



MIGHTY OAKS
Day Nursery & Preschool

Prospectus

**Exceptional Childcare for children from
birth to 5 years**

“Mighty Oaks from Little Acorns grow”

WELCOME TO MIGHTY OAKS DAY NURSERY & PRESCHOOL



High quality education in a secure, happy and stimulating environment is our passion. As a setting, we pride ourselves on having only the best staff so that we can ensure that the education and care we give to all of the children here is second to none. Everything that we do aims to give your child the very best educational experience that we are able to deliver. We provide excellent opportunities for the children to connect to nature and the outside environment in all weathers and all year round within our 65 acres of beautiful woodland.

We fully understand that parents are leaving their most precious possessions in our care and, as such, we take that responsibility with the seriousness it deserves. We firmly believe that by keeping our numbers smaller than other nurseries we can provide a much more tailored package of care, focusing on a child's individual development and needs and ensuring that each child's individual personality is able to flourish.

After all, it was Einstein that wrote, "Everybody is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid."

Let us *together* build the foundations for your child's future.

Suzi Daver
Manager



Our friendly setting is conveniently located within the Bournemouth University Sports Campus, near Bournemouth Airport and between Christchurch and Ferndown. All our staff work tirelessly to ensure the environment is as loving, cheerful, stimulating, practical and inviting as possible.

Our open-plan classroom offers the children mixed age group interaction, independent play and real-life experiences. We offer free-flow on to our beautiful outside balcony area with a sandpit, water play, mark-making and construction.

Within our grounds, we ensure the children fully explore our fields, woodlands and facilities offered by Bournemouth University, including a play area with a climbing frame and slide and AstroTurf pitches for improving physical development.

Because of our bespoke setup and location, we are able to offer the very best of the Early Years Foundation Stage and take inspiration from Forest School teaching and incorporate them *both* into one setting.

'Children respond well to the caring friendly staff and form positive relationships. This helps children settle and feel secure in the setting.' OFSTED

EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.



The Early Years Foundation Stage (EYFS) framework supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives carers confidence that regardless of where they choose for their child's early education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

FOREST SCHOOL

Forest School is an inspirational process, that offers all learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees.

Forest School is a specialised learning approach that views every participant as:

- equal, unique and valuable
- competent to explore & discover
- entitled to experience appropriate risk and challenge
- entitled to choose, and to initiate and drive their own learning and development
- entitled to experience regular success
- entitled to develop positive relationships with themselves and other people
- entitled to develop a strong, positive relationship with their natural world

'Younger children go easily to staff for cuddles. Older children interact happily, responding readily to questions staff ask them.' OFSTED

OUR CORE VALUES

The core values that we at Mighty Oaks Day Nursery & Preschool are committed to are:



Excellence



Opportunity



Connection to Nature



Flexibility



Commitment to our Community

The education that our setting provides is often the first step for a child outside of their family. Mighty Oaks Day Nursery & Preschool understands that this transitional time can be difficult for parents and carers as well as the children and we will support you

as much as possible to make enrolment at our setting an enjoyable experience for you and your family.

The varied curriculum that we follow helps us to build the foundations of children's learning from birth to five years and, with the guidance set out by the Government and through continuous training, we will ensure that we provide every child with an environment in which they can thrive.

Every child is different, and they do not grow and develop at the same rate. Children learn and develop through playing, exploring, being active, creative and being asked questions to help their thinking. Learning to be independent is profoundly important to promote a child's self-assurance. Every child at our Nursery will be taught new skills with the assistance and encouragement from their parents and the staff here at Mighty Oaks Day Nursery & Preschool who *together* form the team that will help them make a positive start.

