

# Petit Enfant Day Nursery

[www.petit-enfant.co.uk](http://www.petit-enfant.co.uk)

Everyday is full of fun and new experiences whilst learning through play!



Nurseries at:

West Oxfordshire Business Park  
Wavers ground  
Carterton  
Oxon  
OX18 3YJ

Northfield Farm Lane  
Madley Park  
Witney  
Oxon  
OX28 1UD

### Our Vision:

To be the first choice childcare provider in the areas we operate, offering the best service to parents/carers and children alike, encouraging learning through play.

### Aims and objectives

1. To provide child-friendly environments that are safe, caring and stimulating.
2. To encourage children to develop self confidence and self esteem and to feel special as an individual.
3. To recognise that children do not choose to come to our setting but that it is chosen for them, As such we aim to provide an environment that is welcoming and friendly and will encourage the children to want to return.
4. To honour parents trust that we will nurture their child and give them quality care whilst seeing and providing for the family as a whole unit.
5. To work within the guidance and regulations of ofsted and the Early Years Foundation stage in developing each child through observation, assessment and planning based around what they already know and can do and how they can be moved on to the next step of learning.
6. To ensure that each child and family has a 'Key Person' within the setting who will care for them daily and ensure their needs are met.
7. To work as partners with parents/carers and offer flexibility that allows each individual child's needs to be met.
8. To communicate with parents/carers in the form of daily verbal communication on collection of their child. In addition to this diary sheets, monthly newsletters and welcoming parent notice boards are kept informative and relevant.
9. To have a fair but thorough recruitment process which ensures that only highly motivated, positive and knowledgeable staff are offered a position.
10. To be committed to developing our staff team through internal and external training ensuring they are up to date with new thinking and development in the Early Years.
11. To continually evaluate our practice and provision with welcomed input from parents/carers and children.



## Introduction to the company

Petit Enfant opened in 2002 as a 29 place day nursery in the centre of Carterton offering childcare for children aged 0-5 years. This is often referred to by parents and children as the blue house which you will see on some of our literature.

After steady growth due to demand we are now registered to cater for children from birth to 11 years at two purpose built sites in West Oxfordshire with a total of 160 places for children from 0-8 years.

Both sites are managed and led by experienced and qualified managers with an area manager who has been with the company since the start and oversees that the standards are high and maintained at the same level in both areas.

All staff at Petit Enfant are CRB checked and are encouraged to participate in training or additional training that is supported by the company.

We are registered and inspected by ofsted with reports available at:

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

In addition to this we uphold the Investors in people award and are currently working towards the NDNA Quality Assurance scheme (Investors in children) and agree to their mission statement:

NDNA aims to enhance the development and education of children in their early years through the provision, encourage and maintain high standards in education and care for the benefit of children, their families, and their local communities.

### Hours:

The nurseries are open from 7.00am – 6.00pm Monday to Friday (except bank holidays).

### Nursery session times

Am session 8.00am – 1.00pm

Pm session 1.00pm-6.00pm

Full Day 8.00am – 6.00pm

Additional hours such as 7.00am -8.00am 1.00pm – 2.00pm (or a proportion of this hour) etc may be available upon request.

### After school care and holiday club session times

7.00am – school start

7.30am – school start

8.00am - school start

School finish – 5.00pm

School finish – 5.30pm

School finish – 6.00pm

Am session 8.00am – 1.00pm

Pm session 1.00pm-6.00pm

Full Day 8.00am – 6.00pm

### Wraparound care is also available. E.g.

8.00am start then drop off at local state nursery at 11.30am or 12.30pm and or collect at 3.00pm. Please speak with the manager if you require this service.



### Meals and snacks

We feel that it is essential for children to be provided with healthy and well balanced meals and snacks in order for a healthy body and healthy mind.

Snack times consist of a variety of the following: fresh fruit and vegetables, plain biscuits or crackers, bread sticks and toast.

Children are encouraged to develop good table manners by staff modelling expected behaviour at mealtimes and joining in with the children at the table.

Meals are cooked fresh by Oxfordshire county council's 'Food with thought' who have been awarded the 'Healthy Schools' status. Further details are available at [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)



All full session prices are inclusive of either a hot lunch or cold tea (hot is available for after school club if required). Meals are cooked at the Carterton site and transported to Witney daily.

