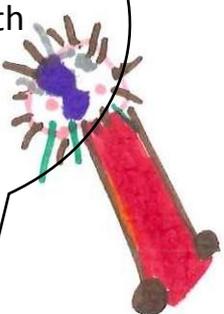


What our 2015 school leavers said about us!



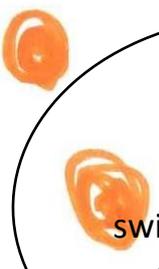
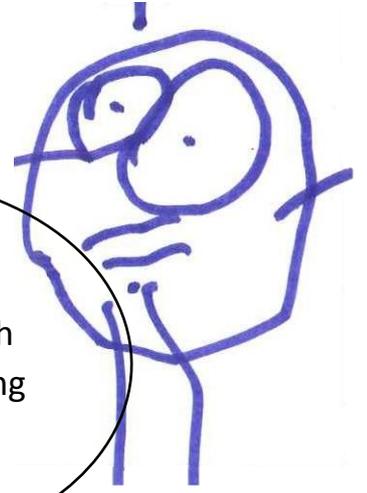
Luke aged 3

I like playing with
bikes and toys



Sebastian aged 3

"I like playing with
the cars and playing
with my friends"



Evie aged 4

"I like going
swimming and I like
going outside"



Mia aged 4

I like painting and
going swimming
and trampolining



Angel aged 4

"I like singing on
the red carpet"



Toby aged 4

Playing with Lego
and drawing with
pens

The Olive Tree Nursery

The Olive Tree Nursery is located within easy reach of the town center and the train and bus station on Westonzoyland Road.

The Olive Tree Nursery offers 63 childcare spaces per session and these are divided across 4 rooms.

- The Daffodils – Under two's, caters for 6 children.
- The Tulips – 2 – 3 years, caters for 12 children.
- The Poppies – 3 years (Not going to school this year) caters for 18 children.
- The Sunflowers – 3-5 years (Going to school this year) caters for 24 children.

Our Nursery Staff are highly trained and work within the Early Years Foundation Stage (EYFS) framework to support children's development and learning. We actively encourage staff to attend training and continue their professional development.

We have excellent play equipment and an exciting, secure outdoor space for children to enjoy. We offer children the opportunity to take part in extra curricular activities, these have included swimming, gymnastics, Trampolining, balanceability and dance.

All meals are cooked on site by our cook, we have a four week rolling menu which is changed or updated throughout the year to reflect the seasons.

From latest Ofsted report:

- *The key person system is well-established and children have a wonderful sense of belonging as a member of a key family where their individual needs are supported effectively.*
- *Knowledgeable staff plan a broad and balanced range of experiences to excite children. Staff interact successfully with the children to motivate their learning.*
- *The indoor and outdoor play spaces are conducive to learning and provide a stimulating and supportive environment. These are well monitored and adapted by staff according to children's current motivations and enthusiasms as identified through comprehensive planning and assessment arrangements.*
- *A strong leadership and management team are passionate for children to make the best possible progress. All staff are supported by effective performance management arrangements to help them improve their knowledge, understanding and practice.*
- *There is a strong emphasis on multi agency partnerships to support children and their families effectively.*

The Olive Tree Nursery
Registration Pack

Opening times and charges.

The Olive Tree Nursery is open all year apart from Bank Holidays and one week at Christmas, we are open 8am – 6pm, Monday – Friday.

The cost of our sessions are as follows:

Session	Under 2	Over 2
8-8.30	£2.15	£2.00
8.30-12noon	£13.65	£13.30
12.00-13.00	£6.00	£5.90
13.00-16.30	£13.65	£13.30
16.30-18.00	£6.80	£6.70

- The highlighted sessions are the only sessions you can claim your Early Years Entitlement Funding (EYEF) against at The Olive Tree Nursery all other hours are chargeable.
- We prepare all meals and snacks on site. The prices listed above include meals and snacks. Formula milk, nappies and wipes are not included.
- We have a limited number of term time only spaces available, unfortunately these sessions are **ONLY** available to children in receipt of EYEF

(Prices are subject to change)

Funding for 2 year olds

What is funding for 2 year olds?

