

BACKGROUND DETAILS

Bush Babies Children's Nurseries was established 1992 and is owned by Jane Brailsford. There are five nurseries in the group all based in Leicestershire, the Gooseberry Bush in Wigston Magna, the Blackberry Bush in Countesthorpe, the Blueberry Bush in Oadby, the Holly Bush in Upper New Walk, Leicester and the Mulberry Bush in Thurmaston. Jane has had many years experience in childcare and is a qualified N.N.E.B., Sick Children's Nurse and Neo-natal Nurse. The Group employs over 85 people, and offers 300 childcare places between the 5 sites.

MAIN AIMS AND OBJECTIVES

The Group aims to provide a warm, caring and stimulating background coupled with a high standard of curriculum based education for children aged 0 - 5. We believe that each child is unique and should be given the opportunity to develop into a happy and confident individual. We always 'praise' for effort and not for achievement alone because we know effort is the real key to success. We believe that given maximum opportunities and encouragement children will thrive and have the confidence they need for their future development. We are confident that Bush Babies Children's Nurseries are the next best thing to home.

PRACTICAL DETAILS

Gooseberry Bush Nursery

The Manse, 47 Long Street, Wigston Magna, Leicester, LE18 2AJ.

Telephone 0116 2884046

e mail: gooseberrylbush@bushbabiesnurseries.co.uk

Manager ~ Nicola Barnes

Snr. Deputy ~ Kariena Weston, Jnr. Deputy ~ Sarah Thorp.

Registered for 54 places.

Before and After School facility available.

Blackberry Bush Nursery

The Old School House,

Leicester Road, Countesthorpe, Leicester, LE8 5QU.

Telephone 0116 2788744

e mail: blackberrylbush@bushbabiesnurseries.co.uk

Manager ~ Carol Burland.

Snr. Deputy ~ Pauline Johnson, Jnr. Deputies ~ Clair Lawlor, Lisa Boyce

Registered for 54 places.

Blueberry Bush Nursery,
40, London Road, Oadby, Leicester, LE2 5DH
Telephone 0116 2714888
e mail: blueberrybush@bushbabiesnurseries.co.uk
Manager ~ Debbie Brown,
Snr Deputy ~ Lauren Deacy, Jnr Deputy ~ Joleen Morley
Registered for 52 places.

Holly Bush Nursery
146 Upper New Walk
Leicester, LE1 7QA
Telephone 0116 2330423
e mail: hollybush@bushbabiesnurseries.co.uk
Manager ~ Sue King
Snr Deputy ~ Becki Summers, Jnr Deputy ~ Amanda Downer
Registered for 54 places.
Before & After School facility and Holiday Club

The Mulberry Bush Nursery
Units E/F
Troon Way Business Centre
Humberstone Lane
Leicester, LE4 9HA
Telephone 0116 2223377
e mail: mulberrybush@bushbabiesnurseries.co.uk
Manager ~ Alison Owen
Snr Deputy ~ Jo Johnson, Jnr Deputy ~ Helena Fowkes
Registered for 86 places
Before & After School facility and Holiday Club

Our Nurseries are open 7.45 am to 6.00 pm, 51 weeks of the year and are registered for children from birth to 8 years with three of the nurseries also offering Before & After School Club facilities and a Holiday Club for children up to 11 years.

STAFFING

The staff has a mixture of qualifications and experience, including N.V.Q's, N.N.E.B's and B.T.E.C and most have been with the Nursery group for a number of years. Staff are chosen for their all round knowledge, qualities and experience. The staffing ratios in all Nurseries are as follows:

Babies	1 carer per 3 babies
2 - 3 years	1 carer per 4 children
3 - 5 years	1 carer per 8 children

with managers and trainees as supernumerary.

CURRICULUM

The Nurseries offer a stimulating and balanced curriculum for all age groups which is carefully planned and monitored to help each child reach their full potential.

Planning and reporting for children up to the age of 3 is based on the "Birth to three matters - a framework to support children in their earliest years", which covers the four following areas:

- A strong child
- A healthy child
- A competent learner
- A skilful communicator

Our pre-school children enter the framework of the foundation stage, where they work towards the six areas of learning ensuring a smooth transition from Nursery to school.

The Six Areas of Learning are:-

- Physical
- Mathematics
- Communication, language and literacy
- Creative
- Personal, social and emotional
- Knowledge and understanding of the world

These areas are introduced throughout our curriculum with a play based theme in mind.

