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Introduction

We are delighted that you have chosen Rise and Shine Day Nursery to care for your child. We will endeavour to ensure you have made the right choice.

Rise and Shine Day Nursery is managed by two qualified teachers who have a passion for giving young children the absolute best start in life. We are committed in providing children with excellent childcare and education that inspires them.

The nursery is registered with the Care and Social Services Inspectorate Wales (CSSIW) and they inspect all childcare settings on an annual basis and ensure that the standards are maintained and that all legal requirements are met.

Rise and Shine Day Nursery is registered for up to 69 children aged between 3 months and 12 years. The nursery welcomes all pre-school children regardless of their age, stage of development, physical, social, cultural or intellectual needs. The nursery promotes equality for all children and staff will endeavour to look after children with special needs, provided that their needs can be satisfactorily met within the nursery setting.

The nursery building itself consists of a purpose built building with two outdoor areas, one situated outside the baby room and a larger outdoor area for our toddler and pre-school room. We also have a car parking area which can comfortably fit 10 cars in at any one time.

The building is split into three rooms; Bumblebee baby room, Ladybirds toddler room and our Caterpillar pre-school room. Children are cared for in small groups and staff at Rise and Shine always adhere to the following ratios:

0-2: 1 member of staff to 3 children

2-3: 1 member of staff to 4 children

3+: 1 member of staff to 8 children

Our Mission Statement

Our mission is to help every child shine!

We aim to provide children with a caring and rich learning environment from the start. At Rise and Shine Day Nursery we strive to nurture children's confidence, independence, love for learning and enthusiasm. Ellie and Rachel are extremely passionate about providing children with valuable learning experiences to develop children's curiosity about their surroundings. We endeavour to create a nurturing, safe and caring environment where all children are valued and encouraged.

Aims and Objectives

At Rise and Shine Day Nursery, we understand how important it is for you to find the best childcare for your little ones. As parents ourselves we know that leaving a child is never easy, but you can rest assured that with our nurturing and caring environment, our nursery will become their "home from home". Our main objective is to ensure the children are welcomed into a caring and nurturing environment which is adapted to suit their own individual needs. It is important to us that we work in partnership with the parents, carers and any external agencies when welcoming a child into our setting.

We aim:

**To provide a happy, secure environment where children, parents, carers, visitors and staff feel welcome and valued.*

**To develop a positive partnership with parents, a vital part in providing high quality care for all children.*

**To allow each child to learn through play giving them the care and support needed for them to develop at their own pace and to the best of their ability*

**To provide fun, stimulating and age/stage appropriate activities, equipment and experiences for every child in our care.*

**To support the child and promote learning and growth in all areas of their development.*

**To provide positive attitudes towards each other, respecting others race, gender, disabilities, culture and beliefs*

**To ensure our staff are competent, positive role models and are provided with up to date training throughout their journey with your child.*

**Ensure all children settle into the Nursery environment as they arrive at Rise and Shine and to have an enjoyable time whilst they are with us.*

Contact us

If ever you require any further information about anything in relation to the nursery, then please do not hesitate to contact the nursery:

Managers: Ellie Kord and Rachel Chamberlain

Nursery Leaders: Hannah Williams and Ceri-Ann Gaunt

Address: Bridge Road, Pentre Maelor, Wrexham Industrial Estate, Wrexham, LL13 9FZ.

Telephone: 01978 660006

Email: riseandshinewrexham@gmail.com

Website: www.riseandshinechildcare.co.uk

Our website and facebook page are full of information. Our updated policies, general helpful information and a calendar showing important dates and events are also displayed. Please log on and have a look.

Joining Our Nursery

Session Times

The nursery is open Monday to Friday throughout the year with the exception of Bank Holidays. Our session times are outlined below:

- Full day 7.30am* - 6pm
- Half day (morning) 7.30am - 1pm
- Half day (afternoon) 1pm - 6pm

Our morning half day session includes snack, lunch and the afternoon half day session includes a light tea. Breakfast can be provided up to 8:15am for 50p per day.

Children must be promptly picked up at the end of their session to reduce any anxiety of the child and to support the smooth running of the nursery.

*earlier drop off is available on request, please speak to one of the managers for more information.

We offer a flexible working contract for parents who are shift workers and require different sessions each week- please speak to a member of the management team to discuss your requirements.

