

# Shenfield Day Nursery

*and*

## St. Mary's Before and After School Club

Hutton Child Care Ltd

11 Hutton Road, Shenfield, CM15 8LA

Telephone: 01277 211212 Email: [hutton.childcareltd@gmail.com](mailto:hutton.childcareltd@gmail.com)



### Prospectus

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

Nursery Opening Hours: Monday – Friday 7.30 a.m. to 6.00 p.m.

Open 51 weeks a year (closed between Christmas and New Year)

Managers: Carla Groom & Nicola Munday

Support Manager: Jemma Fowler

Principal: Mr A. Smith

## INTRODUCTION

Shenfield Day Nursery provides full day care for children aged 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 their parents.

Our spacious converted detached house enables us to promote a home from home ethos, enabling each child and their family to feel welcomed. Children are cared for in small groups within a stimulating and caring environment that addresses all their needs.

Each room is self-contained, having its own toilets and washbasins, a "quiet" area and an 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 can be found on page 10).

We strive to make the introduction to our Nursery as happy and successful as possible. Your child will be introduced to their "key person" who will be responsible for the care of your child and the development of a special relationship with the family as a whole. 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 once a year.

We are members of the National Day Nurseries Association, enabling us to keep up to date with the latest developments in childcare.

*Our Mission Statement: We aspire our children to be happy and confident, to be independent, kind and respectful to others and their belongings and to have good manners and social skills with others.*

## **GDPR (General Protection Regulation)**

GDPR is a new EU regulation covering data protection and stands for General Data Protection Regulation. This new regulation will replace the current Data Protection Act 1998. In order for Shenfield Day Nursery to be compliant with these new regulations it is our duty to make you aware that any information you supply to the Nursery will only be used to provide a childcare service to you and your child. All existing and prospective parents must provide consent for the Nursery to store this information. Any information will be stored correctly and securely. The Nursery is required by law to retain this information for a certain amount of time, please see our GDPR policy which outlines our retention requirements.

Shenfield Day Nursery has appointed two Data control officers who will ensure that the Nursery remains compliant at all times. These officers are Carla and Nikki Munday (Nursery Managers).

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

Play is the child's "work". It is the basis for all their developmental needs. We provide quality play opportunities that develop physical, social and intellectual skills through first-hand experience. For example:

- Creativity is encouraged and 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 can express themselves with a variety of pretend play e.g. activity-home corner, dressing up, play shop, action rhyme and song.
- Our outdoor play equipment, slides, rockers etc. provide opportunity for muscle development and co-ordination.
- Construction toys, puzzles and craft 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 activities and learning according to their criteria. We design our daily programme to implement flexible, child led play that allows children to develop, extend and discuss activities using their own imagination where appropriate. Further information on our daily activities can be found in the parent's resource box.

## **"THE PRECIOUS GIFT OF COMPANIONSHIP"**

We provide opportunities to learn social independence. Children learn to play independently, and 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. We encourage children 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, library etc. to increase this social awareness. Re-enforcement is provided through play opportunities such as pretend play, road mats and railways, "shop" and "farm".

## **CURRICULUM**

### **Early Years Foundation Stage (EYFS)**

Every child is born ready and eager to learn. It is our role as Early Years Practitioners to nurture this.

We create enabling environments and positive relationships that support every unique child's Development.

The Early Years Foundation Stage sets out the learning and development stages for children as they grow from birth to five years.

For more information on all areas of the EYFS, as well as tips and ideas of how to support your child's learning please visit: <https://www.foundationyears.org.uk> and go to 'What to expect, when? A parents' guide'.

## **SEND**

The SEND Policy is a key document to support the finest inclusive practice in our Nursery. It outlines our statutory responsibilities and approaches to ensure that all children including those with SEND, can achieve their best possible learning outcomes and engage successfully in all aspects of the wider Nursery community.

It complies with current statutory requirements and guidance set out in relevant legislation and documents.

The Policy is available on our website, or hard copies can be requested through the Nursery office.

