



## **Welcome to our nursery**

We pride ourselves on providing a safe, welcoming and stimulating learning environment for all children to flourish. We are committed to working with parents, carers and families to ensure every child's needs are met and their early years are happy and fulfilling.

We are delighted that you have chosen to consider our nursery for your child; we hope that you come and visit us to see our setting and meet our team.

We understand that choosing a nursery for your child is one of the most important decisions that a parent will make and we hope to make this decision very easy for you.

Within this brochure, you will find some useful nursery information about our setting and staff.

Should you have any questions please do not hesitate to call on **01244 343 247** or alternatively email [info@noahsarkchester.co.uk](mailto:info@noahsarkchester.co.uk)

Kind regards

**The Management Team**



## Nursery Fees

	<b>3 months to 2 years</b> (includes nappies)	<b>2 to 3 years</b>	<b>3 to 5 years</b>
<b>Morning session</b> (8am – 1pm includes breakfast, snack and lunch)	£27.00	£25.50	£24.50
<b>Afternoon session</b> (1pm – 6pm includes snack and high tea)	£27.00	£25.50	£24.50
<b>Full day</b> (8am – 6pm includes breakfast, lunch, high tea and snacks)	£47.00	£45.00	£44.00
<b>Full time</b> (8am – 6pm Mon – Fri includes breakfast, lunch, high tea and snacks)	£225.00 p/w	£215.00 p/w	£205.00 p/w
<b>Early start</b> (7.30am or 7.45am available charged per 15 minutes)	£1.75		
<b>Late collection fee</b> (charged per 15 minutes)	£5.00		
<b>Funded sessions meal fee</b> (charged if session is a funded session per meal)	£2.50		
<b>Funded sessions additional hour fee</b> (charged per hour subject to availability)	£4.70		
<b>Booking fee</b> (refundable off first months fees, non refundable if place is not taken)	£100.00		

## Kids Club and Holiday Club Fees

<b>Before school</b> (8am – 9am)	£5.50
<b>After school</b> (3pm – 6pm charged per hour with a min of 2 hours)	£5.50
<b>Transportation</b> (if required, charged per trip, per family)	£2.50
<b>Early start</b> (7.30am or 7.45am available charged per 15 minutes)	£1.75
<b>Holiday club – Full week</b> (8am – 6pm Mon – Fri includes lunch, high tea and snacks)	£140.00
<b>Holiday club – Full day</b> (8am – 6pm includes lunch, high tea and snacks)	£32.50
<b>Holiday club – Morning or Afternoon session</b> (8am – 1pm or 1pm – 6pm includes snack and lunch or snack and high tea)	£20.00
<b>Booking fee</b> (refundable off first months fees, non refundable if place is not taken)	£50.00

**Discounts**

A 10% discount is available on the eldest child's fee.

We accept childcare vouchers from any supplier, which means you may be able to make substantial savings on your fees. Visit [www.childcarevouchersdirect.co.uk](http://www.childcarevouchersdirect.co.uk) for more information.

**Grant funded sessions**

The term following your child's 3<sup>rd</sup> birthday you may be entitled to government funding for free sessions.

**Child registration form**

**Personal details:**

Name of child	
Date of birth	
Home address	
Postcode	
Position in family	
Religion	
Ethnic origin	
Nationality	
Language(s) spoken at home	
Details of any disabilities/special needs	
Preferred start date	

**About your family:**

1 <sup>st</sup> Carer and relation	
Title	
First name	
Surname	
Password	
Home address	
Home tel numbers	
Mobile	
Home email	
Work address	
Work tel numbers	

Work email	
NI Number	
Responsibilities (tick all that apply)	Parental responsibilities <input type="checkbox"/> Payment of fees <input type="checkbox"/>
	Collect child from nursery <input type="checkbox"/> Contact in an emergency <input type="checkbox"/>

