

# WOODSIDE

## NURSERY SCHOOL

Dear Parent / Guardian,

Many thanks for your enquiry. Please see below our prospectus.

At Woodside we value every child. Our goal is to ensure that during these important 'early years' we provide a caring, interesting and safe environment where our experienced, qualified staff help each child to reach their full potential.

Most of all we want your child to be happy, well cared for and appropriately challenged. To this end, the ultimate aim of the Nursery is to create an enjoyable and secure foundation in accordance with the Early Years Foundation Stage Framework (EYFS).

To help you make the important decision of selecting a suitable nursery, we feel it is essential that prospective parents and children visit Woodside to experience the happy atmosphere that exists here. Please feel free to contact me to arrange a convenient appointment. If you wish to enrol your child, please read the regulations carefully, complete the enrolment form and return it to me as soon as possible. We may not be able to place your child immediately but as soon as a place becomes available we will contact you.

I look forward to hearing from you soon.

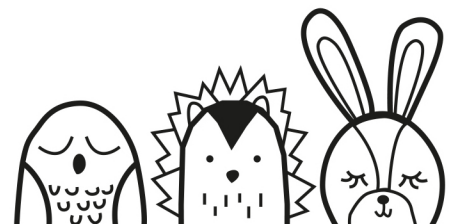
Yours sincerely,

*Lauren Finch*

Miss Lauren Finch.  
Nursery Manager NVQ3

Woodside House, Purbrook Heath Road,  
Pubbrook, Waterlooville,  
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# WOODSIDE

## NURSERY SCHOOL

ESTD 1990



A family run nursery set within 1.5 acres of beautiful woodland surroundings.  
Situating just off London Road, Purbrook, Waterlooville.

# HIGHEST QUALITY CHILD CARE

We provide the highest quality child care for children aged three months to five years within a happy and stimulating learning environment. Our warm, welcoming and safe surroundings aim to meet all children's needs and parent's expectations.

Our nursery school has three separate departments fully equipped for babies, toddlers and preschool children. Each of these is subdivided to give various combinations of room sizes and activities, In addition to this, all of the departments have security coded doors.

The children are given a wide range of opportunities to enhance their learning in our four large outside play areas. For instance, helping with planting, digging, feeding the birds, looking at wildlife, observing mini-beasts, riding on trikes/scooters and many more fun outside experiences.



We cater for children ages  
3 months to 5 years.  
Open from 8am to 6pm  
for 51 weeks of the year.



We are Ofsted  
approved







# WE ARE WOODSIDE NURSERY SCHOOL

Woodside Nursery is a family run business established in 1990, by Lynda Harding a qualified early years teacher.

Lynda had trouble finding the 'right' nursery for the first of her six children, so decided to set up her own where she could create a warm family orientated environment, with a fun, friendly and educational emphasis. Now over 30 years later, all six of her children have attended and her grandchildren are new 'little learners' enjoying all what Woodside has, and continues to offer in it's unique and safe setting.

We understand that it's a big step when you decide it's time for your precious little one to start nursery, and also the importance of their first steps into education and social development. With our family values deeply rooted in all we do at Woodside we endeavour to provide:

- A stimulating and safe play environment in which children can develop at their own pace, in relation to their own personal needs and requirements.
- A happy, loving atmosphere where all children receive good physical care and individual attention.
- Play provision that is multi-cultural and positively encourages children of both sexes and all abilities to participate inclusively.

# STARTING NURSERY SCHOOL

Some children will take to nursery quicker and easier than others, our staff are used to such situations and will work with you to make the settling-in period as easy as possible for both you and your little one. Please be aware though, that for some children this can take weeks rather than days, but rest assured our staff will be there to support you both.

We recommend a minimum of 2 visits plus a key person visit before your child starts nursery properly. This will be discussed with you after you have received your welcome pack from the relevant department.

Your key person is a member of staff specifically assigned to you and your little one. They will be responsible for making your little one feel safe and cared for.

All parents are advised to attend the key person visit as this gives both home and nursery an opportunity to get to know each other before your child starts. We will also discuss your child's routine, likes/dislikes, dietary requirements and stage of development.

In line with current guidelines, should your little one need to nap, we encourage all babies to sleep on their backs and check them every 10 minutes.

Your child's happiness is of utmost importance to us, and if it is clear that they have not settled after a reasonable period of time, we will meet with you and discuss the best route to take going forward.

## WELCOME PACKS

About a month before your little one is due to start nursery you will be sent a welcome pack from the relevant department.

This will give you more information about the things your child will need to bring to nursery.

Mothers who are breast feeding are welcome to visit the nursery to feed their babies, or if that is not possible, to bring in supplies of their own milk in a labelled bottle.

Your child's happiness is of utmost importance to us.



# STRUCTURE OF THE DAY



The nursery will be ready, warm and welcoming for when you arrive. We have a flexible routine that incorporates a balance of adult and child initiated activities. Each child is planned for according to their individual needs and interests.



