York Campus Nursery

NURSERY & PRE-SCHOOL ESTABLISHED 1989
York Campus Nursery

York Campus Nursery is a multicultural setting catering for children aged 3 months to school age across two separate units. The Nursery is a safe, happy place that nurtures and encourages the children's diversity and potential.

Rated as ‘Good’ by Ofsted because the experienced and well qualified staff team demonstrate consistently good teaching skills.

The Nursery aims to provide a happy, secure, caring and stimulating environment where the children develop socially, emotionally, physically and intellectually. The welfare of the child is paramount. All nursery policies are available on request. The Nursery works in partnership with Lord Deramore’s, Badger Hill Primary School, and Fulford Shared Partnership.

AIMS AND CURRICULUM
The aims of our multicultural and diverse Nursery are:

- Quality and consistency
- Secure foundations for children
- Working in partnerships with parents and carers
- Equality of opportunity

The Nursery follows the Early Years Foundation Stage (EYFS) Curriculum for children from their birth to the end of school reception.

The EYFS breaks down into prime areas:

- Physical development
- Communication and language
- Personal, social and emotional development

and specific areas:

- Mathematics
- Literacy
- Understanding the world
- Expressive arts and design
Activities

We offer a wide range of activities to the children in order to promote different kinds of learning through child lead play, investigation and exploration. The nursery’s primary aim is to help children become confident and enquiring learners.

Although we do provide overalls for children to wear, as and when necessary, please remember they may be taking part in “messy” activities and should be dressed accordingly. It is also helpful if removable clothing and footwear are marked with the child’s name and children should bring appropriate clothing for outdoor play. Physical movement encourages coordination and concentration.

A wide range of art and craft activities are available to stimulate creativity and self expression. The nursery curriculum is developed through the Early Years Foundation Stage as regulated by Ofsted (Office For Standards in Education). All settings that receive government funding are required to plan activities and experiences that help children progress in the seven areas of learning and development, as defined by the Early Years Foundation Stage, and are subject to inspection by Ofsted.
Session Times

MORNING: 8.30AM to 1.30PM

AFTERNOON: 1.30PM to 6PM

Please do not bring your child any earlier than the start of the session and be prompt in picking them up, especially at the end of the day. It is most important that children are collected promptly at the end of the session so that the number of children in the Nursery does not exceed the occupancy level permitted by Ofsted. Children will not be admitted before 8.30am. If a parent is late collecting their child they will be asked to sign the late register.

The Nursery will provide a healthy snack in the middle of the morning and afternoon sessions. Cooked lunches are freshly prepared and delivered within the University campus, and are included in the fees for the Nursery unit children over 2 years old. For baby unit children the lunches may also be suitable and parents may choose to order a lunch for their child, at cost, if required.

If you wish to collect your child at an earlier time than normal, please inform the staff. The staff also need to be informed if your child is to be brought to or collected from the Nursery by anyone other than a known parent.
Admission

ELIGIBILITY
The Nursery is open to all, including University students and staff and members of the public. The Nursery’s registration allows us to take children up to 5 years and 11 months. Where sessions are available we are therefore able to offer places to children who have already started school and may need childcare during half-term and summer holidays.

REGISTRATION
Once your place has been confirmed at the Nursery you will be asked to complete the registration form. Upon completion of the form, each child is entered on the waiting list and admitted as soon as a place becomes available. Priority on the waiting list is given to existing users, siblings of existing users and then new children in date order: Waiting list form (PDF, 71kb)

The Nursery uses an online programme called 'Tapestry' to observe classes and evaluate children's learning and development, and helps to provide feedback to parents. Parents' written permission is requested to allow use of this system.

BOOKINGS
For the children of staff, graduate students and the public, fees are based on a 50 week year. For the children of undergraduate students, fees will be based on a 37 week year. Places may be retained at a cost of 20% of the full cost over the whole summer vacation.