### Fees

Nursery fees are due in advance of sessions and invoiced created on the 20<sup>th</sup> of each month for the month ahead with fees due on the 1<sup>st</sup> unless prior arrangement has been made. We accept payment by cash, card, cheque payable to Petite Enfants Ltd, standing order or childcare vouchers.

### Daily activities

At Petit Enfant we aim to provide children with new experiences which will develop their senses and knowledge whilst learning through play.

Activities are planned within all rooms and based upon the children that are present, however spontaneous activities which may develop as a result of a particular child's interest or a sudden change in weather are welcomed and encouraged.

We believe that there is no such thing as bad weather just bad clothing!

Sensory play has a great part of learning and this is available and encouraged throughout the whole setting. Therefore please do not send your child to nursery in their best clothes as it can be messy!



Heuristic play and treasure baskets are promoted within the setting to provide children with natural resources and encourage their imagination.

Additional activities and trips take place throughout the week and we are always open to new ideas! We take part in the annual toddle waddle raising funds for national charities.

We are registered at both sites to provide free government education to children beginning the term after their third birthday in our pre-school rooms.

#### [Personal care items from home](#)

If your child is wearing nappies you are required to bring in nappies, wipes and creams if necessary. These will be stored in your child own box/container and staff will make you aware when they are running low.

It is recommended that you child attends nursery in comfortable but not best clothing as we like to get messy! It is a good idea to provide a 'named' spare set of clothing in case of messiness or accidents etc. Indoor shoes/slipper are required and Wellingtons for outside please. Waterproofs are recommended along with seasonal items such as sun hats and suncream.

#### [Health](#)

If your child is unwell he or she should not attend the nursery. If your child becomes unwell during the day you (or your nominated emergency contact) will be contacted. We will only administer medication that has been prescribed by a doctor or pharmacist and you will be required to complete a medication form prior giving consent.

Unfortunately in the world of children accidents can and do happen. In the unfortunate event that this is the case the accident will be recorded and you will be informed upon collection. If a serious accident or head injury occurs you will be informed immediately. There is a first aid qualified member of staff in all rooms of the nursery.

### Witney Site

Petit Enfant in Witney is based at Madley Park behind the co-op and in close walking distance to Madley Brook and Springfield schools. This is a purpose built nursery over the ground floor which accommodates up to 70 children aged between birth and 8 years with the additional space for children over the age of 8.

Madley Park site has a large open plan garden with direct outside access for three rooms. No member of the public can access the building without a member of staff letting them in.



## Sensory Room

At Madley Park we have a well resourced sensory room which can be used by all children throughout the day. It is also used as a sleep room after lunch and provides a great environment for calmness and rest.

We drop off and collect from most school is and around Witney throughout the day.



### Carterton Site

Carterton Nursery is based upon the new West Oxfordshire Business Park. It is a purpose built nursery over two levels designed with children in mind. The ground floor accommodated children from birth to 4/5 years when they either leave us for school or move upstairs to Flexicare.

Flexicare accommodates children who require before/after school care, holiday care and wraparound care. Wraparound is where children attend another (usually a state) setting for their government funded education but require longer than the sessions provided.

We drop off and collect from most schools in and around Carterton throughout the day.

Carterton nursery has its own landscaped garden with a vegetable patch, beach and palm trees!



## Childrens' Gym

We are fortunate to have a well resourced children's gym within our Carterton site. All children within the after school and holiday club have access to this facility which is included in the fees. We will be opening this facility up to children within the pre-school room in the near future. We promote healthy lifestyles at Petit Enfant and use the gym alongside other physical activities to maintain a healthy body and healthy heart.



## Registration process

If upon viewing the setting you would like to register your child you are required to complete and return the registration form and fee to the nursery. Once this has been received we will confirm your place and the senior staff member of your child's room will make contact to arrange visits.

Visits are encouraged as part of the settling in period for children to spend time in their new environment and for parents/carers to get to know that staff that will be caring for their child. It provides the opportunity to discuss your child's needs and get to know them as an individual. We request that you complete an 'Essential Information' form on or before your first visit so these details can be discussed.

Contact details:

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Ofsted Registration Number: EY 35 59 97

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Ofsted Registration Number: EY 35 94 05

Area Manager: [pel\\_manager@btconnect.com](mailto:pel_manager@btconnect.com)