Absences/Holidays

Please inform the nursery if your child will not be attending nursery. This should be done by telephoning the nursery or by letting your room leader know when you collect your child. Also please can you inform the nursery if your child will be away on holiday. This helps us when arranging staff and planning activities for the children. At Rise and Shine Day Nursery we allow two weeks at 50% discount for family holidays when informed at least a month in advance. These can only be taken as weeks and not days.

Fees/grants

Nursery fees are payable in advance, by bank transfer or childcare vouchers and must be paid on the first day of each month that your child attends nursery. A £40 deposit is required to secure your child's place at the nursery; this will then be deducted from your child's last month's payment of fees.

If you decide not to take up the nursery place an administration fee of £40 will be deducted from the deposit. All our fees are reviewed annually and as of February 2021 are as follows:

Fees: 2022

Full Day- £43

Half Day- £26

Extra Hour- £5.50

Fees: January 2023

Full Day- £47 Standard Contract

Full Day- £48 Flexible Contract

Half Day- £32 Standard Contract

Half Day- £33 Flexible Contract

Extra Hour- £7.00

Holiday Club- £35

Holiday Club Half Day- £25

Meals and nappies are included in your full/ half day fees.

We offer a 10% discount for a sibling within the nursery.

We recommend that children attend at least two half day sessions/ one full day session per week.

We ask that parents give one month's notice in writing if your child no longer requires a nursery place or any changes to required days.

Extra hours can be added to a morning or afternoon session only.

We aim to be as flexible as possible and allow parents to book extra sessions where we have space.

Terms of Payment

Every parent or carer is given a copy of their contracted hours and fees; this is signed by both the parent and staff. This contract will be updated every time a child's days or fees are changed. All bookings are taken in advance and the childcare package that you have registered for your child must be paid for even though your child may be absent during any of the booked sessions. All payments must be made in advance of your registered sessions and if for any reason you need to make a change to your booking, we do require 4 weeks' notice. Regular Invoices are issued in advance covering your contracted sessions as per the Registration Form and should additional extra hours or days to be taken; this will be added to your following month's invoice.

Deposit

A deposit of £40.00 is required before your child starts with us. This deposit is refundable only when four weeks written notice of leaving is given. When four weeks written notice has been given the

deposit will be deducted from your child's final invoice. Deposits will not be refunded if a child's place is cancelled before they start.

Contracts

Please be aware that your signed contract states that we require four weeks written notice of you withdrawing your child from the nursery so that we can pay your deposit back to you. We also require 4 weeks written notice if you require to change your session.

Late payment

In the event of fees not being paid on time there will be an initial charge of £25 followed by further charges of £25 for every week that the fees are late. You will receive a letter notifying you of the late fees and stating additional charges. If fees still remain outstanding four weeks after their due date your details will be referred to

Assured Credit Services Ltd - a debt recovery company who are assisting us with our credit control.

Methods of payment

We accept the following forms of payment including; bank transfer and BACS.

We also accept all childcare vouchers

Absences

Fees are still charged when a child is absent as overheads have to be paid and to ensure that your child's place is secured. No fees are charged when the nursery is closed, this includes bank holidays and at Christmas.

Covid 19 and other illnesses

The nursery has detailed policies and procedures to follow for certain illnesses and a positive case of Covid 19. All parents will be issued with these policies before their child starts and they must always be adhered to. If your child is isolating then fees will still be charged.

Late collection of a child

If a child is collected later than their contracted time a standard charge of £15.00 for every 15 minutes or part of it will be added to your monthly bill.

General Information

Our rooms

Bumblebee Room

Ladybird Room

Caterpillar Room

Butterfly Holiday Club

Settling in

Once you have been offered a start date for nursery, you will be contacted by one of the managers to arrange complementary visits. We offer up to 5 settling in sessions free of charge however most children are ready after 3. We build these up gradually over each session.

Transitions within the nursery

Before your child moves rooms within the nursery, they will be allocated a new key person. The key person will introduce himself or herself to you. There will then be several visits made to the next part of the nursery before your child is due to start. Their key person from the section they are currently in will be with them on their transitional visits when possible.

Before your child starts in a new part of the nursery, detailed notes will be sent to you regarding all aspects of the running of that section. Parents/carers are invited to visit the new section and meet the new staff that will be caring for your child.