2 <sup>nd</sup> Carer and relation	
Title	
First name	
Surname	
Password	
Home address	
Home tel numbers	
Mobile	
Home email	
Work address	
Work tel numbers	
Work email	
NI Number	
Responsibilities (tick all that apply)	Parental responsibilities <input type="checkbox"/> Payment of fees <input type="checkbox"/>
	Collect child from nursery <input type="checkbox"/> Contact in an emergency <input type="checkbox"/>

**Other contacts:**

Contact one			
Title			
First name			
Surname			
Relationship to the child			
Password			
Address			
Tel number		Mobile number	

Contact two
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Title			
First name			
Surname			
Relationship to the child			
Password			
Address			
Tel number		Mobile number	

**Medical details:**

Does your child have any allergies?	Yes / No (please circle)	
If yes, please give details of the cause and reaction		
Does your child have any special dietary requirements?	Yes / No (please circle)	
If yes, please give details		
Has your child had any of the following immunisations?  Please tick and date	Immunisation	Date of immunisation
	BCG	
	Diphtheria	
	HIB	
	MMR	
	Meningitis C	
	Poliomyelitis	
	Tetanus	
	Whooping cough	
Name of GP		
Name of surgery		
Address		

Telephone number	
Health visitor details	
Name	
Address	
Telephone number	
Other agency details	
Any other details that we should know about?	

**Sessions:** Please indicate your preferred sessions.

Session	Mon	Tues	Wed	Thurs	Fri
Full day					
Morning only					
Afternoon only					
After-school care					
Before-school care					

Do you require receive 2 and or 3 year funding? Yes / No

**Agreement:**

**t:**

I agree to abide by the terms and conditions and policies and procedures of Noah's Ark Day Nursery which I have read and fully understand.

Signed.....

Date.....

Print name.....  
child.....

Relationship to

Signed.....

Date.....

Print name.....  
child.....

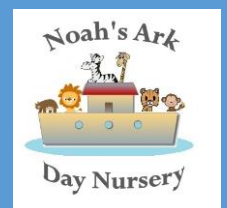
Relationship to

**Office use:**

Type of documentary proof of date of birth (birth, cert, passport)	
Date document recorded	
Documents recorded by	



**Information, Advice and Support Service**  
**About our service**



## Service overview

From the 1<sup>st</sup> September 2014 Parent Partnership Services (PPS) in every local authority have evolved into Information, Advice and Support (IAS) Services. Each IAS Service will provide support similar to that of a PPS, although the type of support, and who is entitled to receive it, has been significantly expanded.

### Information Advice and Support Service – Key Points

- The IAS Service is a statutory service that provides information, advice and support to disabled children and young people, and those with SEN, and their parents.
- Required to be impartial, accessible and free.
- Parents, children and young people should be involved in the design of their local IAS Service.
- IAS staff should be independently trained.
- The obligations and expectations of an IAS Service are set out in Chapter 2 of the [SEND Code of Practice](#)
- The standards expected of IAS Services can be found in the [IASSN Quality Standards](#)
- IAS Services will differ greatly from authority to authority, with variation in size, capacity and resources.

### Cheshire West and Chester Information Advice and Support Service provides

- Information advice and support on subjects including local policy and practice, the Local Offer, personalisation, personal budgets, the law on SEN and disability, health and social care.
- Provide information advice and support through the Education Health and Care Assessment and planning process.
- A phone helpline.
- Confidential and impartial information advice and support to young people (16+) on their own, if requested.
- Individual casework and representation.
- Support in preparing for and attending meetings.
- Help in filling in forms and writing letters/reports.
- Support in resolving disagreements, including mediation and tribunals.
- Signposting to other local or national sources of advice, information and support.
- Links to local parent support groups and forums.



## In Cheshire West and Chester, the Information Advice and Support Service also provides information on

- Available childcare in Cheshire West and Chester.
- Benefits and grants such as Tax Credits, Childcare Vouchers, Early Years Foundation Stage Grant, Statutory Maternity and Paternity pay.
- Parenting support, family matters; this may include providing information on services relating to family mediation, legal issues, support groups, health ... and many more.
- Registering as a Childcare Provider - information about the courses, qualifications, and legislation as well as grants that you may be entitled to. We can advertise your service to parents and carers looking for childcare in the area free of charge.

