualified Nursery Nurses, backed up by suitably experienced assistants. All are able to give each child individual care and attention.

Each child has an allocated Key Worker, who will be able to liaise with parents, and provide detailed information on that child's development and accomplishments. Parents are encouraged to interact with nursery staff and build a relationship with the people entrusted with the daily care of their child. Members of the senior nursery staff are always available for consultation with parents.

Our six-place baby unit is run by our Senior Nursery Nurse and well-trained nursery staff. Whilst being safely integrated with the main nursery, the baby unit is able to function independently in order to provide the very best care for our youngest children. To this end it has dedicated kitchen and baby changing facilities. Parents can be assured that the knowledge and expertise applied in the running of the baby unit is of the very highest standard. Consequently parents can be confident that their child will be safe and well cared for in a modern, well-equipped, yet homely nursery environment.

Of course, the facilities provided for the care, and mental and physical stimulation of the older children are no less than any parent would want for their child. Children have constant access to books, puzzles, educational toys, water, sand, and with guidance from nursery staff access to computers.

Children of all ages have year-round access to outside play areas incorporating hard and soft play areas, and robust all weather play equipment.

The provision of a carefully structured, well organized childcare nursery means that your child's **personal, social, and educational development is assured**.

What they say about the Toy Box

"Thank you all once again for everything you have done for Georgia. You are all our extended Family and we shall miss you all." John, Joanne, & Georgia xxx

Why The Toy Box Is The Right Choice For You

The decisions you make when choosing your child's nursery are vital to their successful early years development and general well being.

At The Toy Box we understand and appreciate what's needed for your child's growth and your reassurance and confidence in placing your child in our care. That's why we've created fun learning experiences that give every child an abundance of confidence and sets their "Foundations for life".

We empower and enable your child to push out the boundaries of their experience, which can open up the opportunities they have in life. Every child is given the ability to relate to life at an early age. Our experience and efforts are focused on cultivating the "whole child". Every child is helped to develop as an individual socially, emotionally, physically and academically.

We care about each and every child ... regardless of their stage of development. It is this level of detail and attention that helps every child coming into our care, to achieve a higher standard in all areas of their life by the end of their time with us.

What they say about the Toy Box

"Thank you for the care, love, and support you have given to Mia throughout her time at the Toy Box. You have helped her shiny personality sparkle even more!"

Thank you, love Tracy and Mia

So, let us explain how we can give your child the best chance of success in their life.

1. **Safety First.**

Your child's safety is our number one priority and you'll probably not find a nursery locally that has gone to such measures as The Toy Box. We ensure that our Nursery provides a safe environment for all, Children, Parents, and the Staff Team, and we work closely with all major government agencies to ensure that all safety procedures and practices are adhered to throughout. The team receives regular training and updates on Health and Safety issues there is always a Health and Safety Co-ordinator on site who is responsible for all issues within the Nursery.

2. **Who looks after your Children?**

It is important you understand that your child is well taken care of so with this in mind you'll find a higher ratio of qualified carers than is required by regulations to ensure your child gets the individual and group care they need ... and with members of the team having been in child care for many years, most with a level 3 child care qualification, you can be safe in the knowledge you child is safe, happy and growing in a warm, **caring environment**.



3. **Staff Training.**

Our belief is you get out what you put in and on going training and development for the team is vital and a major priority for us as owners. A majority of the team hold paediatric first aid certificates, with more planned, plus on going NVQ training. Knowing your child is in the right hands, the safest hands, adds to your sense of security and contentment to place your child with us.

There are more details about our dedicated Staff Team inside the front cover.

4. **Fun Activities.**

There is always something going on at the Nursery to involve you and the community in your child's learning, from fundraisers, to trips to the local parks, from teddy bears picnics to visits from zoo farm animals, your child will discover a world of fun and fascination with a positive impact on their learning and development to inspire their young minds. We also love to celebrate. So parties are the order of the day whenever there is a Special Occasion in the Nursery, and we like to invite Parents along to join in or help out wherever possible.