Staff

All the staff at Rise and Shine have been carefully selected to provide the highest standard of care for your child. All staff have recognised qualifications in childcare and receive in-house training, induction and supervision. All nursery staff are qualified to NVQ level 2 or above and the nursery is managed by two qualified teachers, one with Early Years specialism. All staff have met the requirements of the CIW and have an enhanced DBS check.

In each room of the nursery, there is a photograph board with details of each member of staff that works within that room.

The key person will be responsible for the induction of a child and his/her parents/carers and a close liaison on a daily basis thereafter. There are special group times throughout the day so that stronger bonds between the key person and "their" children can be developed. When possible, parents/carers will get to see their child's key person at least once a day, depending on what time they drop off and collect their child and which hours their key person is working. If your child's key person is unavailable then information about your child will have been passed onto the room leader.

Your child's key person will be responsible for making observations and maintain records on your child's development and inform you of any relevant information involving your child.

What you need to bring

Please may we ask that **all** items brought into nursery are clearly labelled.

All children will need to bring a bag with at least one change of clothing in.

Listed below are items required for each section.

We are an all-weather nursery so it is essential that all children are equipped with suitable outdoor clothing.

No jewellery, money or other valuables are to be brought to the nursery by the children.

We would ask also that small hair accessories are not brought in as they are a choking hazard.

Articles are left at nursery at owner's own risk.

BABIES

- Dummies (if required) sterilised and in own named container.
- Bottles (sterilised) and milk powder in measured containers (both labelled).
- Change of clothes (labelled).
- Own sun-cream and sun hat (labelled) in Summer.
- Any comforters required (labelled).
- Wipes (labelled)
- Wellies
- Waterproof clothing

2-4 YEARS

- Dummies (if required) sterilised and in own named container.
- Bag with a change of clothes (labelled).
- Spare pants (toilet training)
- Own sun cream and sun hat (labelled) in Summer.
- Any comforters required (labelled).
- Wipes (labelled)
- Wellies
- Waterproof clothing

Toys

Can we please remind parents/carers not to send their children to nursery with toys or other items which could prove a danger to other children, for example coins or very small objects which could cause choking. It is not the responsibility of the nursery to keep track of toys and other items that children bring to the nursery. If you do not want things to get lost or broken, please leave them at home.

Parking

We have quite a spacious parking area at Rise and Shine nursery. We do ask parents/carers to be conscious of our busiest times (drop-off and pick-ups) and ask that you don't spend too long in the car park at these times. Parents/carers use the car park entirely at their own risk. The nursery accepts no responsibility for injury, damage or loss to vehicles or property.

Security

Please **DO NOT** open the front doors to other parents or visitors, even if known. This is an important health & safety precaution. For more information on security at Rise and Shine Day Nursery, please see our safeguarding policies.

We have CCTV in all of our main rooms to ensure privacy for changing, all data obtained from the cameras will only be accessed by nursery managers if needed.

Closure of the nursery

In the event of the nursery having to close due to circumstances beyond our control e.g. extreme weather conditions, the nursery regrettably is not able to refund fees but may offer alternative days if possible.

Communication

At Rise and Shine Day Nursery communication with parents is of paramount importance to us. The nursery uses a parent app called BabysDays to communicate on a day to day basis with parents. Daily diaries are kept for all our children, showing nappy changes, food intake and sleep times. These are uploaded to our parent app alongside information about your child's day. Our parent app is also used to share photographs and your child's progress and achievements. Parents also have the opportunity to add to their child's learning journey and share special moments with nursery. In other sections of the nursery, general information in regard to the day's activities is shown on the notice boards. Staff will give verbal feedback at the end of each day in relation to any specific information you may need.

We have on-site areas available should parent/carers wish to talk in private.

Invoices, newsletters and important nursery information will be sent via our Babysdays app.

Menu boards are on display in each section of the setting.

Regular updates are also available on our website www.riseandshinechildcare.co.uk and our Facebook page.

Confidentiality

To meet legal requirements and to ensure the safeguarding of children within our care, the nursery holds confidential information about children and their families. The information we hold is collected when a child starts at nursery and may be used for registration purposes, for communication with parents/carers including the sending out of invoices and information relating to their child and nursery activities. The nursery also requires full emergency contact details.

All recorded information is stored in our office and kept in a locked cupboard, with all information stored on the computer being password protected to meet with Data Protection requirements.