Our Special Educational Needs Coordinator (SENCO) takes overall responsibility for the operation of this Policy and for coordinating specific provision for children receiving SEND support. Our SENCO also contributes to the strategic development of SEND provision. Our SENCO is Emma Dear and she can be contacted via email or through the Nursery office.

## **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 1<sup>st</sup> Aid, Food Hygiene and Equal Opportunities.

Child care is an ever changing and developing field of expertise. 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.

# Meet the Management Team

## Nursery Managers



### **Shenfield Day Nursery**

**Carla Groom**

**Nursery Manager**

**Designated Person**

**Joined: June 2002**

Carla has been with the Nursery since it opened in 2002 and took over as Manager in March 2017.

Carla has an NNEB in Child Care and has worked with children since 2000.

Carla has 3 children, all of whom have been through the Nursery. Carla Works three days a week so that she can spend quality time with her children.



### **Shenfield Day Nursery**

**Nicola Munday**

**Nursery Manager**

**Behaviour co-ordinator**

**Joined: June 2004**

Nikki has been with the Nursery since 2004 and was one of the Nurseries first ever apprentices. In her time at the Nursery she has gained her Levels 2, 3, and 4 in Childcare.

Nikki has 2 young children both of whom are currently at the Nursery. Like Carla, Nikki works three days a week to ensure she has a good work/home life balance.

Since taking over in March 2017 the New managers have worked hard to ensure the views of staff and parents are taken on board, they have an open-door policy and all staff and parents are able to communicate their views when needed. The Nursery Managers share a passion for improvement and are always reflecting on their practice.

The management team ensure they are a visible presence at collection times and this informal chat proves invaluable to hear how parents view the nursery, their concerns, queries and ideas. Being parents themselves the management team sympathises with the pressures of working parents and do their best to support the parents needs and wishes ensuring it is in the best interests of the children.



### **Shenfield Day Nursery**

**Jemma Fowler**

**Support Manager**

**H & S Officer**

**Joined: September 2011**

Jemma has been with the Nursery Since 2013  
And has completed her Level 2, 3 and 5 in childcare.

Jemma is based in the Tiggers room and has built a wonderful relationship with the parents. Jemma enjoys meeting new families and is on hand to show prospective parents and children around the Nursery.

## **TRANSITIONS**

We work exceptionally hard at the child's transitions between the Nursery Rooms (helped by parent's feedback) and then ultimately on to school. Moving Up dates are discussed with parents', and can be altered to accommodate any parental concerns. For example, 2 children who are firm friends may have their moving up dates rescheduled to allow them to go together, following a discussion with the parent.

When children are ready to move room, the transition is carefully planned. Parents are informed, and their concerns and questions acted upon. The child's key person plans a series of visits, gradually withdrawing once a strong bond with their new key person is established. Parents receive a written information pack (including an "all about me" form for the new key person), and visits to the new room. The key person ensures all the child's information including likes/dislikes, routine and learning style is handed to the new key person. Where there have been settling difficulties, we have moved a key person to the child's new room until the child has been secure. Transition books about the new room are shared with parents and children prior to the move.

Transition to schools – We have transition books for all the schools the children are going to and add to these when necessary. These show photos of the school, teachers, uniform etc. Children can share these at nursery and are given the chance to take them home.

- **Parent Partnership –**

Parent's views and ideas are important to us and are sought at regularly. Ideas and suggestions are taken on board to help improve our environment.

We encourage our parents to be actively involved in their child's Nursery life and encourage them to visit regularly to see what the children do on a typical nursery day.

## SHENFIELD DAY NURSERY

### Shenfield Day Nursery: Comprises of 3 rooms

#### PIGLETS: 3 MONTHS TO 2 YEARS

There are 3 areas within the Piglets room: A quiet area with cots and snooze beds, a main play area and a conservatory area where the children have their meals and where they all sit together around a table.

#### POOH BEARS: 2 YEARS TO 3 YEARS

This is a smaller room for up to 8 toddlers which allows staff to fill the day with creative play. Poohbears has its own bathroom which is perfect for toddlers mastering potty training.

