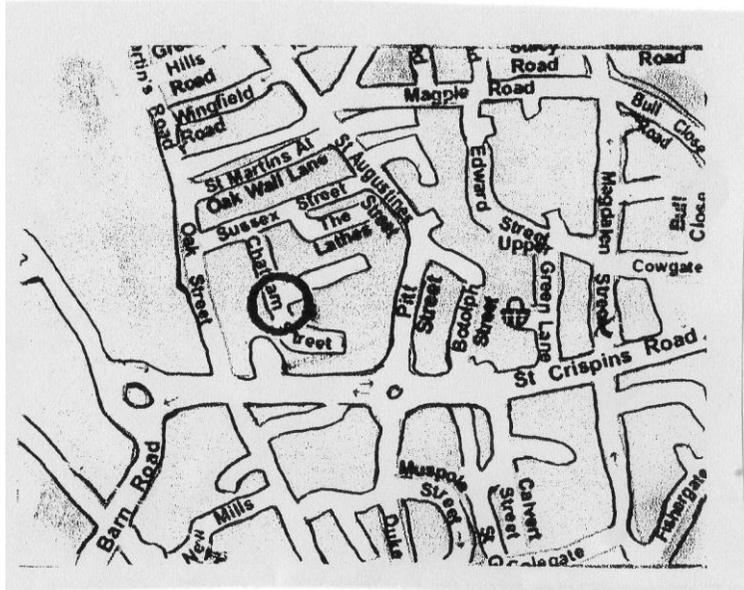


HOW TO FIND US



TREEHOUSE NURSERY SCHOOL



For an application form please contact

TREEHOUSE CHILDREN'S CENTRE
30 CHATHAM STREET
NORWICH
NR3 3ND
Tel: 01603 665740

CENTRE MANAGER
MRS SALLY AVERY B.Ed (Hons)



CANCELLATIONS

If your child is going to be absent from Nursery School, please contact us as soon as possible on the day. Days cannot be swapped within a half term unless in lieu of an outing. Refunds are not possible for absences, either for holidays or illness.

If you wish to permanently cancel you child's place or change your days, please provide four weeks notice.



COLLECTION PROCEDURE

It is vital that you notify the Nursery if your child is being collected by anyone other than those people authorised on the record sheet. Children will not be permitted to leave the Centre with anyone for whom authorisation has not been given. Please ensure your child is collected promptly and telephone the Nursery if any delay is envisaged. An additional charge of £5.00 will become applicable for collections more than 15 minutes after the session has finished.

TREEHOUSE NURSERY SCHOOL



Treehouse Nursery School provides a quality pre-school education for 2 - 5 year olds. The weekly programme is carefully organised by qualified teachers to include a wide range of activities in line with the Early Years Foundation Stage (EYFS). A warm and friendly atmosphere is fostered within a stimulating and challenging environment.



HOURS OF OPENING

The Nursery morning commences at 8.30 am and concludes at 1.30 pm. Children do not need to arrive promptly at 8.30 am but please ensure that your child is at Nursery by 9.30 am. If you are going to arrive later than 9.30 am please advise us. The Nursery is not open in school holidays.



STAFFING

The Nursery is managed and run by qualified teachers and overall there is one paid member of staff to every five children. For two year olds the ratio is one to four. The Nursery is registered under The Children Act, 1989. Accordingly all our staff have DBS checks. A daily attendance register and comprehensive records are kept on each child. Full public and employer liability insurance is provided.



ACTIVITIES

There is a careful balance of child initiated and adult led learning. Children are organised in small clusters for adult initiated learning. At other times they play together in larger groups and sometimes individually. The children are organised essentially within two age bands

SQUIRRELS : 2 year olds

HEDGEHOGS: Younger 3 year olds

RABBITS : Older 3 year olds

BADGERS : 4 year olds



FEEES

The fees are £22.00 per morning for two year olds. The Nursery is a registered provider for Tax Credit Childcare charges. For younger two year olds a shorter session from 9.00 until 12.00 is available for £14.00

Children are funded from the term after their third birthday for 15 hours a week. Additional hours are charged at £3.50 per hour.

Some children are eligible for funding from the term after their second birthday. We are registered for funded two year old children.



CLOTHING

Your child will need a pair of soft soled shoes for indoor play and Wellington boots for outside, in snowy weather. Your child will need a shoe bag for his/her indoor shoes. Nursery School shoe bags are available for purchase. If your child is in nappies or trainer pants you will need to supply sufficient for the morning session. Please do not use carrier bags as these present a danger to young children. It is important to have shoes, clothes and lunchboxes clearly labelled with your child's name.

Each child has a key-person for the morning.

The following are included in the weekly curriculum:

Language and Literacy, Mathematics, Science, Technology, Art and Craft, Cookery, Music, Swimming, Drama and Movement, Stories, Jigsaws, Construction, Sand, Water, Role Play, Large Play Apparatus, Outside Play, Small World.

Each half term Badgers have a project which extends across the curriculum, including an outing which is linked to this theme wherever possible.



SAFEGUARDING

Everyone working with children has a "Duty of Care" to keep children safe and protect them from harm. This means that adults have a duty to report any child protection or welfare concerns to Children's Services.

Mobile phones must not be used within the premises.

The Safeguarding lead practitioner is Sally Avery. Samantha Morrison is the Deputy SLP.



AVAILABILITY

The Nursery School has places for 34 children each morning. Names may be placed on the waiting list from birth.



POLICIES

The Nursery has written policies including the following: Admission, Managing Behaviour, Health and Safety, Safeguarding, Complaints, Special Educational Needs and Equal Opportunities. Please ask if you would like copies of any of these.



REFRESHMENTS AND LUNCH

Mid-morning refreshments of milk and fruit are provided. Children bring a packed lunch in which we request you include a savoury light meal (e.g. Sandwiches, rolls, crackers or pasta), a drink and a piece of fruit. Additional items may be included to suit your child's tastes but please omit sweets. We actively encourage children to eat healthily. Lunch is from 12.00 - 12.45 pm.