In order to protect the privacy of parents/carers and children we make all staff aware that all information relating to children who attend the nursery is confidential. Parents/carers only have access to their own child's file and not to those of other children.

We do not use the details we hold about any child for any purpose other than for use within the nursery and we specifically ask staff not to discuss information about children with other members of staff, unless it relates to the child's well-being or safety.

The nursery has the right, and is legally required, to override this confidentiality policy if a child is considered to be at risk (see Child Protection and Safeguarding Policy). We are committed at all times to ensuring the safety and well-being of the children in our care.

Outings, trips, special events and visitors

We also like to take the children on trips away from the nursery. Consent for such trips will always be sought after parents/carers have been given information about travel arrangements, destination, times, equipment needed, etc. No child will be taken on a trip without consent. Children who have just joined the nursery will not be taken on trips. Our policy on trips away from the nursery is available for parents/carers to read upon request.

We also occasionally invite interesting visitors to the nursery to talk to the children. We have enjoyed visits from dentists, police, fire fighters, musicians and road safety experts.

We would like to invite you as parents/carers to share any equipment, skills or knowledge with the children. If you feel you can contribute please speak to your child's Room Leader.

Our Healthy Eating Programme

Rise and Shine Day Nursery have developed menu plans that adhere to The Food Agency regulations and have been crafted in-line with the Welsh Government best practice guidance. We offer a wide variety of seasonal food, cooked on the premises. The menus are on a three-week rotational plan. A copy of our weekly menus can be found in each unit and on our parent app.

We have a policy that ensures the children are encouraged to try healthy food and food from various cultures. If your child has specific dietary requirements, whether it is religious, cultural, medical or chosen preference, we will liaise with you to ensure that your child is offered suitable options. There is a section on dietary requirements on our registration form.

We ask that **no nuts or products containing nuts** are brought into the nursery due to allergies within the nursery.

Food from home - We can only accept shop bought cakes, biscuits, sweets, chocolates, etc. into the nursery for the children to eat whilst here so we can read all of the ingredients and check against our allergy and dietary list.

If homemade food (i.e. a birthday cake) is brought in we would require a list of ingredients and we could only send it home with the children giving their parents the option as to whether they can eat it or not. This is due to legal requirements and not knowing how the food has been prepared (eg. in a kitchen that uses nuts).

Baby room

We adapt our menu for weaning and food can be pureed or mashed depending on the stage of weaning. Please ask the Room Leader for more information or see our weaning policy. We mainly prepare our own baby foods, but if you wish you may bring in food for your child if it is in its original packaging and sealed. We cannot store and heat food prepared at home.

Bottles

Bottles for babies will be made on the premises as and when they are required. We require you to bring in your child's measured powdered milk in sealed containers along with their sterilised bottle in a small bag. Every bottle will be made up when needed and only kept for a maximum of 2 hours. Rise and Shine Day Nursery are able to support parents who choose to breast feed and we can provide a quiet, private area to do so or alternatively can store expressed breast milk

Snack time

Throughout the day your child will be offered snacks and drinks. Milk and water are offered at snack times and water is offered at other times of the day.

Menu times and sample menu

Breakfast- Optional (additional charge) and only served until 8:15am.

Snack- 9:30

Lunch- 11:30

Tea- 15:30

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Breakfast</u>	Cereal selection	Cereal selection	Cereal selection	Cereal selection	Cereal selection
<u>Mid-morning Snack</u>	Fruit selection Rice cakes Milk/ Water	Bagel with spread Milk/ Water	Fruit selection Crackers Milk/ Water	Toast with spread Milk/ Water	Fruit selection Rice cakes Milk/ Water
<u>Lunch</u>	Fish and pea risotto.	Satay sweet potato curry and rice.	Vegi Cottage Pie and carrots	Meatballs and spaghetti with mixed veg.	Red pepper chicken with couscous.
<u>Dessert</u>	Fruit cocktail	Raisin flapjack	Banana and custard	Rice pudding with cinnamon.	Peach slices and ice cream.
<u>Light Tea</u>	Ham and cheese pitta pockets with veg sticks. Milk/ Water	Orzo and tomato soup. Milk/ Water	Veggie fingers and baked beans. Milk/ Water	Jacket potato with tuna mayo and sweetcorn. Milk/ Water	Macaroni cheese bake with peas. Milk/ Water
<u>Dessert</u>	Yoghurt	Fruit selection	Yoghurt	Fruit selection	Yoghurt
Please note children will have access to drinking water throughout the day and water will be available at all meal/ snack times in addition to any other drink offered.					

