



The Green Day



Nursery (Kings Norton) LTD Prospectus 2025/26



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Kings Norton
Birmingham
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Introduction

The Green Day Nursery is a private owned nursery. We are a large 60 place day nursery, open 51 weeks a year. We accept children from 6 weeks to 4 years of age. Children are accepted on a first come first served basis, and we do not discriminate regardless of gender, religion, disability, ethnicity, or racial origin. We are registered under Ofsted Early Years and have regular Environmental Health inspections.

The Nursery consist of 2 separate buildings with 3 separate age areas. Each area follows the Development Matters curriculum under the new Early Years Foundation Stage framework. This curriculum has 7 key areas of learning that we follow. We follow an 'in the moment planning' curriculum, which is centered around children's interests.

1. Personal, Social and Emotional Development
2. Mathematics
3. Communication and Language
4. Literacy
5. Physical Development
6. Understanding the World
7. Expressive Arts and Design

We have outdoor areas, including Top Nursery Garden, Bob's Yard, and Bottom Nursery Garden. We aim to have daily outdoor play regardless of the weather!



Opening Hours

The nursery is open Monday to Friday, **7:15am** to **6:30pm** throughout the year. However, we are closed on statutory bank holidays and the week between Christmas and New Year's Day.

Nursery Staff

All the staff at the Green Day Nursery are **DBS checked**, and the majority of the staff hold relevant childcare qualifications. Most of the staff are also **Paediatric First Aiders** and **Food Safety** trained. Further training opportunities are offered to all staff too. We like to encourage the staff to keep up to date with all aspects of childcare.

Baby Room

Our Baby Room caters for babies under the age of 24 months. We have a fully equipped playroom and a separate sleeping area. We offer a range of activities that coincide with our EYFS curriculum. The ratio in baby room is 1 staff to 3 babies.

Daily diaries are completed and sent home at the end of each day. This will contain information on what your child has done throughout the day, sleep times, nappy changes, meals and snack times and drinks.

Parents are requested to bring an unopened box of formula milk and staff will make fresh bottles on demand. We also request parents to bring in children's lunches, which are stored in the fridge and prepared for lunch times.

Parents/carers are requested to provide nappies/nappy rash creams as they aren't included in nursery fees. However, we do provide baby wipes.

Green Day Nursery - Childcare Record Sheet

Name: _____ Date: _____

Food	Time	Meals	Drinks	Sleep	Wet	Soot	Other
Breakfast							
Teach							
Teach							
Teach							
Teach							
Teach							
Teach							
Teach							

Extra Notes

Notes

Chil/Child/Other

Wet	Soot	Other

Activities

Reading	Painting	Playing	Other

Notes and remarks: _____

Your child needs: Dressing (L) Nappy Cream (L) Nappies (L) Wipes (L)

Notes for Parents: _____



Top Nursery

A month before the child's 2nd birthday, children will move from the baby room and join Top Nursery in the Big Room. Top Nursery follows a more structured routine. Parents will receive a daily diary, which like Baby Room will contain information about daily activities, meals, nappy/clothes changes etc. If your child has a nap during the day, there is a designated sleep area that is set up ready for them.

When your child is ready to start potty training, staff are ready to support your child with this step. We ask parents to provide plenty of spare clothes to aid with this, since accidents happen.

When your child turns 2, **progress checks** are completed. Parents are invited into nursery to have a meeting with their child's key person. Parents will be encouraged to provide their insight to help with writing their child's report.

Bottom Nursery

At the age of 3, children will move from Top Nursery to Bottom Nursery, which is our pre-school building. Children are encouraged to be a lot more independent, with easy access to toilets, drink etc.

After children's 3rd birthday, they become eligible for nursery education grants. Further information will be given to you at the appropriate time.



Meals and Snacks

Parent must provide their child's meal, for lunch and/or tea. We encourage you to send in healthy food and encourage a sufficiently varied diet. A healthy balanced diet would consist of carbohydrates, fruit, vegetables, dairy, protein, and non-sugary drink. The meals are then placed in the fridge upon arrival and prepared at the appropriate mealtime, which is 11:30am. Any unopened food will be returned to you at the end of the day.

We are a **nut free** setting. We urge you to check to make sure that items you're supplying your child with does not contain nuts.

Environmental health has informed us that we are not able to re-heat cooked rice. Rice contains toxins once it's cooked, and harmful bacteria could form in the cooling process. These toxins are still present when reheating and could cause food poisoning. However, packet rice like 'Uncle Ben's' and any alternatives are fine and we can heat those up.

Nursery will provide your child with snack, this will usually be a piece of fruit, and a biscuit/toast. This will be provided with an option of milk/water. Our snack times are at 10am and 2pm.

Water is readily available for children throughout the nursery day.



The Green Day Nursery Security Policy

- Our nursery is committed to providing a **safe and secure environment** for **all** children under our care
- Children will be supervised at all times during their sessions.
- Staff have a duty to make sure that all visitors who come onto nursery premises sign the visitor sheet. They should also introduce themselves and state the reason of their visit.
- If a child is going to be collected by someone other than the primary parent/carer then nursery **must** be informed and the adult who is collecting the child must know the child's password. In the event that someone else should arrive without the nursery being informed, then the child cannot be handed over, until parents/carers have been contacted and permission being granted.



