



Shenfield Day Nursery

Hutton Childcare Limited



- * HIGH QUALITY CHILD CARE
- * HOMELY, CONVERTED PREMISES
- * DEGREE, NNEB, BTEC AND NVQ
QUALIFIED, EXPERIENCED STAFF
(All staff are subject to an enhanced Criminals Record Bureau check)
- * FULL DAY CARE FOR CHILDREN
3 MONTHS TO 5 YEARS

Manager: Lisa Thomas Ba Early Years
Support Manager: Nicola Munday
Director: Mr A. Smith

INTRODUCTION

Shenfield Day Nursery provides full day care for children 3 months to 5 years. Our aim is to provide quality child care in small groups within a stimulating and caring environment that addresses all the needs of the children and parents.

Shenfield Day Nursery promotes a home away from home ethos, enabling each child and their family to feel welcomed.

Each room is self contained, having its own toilets and washbasins, "quiet" area and exit to the enclosed gardens.

Hot, nutritional meals and substantial snacks are prepared on the premises and every effort is made to provide for special diets. (A sample menu is included).

We will strive to make the introduction to our centre as happy and successful as possible. Each child will be introduced to their "key person" who will be responsible for the records of that child and develop a special relationship with the child and their parents. In the early stages, parents may stay until they feel comfortable about leaving their child. The Nursery has a comprehensive settling in procedure. After the settling in period parents are also encouraged to discuss their child's progress and visit when they wish. Parent's evenings are held twice yearly.

We are members of the National Day Nurseries Association.

"PLAY IS THE MEANS BY WHICH CHILDREN GROW AND DEVELOP"

Play is the child's "work", the basis for all their developmental needs, and should never be underestimated. We provide quality play opportunities that develop physical, social and intellectual skill through first hand experience.

Creativity is expressed through drawing, painting, craftwork and music. Early scientific concepts are learnt through playing with sand and water trays and taking part in simple cooking and planting experiments. Children have the opportunity to express themselves with a variety of pretend play, activity- home corner, dressing up, shop, action rhyme and song. Outdoor play equipment, swings, slides, rockers etc. provide opportunity for large muscle development. Construction toys, puzzles and threading introduce concepts of shape, size and colour as well as developing small muscle skill and hand-eye co-ordination.

Pre-Reading and Pre-Writing activities are provided daily. A love of books provides the corner stone for children's future learning, for this reason all the children have access to high quality books which they are encouraged to "read" and share with others.

We are registered and monitored by OFSTED and plan play and experiences according to their criteria. Our planning allows for flexible, child led play, allowing children to develop, extend and discuss an activity using their own imagination where appropriate. Further information on our daily activities can be found in the parents resource box.

"THE PRECIOUS GIFT OF COMPANIONSHIP"

We provide an opportunity to learn social independence. Children play independently, along side and then with other children. They learn about sharing and caring and begin to form relationships with adults outside of their immediate family, increasing their communication skills, vocabulary and ultimately their self-esteem and confidence. Children need to develop an understanding of the world around them, the roles of others and their place in that world. As well as occasional outings (parents are given notice well in advance), they will be taken on walks to local shops etc. to increase this social awareness. Re-enforcement is provided through play opportunities such as pretend play, road mats and railways, "shop" and "farm".

SHENFIELD DAY NURSERY

HOURS: 7.30 a.m - 6.00 p.m MONDAY - FRIDAY

51 WEEKS Except Bank Holidays (we are closed between Xmas and New Year)

Comprising of 3 rooms

PIGLETS: 3 MONTHS TO 2 YEARS

There are two areas within the Piglet room, allowing babies under 1 year and babies over 1 year to separate for parts of the day to follow a programme of age appropriate activity.

POOH BEARS: 2 YEARS TO RISING 3 YEARS

TIGGERS: RISING 3 YEARS TO 5 YEARS

There are two areas within Tiggers, allowing children under 4 years and children over 4 years to separate for parts of the day to follow a programme of age appropriate activity.

FEES:

AGE	FULL WEEK	PER DAY
0 - 2 Years	£273.13	£57.50
2 - 3 Years (Pooch Bears)	£249.38	£52.50
2 - 3 Years (Tiggers)	£239.88	£50.50
3 - 5 Years	£225.63	£47.50

FOOD: Breakfast is offered to children arriving before 8.15 a.m., morning snack and drink, hot lunch and pudding, afternoon tea.

