



STAFF JOINING PACK

YOUR GUIDE TO OUR NURSERY



**Shenfield
Day Nursery**

where children are cherished





Joining us

Dear New Staff Member,

We are delighted that you will be joining our nursery team!

You should have received your official regulation paperwork by post and if you have any questions or queries about it please do not hesitate to contact us.

We hope you will find the following information useful. Please click on the links for more information about our Staff Benefits and Wellbeing.

Welcome to our team and being part of our exciting journey!

With our best wishes,
The Management Team
Shenfield Day Nursery



Regulation paperwork

You should have received your hard copy by now. Here is a list of what is included in it:

Provisional offer letter

Job description

Medical declaration

Disqualification by Association

Statement of Terms and Conditions
(Contract)

DBS Agreement

Restrictive Covenant

Deductions from Pay Agreement

Company Handbook





Staff benefits

Click the link for more information about the benefits listed below



50% child discount fees

Induction programme



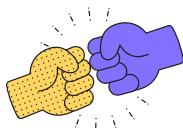
Company pension scheme

Complimentary staff parties



In-house training & access to further training courses

Approachable open door policy of management



New buddy scheme



Plus more!

Click the link for more information about the benefits listed below



Staff Finders Fee
(£350 for fulltime or £250 for part time employees)



Annual Staff Surveys where ideas are progressed



Regular all staff management presentations to engage with staff on nursery development plans



Internal nursery wellbeing

Click the link for more information about the
benefits listed below



Complimentary staff team building events
(physical and non-physical)



Quarterly staff restaurant vouchers

Annual Awards Ceremony



Quarterly Staff Effort Awards

Weekly online complimentary
pilates/meditation sessions



Mini podcasts on wellbeing (hydration,
nutrition, sleep, mental wellbeing etc.)





External support available for wellbeing

Click the link for more information about the
benefits listed below



Free Counselling Helpline Assistance for you to
discuss ANY matter that is causing you upset or
anxiety from personal problems to
bereavement.

This is a free and completely confidential
service to our employees.



THANK YOU

FOR ANY QUERIES
PLEASE CONTACT:

CHRIS.FORD
@LITTLEADVENTURERSNURSERY.CO.UK



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