Learning and Education

The nursery has dedicated staff that continues with professional development. The nursery follows the government curriculums EYFS and the curriculum for funded non-maintained nursery settings. We support children's learning through play based activities and follow an In the Moment Planning approach. The use of outdoor space is regarded as a valued learning environment and wherever possible the nursery will endeavour to offer the same learning opportunities both internally and externally, as we understand that all children are individuals and require unique and varied ways of learning. Activities will be developed around the interests of each individual child and future planning will be based on observations and the child's interests.

Opportunities offered throughout the day will be balanced between Adult and Child led activities.

Our qualified staff monitors and record your child's development and progress through daily observations that are then transferred into their own learning journey file. These are also used in most children's reception year at school. All records are available for parents/carers to read and contribute to. For further information please see Room Leaders or your child's key person.

Schemes of work are on display in all parts of the setting. They are there to inform you of our activities and aims. We would be delighted if you are able to share with the children any skills or experiences you may have related to our activities.

When your child starts in a new section of the nursery, detailed notes are sent to you as parents/carers regarding the education and care of your child in that section.

Other settings

We also ask for you to please inform us if your child attends any other setting or childminder. With your permission we can then share information about your child's development and gain a much wider knowledge as children can often differ within different environments, as well as providing continuity of care.

Adventure Garden

We are very lucky at Rise and Shine Day Nursery to have a newly installed adventure garden. This is situated in the woodland at the back of our carpark. We are very proud of what we have created in this area and it is adored by our children. The garden offers children opportunities for physical development with our climbing wall, slide and swing. We have a potion making area and mud kitchen to explore. Our maths and investigation station provides many opportunities for children to practice their skills in new ways. Our children love the outdoors and we use this area as much as possible in all weathers.

Health and Safety

Arrivals and Departures

The Nursery is open from 7.30am to 6pm. On arrival, your child will be signed in by a member of staff with the time. On departure your child will be signed out.

If your child is to be collected by another person other than yourself or the person named on your child's registration form, you will be required to sign the diary giving written permission, a description of that person, a password or car registration.

If in the case of emergencies when you need to send someone other than a named person to collect your child, we must be informed and a password and visual description given. If we do not have consent for a child to leave with a person other than the one named on your child's registration form, we will be unable to let your child depart until we have contacted you.

The full information on our arrivals, departures and late collection policy is in our policy documents located in the main hallway.

Unwell children

It is the parents/carers responsibility to ensure that if their child is suffering from any apparent illness or other condition that could affect other children or staff, that the child does not attend the nursery.

Unfortunately children do fall ill at nursery. When a child is ill parents/carers will be contacted as soon as possible. They will be asked to collect their child at the earliest opportunity. In the case of diarrhoea when a child has had two bowel movements, parents/carers will be contacted to take their child home.

In the case of an emergency the nursery reserves the right to call an ambulance or a doctor. A senior member of staff would always accompany the sick child to any destination and wait with the child until the parents/carers arrive.

A full copy of our Sickness and Illness Policy and Medication Policy can be found on our website or Babysdays.

Medicines

Children will be given medicine on the signature of our medical form.

If a child falls ill or has an allergic reaction and requires liquid paracetamol or antihistamine during their time at nursery, such medication is treated as prescription medication with the nursery providing one specific type of each - Calpol and Piriton, should parents/carers wish to use this. A senior member of staff will telephone parents/carers for verbal permission prior to administering such medication. When verbal permission has been granted, staff will complete a medicine form and ask parents/carers to sign it when they collect their child.

If parents/carers cannot be contacted, the Nursery Manager/Deputy will take the decision as to whether the child is safe to have this medication based on the time the child has been at the nursery, the circumstances surrounding the need for the medication and the medical history of the child on their registration form.

All medications will be administered by a senior member of nursery staff and witnessed by another member of staff to ensure that the correct dose is given. Parents/carers will be informed at the end of the day of exact times medication has been given.

If a child is prescribed with antibiotics we ask that children are kept at home for the first 24 hours of treatment unless accompanied by a doctor's note.

Please see our Infection Control & Medication Policy for more details.

