

HOME FARM



PROSPECTUS

**Registered provider - Mr John Ward
Manager - Mrs Julie Ward**

**634 Birmingham Road
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OFSTED registration number – EY416923

Home Farm is a family run day nursery in Bromsgrove, Worcestershire. Caring for up to 55 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, minibeast and sensory garden, 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 (waived for fully funded places) 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 (1:5)
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 1st April 2026)

Full Day 8:00 – 5:30	Half Day 8:00 – 1:00 or 1:00 – 5:30	Additional Hourly Rate
£79	£49	£14
Lunch		£3.50

Fees are due by the 10th 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 regular Bank Holidays and a week at Christmas. Nursery fees will not be charged during these times. For any additional, ad hoc public / Bank Holidays the decision to close or remain open will be at the discretion of the directors of Home Farm Day Nursery Limited.

We also offer an additional 7.30 start on request. (£7.00 charge applies).

Tax-Free Childcare

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

Nursery funding

From 9 months old your child may be entitled to funding from the Government. Home Farm is registered to accept this funding. For further information please refer to the Best Start in Life website (<https://www.beststartinlife.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.

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.

Session options are full days (8am-5.30pm) and half days (8am-1pm or 1pm-5.30pm).

Combinations of full and half days are allowed.

Alternatively, a three day term time booking is available for daily hours of 7.30am – 5.30pm.

Option 2 – year-round attendance (51 weeks)

Both the 15 universal hours and where applicable the 15 additional hours will be applied by spreading the hours over the 51 weeks of the year that the nursery is open. This means that up to 22.35 hours per week will be deducted from monthly invoices.

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.

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.

Session options are full days (8am-5.30pm) and half days (8am-1pm or 1pm-5.30pm).

Combinations of full and half days are allowed.

Offer for the provision of the 30 government funded hours for working parents of children aged between 9 months and 3 years old:

The hours will be applied by spreading the funding over the 51 weeks of the year that the nursery is open. This means that 22.35 hours per week will be deducted from monthly invoices.

The 51 weeks are offered in the following periods which align with the deadlines for obtaining the required / relevant eligibility codes:

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 yearly entitlement will be 1140 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.

Session options are full days (8am-5.30pm) and half days (8am-1pm or 1pm-5.30pm).

Combinations of full and half days are allowed.

To ensure that parents receive their entitlement a valid code must be obtained by:

31st August for September to December funding,

31st December for January to March funding,

31st March for April to August funding.

Parents can check and apply for their entitlement code using the Best Start in Life website.

<https://www.beststartinlife.gov.uk>

Once a code has been obtained this must be provided to the nursery office.

Food

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

There is an additional daily charge of £3.50 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, shellfish, 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.

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

Dropping/collecting your child

The nursery front door is controlled by an intercom system. Once identified, you will be met at the door by your child's key person or another staff member from their room.

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. For late collection please refer to policy document.

Settling in new children

The settling of a child is considered very important to us at the nursery. We allocate a key person to settle both child and parents/carers into nursery life. This will be decided by management dependant on days they work.

- At least two visits of two hours long are to be booked for the new child and their parent/carer to meet their key person and become familiar with their new room.
- It will be suggested that settles start a few weeks before the child is due to start.
- During the first settle parents/carers will stay for the first hour and share their child's special dietary requirements, food allergies, intolerances, special health requirements, likes/dislikes, routines and stages of development with the allocated key person. The child will then stay for the next hour on their own. On the second settle it will be suggested that the child stays on their own for approximately 2 hours, if the parents/carers and key person think that would be appropriate.
- With children who are more distressed and take longer to settle, management will discuss with parents/carers additional settling times with more regular short visits.
- The member of staff who becomes the child's key person will be responsible for getting to know the child, their parents/carers, allergies, routines and likes/dislikes.
- If English is spoken as a second language the key person will ask parents for key words in the child's first language to use around the nursery.
- The key person will ensure that labels are placed on nappy changing boxes, coat pegs, key person list, bedding list and are in place ready for the child's start date.

- The key person will prepare the learning journey, gathering information from the parents/carers and transition reports from previous settings, about their child's stages of development as a baseline.
- Parents/carers will be reminded where the parent notice boards are and registration forms will be checked to ensure all details are correct and up to date.

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 (Ducklings) 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. 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. Your child's coat and bag will 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, their interests 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 stages of development 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 observational checkpoints 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. For our behaviour management policy please refer to the policy document on the website.

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 or pharmacy. 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' by an authorized health practitioner such as doctor, dentist, nurse or pharmacist and labelled with the child's name. Medicines containing aspirin need to be prescribed 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.

Where children are known to have allergies/intolerances to substances such as peanuts or who are known to be asthmatic, parents/carers are required to complete an 'Emergency Healthcare Plan' detailing the nature of the allergy/intolerance or medical condition, known reactions and action to be taken in the event of an attack occurring. The parent will also be required to provide the nursery with the appropriate medication such as inhalers, epi-pens etc every time they are attending nursery. All inhalers/epi pens will be kept in a box on the shelf in the office labelled 'emergency medication' and medicines will be kept in the 'emergency medication' box on the kitchen wall or in the kitchen

fridge on the top shelf, if requires refrigeration. All medicines and inhalers are out of reach of children.

Medicines must be kept in their original containers, clearly labelled with the child's full name. Staff should not accept any medication from parent/carer unless it is correctly labelled.

If the administration of any medication requires specific knowledge and training i.e. epi-pen/inhalers, it will be administered by the manager who has received 'Emergency Drug Administration' training. If the nursery need further guidance, they will seek advice and training from an appropriate health professional such as a practice nurse or health visitor.

Antibiotics need to be administered for 24 hours at home before returning to nursery in case of adverse reactions.

Prescription medicine must not be left at nursery overnight except for on-going preventative medication as a spare for nursery use. Any medicine left at nursery will be regularly checked to ensure it is still in date at the end of each month. Parents will be informed of any medication coming to the end of its shelf life and will be asked to supply more if they wish.

UKHSA previously PHE Exclusion Table for Illness/Communicable Diseases (April 22)

Infection	Exclusion period	Comments
Athlete's foot	None	Children should not be barefoot at their setting and should not share towels, socks or shoes with others..
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over	Pregnant staff contacts should consult with their GP or midwife
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT)
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test	Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have stopped	If a particular cause of the diarrhoea and vomiting is identified there may be additional exclusion advice for example E. coli STEC and hep A
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) or influenza like illness	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A	Exclude until 7 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 UKHSA HPT for more advice
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period

Measles	4 days from onset of rash and well enough	Preventable by vaccination with 2 doses of MMR Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA 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 UKHSA HPT for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff
Ringworm	Not usually required.	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time
Scarlet fever *	Exclude until 24 hours after starting antibiotic treatment	A person is infectious for 2 to 3 weeks if antibiotics are not administered. In the event of 2 or more suspected cases, please contact your UKHSA HPT
Slapped cheek /Fifth disease/Parvovirus 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 or respond to an antibiotic treatment
Tuberculosis* (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB Exclusion not required for non-pulmonary or latent TB infection Always consult your local HPT before disseminating information to staff, parents and carers	Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread Your local HPT will organise any contact tracing
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	2 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. Registered medical practitioners in England and Wales have a statutory duty to notify their local authority or UKHSA health protection team of suspected cases of certain infectious diseases.**

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 10th monthly (invoices are issued on 1st of each month)
- Provide a £50 registration fee (waived for fully funded places). 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 4366

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