

HeadStart Day Nursery has been open since 1995 in a very central location in Horsham Town Centre; it is within easy walking distance of Horsham Train Station (approx. 5-10 minutes).

At HeadStart Day Nursery we specialise in Full Day Care only, designed to provide working/busy parents with childcare. We are open from 8am to 6pm Monday to Friday.

Providing 'home cooked' food to all our children is central to our service. A seasonal 6 week rotational menu ensures the children are experiencing a variety of tastes and flavours, extending their palates. Children's food allergies and food intolerances can be catered for by our experienced cook.

In September 2016 we were awarded a Millie's Mark Award, acknowledging all staff are trained in paediatric first aid. Millie's Mark is an exceptional achievement for a Nursery, as it shows they are going above and beyond minimum requirements in keeping children safe.

In October 2016 we were awarded OUTSTANDING, following our Ofsted Inspection.

Our Staff are fully trained, experienced professionals. We are a fun loving, enthusiastic team who have a commitment to providing good quality care. Staff promote a happy environment for your child where they can form stable and trusting relationships. A high ratio of Staff ensures individual attention, allowing time for reading, talking and guidance of your child at this important stage in their development. Through daily exchange of information and regular Progress Meetings we encourage a close relationship between the Nursery and Parents.

The Nursery has three separate units in which the children can grow and develop in their own age groups and at their own pace. Our Baby Unit, which is bright and colourful, cares for children from 4 months to 2 years, Roo Room cares for children from 2 to 3 years and encourages the children to share and take turns with one another. Kanga Room cares for children from 3 to 5 years and encourages the children to become independent and confident in their abilities.

The outside play area encourages children's physical development, with plenty of space to run, ride bikes, scooters and cars and climb on the climbing equipment. The introduction of a Mud Kitchen in 2015 has been a huge success for the children's learning and development and encourages all age groups to 'get messy' and have fun. The children also have areas in which they can plant vegetables and flowers and watch them grow. There are also quiet areas, playhouses and outdoor musical instruments for the children to explore.

We hope the enclosed information is of use to you and would strongly recommend you come and see us in action. Please feel free to contact Sallyanne, the Nursery Manager, if you wish to pursue your enquiry.

August 2018

HeadStart Day Nursery
Admissions Information Policy

Children and babies are admitted to HeadStart on a non-discriminatory process and the Nursery accepts parents, children and babies from all racial and cultural groups and anyone with differing abilities.

HeadStart Day Nursery is registered for 50 children from 4 months* to 5 years, offering Full Day Care to working parents. Children are registered at the Nursery on a 51-week a year basis. Parents will be offered spaces in order of the priority list.

1. As an Independent Nursery, full week spaces take priority over part week sessions when taking children from the waiting list in order to protect the viability of the Nursery.
2. Staff from Collyers College will be given priority over the waiting list and are offered the option of term time only spaces, which are set by Collyers College. All other children will be admitted as full time attendees only.
3. Siblings of children and children who already attend HeadStart are then offered spaces at the Nursery.
4. Children from the general waiting list will then be offered spaces on a 51-week a year basis.
5. HeadStart accepts Early Years Universal Funding for 3 and 4 year olds. We reserve the right to determine when these hours can be offered based on occupancy levels and our Government Funding Terms and Conditions, issued prior to claiming.
6. HeadStart accepts Early Years Extended Funding for 3 and 4 year olds and 2 year funding. Funded only spaces are subject to occupancy levels and reviewed termly.
7. To access Extended Funded hours at HeadStart children will need to be attending the Nursery from the age of 2 years.
8. Funded only sessions are only available when the room occupancy levels fall below 50%. If available, these sessions are reviewed on a termly basis.

We recommend children attend HeadStart for a minimum of 2 days to help with the continuity of care and to ease their settling into a new environment.

A non-refundable administration fee of £50.00 per child is applicable to all entrants; the administration fee is waived for Early Years Funded only children.

Once your child is registered at HeadStart, their start date can be deferred by one month in exceptional circumstances, after this time your child will then be placed back onto the waiting list.

*Ofsted may determine that providers must observe a higher staff to child ratio than outlined to ensure the safety and welfare of the children.

July 2017

August 2018

Frequently Asked Questions

1. What are the Nursery operating hours?

We are open Monday to Friday 51 weeks of the year from 8am to 6pm. We close for the week between Christmas and New Year. We are closed on Bank Holidays.

2. What are the Nursery charges?

Our fees are inclusive of all meals and snacks, including milk.

There is a non-refundable administration fee of £50 on acceptance of a place at our Nursery; this is returnable with the Registration Forms.

All payments can be made by bank transfer or cash only.

Please see our fee structure for a break down of fees, as these vary for the different age groups.

