

St. Paul's Nursery
Somerville College
Oxford



Welcome!

We understand that selecting the right childcare is an important decision for you and your child. At St Paul's we always put the needs of children in our care first, ensuring there is a balance between play and learning.

St Paul's Nursery is a 16-place day nursery that caters for children between the ages of 3 months and 5 years. The Nursery was established as a work place nursery for the staff of Somerville College, but now opens its doors to children whose parents work elsewhere. The Nursery has a Management Committee made up of the Nursery Manager, the Domestic Bursar and three Fellows of the College. Priority is given to applications from Somervillians.

St. Paul's nursery offers the following the sessions:

Full time-Monday-Friday-9.00am-5.00pm

All five mornings-9.00am-1.00pm

All five afternoons-1.00pm-5.00pm

The nursery runs a waiting list for applications that cannot be met at the time. The Nursery is able to care for 6 children under the age of 2 years and 10 children over the age of 2 years. There are two members of staff working with the under 2s, giving a ratio of 1 adult to every 3 children. There are also two members of staff for the over 2s, giving a ratio of 1 adult to every 5 children. Members of staff are referred to as a key person and a list of the children allocated to each member of staff is on the notice board in the Nursery area.

The Nursery is registered with Ofsted and so undergoes regular inspections. The last inspection was carried out in July 2011 and the report was very positive, the report can be found on the Ofsted website.

The Nursery is also registered to accept funding for the education of three and four- year-olds, which is given to parents by the government to help cover the costs of childcare. We work alongside the Early Years Team, each county has an Early Years Advisory Teacher, who visits once a term and ensures we are up to date on methods of caring and teaching and what relevant training is available. A report is written up each term, so objectives can be reviewed.

The Aims of the Nursery

We at St. Pauls believe that all children deserve the best possible start in life and support them to reach their full potential. Children develop quickly in the early years and this has a major impact on their future life chances. We believe by providing a safe, secure and happy environment which promotes teaching and learning for your child will provide the right foundation for good future progress throughout their school and life.

The Staff

There are six members of staff currently working in the Nursery, all employed by Somerville College. All members of staff either hold the appropriate childcare qualifications.

The staffing ratios are in accordance with the Ofsted requirements, one adult for every 3 children under the age of 2 years and one adult for every 5 children aged 2 years and over.

New staff members will not be left unsupervised until the Criminal Records Bureau has cleared all checks.

Members of staff also have Basic Food Hygiene training, First Aid training and Basic Health & Safety Training.

The Facilities

St. Paul's Nursery is housed in one of the many Somerville College buildings. Access to the Nursery is from Walton Street but there is also an emergency exit into the grounds of the College.

The Nursery is comprised of a nursery office, one main room, a bathroom, and a kitchen; there is also an outside play area. The main room has two sections: an area for the under 2's and an area for the over 2's.

The outside area has a low level climbing apparatus, slide, several bikes and tricycles, a large sand pit, a wooden play house, wooden stools, a water tray and a treasure chest full of balls, bats, hoops etc. The garden has an outdoor shade covering half the garden to ensure the children can play outside in all weathers. We believe the outdoor area is a very valuable learning place and it is important that the children have enjoyable experiences outdoors. Developing their physical and sensory skills and promoting equality and diversity in an outside environment.

The Nursery has a door entry system so that members of staff can ask who wishes to enter the building. There is also a second lock on the Nursery door, inside the building, as extra security and members of staff can use a spy hole to identify who is at the door. A password system is used for carers/parents we haven't met before.

There is space for the children where the children have their own peg's to place all their coats and bags, and a storage area for prams and buggies/pushchairs, which must be folded.

Physical development

Each week a nominated member of staff carries out a fun fitness and movement activity where all the children can take part in. Movement and space is about how the children learn to move with confidence, imagination, and safely with an awareness of, themselves and others. This sometimes takes place in the nursery or we have access to other locations in the college.

Beebabe band

Once a week Bethany Weimers comes to visit the nursery and runs a music and movement group called Beebabe Band. She brings along a selection of fun musical instruments and puppets for the children to use during the session, and teaches the children a variety of songs. There is a small charge for your child to take part in this.

Heuristic Play

Once a week, the baby area is set up for Heuristic play. Heuristic play is a time when the babies are able to explore and try out all our natural resources such as fur cones, feathers, boxes, ribbons and soft textured materials, in a calm and quiet environment with little adult input. This is a lovely and great way for the babies to explore, learn and discover -also to extend their cognitive development.

Opening Information and Session Times

The Nursery is open from 9.00am until 5.00pm. Children may stay for this period, or, alternatively, parents may choose either morning sessions or afternoon sessions. We do require a minimum of 4 sessions. The morning session runs from 9.00am to 1.00pm, and includes a morning snack and lunch. The afternoon session is from 1.00pm to 5.00pm, and includes a light tea. Children must be brought to nursery any time within the first hour that the session starts. For example: by 10am for the morning and by 2pm for the afternoon.

Parents are requested to pick their children up promptly at the end of their child's session; we do have a late collection fee of £10 every 5 minutes.

The Nursery is open all year round except for two weeks at Christmas, Good Friday and Easter Monday and the August bank holiday. The nursery is open for the May bank holidays.