Families with 2 year old children who meet the criteria below can apply for funding. The government will pay for a place for up to 570 hours over the year at a registered childcare provider. A maximum of 15 hours per week is available.

Children become eligible in the funding period after their 2nd birthday. The funding periods are:

SPRING: 1st January – 31st March.
SUMMER: 1st April – 31st August.
AUTUMN: 1st September – 31st December.

Who can use it?

To qualify at least one of the statements below must apply:

- In receipt of Income Support
- In receipt of Income-based Jobseekers Allowance (not contribution-based)
- In receipt of Income-related Employment and Support Allowance (not contribution-related)
- Receiving support from National Asylum Support Service under part VI of the Immigration and Asylum Act 1999
- In receipt of the guaranteed element of the State Pension Credit
- In receipt of Child Tax Credit (as long as Working Tax Credit is not being paid) with an annual income of no more than £16,190
- The child has been in local-authority care for 1 day or more in England or Wales *
- The child has been adopted from care in England or Wales
- The child has left care under a special guardianship order or residence order in England or Wales
- Children who are 2 and have a statement of Special Educational Needs.

The Olive Tree Nursery
Registration Pack

How do I apply?

1. You can complete the application form included in this pack or, alternatively you can contact The Entitlements Team on 0845 345 9122 to request an application form.
2. If you are filling out a paper form send it to: Entitlements Team, County Hall, Taunton, TA1 4DY.

What happens next?

You do not need to send evidence with this application unless your child qualifies by receiving Disability Allowance. In this case, a copy of the latest award letter from the department for work and pensions will need to be submitted before the application can be processed.

If you are successful, you will be notified in writing and we will send you a list of approved providers. You will need to contact a provider from the list and check they have an available space for your child. The provider will ask to see the letter and the child's birth certificate.

IMPORTANT: Only providers from the list are approved for funding for 2 year olds. If you wish to access a provider that is not on the list, please contact the Entitlements Team on 01823 357039 to see if your chosen provider can be funded. If it cannot be funded (only settings rated good or outstanding by OFSTED can take children that have been awarded funding for 2 year olds) or you access a provider that is not on the list without contacting us, you will have to pay. If you access more than the entitlement or any additional services at an approved provider e.g. food, the provider will ask you to pay for these services. Funded places are limited. If all places have been allocated your child will be placed on a waiting list, and should a funded place become available at a later date, you will be notified.

Early Years Entitlement for 3 year olds

When will my child be eligible for the Early Years Entitlement funding (EYE)?

Your child will become eligible for EYE in the funding period after their 3rd birthday.

The Funding periods are:

SPRING: 1st January – 31st March.
SUMMER: 1st April – 31st August.
AUTUMN: 1st September – 31st December.

The table below shows when your child will be able to access the EYE for the first time:

If your child is born between:	The Entitlement can be claimed from:
1 st April – 31 st August	1 st September following their 3 rd birthday
1 st September – 31 st December	1 st January following their 3 rd birthday
1 st January – 31 st March	1 st April following their 3 rd birthday

What is my child's EYE?

- The EYE gives your child a maximum of 570 hours each year.
- The maximum entitlement that can be claimed is 15 hours per week.
- The maximum that can be claimed per day is 10 hours.

The Olive Tree Nursery Registration Pack

Do I apply for the funding?

No, your chosen provider will claim on your behalf and the money will be paid directly to them.

For The Olive Tree Nursery to apply for your EYE you will need to provide:

- A copy of your child's birth certificate or passport with a child registration form.
- A completed and signed Parents Declaration form.

PLEASE NOTE: Full fees will remain payable until the relevant documents have been provided. Failure to provide these will result in loss of your child's place if full fees are not paid.

Can I carry forward any unused hours?

In each entitlement year, hours can be carried forward from one funding period to the next. If your child attends less than the maximum number of hours per week, you may be able to use the hours in the following funding period up to a maximum of 15 per week. However, you cannot carry hours over from one entitlement year to the next. Any unused hours will be lost.

What happens if my child starts attending school on a part-time basis?

Once a child is attending school, even if it is only for a few hours per week to start with, the EYE will not be available to claim at The Olive Tree Nursery.

You will have to pay for any hours that your child attends once their name appears on the school roll or register.

Early Years Pupil Premium

What is the Early Years Pupil Premium?

From April 2015, early years settings will be able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. The Early Years Pupil Premium provides an extra 53p per hour per child for eligible three and four year old children whose parents are in receipt of certain benefits or who have been in care or adopted from care. This additional funding is paid directly to The Olive Tree Nursery and is used to reduce cost of certain activities/events and to enhance daily provision.

Who can claim EYPP?

To qualify at least one of the statements below must apply:

- In receipt of Income Support
- In receipt of Income-based Jobseekers Allowance (not contribution-based)
- In receipt of Income-related Employment and Support Allowance (not contribution-related)
- Receiving support from National Asylum Support Service under part VI of the Immigration and Asylum Act 1999
- In receipt of the guaranteed element of the State Pension Credit
- In receipt of Child Tax Credit (as long as Working Tax Credit is not being paid) with an annual income of no more than £16,190
- The child has been in local-authority care for 1 day or more in England or Wales *
- The child has been adopted from care in England or Wales
- The child has left care under a special guardianship order or residence order in England or Wales

The Olive Tree Nursery are encouraged to ask parents to complete an application form and send it in to the Entitlements Team so they can be checked to see if they qualify for Early Years Pupil Premium. Parents may come and ask how the Early Years Pupil Premium is being spent and Ofsted will expect to see how the money has been spent and what benefit it has had on the children that qualify.

The Olive Tree Nursery
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The Olive Tree Nursery Terms and Conditions

Opening hours.

Our standard opening hours are 8.00am to 6.00pm Monday to Friday, 50 weeks of the year. We close on bank holidays, the period between Christmas and New Year and for up to 5 days training. You will be notified of these in advance in our newsletter and yearly planner.

Collection of children.

Children should be collected promptly. If you are going to be late collecting your child, the nursery must be telephoned and a charge of £5.00 for each 15 minutes will be charged.

For security reasons, children can only be collected by the authorised contacts provided on the registration form; changes must be provided in writing and any new contacts introduced to a member of staff. Children cannot leave the premises with an unauthorised person, a person under the age of 16 years, or a person who appears unfit to care for a child.

Health and Safety.

The Olive Tree operates the highest standards of hygiene.

Please can you ensure that all bottles and other food or drink containers are clearly named. All meals and snack are provided by The Olive Tree Nursery under SDC and SCC guidelines.

The Olive Tree is legally obliged to follow the Statutory Requirements as set by OFSTED. We have an obligation to protect a child from any form of abuse or neglect. In any suspected instance the nursery would contact Somerset Direct.

Lost property.

Parents are requested to clearly label all their children's clothing to help avoid loss. The Olive Tree does not accept any responsibility for lost / damaged property.

Policies and Procedures.

Parents are welcome to view all policies and procedures by which the nursery operates. Please see a member of the management team.

The Olive Tree Nursery Fees.

SESSIONS TIMES	<u>Breakfast</u> 8.00 to 8.30am	<u>Morning</u> 8.30 to 12.00 noon	<u>Lunch</u> 12 noon to 1.00pm	<u>Afternoon</u> 1.00 to 4.30pm	<u>Tea</u> 4.30 to 6.00pm
Over two	£2.00	£13.30	£5.90	£13.30	£6.70
Under two	£2.15	£13.65	£6.00 (with meal)	£13.65	£6.80 (with meal)

Please note: Breakfast and lunch are only available if added to the morning session. Tea is only available if added to the afternoon session.

How are nursery fees collected?

Invoice are raised at the end of each month, this is then payable by the 15th of the month. You may pay by Cash, Debit Card, Credit Card (A £2.50 charge will apply), Childcare Vouchers or Online Banking. You may wish to set up a Standing Order, however please note that fees may vary monthly

Fees not paid and cleared by the 15th of the month will incur a charge of £10.00.

Unpaid fees are always pursued via the County court and the nursery reserves the right to terminate a child's place in the event of persistent late payment or non- payment of fees.

When are fees reviewed?

Fees are adjusted from 1st September and will usually be held for a period of twelve months.

The Olive Tree Nursery
Registration Pack

What happens if my child is ill?