'Children benefit from the frequent praise and encouragement staff give them to help them develop positive self-esteem.' OFSTED

MEET THE TEAM

Suzi



Suzi is the Manager and a co-owner of Mighty Oaks Day Nursery & Preschool, having originally come from a Legal background. As well as holding a **Level 3 NVQ in Early Years practice**, Suzi is also trained in **Food Hygiene, Paediatric First Aid, Behaviour Management, Supporting 0-2 Year Olds in the EYFS, Prevent Duty, Online Safety, Level 3 in Safeguarding, Roles and Responsibilities of the Designated Safeguarding Lead** as well as holding an **ILM level 3 in leadership and management**, to name a few!

Away from the Nursery, Suzi likes to spend as much time as possible with her husband, daughter, Sophia, and cats, Christmas & Parsi Poop.

PHIROZE

Mighty Oaks Day Nursery & Preschool is co-owned by Phiroze who is a **Qualified Solicitor** as well as being one of the two Directors of Mighty Oaks Day Nursery & Preschool.

When he's not reading up on law updates or in business meetings regarding his other businesses, he likes to spend his time with Bournemouth Round Table No.5, of which he is a past President, and travelling with his wife, Suzi (when they can).



CARLA



The Acting Deputy Manager of Mighty Oaks Day Nursery & Preschool is Carla. Carla is a **Level 3 Practitioner** with over 10 years' experience working in local settings.

Carla holds a Level 3 Diploma in in Children's Care, and many other qualifications including **Learning & Development, Working with Children 0-5 with Special Needs, Level 3 Award in Speech & Language Support for Under 5s, Paediatric First Aid, Designated Safeguarding Lead Level 3, Food Hygiene, Fire Marshall, Biting in Early Years & Understanding Babies.**

In her spare time, Carla likes to cook, bake, sew and dog walk; she enjoys continuing the first three pastimes with our Nursery children.

ANNELIESE

To complete our Team, we have our **Level 3 Practitioner**, Anneliese, who also holds a **2:1 BA (Hons) Degree in Child & Adolescent Studies**, her **Paediatric First Aid** and **Food Hygiene**.

As well as working in schools and nurseries for over 8 years, Anneliese has a 2-year old son, who also attends our Setting.

When they're both not at Mighty Oaks, they especially enjoy snuggling on the sofa watching "Hey Duggee"!



At **all** times we adhere to the adult to child ratio as required within the Early Years Foundation Stage:

Age group	Adult to child ratio
0-2 years	1:3
2-3 years	1:4
3-5 years	1:8

'Children develop positive attitudes to helping others. Older children readily tidy up creative resources they have used and help to lay the table for mealtimes.' OFSTED

OUR FACILITIES

THE MIGHTY OAKS ROOM

The Mighty Oaks Room is a large open-plan room, with specialist anti-slip flooring that is used by all our children each day. Although we have some designated areas in the Nursery, we *always* ensure that each of the seven areas of learning are available and transferrable throughout our setting.

Following extensive training by Dorset County Council and external trainers in relation to the development of 0-5 year olds, we have created a dedicated "Nest Area" for our 0-2 year olds. This enables them to be in an





age and development-appropriate area but also allows for the interaction with older and younger children who share their general surroundings.

We have a fantastic cosy book corner with easily accessible books suitable for all ages, that rotate regularly. There are also plenty of blankets, cushions, musical instruments and book props for the children to use.



Within our Creative Area, the children have access to aprons and creative materials such as paint, glue, junk modelling etc, as well as a chalkboard wall for mark-making.

At the far end of the Mighty Oaks Room, we have the Nursery kitchen. The children are encouraged to self-serve at lunchtimes and tidy their dishes away. The children have access to fresh fruit for snack which they help prepare for themselves and the other children and also a Self-Care area where they can retrieve fresh flannels to wash and clean their faces.



Behind the Nursery kitchen, the children also have access to child-appropriate toilets, potties (if required), wash hand basins, mirrors, soap, paper hand towels and our changing area.





THE LITTLE ACORNS SLEEP ROOM

The Little Acorns Sleep Room is a light, airy, intimate and tranquil room that provides a calm place of rest for any children that require a sleep during their time within our care.