BABIES: We ask that carers bring formula and sterilised bottles, which staff will make up throughout the day where required.

Fees are payable calendar monthly in advance (weekly fee x 52 divided by 12). Payments to be made by standing order. Please note that no adjustment is made for Bank/Public Holidays/Xmas closure as these have been taken into account when calculating the fee's on an annual basis.

If your child is absent due to sickness or holiday, a refund cannot be made due to the continuing costs of keeping the child's place.

Hutton Child Care -Terms and Conditions

PARKING

Parking spaces and the forecourt of the Nursery are for **staff use only at all times**. Parents/Carers/Alternative collectors may **not** pull onto the drive or park on the drive at any time.

Parents/carers who use cars must use the public parking bays on the Hutton Rd or other (legal!) parking spaces. We ask that parents do not enter York Close in order to turn cars around or park in York Close.

Children cannot be dropped off between 8.30am and 9.00am and cannot be collected between 2.45pm and 3.30pm (except in exceptional circumstances and by prior agreement) as Hutton Rd is congested with school traffic at these times.

COLLECTION AND EMERGENCY CONTACTS

It is the parent/guardian's responsibility to inform the Nursery (in writing) of changes to collection and emergency contact details. Photographs must be provided of all adults authorised to collect their children. Under no circumstances will the nursery release a child to a person who is not named on the application form, unless an alternative collectors form has been completed with the parent/carer.

SICKNESS

The Nursery recognises the pressures on working parents and tries to ensure a balance between the needs of working parents and the health and well being of all the children and staff.

Any child who has been sent home due to ill health will not be re-admitted for at least 24 hours. If a child has been prescribed antibiotics they should not return to the Nursery for 48 hours. Should a child require prescribed medication to be administered by the Nursery, the parent/guardian must complete the necessary consent form. Parents must inform the Nursery if their child is suffering from an infectious disease, discharge from the eyes, sore throat, diarrhoea or vomiting. Specific exclusions apply to all illnesses and are based on health protection guidelines. The Nursery will advise parents of the exclusion period. In order to inform other Nursery parents signs may be displayed informing them of specific illnesses, at no time will the child be identified. The Nursery reserves the right to refuse admittance of a child if it is felt that they are unwell. Where parents are contacted to collect their unwell child it is expected this will be within a reasonable time limit (up to 1½ hours if travelling from London). After this time we will contact other persons named on your application form to ask them to collect.

In instances where a child carries medication for asthma/allergy/epilepsy/convulsions it is the parents responsibility to ensure that it is brought to Nursery each time their child attends. The Nursery will refuse to admit any child not accompanied by their required medication.

FEES

When your child starts at Hutton Child Care the first months fees are payable by cheque, and all payments made thereafter must be made by standing order to be received on the 1st of the month (i.e cleared funds to reach the Nursery bank account on the 1st of the month). Fees are reviewed annually effective May.

Late payment - Fees outstanding on the 5th of the month will incur a £20.00 late payment charge

Incorrect payments - If we have to return an incorrectly completed cheque or issue a refund/reminder due to standing order error we will charge a £15.00 admin fee.

Extra sessions/payments - All such payments must be received by cheque on the day of the extra session.

Late collections - Late collection of children will incur a £5 fee for the first ten minutes and £5 per part 5 minutes thereafter.

.....**terms and conditions cont:-**

Voucher/Grant payments - the parent remains responsible for all such payments. Late payment fees will apply to late voucher payments

No refund will be given for any sessions not attended due to sickness, holiday, bank/public holidays or the Christmas closure (which has been taken into account when calculating fees on an annual basis).

The nursery reserves the right to terminate a child's place for repeat late collections &/or non payment of fees.

Termination/cancellation or change

We require **6 weeks (six)** written notice to terminate your child's place or to request a change of session, if this can be accommodated. Fees are payable throughout the notice period. We reserve the right to terminate a nursery place with immediate effect for non payment of fees, breaking the employing staff clause or if a parent/carer or child displays abusive, threatening or inappropriate behaviour. In all other instances we will give you four weeks notice should we wish to terminate your child's place.