5. **Communication with Parents.**

Your reassurance is vital ... happy parents equal happy children so your questions and comments are always welcome throughout the year plus you are invited twice a year to talk with the team and gain feedback on your child's progress and development ... plus for your added peace of mind and security you will notice a CCTV monitoring system. This system allows you to monitor your child via a remote TV system ... you'll be able to watch your child at play giving you the added confidence that your child is in the best care possible.

6. **Healthy Diet, Healthy Living.**

With nutrition being of high importance, we pride ourselves on having achieved the **Heartbeat Award** for good provision... We give a balanced diet with all meals cooked on the premises with lots of fresh ingredients, believing this gives your child the best nourishment for their growing needs. With exercise being equally important, the gardens surrounding The Toy Box are used at every available opportunity ... fresh air, good exercise and good food, the **best start in life**. The Toy Box has also been granted a **5 Star** award for Health and Hygiene by the local **Environmental Health Inspector**.

Pre-School

We also offer a place limited pre-school at the Toy Box. This is available for a total of 15 hours per week as spaces become available during **term time** only for children aged between 3 years and school leaving age. The good news is that providing the applicable grant is claimed, all fees will be **paid for by the Government**. Any parent wishing to take advantage of this please contact reception for further details.

Nursery Policy... How It Affects You And Your Child

The security and safety of children entrusted to our care is obviously of the utmost importance to us. With this in mind, we operate a very strict code of conduct regarding access to children by persons unknown to Toy Box staff. Therefore, if you are unable to collect your child personally we will require written consent from parents in order to allow your child to be collected by a third party, who will be asked to provide a previously agreed password before they will be allowed to remove a child from the nursery. We reserve the right to refuse access to children in the event that a written consent or a password is not available. Parents will of course be contacted should this unfortunate situation arise.

Sometimes a child may have difficulty in adjusting to events that occur within their lives, this may result in disruptive behaviour. All children are handled firmly but with patience and care, and due consideration is given to the individual needs of the child to resolve any problems as quickly as possible. Parents are always involved in any behavioural policies that are implemented so that we can work together for the benefit of the child.

Our Health and Safety policy is available on request to any Parent who may wish to view it, and in line with the elements regarding safety in the Nursery we regret that we cannot accept car seats or buggies into the Nursery as they represent a problem in storage. They can however be placed (at your own risk) in a locked store built for the purpose in the car park.

Health & Safety

Our mission statement appears on the front cover, and you will notice that the first aspect of this is the word 'Care'. Good Safety practice doesn't happen by accident and our fundamental objective is to provide the highest standard of safety for your child. We are constantly reviewing our working practices to ensure that this remains so.

Our **Operational Policies** and **Risk Assessments** are always available to Parents and you are invited to inspect them at any time. Of course, even when children are playing happily there may be slight accidents, but with at least 50% of our staff holding current paediatric first aid qualifications we are able to cope with any mishaps. Parents are kept informed of any accidents or ill health that develops during the child's day at nursery.

How We Work

As you would rightly expect, at the Toy Box we adhere to Government guidelines in order to ensure that your children receive the **best possible start** to their education. These guidelines also help us to plan daily activities and to monitor your child's progress through regular observations and assessments.

Early Years Development Plan

The Toy Box has joined the Early Years Partnership, and we can therefore provide places for three and four year olds that are eligible for funding. There are some areas involved in this scheme that may require further explanation so please approach any senior member of staff if you have any queries.

What they say about the Toy Box

"To all, thank you very much for looking after me. I have learnt a lot and will really miss you all" Love Bronwyn

Our Main Aims

1. To provide a safe and caring atmosphere in which all children are happy and relaxed.
2. To value each child as an individual.
3. To offer a range of materials and activities to stimulate each child's level of development.
4. To maintain the high level of commitment offered by all staff.
5. To keep abreast of changes in Nursery Practice.
6. To avail ourselves of relevant courses for further training and development of all staff.
7. To maintain a safe environment in compliance with standards set by the local authorities.
8. To record each child's progress through a key worker system.
9. To communicate regularly with all parents

General Welfare

You would naturally want your child to feel at home so their comfort is one of our main



considerations. We have recently had several rooms redecorated, and the gardens have been improved to provide involvement for the children in growing plants. There are more improvements planned. This is not a special event but something we do on a continuous basis to keep the nursery looking at its best, and maintain a high degree of cleanliness.