OUR BALCONY GARDEN

Our balcony garden acts as an extension of the Mighty Oaks Room and is fitted with a special soft surface child-safe flooring as well as enclosed safety Perspex. Our free-flow environment allows all our children to have supervised access to this area during the day, with its large sandpit, waterplay, mark-making, reading area, outside mud kitchen area and construction opportunities.



waterplay, mark-making, reading area, outside mud kitchen area and construction opportunities.

CO-ORDINATION LIGHTBULB CLASSES

On top of all that we offer within our Nursery rooms, we also have the independent Dave Sawyer who visits every Thursday morning to lead “Lightbulb Classes” for the children who are 2 years old and upwards (The cost of these classes is included within our fees). The key focuses of these “Lightbulb Classes” are *Co-ordination, Confidence, Happiness, Wellbeing, Health, Behaviour & Concentration* and, as you can imagine, “Co-Ordination Dave” and his sessions are much loved by the Nursery children!

“The aim [of the classes] being for all of the children to start their first day at school with confidence.

The children are very lucky to have the outdoor facilities to run and play in a safe environment and it's so healthy for them.” Co-Ordination Dave



OUR SAFE ENVIRONMENT

The safety of our Nursery's children is our paramount concern. Some of our many safety features in the Nursery rooms and grounds are listed below:

- We are protected by CCTV systems covering the entry of the Bournemouth University Sports Campus grounds, the main building and within the Nursery itself. The secure Nursery CCTV system is fully owned and maintained by the Nursery and monitors the hallways, Mighty Oaks Room, the Little Acorns Sleep Room and our Balcony Area. The Nursery's CCTV system can be monitored from both the office and Mighty Oaks Room;
- The Nursery's own internal cordless phones within the Office, Mighty Oaks Room & Little Acorns Sleep Room;
- Fully enclosed and secure dedicated balcony garden play area;
- Risk assessments are carried out daily;
- Security lighting to the front and rear of the building;
- First Aid supplies in all the Nursery rooms;
- Child-size toilets, low level hand basins and soap & paper towel dispensers;
- Fire drills are held regularly;
- Off-street parking; and
- Keypad entry systems for both the Mighty Oaks Room, Little Acorns Sleep Room and Office.

'The arrangements for safeguarding are effective. The manager has a secure understanding of all aspects of safeguarding.' OFSTED

PARENTAL PARTNERSHIP

We recognise that parents know their children best and so we like to work closely with parents to ensure each child's home routine is followed. This provides continuity and stability for both the parents and the children, ensuring that the Nursery is a happy and rewarding experience for every family that it serves. To ensure a stress-free transition from home to nursery life, convenient "Introduction to Nursery Life" sessions are always arranged. During these sessions, in which parents are more than welcome to participate, each child's needs and any special requirements can be discussed with the Nursery staff.

Each child is assigned one of our Practitioners as their Key Worker who will build a caring and strong relationship with them. It is especially important to us that our parents feel involved whilst their child is in our care and we therefore encourage parents to tell us about exciting things that are happening at home so that we can share the excitement with the children. Our staff aim to work closely with parents

Name:			 MIGHTY OAKS <small>Daycare & Nursery</small>
Date:			
Breakfast	AM Snack	Lunch	
PM Snack	Tea	Bottles	
Sleep:			
..... To			
..... To			
..... To			
Nappies: wet dry soiled			
Time:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please bring more:			

by regularly discussing and sharing information about each child's development so that they can reach their full potential.

A comprehensive programme of feedback and communication is in place, including daily contact with staff to discuss each child's day, a hand-written Daily Care Diary for each Under 2, a Parents' Noticeboard outside the Mighty Oaks Room, our staff "Who's In" display, Parents' Evenings as well as frequently monitored Nursery email.

