



# Sunnydale Nursery Ltd

Northfield Lane, Mansfield Woodhouse, Mansfield, Nottinghamshire  
NG19 8NX

Tel: 01623652310

Email: [sunnydalenursery@hotmail.com](mailto:sunnydalenursery@hotmail.com) or [sunnydalenursery2@outlook.com](mailto:sunnydalenursery2@outlook.com)

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



## Brochure



## Contents

- About us
- Opening Times
- Meet the Team
- Current Staff Team
- Key Person System
- Uniform
- Safeguarding
- Policies & Procedures
- Behaviour
- Accidents
- Medication
- Illness & Holidays
- Late Collection
- Parent's Notices
- Early Years Foundation Stage
- Outdoor Learning
- Our Learning Environment
- Your Child's Needs
- Food & Menus
- Deposits, Registration Fees, Sessions & Fees
- Notice
- Payment
- Compliments & Complaints



## **About Us**

Sunnydale Nursery is a purpose-built setting offering the highest quality care for children aged 6 weeks-12 years of age, including before and after school and holiday care.

We are set in a rural area of Mansfield Woodhouse, having been open since July 2016. In August 2018 we had our first OFSTED inspection when we received an Outstanding grading.

Once here, your children are in the countryside. They benefit from fresh air, away from traffic, hustle and bustle. We are a place where they have space to grow and explore their surroundings. At Sunnydale, your children will develop their independence skills, have their self-esteem nurtured and become active learners in our safe, stimulating and secure setting.

We pride ourselves on our eco-friendly approach and unique surroundings. During the design stages of the nursery, we spent over 18 months planning and designing our nursery to provide a stimulating yet challenging child centred environment, where children can explore, have fun, play, talk and learn.

We are situated behind Northfield Primary School and easily accessed from Cox's Lane or Littlewood Lane.

## **Opening Times**

Sunnydale Nursery and the Shack are open Monday-Friday 7am-6pm. We are open 51 weeks of the year, closing on Bank Holidays and 1 week at Christmas which you will not be charged for.



### **Meet the Team...**

Sunnydale Nursery is owned by husband and wife, Gemma and Gavin Bull. Gavin is a successful Property Developer by trade and built the nursery from a rundown old barn to the beautiful nursery it is today. Gemma is a qualified Primary School Teacher with a wide range of experience in different childcare settings.

Having worked with children for over 22 years, Gemma has worked as a Nursery Nurse in Private Day Nurseries, a Teaching Assistant in mainstream and special schools, managed a 180 place Foundation Unit then before having her daughter in 2014, was an Assistant Headteacher.

### **Our Current Staff Team**

Gavin Bull- Director & Site Manager

Gemma Bull- Director

Lauren Hill- Nursery Manager & SENCO

Jade Dabell- Assistant Manager & Language Lead

Devon Leaper- Room Leader & Outdoor Learning Lead

Shannon Vere- Room Leader (Currently on Maternity Leave)

Libbie Germ - Level 3 Practitioner

Ellie Smyth - Level 3 Practitioner

Frankie Kerry- Level 3 Practitioner

Louisa Williams- Level 3 Practitioner

Sam Lee- Level 3 Practitioner (Covering Room Leader during Maternity Leave)

Gemma Hamilton - Level 3 Practitioner

Olivia Swindells - Apprentice

Emma Newton - Level 3 Practitioner

Debbie Lockwood- Cook and Childcare Practitioner

Aimee Lockwood - Cook

Helen Skeavington- Cleaner



### Key Person System

Your child will have a 'Key Person' who will work closely with you and your child. We believe that this will enable strong and trusting relationships to be built so that we can work together, in partnership, in the best interest of your child. Your child's Key Person will be the person you liaise with on a regular basis.

### Trips

Four times a year we carry out very exciting trips for your children to enjoy. These differ depending on what room your child is in and are listed below:

	Babies	Toddlers	Pre-School	Shack
<b>Spring</b>	The Deep	The Zoo	Lamb Feeding	Woodland Nurture
<b>Summer</b>	The Farm	Marketon Park	Fruit Picking	Seaside
<b>Autumn</b>	Swimming	Play Centre	I-Jump	Pumpkin Picking
<b>Winter</b>	Soft Play	Santa Experience	Pantomime	Mrs B's Themed Afternoon Tea

### Uniform

We do supply uniform for your child should you want them to wear it. We order during set months throughout the year. Please let a member of staff know if you would like to place an order.

