

Cranford Nursery School
Douglas I.O.M.



Prospectus



Cranford Nursery School

116 Woodbourne Road

Douglas, Isle of Man, IM2 3BA

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Cranford nursery school has been established for 30 years. It is unique in the fact that it is a small exclusive nursery continually striving to keep the class sizes small. In classes of just 8 children and less, Cranford's children benefit from receiving high levels of individual attention. In a warm, friendly and homely environment our children soon blossom into independent learners. The staff are trained in child care and believe that every child is unique with unlimited potential. The children are taught a curriculum which will stretch your child's imagination, allowing them to

experience learning through their senses and through play. Having a small group enables the nursery nurse to develop a close bond with each child. Our pre-school children follow the curriculum guidance for the foundation stage, preparing them for school. We also provide an after school club and holiday club with daily trips out.

Cranford is a family run nursery; Fiona is the manager and owner and has 24 years experience in child care.

Our parents have continually recommended us for 'The Best Business Guide' for being
"Lovely with the children, homely, friendly and caring"





Our parents also recommended us for 'The best of the Isle of Man', and this is what they recommended us for:

"Cranford Nursery School consistently achieves high standards winning a position of being the 'flagship' of day care for children on the island"



Fees

Full Day	8.00am - 6.00pm	£26.00
School Day	8.00am - 3.30pm	£23.00
Morning	8.00am - 1.00pm	£16.00
Afternoon	1.00pm - 4.00pm	£13.00
Afternoon	1.00pm - 6.00pm	£16.00

Flexible sessions £4.00 per hour

Open 51 weeks of the year. Children must attend a minimum of 2 sessions to successfully settle in. Fees include drinks and snacks, children bring packed lunches.

AFTER SCHOOL CLUB/ HOLIDAY CLUB

We have an "After School Club" and collect children from local schools:

Murray's road, Ballaqualye infants and St. Mary's school

We accept children from any other schools if you can provide transport to the nursery.

We will plan a fun curriculum which will include arts and crafts, stories, and games, we also have a play station and two computers, and we will provide light snacks and a drink

All nursery policies and procedures apply to the After School Club. (Please read policy and procedures at the back of the prospectus).

Fees

After School Club	£9.00 per session
School holiday care	£27.00 per day 8.00-6.00
	£17.00 per morning 8.00-1.00
	£17.00 per afternoon 1.00-6.00
	£24.00 per pupil for 2 siblings

Fees must be paid in advance for the holiday club which is non refundable.

The After school club and holiday club have a minimum requirement of 4 days per week as each child takes up a full time place and spaces are limited.

Fees are paid in advance; once you have booked your place then you are obliged to pay the full amount regardless if you cancel or if your child is not in attendance, due to illness. We cannot offer any refund of fees.

Parents must contact nursery if their child does not need to be collected from school or if anybody else is collecting them.

Holiday Club

- 8 .00 am to 6.00 pm
- £27.00 per pupil per day includes snacks and drinks
- Siblings cost £24.00 per pupil per day
- Our holiday club is small approximately 12 children
- The children enjoy daily trips out for example: to nobles park play ground, Douglas beach, villa marina, museum, and horses home are a few places.
- We have a large garden which the children have access to all day long.
- We have a play station, two computers and the children can relax to a DVD.
- We play games, competitions and have dress up theme days, with face painting and bouncy castle.
- The club “nip” across the road to play football on the fields and to have a run a round with bats and balls.
- Our holiday club is always planned to have lots of fun.
- If you have a very young child (4-5 yr old) who would just like to enjoy playing in the nursery rather than the holiday club then this is ok too.
- Children provide their own packed lunches
- **Fees are paid in advance; once you have booked your place then you are obliged to pay the full amount regardless if you cancel or if your child is not in attendance, due to illness. We cannot offer any refund of fees.**

Fees

A £30.00 non refundable deposit is required to book your place, once your child starts then you will receive a free nursery jumper and polo shirt, (only when a deposit has been received)

Fees are paid at the beginning of the month and regardless of absence.

Four weeks written notice must be given to leave nursery or after school care.

Fees are paid regardless of illness or family holidays or any other matter.

Fees are paid by standing order or cheque.

Legal action will be taken if fees are not paid.

Parents will be notified in advance of any fee increase. We will continue to offer a very competitive rate.

Once holiday club is booked then fees must be paid regardless if your child attends or not. The fee policy is the same for after school club and holiday club.

