**Information about Pippins Day Care Nursery.**

Pippins is a small child care nursery for children aged 3 months to 5 years in a large converted house on a busy main road near the local sixth form college. They provide day care for 29 children, the younger children are accommodated in the ground floor nursery rooms and older children are accommodated in two rooms on the first floor. The nursery places children in age and stage grouping. All children under the age of two are restricted to the ground floor at all times working to a staff ration of 1:3. The staff ratio for groups over the age of two is 1:4. The ratio for children aged 3 years and above is 1:8.

Currently there are 4 children under 12 months in the baby room, being cared for by two members of staff. There are 8 children aged 1-2 years being cared for by 3 members of staff. There are 6 children aged 2-3 years who are cared for by 2 members of staff.

Upstairs there are 11 children aged over 3 years who are cared for by 2 members of staff.

The nursery also has a full time manager and 4 students who are on placement from a local college.

Safety and security is a priority and so CCTV is in operation during nursery hours as well as a full fire alarm system. The management team operates a door entry system. It is strictly forbidden for any parent/guardian or visitor to answer the entrance door at any time. All visitors are met and greeted not only for the sake of communication but also to ensure that security is as tight as possible.

A PIN number access facility is used by the Nursery staff.

Meals are freshly prepared by a cook and their assistant in the kitchen and the meals are served in the dining room for all the children over 12 months.

Outside at the rear of the nursery is a fenced and secure garden with outdoor play equipment, there is access to this area via a side gate from the front of the property which also has a PIN number access, in addition to being bolted.

Throughout the day, children will periodically be taken to use the bathroom facilities. All children develop their toilet training at their own pace. To promote good hygiene children are encouraged to wash their hands at these times as well as before meals. The above does not apply to babies who feed, play and sleep on demand. Children under the age of two, are not expected to necessarily follow the days timetable, but are gently encouraged to do so at their own pace. We request that parents/guardians provide the nursery with a daily routine of their child. For example: sleep and feeding patterns. Wherever possible this will be accommodated.

See example activity plan over the page

Activity Timetable

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| **Time** | **Activity** |
| 7.30am | Opening of Pippins Nursery |
| 8:00 - 8:30 | Breakfast is served |
| As nursery numbers increase, children separate into their age groups and are accompanied to their relevant rooms. | |
| 9:00 - 9:30 | Story Time while children have their milk. |
| 9:45 - 10:30 | Planned Activity. For example: Seasonal Art and Craft, Construction, Role Play |
| 10:30 - 11:15 | Outdoor Play |
| 11:30 - 12:00 | Under twos are served lunch while the older children have extended outdoor play or free play indoors. |
| 12:00 - 12:30 | Over twos are served lunch, while younger children are settled for their sleep. |
| 12:30 | Over twos that require a sleep will be settled, while the remaining children engage in a quiet activity. For example: puzzles and books. |
| 2:00 | By now all children will generally be awake. |
| 2:00 - 2:45 | Planned Activity as before. |
| 2:45 - 3:15 | Outdoor Play. |
| 3:30 | Teatime for all ages. |
| 4:00 - 5:00 | Free play indoors and outdoors while the picking up process begins. |
| 5:00 - 6:00 | Remaining children gathered into a family group session, for a quiet story. |