INSPECTION REPORTS AND POLICIES

We are inspected by OFSTED Early Years Directorate. Our high standards are reflected in the report which is available on the internet. The Nursery also has a set of policies which are available for you to read should you wish to see them. Our Ofsted reports are also available on the Bush Babies website on www.bushbabiesnurseries.co.uk

ACCIDENTS, MEDICATION AND SICKNESS

If your child is taking medication please inform your child's key worker, you will be asked to fill out the relevant form requesting parental consent to

administer the medicine. Daily consent must be given, blanket consent is not acceptable.

If your child becomes ill we will contact the parent/carer and discuss the course of action. In the event of a severe allergic reaction, accident or emergency the nursery will immediately contact the emergency services and the parents/carer in accordance with our Allergies, Accident & Emergency Policy. All accidents are noted on the accident form and are signed and witnessed by staff and parents.

It is the Nursery policy that if your child has sickness and/or diarrhoea, or a doubtful rash the child should not return to the Nursery for a minimum period of 24 hours or until the symptoms disappear. If your child is sent home from Nursery they will be issued with a slip indicating the earliest time and date they are able to return to Nursery. It is really important that we adhere to this policy due to possible cross infection and the safety and welfare of all the children.

HEALTH AND SAFETY

All staff ensure that the standards of safety and hygiene practiced within the Nursery maintain the health and well being of children, parents and other staff members. Risk assessments are regularly undertaken and monitoring is constant.

We ask parents to help us by ensuring their behaviour never puts children at risk e.g. no smoking on or near the premises and special attention to closing gates and doors is essential. Health and Safety is the responsibility of us all.

All of our staff hold a current Paediatric First Aid Certificate plus each nursery has an Appointed Person certificate holder.

SLEEP AND REST

The quiet areas are available for children to sleep or rest whenever they feel the need. The babies have their own cot and the older children are provided with a sleeping mat. No children are ever left to sleep away from the direct observation of an adult. Records are kept on Sleep Charts and sleeping children are regularly checked. Parents are encouraged to liaise closely with their key person to discuss their child's sleeping pattern.

MEALS

Meals are cooked on the premises by qualified cooks. Breakfast is available on request and is served up until 8.30 am. A mid-morning snack, lunch and tea are provided daily. Babies are given milk feeds, tinned, jar or packet food provided by and according to the parents wishes. Babies of 6 months and over are usually introduced to liquidised food as they are able to cope.

Parents of babies are asked to provide milk feeds to ensure cross infection/contamination is kept to an absolute minimum. The Nursery will assume that milk feeds have been prepared and stored at home in accordance with manufacturer's guidelines. If you wish to bring your own baby food the Nursery can only accept unopened tins, jars or packets although we do offer the healthy option of fresh pureed vegetables.

We monitor our menu constantly in order to find foods which are not only nutritious but are tasty and pleasant for young children to eat. We ensure that children have fresh milk, fruit and vegetables on a daily basis. Fruit is available in each room during the day. The children have a 1/3 pint of milk daily and water is available in the rooms. Special dietary requirements e.g. vegetarian, diabetic, can be arranged and relevant forms will be provided for parents to complete. All staff hold a Food Safety in Catering Certificate and are very aware of the importance of correct food storage and handling procedures.

CLOTHING

All clothing should be clearly marked with your child's name to help us locate missing items. Please can you provide a spare set of labelled clothing for emergencies, although the Nursery does have spare clothing if necessary. Children should also bring suitable indoor shoes to change into e.g. plimsolls, slippers. Articles are left on the Nursery premises at the owners' risk.

NAPPIES AND WIPES

Please can parents provide their own nappies and wipes. These will be clearly labeled and stored in the bathroom. When they begin to run low staff will notify parents.

VALUABLES/TOYS/FOOD

Children should not bring jewellery, money or other valuables to the Nursery. Nor should they bring sweets, crisps, chocolate or chewing gum. If children do bring toys from home can they please be kept to a minimum, comforters, teddies etc are fine, but label them clearly. Toys from home are brought to Nursery at your own risk as we cannot ensure they do not become damaged or lost.

For birthdays and special occasions we try to make your child's day special. We are unable to accept home made birthday cakes but shop bought cakes are welcome.

OUTINGS

Outings for all children are organised regularly both locally and further a-field. Children will be supervised to a ratio of 1 - 3 or as deemed appropriate by the Nursery Manager. Parents may be asked to pay reasonable fares incurred on behalf of the children. Parental consent will be sought and you are asked to sign a consent form.

KEY PERSON

We operate a key person system within our Nurseries. Staff are allocated certain children to care for on a regular basis, they are responsible for the day to day care of the children and also any reports and records they need to keep. This ensures continuity of care for the child and the maintenance of a good relationship with parents.