The Green Day Nursery Parent Involvement Policy

- We believe in creating good parent partnerships with parents/carers
- We like to involve parents/carers in the care and education of their child whilst attending nursery.
- We are committed to ongoing discussions with parents/carers to improve our knowledge of the needs of their children and to support their families.
- We ensure all parents/carers are aware of what's happening in nursery by regular informal conversations and access to written information.
- We inform parents/carers on a regular basis about children's progress. The children in Baby Room and Top Nursery have daily diaries sent home at the end of each day.
- Parents are encouraged to work with their child at home too
- Each parent will have access to their child's Blossom page. This will contain children's observations and reports on each child's progress. Parents can also upload pictures for practitioners to see.
- Each child will have their own "All About Me" folder, which is a personalised journal created for parents to tell us all about their child. This can include any religious festivals, birthdays, holidays and much more!
- Regular newsletters are sent out to parents/carers, this will update everyone on anything happening at nursery, for example stay and plays, parties, etc.
- We hold stay and play sessions, party days and an annual Christmas production which parents/carers are invited to.

Illnesses, Absence & Medication

We would appreciate being notified of any absences.

If your child is suffering from sickness or diarrhea, they must be kept away from nursery for 48 hours after the sickness or diarrhea has stopped.

If your child becomes concerningly ill whilst they are at nursery, we will notify parents/carers and request that they are collected from nursery as soon as possible.

Receiving & Adminstrating Medicine

If your child is on any medication, it should be handed to a member of staff upon arrival. A medication form will have to be filled in with all the relevant information. Only prescribed medication will be given to the named child. This will be recorded in our nursery medication book and handed to parents to sign at the end of the day. For any ongoing illness/conditions, for example asthma, an individual care plan will be made and kept on sight with the medication.

Sun Protection

During hot weather, nursery will provide and apply sun cream on children, unless parents/carers wish to supply their own. Parents are encouraged to bring their child in a sunhat to provide further protection from the sun. Children will be encouraged to wear this during outdoor play. Children will have constant access to water.



Settling in period

The week prior to your child's starting date, your child will be offered two settling in sessions. This will enable parents/ carers to bring in their child to nursery for 2 two hours, free of charge during a morning or afternoon session. These sessions will be arranged during convenient days for parents/carers, children and nursery. During these settling in periods parents/carers are welcome to stay with their child or leave them to see how they settle into nursery life. However, we are flexible and more settling in time can be arranged, if parents/carers feel it is required.

Nursery fees from 01/05/2025

Babies and children under 2 years of age:

Full time		£364.00
Full day		£81.50
Half a day	7.15am – 1.00pm	£50.50
	1.00pm – 6.30pm	£50.50

Children over the age of 2:

Full time		£332.00
Full day		£75.00
Half a day	7.15am – 1.00pm	£48.00
	1.00pm – 6.30pm	£48.00

School Club – morning

Before 8am	£7.70
After 8am	£4.40

School Club – evening

Hourly Rate	£4.40
18:15 – 18:30	£1.10

Playscheme

Full day	£32.00
Half a day	£18.00

A registration fee of £100.00 is required for children under 18 months of age to secure a nursery place. This fee is deducted from your nursery fees when your children starts attending nursery. Please note that this fee is **non-refundable** should you decide that you wish to cancel your nursery place.

Nursery fees can be paid weekly or monthly in advance.

You are required to pay your full fees on bank holidays; however, you will not be charged for the working days between Christmas and the New Year.

Nursery allows you two weeks holiday pro-rata per year.

10% discount will be given if additional siblings attend nursery

A minimum of **4 weeks notice** is **required in writing** if you wish to **terminate your contract**. If for any reason nursery has cause to terminate your contract you will be given a minimum of 4 weeks notice.

Please note that nursery **closes at 6:30pm**. Any child that is collected after this time will be charge a 'late collection fee'. This is an additional fee is £10.00 for every 15 minutes after 6.30pm.

Nursery Policies

We have an operational plan at nursery that has all our policies and procedures in. If you would like a copy of our policies, please feel free to ask, policies are available to look at on our parent's notice board. The policies that are available are listed below:

1. Mission policy
2. Admissions policy
3. Arrivals and Departure policy
4. Care Learning and Play policy
5. Equipment and Resources policy
6. Health and Safety policy
7. Risk Assessment
8. Fire Safety policy
9. Security policy
10. Outings policy
11. Health, Illness and Emergency policy
12. Hygiene policy
13. Infectious and Communicable Diseases policy
14. Food and Drink policy
15. Equality and Diversity policy
16. Special Needs policy
17. Behaviour and Bullying policy
18. Parent policy
19. Parental Involvement
20. Non-collection of Children policy
21. Missing Children policy
22. Complaints policy
23. Safeguarding
24. Documentation and Confidentiality policy
25. Staffing policy
26. Staff Development and Training policy
27. Student and Placement policy
28. Smoking, alcohol and Drug policy
29. Racial harassment and Discrimination policy
30. Asthma statement and policy
31. Mobiles, cameras and videoing policy
32. Relationships policy
33. Keeping animals policy
34. Recruitment policy
35. Physical Development policy
36. Sleep Policy