'Staff keep parents informed of their children's activities and encourage their involvement to promote continuity.' OFSTED

When a child joins our setting, all our Nursery families are given a canvas bag for their child's belongings, advice and support on internet safety, healthy food choices and other topics, as well as age-appropriate tooth brushes & toothpaste accompanied by our "Brush Your Teeth" song on CD!



To further our Parental Partnership, Mighty Oaks Day Nursery & Preschool uses Tapestry, an online development journal. Tapestry allows our practitioners to monitor each child's progress and keep parents accurately informed through observations, record keeping and assessments at the touch of a button.



Parents will be able to access their child's profile anytime they want, as long as they are connected to the internet. This enables the Mighty Oaks Day Nursery & Preschool Team to strengthen their partnership with parents by making observations of learning in a more efficient and environmentally-friendly manner. This will enable the Nursery team to have more available time to nurture, play and care for the children. It also means that it will be easier for parents to be involved in their child's educational journey.

Parents will be the only ones outside of the Nursery staff that can see their child's development records and they will be able to post comments and photos in order to support our understanding of a child's development outside of the Nursery setting.

FOOD AND DRINKS

Food will be varied, interesting and vegetarian with an emphasis on healthy eating, with menus being planned in advance, and the children at the Nursery are also encouraged to self-serve. Fresh drinking water is always available for all children.

For breakfast, the children are given a choice of cereals with milk or water to drink.

The morning and afternoon snacks consist of fresh fruit along with a choice of milk or water to drink, that we encourage the children to prepare for themselves and their friends, under close staff supervision.

We provide a wide range of hot meals at lunch time and, with parental assistance, we can also cater for food intolerances, vegans and all religious preferences.

Parents have the choice of a hot meal for their child or to bring in a packed lunch (private session fees include a hot lunch). We do kindly ask that products containing nuts are not brought in to the nursery (nut bars, peanut butter, nutty bread etc).

We also ask that parents put in no more than 1 unhealthy snack i.e. chocolate, biscuits, crisps etc per day for their child.

For tea, the children are again given a variety of menu choices prepared on-site such as homemade pizza muffins, healthy sandwiches and tomato soup.

Children enjoy their healthy snacks and meals and develop their independence skills.' OFSTED

PERSONAL HYGIENE AND SELF-CARE

Our children are able to go to the toilet at any time, with assistance if needed. All of our children are also taught to wash their hands after using the toilet, before eating or drinking, after exploring outside and if they sneeze or cough. We do like to know the terminology used at home for going to the toilet to enable us to provide continuity with phraseology and to avoid any confusion.





Nappies are routinely changed at various intervals during the day but also as necessary.

We understand that some children will be 'toilet training' and we are always more than happy to work with parents on this.

Tissues are always readily available for the children around the nursery and the children are encouraged to use them and dispose of them properly. We also have our "Self-Care Station" where the children can have access to tissues and an accessible mirror for us to help develop their self-care routines.

ATTENDANCE AND COLLECTION

We kindly ask parents/carers to please arrive and collect children punctually as well as informing us in advance if they will be collecting their child late so that adequate staff cover can be made, however there is a late collection charge of £5 per 15 minutes between the 1-6pm. After 6pm, the Late Collection Charge is £15 per 15 minutes. Any parent/carer collecting late will be required to fill out on our Late Collection Record Slips to avoid any disputes over charges.

We will not release your child from the nursery with anyone that is unknown to us or who is under 18 years of age, unless we receive prior written consent. We will also not release a child to anyone who appears unfit to look after the child or who appears to be under the influence of alcohol or drugs.

We ask parents to notify the nursery by 10am if their child will not be attending sessions due to sickness or holiday otherwise practitioners will try to contact all emergency contacts on the child's registration form to enquire as to the child's whereabouts. If contact is not made, the child will be formally logged as an "Unauthorised Absence".

