

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

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 £5 every 5 minutes.

The Nursery is open all year round except for two weeks at Christmas and all UK Bank Holidays.

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. The staffing ratios are in accordance with the Ofsted requirements, 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 November 2015 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.

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. 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.

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.**

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 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.

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 DBS clearance checks showing that they have no record of offences that could affect the safety of the children. All staff have current recommend training for all areas of safeguarding as this is of importance to us and for the safeguarding of our children's here at St Pauls. 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.

We have a mobile phone policy here at St Pauls, which states **no** Mobile phones or smart watches are to be used in the playrooms or garden by staff parents and all visitors.

Confidential records and information regarding staff and children will be held securely and only accessible and available to those who have a right and need to see them. We are aware of our rights under Data Protection and the General Data Protection Regulation and when appropriate Freedom of information Act 2000.

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.

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

nursery@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.

Deposits

At St Paul's nursery we do require a deposit. This is £500. This is to secure and hold you place until your child starts. The deposit will be returned to you at the end of your child's time with us. If you choose **not** to take the place and we have saved this place for your child the deposit will **not** be refunded to you. We also need 2 months' notice to terminate your place here at St Pauls. We can only defer your child's start date for 3 months.

Sessions

Once we have agreed the sessions in writing these will be yours throughout your child's time with us. If you wish to decrease your child's sessions then this does require 2 months' notice.

If you wish to terminate your place or reduce your sessions at the Nursery we will require two months written notice.

If a Somervillian terminates employment with the college (no longer paid by Somerville) and wishes their child to remain in the nursery, their nursery fees will change accordingly to the Non-Somervillian rate.

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.

