

# Glencoats Lodge Nursery

29 Blackstoun Rd, Paisley, Renfrewshire, PA3 1LU

Tel: 0141 848 7600

Email: [glencoats@collincare.com](mailto:glencoats@collincare.com) Web: [www.collincare.com](http://www.collincare.com)

Care Inspectorate Registration CS2016351379

## Information Prospectus

Glencoats Lodge Nursery was taken over by Collin Care Ltd in January 2017 and caters for children up to the age of 5 years old. Our qualified and experienced staff work as a team to create a safe, flexible, happy and educational environment where you can leave your child with confidence while you are at work.

The nursery is inspected annually by the Care Inspectorate and is also in partnership with Renfrewshire Council for funding in relation to 3 – 5 year olds and some 2 year olds (please ask the manager for further information). To participate in this we are also inspected by H.M.I. Inspectors to ensure our educational programme adheres to the Scottish Government Curriculum – This report is available for the parents to read.

1. Prospective parents are welcome to visit the nursery to inspect our facilities and discuss any particular requirements in regard to their child.
2. Intake is for children up to five years old. Priority will be given to those requiring a full-time place and to children already on the waiting list.
3. The health and happiness of the children in our care is our main concern, with facilities available for educational, social and physical progress and development.
4. A two-course lunch will be served daily. Vegetarian and cultural requirements can be catered for. A healthy snack with drink will be served morning and afternoon.
5. A deposit of one week's fee will be charged when a nursery place is arranged and is non-refundable, to cover administration, if the place is later cancelled before placement begins. Your deposit will be returned on request, provided your fees are up to date, when your child finishes their placement.
6. Cash/cheque payments are required in advance i.e. every Friday for the following week. If payment is not made within SEVEN days a LATE PAYMENT FEE of £10 will be charged. If payment is not made within a further SEVEN days your child may be REFUSED ENTRY TO THE NURSERY. We can arrange Weekly, Fortnightly or Four Weekly Standing Orders and we can also accept all forms of Childcare Vouchers. Please speak to the Manager to arrange any non-Cash/Cheque payments BEFORE your child starts at the nursery.
7. Please notify the nursery if your child is going to be absent for whatever reason. **Nursery Fees ARE payable during any absence, including Illness and Holidays**, in order to retain your place.
8. The nursery will close on some Public Holidays for which there will be no charge. Notification of any nursery Holidays will be given at the beginning of each year and will be displayed on the notice board.

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9. Nursery Fees are payable all year round and will be reviewed once a year, usually in January.
10. Please notify the nursery if your child is going to be collected by an unfamiliar face.
11. In line with Care Inspectorate guidelines, parents **MUST** supply nappies, cream and wipes for their children. Also, in hot weather a Sun Hat & Sun Cream should be provided with your Child's name on it.
12. **Parents are advised to refrain from putting best clothes (including jackets and coats) on their child whilst at the nursery.** We would also advise parents to label ALL items left at the nursery as the nursery cannot be held responsible for any losses. Overalls are provided for paint and water play, but children do tend to find the dirt anyway.
13. Soft shoes should be worn in the nursery.
14. A quarterly nursery newsletter is issued to inform parents of on-going and future activities taking place.
15. We require **FOUR** weeks written notice if you intend to remove your child from the nursery, failure to give this notice will result in you being charged for an equivalent period.

### **Policies**

Numerous policies are in place in the nursery to protect you, the children and our staff. These comply with local and national guidelines and are reviewed regularly. They include matters on hygiene, nutrition, child protection, safety, medication and the general welfare of your child. Some of these will be discussed with you at your visit however there are too many to go through and a complete folder is available upon request. If you have any questions on these please consult the manager.

### **Staff**

A list of our staff names, photographs and allocated rooms are on a board in the reception area.

## NURSERY HOURS & FEES

		<b>BABIES (0-2)</b>	<b>TWEENIES (2-3)</b>	<b>TODDLERS (3-5)</b>
<b>FULL TIME (Inc Lunch)</b>	<b>8:00am – 6:00pm</b>	<b>£160</b>	<b>£160</b>	<b>£160</b>
<b>DAILY (Inc Lunch)</b>	<b>8:00am – 6:00pm</b>	<b>£38</b>	<b>£38</b>	<b>£37</b>
<b>A.M. (Inc Lunch)</b>	<b>8:00am – 12:30pm</b>	<b>£24</b>	<b>£24</b>	<b>£23</b>
<b>P.M.</b>	<b>1:00pm – 6:00pm</b>	<b>£22</b>	<b>£22</b>	<b>£21</b>

- ❖ A minimum of TWO sessions must be booked each week.
- ❖ Snacks are included in the above prices.
- ❖ Funding for 2 to 5 year olds is available, please ask for details.
- ❖ Any extra hours (or part thereof) will be charged at £5.00 per hour up to a maximum of TWO hours per day, thereafter session rates apply.

**If you require any additional information regarding the Nursery, please do not hesitate to call.**

Yours truly,

***Jessica Collin***

Manager

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<b>BOOKING SHEET</b>			
<b>Childs Name</b>			<b>Date of Birth</b>
<b>Sessions Booked</b>	<b>BABY (0-2)</b>	<b>TWEENIES (2-3)</b>	<b>TODDLER (3-5)</b>
<b>Full Time</b>	<b>YES/NO</b>	<b>YES/NO</b>	<b>YES/NO</b>
<b>Daily (8:00am – 6:00pm)</b>	<b>M-T-W-T-F</b>	<b>M-T-W-T-F</b>	<b>M-T-W-T-F</b>
<b>Day of Mornings (8:00am – 12:00am)</b>	<b>M-T-W-T-F</b>	<b>M-T-W-T-F</b>	<b>M-T-W-T-F</b>
<b>Day of Afternoons (1:00pm – 5:00pm)</b>	<b>M-T-W-T-F</b>	<b>M-T-W-T-F</b>	<b>M-T-W-T-F</b>

**PLEASE CIRCLE REQUESTED DAY**

Please note: The above bookings will be charged by session i.e. if you book a Morning Session and your child arrives at 9:30 am, you will still be charged a full Morning Session fee for 8:00 – 1:00.

Should you require any additional hours please indicate what you wish and speak to the Manager to confirm availability\_\_\_\_\_

I confirm having read and understood the above and now wish to book these sessions for my child;

Parents Signature\_\_\_\_\_

Date\_\_\_\_\_

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