



Dolphin Pre School and Nursery
5 Raddenstile Lane, Exmouth, EX8 2JH- 01395 272418
info@dolphinnursery.co.uk



Our nursery is operated to a high standard and we strive to offer children and their families a warm and friendly welcome with a feeling of home from home.

We hope our prospectus will provide you with some of the information you will need, however this document is just the beginning. We recommend that you come and have a look for yourselves, we would also suggest that you look at other Nurseries, first impressions count. As parents of young children ourselves we appreciate the feeling you get when something feels 'right' and we want you to feel that you are making the right decision when choosing us.



Dolphin Family
where good beginnings
never end.....

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| Mellissa Nursery Owner and Manager | Paul Nursery Director | Kyah Deputy Manager |

Meet the Management Team

Mellissa holds a foundation degree in teaching and learning, as well as NVQ level 3 and is the registered safeguarding officer. Kyah works alongside

Mellissa in the day to day running of the nursery and holds an NVQ level 3 in childcare and is also the deputy safeguarding officer. Paul deals with all the company finances, HR and compliance. All 3 are not included in any room numbers which allows them to move around the nursery giving extra support when required.

How we operate.

The Dolphin aims to give parents the chance of balancing family and work life with minimum tension and maximum stability, coupled with an excellent environment for their child to develop and grow into confident and caring young children. This is achieved by giving them enjoyable and interesting experiences which are key to creating a positive attitude to learning, so the emphasis is on learning through fun and play.



As part of our registration with OFSTED we follow the Early Years Foundation Stage (EYFS) framework. This exists to support all professionals working within childcare. When a child is registered with us, we send out a parent's guide, which explains the different parts of it. The framework is also the legislation on which OFSTED inspect us and rate our performance.



Strong parent communication – All About Me Book with a summary of child activities, Key person



responsible for child development, regular parents evening and annual parent questionnaire.

Our Rooms

Throughout the nursery each room has a sink area where children wash their hands before mealtimes, and from the Little Explorers room onwards children are encouraged to self-serve their own food and drinks creating independence. At mealtimes team members sit with the children to encourage quiet conversation aiming to make it a happy social time and promote good eating habits. All the rooms offer messy activities alongside a wide range of toys and other activities/areas to explore and learn. Each room has a quiet area for when children are in need of a little calm and quiet time.

Not only do we think going out in the garden in all weathers is a great learning experience we are also very lucky to be placed in a fantastic location where we can go on outings to explore our local surroundings such as the beach, parks and local facilities such as Sam's funhouse, Ocean and the leisure centre.



from home environment.

Little Dino's Baby Room – 0 to 18 months old- The Little Dinosaurs can accommodate up to 9 babies with a staff ratio of 1:3. In this room we have facilities to make up bottles, a fridge to keep things cool and a choice of sleep facilities. We like to follow your home routine and make a home



Little Explorers Room – 18months to 28months- The Little Explorers can accommodate up to 12 toddlers with the ratio of 1:3. This

room has a lovely outside space for the children to free flow from and is also used by the Little Dino's.



Busy Bees Room – 29 months to 40 months – Busy Bees is 2 connected rooms with a large enclosed outside area off the back room. We accommodate up to 16 children with a staff ratio of 1:4.

This is the room where your child will be called for their developmental check (at about 2 ¼) we work closely with the Health Team to ensure your child is hitting the correct milestones and intervention can be put in place to ensure they will be making great progress by the time they go off to pre-school.



Pre School Rooms – 41 months through to Primary

School- The Pre-school consists of 2 room's one main room and one quieter dining room and is very much a Pre School unit. It has doors which lead to an enclosed garden area. We accommodate up to 32 children with a staff ratio of 1:8. This room gets them ready for school be doing small group activities, registration and circle times.



Our very own SEND Co

Katie is our Special Educational Needs and Disability Co-ordinator. Katie has a degree focusing on Special Education and really enjoys this important area. Katie works alongside all four rooms as well as outside agencies to offer additional support. Early intervention is vital in getting a good outcome for any child and Katie focuses on this exclusively. We have recently made a quite space for Katie to be able to do some of her intervention work.



Our Fees

It is our intention to make nursery fees understandable and fair to all parents. We are open 51 weeks of the year with the exception of Christmas week and Bank Holidays. We do not charge for days when we are closed.

Fees include nappies (Pampers) and wet_wipes (Fred and Flo) and their mid-morning snack. For children who are toilet training "pull ups" are not provided. Drinks are provided throughout the day which includes either fresh water or a range of milks. However, parents are asked to provide formula milk for young babies. By offering an hourly rate and including everything apart from our home cooked food, we feel we give parents greater flexibility over charging per session. When comparing a full day between 7.30 until 18.00 on hourly rates there will be a difference in cost, but this is balanced by the flexibility of choosing the start and finish time. For example, in a session charge setting a parent requiring care from 9am until 3pm would be charged for a full day whereas at the Dolphin they would pay for 6 hours at whichever rate applies.

Fees are charged as below.

Little Dino's - £6.00 per hour

Little Explorers - £6.00 per hour

Busy Bees- £5.80 per hour

Pre-school - £5.80 per hour

We offer a Discounted rate - 10% off for over 8 hours booked.



Brief overview of important bits.

By registering for a place at The Dolphin Pre School and Nursery, you commit to abiding by our policies and procedures.

- The Dolphin Pre School and Nursery is open 51 weeks a year, only closing for Bank Holidays and one week at Christmas. We do not charge for days when we are closed.
- We charge a registration fee of £40.00 to hold your child's place. This must be paid on returning your registration form so your child can be added to our booking system.
- The minimum acceptable booking is for 2 sessions per week
- Fees include nappies, wet wipes, morning and afternoon snack, water and milk.
- Additional charges are made for Lunch and Tea. When potty training we ask parents to provide pull ups.
- All fees are invoiced monthly and are due within 7 working days. Any fees not received by this date may incur a late fee.
- There is a late collection fee of £5 per every 15 minutes you are late collecting.
- If your child is absent due to illness, the Pre School and Nursery should be notified. Refunds or reductions are not available for absence.
- We ask you to read the sickness policy carefully and abide by these at all times to eliminate illness spreading.
- If your child becomes ill whilst at The Dolphin you will be contacted by a team member using the contact details given. We ask parents to ensure these are kept up to date and contact us with any changes.
- We reserve the right to cancel your child's contract with one month's notice if you fail to comply.
- We require 4 weeks written notice to cancel a child's place or make a reduction in the hours attended.
- Children will be taken on trips and local outings and prior consent is given on the registration form.
- Parents accept that The Dolphin Pre School and Nursery is required to abide by the welfare requirements of the early years foundation stage (EYFS)
- Only people on the child's registration form will be able to collect the child from the Pre School and Nursery unless already discussed with the manager in which a secure personal password will be given.
- When arranging taster sessions we will ask you to provide pictures of - your child, both parents/carers and anyone else authorised to collect your child. These can be emailed to us.



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