Children should not attend nursery if they are suffering from sickness, diarrhoea, an infectious illness or have any unspecific rashes {until diagnosed by a doctor}

Our Exclusion Periods are as follows:

Type of illness/ Infection.	Exclusion period	Other comments
Diarrhoea and/or vomiting	48 hours from the last episode of diarrhoea of vomiting	With young children it can be beneficial to ensure their feeding behaviour has returned to normal before they return to the nursery.
Flu	Until recovered	Children with colds are permitted to attend the centre/nursery; however it is recommended that parents monitor the children's temperature and well-being closely before attending.
Chicken pox	5 days from the onset of rash	Chicken pox can affect pregnant women if they have not previously had the infection. If exposed within the first 20 weeks of pregnancy or the last 3 weeks medical advice is needed.
German measles or measles	5 days from the onset of rash	Any pregnant woman that is exposed to either of the measles infections should inform her GP and ante-natal carer immediately.
Impetigo	Until lesions are crusted/healed	Where possible the area infected will be covered
Ringworm	Until treatment commenced	Treatment is vital and is available from a pharmacist.
Scabies	Children can return after the first treatment	Treatments may need to include others that the child has come in close contact with.
Scarlet fever	5 days after commencing antibiotics	Antibiotics required
Shingles	Exclude only if rash is weeping	Can cause chicken pox in those that are not immune
Whooping cough	5 days from commencing antibiotics	This is preventable by vaccination
Mumps	5 days from onset of swollen glands	This is preventable by vaccination
Immunisations	24 hours	All parents are required to notify nursery staff if their child has any immunisations.
Prescribed Medication inc, antibiotics.	24 hours of treatment before they can return.	
Pain relief.	24 hours	it is recommended that parents monitor the children's temperature and well-being closely before attending.
Head lice	NONE	Parents are required to be vigilant for head lice and apply treatment when visible lice can be seen.

A child must have 48 hours clear of all symptoms of sickness and/or diarrhoea before returning to nursery. The nursery reserves the right to refuse attendance and request a second opinion on a medical issue
 If a child becomes ill while at nursery, a parent will be telephoned immediately to tell them of their child's illness and asked to collect them. If parents cannot be contacted another authorised contact will be called. If necessary, the child's GP will be called. In the event of an emergency, the child will be taken to the nearest hospital, accompanied by a senior member of staff, who will act in 'loco parentis' until a parent arrives.

The Olive Tree Nursery Registration Pack

Medication is only given with parental written permission, in accordance to our Medication Policy and current government guidelines. If a child has to receive regular medication whilst at nursery, full written details must be provided, and the medication clearly marked with the child's name and dosage instructions. Forms must still be filled in and signed for as required. Parents are required to inform staff if any medication had been administered before attending The Olive Tree.

Increase in Sessions.

Should you wish to increase the number of sessions please inform a member of the management team in writing on our Alteration of hours form, and your request will be accommodated as soon as a space is available. Parents often require an occasional session in addition to their booked place. Should you require an extra session please inform a member of the management team on the Alteration of hours form, who will do her best to accommodate the request. Occasionally we are asked if a session can be 'swapped', unfortunately we are unable to accommodate this type of request.

Reduction of sessions.

Should you wish to reduce the number of sessions a child attends one month's written notice is required. Should a parent wish to defer the start once a place has been confirmed half fees are payable until the new start date. If you do not use your EYE to cover your notice period full fees will be payable.

Notice of termination.

We require four weeks written notice when you wish to terminate your child's place at the nursery. The Olive Tree Nursery reserves the right to terminate a child's place with immediate effect if any of the terms and conditions are breached.

Changes to Personal Information.

Please can you notify The Olive Tree of any changes to personal information, such as address, contact numbers or emergency contact as soon as possible by completing and dating a new registration form. We may ask you to complete regular update forms to ensure all information we have is correct. These forms must be completed and returned no later than the specified date.

Child Care Vouchers.

The nursery is able to take Child Care Vouchers. A member of the management team will be able to give you information on how to redeem them.

Please speak to your employer about the Child Care Voucher Schemes

Securing a place at The Olive Tree Nursery.