Communication

Members of staff are keen to develop friendly contact and liaison with parents of the children in their care at all times. Learning is a partnership between home and nursery and it is important for the children that we work together to promote their learning. This contact is also important for the continued happy atmosphere in the Nursery.

Parents will have the opportunity to look around the Nursery and to talk to the staff before they decide to apply for a place. Once a place has been allocated, we encourage you to bring your child to the nursery for two or three visits before they start so that they can become familiar with the environment and the staff. This is also an opportunity for the staff to ask about the child's learning to date and what they particularly enjoy doing so that we can get to know them as an individual. Once the child begins to show signs of settling in the parent will be encouraged to leave them for a short time with their Key person who will care for them.

Parents are encouraged to develop a friendly relationship with the Nursery staff, as this will encourage the child to feel happier spending time with us. Parents are kept informed on a daily basis regarding their child's well-being and progress in the Nursery. This is achieved through conversation with their child's key person. Profile books are completed at regular intervals for all the children by the child's Key person, as are the observation records. Parents' Evenings will be held at regular intervals and the Manager/Key person is always available to discuss matters relating to a child on an informal basis and on a more formal basis at a mutually convenient time.

Key Person

Each child in the nursery is assigned a key person. A key person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for and for building relationships with their parents. A key person will help your baby or child to become familiar with the nursery and to feel confident and safe within it. They will also talk to parents to make sure that the needs of your child are being met appropriately, and that records of development and progress is shared with you.

Equality and Diversity

St Paul's Nursery welcomes equality and diversity and will uphold and promote inclusive principles for all children and families within our nursery.

Here at St. Paul's nursery we embrace, celebrate and value all the similarities and differences that each individual family brings to the nursery.

St. Paul's Nursery values all spoken and written languages. We show this by having an 'All about me' board which we have on display with all the different languages the children speak.

Those children who do have English as an additional language, we ask the parents to write down any words that the children may need to use that may help them to settle into the nursery.

The children have also been introduced to 'the sign of the week' which allows the children to learn a new sign through out the week to use during there everyday routine. Signing pictures are also around the nursery to allow the children to become familiar with the signs and how to use them in everyday routines.

St Paul's nursery supports both learning for boys and girls by ensuring we are positive role models and do not stereotype the children into categorises. For example only girls can wear dresses.

All the children are given equal opportunities to play with all the toys and equipment regardless of gender.

Food and drink

St. Paul's nursery is committed to providing healthy, nutritious and tasty food and drinks for the children throughout the day.

We recognise the importance of healthy eating and a balanced nutritious diet. We respect and cater for cultural and medical dietary requirements.

Safeguarding Children and Security

All members of staff have CRB clearance checks showing that they have no record of offences that could affect the safety of the children. Any temporary members of staff that are employed also have clearance sought by the College or the agency they work for. Students carrying out a placement in the Nursery are not left unsupervised with the children.

Special Educational Needs

We provide an environment in which all children, including those with special education needs, are supported to reach their full potential.

Parental Provision

Parents are requested to provide certain items to help us care for their child during the day. All children should have a change of clothes at the Nursery to cover eventualities. These should be kept in a bag on your child's peg, plastic bags are not permitted.

Parents of children requiring baby milk should ensure that the Nursery has a supply of this. Parents are responsible for providing nappies, if required, as well as any special cleaning products for the child, such as wipes and nappy cream.

Payment Arrangements

Invoices are prepared monthly in arrears, with the payment due two weeks from the date of the invoice. Cheques should be made payable to Somerville College.

There is a salary sacrifice scheme available for Somerville College and university employees, and they can request further details on the scheme from the Somerville College, Treasury Department.

Health and Illness

St Paul's Nursery only accepts children with the MMR vaccination.

We have a responsibility to other parents to protect their children as far as is possible, and parents are requested to respect the health of other children by keeping their child away from the Nursery when they are obviously unwell.

Further information can be found the parent policy book.

Nursery Outings

Nursery outings, are ideal to help children develop the ability to explore and discover new areas of learning. These trips are well planned and organised in advance and are appropriate for the age of the children. Children will only be taken out of the nursery if a permission slip has been signed by the parent.

Admission policy

Having read this booklet and would like to enquire about a place for your child please contact the nursery on this number on 01865 270686 or email the nursery manager jane.long@some.ox.ac.uk.

You will be given an application form and be told what the availability is like; if there is a space for your child we will then arrange a visit for you to view the nursery. The application form should be returned when you have decided to apply for a place. Your child's name will then be added to the waiting list and we will contact you when we are able to offer you a start date.

At St Paul's nursery we do require a deposit of £500. This is to secure and hold the place until your child starts. The deposit will be returned to you at the end of your child's time with us. However should you decide you no longer want the place we will require 6 or more months' notice. Less than **6** months' notice and the deposit will **not** be refunded to you. Unless in exceptional circumstances. This will be decided by the Treasurer and the Nursery Manager.

We also require a minimum of 6 months commitment from all our families. Unless in exceptional circumstances and this will be decided by the Treasurer and the Nursery Manager

We will then arrange visits to the Nursery before the start date to help settle your child into the Nursery. These sessions are free. At these sessions we hope to answer your questions and explain in more detail about you child's experiences here at nursery

Once your child has been given a place at St. Paul's nursery you will be given a parent policy document with all of our policies and procedures along with the terms and conditions.

We look forward to meeting you and your child in the future.