Age groups

We welcome children between the ages of 2 and 11 years. We accept children in trainer pants and nappies. Older brothers and sisters can attend up to the age of 11 years during the summer holidays, providing there is a space available.

Outdoor activities

We have a large garden and play area with safety matting in which we have a climbing frame, slide, playhouse, tricycles and a see-saw. During summer we have sand and water play.

Absence

If your child is absent for any reason, please contact the nursery school to inform us, the fees must be paid as usual. If children miss a session that session cannot be utilised on another day it must be forfeited and paid for as normal.

Arrivals/Departures

If you cannot collect your child from nursery, please contact the nursery to notify us with the name and a description of the person who will be collecting your child. If the nursery is not notified, we will not release your child to an unknown guardian.

On arrival and departure children must be taken into their room and collected from inside their room by the parent.

Settling in Nursery

Children cannot learn if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable. Children and parents can visit the nursery before their admission and stay for a morning or afternoon together until they both feel comfortable, then we require children have a minimum of 2 days, in order to help settling in. Parents will be informed on their child's progress with settling in by their nursery nurse.

Meals and Snacks

We provide morning and afternoon snacks and drinks, a choice of biscuits or fruit, sugar free juice, water or milk will be available. Parents provide a packed lunch.

Sickness

Children suffering from a contagious illness should be kept at home until the symptoms disappear. Please note that sickness and diarrhoea, conjunctivitis, impetigo and head lice are all contagious. If we feel a child is ill and should be at home then we will phone the parents to ask parents to take the child home. Please phone the nursery to inform us of the nature of the illness so that nursery can alert other parents and make observations of any other child who seems unwell. Children suffering from an attack of vomiting or diarrhoea should not come back until at least 24 hours have elapsed after the attack.

First Aid

All members of staff hold a St. Johns Ambulance First Aid Certificate for children and babies.

Medicines

Unless prescribed by a doctor, we are not allowed to administer medicines. We have a very strict medication policy and procedure involving the administration of medicine; we will give parents a copy when required.

Please inform us if your child is allergic to any plasters or antiseptic cream. Parents must inform nursery of any allergies so that all staff can be notified a procedure will then be put into place to accommodate that child.

Accidents

We have an Accident policy and procedure which includes an Accident Book, we will record any major and minor accident or bruising, we will inform you of any accidents and parents will be required to sign the Accident Book.

Nursery Holidays

Cranford will close on bank holidays and for one week over Christmas and New Year. Fees are not charged for the week over the Christmas Holiday when nursery is closed however because we are a small Nursery, we charge fees for all absence including (family) holidays and including bank holidays.

Admissions

If you would like a place at Cranford please phone to book a viewing, or drop in to see us and have a chat or post the application form in, or download an application form and prospectus from our website. (www.cranfordnurseryschool.co.uk). We welcome visitors but to avoid disappointment please phone to arrange an appointment then I can personally be available to meet you and show you around. When you apply for a nursery place we request you send in a photograph of your child for our records.

We cannot guarantee a nursery place, however we may be able to accept a deposit to secure a place, this will depend on certain circumstances so please have a word with myself Fiona Harcourt.

Nursery policies and procedures

We have a file containing all our policies and procedures and inspection report which is available upon request.

It is our policy to request parental permission to take children on outings and take photographs of the children to put either in their art books or to display in the nursery. Here is a brief description of some of our policies.

Child protection

if a member of staff becomes concerned about a child then we will firstly contact the parent to discuss the issue. If the problem is persistent and does not get better then the child's condition and parents explanation will be recorded in a diary this will be confidential. (A child's condition can be their emotional state, hygiene and behaviour). Any injuries that the child has on him from home which causes concern will be recorded in the accident book. If the nursery feels they need to pass the problem to the authorities then the local social services will be contacted, out of hours referrals are made to the duty social worker via the police station.

Allergies

If a child enrolls at Cranford who may have a nut allergy then we may request that parents do not put nuts in packed lunches, and a procedure will be put into place to accommodate the allergy for example all pupils may be asked to wash their hands on arrival before they go to play, again parents will be notified at the time.

We request that parents put ice packs in their child's lunch and please ensure any meats or dairy used is in date and chilled before put in the lunch bag cooler. If lunch is prepared the evening before please keep it refrigerated at home making efforts to ensure hygiene levels are maintained at all times.

Dress

We request that parents dress children in old clothes for nursery as clothes can get quite dirty from the garden the soft matting is black and when it is wet the dye does run.