We offer a **Childcare Matching Service** – we can contact childcare providers on your behalf to try and find suitable childcare that meets your specific requirements, for example if you have a varied work pattern, have a child with additional needs, or require childcare at short notice.

**The Local Offer** this is a requirement on the local authority to publish what is expected to be available locally for children and young people with Special Educational Needs and Disability (SEND). The Local Offer includes, information, services and activities. If you have feedback about the Local offer, have any difficulty finding any service, activity or information or require any further information please contact us. The local offer can be found at [www.westcheshirelocaloffer.co.uk](http://www.westcheshirelocaloffer.co.uk)

## How to get in touch.....

If you have any questions, would like support with a forthcoming meeting or would like to go on the parent / carer forum's mailing list, please do contact us:

- **Tel: 0300 123 7001** (if the answer phone is switched on, please do leave a message)
- **E-mail: [iasservice@cheshirewestandchester.gov.uk](mailto:iasservice@cheshirewestandchester.gov.uk)**
- **The Council Offices, 4 Civic Way, Ellesmere Port, CH65 0BE**

### Accessing Cheshire West and Chester Council information and services

Council information is also available in Audio, Braille, Large Print or other formats. If you would like a copy in a different format, in another language or require a BSL interpreter, please email us at [equalities@cheshirewestandchester.gov.uk](mailto:equalities@cheshirewestandchester.gov.uk)

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরম্যাটে চান, তাহলে দয়া করে আমাদেরকে বলেন।

Pokud byste požadovali informace v jiném jazyce nebo formátu, kontaktujte nás

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗਾ ਲਵੋ।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

Türkçe bilgi almak istiyorsanız, bize başvurabilirsiniz.

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو براہ مہربانی ہم سے پوچھئے۔

**Tel:** 0300 123 8 123 **Textphone:** 18001 01606 867 670

**email:** [equalities@cheshirewestandchester.gov.uk](mailto:equalities@cheshirewestandchester.gov.uk)

**web:** [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)



# Learning through play

## Baby Bears: 3 months – 14 months

Your baby will flourish in our loving home-from-home environment that encourages exploration and investigation through play. All effective learning and development begins with a strong and secure attachment, therefore we promote lots of one to one time with practitioners. The babies have endless opportunities to snuggle up and listen to stories, sing and listen to music or explore with the support of a caring, sensitive practitioner. We provide exciting daily activities to feed young imaginations in a cosy, quiet and stimulating room. We offer various sensory play experiences including the sensory light tent, a variety of treasure baskets and messy play such as body painting, gloop, sand and water. All of which develop the babies confidence, concentration and understanding of the world around them.

## Lion Cubs: 14 months – 18 months

Your child will enjoy free play, group story and singing time and structured play promoting social skills and satisfying their inquisitive minds. We promote opportunities for the children to have one to one time with practitioners to continue to develop their self-esteem, confidence, communication and emotional skills. We especially enjoy reading stories and one of our favourites is 'Guess how much I love you'. We also like to sing both on a one to one basis and as a group. The room offers the children space to move and explore in a safe, warm and stimulating environment. There are endless opportunities for the children to access the outdoor space where there are lots more things to do such as chalking, making marks in the sand, playing in the ball pool and exploring the natural world.

## Tiger Tots: 18 months – 2 years

Tiger Tots room is a spacious, stimulating and lively environment in which the children have a wide range of fun, creative and challenging activities. Throughout the day children will have endless opportunities to enjoy free play and have free access to a wide array of toys and resources. There is also lots of time to participate in physical activities including sand and water play, movement and dance, role/ imaginative play and outdoor play. There is always a variety of fine motor equipment available which includes jigsaws, baking, threading, mark making, playdough, matching and sorting games which are designed to promote colour and shape recognition, while also developing children's fine motor skills.

