



Jolly Rodgers Day Nursery Ltd.

OUT OF SCHOOL UNIT

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Thank you for coming to view the Out of School Unit at Jolly Rodgers Day Nursery Ltd. We hope you enjoyed your visit and that you found your time here to be both informative and helpful. Here at Jolly Rodgers, we understand that choosing the best nursery for you and your child is a huge decision and that it can be difficult to take in all of the information given to you during your visit. For this reason, we decided to put together this booklet outlining everything you will have discussed during your viewing in a little more detail, allowing you to learn all about our nursery in your own time and to hopefully help you make the best decision for your family.

Should you have any questions or wish to pop in for a second viewing, please feel free to call us at any time and we shall be only too happy to help.

Out of School Staff

Nicola McDonnell (Manageress)

02892670988

Inside the Out of School Unit

Out of School Unit ranges with children age between Primary 1 and Primary 7 .

The staff to child ratio for Preschool is 1:8; staff hold relevant childcare qualifications, current first aid and child protection certificates. The nursery believes in enhancing staff development and continues to invest in additional specialist training courses e.g. behavioural management, basic food & hygiene, health and safety on a regular basis. In addition a student/trainee may also be assigned to the unit. Early Years Specialist support service is used throughout the nursery on a regular basis.

We fully understand what an important transition starting Nursery is for both you and your child and this is why we strive so hard to make the whole experience as happy and rewarding as possible for your child and as reassuring as possible for you.

Out of school unit has a maximum of 16 children with a ratio of 1:8; we would have 2 staff members within the room. We have a spacious purpose built room; children in out of school are very much encouraged to take control of their environment under the supervision and guidance of staff. Activities are child lead and unit routine is decided with children's input. We encourage 4 children at each activity or area i.e. sand, water, floor play, table top activities etc. We also have free play - times where the children can freely move around the room to whichever area they would like to play. We also may have quiet times with music and audio experiences to relax.

Independence is encouraged during snack times and lunchtime, with staff on hand to assist if required. Independence is respected during toilet breaks, however, staff will support individual toileting needs. We have also have use of sensory room & role play room within the nursery. All units within the nursery both indoors and outdoors are monitored by CCTV cameras and external doors are key coded. All units have use of company vehicles for outings.

Within Out of School we work to a Daily routine which is displayed on the door within Out of School for everyone to see and for staff to follow. We also follow weekly plans which again are displayed within the unit. These plans relate to our theme chosen by the children and also give details of any special or extra

activities planned, weather permitting planned activities will take place outside.

We work hard to create a 'home from home' environment for the children in our care and strive to make the transition from school to nursery as stress free as possible for you and your child by following a routine that they enjoy and are comfortable with, which also allows for relaxation after a long day at school. Homework may be done although it is parental responsibility to check all homework's.

A detailed Risk Assessment is carried out for the room and gardens on a daily basis to ensure that only the highest levels of safety and hygiene are achieved, children are also encouraged to respect their surroundings and play equipment with a set of "rules" drawn up by them for the unit.

All staff members work closely with all of the children in our care. However, we do operate a Keyworker System within Jolly Rodgers. On starting in Out of school, your child will be assigned their own keyworker who will be responsible for carrying out observations and liaising with parents about their child's activities.

Observations are carried out if requested by parents within Out of School Unit as School may request additional home to school dairies and these are used to compile a brief Progress Report, staff and parents will work together to achieve daily goals e.g. re behaviour. In the meantime however, you are welcome to speak to staff any time at all about your child's development and we are always happy to answer any questions or help with any concerns you may have. We also welcome outside professional bodies e.g. speech therapists to visit your child on site with prior consent from yourself.

We operate an Open Door policy at Jolly Rodgers and parents are welcome to drop in or call/email at any time and discuss your child.

Monthly themes

Each month has a theme that is carried throughout the nursery with activities tailored to suit each age group. Children within Out of Schools control choice of theme and are free to choose length theme may or not run, spontaneous daily planning is child lead and activities adapted as children request.

