



### **Nursery registration:**

We are registered with CIW whom inspect our service each year, our registration is based upon 61 children attending each day. The Preschool classroom has planning permission granted for its use within our grounds which is reviewed every 3 years - next review date is April 2024.

### **Our Admissions Policy:**

All nursery places are allocated on a first come first served basis and in accordance with our Equal Opportunity Policy. If there is a waiting list for places in the Nursery, applications will be dated upon receipt. On confirmation of place, parents are required to pay a £35.00 deposit. This is non-returnable in the event of a place being cancelled by the parent.

Prior to a child's attendance at the Nursery, parents are required to complete a registration form - once completed this is stored in a locked filing cabinet to conform with our confidentiality procedure + to adhere to the Data Protection Act 1998 + GDPR.

### **About Our Staff:**

Our caring staff are well qualified and trained to a very high standard. We believe that a high adult to child ratio is essential in providing good quality care in the Nursery. We will provide the following:

- 0-2 years- at least one member of staff to every three children
- 2-3 years- at least one member of staff to every four children
- 3-5 years- at least one member of staff to every eight children

Cherry Hill Children's Day Nursery will have the required number of qualified staff. All of our staff are committed to continuing their professional development and will undertake in house training as well as professional qualifications; all staff have completed first aid training + Safe guarding training. We are very proud of our staff training programmes via Citation, CPD online + Noodle Now.

### **Our Key-worker System:**

We believe that it is important that your child forms a special bond and attachment to one particular person; this is why we will operate a Key-Worker system. All staff will be responsible for a small number of children in whom they will take a particular interest. Your child will spend large parts of the day working and playing in smaller groups with their Key-worker.

### **Our Settling-in Policy:**

We aim to make the transition into the Nursery as smooth as possible for both you and your child. Time will be spent getting to know your child when the Key-worker and yourselves fill in the child's Enrolment and Registration forms. You and your child will have the opportunity to have a pre-enrolment visit to the Nursery. The Nursery will offer 4 hour free as 'settling-in' sessions; these can be 4 x 1hr sessions, 2 x 2hr sessions or 1 x 4hr session - we will work with you to decide which will best suit you + your family, although we appreciate that every child will require a different period of time to settle. Settling in times are important for parents as well as children. We want both you and your child to feel happy, confident and secure. The settling in sessions will allow your child to build up relationships with adults and other children and become familiar with the surroundings and daily routine. These will be arranged at a convenient time in the weeks leading up to your child's start date.

### **Registration and Collection Procedures:**

When your child arrives at the Nursery a member of the Nursery staff will record their arrival. Staff will also record the time that your child is collected and you will be informed about your child's day through verbal communication + also through your child's day book.

Please ensure that your child is collected on time, as the Nursery is not covered by insurance or registration conditions to have children on the premises after opening hours (7:30am - 5.30pm). A late collection fee of £10.00 per quarter of an hour is applicable for any late collection.

If a person other than the child's parent will be collecting them, parents must inform the Nursery staff of this. Unless the staff are informed, they will not allow the child to leave.

### **Other Policies and Documents:**

We have a comprehensive list of policies, which cover all aspects of Nursery life. These include - Special needs, Complaints, Equal opportunities, Behaviour management, + GDPR

A copy of these policies are available from the Nursery or to download on our website:

[www.cherryhilldaynursery.co.uk](http://www.cherryhilldaynursery.co.uk)

### **Complaints Policy:**

It is of paramount importance that the nursery should run smoothly and that all staff work together for your child's best interests. In the event of a complaint from a parent or carer, every effort will be made to respond quickly and effectively.

In the unfortunate instance that you or a carer may have a complaint, this should be referred to the Nursery Manager who will endeavour to deal with the complaint promptly and effectively. If you are not happy with the outcome or would like to talk to the registered person, the Nursery Manager (Lisa Holland) will arrange this for you, please ask to speak to Mahendran Bakeirathan (Proprietor).

Alternatively, if a complaint cannot be resolved within the nursery it should be referred to the Care Inspectorate Wales (CIW)

CIW North Wales Region,  
Government Buildings,  
Sarn Mynach,  
Llandudno Junction  
LL31 9RZ

**Telephone:** 0300 7900 126

**Fax:** 0300 062 5030

**Email:** [CIW.North@wales.gsi.gov.uk](mailto:CIW.North@wales.gsi.gov.uk)

### **Covid-19:**

2020 we saw the start of the global pandemic - we are very proud to have stayed open throughout the whole period + was able to provide much needed childcare to key workers throughout the area, although we had to stop allowing access to the nursery to anyone other than staff + children - our daily routines stayed the same to provide continuity of care to the children who attended.

### **In the event of an emergency:**

In the event of an emergency during our opening hours, The children will all be evacuated from the nursery in a safe + orderly way, once everyone is safely outside parents will be contacted - Please make sure your contact details are always upto date.

### **Promoting Health + wellbeing:**

Promoting health + well being is of fundamental importance to everyone at Cherry Hill Children's Day Nursery. Cherry Hill is a non smoking environment.