Music, singing and stories are a big part of our day and there are a range of musical instruments available for children to explore the different sounds. There are a variety of activities specifically promoted such as story sacks, puppets and various rhyming and song activities which are a fun motivating way to develop listening and speech and language skills

## Mini Monkeys: 2 years – 2 ½ years

Mini Monkey's is a bright, warm and welcoming atmosphere. The room offers a wide range of toys/ resources which are age and developmentally appropriate to the children and their individual needs. Varied activities are planned on a regular basis to engage all the children's interests and develop the children's concentration, confidence, independence and social skills. We love to get messy playing with spaghetti, jelly, mash potato, splashing in the water, digging in the sand or painting a masterpiece for you to take home and treasure.

All children learn best through activities and experiences that engage all their senses, we therefore foster a love of language through stories, singing, music and rhyme. We love to use songs, stories and games that enable all children to actively participate such as, what's in the bag, story sacks, puppets, action and rhyming songs.

### [Cheeky Chimps: 2 ½ years – 2 years 10 months](#)

The Cheeky Chimps room offers lots of space for children to move and explore in a bright and stimulating environment. Your child will start to learn all round development skills through play. The environment offers varied resources and experiences such as construction which allows children to build, balance and make enclosures. Small world resources and role play which develop children's social skills, imagination and language. A book area where children can explore a variety of text, listen to music or snuggle up with a caring practitioner or friends and messy/ creative play which enables children to explore different textures and materials. We love to explore the natural environment and spend lots of time outdoors. One day we may be going on a bug hunt with our magnifying glasses and the next digging for buried treasure.....every day offers new and exciting opportunities.

### [Stripey Zebras: 3 - 4 years](#)

Stripey Zebras is a warm and welcoming room that offers endless opportunities for children to learn and develop their all round skills. The environment allows children to make choices, develop their independence and begin to show care and concern for others and the environment. There is a variety of resources that encourage and develop children's imagination, learning and exploration through play. Activities are planned for each day based on the children's interests, learning styles and needs, engaging the children in play based learning opportunities and introducing and extending new thinking. We love group times which allow us to enjoy stories, rhymes and music, thus extending our understanding of communication and language. Each day offers new opportunities to learn and discover indoors and out.

### [Preschool: 3 years and over](#)

Preschool is a well equipped spacious, fun and stimulating learning environment. The room is divided into well defined 'learning areas' each equipped with resources that focus on a particular area of learning. These include writing, mathematics, role play, construction, reading, art, IT and many more. We love to explore outside too and we have our very own outdoor area where we can care and observe the change in our vegetable garden and plants. Outside we also enjoy having lots of space to move, run and express ourselves. Children are given opportunities to explore activities which are carefully planned for their individual interests and learning. The routine encourages children to develop their self-esteem and independence in a safe and nurturing environment.



**Medication consent for the use of an emergency inhaler:  
(Emergency inhalers can only be used for children who have already been diagnosed and prescribed with their own inhaler)**

I consent to my child being given a nursery provided Salbutamol inhaler in particular circumstances such as the child's own inhaler is unavailable, empty or broken. This may be administered in an emergency if the nursery cannot make contact with the parents.

I understand that the manager, deputy manager or nominated person will make every effort to inform me of any emergency as soon as possible after the event but they may have to accompany ..... (name of child) to hospital in the case of an onset of an asthma attack.

I give permission for the manager, deputy manager or nominated person at Noah's Ark Day Nursery to authorise hospital staff to administer essential treatment until my arrival.

Signed: .....

Relationship to child .....

Date:

**Permission forms**

**Emergency consent:**

I agree to a member of the management team taking the necessary steps to ensure that my child ..... (name of child) receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the setting or while my child is on an authorised outing.

**Medication consent:**

I consent to my child being given liquid paracetamol or anti-histamine in particular circumstances such as an increase in my child's temperature or a wasp or bee sting. This may be administered in an emergency if the nursery cannot make contact with the parents.