During all School holiday's/closures the unit is open all day (7.30am-6.00pm) bookings in advance are advisable. Additional trips off site are organised during holiday periods. A fresh lunch is prepared daily by our cook.

Outdoor Play

During the good weather, we encourage the children to be outdoors as much as possible for fresh air and exercise. Our gardens are safe, secure and age appropriate and are also used on a timetable basis. Sun cream is applied to each child and a gazebo is erected on sunny days so shade is provided if required. We also 'bring the indoors outdoors' with sand trays, a paddling pool and boxes of toys being placed in the garden for the children to enjoy.

Snack & Meal Times

Breakfast club runs during school term, breakfast is served from 7.30am - 8.30am with a range of breakfast cereal to choose from, school drop off takes place from 8.30onwards.

School collections and drop off to school take place by nursery vehicles unless snow prevents vehicles driving, in which case staff will walk child to school if school remains open.

The Out of School Unit is open from 2pm-6pm during term time. In September when local schools have earlier closing induction days and finishing times the unit will be open if parent's have previously notified the nursery in writing of collection times. Lunch can be served on request on days with earlier finish times.

Afternoon snacks are also served within the unit. Children are encouraged to be independent and self service buffet snack is available. Fresh fruit is available at all times. Water and Milk are also available throughout the afternoon.

A sample menu has been included with this booklet so you can see the type of meals and snacks we provide. A copy of the menu for each week is displayed on Out of school notice board each week.

Should your child have any special dietary requirements, we will provide an alternative menu tailored specifically to match their individual needs. A record of each food a child cannot be given is placed within the unit and the kitchen to ensure all staff are made aware.

At the end of each day, staff will take a few minutes to inform you of how your child has eaten and how their general well-being was during the day and what they did that day and what activities they particularly enjoyed.

Additional Activities

Other activities include:

Library

Visits from Debutots

Visits from Blackberry Farm

Looking after eggs until they hatch into chickens

Visits from the Firemen & Fire Engine

Pot Tots

Visits from 'Mantella' - Zoo to you

Visits from Zoolab

Themed parties & fundraisers e.g. 'Rainbow Day' - make a wish charity

Children in need - PJ Day

Christmas Jumper Day

Slipper Day

Trips are organised during school holidays e.g. Tannaghmore Gardens, Farm, zoo, bowling, cinema, Aunt Sally's, Jumping Jacks, Football

Pirates & Princesses Garden Party in Wallace Park

Easter egg hunt

Halloween party

Christmas party including a visit from Santa and a gift for each child.

We also take children to Lisburn Swimming Club every Tuesday and offer on site additional activities of Tender loving Play and Taekwondo at an additional charge.

A monthly newsletter is available on our webpage www.jollyrodgers.co.uk and also displayed within our preschool unit. Additional paper copies can be supplied if required.

Thank you for taking the time to read through this booklet. We hope you have found it useful and informative and that it will help make your decision a little easier.

Please feel free to contact us at any time should you have any further questions at all.

We look forward to hearing from you soon.

Jolly Rodgers Out of School Staff

Weekly Menu (Lunch served during all full days)

Day		
Monday	Lunch	Afternoon snack
	Homemade vegetable soup and potatoes	Yoghurts fresh fruit
Tuesday	Lunch	Afternoon snack
	Cottage pie	Cheese & crackers Fresh fruit
Wednesday	Lunch	Afternoon snack
	Fish cakes, potatoes and mixed vegetables	Toasted pancakes Fresh fruit

Thursday	Lunch	Afternoon snack
	Chicken & broccoli bake with green beans	Apple crumble & custard Fresh fruit
Friday	Lunch	Afternoon snack
	Sausage casserole	Jam tarts Fresh fruit

Meals are prepared freshly each day by our cook; all meals are served with a choice of milk/water.

Drinks are available throughout the day. Fresh Fruit is available throughout the day.

Alternative meals can be supplied to suit dietary requirements.