#### TIGGERS: 2.5/ 3 YEARS TO 5 YEARS

Tiggers is the largest room for up to 18 children which helps to prepare children for the larger groups they will encounter at school. It has its own toilets as well as a computer area, book corner, construction and play areas.

#### RISING 5's:

The Nursery provides a Rising 5's group where the staff plan activities and games to support the children with their transition to school.

All Rooms have direct access to the Nursery gardens.

#### **FEES:**

AGE	PER DAY
0 – 2 Years	£65.00
2 – 3 Years	£60.00
3 – 5 Years	£54.00

#### **3-5 yrs only**

Hourly rate	£5.60
Hourly rate (5-day week children)	£5.20

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.

We have an annual Fee Review in May.



## 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 wellbeing 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 parent's 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 month's fees are payable by cheque, and all payments made thereafter must be made by standing order to be received on the 1<sup>st</sup> of the month (i.e. cleared funds to reach the Nursery bank account on the 1<sup>st</sup> of the month). Fees are reviewed annually effective May.

**Late payment** – Fees outstanding on the 7<sup>th</sup> of the month will incur a £30.00 late payment charge

**Incorrect payments** – If we must return an incorrectly completed cheque or issue a refund/reminder due to standing order error we will charge a £30.00 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 considered 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 must 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 a 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). If a parent employs 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 attempted 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 parent's 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'.

# **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 (Rebecca Osborne).

## **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: Carla Groom & Nicola Munday

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

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 Emma Dear

## **SAFEGUARDING CHILDREN POLICY**

Our prime responsibility is the welfare and wellbeing 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 designated Safeguarding co-ordinator is Carla Groom. Our Deputy designated Safeguarding co-ordinator is Emma Dear.

## **COMPLAINTS PROCEEDURE**

If a parent has a complaint involving their child or the centre 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 (Ms C. Groom or Mrs N. Munday). 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.

## MEALS

Breakfast is offered to children arriving before 8.15 a.m.

Example: 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 as per Department of Health guidelines.

### Sample Menu

<i>Day</i>	<i>Breakfast</i>	<i>Snack</i>	<i>Lunch</i>	<i>Pudding</i>	<i>Tea</i>
<i>Monday</i>	<i>Choice of cereals/toast Milk/Water to drink</i>	<i>Crackers and Cheese Milk/Water to drink</i>	<i>Lasagne with Peas and Carrots</i>	<i>Sponge and Custard</i>	<i>Sandwiches, fruit, another item Milk/Water to drink</i>
<i>Tuesday</i>	<i>Crumpets/Muffins/Toast Milk/Water to drink</i>	<i>Biscuit Milk/Water to drink</i>	<i>Chicken Curry with mushrooms peppers and rice</i>	<i>Yoghurt</i>	<i>Sandwiches, fruit, another item Milk/Water to drink</i>
<i>Wednesday</i>	<i>Choice of cereals/toast Milk/Water to drink</i>	<i>Selection of fruit Milk/Water to drink</i>	<i>Roast Beef new potatoes, Broccoli and Cauliflower</i>	<i>Jelly</i>	<i>Sandwiches, fruit, another item Milk/Water to drink</i>
<i>Thursday</i>	<i>Crumpets/Muffins/Toast Milk/Water to drink</i>	<i>Crackers and Cheese Milk/Water to drink</i>	<i>Chicken Pasta Bake</i>	<i>Yoghurt and Bananas</i>	<i>Sandwiches, fruit, another item Milk/Water to drink</i>
<i>Friday</i>	<i>Choice of cereals/toast Milk/Water to drink</i>	<i>Selection of fruit Milk/Water to drink</i>	<i>Spaghetti bolognaise</i>	<i>Mixed fruit cocktail</i>	<i>Sandwiches, fruit, another item Milk/Water to drink</i>

The Nursery retains it's 5\* Food Hygiene Rating.