You will notice a CCTV monitoring system for parents to be able to observe their children at uninterrupted play. The viewing monitor is located in reception so that children are not aware that they are being observed and will behave more naturally.

To improve the comfort for your children and staff alike the nursery is equipped with air conditioning units which have proved invaluable during the summer months. These are modern units which vent used air outside the building so that there is no build up of stale air within the building.

Equal Opportunities

Our Equal Opportunities Policy follows an approach from all aspects of Nursery life. We welcome all children regardless of their Gender, Race, Religion or Ability and we are grateful to receive any support from Parents to help us achieve our aim.

Children with Special Needs are welcomed at the Toy Box. Our experienced nursery staff team are able to support both child and family in these early stages of development with understanding and consideration through liaising with all relevant organisations.

Opening Hours

Monday - Friday **7.45 am - 6.00 pm**

Parents are requested to adhere to the session times as we monitor our population to avoid overcrowding, and an overtime charge will be levied for early drop offs and late pick ups. On any occasion where a parent drops their child off before time, or collects their child after their session time has finished will be charged at a rate of £5 per five minutes or part thereof for the first fifteen minutes, then £15 per fifteen minutes or part thereof.

We will be closed for all official bank holidays, and for the period between Christmas and New Year. Parents will receive notification prior to all nursery closures.

Meals & Snacks

You would want only the **best food for your child**, so a nutritious and balanced selection of meals and snacks as per our published menus is provided. We can cater for any dietary need as long as we are given adequate notice as to the particular requirements, and a Vegetarian alternative is prepared daily.

We have been consistently accredited with a 5 star rating by the local Environmental Health Department.

The Toy Box is also accredited with the **Heartbeat Award** for good diet provision, and we would ask that food in general, but especially sweets, crisps, and biscuits etc. are not sent in with your child as all their dietary needs will be met by us. However if it is your child's Birthday and you would like to send a cake, biscuits or a treat for the children please speak to a member of staff and we will gladly arrange this for you.

We are always prepared to make appropriate arrangements for special dietary needs due to cultural requirements, allergies, or medical conditions.



Babies

Parents of babies will need to provide pre-prepared bottled milk for those babies that need it. The Nursery will, of course, provide all solids as soon as your baby needs them. Please discuss your weaning arrangements with your child's Key worker.

If nappies are needed they should be provided by parents.

Daily Activities

All of our activities are planned to enhance a child's development, and you will find details of activities displayed in each respective room. If you are able to contribute to our activities, please feel free to do so.



Our aim to cover all areas of development throughout our activities, **we believe that to learn you must first experience**, that way you are more likely to benefit and gain from the experience. We therefore aim to offer all our children the opportunity to work out their own solutions.

Typical Daily Routine

This is just an outline of the daily structure at the Toy Box.

7.45 am	All children are greeted by staff and join in quieter activities with their friends.
9.00 am	Discussion and introduction to the morning's activities, children can choose from a variety of activities relating to the current theme.
10.00 am	Snack time is fairly flexible so children may choose when they have their drink and snack.
11.00 am	Weather permitting the children will take part in outdoor play activities. Failing this there will be provision for story time, singing, or group discussion.
11.30 am	Wash hands ready for dinner.
11.45 am	Dinner time.
12.30 pm	Rest time and quieter activities for all children.
1.00 pm	Free play and pre-school group-work.
2.00 pm	Outdoor play, story time, singing, painting or messy play.
3.30 pm	Tea-time.
4.00 pm	Story time, singing, followed by free play and weather permitting out to the garden.
6.00 pm	Nursery closes.

Off-Site Provision

We regularly take children with us on short outings to the Park, Library or other place that is suitably linked to our current theme. In order for us to be able to include your child we will require you to sign a permission slip. A high staff ratio will be maintained and the party is in contact with the Nursery by Mobile Phone. Your child will of course be supervised at all times. Staffing levels at the nursery will be maintained at the correct ratios to accommodate children unable to attend the excursion.

