

Mary Poppins Day Nursery

30 Chain Lane, Mickleover, Derby, DE3 9AJ: Tel 510808



Dear Parent

Thank you for your enquiry concerning a nursery place for Your Child at Mary Poppins

Mary Poppins is an established Day Nursery and Independent Baby Unit founded in 1989, registered with Ofsted under the new children act. (Awarded Ofsted Outstanding 2012)

The Nursery is situated at the quiet end of Chain Lane opposite the Muirfield Estate entrance on the border of Littleover and Mickleover approximately half a mile from the Royal Derby Hospital.

The Nursery is situated in a large Victorian-style detached property, which has been sympathetically converted specifically and exclusively as a Day Nursery and Independent Baby Unit, creating a warm and friendly environment in which your child will thrive.

The Nursery is open from 07.30 to 18.00 daily and accepts children from 3 months to 8 years of age. In addition to full daycare facilities we offer a preschool and after school service and holiday club.

The Nursery has six main areas all with designated key workers.

Baby Unit	3 Months - 1 Year
Daisy Room	1- 2 Years
Pansy Room	2- 2.5 Years
Snowdrop Room	2.5- 3 Years
Early Years	3- 4 Years
Sensory Room	All

We have a large secure outdoor play area with hard, soft rubber, and artificially grassed surfaces with toys, equipment, garden and sheltered areas for protection.

Mary Poppins Day Nursery

OUR BABY UNIT:

Research with parents, expectant parents and professional advisers enabled us to design our Baby Unit to care for all-round development requirements reaching their expectations.

Our Independent Baby Care unit has been specifically designed, built to traditional standards providing some 600 square feet of floor space area. This has enabled us to provide a fully equipped facility, with a large play area, changing room, Laundry, toilet, kitchen, entrance hall and storage area. No expense has been spared to create a warm and friendly environment, from luxurious carpets and wall coverings to a plentiful range of toys and equipment.

SAFETY:

To provide a safe environment for your child, many security systems are in operation.

Safety electrical system, fire alarm, automatic door closures, heating and ventilation control, safety gates etc.

QUALITY OF CARE:

(EYFS) Early Years Foundation Stage (Department of Education)

Mary Poppins operates within the framework of (EYFS) our parents can be confident their child will receive a quality experience that supports their care, learning and development.

The Early Years Foundation Stage (EYFS) is a comprehensive statutory framework that sets the standards for the learning, development and care of children from birth to five. We believe every child deserves the best possible start in life and support to fulfil their potential. We know a child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose a nursery they want to know that the provision will keep their children safe and help them to thrive. The Early Years Foundation Stage (EYFS) is the framework that provides that assurance.

The overarching aim of the EYFS is to promote the four themes which underpin the guidance promoting a Unique Child, Positive Relationships, Enabling Environments and Learning & Development.

We look at setting the standards for learning, development and care young children should experience when they are attending our nursery outside their family home, ensuring that every child makes progress and that no child gets left behind.

Mary Poppins Day Nursery

We look to provide for equality of opportunity and anti-discriminatory practice and to ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability.

We look to set the framework for partnership working between parents and professionals, and between all the settings that the child attends.

We look to maintain quality and consistency in the early year's sector through a universal set of standards which apply to all settings, ending the distinction between care and learning in the existing frameworks, and providing the basis for the inspection and regulation regime.

Laying a secure foundation for future learning through learning and development that is planned around the individual needs and interests of the child, and informed by the use of ongoing observational assessment.

Areas of Learning & Development

There are numerous activities our children will participate in, these cover the three Prime areas of learning, Personal, Social, & Emotional Development, Communication, Language & Physical Development, in addition, the four specific areas of Mathematics, Literacy, Expressive Arts & Design & Understanding the World.

Our outdoor play area further promotes the seven areas of development, offering shelters, quiet Areas, and challenging physical activities

Each group of children is cared for by qualified and experienced members of staff, under the overall supervision of the principals.

It is our aim that each group of children are cared for by a key member of staff to maintain the best possible progress and reporting procedure to parents.