Emergency care

If your child becomes unwell whilst at nursery he or she will be made comfortable and will have one to one care. The key worker will contact the named parent to collect the child. In the event of not being able to contact the named parents the key worker will contact the emergency numbers that are provided on the enrolment form. It is up to the parents to ensure that contact numbers are kept up to date. If your child is in need of urgent medical attention a member of staff will accompany your child to the nearest accident and emergency department via ambulance. The parents will be contacted and told which hospital the child has been taken to; your child's enrolment form will be given to the medical staff.

Allergies

As part of the registration process, parents/carers must inform staff of any allergies your child may have. We will work alongside parents to ensure we can offer a menu that is suitable for all children to access. Allergy information will be stored in the child's file and will also be held in the room in which your child eats. Staff will be informed of any allergy information and will adhere to it daily. Please speak to your child key worker if an allergy comes to light after your child has started at the nursery.

Accidents/incidents

All nursery staff have received training in paediatric first aid which is updated every 3 years. If a child is injured during their time at nursery then the appropriate first aid measures are carried out. All accidents are recorded in the accident record book which parents/carers are asked to sign when they collect their child.

In such a case, the parents/carers would be contacted immediately and requested to accompany their child to hospital. Should there be a delay in locating the parents/carers then the child would be taken to the nearest hospital by a senior member of nursery staff to await the arrival of the parents/carers and avoid delay in treatment. It is for this reason that parents/carers are requested to sign a consent form on admission of their child to nursery. A full copy of our Accidents and First Aid Policy can be found in the Policy documents file in nursery.

Incident Recording

Developing crawling, walking and racing around skills can be a dangerous occupation for young children. We appreciate this but we are required (as one of the conditions of registration) to record all such accidents and incidents happening at nursery or at home. This means that if your child suffers from a bump or knock at home then we need to record it at nursery to tell us what happened.

ALN (Additional Learning Needs)

We have a Additional Learning Needs Co-ordinator (ALNCO). The role of the ALNCO is to ensure that your child has all the help required for their needs. The ALNCO officer co-ordinates with the staff working with your child, yourselves as parents/carers and any outside agencies who may be involved. If you have any concerns over your child and their development, please see your room leader and they will arrange a meeting for you with the ALNCO officer. Alternatively, if your child is getting help through an outside agency i.e. speech therapy, grommets fitted, please inform the ALNCO officer so they are able to co-ordinate any help we can offer at nursery. At the nursery we are committed to a policy of inclusion. Our ALNP (Additional Learning Needs policy) is available in our policy documents file.

Health and safety procedures

The nursery shall take measures so far as is reasonably practicable to protect the Health, Safety and Welfare of all Employees, registered children under its care and any other persons who may have access to its premises or otherwise be affected by its activities. This duty shall extend to off-site activities undertaken by children whilst under the supervision and care of the nursery. A copy of the Health & Safety Policy is available and is located in the Managers office and shall be displayed in all nursery sites.

No smoking policy

The nursery operates a strict **No Smoking** Policy within its buildings and grounds.

Mobile phones, cameras and recording devices

For reasons of child and staff protection, no photographs or recordings will be taken of the children without prior permission.

No Mobile Phones, Cameras or Recording Devices are to be used on site. We would ask parents to leave such items in their cars. Please see our policy documents for more information.

Complaints

The Company has a comprehensive complaints procedure that refers to informal, formal and concurrent complaints. This is available on the website, on the parents notice board and staff induction book. The company welcomes all information/comments good or bad. It is important to us that you communicate any concerns or issues immediately. This can be reported to any member staff that will log the information and report to the person in charge. This will then be investigated and appropriate action will be taken. All parties will be kept inform of action taken and the end outcome. CIW will be informed of any serious complaint and will be informed of the outcome. CIW can be

contacted directly by service users to express views and inform them about a complaint (Telephone:- 0300 7900 126)

Policies and Procedures:

Rise and Shine Day Nursery Policies and Procedures are kept in a folder located in the office and on the website, for you to read through at your convenience. The person in charge will email any policy or procedures on request. Our policies are also sent out via BabysDays on registration with the nursery and these are accessible at all times.

Contact Information:

Ellie Kord and Rachel Chamberlain - Nursery Managers/ Company Directors or

If you require any further information about Rise and Shine Day Nursery, please feel free to ask a member of staff.

We hope you and your child enjoy your time at Rise and Shine Day Nursery.