



# Sunnydale Nursery Ltd Brochure



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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. She does still teach now and again, including some 1:1 tutoring.

## Our Current Staff Team

Gavin Bull - Director & Site Manager

Amy Thompson- Nursery Manager & Language Lead

Ellie Smyth – Room Leader *(currently on maternity leave)*

Olivia Swindells – Acting Room Leader & Language Lead

Shannon Vere - Level 3 Practitioner *(currently on maternity leave)*

Louisa Williams - Level 3 Practitioner & SENCO/Shack

Emma Newton – Level 3 Practitioner/Shack

Aimee Lockwood – Apprentice Childcare Practitioner

Hannah Garrington- Apprentice Childcare Practitioner

Frankie Kerry- Level 3 Practitioner

Gemma Bull – Managing Director

Sarah Mcleod- Assistant Manager & Room Leader

Libbie Germ - Level 3 Practitioner

Jessica Fudger- Room Leader & Forest School Lead

Karen Read- Level 3 Practitioner

Gemma Hamilton – Level 3 Practitioner

Debbie Lockwood- Deputy Room Leader/Shack

Danielle Lockwood- Level 3 Practitioner

Lisa Hurst- Nursery Chef

Megan Maxfield- Admin



# 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 Leads are Amy Thompson and Gemma Bull. We also have four Deputy Designated Safeguarding Leads: Jade Oliver, Devon Leaper, Sarah McLeod and Ellie Smyth. 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.

## 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 receive a 10% discount on your fees *\*paid sessions only\** 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. We have monthly 'Cheeky Challenges' which we set on our Facebook pages. This is an opportunity for you to spend some time doing a task or activity with your child based on the time of year, or something that has sparked an interest in them at nursery. This could be baking, planting or going out in nature. We encourage all families to participate, and a prize is awarded for the winner each month.

## 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!

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.



# 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 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                            |
|---------------------|--|--|--|---------------------------------------|-----------------------------------|
| 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 £50 is required to reserve your child's place and a £25 registration fee is to be paid before a Home Visit is booked.

Deposit - £50

Registration Fee - £25

### Nursery Fees:

| Sessions                          | Under Two | Over Two |
|-----------------------------------|-----------|----------|
| Full Day – 8am – 5pm              | £64.25    | £61.72   |
| Half Day - 8am – 1pm or 1pm – 6pm | £49.07    | £46.54   |
| Early Bird - 7am – 8am            | £7.33     |          |
| Night Owl – 5pm – 6pm             | £7.33     |          |
| Additional Hour                   | £13.65    |          |

### Funded Consumables Charges:

|                            |              |
|----------------------------|--------------|
| 15 hour consumables charge | £15 per Week |
| 30 hour consumables charge | £30 per week |

### Shack Fees:

Non-Refundable Deposit - £25

|                          |        |
|--------------------------|--------|
| Early Bird – 7am – 8am   | £7.33  |
| Breakfast Club           | £9.85  |
| After School – 3pm – 6pm | £19.40 |

### Shack Holiday Club:

|                                       |        |
|---------------------------------------|--------|
| Full Day – 8am – 4pm (NO TEA)         | £43.38 |
| Extended Day 8am – 6pm (TEA INCLUDED) | £48.44 |
| Half Day (AM or PM)                   | £38.95 |

Late Payment Fee - £10 per day

*A 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.*



# 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:**

- Attending a minimum of 2 full days to access 15 funded hours.
- Attending a minimum of 3 full days to access 30 funded hours.
- We do offer Term time and all year round spaces for 2,3 and 4 year olds- these are limited and dependent on availability. Please speak to the Nursery Manager 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 is an optional consumables charge when accessing funded hours:**

£15 when accessing 15 hours of Government funding.

£30 when accessing 30 hours of Government funding.

*\*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\**

# 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 term's notice to terminate their funded hours. This is compulsory to allow us to ensure any deposit refund can be applied to your final invoice.



# 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 or Tax-Free Childcare. 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 a 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. 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.

