



**CHILTERN NURSERY
& TRAINING COLLEGE**

18 Peppard Road, Caversham, READING RG4 8JZ

Tel: 0118 947 1847 E Mail: info@chilternntc.com www.chilternntc.com

Dear Parents

I write further to your enquiry regarding Chiltern Nursery.

You will find attached some information regarding our nursery, which I hope will give you some background information. However, to get a real feel of what we offer for children at Chiltern, you need to come and see for yourself the facilities we provide.

We are very proud of our nursery and always welcome visitors. To make arrangements to visit us please call Cathy Wakely, our Admissions Manager, on 0118 947 1847.

We look forward to meeting you.

Yours sincerely

Nicola Richards
Nursery Manager

CHILTERN NURSERY & TRAINING COLLEGE

The Chiltern Day Nursery is an integral part of Chiltern Nursery & Training College, which is a registered charity. We have been offering the highest standards of care, education and training since 1931.

Our nursery provides high quality care and education for children from 2 months to 5 years of age in a homely, caring environment.

We are situated in Caversham, on the outskirts of Reading. Our nursery buildings and grounds include large well equipped gardens that provide an excellent environment in which children can play, learn and develop.

We believe that children learn best through play, through enjoyment of what they are doing and through interaction with caring, supportive adults. Our staff team work hard to ensure that each child develops to their full potential.

The children are cared for in homely family groups. As they grow older and progress through the nurseries they join larger groups to increase their social interaction opportunities.

We believe all children have a right to grow up and learn in an environment that is free from prejudice and discrimination. Each child should be valued and respected as an individual, have their needs met and be given the opportunity to develop to his or her full potential. We recognise the wide-ranging needs of children and their families within the community and will endeavour to play our part in meeting these needs.

Mission Statement

CNTC aims to provide the highest standards of excellent in early years care, education and training.

Partnership with Parents

We recognise and value the importance of staff and parents working closely together to ensure that your child's needs and your wishes are met and that transition from home to nursery is as smooth as possible. Settling in visits are arranged before your child starts in nursery. These visits are tailored to individual needs, so that you can feel comfortable about leaving your child.

Staffing

We employ fully qualified nursery staff, who work alongside and train our Chiltern Trainees. All staff members are experienced in the care of young children and we provide on-going training to ensure that we maintain the highest standards of care and education for your child. Throughout the nurseries the staff team operates a key worker system, whereby you and your child will have the benefit of forming a special bond with one adult, as well as socially interacting with other members of staff and children.

Children's Care, Learning and Development

The nursery believes in children learning through play, through enjoyment of what they are doing and through interaction with caring, supportive adults. A particular emphasis is placed on encouraging children to develop their self-confidence, independence and social and emotional skills, as we believe this provides a secure foundation for children's future learning and development. We provide a wide range of appropriate activities and experiences both inside and out, which we believe the children will enjoy and which are based on the concept of children learning through play.

Provision for children's care, learning and development is based on the Early Years Foundation Stage (EYFS) Framework. This is a Government framework for all Ofsted registered early years' settings for children from birth to five years of age. The EYFS sets out the care, development and learning opportunities that should be provided for all children to help them learn, progress and develop to their full potential.

Meals and Snacks

Nutritious attractive meals and snacks are served at the nursery. Meal times are used to develop children's social skills and to establish good eating habits. Children's individual dietary needs are met by working in partnership with parents.

Ofsted Registration and Grading

The Nursery is registered with Ofsted and was inspected in November 2018, when we received a 'Good' for the care and education that we provide. The full report can be found by following the link on our own website. (www.chilternntc.com)

Policies and Procedures

The Nursery has a range of policies and procedures to inform parents and support staff in providing high quality care for the children in our care. These can be found on the CNTC website (www.chilternntc.com)

Opening Times

The Nursery is open 51 weeks of the year (we are closed for one week over the Christmas period and Bank Holidays). The opening times are:

8.00am – 1.00pm (morning sessions – includes breakfast and lunch)

1.00pm – 6.00pm (afternoon sessions – includes tea)

8.00am – 6.00pm (full day – includes breakfast, lunch and tea)

Nursery Fees

A fee structure is attached. Fees are reviewed annually by the CNTC Board of Trustees.