I understand that the manager, deputy manager or nominated person will make every effort to inform me of any emergency or accidents as soon as possible after the event but they may have to accompany ..... (name of child) to hospital in the case of a serious accident in my absence.

I give permission for the manager, deputy manager or nominated person at Noah's Ark Day Nursery to authorise hospital staff to administer essential treatment until my arrival.

Signed: .....

Relationship to child .....

Date:

If you do not agree with any or all of the above declaration please do not sign and make your wishes known below:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

The manager or deputy of Noah's Ark Day Nursery will discuss this with you and do their best to accommodate your wishes.

Signed parent/ carer:

Date:

**Observation & Photographs:**

As part of our commitment to provide for the individual needs of your child we will observe all areas of development, and in partnership with you, record progress in those areas in order to plan appropriate activities within the nursery.

These records and assessments will be available for inspection by Ofsted otherwise they will be confidential and available only to you and the nursery staff involved in planning the early learning for your child.

The nursery offers training placements for the students who, in order to complete college assignments will be asked to observe play. Individual students will be asked to gain your written permission to carry out these observations and use them in their assignment work.

Any photos taken of your child by the nursery staff or childcare students may be used in nursery displays, facebook page, newsletter and/ or website.

From time to time, photographers of the local press may come and take photographs in the nursery to feature in the local newspaper.

Please consider the above and complete the permission slip below:

\*I do/do not give permission for nursery staff and childcare students to observe my child as described above, including photographs where necessary.

\*I do/do not give permission for photographs of my child to be displayed in the nursery

\*I do/do not give permission for photographs of my child to be used in nursery publicity material, e.g. brochure, facebook, newsletters

\*I do/do not give permission for photographs of my child to be used on the nursery website for promotional reasons only

\*I agree/do not agree to my child being photographed and named in the press and on publicity materials

(\*delete as appropriate)

Signed: ..... Relationship to child .....

Date:

**Permission to take child off the nursery premises:**

As part of early learning planning, the nursery will arrange local visits and walks in the neighbourhood to support children’s knowledge, understanding and experiences.

For example, they could learn about different kinds of food and cooking ingredients during a trip to a supermarket, or collect objects of interest for a collage or table display during a walk in the park.

For your child to take part in such activities we require written permission from their parent(s).

All outings away from the nursery will be assessed to identify risks and measures will be put in place to ensure children and staff are safe during their time away from the nursery (please refer to our visits and outings policy).

Adult to child ratios will be higher than normal on these occasions and we would welcome and appreciate any parents who would feel able to accompany us on short walks and trips.

Please note that separate letters and permission slips will be sent out for visits and trips further afield.

Please consider the above and return the completed permission slip to the nursery manager

\_\_\_\_\_  
Name of Child .....

\*I do/do not give permission for my child to take part in trips off the nursery premises.

\*I could/could not be available to help with nursery trips as detailed above. (\*delete as appropriate)

Signed .....Relationship to Child ..... Primary  
carer/parental responsibility/ other .....

Signed .....Relationship to Child .....

Primary carer/parental responsibility/other .....

**Partnership with other settings/ agencies:**

Tel: 01244 343247 Email: [info@noahsarkchester.co.uk](mailto:info@noahsarkchester.co.uk) Vaughans Lane Great Boughton Chester CH3 5XF

Company Registration No. 06596201

Working in partnership with other settings and other professionals supports children's development and progress. I consent to information being shared about my child's development and learning records and any other relevant information with practitioners at other settings they attend or with professionals from services they are involved with. The purpose of this would always be that children's needs are met and there is continuity in their learning.

	Contact details	Date
Registered childminder		
Other childcare providers e.g. Preschool, nursery		
Children's centre		
School		
Social care professionals		
Health service agencies e.g. Health visitor, Speech & Language Therapist		
Others (please specify)		

The only reason information would be shared without your permission is if there is a legal requirement or duty to do so or if there is a risk of serious harm or threat to life.