Start date/place termination prior to starting

If you wish to postpone your child's start date fees will remain payable from the original start date unless agreed in writing with the Nursery manager. If you wish to cancel your place prior to your start date at least 6 weeks notice is required. Fees will be payable should adequate notice not been given i.e your notice period overlaps your start date.

Nursery Closure

The Nursery will be closed on all bank/public holidays and the working days between Christmas day and New year. If the Nursery has to close due to unforeseen circumstances (adverse weather conditions/power failure etc) fees will remain payable for the first 3 days of any such closure.

Behaviour

Parents may be asked to discuss their child's behaviour to work together to provide consistency at home and centre. In instances where a child has been persistently unkind to another child, our behaviour policy will be followed and parents informed and together a plan of action will be developed. Confidentiality is maintained at all times.

We may ask a parent to withdraw their child, or terminate a child's place with reference to their behaviour if the Nursery manager deems it appropriate.

Parent/Carer behaviour

We reserve the right to terminate a Nursery place with immediate effect if it felt that a parent/carer displays abusive, threatening or inappropriate behaviour.

Liability

Children should not bring jewellery, toys from home, money or sweets. Closely guarded comfort objects are of course an exception!

The Nursery cannot take responsibility for items lost or broken.

Parents are reminded that once they arrive in their child's room they are responsible for their child's behaviour and safety. Please ensure older children are under your control. Any loss or damage caused by a Nursery child/older child/parent or carer will be the responsibility of the parent/carer and any financial loss will be recovered from them.

Changes to child's information

It remains the parents/carers responsibility to update the Nursery in writing of any changes to their child's details, food allergies, illnesses, authorised collectors, activity. The Nursery will require written evidence of any changes to custody arrangements. In the absence of written evidence such changes can be made by the person who has signed the application form, and must be made in writing.

We reserve the right to terminate a child's place should a parent/carer be found to have withheld important information about their child.

Terms and Conditions Cont..

Staff

Parents/carers (all named on application form) agree that during their time at the Nursery and for a period of 6 months thereafter, they will not employ/entice away an employee (or those employed within the previous six month period). In the event that a parent does employ an existing or previous member of staff (within 6 months of them leaving the nursery) the parent agrees to pay 25% of the persons annual salary. If it comes to the Nursery's attention that a parent has made an attempt to employ or entice away an employee or previous member of staff (within 6 months of them leaving the nursery) we will terminate the child's place with immediate effect.

Where staff are employed by a parent for babysitting (outside of nursery hours) the Nursery accepts no responsibility for any loss or damage. Parents are not permitted to telephone a member of staff during their normal working hours to arrange babysitting.

Smoking

Smoking is strictly prohibited in the Nursery or its grounds at any time.

Terms and conditions/fee increases/change to policy

The Nursery reserves the right to change the terms and conditions or increase fees with a notice period of 6 weeks.

All policies and procedures must be adhered to at all times. Copies of which can be found in your parents handbook or Nursery operational plan. All policies are subject to regular reviews and as such may change to incorporate what is considered to be 'good practice'.

I agree to be bound by the terms and conditions outlined above.

Signed by parent/Carer_____

Date_____

It is recommended that you retain a copy of these Terms and Conditions for your information

POLICY

EQUAL OPPORTUNITIES

Our setting actively promotes equality of opportunity and anti discriminatory practice for all. We treat everyone as individuals regardless of their religious persuasion, racial origin, cultural and linguistic background, sex, social group or disability by:

1. Promoting equal opportunities and providing positive role models at all times.
2. Providing positive images in the selection of toys and books etc.
3. All our children will be encouraged to join in all our activities, i.e. dressing up, shop, home corner, dolls, climbing on large apparatus, bikes, etc.
4. We acknowledge that pre-conceptions relating to gender are abundant within language and will discuss/challenge such language where appropriate.
5. Challenging any form of racial abuse.
6. Acknowledging the diversity of religious practices, customs and festivals, providing opportunities for all children to learn and share in the activities.
7. Valuing children's home language in the setting.
8. Providing children with activities that help them to appreciate and value each other's similarities and differences.
9. Reviewing inclusive practices during training or once a year.

All staff receive training relating to equality of opportunity, the setting has a named equal opportunities co-ordinator (Lisa Thomas).

BEHAVIOUR

The centre aims to promote positive behaviour by:-

Encouraging consideration for each other, our surroundings and property.

Praising children and acknowledging their positive actions and attitudes.

