



Sunnydale Nursery Ltd Brochure



How to Find Us...
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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. We achieved Outstanding yet again in our most recent inspection in July 2024. We are also an Accredited Curiosity Approach setting.

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 and has more recently achieved her NPQEYL.

Having worked with children for over 27 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

Sarah McLeod- Assistant Manager

Libbie Germ - Level 3 Practitioner

Jessica Fudger- Assistant Manager & Forest School Lead

Karen Read- Level 3 Practitioner

Louisa Williams - Level 3 Practitioner & SENCO

Debbie Lockwood- Room Leader

Amy Taylor- Lunchtime Supervisor

Megan Maxfield- Admin

Courtney Woods- Apprentice

Gemma Bull – Managing Director

Olivia Swindells – Deputy Manager & Language Lead

Ellie-Mai Hind- Apprentice

Jessica Gittins- Lunchtime Supervisor

Danielle Lockwood- Room Leader

Holly Skelding- Room Leader

Aimee Lockwood – Deputy Room Leader

Melody Croucher- Nursery Chef

Harley Tuck- 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. We hold termly 'Meet the Team' events for you to speak to your Child's Key Person to get updates on their development.

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 a 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 Lead is Gemma Bull. We also have five Deputy Designated Safeguarding Leads: Jessica Fudger, Olivia Swindells, Sarah McLeod, Megan Maxfield and Holly Skelding . Should you have any safeguarding questions or concerns, please do not hesitate to speak to 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 and caring environment. We have adopted a system that we use throughout the nursery to remain consistent, promote positive behaviour and support children in understanding their behaviour. Should we have any issues with behaviour, we will discuss this with you individually. Under no circumstances will any physical punishment take place. Our behaviour policy can be found on our website.

Accidents

ALL STAFF at Sunnysdale Nursery are trained in Paediatric First Aid, which is refreshed and updated every 3 years. Should your child have an accident at nursery, you are informed and will receive an accident form via EY Log stating exactly what happened. If an accident has occurred at home, we ask that you fill out an existing injury form on EY Log.

Medication

Should your child be taking any medication, we are happy to administer this to them providing they are well enough to attend nursery, but please ensure you fill in the necessary paperwork on EY Log. Medication MUST have your child's name and DOB on for us to be able to accept and administer. Our medicine policy can be found on our website. If your child is requiring regular paracetamol or ibuprofen, they will need to stay at home.

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 the spread of illnesses. If you give 4 weeks' notice of any family holidays you are planning to take, you will not be charged for consumables 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 paid sessions

Consumables charges are not applied to funded hours providing 4 weeks' notice has been given



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, we operate a 3-strike policy. Following the third late collection, a late fee of £5.00 for every 5 minutes will be charged. If for any reason you were running late collecting your child, we also ask that you give us a ring so that we can reassure them. In order to receive daily verbal feedback, please ensure you are arriving at least 15 minutes before the end of your child's session. If late collection persists a further three times, your child will automatically be booked onto our Night Owl session

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 join them during your home visit.

We also have an Instagram page you can follow. Each room has a welcome board which contains important information that you will need to know. These are situated at the entrances to each room.

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 curious, independent, imaginative, creative and reflective learners. We offer a setting which motivates and excites children, offers real first-hand experiences and provides quality 'real life' resources and equipment to enable children to be curious, creative and imaginative. We have 'Expert Practitioners' here at Sunnydale Nursery, where staff receive extensive training in a specific area of learning that they are passionate about. This enables us to ensure that our knowledge of the EYFS is in depth and current.

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, having a sign of the month which we share with you on the closed Facebook pages to practice at home.

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. This allows you to be kept up to date throughout your child's day. You can also send us messages via this system. You will be sent your child's registration form to check and update personal information monthly. This will automatically be sent to you from our admin.

