

# HOME FARM



# DAY NURSERY

## *PROSPECTUS*

Proprietors - Mr & Mrs Ward  
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OFSTED registration number – **EY416923**

Home Farm is a family run day nursery in Bromsgrove, Worcestershire. Caring for up to 49 children the nursery is set in an idyllic, rural location within two acres of private grounds.

Our aim is to provide high quality care in a safe, caring and stimulating environment, encouraging children to develop into confident, successful individuals.

The nursery is registered with OFSTED to provide care for children aged 3 months to 5 years. Our staff are dedicated to the provision of a homely, relaxed environment for children to learn through positive play experiences. We inspire children to blossom as confident individuals by giving them encouragement and praise in an equal opportunities environment and recognising each child's individual needs.

The nursery is divided into four main areas - Ducklings, Squirrels, Hedgehogs and Lambs. Outdoor facilities include a covered playground, secure garden, nursery pets, 'nature area', vegetable patch and a purpose built 'construction zone'.

We are committed to equality where children can feel valued and free from discrimination. The nursery promotes and upholds 'British Values', which are a set of five values introduced to keep children safe and promote their welfare.

The Nursery policy document is available for parents to access in the nursery and on the website.

### **Aims and objectives**

- Provide a secure, happy and stimulating environment in which children can build meaningful relationships with both adults and children.
- Encourage children to develop a positive self-image, in which they see themselves in relationships with others, helping them to function with confidence.
- Promote and reward positive behaviour by delivering a consistent approach to behaviour management.
- Plan for children's individual development, enriched in positive and rewarding experiences.
- Provide a learning environment that is non-discriminatory and is proactive in delivering equality and diversity.
- Assess, record and evaluate each child's progress to ensure that every individual is challenged and supported to achieve their full potential.
- Establish positive working relationships with parents/guardians ensuring a smooth transition from home to nursery.
- Liaise with and encourage good working relationships with outside agencies, drawing on their knowledge and support in their specialised areas.
- Acknowledge and meet the needs of all our staff's professional development.

### **Admission**

Upon receiving your completed registration form and registration fee (under 3s only) your child's nursery place will be reserved subject to availability. Please note that applications are processed on a first come first served basis.

### **Staffing**

The nursery will be staffed in accordance with OFSTED. Adult to child ratios are:

0 – 2 years	1:3
2 – 3 years	1:4
3 – 5 years	1:8 and 1:13 (dependent on staff qualification)

Staff are deployed in the nursery to meet these ratios. Your child will be allocated a member of staff who will be their key person. This person will form a particular bond with your child and will be responsible for their care and development.

**Nursery fees (from 1<sup>st</sup> April 2020)**

Under 3 years old

Full Day 8:00 – 5:30	Half Day 8:00 –1:00 or 1:00 – 5:30	Additional Hourly Rate
£49.50	£33	£8.50
Lunch		£2.50 per head

Over 3 years old

Full Day 8:00 – 5:30	Half Day 8:00 –1:00 or 1:00 – 5:30	Additional Hourly Rate
£46.50	£33	£8.50
Lunch		£2.50 per head

Fees are due by the 10<sup>th</sup> of the month.

**Opening Hours**

The Nursery operates between the hours of 8:00am – 5:30pm Monday to Friday. We are open throughout the year except for Bank Holidays and a week at Christmas. Nursery fees will not be charged during these times.

We also offer an additional 7.30 start on request. (£4.25 charge applies).

**Childcare vouchers**

Many employers now offer childcare vouchers through a salary sacrifice scheme; Home Farm will accept these as full or part payment of your fees.

**Tax-Free Childcare**

Home Farm is registered to accept payments for the Government’s Tax-Free Childcare scheme.

**Nursery funding (15/30 hours)**

The term after your child’s third birthday you will be entitled to Education funding from the Government. Home Farm is registered to accept this funding. For further information please refer to the Childcare Choices website (<https://www.childcarechoices.gov.uk>) or the Nursery Manager at Home Farm. The methods by which the funding are applied at Home Farm Day Nursery are detailed below.

**Offer for the provision of the 15 Universal and 15 Additional government funded hours for 3 and 4 year old children:**

**Option 1 – term time only attendance**

Both the 15 universal hours and where applicable the 15 additional hours will be applied during the term time (38 weeks of a standard school year). The terms will be:

Autumn – 14 weeks

Spring – 11 weeks  
Summer – 13 weeks

The maximum entitlements will be 570 universal hours and 570 additional hours.  
Funded hours are limited to a maximum of 10 in any one day.  
Funding will be calculated based on the average hourly rate of the existing booking pattern.  
No changes to a booking pattern can be made mid-term but additional ad hoc sessions can be booked and will be invoiced at the full prevailing rate.