### Safeguarding

The safety of your children underpins everything that we do here at Sunnydale Nursery. All staff receive annual Safeguarding training to ensure they are set up to date with recent policies and procedures. Regular risk assessments are carried out within our setting to maintain the safety of your child, although we also believe in managing these risks well to ensure your child has opportunities to take risks themselves, in well managed way. We have key coded door locks on all external and internal doors. We will not release your child to anyone but you unless we have written authority to do so from you. Our Designated Safeguarding Leaders are Gemma Bull, Lauren Hill and Jade Dabell. Should you have any safeguarding questions or concerns, please do not hesitate to speak to them.

### Policies & Procedures

We have an extensive range of pertinent policies and procedures in place. These are stored safely in the office and readily available should you want to read them.



### **Behaviour**

Here at Sunnydale Nursery, we have 3 Golden Rules:

- 1- To follow instructions with thought and care
- 2- - To care for everyone and everything
- 3- - To always use good manners

We believe that these 3 rules ensure that all children have the opportunity to play, learn and develop in a safe, caring environment. We have adopted a system that we use throughout the nursery, from the Toddler Room onwards to promote positive behaviour and support children in understanding their behaviour - sad cloud, sunshine and rainbow. We also have a 'Star of the Week' in each room to promote positive behaviour. Should we have any issues with behaviour, we will discuss this with you individually. Under no circumstances will any physical punishment take place.

### **Accidents**

ALL STAFF at Sunnydale Nursery are trained in Paediatric First Aid, which is refreshed and updated regularly. Should your child have an accident at nursery, you are informed and will receive an accident form stating exactly what happened. If an accident has occurred at home, we will also complete paperwork with you.

### **Medication**

Should your child be taking any medication, we are happy to administer this to them, but please ensure you fill in the necessary paperwork.

### **Illness & Holidays**

If your child is ill, please inform us at the earliest convenience. It is crucial that families follow our illness policy to avoid spreading of illnesses. If you give 4 weeks' notice of any family holidays you are planning to take, you will receive a 10% discount on your fees while you are away.

*\*This is limited to a maximum of two weeks per year and must be taken in your child's usual full week's sessions\**

*\* Children attending full time do not receive holiday discount due to receiving a 10% discount each month\**

### **Late Collection**

Here at Sunnydale Nursery, we appreciate that there can be certain implications that make you late for collecting your child. If this were to happen, our policy states that we will charge a late fee of £5.00 for every 5 minutes. If for any reason you were running late to collect your child, we also ask that you give us a ring so that we can reassure your child.





### Parent's Notices

We use several methods to inform you of up-to-date information, upcoming events, menus etc. The most powerful methods we use are our closed Facebook pages and EY Log. We will ask you to request to join them during your home visit. We also have an Instagram page you can follow. Our Pre-School notice board is situated in the window next to the entrance door you will use. Our notice board in the Shack is near the entrance door to the Shack building. We also have a buggy store for you to leave your folded pushchair should you walk to and from nursery.

### EYFS

Our Early Years Curriculum covers the following areas:

The 3 Primes Areas are:

- Communication and Language
  - Physical Development
  - Personal, Social and Emotional Development
- The 4 Specific Areas in the EYFS include:
- Literacy
  - Mathematics
  - Knowledge and Understanding the World
  - Expressive Arts & Design

Our provision is very much about enabling children to become independent, imaginative, creative and reflective learners. We offer a setting which motivates and excites children, offers real first-hand experiences and provides quality resources to enable children to be creative and imaginative.

No-one knows their child like their parents, so here at Sunnydale Nursery, you play a fundamental role in our effective planning and provision. You will be asked to contribute to your child's Baseline Assessment at your Home Visit and to our planning board on a regular basis, to inform us of what your child is interested in. This will enable us to offer key learning opportunities that your child wants to engage in. We will also have these discussions with the children, to enable them to take ownership of their own learning. We use signs and symbols to support children's communication and language skills. You will see these around the nursery.

### EY Log

We use an online system to complete the children's learning journeys, daily diaries etc. When your child starts with us, you will be sent an activation email which will allow you to gain access to all of this information.