Good health makes an active and enjoyable lifestyle possible for everyone.

During the course of each year at Cherry Hill we will plan events to promote health + wellbeing for the whole family, these will include family walks to local country parks + also healthy eating weeks + family picnics, we will plan a lot of our events for a weekend so that all the family can get involved, look out on our Facebook page + newsletters for our next planned event.

To aid us in our continuing development of health + wellbeing we have enrolled as part of the Healthy + Sustainable Pre school Scheme.

### **Pets:**

At Cherry Hill Children's Day Nursery we believe in giving the children lots of different experiences to enable them to care for animals, this also helps the children develop a sense of caring + responsibility.

In our outdoor area we have a large enclosed space for our 2 chickens - they are called Hilly + Bluebell, Bluebell is a blue hen + Hilly is a white Poland - they are very friendly and love to play outside with the children, the children also help to collect the eggs + help to feed + clean out Hilly + Bluebell's enclosure, The children are able to pet the chickens and have lots of discussions with the staff about caring for animals.

### **Early Education:**

As from April 2015 we have been offering Early Education provision, this is government funded and each child over the age of 3 will receive 10 hours of childcare free of charge each week (School term times only)

Your child will receive this funding on the 1<sup>st</sup> term after their 3<sup>rd</sup> birthday, please ask at the nursery for more details regarding session times.

[www.wrexham.gov.uk/english/education/early\\_education.htm](http://www.wrexham.gov.uk/english/education/early_education.htm)

### **Flying Start:**

As from April 2017 we have been offering Flying Start provision, this again is government funded for 2 year olds, you can access this provision by being referred by your local health visitor (not every child is able to use this provision)

### **30 Hour Childcare Offer:**

As from January 2019 we have been offering the 30 hour childcare offer, please check the link below to check if you are eligible:

<https://www.flintshire.gov.uk/en/Resident/Schools/childcare-offer.aspx>

### **Our Daily Routines and Activities We Provide:**

Each room has a supervisor who will plan and co-ordinate activities that your child will do throughout the day and will ensure that all activities are suitable for your child's age and development and will help them achieve their learning goals.

All rooms are furnished in neutral colours with all display boards backed in neutral hessian - this allows the children's displayed work to stand out.

All areas of the nursery have natural resources + loose parts for the children to explore.

### **The Baby Unit (upstairs):**

The baby unit comprises of 2 base rooms (babies + walking babies) these areas will provide your child with a calm, relaxing, yet stimulating environment. The staff in these rooms will sing songs to your child, play games such as peek-a-boo and use repetitive language to help babies to learn communication skills and make sense of the world. The baby unit also has 4 additional areas - Music room, sensory room, soft play area + a dining room. This means all children can be stimulated in different areas and environments that will challenge them according to their level of development.

### **The Toddler Unit (Downstairs):**

The Toddler unit comprises of 2 rooms which are both bright and friendly areas that will provide a more structured routine for children aged approx 18 months to 3 years. Your child will be encouraged to share toys, take turns and tidy up after themselves. A wide variety of activities will be provided to help children to develop further.

### **The Pre School Unit (Located in the grounds of the nursery):**

The Pre School Unit is a purpose built portacabin which takes children from the age of 3-4 years. Activities in this area are planned to take into account your child's individual needs. The Room Supervisor and Key-worker plan this. The children in this area are encouraged to be more independent, polite and socially interactive. Your child will be given choices and encouraged to play by themselves as well as with others.

\*Children will be moved between rooms via consultation with parents and Nursery staff, according to their level of development. Age ranges act as a guide and are not a definitive reason for moving a child to another unit.

**Example of Typical Routine for Toddlers:**

7.30-9:00 am	Welcome for all children. Breakfast. 8.15am - 8.45am - All children will sit by a table to eat, the breakfast consist of cereal, fresh fruit + a drink of milk. (please see the menu below for variety of cereals)
9:00-9.300 am	Opportunity for free-play, the children can choose which activities to take part in from a range of table-top toys/games to the activities around the room such as reading books, playing in the home corner, dressing-up etc.
9.30-11:00am	Children are spilt into activity groups (usually with Key Worker) and follow the weekly activities programme. This will be the time that messy play/craft activities usually occur. Outdoor activities are encouraged at this time.
11:00-11.15am	Children will engage in a group time activity before lunch, this may be stories, nursery rhymes or music + movement.
11.15-12:00 pm	Lunchtime. All children will sit at tables to be served their healthy lunch. Children will not be rushed to eat their food. Staff will sit with children and encourage good manners and social interaction. Children who are particularly slow or quick eaters will be accommodated and staff will ensure all children's needs are met. (please see the menu below for variety of lunches + puddings)
12:00-1:00 pm	Quiet time. At this time some children may go to sleep, whilst others will be able to sit in a quiet area where a relaxing atmosphere will be created for the children to rest whilst they have stories read to them or look at the books themselves.
1:00-2.30 pm	Children will return to their groups from the morning activities (sometimes these will be changed and children will work with a different member of staff) and take part in activities with their member of staff (construction, drawing and cutting out shapes, sand and water activities etc.). Children will have the opportunity to again explore outside.
2.30-3:00 pm	Snack time. All children will sit by a table to eat, the snack consist of a savoury snack, fresh fruit, salad + a drink of milk or water (please see the menu below for variety of snacks)
3.00-5:00 pm	Some children will be collected during this time. Children will have the opportunity to choose an activity (e.g.: Outdoor physical play, sensory room, music room etc) in order to await their parents arrival.
5:00-5.30 pm	Story time. Final tidy of Nursery. Collection of children at end of day.

