

Parent / Carer Information Pack



Jigsaw

Jigsaw Nursery is situated on Brockholes Wood School site.

Jigsaw Pre-School works in partnership with the Schools Maintained Nursery.

Address: Brant Road

Preston

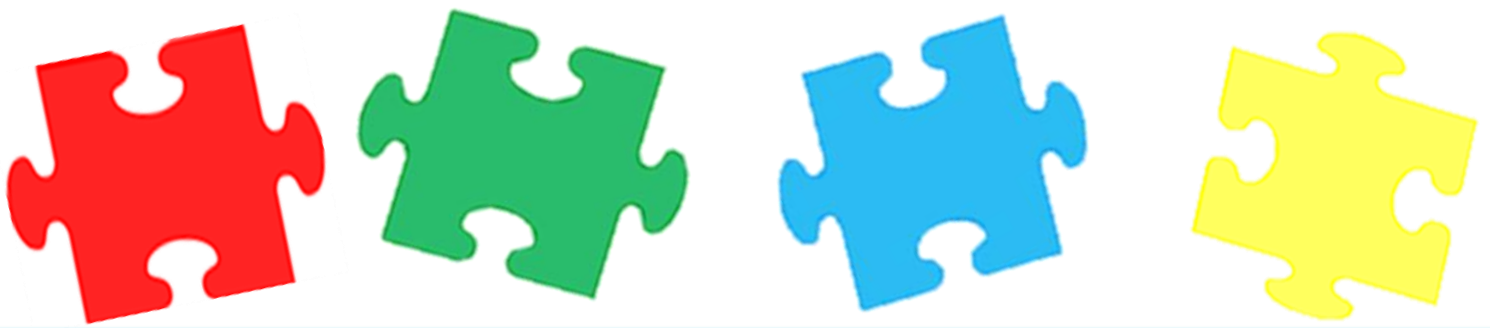
PR1 5TU

Phone us: 01772 491787

Email us: Jigsawbrockholes@communityfutures.org.uk

Visit our website: <http://www.communityfutures.org.uk/early-years/jigsaw-nursery-brockholes-wood/>

Find us on Facebook: @jigsawbrockholeswood



Welcome to our Nursery

At Jigsaw @ Brockholes Wood we recognise that parents need to feel confident and comfortable with the childcare that they choose. To ensure this we operate an 'open door' policy so parents can discuss any aspect of their child's development at any time. Your child will have a key person who will act as a special person for your child who will work with you to plan, care and provide feedback about your child's activities at nursery.

'WE BELIEVE THAT EVERY CHILD IS UNIQUE AND SHOULD HAVE INDIVIDUAL ATTENTION, LOVE AND ACCEPTANCE'

Hours of Opening

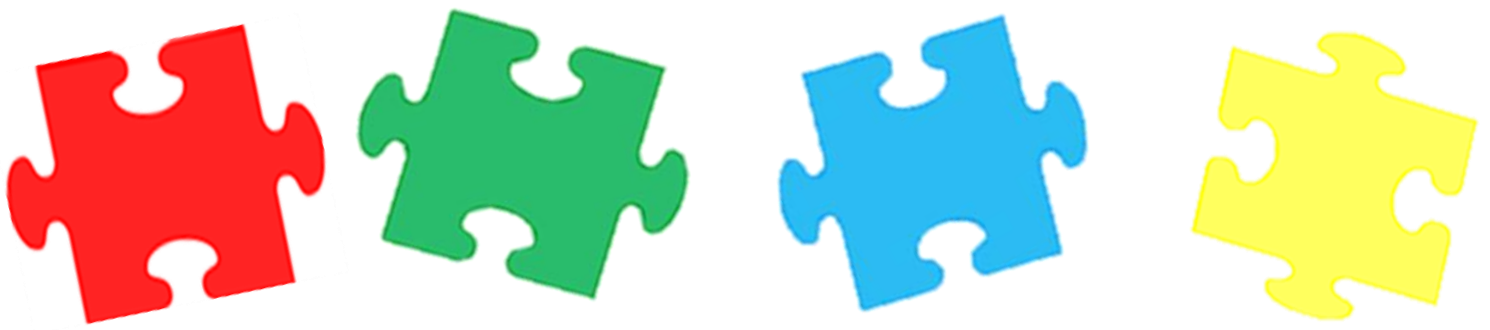
- We are open Monday- Friday from 7:30am-18:00pm.
- 51 weeks of the year, apart from Bank Holidays (Which may be chargeable)
 - 1 week closure between Christmas and New Year.

Staff Information

Jigsaw @ Brockholes Wood is managed by a team of highly qualified, experienced, caring and friendly staff. Consisting of a Manager, Deputy Manager and Assistant Manager.

We also appoint special Co-ordinators/officers for 'Parent Involvement', 'Behaviour Management', 'Special Educational Needs' and 'Safeguarding/ Child Protection'.