'Children gain confidence in their abilities and develop the social skills to together help them prepare for their move to school. OFSTED



OPENING TIMES, FUNDING ASSISTANCE & FEES*

The Nursery is open Monday to Friday, 51 weeks a year and only closes on Bank Holidays and Christmas week

PRIVATE SESSIONS – 2-5 YEARS

Session	Time	Fee	What Food is Included?
Full Day	8.00am-6.00pm	£49	Breakfast, snack, lunch and tea
Morning	8.00am-1.00pm	£29	Breakfast, snack and lunch
Afternoon	1.00pm-6.00pm	£27	Snack and tea
School Day	8.30am-3.30pm	£40	Snack and lunch
Normal Hourly Rate	Between 8.00am-6.00pm	£5.40	none

PRIVATE SESSIONS – UNDER 2 YEARS

Session Type	Session Times	Cost	Lunch Included
Full Day	8.00am-6.00pm	£51	Breakfast, snack, lunch and tea
Morning	8.00am-1.00pm	£32	Breakfast, snack and lunch
Afternoon	1.00pm-6.00pm	£29	Snack and tea
School Day	8.30am-3.30pm	£43	Snack and lunch
Normal Hourly Rate	Between 8.00am-6.00pm	£5.40	none

OUR EARLY EDUCATION FUNDED SESSIONS

Session	Time	What Food is Required?
Full Day	8.00am-6.00pm	Breakfast, snack, lunch and tea
Morning	8.00am-1.00pm	Breakfast, snack and lunch
Afternoon	1.00pm-6.00pm	Snack and tea
School Day	8.00am-3.30pm	Snack and lunch

AN ADDITIONAL SERVICES FEE OF £1.18 PER HOUR IS APPLIED TO ALL 3-5 YEAR EARLY EDUCATION FUNDED SESSIONS. THIS FEE INCLUDES SNACK, LIGHTBULB CLASSES ETC.

FOOD PRICES

Food	Cost	Time
Breakfast	£1.25	8.00am – 8.30am
Lunch	£3.25	12.00pm – 12.30pm
Tea	£2.25	4.00pm – 4.30pm
Snack	75p (per snack)	Morning and Afternoon

ADDITIONAL SERVICES & FEES

Service	Fee
Cheque Handling Fee	£2 per cheque
Returned Cheque Fee	£25 per cheque
Late Payment Fee	£5 per day the debt is outstanding
Administration Charge	£25

*The Nursery fee structure is reviewed annually.

EARLY EDUCATION FUNDING

Early Education Funding is provided by the government to ensure that all children in the two years prior to school can access good quality early years education. The Early Education Funding consists of 15/30 hours of early education per week for up to 51 weeks per year (term time defined by BCP Council) and is paid directly to the Nursery.

The **30 hours** of **Early Education Funding** can be used 38 weeks per year (term-time only) or stretched across 51 weeks per year (equating to approximately 22 hours per week).

Please follow <https://www.bournemouth.gov.uk/childreducation/childcare/paying-for-childcare/early-education-funding-for-three-and-four-year-olds.aspx> to find out when your child will be eligible for funding.

If any child attends for more than the maximum amount of their funded time per week, the Nursery will charge for additional hours at our hourly rate of £5.40 and other services.

Completion of a Parent Declaration Form commits parents to receive funding for the term at the Nursery.

The Nursery reserves the right to charge for any children requiring additional services including meals during the funded period. This will be invoiced in advance on the 15th of each month.

Early Education Funded sessions only include snack and other food which will be charged separately.

We have allocated fifteen “completely free” sessions between 3.00pm – 6.00pm term-time only. These spaces are allocated on a first-come, first-serve basis.

REGISTRATION

To secure an offered place, a completed Registration Form is required, as well as a Registration Fee of £100 (£25 administration fee, £75 refundable deposit) for all private registrations (includes children who are funded but also have additional private sessions). The refundable deposit will be returned to you at the end of your child's time with us at the Nursery so long as we have received four weeks' written notice of departure and your account is up to date. Please refer to our *Charging Policy* for more details.