We follow the guidance and standards set out by the Early Years Foundation Stage Framework which aims to provide a structure for children from birth to 5 years old.



Our daily structure in each department has been approved by Ofsted. As always, if you would like to discuss anything relating to this please see a member of staff.



The Bunnies and Hedgehog Departments maintain daily reports of your little ones activities. The Owls Department send home a weekly booklet that lists the activities they have participated in with their individual key worker at circle time. In addition there is a white board in the cloakroom area giving you a list of general activities and snack choices, updated daily.



Our staff are always available to talk to, and we hope by achieving a close working relationship with you that it will help to identify your child's needs and learning journey.

The nursery hours are as follows: Monday to Friday inclusive 8.00am to 6.00pm  
Excluding Bank Holidays.



3 months to 18 months

3 children : 1 adult

# the bunny room



The Bunny Room is comprised of two large play spaces, including sensory play areas, book corner and ball pool. A kitchen, fully equipped dining area and separate changing area. A relaxing sleep room with exclusive access to Sweet Dreamers® products including the multi-award winning ewan the dream sheep®.

Two exclusive outdoor play areas as well as further access to three larger play areas shared with the other two departments, including orchard and grassed areas.



18 months to 2 ½ years

4 children : 1 adult

# hedgehog corner



Hedgehog Corner is comprised of two large play spaces, including messy play area, book corner and role play. A kitchen, fully equipped dining area, separate changing area and children's toilet.

A relaxing sleep room with exclusive access to Sweet Dreamers® products including the multi-award winning ewan the dream sheep®.

A large outdoor play area as well as further access to two larger play areas shared with the owls department, including orchard and grassed areas.



2 ½ years to 5 years  
6 children : 1 adult



Owls is comprised of four large play spaces, including messy play areas, book corner role play and a free flow outdoor area.

A kitchen, fully equipped dining area, multiple children's toilets and separate changing area.

A large outdoor play area as well as further access to three larger play areas shared with the other two departments, including orchard and grassed areas.







Some of our outside space, orchard and grassed areas.



“

We are always available on a daily basis

## MEALS

In Bunnies, Hedgehogs and Owls we offer a breakfast club, supplied by the nursery. (toast, cereal etc).

A packed lunch for your child is required (supplied by parents).

A healthy and nutritious mid-morning and afternoon snack is provided for all children at no extra cost.

Please note that all regulations concerning food handling are strictly adhered to.

## NAPPIES & WIPES

Nappies and wipes are included for all children at no extra cost.

## LINKS WITH PARENTS

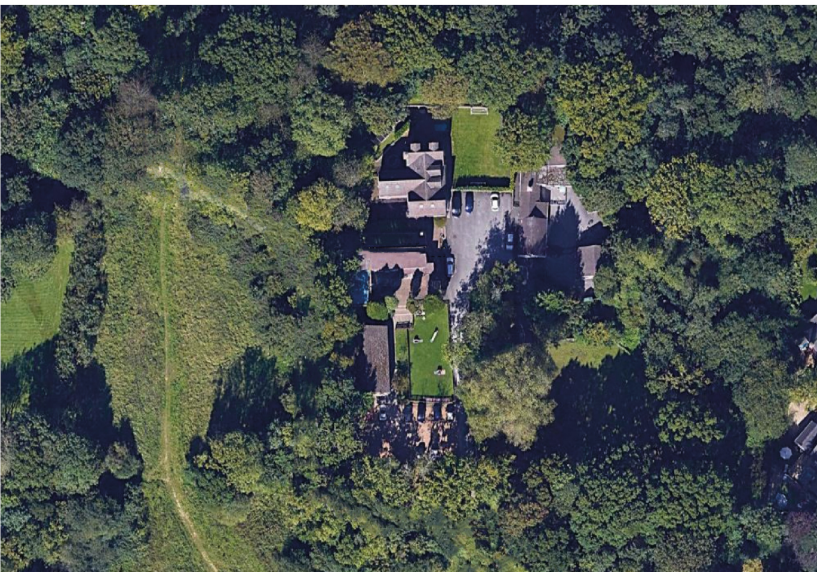
We value our links with parents and to this end we are always available on a daily basis. We also meet regularly with parents throughout the year, to discuss child progress.



# LOCATION

Woodside Nursery School is set within the 1.5 acre grounds and buildings of a former family estate, including the main house and stable buildings.

The northern boundary backs onto a conservation area - the ancient woodland of Marrelsmoor Coppice, boasting a wide variety of woodland species including deer, a multitude of birds and the rare and secretive Dormouse (Protected Species).



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## **REGULATIONS**

Your child is being cared for and educated during their most informative years and in order to maintain the high standards of the Nursery, it is important that parents read the following regulations and adhere to them.

### **AGE OF ADMITTANCE**

Woodside caters for children aged from 3 months to 5 years.

