



# Rocking Horse Nursery and Pre-School

## Parents Guide

Open Monday to Friday  
7:30am to 6pm  
52 weeks a year  
exc. Bank Hols

**Address:**  
7 London Road  
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Company No. 04476246 registered in England and Wales

## Rocking Horse Nursery and Pre-School

### About us

We provide childcare 7:30am to 6pm, five days a week, 52 weeks of the year. The nursery is a 50 place setting that cares for children aged 3months- 5 years.

### **We are a 'good' nursery!**

We are very proud of the standard of care we provide for children and are very proud of our "good" status that was awarded to us by Ofsted in February 2018. We pride ourselves on being a friendly, happy and well qualified staff team who strive to provide outstanding care for your child. The children are our main priority and we strive to ensure that all children have their individual needs met, are supported in meeting their full learning potential and are happy in our care. We understand that children learn through play and as such we use child initiated play and games to provide learning opportunities for the children as well as adult planned activities.

We believe the nursery environment which we provide is safe, welcoming and well facilitated with a large variety of exciting and purposeful furniture, toys and resources. Our nursery has three learning areas, Babies ( 3months -2.5 years ) this is a cosy, exciting learning environment and has free flow our beautiful cottage garden, Toddlers and Pre School are joined together in a large free flow environment. The mezzanine floor houses our Pre-School classroom, which is used for focus group times. The children also free flow into the 'Hive' - our creative space. Toddlers and Pre-School also have access to our two beautiful garden spaces. The ages of the children in each room are estimated as each child is transitioned from one room to another based on their own personal development. This ensures that we challenge and engage with the children at the correct level.

We boast two fabulous outdoor areas which has been designed to allow fun and safe play all year round, whatever the weather. The cottage garden consist of a vegetable patch, wooden play house and plenty of climbing opportunities. Our Playzone garden consist of a climbing frame, sand pit and plenty of opportunity for role play and exploration.

We also have a kitchen and cook onsite. We provide a hot nutritious lunch, a high tea and can cater for all allergies and special requirements.

We are hugely proud of the care and environment we provide for the children - please come and visit us and see for yourself.



## **Nursery Team**

### **Helen O'Hara - Nursery Manager**

Helen is Level 3 qualified and has been manager at Rocking Horse since September 2017. Prior to this Helen worked at a busy day nursery in Brighton and Hove. Helen has a wealth of knowledge in Early Years and prides herself on creating a homely environment where children can learn and develop at their own pace.

### **Grace Fairbourn - Head of Operations South BA (Hons) Early Childhood Studies, EYTS**

Grace Fairbourn joined A Step Ahead in May 2017 as our Head of Operations, looking after the settings in the South. Grace studied Early Childhood Studies at the University of Chichester and went on to gain her Early Years Teacher qualification in 2011. Since qualifying Grace has worked in nursery settings in many different roles, most recently as Manager. Grace also works as a mentor on the University of Chichester's Early Years Initial Teacher Training programme, supporting and guiding students to gain their qualifications. Grace has a undeniable passion for Early Years and firmly believes the first 5 years of a child's life has so much to do with how the rest of their life turns out. She has extensive experience in working with children who have Special Educational Needs and Disability, with particular knowledge surrounding Autistic Spectrum Disorder.

### **Nursery Owner/Business Manager**

Antonia Ogden-Meade RGN, MSc, Early Years Professional

Antonia Ogden-Meade has worked in Quality and Performance for over 20 years. She started her career in the NHS as a Nurse and worked in Children's health services for a number of years before going into performance and operational management. Having been an Executive Director of Performance and Operations for 4 years, Antonia left the NHS to set up her own Nursery in 2006 and has since expanded her successful business to 6 settings. Antonia has recently achieved Ofsted Inspection status and carries out Ofsted Inspections as part of her ongoing professional development.

### **Sarah Brewer- Deputy Manager**

Sarah is Level 3 qualified and prior to working in nursery schools, she ran her own successful Child Minding business. Sarah leads the Toddler and Pre School section, whilst supporting all areas of learning.

### Aims and objectives

- To provide a safe, happy environment with the appropriate adult to child ratio in accordance to OFSTED all-day care standards for under 5's.
- To ensure children are happy and reach their full potential
- To ensure children's individual needs are met
- To encourage parent/carer partnerships
- To enhance children's confidence and to give children a positive sense of self
- To provide an environment where children feel safe and welcome
- To provide children with suitable resources and equipment for them to learn and play, safely and successfully with.
- To plan and provide exciting and purposeful activities for children to enhance their learning and development.
- To respect and follow child initiated play
- To encourage staff to update and further their training to ensure quality care for the children.
- To provide a Childcare setting where children are treated and respected equally regardless of gender, race, disability or religion.

### Principles

#### Children

- To be kept safe at all times
- To come first at all times
- To be shown respect and their views heard
- To be given choices whenever possible
- To feel valued and important
- To have fun within sensible boundaries
- To be given the environment to learn naturally at their own pace

- To learn important life skills: independence, respect of themselves and the respect of others
- To be given positive encouragement and their self-esteem boosted

### Parents

- To know that their children are kept safe at all times
- To know that they are important
- To know that we care about their children
- To know that they are the most important person in their child's life
- To feel they can talk to us about anything

### Staff

- To be accommodating with parent's requirements where possible and where not possible to have an open discussion with parents with clear rationale
- To feel valued and happy
- To be flexible with their colleagues
- To be professional at all times
- To feel that they can discuss any issues/concerns with senior management

All our staff have enhanced disclosure Police checks and our recruitment process follows OFSTED guidelines. All our fulltime staff have first aid and child protection training. All staff have appraisals and a training plan to ensure we offer the best care possible for all our children using the latest resources and techniques.

### Parental Involvement

We recognise parents as the first and most important educators of their children and therefore aim to work in partnership with parents and seek to find ways to communicate, accommodate and include parents in all that we do. In terms of communication with parents we have a very busy parent's board placed in the reception with information about community events and nursery updates. We send out termly newsletters which detail upcoming events and reminders for parents. Twice a year we have parents evenings where parents are given the opportunity to have a formal meeting with their child's key person to discuss their child's progress and review their child's learning journal. In addition to the parents board, newsletters and parents evening we send questionnaires to parents to allow parents to feedback and share their opinions and thoughts with us

Fees effective from 1<sup>st</sup> April 2018

	Under 3s	3 year olds+
Full Day (8.00am - 6.00pm)	£50.00	£48.50
Full Morning (8.00am - 1.00pm)	£28.50	£27.25
Full Afternoon (1.00pm - 6.00pm)	£28.50	£27.25
School Day (9.00am - 4.00pm)	£39.00	£35.75
Ad Hoc Hourly Rate	£10	£10

As always the fees include food, unless your child is in receipt of Free Entitlement Funding, in which case the cost will be:

Breakfast	£1.00
Lunch	£3.00
Tea	£2.00

Early Start 7:30-8:00	£3.00
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\*Please speak to Helen should you wish to book your child in for an early start.

Late Collection Charge	£15 per 10 minutes
Late Invoice Payments	£20

Parents must supply wipes alongside nappies and an additional charge of 50p per nappy will added to your invoice should you regularly use the nursery nappy supply.