### **Option 2 – year-round attendance (51 weeks)**

Both the 15 universal hours and where applicable the 15 additional hours will be applied by spreading over the following periods:

Autumn – (September – December) 16 weeks spread over four months.  
Spring – (January – March) 13 weeks spread over three months.  
Summer – (April – August) 22 weeks spread over five months.

The maximum entitlements will be 570 universal hours and 570 additional hours.  
Funded hours are limited to a maximum of 10 in any one day.  
Funding will be calculated based on the average hourly rate of the existing booking pattern.  
No changes to a booking pattern can be made mid-term but additional ad hoc sessions can be booked and will be invoiced at the full prevailing rate.

### **Food**

Home Farm works with 5 aday Catering to promote 'healthy eating'. We offer your children a freshly cooked healthy, balanced and nutritious meal on a four-weekly menu rotation (see nursery website and parent board for menu). 5 aday Catering can cater for dietary requirements, allergies or food intolerance.

There is an additional daily charge of £2.40 for lunch.

Whilst your child is in Ducklings you may supply your own food which can be re heated. Alternatively, we offer a weaning version of the 5 aday Catering menu.

If you would prefer your child not to have a hot meal, you may provide a cold packed lunch. Where this option is taken, we encourage parents to provide their child with a healthy nutritious and well balanced diet. Please consider what you send into nursery as we will not serve high risk foods such as rice, shell fish, products containing nuts or fish/chicken with bones. We request that all food is sent into nursery in a suitable lunch box/cool bag containing an ice pack. Please ensure that you clearly name all food and store in the fridge labelled 'children's lunch boxes' located in the staff kitchen upon arrival.

Nursery will supply your child with a mid-morning and afternoon snack.

### **Dropping/collecting your child**

Entry to the nursery is controlled by an intercom system. Once identified, the door will be released to allow entry. So that all visitors can be formally identified **please do not hold the door open for anyone behind you.**

If your child is being dropped off or collected from nursery by someone other than yourself they will be required to provide a password and may be asked to provide photo identification. You are asked to give written permission on the registration form of anyone that you allow to collect your child.

If your child is left at nursery after it closes, two members of staff will remain with them. Home Farm operates a late collection fee. This charge is the hourly nursery fee for every 15 minutes that the child remains in nursery after the agreed hours.

### **Settling in new children**

All children are individuals and settle in at different rates. We offer two settle in sessions prior to them starting with us. This is a good opportunity for you to discuss your child's needs and development with their key person and to get to know the room staff. These settling visits help your child become comfortable in the nursery and start to get them used to playing with the other children and toys. As every family and child is different we are happy to accommodate extra settling in visits if necessary.

We encourage all children to bring with them any form of comforters or favourite cuddly teddy bear, that will help them during their settling in period.

### **Items provided by nursery and parents**

Items provided by nursery include:

- Dishes, plates, cups/beakers, bibs and cutlery
- Mid-morning and afternoon snacks
- Cows milk
- Water to refill water bottles
- All art/craft materials
- Development records/ learning journeys

Items to be provided by parents include:

- A lunchtime meal clearly labelled with child's full name, if not opting for nursery hot lunch.
- A supply of nappies, wipes and any creams used.
- Formula milk already measured out, clearly labelled and empty bottles.  
(It is a good idea to send in an extra one just in case)
- If you wish for your child to have breakfast between 7.30 and 8am we ask that you provide it. You can also provide a hot option (ducklings only) for afternoon tea.
- A spare change of clothes.
- In the winter, appropriate outdoor wear, including wellington boots and waterproof coat.
- For the summer, hats and sun block must be provided.
- Water bottle filled with water.

### **Nappy changing and toileting**

Parents need to supply nappies, wipes and any creams used either on a daily basis or in bulk to be stored at nursery. Staff will inform you when the supply is running low.

If you feel your child is ready to start toilet training the staff are here to support you and maintain any routine you have implemented at home. We do however suggest you try sitting them on the potty/toilet at home so they are comfortable with the process prior to introducing the concept at nursery. Please do not hesitate to ask for advice or information.

Parents should provide several changes of clothes including socks and shoes if possible when toilet training.

### **Name tags**

**All items** belonging to your child/children must be clearly named to help reduce loss and confusion, including their bag containing supplies for the day.

### **Clothing**

Many nursery activities involve getting messy, we do provide aprons but accidents do happen. Please send your child to nursery in clothes you don't mind getting dirty. Any clothing soiled at nursery will be placed in a carrier bag for parents to take home for laundry.

### **Coat pegs**

All children have a coat peg. Please encourage your child to help look for their name and special picture when collecting or dropping off. Your child's coat and bag should be stored here.

### **Care and Education**

We follow 'The Early Years Foundation Stage,' a comprehensive statutory framework that sets the standards for the learning, development and care of children from birth to five.