Setting reasonable limits that are necessary to the safety and welfare of all.

Always treating children with respect, never smacking or treating them roughly.

Our approach will always be one that helps children see the consequences of their own actions. We will provide opportunities for them to express their feelings of frustration by listening to and supporting them.

In extreme cases, children who have behaved inappropriately, whether with physical or verbal abuse, may be separated from the group for a short period. Parents will be informed if their child is persistently unkind to others or if their child has been upset.

Parents may be asked to discuss their child's behaviour to work together to provide consistency at home and centre. It is very rare for children under five to 'bully' one another. In instances where a child has been persistently unkind to another child, our behaviour policy will be followed and parents informed and together a plan of action will be developed. Confidentiality is maintained at all times. Staff follow 'steps for success' when dealing with unwanted behaviour, details of this system can be found in the Nursery rooms.

In exceptional circumstances if a member of staff has had to physically intervene to prevent serious injury to the child, other children or an adult, a specific incident form will be completed and shared with the parent on the same day. The centre has a behaviour co-ordinator: Nicola Munday

SPECIAL EDUCATIONAL NEEDS

We support the integration of children with special educational needs wherever possible.

A full copy of SEN policy is displayed on the parent notice boards. Our Special Educational Needs co-ordinator is Nicola Munday

SAFEGUARDING CHILDREN POLICY

Our prime responsibility is the welfare and well being of the children in our care. If we have any reason to believe that a child in our care is subject to any form of abuse or neglect, the centre has a duty to report this to the local authority. Parents will usually be informed prior to a referral being made, except in cases where it is felt this will increase the risk to the child. A full policy statement is displayed on the parent's notice board. Our Child Protection co-ordinator is Lisa Thomas/Nicola Munday.

COMPLAINTS PROCEEDURE

If a parent has a complaint involving their child or the centre as a whole they should, in the first instance, raise this with their child's "key worker" or the senior nursery officer. If the parent feels unwilling to raise the matter this way, they should approach directly or write to the Manager (Mrs L Thomas). All matters will be recorded in the centre's Complaint folder. Every effort will be made to resolve genuine complaints. We will notify you of the outcome of investigations into your complaint within 28 days where this has been made in writing. Contact details for Ofsted can be found on the notice board in reception and in Tiggers.

The Nursery has a comprehensive set of policies and procedures; these can be found within our operational plan in the Parents resource box.