3. What do I need to provide?

We ask parents to provide nappies, wipes, nappy creams, nappy sacks and sun cream allowing you the choice of what we use on your child's delicate areas.

Parent/Guardians should also provide formula milk and supplementary foods.

Appropriate outdoor clothing should be provided to ensure your child can enjoy the outdoor environment in all weathers.

We do have all-weather outfits if your child does not have their own.

4. What will the children be given to eat and drink?

The children will be offered breakfast, morning snack, lunch, afternoon snack and high tea (depending on their hours). We have a 6-weekly rotational menu, with food being prepared and cooked on the premises. A local butcher provides our meat and our groceries are delivered weekly. All puddings are fruit based and milk or water is provided throughout the day.

5. What will my child's day consist of?

Each room, whether it is the Baby Unit, Toddler Room or Pre-School will provide a variety of activities to include creative play, imaginative play, numeracy and literacy skills, construction and problem solving along with time to explore the outside environment, whether in the Nursery play area or out on the sports field. There is also provision for your child to sleep in peace and quiet should they require.

A copy of our daily routines can be seen on display in each room.

Each child will have their own Learning Journal and be assigned a Key Person who will ensure their development is being challenged. Staff and Parent/Guardians can include observations and information on their child's development at regular intervals within this Learning Journal.

Regular progress meetings will be held between the Key Person and Parent/Guardian.

6. Is there a waiting list?

We do have a waiting list for all of the rooms, although the Baby Unit is typically the busiest of all our rooms. It is advisable to put your child's name down on the waiting list as soon as you can.

Once you have completed your application form there is no charge to go onto the waiting list.

7. Is there a priority to spaces offered?

Yes, spaces are offered in order of priority to: -

1. Full week spaces take priority over part week spaces
2. Staff from Collyers College
3. Siblings of children already attending
4. Waiting list
5. Universal Funded Spaces
6. 2 year and Extended Funded only spaces

Please refer to Admissions Information Policy

8. Does the Nursery charge for Bank Holidays and holidays taken by my child?

Bank Holidays are charged for as are holidays taken by you, as full Nursery costs still have to be met throughout the year.

Christmas Bank Holidays are NOT charged for as the Nursery is closed during this week.

9. Does the Nursery accept the Government Early Years Education Funding?

We are registered to receive the Early Years Education Funding from the Local Educational Authority for 2, 3 and 4 year olds.

Once your child is registered at the Nursery, we will claim the funding on your behalf.

Parents wishing to claim Extended and 2 year Funding must register on-line in order to check if eligible.

Refer to our full Terms and Conditions for more information.

10. What is the Adult to Child ratio?

<u>Childs Age</u>	<u>Staff Member to Children</u>
4-6 months	1:1
6months to 2 years	1:3
2-3 Years	1:4
3-5 Years	1:8
3-5 Years	1:13 *

* With an Early Years Professional or Qualified Teacher Leading the Room.

Are the Staff qualified?

All of our Nursery staff are qualified in childcare, the qualifications can be seen below.

Level 2	Level 3	BA	EYT/QTS
1	8	6	4

All Staff have DBS checks in order to assess their suitability to work with children. Staff are qualified in First Aid (we have gained a Millie's Mark Award 2016, by having 100% of our staff trained in paediatric first aid), Child Protection and Food Hygiene. Before staff are recruited, 2 references are sought to assess their suitability in childcare.

We are committed to the continuous development of our Staff who attend professional development training programmes, conducted by West Sussex County Council, as well as those carried out within the Nursery in order to keep up to date with current regulations.

11. Do we accept Childcare Vouchers?

We accept all childcare vouchers, most of which we are already registered with. Please ask for further information.

Including: - Allsave
 Care4
 Computershare
 Edenred
 Fideliti
 HR Services
 Co-operative Vouchers
 Kiddi Vouchers
 Kids Unlimited
 Sodexo
 You at Work
 RG Childcare
 Ladybird
 Childcare Plus
 Enjoy Benefits
 Fair Care
 Gemelli
 Busy Bees

12. Do we accept Tax Free Childcare?

We are registered to accept payments from the new Government Scheme Tax Free Childcare. Please visit www.westsussex.gov.uk/childcarecosts for more information

13. How can I make the most of my 3 and 4 year old Government Funding?

Please refer to our Fee Structure and 3 and 4 year old Government Funding terms documents for the application details and costs. When taken as part of a full day you can access up to 5 or 6 funded hours a day. To take advantage of the full 22 hours you will need to be doing 4 days (6hours + 6 hours + 5 hours + 5 hours = 22 hours) The hours can be claimed in any 5 hour or 6 hour blocks over the week. Any remaining hours can be claimed at other settings. I.e. pre-school operating sessions may be able to offer a few funded hours in a day.