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 learn to investigate, problem solve, take risks and have fun. Our outdoor area consists of a specific baby area, where our non-mobile babies are free to explore throughout the day. Our older children share their play areas, consisting of our nursery garden at the end of the nursery. Our outdoor area has many invitations to learning through explorative play and our two pet rabbits, Rocket and Zoomer. We have also introduced Forest Schools for all children which we implement in different areas, including our local community. 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! There is a weekly cost of £10.62 for your child to access a weekly taught session with our Forest School Lead Practitioner - *please speak to a member of staff for more details.*

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! A list of what to bring will be provided at your Home Visit and our policies can be found on our website. We also offer weekly outings where your child gets to experience the local community, this is an optional weekly charge of £5.31 per week - *please speak to a member of staff for more details.*



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 Sunnysdale Nursery. Our resources are clearly organised 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 are an accredited Curiosity Approach setting which means you will find lots of natural resources, loose parts and real items throughout our nursery.

We hold regular 'Meet the Team' events which is an opportunity to come in, chat with the staff working with your children and discuss their progress. These take place termly and it is important for you to attend these where possible.

All staff receive a full induction prior to starting, to ensure they are aware of our expectations, policies and procedures.

Your Child's Needs

No two children are the same, therefore we strive to meet the needs of individual children. We have a fluid 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 Sunnysdale 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 fill in your booking form and send the registration fees, we will arrange a Home Visit with you. This is an informal visit where your child's Room Leader and a Manager 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 Sunnysdale 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 Sunnysdale 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 accurate information to enable us to adapt our menus appropriately. We are aware of the 14 allergens, which are displayed in our kitchen. For our youngest children, weaning is an exciting, messy and important time. We endeavor to discuss each individual baby's needs with parents and carers to make the process as straightforward 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
Breakfast	Choice of cereal, toast, porridge, fruit juices, milk and water.				
Lunch	Macaroni Cheese	Make Your Own Pizza	Vegetable Fingers, Cous Cous and Cheese Sauce	Beans and Sausages on Wholemeal Toast	Jacket Potatoes, Cheese and Beans
Vegetarian Option	Macaroni Cheese	Vegetable Pizzas	Vegetable Fingers, Cous Cous and Cheese Sauce	Beans on Wholemeal Toast	Jacket Potatoes, Cheese and Beans
Allergy Alternative	Macaroni Cheese made with DF Cheese Sauce	Make Your Own Pizza with DF Cheese	Vegetable Fingers with Cous Cous and DF Cheese Sauce	Beans on Wholemeal Toast	Jacket Potato with Beans
Starter	N/A	Prawn Crackers	N/A	Garlic Bread	N/A
Tea	Roast Pork Dinner with Stuffing and Yorkshire Puddings	Sweet and Sour Chicken with Rice	Chicken Fajitas with Homemade Wedges	Spaghetti Bolognese	Homemade Fish Pie with Broccoli
Vegetarian Option	Meat Free Roast Dinner	Sweet and Sour Sauce with Quorn Chicken and Rice	Quorn Chicken Wraps with Homemade Wedges	Quorn Mince Bolognese	Cheese Tart with Vegetables
Allergy Alternative	Roast Pork Dinner	Sweet and Sour Chicken with Rice	Chicken Fajitas with Homemade Wedges	Spaghetti Bolognese	Homemade Fish Pie with Broccoli
Pudding	Strawberry Jelly	N/A	Peaches and Ice Cream	N/A	Yoghurts



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 £55 is required to reserve your child's place and a £28 registration fee is to be paid before a Home Visit is booked. Your deposit is refunded at the end of your nursery journey, providing 4 weeks written notice has been given to the Nursery Manager and providing your child started nursery.

