

Rivendale Nursery

Houston Rd, Bridge of Weir, Renfrewshire, PA11 3PX
Tel: 01505 610611 Email: rivendale@collincare.com
www.collincare.com

Information Prospectus

Rivendale Nursery was taken over by Collin Care Ltd in 2011 and caters for children up to 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.

The nursery is inspected annually by the Care Inspectorate and is also in Partnership with Renfrewshire Council for funding in relation to 3 to 5 year olds and eligible 2 year olds. To participate in this, we are also inspected by Education Scotland to ensure our educational programme adheres to the Scottish Government Curriculum.

1. Prospective parents are welcome to visit the nursery to inspect our facilities and discuss any specific requirements with regards to their child.
2. 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.
3. A two-course meal will be served daily. Vegetarian and cultural requirements can be catered for. A healthy snack with drink will be served morning and afternoon.
4. A registration fee of £50 is payable per child, excluding Government “funded only” children, and must be paid prior to your child starting. A uniform pack, consisting of one nursery polo shirt and one nursery sweatshirt, is included with this fee.
5. Payments are required in advance and failure to pay could result in your child being **REFUSED ENTRY TO THE NURSERY**. We can accept all forms of electronic payments (Weekly, fortnightly, four weekly or monthly) various Childcare Vouchers and Tax-Free Childcare payments. Please speak to the Manager to arrange your preferred payment method **BEFORE** your child starts at the nursery.
6. Please notify the nursery (using the online Nursery Management System) if your child is going to be absent for whatever reason. Nursery Fees ARE payable during any absence, including Illness and Holidays, to retain your place.
7. The nursery will only close during Christmas and New Year. Notification of these dates will be given at the beginning of each year and will be displayed on the notice board.
8. Nursery Fees are payable all year round and will be reviewed once a year, usually in August.
9. Anyone booking five full days per week will be given a discount of 10% of the full day rate.
10. Families who have more than one child attending the nursery will be given a discount of 5% on ALL nursery fees.

11. In line with Care Inspectorate guidelines, parents **MUST** supply nappies and wipes for their children. Also, in hot weather a Sun Hat 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/slippers are preferable in the nursery.
14. The nursery will keep parents informed of on-going and future activities taking place via a combination of e-mails, the parent's notice board, newsletters and social media.
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

		ALL CHILDREN
DAILY (Inc Lunch)	7:30am – 6:00pm	£56
A.M. (Inc Lunch)	7:30am – 1:00pm	£39
P.M. SESSION	1:00pm – 6:00pm	£35

- Any extra hours (or part thereof) will be charged at £7.00 per hour, with a maximum of **TWO** hours allowed, thereafter session fees will be charged.
- 1140 Scottish Government Funding is available for 3 to 5 year olds, and eligible 2 year olds, please ask the manager for details.
- If you require any additional information regarding the nursery, please do not hesitate to call.

Yours truly,

Megan McNab

Acting Manager