SESSIONS
There is a minimum booking requirement of two sessions per week. In the first instance, it may not always be possible to offer you every session you require due to demand for places. As and when additional places become available, the Manager will inform you. The Nursery is open all year apart from bank holidays and a two week closure at Christmas.

When your child is offered a place, you will be invited to visit the Nursery with your child. You are welcome to stay while they settle in. Children are encouraged to “settle in” to the Nursery at their own rate and according to individual needs.

NB: There is a long waiting list for children under 2 years old. Please register as soon as possible and periodically check with the Nursery to monitor progress on the list. There is no charge to go onto the waiting list.
# York Campus Nursery

## Fee Structure

With effect from 30th September 2019

<table>
<thead>
<tr>
<th>UNIT</th>
<th>FULL DAY (9.5 HOURS)</th>
<th>MORNING SESSION (5 HOURS)</th>
<th>AFTERNOON SESSION (4.5 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery unit (2 to 5 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student rate</td>
<td>£45.50</td>
<td>£33.00</td>
<td>£21.00</td>
</tr>
<tr>
<td>General fee rate</td>
<td>£49.50</td>
<td>£37.50</td>
<td>£26.00</td>
</tr>
<tr>
<td>Baby unit (3 months to 2 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student rate</td>
<td>£49.50</td>
<td>£37.00</td>
<td>£25.00</td>
</tr>
<tr>
<td>General fee rate</td>
<td>£56.00</td>
<td>£40.00</td>
<td>£30.00</td>
</tr>
<tr>
<td>Free hours / other charges</td>
<td>75p per hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All inclusive charge for provision of food, drinks, resources, rent, rates, sun cream, parties, crafts, etc.

### IMPORTANT INFORMATION

1. Nursery unit morning sessions and full days include a two course freshly prepared lunch. Morning and afternoon snacks are included for all children (both units). Nappies (as required) are also included in the fees.

2. A full time booking for the whole of the invoice period (i.e. one month) will be given a discount of 10%. This also applies to siblings making up a full-time place (10% per child booking). This discount is discretionary and will not be given if parents are in receipt of Early Years free hours and opt out of paying the additional service charge.

3. Nursery unit children over three years should qualify for the universal Early Years funding, up to 570 free hours per year (15 hours per week). Eligible parents may be entitled to an additional 15 hours to make 30 free hours per week, available only on full day bookings. For further information and to check your availability visit: [childcarechoices.gov.uk](http://childcarechoices.gov.uk)

4. Fees for undergraduate students are based on a 37 week year (October to June). Places may be retained at the cost of 20% of full cost over the whole of the summer vacation (July, August and September).

5. Students can also approach the Students Union or the Student Financial Support Unit for help and advice regarding finances.

6. The University operates Nursery Extra/Nursery Plus salary sacrifice schemes, childcare voucher benefits and tax free childcare for employees as follows: [york.ac.uk/admin/hr/browse/employeebenefits](http://york.ac.uk/admin/hr/browse/employeebenefits)
Useful Information

REGISTRATION
The Nursery is fully registered with the Office for Standards in Education (Ofsted). The Registration Certificate is on display in the Nursery. All staff are fully DBS checked and approved to work with children under 8 years of age. All Nursery policies are available on request.

MANAGEMENT STRUCTURE
The Nursery was set up in October 1989 and is ultimately responsible to the University Council.

NURSERY MANAGEMENT GROUP
The Nursery Management Group is chaired by the section head (Head of Department) and includes the Nursery Manager, Student Support Services Manager, Treasurer and Nursery Administrator.

NURSERY CONSULTATIVE COMMITTEE
The Nursery Consultative Committee agrees and keeps under review the general aims and principles of the Nursery and recommends actions arising from these to the Nursery Management Group. Its members will include representatives of the parents/legal guardians of registered children, Nursery staff, Student Support Services Manager, Student's Union, Graduate Students Association, the Section Head, Nursery Manager and Administrator to the Nursery.

FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many children can the Nursery cater for?</td>
<td>We can take a maximum of 30 children in the Nursery unit and up to 9 in the baby unit.</td>
</tr>
<tr>
<td>What is the staffing ratio?</td>
<td>We have a 1 to 6 child to staff ratio in the Nursery unit and a 1 to 3 ratio in the baby unit.</td>
</tr>
<tr>
<td>Is staff retention high?</td>
<td>Yes many of our staff have worked in the Nursery for over 20 years and staff continuity is very important to our children's wellbeing and security.</td>
</tr>
<tr>
<td>Will my child be offered settling in visits?</td>
<td>Yes for up to an hour although due to covid 19 we are restricting visits to a maximum of three visits.</td>
</tr>
<tr>
<td>What qualifications do staff hold?</td>
<td>All staff are qualified to level 3 as a minimum with several at level 6 (degree level).</td>
</tr>
<tr>
<td>Are staff first aid trained?</td>
<td>Yes all our staff undertake paediatric first aid training every three years.</td>
</tr>
<tr>
<td>Do staff hold food hygiene certificates?</td>
<td>Yes training is undertaken every three years to refresh basic food hygiene.</td>
</tr>
<tr>
<td>What do I need to provide for my child?</td>
<td>In the baby unit you will need to provide lunch for your child and some spare clothes and outdoor clothing and if your child is on formula milk you will also need to provide that too.</td>
</tr>
<tr>
<td></td>
<td>In the nursery unit: outdoor shoes and spare clothes. We provide all drinks, snacks and nappies</td>
</tr>
</tbody>
</table>
Staff information

The Nursery has a number of permanent staff detailed below, all qualified to a minimum level 3 qualification. In addition the staff are assisted in their duties by a wide range of volunteers, including students and Early Years Practitioner trainees. We also have a team of regular supply staff who are all DBS checked. For general enquiries please contact nursery@york.ac.uk

<table>
<thead>
<tr>
<th>NURSERY MANAGER</th>
<th>DEPUTY NURSERY MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUTH MELLARD</td>
<td>ANDREA MOORE</td>
</tr>
<tr>
<td>• BA (Hons) Educational Leadership (Level 6)</td>
<td>• BA (Hons) Education Leadership (Level 6)</td>
</tr>
<tr>
<td>• Early Years Foundation Degree (Level 5)</td>
<td>• Early Years Foundation Degree (Level 5)</td>
</tr>
<tr>
<td>• ADCE (Level 4)</td>
<td>• Early Years Teacher Status (Level 6)</td>
</tr>
<tr>
<td>• NNEB (Level 3)</td>
<td>• BTEC (Level 3)</td>
</tr>
<tr>
<td>• Early Years Foundation</td>
<td></td>
</tr>
</tbody>
</table>
Nursery Nurses

AMY BRAUN
- Early Childhood Care
- Education / QQL (Level 4 & 5)

CARON MINNITT
- NVQ in Children’s learning and development (Level 3)

EMMA CHAPMAN
- NNEB (Level 3),
- ADCE (Level 4)

LOUISE MOFFATT
- CACHE (Level 3)

NICOLA ZENDLE
- PGCE Primary Lower (Level 6)

REBECCA TUNSTALL
- NNEB (Level 3)

SALLY MORTON
- NNEB (Level 3) / Foundation Degree (Level 5)
- BA Hons / Graduational Leadership (Level 6)

SARAH GABB
- NVQ in Children’s learning and development (Level 3),
- CACHE (Level 3)
Nursery Assistants

AHLEA LEWIN
- BA hons Early Childhood studies (Level 6)

ALEXANDRA HARVEY
- ICQ Level 3 dip in children's learning and development EYE

JOANNE BRIDGEWATER
- BTEC (Level 3)

OMIMA MOHAMED
- Childcare Learning and Development (Level 3)

SUE DALE
- CACHE (Level 3)

Administrator

SAM TAYLOR
Contact us

GENERAL ENQUIRIES

Telephone: 01904 323737

Email: nursery@york.ac.uk