For more information about our team, please check out our 'Staff Board' in the main office area.



Nursery Facilities

18 Months – 3 Year Old Unit

During each session children are able to access a range of activities indoors and outdoors. There will be Free Flow time which provides opportunities for all children to choose their own activities. There will also be one-to-one or small group focused learning experiences led by a key person. Key areas and activities include messy play, role play, physical/active opportunities, books and language, discovery/sensory play, music and movement, and calm/cosy areas.

Meal Times:

Breakfast is available 7:30am until 9:00am

Lunch is available from 11:30am

Light Tea will be available from 3:30pm

Snacks will be given mid-morning and mid-afternoon.

Water is available throughout the day for all the children.

Term time places are only available to parents accessing student or 2 year NEG funding.

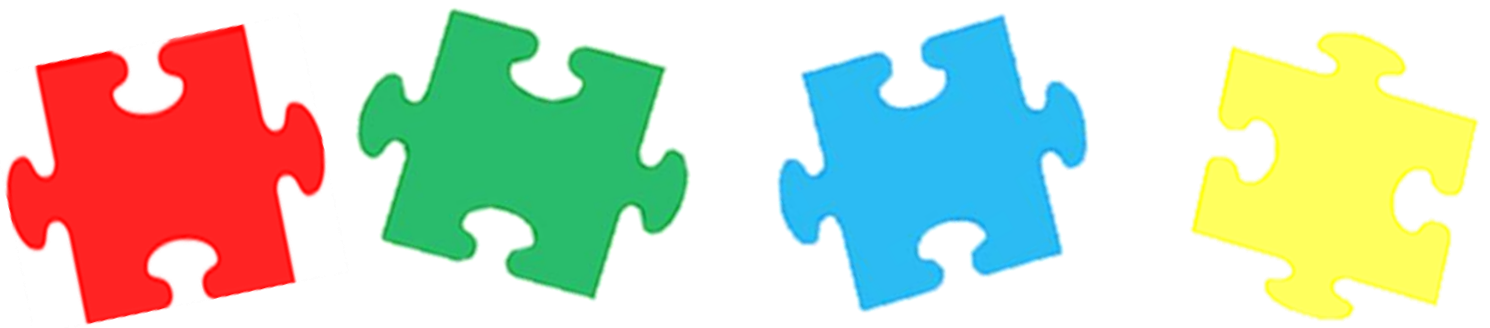
Pre-School (3-4yrs)

Jigsaw Nursery works in partnership with the Schools Maintained Nursery. The preschool room is led by the school nursery teacher and supported by Jigsaw.

Our Nursery class offers education and care for children from the term following their third birthday.

Term time only places are available at request and must be authorised at the time of booking.



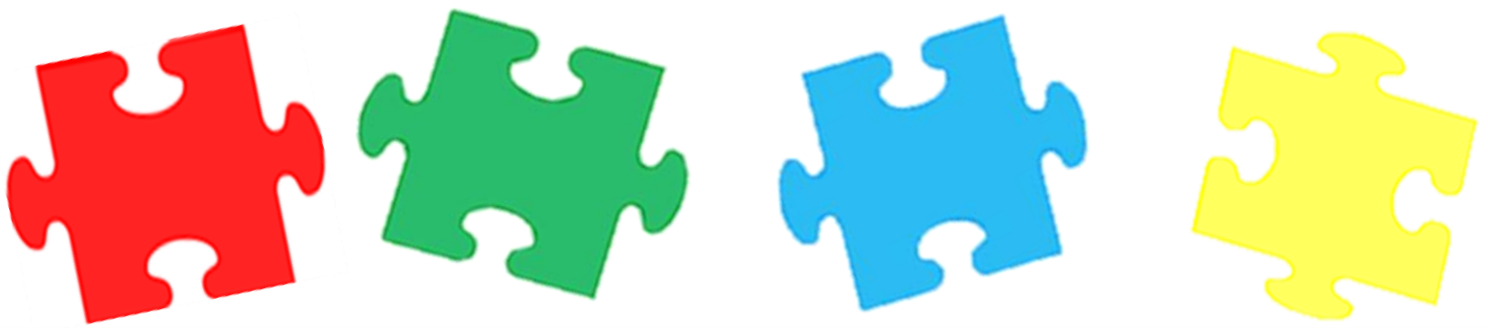


Outdoor Space

Outdoor learning has a positive impact on children's wellbeing and development; it's enhanced using a richly resourced environment by incorporating a range of play materials that can be adapted for different purposes.

Our 'all weather' outdoor play area has many unique characteristics and features to reinforce imaginative play; giving it equal value to the indoor learning which takes place. We also have a new sensory garden for the children to explore.

Each age group has its own sheltered outdoor environment, meaning the children are able to go outside no matter the weather, although we do ask parents to provide appropriate outdoor clothing for their children.



Sessions and Prices

2-3 Room			
Morning Session 7:30am – 1:00pm	Afternoon Session 1:00pm – 6:00pm	Full Day 7:30am – 6:00pm	Full Week
£31.50	£31.50	£57.00	£264.00

Foundation Unit (3-4yrs)			
Morning Session 7:30am – 1:00pm	Afternoon Session 1:00pm – 6:00pm	Full Day 7:30am – 6:00pm	Full Week
£27.00	£27.00	£50.00	£245.00

National Educational Grant (NEG)

All 3 & 4 year old children are eligible to receive 15hrs free childcare per week (term time only)

As an addition to that, your child may qualify for one of the following:

- 15hrs free childcare from 2 years old (*conditions apply*)
- An additional 15hrs free childcare for 3 & 4 year olds of working parents (*total of 30hrs free*)

NEG Sessions		
Option 1	Option 2	Option 3
2, 3 & 4 Year Old 15 hrs Funding	2, 3 & 4 Year Old 15 hrs Funding	3 & 4 Year Old 30 hrs Funding
5 x 3hr Sessions	3 x 5hr Sessions	6 x 5hr Sessions
8:45am – 11:45am 12:30pm – 3:30pm	7:30am – 12:30pm 12:30pm – 5:30pm	7:30am – 12:30pm 12:30pm – 5:30pm

Additional sessions are available at a small cost, for those who are wanting to turn their 15hr free sessions in to full day care. See table below

Additional Sessions & Prices (NEG Only)		
Breakfast Club 7:30am – 8:45am	Wraparound 12:00pm – 12:30pm	After School Club 3:30pm – 6:00pm
£11.20	£4.80	£11.20



NB: The sessions your child attends are set and will not be able to be swapped on a week by week basis. **This applies to ALL payable and free sessions.** However, if you wish to change your child's sessions permanently, 2 weeks notice will need to be given and will depend on availability.

Payments

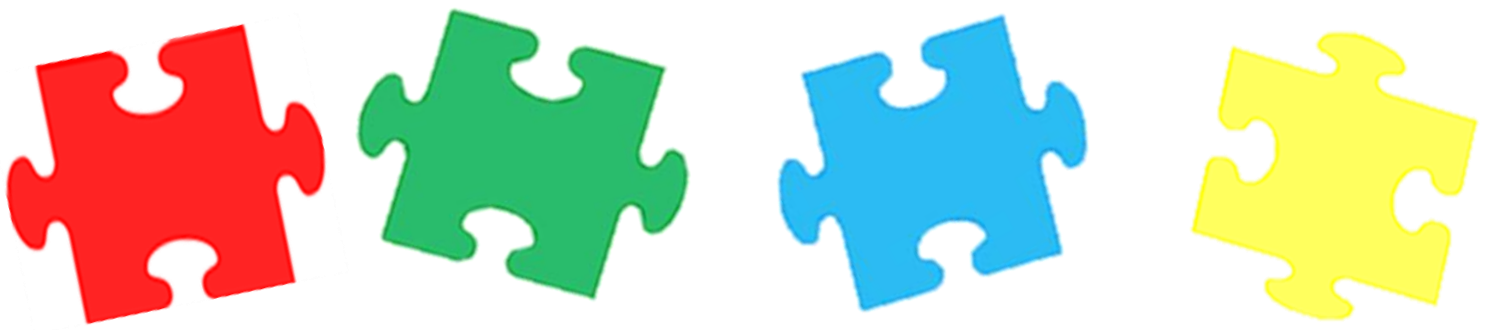
All fees must be paid monthly or weekly at Nursery reception or by standing order.

When children are absent for whatever reason the fees must still be paid. For your child to keep their place fees must be paid promptly by the first week of the following month.

Non-payment for more than one half term will result in your place being terminated.

Payments can be made by cash, direct debit, standing order, government vouchers, work vouchers or tax free childcare.

Please refer to your Parental Contract.



Additional Information

Trips

The setting looks into taking each of the different age groups on an external trip once every term, where possible.

Uniform

Parents are able to purchase a Jigsaw uniform for their child to wear. These are not compulsory. If you would like to order one when booking a place for your child, please speak to one of our management team.

T-Shirts = £7.00 Jumpers = £9.00

Policies & Complaints

Complaints will be dealt with professionally and promptly to ensure that any issues arising from these complaints are handled effectively and to ensure the welfare of all the children. To make a complaint please refer to the complaints procedure within our Policy and Procedure file. After following the procedure, if the matter cannot be resolved to your satisfaction, as a parent, you have the right to raise the matter with Ofsted.

Ofsted contact details:

Applications, Regulatory & Contact (ARC) Team

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Telephone: 03001 231231

- All parents have access to our full Policies and Procedures upon request.
- Our Ofsted inspection report is available on the Ofsted website.