

**The Old Station Nursery, Houlton**

**St Gabriel’s C of E Academy**

**Email: houlton@theoldstationnursery.co.uk**

The Old Station Nursery at Houlton runs a nursery class suitable for 3 and 4 year olds, before they transition into Reception. The nursery class will accommodate up to 24 children and operates separately from the school, whilst enjoying the benefits of the facilities of the school environment. The nursery will be a completely separate entity, but staff will work closely with the school to provide the best care and education for all children.

The nursery is located in a large, modern room within the school which is accessible directly through its own separate gate, and access will not be available through other school entrances. It is equipped with a wide selection of the best nursery equipment available.

**Hours**

The nursery is open from 8am to 6pm Monday to Friday, excluding the 8 regular Bank Holidays and one week over Christmas. We reserve the right to open on any additional public holidays which are declared over and above the standard 8, and these will be charged for whether sessions are used or not. In the event of unexpected closure due to bad weather, or other unplanned event, alternative funded pre-school sessions will not be offered. However, non-funded sessions in lieu will be offered wherever possible, with the exception of full time children, who will receive a refund for sessions we are unable to offer

**Age Groups**

*Pre-school*

Sessions are structured and follow the curriculum for the Early Years Foundation Stage, giving children the opportunity to play and learn in a safe and welcoming environment which also helps to prepare them for school. Whilst there is an outline 'timetable' for the pre-school, activities are again child-led whenever possible; key carers plan activities for their individual children and also introduce them to new topics.

We are very flexible and the weather, the children's moods or current events often shape what we do. The pre-school children enjoy a daily circle-time, whether it is to discuss their news, the daily activities on offer, to share a story together or undertake a group activity. Staff encourage children to try the organised activities alongside their own choices.

Our free-flow indoor/outdoor environment enables children to spend as much time as they want outdoors. We are proud of our links with the local community and children learn all about their environment, the natural world and road safety through regular walks around the area, with visits to parks.

We hold a Christmas celebration each year in which the entire nursery can be involved, and we have a Sports Day every summer. We operate an open door policy for parents to talk to staff at any time and encourage parental involvement in our activities and fundraising events; we also have an active Parent Partnership Group. During the summer term, we offer specific pre-school parental consultations for parents to discuss children's progress.

Specific Forest School sessions are planned weekly, during which time children can enjoy their learning outdoors, spending extended periods digging/planting and exploring.

You can see your children enjoying their time with us by looking at our Facebook page which is regularly updated with photographs and comments. We are also able to share your child’s development with you on a regular basis through our online record-keeping.

You can be confident that your child will receive all the preparation necessary before moving into school, but we hope with a large dash of love and attention as well, as we offer more than just a learning environment.

**Meals and Drinks**

A day at nursery can be long for a small child, and it is important to offer them snacks, drinks and meals to keep their energy levels high. During the morning session, children are offered a healthy snack such as breadsticks, fruit, vegetable sticks and a choice of milk or water. We are registered as a 'tooth friendly' nursery as part of the National Day Nurseries Association campaign 'Stop the Rot', which encourages nurseries to follow guidelines to promote dental health in children. This includes serving milk or water in preference to squash or other sugary drinks and following a well-planned menu cycle which aims to reduce sugar consumption. We encourage children of all ages to brush their teeth after lunch.

Lunch is prepared by the school caterers and served by the nursery staff to fit in with the nursery routine. Children who stay with us all day have a healthy snack tea around 4pm.

**Session times and fees from Sept 2018**

Fees are reviewed on an annual basis, normally on 1st September.

Fees are due during all Bank Holidays and the Christmas closure week (25th Dec – 1st January inclusive) and should be paid by direct debit; please complete the mandate when registering your child.

AM SESSION (8am to 1pm) £28

PM SESSION (1pm to 6pm) £28

FULL DAY NON-FUNDED (8am to 6pm) £49

ADDITIONAL HOURS £5.00

**3x5 hours** of government funded sessions for entitled 3 and 4 year olds will be offered between 8am and 1pm or 1pm and 6pm, maximum 1 funded session per day and 3 sessions per week, for 38 weeks of the year. Additional sessions may be purchased at the above rates.

During these funded sessions an additional services charge of £4 will be charged to cover meals and snacks.

Extra-curricular activities, tea and snacks **will be included** in the price of a non-funded full and half day session in all age-groups.

**30 hours** of government funding is available for entitled 3 and 4 year olds. Please speak to the Nursery Manager for further information on how we are offering this.

***Discounts: ( regular bookings only, not applicable to extras)***

A 5% discount is offered to all MOD, civil servants, NHS, Police and any emergency services (ID will be required at point of registration). 5% discount is also offered to anyone living on the Houlton Radio Mast Station development.

A 5% sibling discount is offered to the eldest children within the same family and is deducted after any other discount allowed.

***Payment of fees:***

All year round fees are annualised by calculating 52 weeks and dividing into 12 equal amounts which should be paid by Direct Debit on the 1st of each month.

Term-time fees are annualised by calculating 38 weeks and dividing into 11 equal amounts which should be paid by Direct Debit on the 1st of each month (1st September – 1st July).

Employer Childcare Vouchers are accepted as payment for sessions. Advice can also be provided on the use of Tax-Free Childcare.

A £50 registration fee is required to secure a place. You will be contacted 3 months before your child is due to start and we will confirm the schedule for settling in. At this stage you will be asked to pay 50% of the booked sessions first month fees. This will then be taken off your first invoice, but is non-returnable if your child does not then start with us or if you reduce the sessions that have been booked.