# Shenfield Day Nursery

11 Hutton Road, Shenfield CM15 8LA

Tel: 01277 211212

## Parent Guardian Details

<b>Name:</b>	<b>Name:</b>
<b>Address</b>	<b>Address</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Tel Home:</b>	<b>Tel Home:</b>
<b>Tel Work:</b>	<b>Tel Work:</b>
<b>Tel Mobile:</b>	<b>Tel Mobile:</b>
<b>Email:</b>	<b>Email:</b>

## Child's Details

<b>Name:</b>	<b>D.O.B (or E.D.D)</b>
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## Days and Starting Date Required

<b><u>Monday</u></b>	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>
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<b><u>Start Date:</u></b>
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<b><u>Anticipated School Start Date/Name of School if known:</u></b>
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Please complete and return to the Nursery Manager.

Please note: The Nursery cannot guarantee a place or your required start date and that any offer of a Nursery place will be made in writing, generally 4-6 months before the start date. At this time a deposit will be required to secure the place.

Therefore, no offer or guarantee of a place and/or start date has been made until you have received this offer in writing and made a deposit.

By ticking this box, you are consenting to us continuing to hold and process your data and sending you information.

<b>Date of Application:</b>
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For more information please visit our website at [www.shenfielddaynursery.co.uk](http://www.shenfielddaynursery.co.uk)

# Breakfast and After School Club at St Marys School

## Hutton Child Care Ltd

### **Breakfast & After School Club Manager: Emma Dear**

Please be aware that due to popular demand we have had to 'freeze' our Breakfast and After School Club waiting list until further notice.

The Breakfast and After School Club (B&ASC) is managed by Shenfield Day Nursery (Hutton Child Care Ltd).

We have been providing childcare in the Shenfield area since 1998 and are proud of our excellent reputation. These high standards extend to our B&ASC.

Many times we hear the comment 'I thought childcare would get easier when they were at school'. Any parent of school age children will agree that finding high quality care for before and after school can be exceptionally difficult. Add to that the pressures of getting homework done after you pick your child up from clubs, along with keeping up to date with what is happening in your child's classroom, and it can quickly become a nightmare. We recognise these pressures, and hence the club was born.

It is our mission to make your life easier. We will support the children to complete homework if necessary, ensure you are up to date with information you may miss by not dropping off at 8.45am or collecting at 3.15pm.

The B&ASC is housed in a building within the school grounds. Here we have self-contained toilets, play areas and outside space, alongside a small kitchen area which enables us to provide high quality, hot and nutritional breakfasts and teas for the children at the club. Every effort is made to provide for special diets. (A sample menu is included).

The safety and security of your child is paramount, and we have robust collection and dropping off procedures. These policies are included in your handbook.

We firmly believe that the club should complement the school day and not replicate it. We provide fun, exciting activities and games, but also appreciate that the children will need time to relax, and unwind after a long day at school.

We strive to make the introduction to our centre as happy and successful as possible. All infant children are 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 addition, new children to the club are assigned a buddy to help them to settle in.

The Club Supervisor will always have level 3 qualification in Child Care and will have undertaken training related to the 5-11 years age group. The staffing team consists of qualified and/or experienced individuals, who have demonstrated the necessary skills. 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.

Staff at the Club are supported by the Management Team at the Nursery (within walking distance).

## **Club Fees**

Breakfast Club	7.30am – 8.45am	£6.00 per session (payable ½ termly)
After School Club	3.15pm – 6.00pm	£19.00 per session (payable ½ termly)
Discounted rate (If attending Breakfast & Afterschool Club on the same day)	7.30am – 8.45am 3.15pm – 6.00pm	£22.00 per session (payable ½ termly)

## **St. Mary's Breakfast and After School Club Sample Menu**

### Breakfast:

Toast – Water – Diluted fruit juice – Muffins – Crumpets – Cereal – Fruit.

### After School:

- Monday: Cold meat (turkey/beef/ham) – new potatoes - veg – followed by fruit.
- Tuesday: Pizza – potato wedges – beans – followed by fruit.
- Wednesday: Shepherds Pie – veg – followed by yoghurt.
- Thursday: Hot dogs – (sausages by local butcher Buckles) – beans – rolls/French bread – sweetcorn – followed by cake and custard.
- Friday: Pasta Bolognese – garlic bread – followed by fruit.

We are delighted to have retained our 5\* Food Hygiene Rating at our last inspection.