

Health & Safety

The safety of the children is paramount. All members of staff hold an Enhanced CRB check. It is essential that staff, parents and children adhere to all aspects of Health and Safety as stated in our Health and Safety Policy.

You must inform the nursery staff if your baby is to be collected by any other person other than those known by us to have authority to do so. Please be prompt when dropping off and collecting your child. It is important that you are aware of the 'Arrivals and Departures' policy and also our policy and procedures for late collections. These will be discussed with you when your baby is registered with us.

All key policies and procedures are available for you to read at the nursery and key policies are also available on the website.

Healthy Eating



We provide healthy snacks of fruit and vegetables at morning and afternoon snack times. Water and milk, when appropriate, are provided as a healthy drink.

The children are encouraged to drink water supplied at nursery throughout the session. This will prevent dehydration and help to stimulate and feed the brain.

Who's who?

Nursery Owner.....Yve Butterfield MEd
 Nursery Owner.....Sean Butterfield
 Nursery Manager.....Carrol Gillias NVQ 3
 Snr Nursery Practitioner.....Sadie Websdale NVQ 3
 Nursery Practitioner.....Pauline Martin NVQ 3
 Nursery Practitioner.....Michelle Davies NVQ 2
 Nursery Practitioner...Maria Brightwell- Adams NVQ 2
 Nursery Practitioner.....Tyna Sheridan NVQ 2
 Nursery Practitioner.....Tamsyn Beck NVQ 2

Full Day Care Registration

Open 51 weeks per year

Closed

23/12/11 – 30/12/11
 Bank Holidays

Sessions and Fees

Morning	8.00am-1.00pm	£19.50
Afternoon	1.00pm-4.00pm	£11.70
	1.00pm-6.00pm	£19.50
Whole Day	8.00am-4.00pm	£31.20
	8.00am-6.00pm	£39.00
Whole Week	8.00am-4.00pm	£156.00
	8.00am-6.00pm	£195.00
Registration Fee		£25.00

We are registered with a range of employer Childcare Voucher Schemes.

Acorn Nursery



**Bilton Road, Rugby
 CV22 7DS**

Tel: 01788 568694

Email: acorn_nursery@hotmail.com

www.acornnursery.org

2011 Prospectus

**Owned by
 Sean Butterfield
 and Yve Butterfield MEd
 Early Years Specialist Teacher**

A family run business

Provision



The Acorn Nursery baby room is registered for six babies 0-2 years and consists of two areas; a quiet room where they can play, relax and sleep; and a secure area within our large, main room where they can enjoy the company of the older children whilst having their own safe space to play in.

We also have a lovely fenced garden area where the youngest children can safely enjoy many outdoor activities and explore the natural world.



Our setting is designed to ensure a comfortable and cosy environment where each child can be given the utmost care, attention and security. Our small capacity will allow your baby to sleep comfortably, without the noise of a larger, busier setting.



The baby room team is both experienced and enthusiastic about providing both a caring and stimulating experience for your child.

The daily routine for the babies is flexible and relaxed and aims to mirror the routines of their home environment.

Daily Items Needed

- Formula or breast milk
- Bottles and teats
- Food
- Nappies
- Nappy cream
- Wipes and sacks
- Change of clothes x 2
- Comfort toy

Each baby has his or her own individual basket to hold daily items required.

Please supply a change of clothes x 2 in a separate bag which will be stored in the cloaks area. All items must be clearly labelled with your baby's name.

Routines

When your baby joins us, it is important for us to make the transition comfortable for both parent and child by encouraging pre-start visits. This allows us to discuss with you your baby's needs, including feeding and sleeping patterns.

Every day the staff will write a log for each individual baby to inform you as to how your child's day has been. This will include what food and milk they have had. Bottle feeding will take place according to each baby's needs.

The babies' sleep is constantly monitored every 10 minutes and a sleep chart signed when checked. Sleep routines for your baby will be relaxed and flexible according each baby's needs.

Likewise nappy changing will depend on each baby's needs and records will be kept throughout the day.

Sample Routine

8.00 - 9.00	Welcome and breakfast. Time with key person.
9.00 - 11.30	Free flow activities following weekly planning, including art, craft and tactile play.
11.30 - 12.00	Stories and songs
12.00 - 1.30	Lunch and sleep time (if required)
1.30 - 3.30	Free flow activities following weekly planning, including art, craft and tactile play.
3.30 - 4.30	Teatime
4.30 - 5.00	Stories and songs
5.00 - 6.00	Evening Playtime

Secure Entry & Exit Procedures

- Parents and visitors will ring the main front door bell
- A member of staff will escort you via the locked side gate to the baby room at the rear of the building
- A second bell will allow safe access to the baby room
- When leaving the building please ensure all gates are securely bolted
- Staff will ensure side gate is locked securely at all times
- Please take great care that all children are supervised at all times and not allowed to climb on safety fencing
- Buggies may be left throughout the day, at your own risk, under the outside shelter.