Other Events

From time to time we do hold small fund-raising events both for charitable causes and for support of nursery facilities. Such events could include a Photographer, a Book Fair or maybe just a Christmas Raffle. Should you wish to participate in any of these events you should be aware that, unless otherwise stated, all monies raised are used to purchase new equipment to benefit children at the Toy Box.

Sickness

If your child is unable to attend for any reason it would be much appreciated if you could notify us as early as possible on the first day of absence.

If for any reason your child is unwell they should not be sent to Nursery as a precaution against the spread of infections. If the illness is Infectious or Contagious, please inform us and consult your GP.

The Nursery reserves the right to refuse admission if we believe a child to be unwell, we also reserve the right to contact the child's Doctor or remove the child to Hospital in an emergency should the parents be unobtainable. If your child attends Nursery and requires medication, for us to administer it, it must be prescribed by your GP and a form authorising us must be signed by the parent.

Parking

For safety reasons, the Local Authority has requested that we attempt to stop traffic parking on the pavement outside the Nursery. Therefore Parents visiting the Nursery are requested to use the forecourt wherever possible.

We would ask that the wooden gates on the right hand side of the nursery building are not obstructed at any time as this is a Private Access route for other tenants of the building, and is in constant use.

Nursery Fees

We take pride in the quality of service we offer. Our goal is to give your child the highest standard of Staff care, nursery facilities, and healthy diet.

To enable us to ensure that these high standards are sustainable we need to be able to meet the costs of these essential aspects of nursery care. The process we use to select and continuously train our Staff Team, the daily upkeep of the facilities we provide, and quality ingredients for the meals we serve the children, all require the fee structure as show below.

Full nursery fees are payable for a child's non-attendance for whatever reason and for Bank Holidays, with the exception of closure between Christmas Day and New Year's Day.

However we are conscious of the fact that you have a choice of nursery placement and we are determined to remain cost-competitive with regard to other nursery settings in the area, and to that end we are constantly comparing and re-evaluating our charges to ensure you get a high standard of childcare at a reasonable cost.

Childcare Tax Credit

Information on eligibility is available to parents upon request, please enquire at reception.

What they say about the Toy Box

"Some people might say that this is what you get paid for, but we think it takes very special people to look after so many children all wanting to do different things. We know that Stephen will miss you all, so when he is not at school we will pop in and see you." Mandy, Mike, and Stephen.

Payment of Fees

It is a condition of enrolment that payments are made in advance, and payment is still required even if your child is unable to attend for any reason e.g.: - Holiday or Sickness

The minimum attendance required for us to accept a child placement is 4 sessions per week.

The cost of providing children with breakfast is not included in the above tariff, but is available at £0.50 per day.

This fee structure will be reviewed on an annual basis.

Please enquire about our discount rate which is available for the eldest attending sibling.

We require a £50 deposit to be paid before your child's enrolment at the Toy Box can be accepted. This deposit will be deducted from your final balance when your child leaves the Toy Box providing the conditions of notice period have been fulfilled.

Payment of nursery fees is accepted by Cash, Credit or Debit Card, and Standing Order. Other payment methods are available by arrangement with the nursery manager.

Period of Notice

We would kindly ask parents to provide 28 days notice in writing prior to your child's last day at Nursery. Please do inform us of any other prolonged period of absence e.g. Holidays or Sickness, to enable us to make necessary arrangements at the Toy Box.

Thank you for taking the time to read our prospectus. We hope that it has helped to answer any questions you may have had, but if you have any remaining questions or concerns regarding the care of your child, please do not hesitate to ask.

More information on the Toy Box can be found on our web site at: www.thetoyboxnursery.com

What they say about the Toy Box

*"Thank you for all your support and especially your love"
Lots of Love from Deangelo and his Auntie xxx*

Admissions Policy

Our general policy is to make child care at the Toy Box Nursery available to all sections of the community.