Younger children learn about taking turns from their older friends, who act as good role models.' OFSTED

INTRODUCTION TO NURSERY LIFE SESSIONS

We like to provide our new children (and carers) with a gentle introduction to our Nursery by offering one or two complimentary sessions for one or two hours at a time. We feel this helps new children and their carers to familiarise themselves with our staff team, the other children that attend and the Nursery's surrounding before the commencement of their scheduled sessions. On these sessions, we do ask that the new child's red book and birth certificate are provided to the nursery for perusal and/or record keeping.

ITEMS FOR NURSERY

Please see below our suggested list of what our children should bring with them each day and/or leave at our setting:

- Backpack
- All-in-one waterproof suit
- Wellies
- Hat, scarf and gloves
- Spare changes of clothes
- Being optimistic, sun cream and a sun hat
- Nappies and wipes – *we do not have the facilities to store large supplies of nappies or wipes although each child will have a designated nappy box within the setting*
- Beaker
- Comforter



We kindly ask that all our children's personal belongings are clearly named to avoid items ending up in our lost property box!

CHILDCARE VOUCHERS

Employers can offer their employees childcare vouchers worth £243 per month, free of tax and National Insurance contributions.

Operated through a salary sacrifice scheme, the employer will also save up to £402 in National Insurance contributions per year.

This initiative presents employers with a superb opportunity to help their employees meet the costs of childcare, whilst at the same time enjoying significant savings themselves. For more details, ask your employer which scheme they use.

Or visit the Government's web site at <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>.

Please find below our Childcare Voucher Reference Numbers – if a childcare voucher scheme is not listed below that you would like to use, please let us know and we will be happy to help:

<i>Edenred</i>	<i>P21157984</i>
<i>Sodexo/Allsave</i>	<i>881328</i>
<i>Care-4</i>	<i>84812874</i>
<i>Computershare</i>	<i>0024953906</i>
<i>Co-Operative</i>	<i>85116706</i>

TAX-FREE CHILDCARE

Parents can get up to £500 every 3 months (£2,000 a year) for each of their children to help with the costs of childcare.

If a parent gets Tax-Free Childcare, the government will pay £2 for every £8 the parent pays their childcare provider. This is paid via an online childcare account that the parent sets up for their child.

Tax-Free Childcare can be received at the same time as 30 hours free childcare if parents are eligible for both.

For more information, please visit <https://www.gov.uk/tax-free-childcare>.

POLICIES AND PROCEDURES

We work to Ofsted Statutory Requirements and have a comprehensive list of over 70 Policies and Procedures that act as guidelines for good practice. These are explained to prospective parents viewing the Nursery and are displayed during Nursery hours, within a lever arch file, outside the Mighty Oaks Room Door. Our Policies & Procedures include:

1.	Health and Safety - General	10.	Transition
2.	Medication	11.	Privacy Notice
3.	Sickness & Illness	12.	Retention Policy
4.	Complaints & Compliments	13.	Data Sharing Agreement – Tapestry
5.	Promoting Positive Behaviour	14.	Data Sharing Agreement – Parenta
6.	Safeguarding – Child Protection	15.	Terms & Conditions
7.	Late Collection & Non-Collection	16.	Permission Form & Confirmation of Information Sharing
8.	Lost Child from Nursery Procedure	17.	Photographs – Information for Parents
9.	Charging Policy	18.	Sharing Information with Others – Information for Parents



*'The staff are friendly, helpful and you can just tell the kids love and respect their 'teachers'.
I have no hesitation in recommending this nursery to other parents.'* Parent

Useful Information

Tel: 01202 572 416

Email: info@mighty-oaks.co.uk

Website: www.mighty-oaks.co.uk

Facebook: www.facebook.com/MightyOaksDayNursery

Instagram: <https://www.instagram.com/mightyoaksdaynursery>

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Mighty Oaks Day Nursery & Preschool Limited
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