Sample 4 Week Menu

Week 1	Snack	Lunch	Pudding	Tea
M	Fruit/Veg Crackers/cheese Breadsticks	Chicken casserole Peppers/mushrooms Cous Cous	Ice-cream	Sandwiches 1 fruit + 1 veg item Other item
T	Fruit/Veg Crackers/cheese Breadsticks	Lasagne Peas and Carrots	Jelly	Sandwiches 1 fruit + 1 veg item Other item
W	Fruit/Veg Crackers/cheese Breadsticks	Fish cakes Mashed potatoes Broccoli and Cauliflower	Fruit and custard	Sandwiches 1 Fruit item Other item
Th	Fruit/Veg Crackers/cheese Breadsticks	Home made Veggie Pizza Home made wedges Baked beans	Rice pudding	Sandwiches 1 fruit or 1 veg item Other item
F	Fruit/Veg Crackers/cheese Breadsticks	Lamb hot pot Mashed potatoes Carrot and swede	Yoghurt	Sandwiches 1 fruit + 1 veg item Other item
Week 2	Snack	Lunch	Pudding	Tea
M	Fruit/Veg Crackers/cheese Breadsticks	Roast Gammon Roast potatoes Mixed vegetables	Semolina	Sandwiches 1 fruit or 1 veg item Other item
T	Fruit/Veg Crackers/cheese Breadsticks	Chicken pie Potatoes Mixed vegetables		Sandwiches 1 fruit + 1 veg item Other item
W	Fruit/Veg Crackers/cheese Breadsticks	Shepherd's pie Green beans / carrots	Yoghurt	Sandwiches 1 fruit + 1 veg item Other item
Th	Fruit/Veg Crackers/cheese Breadsticks	Fish crumble Peas	Greek yoghurt Fruit	Sandwiches 1 fruit + 1 veg item Other item
F	Fruit/Veg Crackers/cheese Breadsticks	Sausage Casserole with Mixed vegetables Rice	Fruit	Sandwiches 1 fruit + 1 veg item Other item
Week 3	Snack	Lunch	Pudding	Tea
M	Fruit/Veg Crackers/cheese Breadsticks	Vegetable pasta bake (Tomatoes, courgettes/peppers/mushrooms sweetcorn) + garlic bread	Fruit Custard	Sandwiches 1 fruit or 1 veg item Other item
T	Fruit/Veg Crackers/cheese Breadsticks	Roast beef New potatoes and Broccoli and Cauliflower	Apple crumble	Sandwiches 1 fruit + 1 veg item Other item
W	Fruit/Veg Crackers/cheese Breadsticks	Chicken curry with peppers mushrooms Rice	Fruit	Sandwiches 1 fruit + 1 veg item Other item
Th	Fruit/Veg Crackers/cheese Breadsticks	Spaghetti bolognaise	Yoghurt (angel delight till all used up)	Sandwiches 1 fruit + 1 veg item Raisins
F	Fruit/Veg Crackers/cheese Breadsticks	Tuna and pasta bake Sweetcorn	Sponge and custard	Sandwiches 1 fruit or 1 veg item Other item
Week 4	Snack	Lunch	Pudding	Tea
M	Fruit/Veg Crackers/cheese Breadsticks	Fishfingers Mashed potatoes Mixed vegetables	Fruit flan	Sandwiches 1 fruit + 1 veg item Other item
T	Fruit/Veg Crackers/cheese Breadsticks	Pork and apple casserole New potatoes and vegetables	Fruit	Sandwiches 1 fruit + 1 veg item Other item
W	Fruit/Veg Crackers/cheese Breadsticks	Sausage and pasta bake Peas	Jelly	Sandwiches 1 fruit + 1 veg item Other item
Th	Fruit/Veg Crackers/cheese Breadsticks	Chicken pitta pockets Cucumber / tomatoes	Greek Yoghurt & Banana's	Sandwiches 1 fruit or 1 veg item Other item
F	Fruit/Veg Crackers/cheese Breadsticks	Beef stew Rice Mixed vegetables	Fruit	Sandwiches 1 fruit + 1 veg item Other item

NURSERY PROGRAMME

7.30	-	8.15	Breakfast
8.00	-	9.15	Structured free play
9.15			Toilet/Wash hands Registration/Story time Music/singing
9.30			Morning snack + drink
9.45	-	11.00	Art + Craft/Sensory play/Role play Structured free play Structured curriculum based activity/experience
11.00			Toilet/Wash hands Singing/Rhymes
11.15			Lunch
12.00			Rest/sleep time Quiet activities/Video
12.30			Free Play
1.45			Registration/Story time
2.00	-	3.15	Structured free play Art + Craft/Sensory Play/Role Play Structured curriculum based activity/experience
3.15			Toilet/Wash hands Music/Singing
3.30			Tea Time
4.00	-	5.30	Structured Free Play
5.30	-	6.00	Table top activity/Video

* Structured Play will incorporate Outdoor Play when weather permits. Physical play will be included indoors when access to the outside area has not been possible.

Our Staff

The Nursery strongly believes that its most valuable resource is its staff. Therefore great care is taken in recruiting and monitoring staff performance.

We strive to make the Nursery a happy but professional working environment and ensure our staff enjoy employment conditions above the industry standard. We are proud of our staff retention rate, and believe this reflects the nursery atmosphere as a whole.

All staff are qualified to Level 3. We do take on a limited number of Level 2 qualified staff at any one time providing they are working towards a Level 3 qualification. Current guidelines stipulate that 50% of the staff need to be Level 2 qualified, and as you can see we work above this minimum. Further to the base room staff we have additional support staff and assistants. These are often staff that have chosen a career with children after having their own families and bring a different set of skills to the team.

All staff have regular development supervisions and yearly appraisals where training needs are identified. All staff receive 'core training' every 3 years including Safeguarding children, Paediatric 1st Aid, Food Hygiene and Equal Opportunities.

Child care is an ever changing and developing field of expertise. Therefore every member of staff participates in continued professional development each year. This can be made up from courses relating their specific age group as well as more general child care issues. We are proud that our Nursery was one of the first in the area to be led by an Early Years Graduate, who has since gone on to complete her Early Years Teacher Status.