

## **Welcome to the Nest**

The Nest provides a safe, friendly and stimulating environment for children aged 3 months to three years. We offer a relaxed home from home atmosphere so you can leave your baby or child confidently knowing they will be cared for by experienced and qualified practitioners.

Many of our staff have been with us for lots of years and we highly value this continuity for the children and families.

## **Key person System**

At Haven we believe every child needs an adult they can build a very special and close relationship with whilst at the centre. This is essential to young children's well being. The Key person will be responsible for all aspects of your child's care and learning. They will be available to talk to you at the start or end of the day. Your child will also have a co-worker who will work closely with your child and cover the Key person when they are not in the Nest. They will be available at the opposite end of the day to the key person to speak to you.

## **Settling into the Nest**

Your key person and co-worker will be introduced on your home visit. Home visits are really useful for staff to gain a sound knowledge of your child's routine, likes/dislikes, anxieties and special interests and to answer any questions or worries you may have.

Leaving the shelter of the family home can be a testing time for many children and parents/carers. To help you both with this settling period we suggest two or three visits before your child is due to start. We have no set procedure for settling your child it is completely flexible and based on their individual needs.

## **Collection**

If a child needs to be collected by someone other than a parent/carer we will require advanced warning. The adult collecting your child will need to bring identification and use the password you have given us. This will ensure only authorised adults have access to the Centre. Please ring the buzzer that says 'Day Nursery' on when arriving or collecting.

## **Medication and Sickness**

We cannot accept any children into the nursery who are unwell or infectious. Please respect this policy.

Conjunctivitis - no attendance until infection has gone. It is extremely contagious.

Rashes, Spots or unusual skin conditions - Children should not attend until they have the rash checked by a doctor or in some cases until it has gone.

Sickness and Diarrhoea - no attendance for 48 hours from when the child had last attack.

Medication - Drugs that have been prescribed by a doctor can be administered. Antibiotics can only be administered on the third day as children are usually sick until then.

Surgery - Children who have undergone surgery

Should your child become unwell whilst at nursery every effort will be made to contact you as quickly as possible. Please ensure you keep us up to date with contact numbers.

When your child is unwell we always appreciate a telephone call to explain their absence. The Nest 01329 232095/01329 826530.

## **Fees and Opening Times**

The Nest is open from 8.00 am - 6.00 pm Monday to Friday. We are closed on Bank Holidays, a week at Christmas and for five staff training days per year. You will be given plenty of notice for these days. No charges are made for these days.

## Fees

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Full Week	£155	£136.50
Full Day (8.00-6.00)	£32	£28.50
5 Morning Sessions (8.00-1.00)	-	£97.50
5 Afternoon Sessions (1.00-6.00)	-	£82.50
Morning Session (8.00-1.00)	-	£19.50
Afternoon Session (1.00-6.00)	-	£16.50

A fee will be required upon registration of your child of £50. This will be deducted from your first months Bill. The fees are paid a month in advance and you will be invoiced the day your child starts. Invoices should be paid by cheque into the main office. Please make cheques payable to Hampshire County Council (Invoices must be paid 7 days after it is issued). Please return the tear-off section with the full remittance and a receipt will be given for all payments. Holiday entitlement is two weeks at half price in a twelve month period. The period begins when your child starts. We would appreciate as much notice as possible of leave to ensure your bill is amended.

The nursery requires at least one months written notice if you wish to withdraw your child.

An overtime charge will be made of £6.50 for the first 5 minutes and £2.00 per minute there after for each child collected outside of their reserved session times.

### Parental Involvement

To ensure effective communication between home and the Nest we provide opportunities within your child's home to nursery book for you to record your comments and observations. We also like parents to be involved with their child's learning stories which follow an interest your child may have. The Key person will send them home with a section for you to add photos or observations. It is really helpful to have this information from you to help us plan our activities.

There is also a Celebration Board just outside the Nest where you can fill in a slip to share anything your child has achieved for example first tooth, first steps, brave at the doctor's, being kind to a friend. The Celebration slips are taken down and we all sing and celebrate your child's achievements.

We always require extra help in the nursery with many jobs we have or if you would like to stay and play with your child at anytime you are always welcome.

If you have a special talent you would like to share with the children we would love you to come in. Some examples in the past are playing the guitar to the children, cooking with the children, art with the children.

### THE NEST STAFF LIST

<b>June Smith</b>	<b>Head of Centre</b>
<b>Karen Hooper</b>	<b>Learning &amp; Inclusion Co-ordinator</b>
<b>Julie Caldwell</b>	<b>Day Care &amp; Training Co-ordinator</b>
<b>Jennifer Harris</b>	<b>Senior Early Years Practitioner</b>
<b>Julie Langridge</b>	<b>Senior Early Years Practitioner</b>
<b>Emma Lloyd</b>	<b>Room Leader</b>
<b>Su Tucker</b>	<b>Early Years Practitioner</b>
<b>Zoe Campbell</b>	<b>Early Years Practitioner</b>
<b>Bev Roberts</b>	<b>Early Years Practitioner</b>
<b>Lisa McNeill</b>	<b>Early Years Practitioner</b>
<b>Emma Newell</b>	<b>Early Years Practitioner</b>
<b>Rebecca Parrett</b>	<b>Early Years Practitioner</b>
<b>Elissa Tuvey</b>	<b>Early Years Practitioner</b>
<b>Chloe Lloyd</b>	<b>Early Years Practitioner</b>
<b>Chesney McKinnon</b>	<b>Student Early Years Practitioner</b>

Thank you for taking the time to read this information leaflet. If you require any further information or a place, please call Julie Caldwell on 01329 826530/232095.

If you require further information or a place for your child please call 01329 826530/01329 232095 and speak to Julie, Jules or Jennie.