



Stepping Stones

DAY NURSERY

Market Lane, Swalwell, Newcastle upon Tyne, NE16 3ED Telephone : (0191) 488 9000
e-mail: steppingstonesdaynursery1@hotmail.com

Prospectus





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Dear Parent

Thank you for requesting our prospectus with regard to care for your child.

Stepping Stones Day Nursery is privately owned and registered to care for 94 children aged between 6 weeks and 5 years on both a full time and part time basis.

We are a modernised property, with a wide range of indoor and outdoor facilities. The entire nursery has been designed with your child's best interests at heart and is where we encourage our children through play to explore, imitate, construct, pretend and create.

Within the nursery, you will find exclusive range of educational toys and equipment that are both stimulating and fun and are age appropriate to the children within the individual rooms.

We now open at 7.30 am on request for a small charge; you can enquire about this at the office or ask any staff.

We would welcome you to come and have a look around the nursery, please feel free to telephone at any time to make an appointment or if we can answer any further questions.

Yours sincerely
For Stepping Stones Day Nursery

G.Roberts

Gemma Roberts
Manager

Nursery opening times.

The nursery is open between 8am and 6pm Monday through to Friday. We care for children for 51 weeks per year with the exception of public bank holidays and the week between Christmas and New Year. The nursery can offer an pre booked early start for parents needing to drop their children off at 7.30am and a small additional fee is charged for this service.

Nursery Sessions.

We would advise parents that children attend nursery for at least 2 half sessions per week or 1 full day as we feel that this helps children settle and feel comfortable within the early days. We try and accommodate flexible childcare and we offer parents a number of different options for your child attending nursery. We would ask prospective parents to contact the nursery office regarding shift patterns, flexible childcare and we will aim to accommodate your request.

Full Day Session:- 8.00am- 6.00pm

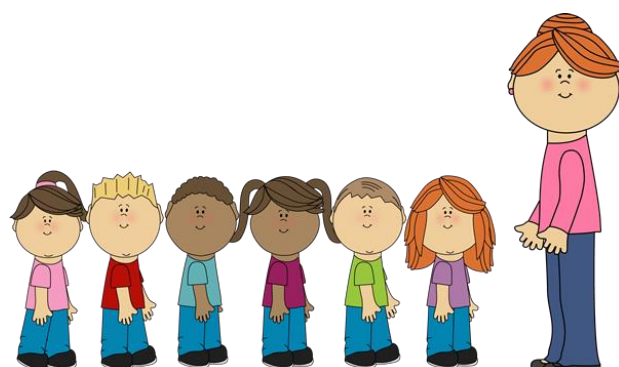
Morning Session:-8.00am-1.00pm

Afternoon Sessions:- 1.00pm-6.00pm

Nursery Fees.

The below chart shows the nursery fee structure from September 2019- August 2020.

<u>SESSIONS</u>	<u>0 - 2 years</u>	<u>2 - 5 years</u>
Full Time (Monday - Friday)	£215.00	£200.00
Full Day	£49.00	£46.00
Single Session Morning or Afternoon*	£31.00	£30.00
Pre booked early drop off at 7.30am	£3.00	£3.00



Children over the age of 2 years old are charged at a slightly lower rate due to the child/staff ratios.

Nursery fees can be paid via a number of different methods, we accept all childcare vouchers and methods of payment. The preferred method of payment would be that parents set up a monthly standing order that is received by the 10th of each month. When your child first starts nursery you will receive a statement of account which will explain your nursery fees and how they are to be paid.

Nursery fees are worked out over 50 weeks per year thus giving parents 2 weeks annual holiday (Christmas week included in this). Unfortunately there is no credit given for illness or absence from nursery and we are unable to swap nursery sessions. Extra sessions are available for parents to book if required.

If you require an extra session for your child in addition to their normal attendance please give us a call or come into the office. A check will be made to see if the session is available and parents will be informed. An invoice will be sent accordingly for all extra sessions.

The nursery accepts the local authority grant which commences the term after your child's third birthday, if you would like to discuss this further please do not hesitate to contact us.

We please request that four weeks written notice is required when a child is leaving the nursery.

Welcome to our rooms: Our nursery is divided into four rooms

The baby room 6 weeks to 16 month (ratio 1:3)

All babies are precious and need lots of love and care. We have lots of special toys designed for babies of this age to help stimulate their development. Our baby room is cosy and has a homely atmosphere where babies can have a cuddle on the sofa with our qualified staff. We follow individual routines to meet each child's needs. All our babies are cared for in a happy and safe environment and our staff can cater for all your babies wants and needs. Staff fill in a daily diary which goes home with your child at the end of every session, this gives parents an informative breakdown of your child's day and can be used as excellent communication between home and nursery.

Duckling room 16-24 months (ratio 1:3)

The Ducklings room is where you'll find a wide range of exciting activities and toys. This room still has a cosy and relaxing feel to it however, it is adapted to cater for more messy activities such as sand, water, paint etc. The children enjoy a range of activities and love to play outside with their friends.