## **Outdoor Learning**

In the EYFS, the outdoor environment is as crucial to children's learning and development as the indoors. It is a place for them to be free in their own play and learning to investigate, problem solve, take risks and have fun. Our outdoor area consists of a specific baby area, where the babies are free to explore throughout the day. Our older children share their play areas, consisting of play space at the end of the nursery. Our outdoor area has a plumbed bath for children's water play and our very own growing area. We have also introduced Forest Schools for all children which we implement in different areas. We do have a designated site where we take the children to dig, plant and explore nature. If your child prefers to learn outdoors- this really is a must see for them!

As our outdoor area is always available for children, please ensure your child brings appropriate clothing, such as a warm coat, all in one and wellies during the colder months and sun cream and a sun hat during the summer months. They also access Forest Schools every day. We take the children outside in all weathers- wind, rain and shine!

## **Our Learning Environment**

Our nursery consists of a 9 place Baby Room, a 24 place Toddler Room, a 24 place Pre-School Room and a 16 place Before/After School & Holiday Club. Our setting is open plan and has CCTV in all rooms to maintain the safety of everyone at Sunnydale Nursery. Our resources are clearly labelled to enable ALL children to take the lead in their own learning. We will regularly discuss with you your children's next steps in their learning and explain how we aim to support your child in achieving these steps through our continuous and enhanced provision and how you too can support this at home.

We hold regular 'Meet the Team' events which is an opportunity to come in, chat with the staff working with your children and look through their assessments.

## **Your Child's Needs**

No two children are the same, therefore we strive to meet the needs of individual children. We have a loose routine in each room, but we aim to meet the needs of individual children. Your child's routine will be discussed during your settling in visits to enable us to follow the same routine during their time with us at nursery.

To ensure you and your child settle into life at Sunnydale Nursery, we offer a series of flexible visits for a smooth transition during what can be an incredibly anxious time. Every family and every child are unique, so this is discussed with you once you have made the decision to trust us in caring for your child.





Once you return your booking form and registration fees, we arrange a Home Visit with you. This is an informal visit where your child's Room Leader will come to your house to see your child in the comfort of their own home. During this time, we will ask you to tell us all about your child and complete a Baseline Assessment with you to enable a smooth start to their nursery journey.

We rely very much on sharing information about your child's development. We will ask you for regular WOW moments which you can upload using the EY Log system.

Each child is unique, and they all have different routines. Here at Sunnydale Nursery, we strive to meet children's individual needs rather than encouraging them to conform to 'our way'. We provide a range of places for your children to sleep and rest, maintaining your routines at home.

### Food & Menus

Here at Sunnydale Nursery, we believe that children should have a healthy and well balanced diet. To achieve this, we offer fresh water and healthy snacks throughout the day. Our menus offer freshly home cooked, nutritional meals. We offer vegetarian options and cater for those with food intolerances or allergies. Should your child have an intolerance or allergy, we will provide you with a medical form to complete to ensure that we have the accurate information to enable us to adapt our menus appropriately. We are aware of the 14 allergens, which is displayed in our kitchen. For our youngest children, weaning is an exciting, messy and important time. We endeavour to discuss each individual baby's needs with parents and carers to make the process as straight forward as possible. Together, we will create a specialised weaning menu. This is carried out during your child's home visit. ALL STAFF hold a level 2 Food Hygiene Certificate and Paediatric First Aid, both of which are renewed after three years.

### SAMPLE MENU

Menu 1	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast</b>	Choice of cereal, toast, porridge, fruit, juices, milk and water.				
<b>Lunch</b>	Leek and Potato Soup with Crusty Bread	Jacket Potatoes with Cheese and Beans	Vegetable Rice with Homemade Breaded Chicken Goujons & Cheese Sauce	Creamy Tomato Pasta Bake with Cheese	Ravioli on Wholemeal Toast
<b>Vegetarian/Allergy Alternative</b>	Leek and Potato Soup Gluten/Dairy Free Bread	Jacket Potatoes with Dairy Free Cheese and Beans	Vegetable Rice with Quorn Chicken Goujon & Dairy Free Cheese Sauce	Tomato Pasta Bake with Dairy Free Cheese	Spaghetti Hoops on Wholemeal Toast *Gluten Free Bread Available*
<b>Tea</b>	Savoury Mince, Mixed Vegetables and Yorkshire Puddings	Fish fingers, Cubed Potatoes, Sweetcorn, Peas	Meatballs with Spaghetti and Garlic Bread	Sausage, Mash and Vegetables with Gravy	Roast Chicken Dinner