Signed .....

Relationship to child .....

Date:

**To apply Nappy cream:**

I consent for nursery practitioners to apply nappy creams to my child ..... (name of child) that I have supplied as and when needed.

Tel: 01244 343247 Email: [info@noahsarkchester.co.uk](mailto:info@noahsarkchester.co.uk) Vaughans Lane Great Boughton Chester CH3 5XF



**To apply sun cream:**

I consent to nursery practitioners applying sun cream to my child ..... (name of child) that is above factor 40. I understand that I must supply the setting with the sun cream and that it must be above factor 40. I also agree to provide a sun hat.

Signed: .....

Relationship to child: .....

Date:

**Plasters:**

I consent to nursery practitioners applying a plaster to my child..... (name of child) as and when required.

Signed: .....

Relationship to child: .....

Date:

# Terms and Conditions

## Registration

- A refundable registration fee will be charged at the time of booking. The fee is non – refundable if the place is not taken up.
- A place will not be guaranteed until the registration fee has been paid and the registration form received.
- We reserve the right to reallocate your child's place to another family if you fail to take up the place on the agreed start date without prior notification.

## Age of admittance

- Children from 8 weeks – 4 + years are catered for within the nursery
- Kids club caters for children between 4 years – 11 years

## Hours of opening/ sessions

- The nursery and Kids club is open Monday – Friday from 8am – 6pm, with early starts available on request.
- The nursery and Kids club is closed on weekends, all bank holidays and a week over Christmas. You will not be charged when the nursery is closed.
- Sessions must be agreed with the nursery manager in advance. Extra sessions however can be booked at short notice subject to availability.
- We require a minimum of one month's written notice of any decrease in the number of sessions your child attends nursery.

## Collection

- Children must be collected before the end of each session.
- A late collection fee of £5.00 per 15 minutes will be made for children not collected by the end of their booked session.
- Children will only be released to authorised adults over the age of 18 years.
- The nursery must be informed if an authorised person is not collecting and a password provided.
- If an adult is not deemed suitable to care for a child eg. Violent, under the influence of alcohol or drugs then we will not release the child.

## Fees

- Fees are chargeable monthly, payable in advance.
- Fees are payable by cheque, cash or bank transfer
- Fees are payable within one week of receipt of your invoice.
- A late payment charge of £10.00 per week will be incurred until the account has been brought up to date.
- Any accounts that remain in arrears after one month may result in your child's admission being refused until the balance has been paid.
- We reserve the right to review fees at any time but will give you no less than one months notice prior to any changes taking effect.

## General

- You must inform the nursery as soon as possible if your child has an infectious disease.
- You must adhere to our health policy.
- You will give us full details of anything affecting your child health, including known allergies, conditions or additional needs.
- All children should have at least one change of clothes.
- Provide the necessary protection/ clothing to ensure your child can access the outdoors in all weather.
- Inform us of any changes to your personal contact details.
- You must keep the nursery informed of any changes to persons authorised to collect your child.
- Exercise great care when using the car park and drive with caution.
- Observe the turn left sign every time you leave the nursery car park.
- Discuss with your child's key person or nursery manager if you have any concerns about the services we provide.
- Mobile phones are not permitted to be used on the premises.
- Smoking is not permitted on the grounds.
- Kids club require all children attending before school to be at the nursery by 8.35am.
- Children may be transported in fully insured nursery vehicles.
- Parents are not permitted to let other persons into the nursery.
- We kindly ask that you do not hold the main door open at any time.
- We are obligated to report to the relevant authorities any circumstances where we consider that a child may be at risk from harm or neglect. We may do this with or without informing you.
- All childcare policies and procedures are available in the nursery office and copies can be given on request.

## Termination

- If you wish to terminate the agreement one month's written notice is required.
  - Any fees outstanding will be followed up.
- We reserve the right to amend these terms and conditions and will provide a minimum of one months notice period.**