14. Why is it called '30 hours free' childcare when you claim 11 hours for Universal and 11 hours for Extended?

We operate as a Full Day Care Nursery open 51 weeks of the year. Our Funding is 'stretched' to cover the whole year. The Government allows us to claim up to 11 hours for each strand of Funding when 'stretching' them over 51 weeks.

15. When are visits conducted?

Visits are by appointment only and are conducted in the morning so you are able to see the Nursery operating. Appointments are at 10.15am or 10.30am.

Any visits after this time are not recommended, as the children will be preparing for lunch and having afternoon naps.

If you have any additional questions or would like to visit the Nursery then please contact the Manager to arrange an appointment.

AN INTRODUCTION TO ALL ROOMS

BABY UNIT

Babies from the age of 4 months to 2 years are cared for in our bright and spacious unit, which has divided playrooms with under floor heating and a separate cosy sleep room. The qualified Nursery Practitioners are on hand in the unit to give individual, professional care to the babies and toddlers.

The equipment available for your baby or toddler will encourage them to become curious, use all of their senses, develop hand-eye co-ordination and grow increasingly aware of their surroundings. Looking at books, music and singing are favourite activities.

The Baby Unit has an all year round decking area for the sole use of the babies. They also have their own outside play area, which is for their sole use, allowing them the opportunity to explore in a safe environment. Our long-serving experienced team of Nursery Practitioners converse, read, play and interact with the children throughout the day.

Transition into Roo Room is very gradual, so the toddlers do not experience any anxiety associated with sudden change.

ROO ROOM

THE 2 TO 3 YEAR OLD ROOM

This room is specially designed for 2-3 year olds with a separate quiet room for rest after lunch.

The equipment is aimed at providing a stimulating environment for active 2 year olds and includes an attached 'castle' for free-flow play ensuring a stimulating indoor/outdoor environment. Through the Learning Journals staff are able to encourage your child's overall development by looking at their individual needs. Activities may involve painting, cooking, and stories; craft, songs or role-play and are an enjoyable way of learning about different topics.

Creating a calm environment for the children is also essential as they are developing early independence skills and communication skills with the staff and their peers. The children are also given access to the outside play area to continue their play in an open environment.

The Nursery has full use of the College Sports Field where our children and staff go on nature walks and enjoy sporting activities throughout the year.

KANGA ROOM
THE 3 - 5 YEAR OLD ROOM

In Kanga room 3-5 year olds learn through child lead activities as well as adult lead activities. Wide choices of stimulating resources, toys and equipment, as well as structured learning activities are offered. Your child will be encouraged to develop positive attitudes, to be curious and use their imagination in creative ways. Kanga room benefits from a 'free-flow' system where the children can move freely between the rooms and activities of their choice, both indoors and outdoors.

The children in this room have access to a touch screen computer where they are encouraged to choose between computer programmes.

The outside play area is used for a range of activities, including growing vegetables and herbs, which can be used by our on-site cook, in the children's meals.

Kanga room children also have an outside play area for their sole use which leads off of their play room, they are able to choose between inside and outside play.

In this area is a Woodwork Workshop where the children have supervised access to small scale tools and equipment.

During the day a healthy mix of active play, quiet periods, social meals and snacks, music and stories are provided.

The children will move into this next age group when they are ready, it may not always coincide with their birthday, but will be when parents and Nursery Staff believe they are ready and will benefit from the challenges which they may face in the next room.

APPLICATION INFORMATION

Once you have read the information about our Nursery you may decide to complete the application form and secure a place on our waiting list. There is no charge to be placed onto the waiting list.

Once a space can be offered to you, a non-refundable administration fee of £50 is payable.

Please fill in all parts of the form and indicate where you are flexible on sessions and days.

Spaces will be offered in order of priority: -

1. Full week spaces take priority over part week spaces when taking children from the waiting list.
2. Staff and Students of Collyers College.
3. Children whose siblings already attend the Nursery.
4. Waiting list.
5. Universal Government Funded only spaces.
6. 2 year and Extended Government Funded only spaces.

MEALS AND BABY FEEDS

Whilst your Baby is small, parents are asked to provide formula milk in powder form or expressed milk for milk feeds throughout the day. When your Baby is ready they may enjoy the same cooked meals as the Nursery Unit.

Providing 'home-cooked' food to all of our children is central to our service. A seasonal 6 week rotational menu ensures the children are experiencing a variety of tastes and flavours, extending their palates. Children's food allergies and intolerances can be catered for by our experienced Cook.

Our Cook prepares lunch on the premises, where there is a wide and varied menu, using homegrown vegetables and herbs, when at all possible. Vegetarian dishes also form part of our menu, using ingredients such as Quorn and pulses.

We encourage your child to eat a balanced diet ensuring we offer 5 pieces of fruit and vegetables a day. All needs are catered for at the Nursery and the menu is adapted to suit your child's dietary requirements.

All of our meat is from a local butcher in Horsham and is delivered fresh for our use. All other groceries are delivered to our Nursery on a weekly basis.

CLOTHES, NAPPIES AND SUPPLIES

All Babies and Toddlers will need a named change of clothes and a daily supply of nappies, wipes, nappy sacks and cream; these can be brought in weekly. After lunch the children are encouraged to clean their teeth encouraging early hygiene. In the Summer the children will require sun cream, which can be applied by our staff.

A change of clothes may be needed for a variety of reasons, including messy play activities, water play, outside play or for when your child is toilet training. All clothing should be named, including shoes and coats.

DAILY RECORD

Your Baby will have a day sheet on which feed times, amount of food eaten, sleep times, nappy changes as well as any other relevant information is recorded. Staff will also verbally feedback regarding your child's busy day.

Children in the Toddler room and Pre-School will have the opportunity of speaking to the Staff in their child's room for a verbal feedback of their child's day. There is also a white board at the entrance of Roo and Kanga Rooms, which details the activities your child has enjoyed during the day.

OUTSIDE AREA

We have an outside play area for the children to play in and explore, they have access to sit and ride toys and climbing equipment for children to extend their physical abilities. They also have sand and water play and a playhouse for quieter moments.

On hot days we have a large covered play area to protect the children from the sun, where we have water play and outside snack.

The children have a garden in which they can touch and smell the plants and have the opportunity to plant their own.

The mud kitchen is available to the children to get messy and have fun.

The Baby Unit has its own outside play area, ensuring the babies are able to crawl, pull themselves up and walk in a safe environment. There is access to sand and water play and a small playhouse for role-play activities. Herbs grow in the garden for sensory activities. A purpose-built wooden structure allows the babies to climb and negotiate steps and ramps whilst peeking through 'meerkat' windows.

Access to the large sports field in the grounds of Collyers College is available for the children to play, have picnics and read stories under the shade of the trees in the Summer months. The children also visit the bees in their hives (from a safe distance) whilst exploring the outside space. In the Winter months snowmen are made and the children explore the wildlife.

AIMS OF THE NURSERY

HeadStart where your child can play, learn and achieve great things.

Our Aim is to provide:

- A warm and caring environment which encourages the children to learn at their own pace, developing their mind, body and personality.
- Care and commitment to help the children to become responsible for their own needs and to be considerate of other peoples.
- The opportunity to develop their pre-reading, writing and numeracy skills, making an easy transition to school.
- FUN

Lunch Menu



Monday **Salmon Tagliatelle and Vegetables**

Apple and Parsnip Cake

Tuesday **Quorn Toad in the Hole, Onion Gravy, Cabbage**

Fruit Salad

Wednesday **Meatballs and Spaghetti with Vegetables**

Yoghurt

Thursday **Roast Pork and Cauliflower Cheese**

Fruit Crumble

Friday **Chicken Kebabs and Salad**

Fruit and Cheese Selection

All of our meat is purchased from a local butcher and our groceries are delivered weekly. We aim to use fresh produce for all of our meals, which are cooked on the premises by our Nursery Cook. We do not use processed or pre-packaged foods; we also control sugar and salt content. We cater for vegetarians and children with allergies.

High Tea Menu



Monday **Tomato and Cheese Pastry**

Fruit

Tuesday **Pilchard Muffin Pizza**

Fairy Cakes

Wednesday **Jacket Potatoes**

Blueberry Muffins

Thursday **Egg Sandwiches**

Pineapple and Mango

Friday **Herby Scones**

Biscuits

HeadStart Day Nursery

Food Allergy Policy

Children are provided with snacks, meals and drinks which are healthy, balanced and nutritious. Before a child starts Nursery with us we obtain information on their dietary requirement and food allergies or intolerances.

We aim to provide a wide and varied diet for your child whilst they are attending our Nursery, they will be introduced to foods which you may not have experienced in your own home. Children are given the choice of trying out new foods, encouraging them to experience many new tastes for themselves.

- . Staff are trained in Food Hygiene and regularly update their knowledge and understanding.
- . Information is recorded on children's allergies and parents complete an allergy form in order to inform the Nursery of their child's allergy and medical needs. These are regularly updated.
- . We have 6 weekly rotational menus with children's allergies catered for at source. Menus are displayed in each room and copies given to parent's if required.
- . Meat is delivered from New Street Butchers which is a local butcher; all other supplies are delivered weekly by Tesco.
- . Peanuts are not served at the Nursery due to any potential allergies.
- . No food is to be brought into the Nursery which has not been purchased by the Nursery or provided by parents for their child's dietary requirements, without prior permission.
- . Fresh water is available to all children throughout the day. Whole pasteurised milk is provided at snack time.
- . Staff are trained to react to medical emergencies and are aware of children's allergies and medical needs should a reaction occur.
- . First aid will be given to the child and parents informed of the situation. If an ambulance is required staff will call an ambulance before calling the parent in order to get medical assistance as soon as possible.
- . Children's medication is kept separately to any other medicine in a clear box with the child's name and emergency details inside, this can be accessed immediately; this includes Inhalers, anti-histamine and adrenaline-pens.
- . It is not only meal times when food can be an issue. Food play can also cause reactions. If a child does have an allergy to certain food types then they will not be used and a substitute will be sought.

There are 14 known allergens below is a list.

Celery	This includes celery stalks, leaves and seeds and celeriac. It is often found in celery salt, salads, some meat products, soups and stock cubes.
Cereals containing gluten	This includes wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats. It is often found in foods containing flour, such as some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and foods dusted with flour.
Crustaceans	This includes crabs, lobster, prawns and scampi. It is often found in shrimp paste used in Thai curries or salads.
Eggs	This is often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and foods brushed or glazed with egg.
Fish	This is often found in some fish sauces, pizzas, relishes, salad dressings, stock cubes and in Worcestershire sauce.
Lupin	This includes lupin seeds and flour, and can be found in some types of bread, pastries and pasta.
Milk	This is found in butter, cheese, cream, milk powders and yoghurt. It is often used in foods glazed with milk, powdered soups and sauces.
Molluscs	This includes mussels, land snails, squid and whelks. It is often found in oyster sauce or as an ingredient in fish stews.
Mustard	This includes liquid mustard, mustard powder and mustard seeds. It is often found in breads, curries, marinades, meat products, salad dressing, sauces and soups.
Nuts	This includes almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts. (These can be found in breads, biscuits, crackers, desserts, ice cream, marzipan almond paste), nut oils and sauces. Ground, crushed or flaked almonds are often used in Asian

	dishes such as curries or stir fries.
Peanuts	This can be found in biscuits, cakes, curries, desserts and sauces such as for satay. It is also found in groundnut oil and peanut flour.
Sesame seeds	This can be found in bread, breadsticks, houmous, sesame oil and tahini (sesame paste).
Soya	This can be found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu. It is often used in some desserts, ice cream, meat products, sauces and vegetarian products.
Sulphur dioxide	This is often used as a preservative in dried fruit, meat products, soft drinks and vegetables as well as in wine and beer.

All staff are trained in Paediatric First Aid and are aware of the signs and symptoms of anaphylaxis or severe allergic reaction and will respond according to the child's medical needs.

If your child develops an allergy or intolerance to any food it is important to keep the Nursery informed in order for the child to be monitored and for the Nursery to exclude foods from their diet whilst medical tests are being carried out.

This policy has been written with reference to *Statutory Framework for the Early Years Foundation Stage: Setting the Standards for Learning and Development and care for Children from Birth to Five (DfE 2017)* and the *Food Standards Agency (2016)*

HeadStart Day Nursery - Terms and Conditions.

By signing the Registration Form, the Parent/Guardian agrees to the Terms and Conditions herein.

HOURS OF OPENING/AGE OF ADMITTANCE

1. The Nursery is open 51 weeks of the year Monday to Friday 8am to 6pm, except the week between Christmas and the New Year and all statutory Bank Holidays. The Nursery re-opens the first working day after New Years Day.
2. HeadStart Day Nursery is registered for 50 children between the ages of 4 months and 5 years.
3. We recommend your child attends a minimum of 2 full days to enable your child to make attachments to their carers and to ensure continuity of care.
4. Hours of opening are 8am to 6pm. Parents are requested not to leave their children before 8am or collect beyond 6pm. Failure to abide by these times will incur a fee to cover staff costs.

APPLICATION AND REGISTRATION FEE

1. A non-refundable administration fee of £50 is payable on acceptance of a place at the Nursery with your child's registration form. This fee is waived for Early Years Funded only children.
2. There is no charge to place your child onto our waiting list using the application form which can be found in the prospectus or on our website at www.headstartdaynursery.org.uk
3. Your child's place can be deferred, in exceptional circumstance, for one month; after this period your application will be placed back onto the waiting list.

PAYMENT OF FEES

1. Fees, covering calendar month periods, are payable one-month in advance. Cleared funds should be received by the last working day of each month.
2. Full fees are payable even if your child is absent from the Nursery due to illness, personal holidays or statutory Bank Holidays.
3. Late payment may incur an interest charge of 2%. Continual failure to pay when requested will result in the Nursery giving one-months notice to vacate your child's space.
4. Fees are reviewed in August and subject to change with one-month's notice.
5. A discount is offered to siblings of children already attending the Nursery. When a second child joins the Nursery a 5% discount will be applied to their fees.
6. We offer a 5% discount for NHS staff, for one child. You must notify the Nursery of your eligibility.
7. Monthly fees differ for each age group, please see our Fee Structure, once your child reaches the next age group your fees will be adjusted to co-incide with your child's birth date.
8. Collyers Staff are offered a Term Time contract. Term Time dates are set by Collyers College, any Inset days remain payable.

LATE COLLECTION CHARGE

1. Failure to collect your child at your agreed session times will incur a fee. The first 5 minutes will be charged at £5, 10 minutes £10 and 15 minutes £15. Thereafter you will be charged £15 in 15 minute blocks

CHILD COLLECTION

1. Children will be passed over into the care of their parent or authorised adult only. Any un-notified collections will be confirmed with the parent before the child is handed over into the care of another person.

UNCOLLECTED CHILD POLICY

1. If a child is not collected after a reasonable time of the session ending the parent/guardian will be contacted by telephone. If no-one is available then:-
2. The emergency contact numbers will be called. If no-one is available then:-
3. The Manager/Proprietor will decide if the Local Authority Duty Social Worker will be contacted.
4. At all times 2 members of Staff will remain on the premises until the situation has been resolved.

HOLIDAYS AND BANK HOLIDAYS

1. Fees are payable throughout the year, this includes any holidays you may take. All Statutory Bank Holidays are charged for, except Christmas Day and Boxing Day and the 3 days between Boxing Day and New Year when the Nursery is closed.

ABSENCE

1. It is important to notify the Nursery of your child's absence by telephone or text. Unfortunatley a refund of fees is not possible for non-attendance due to illness, appointments or holidays, due to Nursery overheads having to be met whether your child attends or not.
2. Universal/Extended and 2 year funding may be withdrawn by West Sussex County Council if there is regular or extended non attendance.

CANCELLATION OF SPACES/TERMINATION OF CONTRACT

1. One-months notice must be given in writing to the Nursery Manager for cancellation of spaces.
2. Termination of your child's space at the Nursery must be given in writing with one-months notice.
3. Failure to give the appropriate notice will result in full payment of fees.

CHANGE TO SESSION REQUIREMENTS

1. All changes to your child's sessions require one-month's written notice. The Nursery Manager will try to accommodate any increase in sessions.
2. Sessions cannot be swapped for alternative days if your child is unable to attend their allocated session for any reason.
3. Sessions cannot be swapped with other children at the Nursery.

TRANSITIONS WITHIN THE NURSERY

1. Children will be moved into the next room based on the individual circumstances of the child, their stage of development and availability of spaces.

CHILDCARE VOUCHERS/TAX-FREE CHILDCARE

1. The Nursery accepts childcare vouchers from a variety of companies.
2. Vouchers can be claimed by both Parents/Guardians. When registering please choose the e-voucher option and ensure payment reference is your child's name.
Cleared funds should be received by the last working day of each month.
3. HeadStart is registered with HMRC to receive payments from the Governments new Tax-Free Childcare scheme. Visit www.westsussex.gov.uk/childcarecosts for more information on vouchers and Tax-Free Childcare

EARLY YEARS FUNDING

1. Once registered at the Nursery, your child will receive Early Years Universal Funding from the term after their third birthday.
2. The Nursery will send out Parent/Child declaration forms for your completion and the Entitlement will be claimed on your behalf. Any additional weeks and/or additional time not covered by the funded hours must be paid for. Please refer to HeadStart Fee structure.
3. It is important to provide the correct information when applying for the Government Funding, to avoid a shortfall in your entitlement.
4. Early Years Extended Funding is available at HeadStart and claimed over 51 weeks. Parents will need to apply for eligibility to this funding at www.westsussex.gov.uk/freechildcare We reserve the right to withdraw from offering the Extended Funding with a terms notice.
5. Funded only hours are available when the occupancy levels fall below 50% in order to protect the viability of the Nursery and reviewed termly.
6. HeadStart is open for 51 weeks of the year and all Funding is stretched as shown below.

<i>Weeks per Year</i>	<i>Hours per Week Universal</i>	<i>Hours per Week Extended</i>	<i>Minimum Number of Days</i>	<i>Total Hours Across Year Universal</i>	<i>Total Hours Across Year Extended</i>
<i>Term Time 38</i>	<i>15</i>	<i>30</i>	<i>2</i>	<i>570</i>	<i>1140</i>
<i>HeadStart 51</i>	<i>11</i>	<i>22</i>	<i>2</i>	<i>561*</i>	<i>1122</i>

* the remaining 9/18 hours cannot be claimed at another setting.

TWO-YEAR FUNDING

1. Two year funding is available to parents who meet the criteria set by West Sussex County Council. This can be found via the website: www.westsussex.gov.uk/ecsfreetitlement
2. Points 2,3,5 and 6 above are applicable to 2 year Funding.
3. Parents will need to apply for eligibility for this funding at www.westsussex.gov.uk/freechildcare

ILLNESS

- 1. A child with an infectious illness may not be sent to Nursery. In the event of your child becoming ill at Nursery, a member of staff will contact you or the emergency contact person and your child's condition will be monitored, you may be asked to collect your child from Nursery if your child's condition deteriorates. A 48-hour exclusion period applies for all sickness and diarrhoea. A 5 day exclusion period is in place should your child contract Chicken Pox to eliminate the spread of infection..*
- 2. In an emergency the Nursery will seek medical attention for your child. This may result in a visit to the casualty department or an ambulance being called. Parent/Guardians will be informed immediately of any such incidence.*
- 3. If a child is taken ill whilst at the Nursery, every effort will be made to contact the Parent/Guardian on the emergency contact numbers provided. Notification of any change to these numbers should be made to the Nursery in writing immediately.*
- 4. Prescription medication can be administered by Nursery staff. Medicine must have the child's name clearly written on and instructions visible. Parents/Guardian must sign for medicine to be administered, stating time, date and dosage required.*
- 5. Guidance is taken from the Health Protection Agency (HPA) and Calpol/Nurofen/Calprofen is only administered on strict guidance from the child's Parent/Guardian.*

ALLERGIES

- 1. Parent/Guardians must inform the Nursery of any medical condition or dietary needs which may effect their child's well being.*
- 2. The Nursery will do its utmost to cater for your child's dietary needs, however specialist products must be provided by the Parent/Guardian.*
- 3. Epi Pens, Inhalers and antihistamines must be provided by the Parent/Guardian, with clear written instructions on how and when to administer.*

PERSONAL PROPERTY

- 1. The Nursery cannot accept responsibility for the damage or loss to personal property, i.e. clothes/toys. It is advisable to leave treasured items at home.*
- 2. All belongings should be named to ensure safe return of clothing and comforters.*

ALTERNATIVE PLACE OF SAFETY

- 1. In the unlikely event of an emergency and the Nursery becoming uninhabitable, the children will be relocated in the Sports Hall at Collyer's and may be collected from there.*

EMERGENCY CONTACT NUMBERS

- 1. It is the responsibility of the Parent/Guardian to inform the Nursery of up to date contact numbers.*
- 2. Should an emergency occur then a responsible adult must be available to take responsibility for your child.*
- 3. Should the Nursery close due to bad weather, loss of power or heating then notification will be made on the West Sussex County Council School Closure site and/or our Facebook page.*

CAR PARK SPACES

1. *The Nursery is in the grounds of Collyers College, which is a sixth form college and adult education centre, at certain times of the day the car park does get busy therefore please adhere to the one-way system in operation.*
2. *There are allocated Nursery spaces for the use of parents to drop off and collect children from the Nursery. Parents/Guardians are requested not to leave cars all day in these spaces. A clamping system is in operation enforced by Collyers College.*
3. *The Nursery will provide parent permits and exit passes, one per family. Daily passes are unlimited.*
4. *In compliance with Collyers College there is to be no cycling on the paths, the road system should be adhered to for all vehicles. Bikes must be walked on the paths if being brought onto the college grounds.*

SAFETY AND SECURITY

1. *In the interest of safety and security Parents/Guardians must not allow unauthorised persons onto the premises. Please ensure the gate is shut securely behind you and when exiting the play area ensure you leave by the side exit gate, especially when children are outside playing.*

CHILD PROTECTION POLICY

1. *We have a responsibility to consider the welfare of children as paramount. Any concerns over your child's welfare will be reported to the relevant agencies.
The Nursery Child Care Policy explains our procedures.*

POLICIES AND PROCEDURES

1. *A copy of the Nursery's Policies and Procedures are available to read at the Nursery.*

ACCEPTANCE

1. *Once an application form has been received the Nursery will make contact to confirm if and when a place may become available.*
2. *Once we are able to offer a space a registration pack will be sent to you, including a selection of policy and procedures.*
3. *A non-returnable administration fee of £50 is payable on acceptance of your space. This fee is waived for Early Years Government funded only children.*
4. *A settling-in session will be arranged between you and your child's room before their start date.*
5. *A months notice is required should you decide to terminate your contract.*

Data Protection Act 1998: HeadStart Day Nursery is registered under the Data Protection Act for holding personal data. HeadStart Day Nursery has a duty to protect this information and to keep it up to date. HeadStart Day Nursery is required to share some of the data with the Local Educational Authority and with Dfes.

HeadStart Day Nursery

Fee Structure

1st September 2018 (reviewed annually)

4 months - 2 years. 1:3 adult to child ratio

8.00-6.00pm	Daily	£60.00	
	Weekly		£285.00
8.00-4.00pm	Daily	£56.00	
9.00-5.00pm	Daily	£56.00	
	Weekly		£266.00
	Additional hours	£8.50	By arrangement

2 - 3 years. 1:4 adult to child ratio

8.00-6.00pm	Daily	£58.00	
	Weekly		£275.50
8.00-4.00pm	Daily	£55.00	
9.00-5.00pm	Daily	£55.00	
	Weekly		£261.25
	Additional hours	£8.50	By arrangement

3 years - 5 years. 1:8 adult to child ratio

8.00-6.00pm	Daily	£53.00	
	Weekly		£251.75
8.00-4.00pm	Daily	£49.00	
9.00-5.00pm	Daily	£49.00	
	Weekly		£232.75
	Additional hours	£8.50	By arrangement

Early Years 3 and 4 year old Funding, both Universal and Extended can be applied to our Full Day Care hours in a combination of the following formats.

AM - PM	Full Day EY Funded Hours	No. Of Hours	*Meals & Activities Cost to Pay
8am - 6pm	9am - 11am & 1pm - 4pm	5	£30.90
	9am - 12pm & 1pm - 4pm	6	£26.48
9am - 5pm	9am - 11am & 1pm - 4pm	5	£26.90
8am - 4pm	9am - 12pm & 1pm - 4pm	6	£22.48

We recommend a minimum of 2 days to ensure continuity of care for your child.

Please see over page for terms and conditions

Payment Terms and Conditions

1. HeadStart Day Nursery operates as a full time Nursery. The Nursery is open 51 weeks of the year Monday to Friday 8-6pm. This is not a Term Time or sessional care Nursery.
2. Fees are payable throughout the year, this includes any holidays you may take. All Bank Holidays are chargeable, except between Christmas Day and New Years Eve when the Nursery is closed.
3. It is advisable your child attends the Nursery for a minimum of 2 full days to ensure continuity of care.
4. A discount is offered to siblings of children already attending the Nursery. When a second child joins the Nursery a 5% discount will be applied to their fees.
5. We offer a 5% discount for NHS staff for one child. You must notify of your eligibility.
6. At least one month's notice, in writing, must be given to the Nursery when surrendering your child's place. Failure to do so will result in full payment of fees.
7. Fees are reviewed annually in September.
8. Fees are payable monthly in advance.
9. There is no deposit payable for putting your child's name onto the waiting list.
10. Registration forms will be sent out to you on receipt of a completed application form and confirmation if we are able to offer a place to you. A £50 administration fee is payable upon acceptance of a place at the Nursery along with your child's registration form. This fee is waived for children accessing funded only childcare. The administration fee is non-refundable should your child not start at the Nursery.
11. Monthly invoices and administration fee can be paid by bank transfer or cash only. Please use your child's name as the bank reference.
12. We accept various Childcare Vouchers please ask for details.
13. We are registered with WSCC to accept 3 and 4 year Government Universal Funding Entitlement along with the 3 and 4 year Government Extended Funding and 2 year Funding, subject to the necessary criteria.
14. To access Extended Funded hours at HeadStart children will need to be attending the Nursery from the age of 2 years.
15. Funded only sessions are available when the room occupancy levels fall below 50%. If available, these sessions are reviewed on a termly basis.

A full set of Terms and Conditions of the Nursery can be found in our Prospectus on our Website headstartdaynursery.org.uk and within your Registration Pack.

HEADSTART DAY NURSERY

APPLICATION FORM

Child's Surname.....Forenames.....

Address.....

.....

Post Code.....Telephone No.....

Contact email address.....

Date of Birth/E.D.D.....Age.....Sex M/F.....

Names and ages of any other children in the family (including step children)

.....

Mother's name.....Mobile.....

Father's name.....Mobile.....

Child's first language.....Ethnic Origin.....

Any medical conditions or known allergies with either your child or a family member.....

PLEASE INDICATE BELOW THE DAYS AND TIMES REQUIRED (*i.e 8-4pm, 9-5pm or 8-6pm*)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Am	Am	Am	Am	Am
Pm	Pm	Pm	Pm	Pm

WE DO NOT OFFER TERM TIME ONLY SPACES.

Required start date and hours

How did you hear about our Nursery?.....

.....
For office use only.

Nursery visit:.....

Date application form received:.....

Registration forms sent: **Returned:**.....

Commencement date:.....

Acclimatisation date:.....