Cygnets room 2 yrs -3 years (ratio 1:4)

Our cygnet room is full of energy and the children are so busy. In this room we are trying to encourage the children to begin to be as independent as possible with their eating, sleeping and general hygiene.

They love to have fun with their friends or have a chat with familiar staff. The children are guided to make choices and we encourage them to be independent in routines. The cygnet room is divided into areas to follow the EYFS.

Pre-school room 3-5 yrs (ratio 1:8)

The aim of our preschool room is to prepare the children for school. This includes promoting social interaction and continuing to encourage independence. This room has a circle time where the children's ideas and experiences are shared with the group. Our highly qualified staff encourages the children to explore all areas of the room and guide them in their learning.



Diaries

In the babies, duckling and cygnet rooms we provide a diary which will be filled in daily with information regarding your child's day. Diaries are given to the parents at the end of the day and brought back when your child returns to nursery for their next session. Parents can also use this to provide staff with information about their child.

Files

Each child in the nursery has their own online learning book. This book contains evidence of the activities and events your child has taken part in. The file will have photographs, observations and some of the art work your child has done. This will show the progress of each child throughout their journey while at the nursery.

Key workers

When your child starts the nursery they will be allocated a key worker. Their key worker will keep your child's file full of photographs and beautiful pieces of art work along with helping them to settle into their new environment.

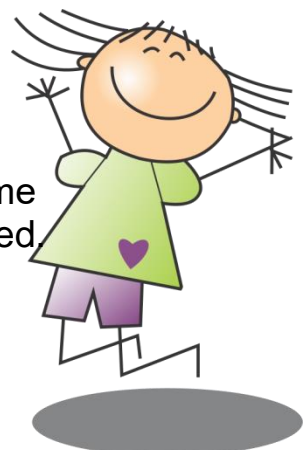
Settling in and Pre Visits

Pre visits are generally scheduled to be the week prior to your child's start date, although this is flexible to fit in with the parents. The first visit is usually around one hour where the parent will be welcomed to stay and familiarise themselves with the room and the staff that will be caring for them. The second visit is usually for a little over an hour and the parents will be encouraged to come and settle their child into the room and leave them for about an hour. Pre Visits are free and you can have as many as you require.

We encourage anything that will provide the child with comfort and reassurance.

Nappies and wipes

We ask that you provide nappies and wipes for your child if applicable. These will be kept in a basket with your child's name on and a member of staff will inform you when more are needed.



Sun cream and sun hats

During the summer months we ask that you provide us with a sun hat and sun cream for your child so that we can enjoy the outdoors even more!

Allergies and dietary requirements

If your child has any allergies or dietary requirements our nursery cook can cater for these accordingly. We will provide you with a full nursery menu for your approval.

Medication

If your child requires medication such as paracetamol or anti-biotics we are able to give these after seeking prior permission from parents. We are unable to administer unprescribed medicine such as cough medicine etc.

Thank you for taking the time to look through our information, please feel free to contact us to arrange an appointment to view the nursery and we look forward to answering any questions you may have.

Example of menus:

Week 1 (Babies)

Breakfast is served between 8am and 8.45- Toast (white and wholemeal bread) variety of cereal to choose from also fruit available. Drinks are milk and diluted fruit juices (apple and orange).

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning snack	Banana	Rice cakes	Dried fruit	Fruit wafer	Carrot puffs
Lunch	Tuna pasta in a tomato & basil sauce	Corned beef pie, roast potatoes and vegetables	Mince dinner	Vegetable & bean hot pot	Chicken casserole
	Fruit yoghurt	Cake & custard	Angel delight	Peaches	Vermicilli
Tea	Vegetable casserole	Sausage pasta	Leek & potato soup & roll	Tuna fish pie	Vegetable risotto
	Rice pudding	Apple & banana	Fruity custard	Fromage frais	Fruit salad
Evening snack	Oat cakes	Fruit	Crackers & spread	Fruit	Dried fruit

Week 3 (Babies)

Breakfast is served between 8am and 8.45- Toast (white and wholemeal bread) variety of cereal to choose from also fruit available. Drinks are milk and diluted fruit juices (apple and orange).

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning snack	fruit	Fruit wafer	Banana	Rice cakes	Dried fruit
Lunch	Vegetable & bean chilli with rice	Mince pasta bolognaise with garlic bread	Sausage with root vegetable mash	Sweet & sour chicken	Fish, potatoes and mushy peas
	Fromage frais	Chocolate cake & custard	Trifle	Rice pudding & jam	Lemon cake
Tea	Cheese & ham pasta	Vegetable hotpot	Vegetable soup with buttered bread	Tuna pasta bake	Leek and potato soup
	Fruit salad	Yoghurt	Banana & apple	Pureed fruit	Banana custard
Evening snack	Rice cakes	Pancakes	Carrot puffs	Malt loaf	Rice cakes