A written child development and progress chart is in operation, written reports are made available to parents on a three or six-month basis depending on the child's age.

Mary Poppins Day Nursery

OUR AIM

We aim to continue to strive to offer the highest possible level of childcare.

How do we do this?

We invite our parents to complete anonymous questionnaires regularly to check on our performance, we ask if their child is happy and settled and invite recommendations on how we can improve our service.

We operate within The Early Years Foundation Stage Principals.

We are inspected by Ofsted to ensure we are offering the highest possible provision and meeting the National Day Care Standards.

We are in regular contact with our local Derby City Early Years Childcare Team advisers.

Mary Poppins was recently awarded the highly acclaimed 'Steps to Quality Award' nationally recognised, this was an intense course developed in conjunction with the Derby City Early Years Childcare Team, the purpose of which is to develop good practice and improve the quality of provision and covers.

Management
Caring Environment
Physical Development
Relationships and Partnerships
Staffing
Learning and Teaching
Peer on Peer Observation.

The Mary Poppins Team

MANAGEMENT:

TIME AT MARY POPPINS

Mrs June Rowley:	Principal	Since 1989
Mrs Denise Harris:	NNEB BA (Hons) EYP	Since 1995
Mrs Rachel Stevenson:	Deputy Manager: NNEB	Since 1993
Mrs Lesley Harris:	Admin Manager	Since 1991

STAFF:

Mary Poppins has a high level of staff retention with most having over ten years' service. All staff are Qualified to NVQ level 3 or NNEB. Each member of staff has undergone a comprehensive vetting procedure via Police (CRB checks), and their GP.

FIRST AID

All staff are first aid qualified

FOOD AND HYGIENE:

Our cook is City and Guilds qualified and experienced in all types of food preparation. A daily menu is displayed within each room throughout the nursery. Our meals are designed and prepared to take into account children's taste, nutritional values and variety, using fresh produce.

MARY POPPINS

TYPICAL MENU MONDAY

MID MORNING SNACK:

Fruit Loaf & Fresh Fruit
Milk or Water

LUNCH

Chicken Curry and Rice
or
Vegetable Curry and Rice
Fresh Fruit Salad with Yogurt

TEA

Spaghetti on Toast
Swiss Rolls
Milk or Juice

TUESDAY

MID MORNING SNACK

Fruit Banana, Pear, Apple
etc. Milk or Juice

LUNCH

Turkey and Mushroom Pie Roast
Potatoes Carrots and Gravy Or
Chicken/Quorn Pie
Fruit Crumble & Custard

TEA

Jacket Potatoes with Cheese
Milk

Listed above are samples of the type of food prepared at Mary Poppins, in addition to this breakfast is served to children arriving before 0830, consisting of a selection of cereals, toast and preserves, mid-afternoon snack is also served.

Mary Poppins Day Nursery

I trust the information I have supplied to you has helped decide your future preschool child care arrangements.

I am here to offer you personal attention, if I can be of any further assistance, or if you would like to arrange a visit, or require further information please do not hesitate to contact me.

I look forward to seeing you soon.

Yours truly



A handwritten signature in black ink that reads "June Rowley". The signature is written in a cursive style with a horizontal line underneath.

June Rowley
PRINCIPAL

MARY POPPINS: TERMS & CONDITIONS

ENROLMENT:

If you wish to enrol your child with Mary Poppins Day Nursery, would you please read carefully these terms & conditions and admission's policy and complete enrolment/registration form enclosed/attached. Please note an application will only be accepted by a parent/person who has parental & legal responsibility for the named child.

Attendance

The nursery will be open from 7.30 am to 6 pm Monday to Friday 51 weeks of the year, excluding statutory bank holidays. Our pricing structure is based on all absences, for whatever reasons, being paid i.e. holidays sickness etc. On registration, your child's place will be reserved indefinitely until four weeks written notice is given by you the parent/legal guardian. A minimum registration requirement is 2 sessions i.e. 1 am and 1 pm or 2 am or 2 pm. A session is a morning or an afternoon

Charges & Fees

Fees are payable one calendar month in advance. We reserve the right to make a charge for late payment. We reserve the right to increase our fees by giving not less than 4 weeks' notice.