UNIFORMS

All staff wear black t-shirts with the Nursery logo in different colours to represent their nursery. These are:

GOOSEBERRY BUSH - Jade green

BLACKBERRY BUSH - Lilac

BLUEBERRY BUSH - Turquoise

HOLLY BUSH - Green

MULBERRY BUSH - Royal Blue

MANAGERS and DEPUTY MANAGERS - Pink.

RECORDS

All staff are approachable and willing to discuss your child's progress at any time. You will be given verbal feedback on a daily basis.

The staff also fill in a daily diary which you can take home to read and add comments if you so wish. Regular progress reports and developmental records are kept and are available at any time, so please feel free to ask to see them.

BEHAVIOUR MANAGEMENT

A Behaviour Management Policy is in place in the Nurseries and must be adhered to at all times, this is kept in the policy file in the office should you wish to refer to it. If we feel a child's behaviour is inappropriate for any reason, a behaviour management form will be completed and the parents informed. If there is a persistent problem, parents will be involved to discuss the best course of action.

PARENTAL INVOLVEMENT

Bush Babies Children's Nurseries has an open door policy which means that parents may pop into the Nursery at any time and spend time with their child whenever they feel the need. Parents can also speak to their child on the telephone if they need reassurance.

The Nurseries have regular parent's evenings and social events where the staff are available to discuss your child's progress.

A monthly newsletter is sent out to keep you up to date with Nursery events, along with items pinned up on our notice board. All of our staff are friendly and approachable. Please ask for any information about the Nursery or your child.

PARKING

Each Nursery has its own specific parking regulations please ensure you follow them when attending the Nursery. If parking is permitted, it is strictly limited to picking up and dropping off and on no account are we able to offer all day parking to any parent. Nor can we be held responsible for any damage incurred to vehicles and property whilst they are in the Nursery car park.

HELP/RESOURCES AND FUND RAISING

Throughout the year the Nurseries hold fund raising events to finance special occasions and to help pay for expensive items of equipment. This always includes a Christmas concert, held where possible in the local church. We are always grateful to receive items for re-sale such as used baby equipment, toys, bric-a-brac, books and good quality clothes etc.
Open days - everyone is welcome.

ABSENCE

It is very helpful if parents telephone the Nursery to notify us of their child's absence so that staff are able to adjust their plans for the day. If a child is absent for any reason there is no reduction of fees, except at the discretion of the management.

FEES

The fees should be paid in full, monthly in advance, on the 1st of the month. Payments can be made by debit/credit card, cash or standing order and Nursery vouchers e.g. Busy Bees. Please see the manager for a form if you wish to pay by standing order. A fine of 10% of your bill will be added for late payment. One months notice will be given for fee increases. If fees are more than 2 weeks overdue the Manager has the right to refuse your child admission until the bill has been settled.

LATE CHARGES

Our staff work a long day, so with this in mind we have put a late penalty/surcharge system in place. A charge of £5 for every 5 minutes late will be incurred.

HOLIDAYS

The Nursery is closed for statutory bank holidays and for one week at Christmas (your monthly fees remain the same). If you or your child takes a holiday then full fees must still be paid as the costs of staffing and overheads still have to be met. Exact Nursery holiday dates are published annually.

DISCOUNTS

For parents with more than one child attending the Nursery there will be a 15% discount on the oldest child or smallest bill. Triplets 20% off one child's fees. We also offer a discounted rate to certain NHS Trusts and BBC employees of 10% for a full time place and 5% off a part time place.

FUNDING

All Nurseries are registered to receive a Nursery Education Grant for eligible 3 and 4 year olds.

We follow LEA guidelines for funding and relevant information will be given out as your child becomes eligible. Please note that non attendance of funded sessions may result in the LEA claiming the funding back from parents.

SAFE GUARDING CHILDREN

Bush Babies Children's Nurseries are committed to the safe guarding of the children within its care at all times. In order to ensure that this commitment is met a detailed procedure is in place which would be followed in the event of

any concern regarding the treatment of a child. Please see a member of staff should you wish to have details of the policy. The care and well being of the children is paramount at all times.

TERMINATION OF PLACE

Parents, who wish to terminate their child's place or reduce their sessions, must give one month's written notice.

COMPLAINTS

The Manager is available should parents wish to discuss a query or complaint. Should a parent feel that they have a justifiable complaint which has not been satisfactorily dealt with by the Nursery, they should contact: OFSTED - Tel: 08456 404040. We also have a complaints log on premises which is available for parents to see, should they wish to do so. We also welcome compliments and positive comments.