### **HOURS OF OPENING**

**Full day 8.00am – 6.00pm**

**Sessions 9.00am – 1.00pm**

**1.00pm – 5.00pm**

**Please note that when your child turns 3yrs and starts claiming the free Government Vouchers we are only able to offer Full Days and not sessions.**

Full day children cannot be accepted before 8.00am. The latest they may be collected is 5.50pm (to leave by 6.00pm)

Part time morning session: Children cannot be accepted before 8.50am. The latest they may be collected is 1.00pm.

Part time afternoon session: Children cannot be accepted before 12.50pm. The latest they may be collected is 5.00pm.

Parents who are held up as a result of traffic or transport difficulties are asked to make every effort to contact us, so that we can make alternative arrangements for you.

**Our staff work a long day, so unless it is an exceptional circumstance, late collection of children after 6.00pm will incur a £20 fine. Any collection after 6.30pm will be fined at the owners discretion.**

Parents are requested to adhere strictly to these times for the following reasons:

- \* The period before 8.00am is used primarily for the preparation of the nursery for the children's arrival.
- \* We have no insurance cover before 8.00am or after 6.00pm.
- \* Our registration states that we can only operate between the hours of 8.00am and 6.00pm.
- \* The staff are under contract for the hours of 8.00am to 6.00pm.
- \* Parents are only invoiced for the period 8.00am to 6.00pm.
- \* Cleaning contractors arrive to clean the premises from 6.00pm.

If you need to see a member of staff at the end of the day please arrive before 5.50pm in order leave the premises promptly.

**If any person other than a parent is collecting your child, we MUST be informed of who that person is.**

### **HOLIDAYS**

The nursery is open throughout the year except for Statutory (Bank) Holidays and approximately seven days at Christmas, depending upon which day Christmas falls. Exact dates of holidays are published in the nursery calendar each year.

### **FEES**

Fees must be paid in advance, by monthly standing order from your bank/building society account.

Payments are per calendar month and include 2 weeks at half fees for yearly holiday entitlement and half fees for 1 week at Christmas when the nursery is closed.

It is nursery policy that full fees are charged for Bank Holidays, or for any period of absence due to child sickness or nursery closure due to adverse weather conditions/natural disasters.

We require one month's notice if you wish to remove your child from Woodside. Failure to give notice will result in one's month's fees being charged in lieu.



## **INFECTION AND ILLNESS**

There may be occasions when we must ask for your child to be excluded from the nursery both for your child's well being and to safeguard other children and our staff from infection.

Therefore we ask that children DO NOT attend nursery suffering from any of the following:

- **COVID-19, children need to be tested if showing symptoms.**
- **Conjunctivitis**
- **Impetigo**
- **Temperature accompanied by sickness and diarrhoea**
- **German Measles**
- **Whooping cough, measles, mumps, chicken pox and hand foot and mouth disease**

We have a 24 hours exclusion policy for conjunctivitis, and a 48-hour exclusion period for sickness and diarrhoea. We also ask that you do not bring your child into nursery for 48 hours after they have been first prescribed any antibiotics (This allows them to recuperate as well as reducing the spread of infection).

If your child becomes unwell at nursery you will be informed by a senior member of staff.

It is important that the nursery is notified if your child is going to be absent due to illness. This can be done by telephoning 02392 230020.

## **MEDICATION**

If your child needs to take any medication during their time at nursery it must be clearly marked and handed over to a member of staff who will ask you to complete a medication consent form. This also applies to things like teething gel and creams for skin complaints.

## **PARKING/DROPPING OFF/COLLECTION**

Ample car parking is provided – the top car park being designated for Bunnies and Hedgehogs parents and the bottom, gravel car park for staff and Owls parents.

Please exercise great care when using the car parks. People using the car parks do so at their own risk. The nursery accepts no responsibility for injury, damage or loss to person, vehicles or property. For your safety there is a one-way system in operation at Woodside and we request that you adhere to it at all times.

## **SECURITY/SAFETY**

The nursery is secure at all times. Visitors to the nursery are usually by appointment only.

You are asked to let us know who will normally collect your child each day and to make sure the nursery is informed of any change in this routine. For your piece of mind and that of staff, we will not let a child leave the nursery unless this procedure has been followed. Please do not give the security key code for entry to the building to anyone else, including relatives/friends.

Obviously even during the open hours we would request that parents close the doors securely behind them and do not allow any strangers into the building.

In an emergency parents may telephone the nursery and give their instructions to the Manager.

If a child is not collected at the end of the day and we have not heard from you, we will make all reasonable efforts to contact one of the other people named on the child's registration form. In the event that we have not been successful one hour after the normal closure time, we are required by law to contact the local Social Services.

Only fully qualified staff with an up to date DBS check, will be left at the end of each day. This will ensure your child's safety at all times.

**After reading these regulations, would you please complete the enrolment form. If any of the details you outline on the form change, would you please inform the nursery staff immediately.**

**The Manager reserves the right to amend these regulations, at any time, without notice or to remove a child from the nursery for any breach of regulations.**