Early Years Education Funding

The Government provides some funding towards nursery education fees from the term following a child's third birthday. We will send parents a form to complete when their child becomes eligible for early years grant funding. This should be completed and given back to Nursery. If you require any further information about

Early Years Education Funding this can be obtained from Lorrisa Phillips, Finance Manager, or Cathy Wakely, Admissions Manager.

Childcare Vouchers and Tax Free Childcare

We accept childcare vouchers. These are being phased out and new applications for childcare vouchers ceased from 4th October 2018, but if you are already in receipt of these you can continue to use them as long as your employer still offers this. New applicants can apply for Tax Free Childcare (www.gov.uk/tax-free-childcare)

Admissions

Our current Admissions Policy is enclosed. Enquiries concerning places on our waiting list should be addressed to Cathy Wakely, our Admissions Manager, or Jane Kemp, our Admissions Administrator.

Visits to the Nursery

We welcome visitors to the Nursery and would encourage you to come and look round before you complete an application form. However, appointments to visit must be made for security purposes in advance.

If you would like to visit the nursery please telephone and arrange a mutually convenient time with Cathy Wakely

Telephone: 0118 947 1847

Email: marketingmanager@chilternntc.com

ADMISSIONS POLICY

CNTC aims to ensure the provision of quality childcare while providing flexibility for parents, balanced with the effective running of the nurseries. We aim to ensure that in the admission of children all individuals are given equal concern and treatment.

Applications for nursery places will be considered on the following basis.

Priority will be given to parents requiring full time and full day places.

A minimum of 4 sessions per week (half a day = 1 session) must be booked in line with good childcare practice and to enable effective planning within the nurseries.

Where possible, within the above criteria, priority will be given to siblings of children already attending the nursery.

Initial contracts will be signed for a three-month period.

Nursery Sessions are offered as follows:

Full day places are from	8.00 am to 6.00 pm
Part time places are	8.00 am – 1.00 pm
	1.00 pm - 6.00 pm

CNTC acknowledges that parents' needs may change. Consideration will be given to a reduction in sessions subject to the changes being compatible with the efficient running of the nurseries. If agreement is given to a reduction in sessions, one calendar month's notice must be given in writing. Full fees will be charged for the notice period. A reduction to less than 4 sessions per week will not be considered.

Refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staffing costs are incurred whether your child attends or not.

Additional sessions may be agreed according to availability of spaces and in consultation with the Nursery Co-ordinator.

Once a place has been offered and accepted the agreed start date must stand. In exceptional circumstances, the Head may agree to extend the start date by a maximum of 2 weeks. If a place is to be kept open after this period full fees will have to be charged.

Flexibility in days and sessions applied for may increase the possibility of a place being offered.

Reviewed December 2017

CHILTERN NURSERY & TRAINING COLLEGE
APPLICATION FORM FOR NURSERY PLACE

Please complete in **BLOCK CAPITALS**:

SURNAME OF CHILD:	
FORENAMES:	
D.O.B.: (or expected date)	MALE / FEMALE
SIBLING OF CHILD ALREADY IN NURSERY ? YES / NO DEPT.	
NAMES OF PARENTS:	
MOTHER:	FATHER:
ADDRESS:	ADDRESS:
CONTACT TEL. NO:	CONTACT TEL. NO:
E MAIL ADDRESS:	E MAIL ADDRESS:
SESSIONS REQUIRED: (minimum of 4 sessions)	
MORNING (8.00am-1.00pm) MON / TUES / WED / THURS / FRI Tick sessions required	
AFTERNOON (1.00pm – 6.00pm) MON / TUES / WED / THURS / FRI Tick sessions required	
ALL DAY (8.00am – 6.00pm) MON / TUES / WED / THURS / FRI Tick sessions required	
Flexibility in session requirements will offer a greater chance of a place.	
PREFERRED START DATE:	
Please note that a place on the waiting list does not guarantee a place in the nursery. You will be contacted when a place becomes available.	
Protection of Personal Data Personal data included on this form will be handled, stored and disposed of in accordance with the General Data Protection Regulations 2018, CNTC's Confidentiality and Data Protection Policy, Privacy Statement and Retention of Information Policy, which can be found on our website: www.chilternntc.com	
Signed:	Please PRINT name:
Date Form Completed:	