

# Teapots Nursery School Cosby



# Nursery Daycare

Croft Road, Cosby, Leicestershire, LE9 1SE Tel:01162867372

# Welcome to Teapots Cosby.

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We are a nursery school for children aged 2-5 years based within the grounds of Brooke House School in Cosby.

Our sister site is Teapots Nursery Academy in Broughton Astley.

We offer full day care, school day sessions and solely funded sessions during term time.

Our nursery is unique as we have the expertise of qualified teaching staff with a carefully designed curriculum aimed at providing your child with lots of exciting learning opportunities.

Our setting has the advantage of being able to access the facilities of Brooke House School. We have access to a library, Art Studio, Gym Hall, Science Lab and ICT equipment.

## **Our Vision:**

At Teapots Cosby we focus on the individual child and aim to provide a happy, safe, nurturing environment where our children can reach their potential through exciting learning experiences.

## **Our Approach:**

We will support our children and carefully plan their next steps as they make the journey towards school. We follow some concepts of Montessori teaching where we believe in child centred, individualised learning. We encourage our children to be independent thinkers and make creative choices.

# Meet our Team!

Here at Teapots Cosby we have a unique team of professionals combined to offer the best care and education for our pre-schoolers. We have the expertise of teaching staff coupled with nursery professionals ensuring a balance of quality care and education.

Principal: Joy Parker

Teacher: Mrs Wakley

Montessori Teacher: Mrs Bailey

Nursery Practitioner: Mrs Robinson

# Our Curriculum

At Teapots Cosby we aim for all our children to reach school readiness.

We aim to harness our children's interests and use them to create opportunities to build on their knowledge, and learn new skills, all whilst feeling safe, secure, welcome and happy.

We follow the Early Years Foundation stage which guides the learning and development of children up to 5 years of age. Our activities and learning opportunities are based around the seven areas of learning:

**Communication and Language**

**Literacy**

**Mathematics**

**Physical**

**Personal, Social and Emotional**

**Knowledge and Understanding of the World**

**Expressive Arts and Design**

# What else we can offer

Teapots Cosby is uniquely placed to be able to offer lots more.....

- \* Extra sessions for those last minute needs
- \* Holiday care sessions during non term time
- \* Discounted rates for those wishing to follow into Brooke House School
  - \* Birthday Parties
  - \* Trips and Outings
- \* Our own allotment in the village
  - \* Piano Tutoring
  - \* Dance Lessons
  - \* Art and Crafts Club

# Our Nursery School Fees

**Full Day Session : £49.00**

*This includes drop off as early as 7.30am and latest collection time 6pm*

**Morning Session : £30.00**

*This includes drop off as early as 7.30am and collection time 1pm.*

**Afternoon Session : £30.00**

*This includes drop off at 1pm and latest collection time 6pm*

**School Day Session : £39.00**

*Drop off 9am and collection time 3pm*

**Extra hours charged by the hour : £8.00**

**Funded only Lunch Charge: £6.50**

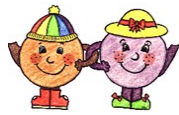
## **Free Early Education Entitlement**

At Teapots Cosby we accept the 3 and 4 year old government funding. You can use up to 10 hours per day, a maximum of 30 per week (as per government eligibility).

We also offer the option to bring a packed lunch if your child does not wish to have the nursery meals provided.

# Have a peek....





Teapots Cosby

# Registration Form

**Child Full Name**

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**Date of Birth**

.....

**Gender**

.....

**Home Address**

.....  
.....  
.....

**Parent/Carer Details 1** **Parent/Carer Details 2**

Title ..... Gender..... Name ..... Relationship to Child ..... Address (If different to child) ..... ..... ..... <b>Contact Numbers:</b> 1..... 2..... Occupation..... Email.....	Title ..... Gender..... Name ..... Relationship to child..... Address (if different to child..... ..... ..... <b>Contact Numbers:</b> 1..... 2..... Occupation..... Email.....
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**Emergency Contact Details**

Name..... Relationship to Child.....  
Contact Number.....

**Doctors Details / Associated Professionals**

Surgery Name ..... Doctor Name.....  
Town/Village..... Phone.....  
Health Visitor Name..... Phone.....  
Any Social Worker...YES/NO (please delete) If yes please give name and phone number  
.....

**Previous Setting Details**

Name..... Phone.....  
Dates attended.....



## Booking Details

Please indicate sessions required

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>

Start Date.....

## Dietary / Medical Information

Please give information of any allergies, dietary needs or medical issues. If your child requires medication for any health issues please list here.

## Any Other Important Information to Share

If there is anything else we may need to know about your child or your family please give details here

## Declaration

I/We enclose a £75 non refundable registration fee. Please make cheques payable to 'Teapots Nursery'. Anyone other than the recognised parent or carer will not be permitted to collect the child unless prior arrangements have been made. I/we understand that the nursery may process personal data about our child, including sensitive personal data such as medical details for the purpose of administration and I/we consent to this. I/we have read and understand the terms and conditions, which will bind us contractually in accordance with those terms and conditions. I/we agree to keep the nursery informed of any changes to our child's personal details including change of address and change of family circumstances. I/we understand that if I am claiming FEEE for my child and do not comply with the guidelines I will be charged full fees directly from Teapots. I give permission for staff to contact previous setting. I give permission for staff to contact my childs Heath Visitor, Social Worker or any medical professional I have named.

Parent/Carer Name.....	Parent/Carer Name.....
Signature.....	Signature.....
Date.....	Date.....

## OFFICE USE ONLY

Registration Fee: Date Paid..... Type..... Received by.....  
Confirmation Letter: Date Emailed..... By.....

## TERMS AND CONDITIONS

We believe these standard terms and conditions reflect the custom and practice of private day nurseries.

The rules about notice and payment of fees are designed to promote stability, assist in forward planning and resource of the nursery. Nothing within these terms & conditions affect the parent/guardian's statutory rights. To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions. To register your child at the nursery, a non refundable registration fee of £75.00 is payable for each child registered. This does not guarantee that a place will be available. All fees are invoiced monthly in advance and are due on the first day of the month to which they relate. Fees will be invoiced to the person's) named on the registration form. Fees are payable during periods of absence from the nursery, including sickness, holidays and public and bank holidays. Fees may be paid by bank transfer, cheque, cash or childcare vouchers. To secure a place the first month's fee must be paid at the time the place is confirmed by the parent or guardian. Once a place at the nursery is confirmed, six weeks written notice is required if you wish to withdraw your child from the nursery or reduce the sessions attended. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the places once accepted. Teapots also reserves the right to give you 6 weeks notice to withdraw your child should the need arise. Teapots Nursery School reserves the right to charge interest on late fees at the rate of 2% over the Bank of England rate. For represented cheques a minimum charge of £20.00 per occasion will be applied. Children may be excluded from the nursery if fees remain outstanding beyond 14 days from their due date and the registration terminated. We do not accept responsibility for accidental injury or loss of property. We do maintain those insurance's required by law. Details of these are available from the nursery. Copies of the current Employer's Liability and Public Liability Insurance policies are displayed on the notice boards at the nursery. Where a member of staff, within three months of leaving the employment of Teapots, is employed by a parent/ guardian to care for their child, who was previously registered at the nursery then the parent/guardian will be liable to pay Teapots Nursery School a sum equivalent to three months salary for the employee at the time their employment with Teapots terminated. If your child becomes ill during a nursery session the nursery will contact the parent/guardian or the emergency contact indicated on the registration form. If your child is suffering from a communicable illness your child should not be brought to nursery until such time as the infection has cleared. Parents/guardians are required to notify the nursery manager if your child is absent from the nursery through sickness. A full copy of the company's infection control policy is available from the nursery. Parents/guardians collecting late children from the nursery will be subject to a surcharge, details of which are published at the nursery. Charges are made for every 10 minutes or part thereof at a rate of £10.00. Parents/guardians should be aware that the nursery has to be vacated by a designated closing time. It is understood that Teapots is under an obligation to report to social services any incident where we consider a child may have been abused or neglected. This may be done without informing the parent or guardian. I am aware that the nursery policies and procedures are available for me to view at anytime. If you are claiming nursery education funding you must ensure your child attends all sessions claimed for in full. If a child's attendance is poor, sessions are regularly missed or a child does not attend the full length of the session then the funding will be withdrawn and you will be liable for the costs of those sessions.