Nappies

Nappies must be provided by the parent, and a spare change of clothes for any accidents! We do have spare clothes and spares just in case you run out, your nursery nurse will notify you if she requires more.

Emergency contact

Parents must notify nursery if you change your mobile phone number, work number or home number or if you move house. Emergency contact numbers are regularly updated as it is important we can contact you in case of an emergency or if your child is sick.

No toys

Please do not bring toys to nursery from home, we do not allow toys however comforters are allowed if your child is settling into nursery.

Complaints

We offer parents a box to put their suggestions, comments and complaints in; the box is there for parents to use and can be done in confidence and will be taken seriously. If you would like to discuss any problems, comments and/or suggestions then please discuss with myself or your child's key worker.

If you have any questions or you would like to discuss more in detail then please do not hesitate to contact myself **Fiona Harcourt**, and please remember you are very welcome to come and have a look around the nursery.

Complaints Procedure

Any complaint about any matter connected to the nursery should be made to Mrs. Fiona Harcourt. If needed too we will make an appointment with you at your convenience so we can give you our full attention.

If the complaint cannot be resolved by us, then you are advised to speak to the nursery inspectors. We reserve the right to request parents to remove their child from our care if we feel it necessary.

Nursery Registrations Officers

Mrs. Sue Wadsworth
Registrations and inspections Unit
Reayrt Carnane,
Westmoreland Road,
Douglas IM1 4QA

PLEASE READ OUR PARENTS TESTIMONIALS

This is what they said about us

Date Added: April 2009

Dianne B says : "Absolutely brilliant nursery"

I have no problem leaving my 2 year old little girl here every morning when I go to work as I know she is in safe hands. I think Cranford has a lovely homely and friendly atmosphere about it and I find Fiona, Karolyn and Emma really approachable and helpful it's also lovely to see they treat all the children with such love and care. My daughter loves to go to nursery and always leaves by giving everyone including the staff a kiss and a hug goodbye, doesn't that speak a thousand words. My eldest little girl also loves to go back to Nursery in the school holidays to see everyone. I am glad I found such a lovely environment for both of them to grow up in and share with others".

Susan Yule says: "it is a fantastic Nursery"

"Both of my children have been attending Cranford for about 5 years, it is a fantastic Nursery with a real homely feeling to it, all credit to Fiona, Karolynn & Emma for their faultless time and effort. My youngest was a very shy girl but soon adjusted to life at Cranford quickly due to the gentle & caring nature of the staff".

Sharon K. says: "I have always felt my children were in very safe hands"

: "Fiona, karolynn and all the team at Cranford have always been nothing less than perfect. Fiona is very approachable and will always go out of her way to help you. I have always felt my children were in very safe hands"

Angela P says: "all the staff there were absolutely fantastic"

: "Our daughter attended the nursery between the age of 2 and 5, she was a very shy child. She never once cried when I left her and all the staff there was absolutely fantastic. She loved every minute of her time there and I'm so pleased we chose this nursery. They put so much effort into everything they do and you can see that the staff does this job because they love children and the way the nursery is managed is excellent".



CRANFORD NURSERY SCHOOL

116 Woodbourne Road, Douglas, Isle of Man, IM2 3BA.

Tel: 01624-676086

Registration Form

Family Details

Surname:

First Name:

DOB:

Parents Name(s):

Address:

Telephone No(s): Home:

Mobile:

Work:

Emergency Contact

(1) Name:

Tel. No:

Address:

(2) Name:

Tel. No:

Address:

Parents occupation

(1) Mother:

(2) Father:

Health & Medical Information

Name of Child's GP:

Address:

Tel No:

Name of Child's Health Visitor:

Tel. No:

Immunisations: Has your Child been immunised against: (please tick)

Diphtheria

Tetanus

Whooping Cough

Measles

Mumps

Rubella

HIB

Polio

Allergies:

Medical Conditions:

Special Information

After School Club:

Name of School?.....

Do you need us to collect from school?.....

Will you be using a taxi, Name of firm?.....

What time does your child finish school?.....

Will you require school holiday care?.....

Name of class and year.....

Registration Details

Sessions required by your Child: (please tick)
Delete: Nursery /After school club / Holiday care

	Monday	Tuesday	Wednesday	Thursday	Friday
a m					
p m					

Date you would like your Child to start Cranford Nursery School:

I give permission for..... (Name of Child) to be taken on short outings and to have photographs taken as part of the activities of the Nursery School.

I agree to abide by the nursery policies and procedures.

Signature: (Parent/Guardian)

Date: