



Dear Parents

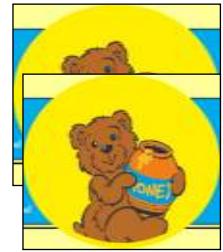
Thank you for enquiring about Honey Pot Day Nursery and Pre-school. We would like to introduce Honey Pot to you.

We are both totally committed to childcare and providing excellent love and care to all of our children who attend our nurseries. Before opening our first nursery, Honey Pot (Aigburth) in July 2007, Julie Hurst had managed a day care setting for many years and always had a passion for working with children and their families. After opening its doors in July, it was quite apparent that there had been a lack of quality childcare and we, together with our team of staff, soon turned our Aigburth Nursery into one of the best nurseries in the South of Liverpool which, in turn, meant we had a great demand for nursery places.

In April 2009, due to the demand for spaces at our Aigburth nursery, we opened our second nursery in Garston. Again we used the same principles of providing quality, care and education to our children and their families and now Garston is well known in the area as an excellent childcare provision. We are now planning to open our third nursery in Childwall in early 2012. See our website for more details
www.honeypotnursery.co.uk

Julie and Tony Hurst are “hands on” owners who strive to ensure their nurseries are run to the highest standard at all times and that their staff are highly trained in all aspects of childcare. Please find enclosed our prospectus and application form, it is advisable that you return your application form and deposit as soon as possible to secure your child’s place. Please feel free to view our outstanding nurseries at any time, no appointment is necessary. We look forward to hearing from you again soon

Julie and Tony Hurst
Nursery Owners



Honey Pot Day Nursery **Payment/Charges Information**

Deposit

A deposit will be required to reserve a space for any child. The deposit will be used in order to guarantee availability, on application you will be asked to decide upon a start date required. Once a start date has been confirmed you will have a period of 2 weeks to change the date or cancel the place, after this time the deposit will become non refundable. The deposit will be returned to you when your child leaves if one month's written notice is given and all fee payments are up to date.

Payments

Fees are payable for every week that your child is registered and should be paid on your child's first day of attendance either weekly or monthly. Payments must be made in advance. We accept cheques for monthly payments only. Cheques should be made payable to Honey Pot Day Nursery. Fees are subject to review each year.

Standing order Payments

We encourage all parents to use standing order method of payment as it reduces the amount of cash held on the premises. When using Standing order as method of payment you should use your child's name as reference to the account so that we can match payments to children as necessary. Our bank details are highlighted on attached sheet.

Nursery Voucher Scheme

Here at Honey Pot we accept a variety of Nursery voucher schemes. Please ask on enrolment to check that the vouchers that you are planning to use are accepted by the company. It can take some time to get a voucher payment set up so you will need to get a first payment date from the voucher company and until this date you should pay the necessary fees via cash, cheque or standing order payment.

Nursery Education Funding

Nursery Education funding is available to all children for the term following their third birthday. This can be accessed in numerous ways and can be discussed for each individual child when the time approaches. If you are accessing NEF on term time only basis there will be a weekly charge that cover the cost of meals and snacks. You will receive an invoice at the beginning of each term that highlights the amount that you are required to pay following the deduction of NEF.

Discounts

You may be eligible to a sibling discount of 10%, this discount applies to your oldest child, please see the Nursery manager for further details.

Holidays, Absence and Sickness

No refund will be given for periods where your child's nursery place is unfilled due to illness or holidays. The nursery is closed on bank holidays and also will close at 1pm if Christmas Eve and New Years Eve are to fall on week days.

Non Payment

If a cheque is not honoured, any administration and bank charges incurred will be payable as addition to the fees. All payments should be made in advance, if for any reason payments are late we reserve the right to refuse entry until fees are brought up to date. If refused entry fees for these days will also need to be paid in full. The nursery also reserves the right to terminate a place if fees are continually not paid on time.

Notice of Withdrawal

At least four weeks written notice must be given to the nursery Manager before withdrawing your child from our Nursery. Full fees must be paid for four weeks notice whether your child attends or not. The initial deposit held by the nursery may be set against any liabilities for such outstanding fees. If all fees are paid up to date and the necessary notice given the deposit will be fully refunded when your child leaves.

Late Charges

Children must be collected before the end of each session. Parents must inform staff who will be collecting their child on a daily basis. Late collectors will be liable to a surcharge.



Honey Pot Day Nursery **Staffing**

All of staff hold an appropriate qualification in childcare. All have had experience in a variety of childcare settings and there is a commitment to undertake further and regular training. All staff are CRB checked and references are gained before employment commences. All certificates are displayed in the settings.

From time to time we do accept students from local colleges who are training towards gaining a childcare qualification. All students are CRB checked and are never left unsupervised with the children.

Nursery Owner/s: Julie and Anthony Hurst

Manager – Aigburth Site – Tina Williams

Manager – Garston site – Helen Moran

Manager – Childwall site – Melissa Hurst

We also have deputy managers and senior nursery nurses in each of the Nurseries, who between them, ensure the smooth running of the rooms and work closely with the managers and all staff to ensure a happy, friendly atmosphere at Honey Pot.

A majority of the staff currently hold certificates in paediatric 1st aid and sudden Infant death. Certificates are displayed in and around each setting.

We have practitioners in all settings who have attended trainings including, food hygiene, safeguarding, inclusion, recruitment, equal opportunities and many more

Role of EYP

The Early Years Professional (EYP) has the required qualifications and training to be able to lead and support practitioners in delivering high quality practice. The EYP at Honey Pot delivers regular training to all staff covering a variety of subject areas. These have included Special Educational Needs, Inclusive Practice, Child Nutrition, Behaviour Management and Planning Experiences for Babies. The EYP also supports staff in their day to day duties and encourages them to continually improve their practice. The EYP aims to support and build relationships with parents and provide information that may be of use to them and their child.



Meal Times

At Honey Pot, one of our main priorities is ensuring that we provide a healthy balanced diet for all of the children within our care. We aim to promote a healthy lifestyle and to enable all of our children and their families to have a positive attitude towards healthy styles. Here at Honey Pot, children are encouraged to participate in the preparation of mealtimes by helping to serve cutlery and lunches alongside staff. The children also have opportunities to prepare some of the meals and also to grow some of the foods in our planting area.

During mealtimes, staff ensure that they model good manners and appropriate behaviour which the children are encouraged to imitate.

All meals are made fresh on the premises on a daily basis by the nursery chef, who holds a Level 2 in food safety and catering as does the nursery manager. As well as both the chef and manager attending all relevant training, other members of the team also attend food/nutrition based training to ensure that all of our staff fully understands the importance of a healthy lifestyle in early years.

The chef follows a 4 weekly menu ensuring that all of the meals are well balanced and nutritious, and that our menu reflects diversity allowing the children to become familiar with foods from other cultures and countries. At Honey Pot, all dietary requirements are respected and catered for and each case will be discussed individually with the child's parent/carer.

For our younger children the menu differs slightly due to each individual child's stage of weaning. Again all baby meals are made fresh on the premises each day by the nursery chef. We have a list of certain foods that we will not serve to under 1's due to various reasons which parents/carers are informed of prior to the child starting.

Please find below a copy of one of our weekly menus, (please note - **'High Tea'** is a late afternoon snack planned by our chefs to keep your child satisfied until they have their evening meal at home.)

	Breakfast	Lunch	Dessert	Snack	High Tea
Mon	Selection of cereal & Toast	Pitta Bread Pizza & Beans	Fruit Cocktail	Carrots, Cheese Cubes, Red Pepper	Homemade Vegetable Soup & Crusty Bread
Tue	Selection of cereal & Toast	Butternut Squash Pasta Bake	Homemade Banana Loaf	Breadsticks, Cucumber, Ham	Poppadoms, Naan Bread & Mango Chutney
Wed	Selection of cereal & Toast	Grilled Chicken, Boiled Potato's & Mixed Veg	Exotic Fruit Platter	Raisins, Green Pepper, Crackers	Egg Noodles & Prawn Crackers
Thu	Selection of cereal & Toast	Salmon Pie with Sweet corn & Broccoli	Homemade Rice Pudding	Rice Cakes, Celery, Yellow Pepper	Garlic Bread & Brie Cheese Cubes
Fri	Selection of cereal & Toast	Mild Vegetable Curry & Rice	Fruit Kebabs	Melba Toast, Cherry Tomatoes, Apricots	Pitta Bread & Homemade Hummus

Fresh water and fresh fruit are available to all children continuously throughout the day and all children are encouraged to take home a piece of fresh fruit. At Honey Pot we aim to provide all of the children in our care with their 5 portions of fruit and Veg each and every day!

Honey Pot Day Nursery
Learning and Development



How do we facilitate your child's learning?

In line with the guidelines set out by the Early Years Foundation Stage, the current interests and stage of development of each individual child is their own foundation for learning. Through practice and regularly training the staff are highly skilled in providing stimulating activities for each child that best suits their developing needs. The staff use an 'observation-planning-assessment' cycle to aid them in this.

Observation

Each child's key person will record observations they make on the child on a daily basis. This will include things such as what their preferences are for play, things they say during play and new developments they make. These are kept as a record of the developments of each individual child.

Planning

Each child's key person will use the observations they make to plan appropriate activities for them. This will be done on a weekly basis. The activity planned will be focused around the individual child's interests and their current development stage. It will be designed to challenge the child whilst being interesting to them. Once the child has taken part in the activity, the key person will evaluate its successfulness and further plan accordingly.

Assessment

The information retrieved from observations and activity evaluations will be used to form assessments for each child, to be shared with parents. Informal assessments could occur daily through discussions upon collection. A formal assessment, however, will be recording and shared with parents every 3 months. There is opportunity for discussion and response from parents which may then be used to inform future planning.

Development Files

The information recorded, including observations and assessments, are kept in a personal development file belonging to the child. This will be updated regularly by the key person and is accessible to the child's parents at all times. When the child leaves for school, the development file will be passed on to the next part of the child's journey.

All records about the child are kept confidential and only shared with the staff and the child's parents.

Honey Pot Day Nursery
What is a Key Person?



‘ A key person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and cared for building relationships with parents’ (Early years foundation stage 2007).

Dear Parent/carer

When you were first shown around the nursery, you will have been told that we operate a key person system at Honey Pot Day Nursery. We would like to give you some further information about what you can expect from your child’s key person and their responsibility towards your child and you.

- We try to ensure that you are able to see your child’s key person, either when you drop your child off at the nursery or when you collect them.
- The key person is responsible for meeting the individual needs of each child within their care.
- The key person will help your child become familiar with the setting and to feel confident and safe within in.
- The key person will observe and record your child’s interests, record their development and share this with you.
- The key person will keep you informed of your child’s day through the daily diary, weekly sheets or verbally upon collection.
- The key person will arrange that your child will have their own peg, drawer, and file and keep you informed of where to find these.
- The key person will be there to support the daily care routines of nappy changing, sleeping and meal times.
- Key person will record a special moment that they have shared with your child on each day that they attend. The special times boards can be found either inside or just outside each room.

You will be informed of who will be your child’s key person after they have completed their settling sessions. These sessions give the child an opportunity to build bonds with an adult at the setting. Once a decision has been about who will be your child’s key person you will be informed verbally and also receive an ‘All about Me’ form that the relevant staff member will have completed.

If you have any questions about the key person system, please do not hesitate to speak to your child’s key person or to a member of the management team.



Honey Pot Day Nursery

Inclusive Practice

‘Providers have a responsibility to ensure positive attitudes to diversity and difference – not only so every child is included and not disadvantaged, but also so that they learn from the earliest age to value diversity in others and grow up making a positive contribution to society’ (Early Years Foundation Stage 2008).

Equal Opportunities

At Honey Pot we are committed to providing an environment that offers a range of opportunities and experiences for all of the children who attend. All children and their families, staff members and volunteers are treated with respect and we aim to celebrate the success and achievements of everybody based on their own individuality. We will encourage all children to value themselves and others around them and they will be guided by our well skilled practitioners to reach their full potential.

Special Educational Needs

At Honey Pot it is important to us that the needs of each individual child are met, this is supported by our key worker system. We will endeavour to provide high quality of care and education for all children who attend. In conjunction with our ‘Parents as Partners’ policy we will work closely with families in order to provide care for children on an individual basis and will endeavour to meet all requirements, in accordance to the needs of a child. The nursery has a special educational needs coordinator, who has received relevant training and who will be available for parents and carers to speak to at any time. The coordinator is also supported in their role by Liverpool Early Years Area SENCO.

Resources

As a company we strive to provide resources and equipment that will meet the needs of the children in all age groups. We provide equipment that is suitable for the age and stage of each of each group’s development. In the event of any specialist equipment being needed we will work alongside families and any relevant outdoor agencies in order to best suit the needs of a child.

We will provide resources that will encourage children to learn about different values and cultural diversity. Any books, images and illustrations used and displayed around the setting will convey positive messages with regards to culture, gender roles and beliefs.



Honey Pot Day Nursery
List of policies available for Parents

Policies and procedures are available on request, a copy will be available in reception at all times.

1. Safeguarding
2. E – safety
3. Whistle blowing
4. Complaints against staff
5. Activities provided
6. Accident and incident
7. Behaviour
8. Biting and scratching
9. SEN
10. Equal Opportunities and Inclusion
11. Health and safety
12. Settling in
13. Intimate care
14. Collection of children/Admissions/arrivals and departures
15. Lost child
16. Medication/health and illness
17. SIDs
18. Fire procedure/Emergency evacuation
19. Complaints
20. Confidentiality
21. Partnership with Parents
22. Key Person
23. No smoking/ Substance, drug and alcohol
24. Child safety and security
25. Disciplinary and grievance
26. Bullying and harassment/bullying
27. Recruitment
28. Suitability or working with children
29. Student placement
30. Staff development and training
31. Reporting notifiable diseases
32. Food and drink/healthy eating/food management
33. Formula milk preparation
34. Visitors
35. Transition and continuity
36. Sun safety
37. Footwear
38. Inclement weather
39. Induction procedure
40. Staff dress code and behaviour