In each room planned learning opportunities are displayed for parents to view. This tells you the activities your child will be participating in. Activities in the nursery are planned around the areas of learning, the children's ability and their needs, enabling a broad range of skills to be acquired including physical, intellectual, emotional and social development.

For more information about the EYFS visit;

<http://www.education.gov.uk/schools/teachingandlearning/curriculum/a0068102/early-years-foundation-stage-eyfs>

At Home Farm we recognise the importance of play and the key role it has in shaping each child's development. To promote this we encourage all the children to have an active role in choosing which toys are set out within the rooms.

Ongoing observations of children participating in everyday activities is the most reliable way of building up an accurate picture of what children know, understand, feel, are interested in and can do. Observations are made when children are involved in child initiated, adult initiated and adult led activities.

By observing the children we can plan their next steps and guarantee that each experience is tailored to the individual child. The observations are placed in a learning journey which shows how each child is progressing. This will be sent home at the end of their nursery experience as a diary of their time here for you to enjoy.

Parent open evenings will be arranged twice a year to view and discuss learning journeys and pathway profiles with your child's person.

Home Farm recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

Our behaviour management policy is available on the parent's notice board.

### **Sickness and medication**

If your child is sick please notify the nursery. Please refer to the nursery policy document, website or exclusion chart below for guidance and seek advice from your GP. If your child becomes unwell at nursery you will be contacted and asked to collect them.

It is the policy at Home Farm that written consent must be given by the parent before any medicine can be administered. All medicines (both prescription and non-prescription) need to be 'prescribed' and labelled with the child's name. Medicines containing aspirin need to be on prescription from a doctor.

Parents/carers will be required to complete a medication consent form detailing child's name, DOB, name of doctor, name of medication, expiry date, dosage, method of administration, the date, time medication is due, time medication has been previously given and reason for administering (with the exclusion of teething gel and nappy rash cream).

A separate form will be required for each course of medication.

All administration of medicine will be recorded and the parent asked to sign the medication consent form to confirm they have been informed of administered medicine.

### Public Health England Exclusion Table for Illness/Communicable Diseases

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff.
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Four days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health protection

Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non- infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

**\*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

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## Trips

Lambs visit the local nursing home every Christmas to sing Christmas songs. Before this visit you will be asked to sign a consent form.

## Students

The nursery accepts students wanting to gain experience or working towards a recognised childcare qualification.

Students are always supervised by a qualified/experienced member of staff and the time they spend in the nursery varies. Students are involved in all areas of nursery life to gain as much experience as possible with the under fives.

As part of their training students/trainees frequently need to observe individual and groups of children in the nursery setting. These observations are included in the student's course work. The children's names are never used in any observation, all work is checked by the nursery manager or deputy to ensure nothing of a confidential nature is recorded.

## Conditions of booking

By completing the nursery registration form you agree to:

- Declare who has parental responsibility of the child \*
- Declare if any person has legal contact with the child\*\*
- Pay nursery fees by the 10<sup>th</sup> monthly (invoices are issued on 1<sup>st</sup> of each month)
- Provide a £50 registration fee (under 3s only). This is a non-refundable fee which guarantees your child's place.
- Give four weeks notice if a place is no longer required a place or you wish to decrease the agreed number of hours (notice must be given in writing to the manager and will be taken from the date it is received).

*\*(A married couple who have children together automatically have parental responsibility. Parental responsibility continues after divorce. Mothers automatically have parental responsibility.*

*Where the parents are not married the father has parental responsibility if;*

*His name is registered on the birth certificate (after 1 December 2003)*

*He later marries the mother.*

*Both parents have signed an authorised Parental Responsibility Agreement.*



*He obtains a Parental Responsibility Order from the court.  
He obtains a Residence Order from the court.  
He becomes the child's guardian.)*

**Please be aware that any person with parental responsibility has the legal right to remove their child from the nursery without the consent of a second person with parental responsibility. If either parent is no longer an authorised person to collect, they must provide evidence that they do have parental responsibility by way of the birth certificate or court order etc, and identification to prove this.**

*\*\* (Legal Contact is anyone who has applied to a court for access to the child and been given legal contact rights.)*

### **Grievances**

If a parent has a grievance about the nursery they should follow these guidelines. Please remember there is usually a solution so always discuss issues straight away.

- Discuss the matter with your key person (if appropriate).
- Discuss with the Nursery manager or deputy.
- Finally, if you do not feel issues have been resolved contact:

Julie and John Ward  
Home Farm Day Nursery Limited  
634 Birmingham Road  
Lydiate Ash  
Bromsgrove  
B61 0QB  
Tel: 0121 453 4678

If you wish to contact OFSTED you may do so in writing or by telephone:

The National Business Unit  
OFSTED  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Tel: 0300 123 1231