

Treasure Tots Nursery Handbook

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Easterhouse

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Opening Hours

Nursery will be open 50 weeks;

- Monday – Friday 8am – 6pm
- Am Session 8am – 1pm
- Pm Session 1pm – 6pm

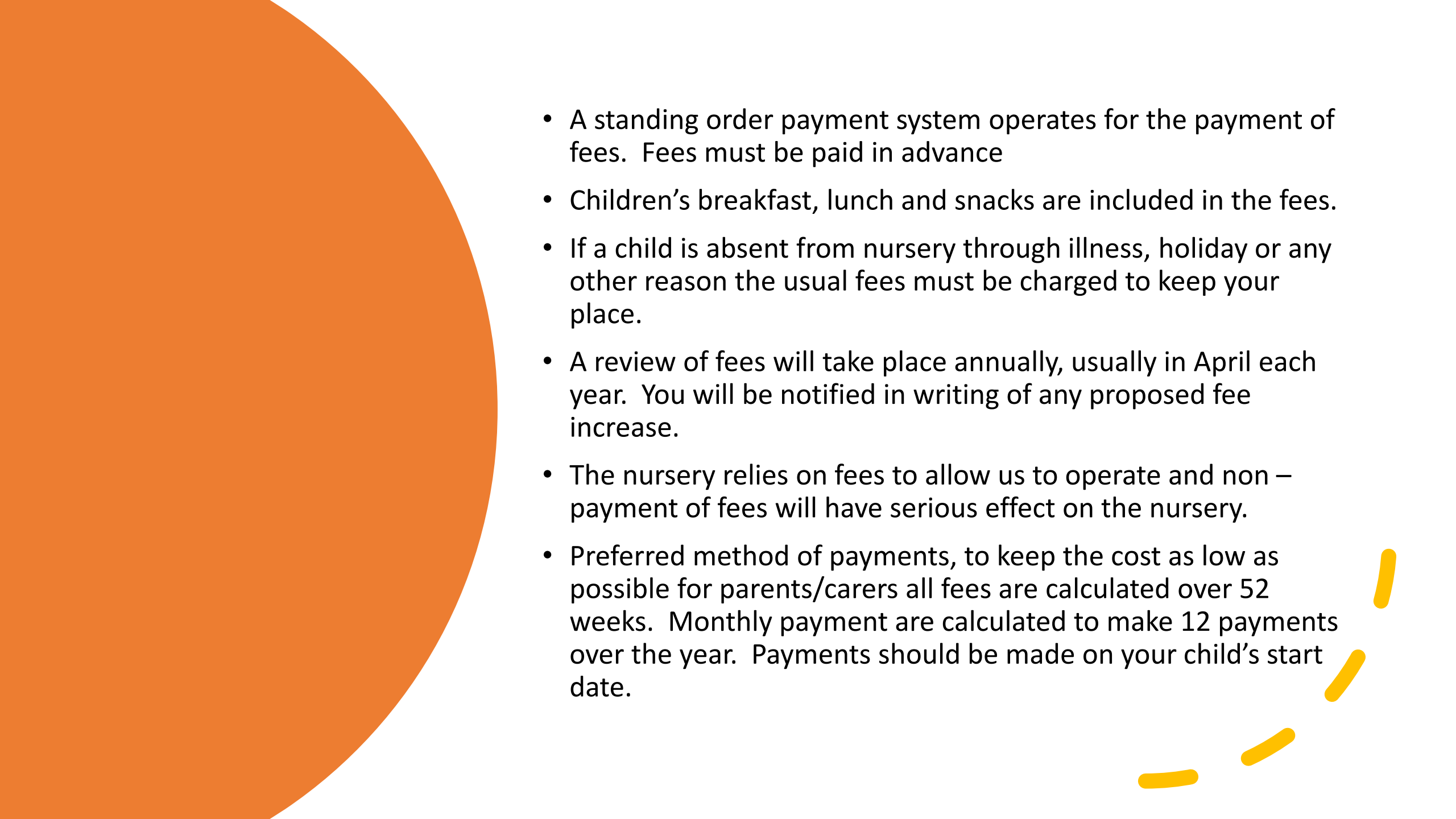
Nursery will be closed

Easter Monday - Full charge will apply

Christmas & New Year – Full charge will apply

Child Care Costs

- Weekly - £162 (Day Free)
- Daily - £40.50
- Am Session - £21.00
- Pm Session - £19.50

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- A standing order payment system operates for the payment of fees. Fees must be paid in advance
 - Children's breakfast, lunch and snacks are included in the fees.
 - If a child is absent from nursery through illness, holiday or any other reason the usual fees must be charged to keep your place.
 - A review of fees will take place annually, usually in April each year. You will be notified in writing of any proposed fee increase.
 - The nursery relies on fees to allow us to operate and non – payment of fees will have serious effect on the nursery.
 - Preferred method of payments, to keep the cost as low as possible for parents/carers all fees are calculated over 52 weeks. Monthly payment are calculated to make 12 payments over the year. Payments should be made on your child's start date.

Mission Statement

- To transform the lives of the children and families we work with, through creating a nursery which feels like home with an extended supportive family environment.



Aims

- Treasure Tots nursery aims to provide high quality care and education to children below statutory school age.
- To work in partnership with children and parents/carers to develop children's learning effectively
- We aim for all our children to feel secure and valued, and this is promoted by our interaction with the children and their parents/carers
- To value the individuality of each child, irrespective of race, gender, religion, ability or culture, therefore encouraging the children to respect the fact people are different.
- To promote positive behaviour by praising, encouraging and being attentive to the needs of the children.
- To value the staff highly and ensure that every opportunity is given to each staff member to develop their personal skills and to broaden their knowledge and skills in caring for and educating the children.



Guidelines For Parents

Sickness



If your child is unwell or has an infectious illness, you will be asked to keep them at home, or collect them if they become unwell at the setting. We work to the guidelines of the Department Of Health who make recommendations on how long children should be excluded through illness. A full list will be displayed on the parents notice board.

Snack & Meals (included in fees)



We plan our menu of snacks and meals so that they provide the children with healthy and nutritious food. Menu will be displayed on Notice board. Do tell us about your child's dietary needs and we will make sure that they are met.

Children's Clothing



Please dress children suitably for the weather conditions. Please do not dress children in expensive clothing as children are given the opportunity to participate in messy play/ sensory activities and we can not guarantee clothing will not get marked or dirty. Please provide a change of clothes for your child. Welly boots, gloves and hat for cold and wet weather

Accidents



If your child has an accident the necessary action will be taken in line with the nursery Health & Safety policy and you will be contacted if necessary.

Sun Protection



All children will wear sun hats which you should provide and a labelled bottle of sun cream.



Smoking

The nursery operates a no-smoking policy for all staff and visitors. We would like to request parents/carers refrain from smoking in the immediate area surrounding the nursery.

Additional Classes

Mini Kickers

The children in the Rainbow Room (2-5 years) can enjoy mini kickers every Thursday morning along in the hub sports. Children can participate in obstacles course and games lead by a football coach, this is a cost of £2 per session

Mini Professors

All children in the Rainbow room can enjoy science sessions with Professor Angela.

ICT – Information computing technology

The Pre-school children can explore the software to develop problem solving, ideas and research information these session take place in the ICT in The hub building.

Tumble and soft play sessions / Baby massage / Sensory Classes

All children in Sunshine Room (0-2) room can participate in tumble and play time in the hub sports, baby massage and sensory classes.