- 1) In order for a child to be accepted for a place at the Toy Box, the parent(s) or legal guardian(s) of the child must agree to abide by the Statement of Terms and Conditions as set out in the Prospectus and Registration Form.
- 2) The Toy Box Nursery admits children from the age of 3 months to school entry age
- 3) Child care places at the Toy Box will be allocated according to the following conditions.
 - a) Children requiring **Full Time** day care will be offered places as a matter of priority.
 - b) Children who require **Part Time** day care amounting to 5 half day sessions or more per week will be our next priority.
 - c) Those children requiring either less than 5 half day sessions per week or those claiming just the **Free Entitlement** will be allocated places once the above conditions have been fulfilled. These children will only be booked on a term-by-term basis to allow re-allocation of spaces each term to children fitting the priority conditions a) and b) above.
- 4) There is a waiting list for nursery places and placement applications are dated at the time of receipt of a deposit payment to secure the place as outlined in the nursery prospectus. This deposit is required to cover administrative costs arising from preparations required to receive the child at nursery, and is non-returnable in the event of the place being cancelled by the parent/guardian. Providing that due notice is served before a child leaves the nursery, the deposit will be returned. There is no deposit payable for places granted under the **Free Entitlement** scheme.
- 5) A discretionary discount of 10% is available for siblings enrolling at the Toy Box, and will be deducted from the fees of the eldest child when the second child commences their attendance. Please note this is not available to places offered as Free Entitlement.
- 6) Child population of the nursery is strictly regulated in order that the legal maximum number of children attending the nursery at any one time is not exceeded, and in order to comply with statutory staffing requirements.
- 7) Prior to a child's attendance parents will be expected to arrange a minimum of 2 settling in visits, each of at least 1 hour duration. During these visits parents will have the opportunity to discuss all aspects of their child's care requirements with members of our staff team.
- 8) A Registration Form, and for parents opting for Free Entitlement childcare a parental contract (as required by the Local Authorities), must be completed for each child attending the Toy Box.
- 9) We will require identification for the child in the form of a Birth Certificate or Passport, and confirmation of the address of the parent/legal guardian in the form of a recent bank statement or utility bill.

Parental Involvement

The Toy Box acknowledges that information is an invaluable resource.

In doing, so we also recognise that it is vital to have in place a system that will allow a reliable transfer of information, primarily to parents from the organisation, but also from parents to the Toy Box. We therefore have a general policy statement that will outline the methods, policies, procedures and practices that are in place that allow an effective transfer of information. Parental involvement is an area of special interest in that it informs & supports parents with regard to the setting, including the quality & environment in which their children are placed, and the progress & development of their children, along with any records made.

We advise Parents through:

- Notices placed on information boards placed around the nursery
- Newsletters produced on a regular basis & available to everyone
- An induction procedure given to all new parents & children

We involve Parents by:

- Inviting them to help, advise & participate in various activities (Trips, Parties, Concerts)
- Ensuring our staff are available to speak with parents about their child both at formal appointments and informal times as staff duties permit

We inform Parents with:

- Recording development of individual children & making it available to parents
- The provision of Daily Diaries where appropriate
- Access to Policy documents and Information booklets
- Allowing access to input to all areas of policy
- Allowing access to our comprehensive resource library

We support Parents by:

- Encouraging communication by ALL staff
- Having an open door policy
- Having in place a comprehensive Confidentiality Policy
- Having in place a comprehensive Complaints Policy
- Associating ourselves with Professional bodies



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Registration Form

Before completing this form please take time to read the conditions of acceptance printed overleaf. If there is any part of the agreement that you do not understand please ask for clarification before you proceed with your application.

Child's Surname _____ Forename(s) _____

Date of Birth _____ Age next Birthday _____

Parent's/Guardian's names 1) _____ 2) _____

Relationship to child 1) _____ 2) _____

Telephone No. _____ Mobile No. _____

Home Address _____
_____ Post Code _____

Please take a moment to indicate in the boxes below how you heard of the Toy Box Nursery.

Friend Family Web Site Internet Search Newspaper Other

Requested/Anticipated start date						
SESSIONS REQUIRED		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FULL TIME						
MORNING 7.45 - 12.00 inc. snack						
HALF/SHORT DAY INCLUDING LUNCH						
AFTERNOON 1.15 - 6.00 incl. tea						

Please read the conditions set out overleaf and only sign if you agree to comply with them.