**\*Please note:**

- This is an example of a timetable and times and activities are changeable. Toys and games are changed for each free-play session. All times are approximate and flexible to allow children to get full enjoyment out of each activity.

## CHERRY HILL FEES\*

	0-2 years	2-3 years	Over 3 years
Full Week	£245.00	£245.00	£230.00
Full Day (7:30am - 5:30pm)	£52.00	£52.00	£49.00
Morning Session (7:30am - 1pm)	£38.00	£38.00	£36.00
Afternoon Session (1pm - 5.30pm)	£36.00	£36.00	£34.00

- Nursery opening hours are 7:30am - 5:30pm
- Fees include all meals, drinks and snacks.
- A 10% reduction is applied when two or more siblings attend at the same time. The reduction applies to the oldest child.
- Fees do not include formula milk, nappies or nappy cream.
- Your holiday entitlement is 2 weeks charged at 50% (2 of your child's weeks i.e - if your child attends nursery for 2 days a week - then your entitlement is 4 days holiday @ 50%) 2 weeks written notice is needed for all holidays.
- There is NO charge for bank holidays - As the nursery is closed on bank holidays.
- Any other absences from nursery will result in full fees being paid.
- Invoices are charged from the first day of the month to the last day of the month.
- All fees are payable by 20<sup>th</sup> of each month.
- Invoices are all emailed out on/or as close to 1<sup>st</sup> of each month.
- 2023 - we are also closed the days between Christmas + New Year (27<sup>th</sup>, 28<sup>th</sup> + 29<sup>th</sup>)

\* Cherry Hill Children's Day Nursery reserves the right to revise fees at any time by giving users one month's written notice and we endeavour to keep all fee increases to a minimum.

**This is an example of a weekly menu**  
Please note: Our menu's are on a 5 week rolling rota,  
we have 25 different lunches + deserts.

	<b>Morning snack</b>	<b>Lunch</b> All our food is homemade and freshly prepared on site	<b>Afternoon snack</b>
Monday	Cornflakes, fresh fruit + drink of milk	Lunch - Cheese + tomato pasta + vegetables Pudding - Apricot fool drink of water	Ham sandwiches, salad + drink of milk or water
Tuesday	Malted wheat, fresh fruit + drink of milk	Lunch - Chicken + broccoli bake + couscous Pudding - Bread + butter pudding. drink of water	Cheese + crackers, salad + drink of milk or water
Wednesday	Rice krispies, fresh fruit + drink of milk	Lunch - Mince, potato wedges + vegetables Pudding - Fresh fruit salad + Ice cream. drink of water	Chicken wraps, salad + drink of milk or water
Thursday	Weetabix, fresh fruit + drink of milk	Lunch - Fisherman's pie + vegetables Pudding - Fruit crumble + custard. drink of water	Crisp bakes, salad + drink of milk or water
Friday	Puffed wheat, fresh fruit + drink of milk	Lunch - Pork + vegetable casserole + rice Pudding - Fruit jelly + Ice cream. drink of water	Rice cakes, salad + drink of milk or water

**All our food is freshly prepared on site in a nut free environment every day, using all fresh fruit + vegetables. We only offer tooth friendly drinks. We can also meet any special dietary requirement.**

Cherry Hill Children's Day Nursery are very proud to hold the 5 star Food Hygiene Award (presented by WCBC) + also The Good Practice Certificate (presented by the Community Development Dietitians based at Wrexham Maelor Hospital)

This document will next be reviewed: August 2024



# CHERRY HILL NURSERY



Initial registration form  
(Further forms will need to be filled in at your child's taster session)

Childs Name: ..... (Male/female)

Date of Birth: ..... Age: .....  
(Or expected date of delivery)

Parents Names: .....

Home Address:  
.....  
.....  
.....

Postcode: .....

Home Telephone Number: .....

Daytime Telephone Number: .....

Mobile Telephone Number: .....

Email Address: .....

Please tick which days you would be interested in your child attending nursery:

**\*You must book a minimum of 2 half days or 1 full day a week \***

Monday	Tuesday	Wednesday	Thursday	Friday
AM:	AM:	AM:	AM:	AM:
PM:	PM:	PM:	PM:	PM:

When do you require the sessions to commence: .....

\*Please note that an administration fee of £35 is required along with this completed form to book a place at Cherry Hill. This is non-refundable.