If we have a place available, we will accommodate your request as soon as possible. If not we will add your name to our waiting list, and keep you informed about availability. To request a place you need to complete the registration form and return it to the nursery. We will then either, confirm in writing or via a phone call a date for your child to start nursery or confirm your name on our waiting list. Once your place has been confirmed we will need to book in a minimum of three settling in visits.

Do I get a refund if my child cannot attend nursery?

If your child is off sick, away on holiday or if the nursery closes due to 'acts of god' or environmental factors beyond our control, we cannot offer a refund. However you will not be charged for Training days, Bank Holiday and Christmas Closure.

Data Protection / Fair Processing Statement.

The Olive Tree Nursery is a Data controller for purposes of the Data Protection Act 1998. This Act regulates how we obtain, use and retain information about individuals.

The information you supply to The Olive Tree Nursery is being collected for the purpose of providing you and your child/ren with a service. When you sign or complete a form at nursery or give us information about you and your child/ren you are providing consent to The Olive Tree Nursery processing your personal information for the purpose of delivering childcare to you and your family. Any information provided will not be retained for any longer than is required for that purpose.

Any information we hold will only be shared with you knowledge, the exception to this being in any suspected instance of abuse, the nursery would contact Somerset Direct.

The Olive Tree Nursery Registration Pack

Communication.

The Olive Tree Nursery uses a range of communication methods to ensure that parents/carers are kept informed and up to date with our nursery community. A monthly newsletter will be available for you to collect at reception or will be emailed with your invoice. We keep up to date information on the Nursery notice boards. We have a screen in the main nursery reception that is updated to give you information we also have the computer screen with the ticker tape that runs along the bottom inside nursery.

Social Media and Technological Communication.

The Olive Tree Nursery also has a Facebook page "The Olive Tree Nursery", we will use this to give you regular updates and information such as closure days, 'snow days' and nursery events. Parental participation in their child's learning is important. To enable this we actively encourage families to share events, achievements and learning via 'Keepy' (A free interactive app) and termly/half termly email updates on 'What To Expect When'.

It is a parents/carers responsibility to ensure that the Nursery has up to date contact information for all communication methods to be successful.

If you wish to discuss personal communication preferences then feel free to speak to your keyworker.

Suggestions, Comments and Concerns.

If you would like to share your views and thoughts on The Olive Tree Nursery and the service that you have received forms are available from a member of the management team's office, or you may wish to speak to your Child's Keyworker or a member of the management team direct.

If you wish to contact The Olive Tree in writing the address and contact details are below.

The Olive Tree Nursery
Westonzoyland Road
Bridgwater
TA6 5HT
01278 457581
theolivetreenuresery@yahoo.co.uk

If you do not feel that your views have been dealt with appropriately then you may wish to contact OFSTED on the details below.

The National Business Unit
Ofsted
Piccadilly Gate
Store St
Manchester
M1 2WD
03001231231
www.ofsted.gov.uk/parents

The Olive Tree Nursery
Registration Pack

Registration Form

Should you wish to register your child to attend The Olive Tree Nursery,
Please complete the following registration form and return to a member of the management team.

Child's Full Name _____ Date Of Birth _____

Boy / Girl (please circle) In which year will your child start school _____

Languages spoken _____ Nationality _____

Address _____

Post Code _____

Are there any agencies involved with you or your family? _____

Mother's Full Name _____

Address _____

Post Code _____

Occupation and place of work _____

Daytime contact number _____ Mobile Number _____

Email address _____

Father's Full Name _____

Address _____

Post Code _____

Occupation and place of work _____

Daytime contact number _____ Mobile Number _____

Email address _____

Request Commencement Date (We cannot guarantee the preferred start date) _____

Are you registering your child in order to only access: 2 year old funding? 3 year old EYE?

Requested Sessions:

	Mon	Tues	Wed	Thurs	Fri
Start Time					
Finish Time					

Term time only All year round (Term Time is only available to funded children)

In registering my child at The Olive Tree Nursery, I have read and agree to abide by the Terms and
Conditions as laid down by the Nursery.

Signed (Parent) _____ Date _____

Signed (member of the management team) _____ Date _____

Nursery use only: Date registration form received _____ Added to waiting List Y / N

Inputted on Nursery Management Software _____

Key Person Allocated _____ Visits Booked _____