Meals

The following meals can be provided. Breakfast for children arriving before 8.30 am, mid-morning snack, Lunch, & Tea

Nappies

Nappies and change of clothing to be provided by parent/guardian.

Termination

To terminate your child's place four weeks written notice along with payment for this period is required.

Illness

If your child becomes ill during a nursery session the nursery manager will contact the parent/carer or the emergency contact indicated on the registration form. Parents must inform the nursery immediately of any changes to these contact details.

If your child is suffering from a communicable illness he/she should not be brought to nursery until the infection has cleared. Parents/carers are asked to refer to the illness/ communicable disease list regards the minimum period of exclusion from the nursery.

Any child who has been sent home from the nursery because of ill health will not be re-admitted for at least 24 hours.

Any child who has had sickness and/or diarrhoea must stay away from nursery for 48 hours.

Mary Poppins has policies in place concerning a range of illnesses, these policies will be adhered to regardless of conflicting medical advice. All policies are available for viewing.

Disclosures

Parents/ Guardians must notify/disclose to the nursery as soon as possible any known medical condition, health problem, or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

Security

Parents/Legal Guardians are welcome to visit the nursery. However, we will not admit anyone without prior notification. It is the parent/Guardians responsibility to ensure that the Nursery is informed of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

Please note: The use of mobile telephones is strictly prohibited within the Nursery.

Complaints

Any concern or complaint about the care or safety of a child must be made in the first instance to the Nursery Manager. If the matter cannot be resolved at this level the matter should be referred to the Principal. The nursery complaints and compliments procedures will then be followed.

Data Protection

Please note any information held by the Nursery is for the sole purpose of administration within the Nursery. Records held are kept secured in line with the data protection act.

Legal Contract

The offer of a place and its acceptance by the parents/ legal guardians give rise to a legally binding contract on the terms of these terms and conditions.

MARY POPPINS CHILDS ENROLMENT FORM

INFORMATION

Childs First Name:	Middle:	Surname:
Date of birth:	Start Date:	Gender:
Childs First Language:	Ethnicity:	Religion:
Home Address:		
Town:	Post Code:	Home Phone:
Email:	Mobile Phone:	Mobile 2:

MOTHER-FATHER/GUARDIAN INFORMATION

Mother/Guardian Name:	Father/Guardian
Place of Work:	Place of Work:
Address:	Address:
Email:	Email:
Tel No:	Tel No:

EMERGENCY CONTACT

Name of Person to Contact:	Relationship:
Address:	Phone:
Town	Post Code:
	Mobile:

PERSON OTHER THAN PARENT/GUARDIAN WHO MAY COLLECT CHILD.

Name:	Relationship:
Address:	
Phone:	Mobile:
	Password:

MEDICAL INFORMATION

Doctor:	Phone.
Address:	Post Code:

ALLERGIES-DIETARY

Illness or Allergies:		
Immunizations:		
Dietary Requirements:		
Medication:		
Special Educational Needs:		

PARENTS CONSENT

I hereby permit staff to make observations and take photographs of my child for my child's learning journey and display purposes.	I hereby permit staff to apply sun cream to my child. (Sun cream to be provided by parent)
I hereby permit for the nursery to share information with other settings.	I hereby give my permission for first aiders to give emergency first aid to my child

SIGNATURES

I confirm I have completed this enrolment form as parent/legal guardian, I confirm I have full parental & legal responsibility. I have read your terms and conditions and admissions policy for enrolment and agree to the same. Please accept my application.

I enclose my deposit of **£50.00** to secure my child's place of which **£25.00** will be deducted from my first invoice. I accept my monthly fees will be **£_____** is payable one month in advance and monthly thereafter.

Signature of Parent or Legal Guardian:	Date:
Full Name:	Status:
Nursery Manager	Copy Given:
	Date: