



The Old Station Nursery Information Pack

Welcome to The Old Station Nursery

Established in 2000, The Old Station Day Care Nursery & Pre-school is a family run setting located in the characteristic and charming, old train station in Dromore. Over the years our nursery has grown from strength to strength offering full day care for children aged between 6 weeks and 12 years with the benefit of Playgroups and an After-school and Summer club.

Our child-centred and natural approach is evident throughout all areas within the nursery with spacious rooms that are well equipped with resources to create a fun and stimulating learning environment. We provide a happy, caring, safe environment with warm relationships being built between our staff and children. We believe this combination promotes the development of confidence in children and positive self-esteem.

Every child in our nursery is given the support and encouragement to help them grow as individuals. A consistency in our staff allows us to build a strong relationship with the children and enables them to have the best learning outcomes.

The Old Station Nursery's ethos is "to create a nurturing, inclusive environment in partnership with parents; where each child can reach their full potential in an environment which is safe, secure, happy, healthy and stimulating."



Why Choose Us?

- Well established - Opened since 2000 with lots of years of experience.
- Warm, friendly, home-from-home atmosphere.
- Low turnover of staff - This allows relationships to be built and maintained with the children and parents, ensuring a continuity of care and trust.
- Pre-school facilities - We provide a morning Junior & Senior Playgroup with government funded places.
- Well qualified and experienced staff - all first aid trained.
- Nutritious, well balanced homemade food - We buy our meat from local butchers & fruit from the local fruit farm. All meals are cooked on site by our experienced cook.
- An after-school club - Morning drop off and afternoon pick up service available from surrounding schools and Dromore Nursery School.
- Located off the A1 - Our location is very accessible for commuters.
- CCTV in every room making sure your little ones are kept safe at all times.
- 10% family discount for families in full time care.

Opening Hours

The Nursery is open between the hours of 7:15am and 6:00pm Monday - Friday, 52 weeks of the year except for the holidays which you are included in the price. We recently extended our opening hours to 7.15am & 6:00pm to allow parents who were commuting to and from work that little bit extra time in the mornings.

- St Patricks Day
- Easter Monday and Tuesday
- 1st May Day
- 12th and 13th July
- Christmas Eve - close 12:30pm (if Christmas Eve falls at a weekend the nursery will close early on the Friday prior)
- Christmas Day Boxing Day, 3 consecutive working days and New Years Day
- Evening of the staff Christmas dinner - close at 5:30pm (will only apply if the evening falls on a Friday).

Facilities/Rooms

As stipulated in the Minimum Standards and Implementation Guide by Social Services, the children are separated into age appropriate rooms throughout the nursery. They are as follows:

Baby Rooms **0-2 years**

The baby rooms are separate to the main building and can be accessed through the door at the side of the building. It comprises of 3 play areas, dining room/messy play area and 2 sleep rooms with cots. The babies are split into two rooms; 0-12 months 12 - 24 months. They are offered a wide range of age appropriate and stimulating activities and toys. We understand the importance of meeting developmental milestones from an early age and aim to achieve this through the use of natural and stimulating resources. We have created a baby sensory area in the baby room to calm and soothe, increase concentration skills, enhance natural curiosity and the stimulate the creation of brain cell connections. Our dedicated staff strive to provide a calm, interesting and stimulating environment to enhance babies learning daily. The baby room also has access to a soft play area at the side of the main building which we encourage them to use.



Toddler Room **2-3 years**

The Toddler room offers a spacious area for active 2 year olds which is divided into play areas such as book corner, home corner, construction area, sand, water & dough play, physical apparatus, and free play tailored to their needs. A small sensory /quiet room is located beside the main play area and children are encouraged to use this room to read books or take some time to themselves. At sleep time, the children have individual beds to sleep on in a calm, relaxing atmosphere. In this room, the children are encouraged to use their imaginations to help them develop. We understand that

during this time it's important that children learn to express their emotions and develop their language skills and therefore we plan activities accordingly. Each child will have a key worker who will observe them on a daily basis and provide feedback to parents at parent meetings.

The Toddlers go outside daily to the soft play area where they are free to play on the large climbing frame and trikes to ensure they get physical play each day.

Pre-school 3-4 years

The Old Station Nursery prides itself on the excellent Pre-School facilities available. We provide both a Junior Playgroup and a Government Funded morning playgroup. To aid those parents who have busy work schedules we also provide a wraparound service for children attending both Junior & Senior playgroups. The Pre-school room has the same layout as the Toddler room with a quiet room located off the main play area where children can sit and read books and have some relaxation time. In the pre-school room, the children play with an abundance of resources to enable individual development. This will often include the home corner, painting, puzzles, train and car sets and much much more!

Junior Playgroup 2 years 10 months - 3 years

Between the hours of 9:15-12:00pm, the Pre-school room doubles as a Junior Playgroup. Throughout the morning, the children will have a broad and balanced range of activities which are planned around the children's developmental milestones. Observations are extremely important at this stage of children's development. Every child will be allocated a key worker who will observe their key children daily and provide feedback during their parent interview throughout the year. Within in this class, through play, children will have the opportunity to develop their own independence. Children are asked to wear The Old Station jumper and polo shirt in this class to prepare them for Senior Playgroup the following year. The topics covered in Junior Playgroup will not be repeated in



Senior Playgroup the following year. This will ensure children remain engaged in the activities and are developmentally challenged.

Senior Playgroup
(Government Funded Pre-School)
3-4 years



We offer a Government Funded Pre-School, also known as The Old Station Playgroup. Established in 2004, our professionally trained pre-school team have an excellent understanding of how to support children in reaching their full potential whilst following the Northern Ireland Curriculum set out by the Education Authority.

The opening hours for pre-school are 9.00am - 12noon Monday to Friday (term time only).

The children are guided and helped by caring, enthusiastic, capable and well-trained staff who understand the fundamental importance of learning through play. For many children, playgroup will be their first experience of a learning environment with other children and with an educator other than their parents. The impression which your child forms at this stage will influence the way in which they respond to all future schooling and education. **It is therefore vitally important that your child is educated by a pre-school setting that is funded and inspected by the Education Authority.** Make sure to take this into account when considering pre-school options for your child.



We will ensure that your child gets the individual care and attention they need to make this a happy and lasting first experience.

To find out more, please get in touch with us or check out our latest inspection.

After-school / Summer Club
4-12 years



Our After-school Club caters for children aged 4 - 12 years and provides day care during non-term time. A breakfast club is also available from 7.15am - 8.15am each morning before going to school. A daily drop off and pick up service is available for a number of local schools in the surrounding area via fully insured nursery transport.

After a long day at school, the children come in and complete their homework and have the opportunity to chill out in the book corner, get creative in the messy room, play imaginatively in role play areas or have fun outdoors!

In the summer and non - term time we encourage the children to get involved in planning their own activities. We do our best to incorporate these activities into the monthly planners to ensure the children have the best time at the afterschool club.

Physical activity is always encouraged at The Old Station either in outside free play or through walking to and from school (weather dependant!)

Summer Club

We offer a summer club for after school children during non-term time between the hours of 7:15 - 6:15pm. We believe that all activities throughout the nursery should be child led. We encourage the children in our summer club to get to get involved in the planning of the activities by providing their own ideas and suggestions. We will always try our best to incorporate these activities into the summer planner.

An example of summer activities include:

- A trip to the beach & Delamont Park
- Ulster Fry & fajita making during 'All around the World' week



- Trip to the cinema
- Den making
- Scientific experiments
- Camping activities
- Much much more!!!

Daily Routine

At the Old Station Nursery, we firmly believe that young children feel happier and benefit from a simple and flexible routine. Each area has their own routine which is displayed on the notice board within their room. An example of the daily routine is:

Time	Activities
7:15-8:15	Meet & greet the children & breakfast
8:15-9:00	Registration & free play
9:00- 10:00	Activity time
10.00 - 10:30	Handwashing & snack time
10:30 - 10:45	Nappy Changing/toileting - sleep time for babies
10:45-11:45	Activity time indoors and out
11:45 - 12:00	Story Time
12:00-12:30	Handwashing, lunch, nappy changing/toileting
12:30-2:00	Sleep time/quiet time
2:00 - 3:00	Activity time
3:00-3:30	Handwashing and snack
3:30-4:30	Activity time
4:30-6:15	Free play & outdoor play

The routine outlined is only a guidance. Each room has their own daily routine. Due to the nature of our work, events may occur, and we may need to adjust the timetable. Where applicable, staff will follow children's individual routines.

Meal Times

At The Old Station Nursery mealtimes are an important time for children to interact and socialise with their peers whilst developing confidence and independence. In the mornings between 7.15am - 8.15am a buffet breakfast is offered, followed by a mid-morning snack, hot lunch at 12noon and a mid-afternoon snack. Our team will update My Nursery Pal each day to show you what your child has eaten throughout the day.



Our experienced on-site cook prepares hot, delicious lunches daily using fresh, high quality ingredients from local suppliers and will happily cater for any dietary requirements or allergies that your child may have.

Our carefully planned menus are rotated on a 4 weekly basis and are available to view in each room in the nursery. Sylvia's curry is a favourite within the nursery!

Every year we obtain a 5* star rating from Scores on the doors and fully comply with environmental health regulations. Please see our delicious menu enclosed. We are also a nut free zone!

Our Staff

We are privileged to have a brilliant team of staff who love and care for the children like they are their own. Our enthusiastic and well-trained team understand the fundamental importance of learning through play.

We take great pride in having a very low turnover of staff, which is a rarity in this type of industry. The consistency in our staff allows us to maintain continuity with both children and parents and help build valuable relationships whilst in our care. Throughout the nursery our staff members range in age and have vast array of lifetime experience.

We use a keyworker system to help build strong relationships with the children. When your child starts our nursery, they will be assigned a keyworker who will develop a special bond with them. This person will spend time with them helping

them to settle in, will get to know their likes and dislikes and will observe your child's progress each day. The keyworker will update your child's day on to your personal account on 'My Nursery Pal' website, giving you a timeline of their day including photos so you don't miss out. The key worker will also meet with you on a regular basis to keep you updated on your child's progress any concerns can be discussed with the keyworker at any time.

Our team have relevant childcare qualifications, are Paediatric First Aid trained and have all completed Safeguarding Training. They are provided with training opportunities and are encouraged to continue to enhance their own personal development.

The minimum standards stipulate that we adhere to the following staff: children ratios;

0-2 years - 1:3
2-3 years - 1:4
3-5 years - 1:8
5- 12 years - 1:8

My Nursery Pal

The Old Station Nursery has invested in the latest digital reporting system that provides all our parents with real time reporting while their children are in nursery. The system utilises the highest security standards and holds information in a safe and secure environment only accessible to parents via a unique username and password. Each parent will have access to their own child's information.

It is our understanding that parents at times can feel guilty for leaving their little ones while they go to work each day and feel they miss out on precious moments. This digital software allows our staff to update your child's profile with daily activities, sleep times, nappy changes, meals they have eaten and the best bit- the photos! You can log in at any point in the day to check in on your little one and see how they are doing.

This software also allows parents to provide us with feedback and to send messages directly to us regarding their child.

For more information, please visit
www.mynurserypal.com



Security System/ CCTV

The Old Station has an excellent security system is in place throughout the building. All areas are fitted with visual monitors thus ensuring the entry of visitors at the discretion of the staff members. Each room is also fitted with cameras which is monitored in the office to provide added reassurance for parents. Parents can access the premises whenever needed through using the intercom system or by purchasing a magnetic token.

For security reasons, those persons named as parents or have parental responsibility or persons authorised on the registration form may only collect children. Should circumstances dictate that an unnamed person on the registration form is to collect children, Nursery staff should be introduced to this person if possible prior to collection time. If this cannot be arranged the Nursery staff must be notified of this person's name prior to collection and for them to bring identification. This person must be over 18 years of age. A child will not be handed over to someone unknown to the staff unless confirmation via a telephone call to the parent has been acquired.

Clothing

We would advise parents to provide the nursery on a daily basis with an alternative change of clothing and bibs, especially for young babies and Toddlers. We encourage messy play at nursery and try to keep children's clothes clean however this is not always possible.

Children are not required to wear a nursery uniform except from Junior Playgroup and Senior Playgroup children. After-school children may also bring a change of clothes to change into after homework's are completed.

Baby Requirements

If you have a small baby in the nursery who is still on baby formula or breast milk we would ask you to provide us on a daily basis baby bottles and formula milk (either prepared or in powder form). We will follow your baby's normal routine as best possible.

Nappies, wipes and creams can be stored on the premises for children attending the nursery 3 days or more. When these items need to be replenished, staff will make a request for you to bring in more.

Medication

If a child is receiving regular or long-term medication, which needs to be administered during their care at The Old Station Nursery, we are more than happy to give this to children, but we do require both the parent and the Doctor to give full written notification. A letter detailing the child's condition and medication must be obtained from the G.P. and given to the manager. Where possible, medication should be given at home. However, if this is not possible, medication can be given by management on duty.

Medication will also be administered to those children on short-term medication if requested. ALL medication must be clearly marked with the child's name, date prescribed and correct dosage to be given this includes pain relief.

Parents are requested to provide paracetamol for their child (which should be left in the nursery), especially those who are teething. All medication will be locked away safely in a medicine cupboard.

Fees

All fees are payable monthly in advance and must be paid by 12.00pm on the 10th day of the month or if the 10th falls at a weekend or when the nursery is closed, the Friday prior to the 10th. If parents are on holiday during on the 10th of the month payment should be made prior their holiday.

We offer 4 main methods of payment which include;

- Cash
- Credit/debit card
- Childcare Vouchers
- Internet banking

Childcare Vouchers

We currently accept the following Childcare Vouchers;



As you can see, we are registered to quite a number of childcare voucher companies. Should you choose a voucher scheme not outlined on the list, we are more than happy to register with them.

Booking a place

If you feel happy and content with your decision to bring your child to The Old Station Nursery, we require a deposit of £100.00 to secure the place. This deposit will be returned when your child leaves the nursery with one month's notice.

To book your child's place, we will send you a full information pack which will contain registration forms to be returned along with a number of consent forms. You will also receive our full Terms & Conditions which must also be read and signed.

When booking your child's place, we require a start date and the days in which you require for your child to be cared for.

Once the place has been secured, we will get in touch with you to arrange the settling in days to make the transition as easy as possible for you and your child.

Family Discount

For families with more than one child attending full time, a 10% discount will be given on the second child. This does not include after-school children.

Thank you for taking the time to visit us!

We hope we have answered all your questions in this booklet and that you come back to see us soon. If you have any more questions, please give us a call on 02892698689 or email us at office@theoldstationnursery.com.

Carolyn McDonald
(The Proprietor)