Deposit - £55

Registration Fee - £28

Nursery Fees:

Sessions	Under Two	Over Two
Full Day – 8am – 5pm	£68.23	£65.55
Half Day - 8am – 1pm or 1pm – 6pm	£52.11	£49.43
Early Bird - 7am – 8am	£7.33	
Night Owl – 5pm – 6pm	£7.33	
Additional Hour	£13.65	

Funded Consumables Charges:

15 hour funding consumables charge	£15.98 per Week
30 hour funding consumables charge	£31.86 per week

Funded Outings Charges:

Local outings & experiences	£5.31 per week
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Funded Forest School Charges:

Taught Forest School session (weekly during Term Time)	£10.62 per Week
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Shack Fees:

Non-Refundable Deposit - £25

Early Bird – 7am – 8am	£7.78
Breakfast Club	£10.45
After School – 3pm – 6pm	£20.58

Shack Holiday Club:

Full Day – 8am – 4pm (NO TEA)	£46.07
Extended Day 8am – 6pm (TEA INCLUDED)	£51.44
Half Day (AM or PM- no food provided)	£41.36

Late Payment Fee - £10 per day



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

Funding

Here at Sunnydale Nursery, we offer the Government funded hours. We offer this in a range of ways to meet the individual needs of your family.

The 15 hours Government funding for families in receipt of benefits can be accessed during term time only, during either morning or afternoon sessions (dependent on availability)

This can be incorporated into attending more days by the following and is also how we offer the Government funding for working families:

- We do offer Term time and all year round spaces for babies, 2,3 and 4 year olds- these are dependent on availability. Please speak to the Nursery Manager or admin regarding our availability.
- Government Funding can be taken over any of our sessions and covers a maximum of 15/30 hours per week for 38 weeks per year or a maximum of 570/1140 hours per financial year. The funding can be stretched across the whole year, and this equates to 11.18 hours over 51 weeks if eligible for 15 hours funding or 22.35 hours per week if eligible for 30 hours.

There are optional charges when accessing funded hours- these can be found on our fees section.

Government funding covers education ONLY. Our consumables charge covers everything else. This is optional. You would be required to provide everything else should you opt out of paying this charge

Consumables

The consumables fee covers:

- All meals, including breakfast
- Hygiene items (e.g., tissues, wipes, hand soap)
- Snacks

This fee is optional, parents have the choice to provide their own items instead of paying the contribution.

If you decide to provide your own items, please see the list below:

- hand soap
- hand towel
- Flannels (clean one for each meal)
- all food and snacks- these must include foods from the 5 food groups and not include any nuts or nut products- we cannot reheat food and do not have facilities to store in a refrigerator. Please also see our lunchbox policy.
- toilet paper



- plate/bowl for each meal (must be ceramic)
- cutlery for each meal
- cups (must be ceramic not paper or plastic)
- tissues
- washing up liquid, sponge and tea towel or a bag for dirty pots
- own bedding if napping at nursery

This list is not exhaustive and may change upon the needs of the nursery

Notice

We require four weeks' written notice to terminate your child's place at Sunnydale Nursery and to make any changes to attendance patterns or services. If your child accesses Government funded hours, we require half a term's notice to terminate their funded hours. This is compulsory to allow us to ensure any deposit refund can be returned following your final payment. More information can be found on your parent/nursery agreement.

Payment

Fees are to be paid on the 1st of each month, in advance. Payments can be made via BACS, childcare vouchers or Tax-Free Childcare. You are usually invoiced via email on or around the 15th 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. Please see our payment policy which is also sent to parents monthly with their invoice.

Late Payments

There will be a written reminder given 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 payment is not received the next working day, a £10 per day late fee will be added to invoices, for a maximum of 5 days. If you reach a maximum of 5 days late fee (maximum £50), this will result in your child being temporarily unable to attend the setting until full payment has been made.



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. We also love to hear your 'Staff Shoutouts' when someone has really helped or gone above and beyond for you and your child- please let us know via email at sunnydalenursery@hotmail.com

If you have a complaint, we ask that you follow our complaints procedure. Managers are always available should you have any issues or concerns that you would like to discuss. Our complaints policy can be found on our website.