<b>Vegetarian/Allergy Alternative</b>	<b>Vegetable Stew and Yorkshire Puddings</b>	<b>Vegetable Fingers, Cubed Potatoes, Sweetcorn and Peas</b>	<b>Meat Free Meatballs in a Tomato Sauce, Spaghetti and Garlic Bread</b>	<b>Quorn Sausage, Mash and Vegetables with Gravy</b>	<b>Quorn Chicken Breast with Mash &amp; Vegetables</b>
<b>Pudding</b>	Rice Crispy Cakes Made by Children Dairy & Gluten Free Alternatives Available	Chocolate Whip  Dairy & Gluten Free Alternatives Available	Angel Cake and Custard Dairy & Gluten Free Alternatives Available	Orange Jelly  Dairy & Gluten Free Alternatives Available	Yoghurts  Dairy & Gluten Free Alternatives Available

### Deposit, Registration, Sessions & Fees

Sunnydale Nursery offer competitive prices for high quality care. We have a range of sessions available to meet your family's individual needs. A non-refundable deposit of £50 is required to reserve your child's place and a £25 registration fee is to be paid before a Home Visit will be booked.

#### Nursery:

Deposit- £50

Registration Fee- £25

Early Bird (7-8am) £4.50 per day LIMITED SPACES AVAILABLE & MUST BE BOOKED

Morning session (8am-1pm) £35 for children under two. £33 for children over two.

Afternoon sessions (1-6pm) £35 for children under two. £33 for children over two.

Full Day (8am-6pm) £45 for children under two. £43 for children over two.

Drop off or collection from another setting (where 30 hours are shared) £10 per day

Breakfast & Lunch (3 & 4 year funded children) £5.00 per day. *You may provide your child with a packed lunch.*

Tea (3 & 4 year funded children) £5.00 per day. *You may provide your child with a packed lunch if they attend the afternoon session only.*

Breakfast, Lunch and Tea (discounted rate) - £9

Late payment fee- £10 per day

#### Shack:

Non-Refundable Deposit £25

Registration Fee- £10

Early Bird (7-8am) £4.50 per day LIMITED SPACES AVAILABLE & MUST BE BOOKED

Before School- £7.00



After School- £14.00

Holiday Club AM session (8am-1pm) £27.00

Holiday Club PM session (1-6pm) £27.00

Holiday Club Full Day (8am-4pm- does not include tea) £30.00

Holiday Club Extended Full Day (8am-6pm- includes tea) £34.00

Late payment fee- £10 per day

*Sibling discount is available where both children attend 3 or more full days- please speak to the Nursery Manager for further information.*

*Funded hours can be accessed term time only or all year round. Please ask for further details.*

### **Notice**

We require four weeks written notice to terminate your child's place at Sunnydale Nursery, and to make any changes to attendance patterns. If your child accesses Government funded hours (2, 3 or 4 years of age) we require half a terms notice to terminate their funded hours.

### **Payment**

Fees are to be paid on the 1<sup>st</sup> of each month, in advance. Payments can be made via BACS, childcare vouchers, Tax Free Childcare or debit card. You are usually invoiced via email on or around the 15<sup>th</sup> of each month, we currently use a system called EY Management. This is where you can check your child's sessions, invoices, payments and receipts. This is also where you will update us on any changes in personal information. You will have your own log in details to access this.

### **Late Payments**

There will be 3 consecutive reminders given in writing via email for payment of invoice if it's not received on the first of the month, before any late fees are applied to the invoice. If you reach the maximum of 5 days late fee, this will result in your child being temporarily unable to attend the setting until full payment has been made. There will be a £10 per day late added to invoices if fees are not paid for up to a maximum of 5 days (£50)

### **Compliments & Complaints**

Here at Sunnydale Nursery, we do want to hear about the things we are doing well and are always keen to hear any positive feedback.

If you have a complaint, we ask that you follow our complaints procedure. Gemma, Lauren or Jade are always available should you have any issues or concerns that you would like to discuss.

