

Hayeswick Nursery and Pre-School  
Starts Hill Road  
Farnborough  
Kent BR6 7AS  
Tel 01689 856036  
email: [hayeswickfarnborough@gmail.com](mailto:hayeswickfarnborough@gmail.com)

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Starts Hill Road  
Farnborough  
Kent BR6 7AS

tel: 01689 856036

Dear Parent/Carer

Thank you for your recent enquiry requesting details of Hayeswick Nursery and Pre-School. I have pleasure in enclosing a prospectus and registration form that I hope you will find both informative and helpful.

As a mother of two, I understand that choosing a nursery is a very important decision. Here at Hayeswick, we aim to provide only the best care and education for your child where their health, welfare, safety and security are paramount.

We follow all the guidelines laid down by OFSTED concerning The Early Years Foundation Stage, with an emphasis on having fun and making sure that every child has a happy and stimulating experience. Your child will learn through play and by experiencing a wide range of materials, resources, and equipment, will develop physical, intellectual, language, emotional and social skills.

We look forward to hearing from you.

Yours sincerely,

Tracey O'Donoghue (NNEB)

## Play and be happy...

Hayeswick Day Nursery is a family run nursery which aims to provide high quality day care for children between the ages of 3 months - 5 years in a safe, caring, happy, stimulating and relaxed environment. Each child will be encouraged to develop and learn through a mixture of structured and free play.

We believe that this approach will help children to develop naturally their own unique, social, physical, intellectual, creative and emotional skills and will lay the foundations for reading, writing, mathematical and scientific understanding, in preparation for primary school and the requirements of the National Curriculum. Babies will be given plenty of time to progress within a caring, homely environment at their own pace. We will encourage them to crawl, walk, talk, to be inquisitive and to build new and trusting relationships.

We have three group rooms including:

**Baby Bears** from 3 months - 2 year olds which has a bright and airy feel

**Tiny Tigers** for 2-3 year olds based in the wonderfully spacious main hall.

**Giraffes** for 3-5 year olds designed for a smaller group of up to 12 children which has open access to the garden.

## Who will be caring for my child?

**Tracey O'Donoghue** holds a NNEB and is the Owner and splits her time as Senior Manager between Hayeswick Farnborough and the other Hayeswick setting in West Wickham (established in 2005.) She has in excess of 35 years experience. Her husband **Mark O'Donoghue** is the bursar and site caretaker.

**Nicola Bryant** holds a BA degree in Early Childhood Studies as well as Early Years Professional Status. She has worked at Hayeswick West Wickham for 8 years running the Pre-school room and is now joint Manager of Hayeswick Farnborough.

**Zoe Brabyn** holds a NNEB and has over 16 years of experience as a Deputy Manager of a pre-school within an independent school and joins Nicola as joint Manager.

A team of qualified and dedicated staff members based throughout the age group rooms. In order that we continue to develop our practice and improve the quality of children's education and care all staff attend regular training courses throughout the year.

## **Keyperson system**

The Nursery operates a Keyperson system, which starts from the first day your child attends our Nursery. One of the team will be allocated to your child (as their keyperson), working closely with you to get to know your child's individual needs and personality. They will be responsible for informing you of what activities your child has been involved with on a daily basis, what they have eaten, their behaviour and their concerns (if any). If your child's keyperson is not available when you collect your child another member of staff would be given any extra information on your child's day, from their keyworker, if needed.

## **Students and volunteers**

At Hayeswick we continue to encourage and support students and apprentices within our nursery. They are valued and hard working members of our team. All staff members, students and volunteers are routinely checked by the Disclosure and Baring Service.

## **Families as Partners**

Families are warmly welcomed and included in most aspects of nursery life. We think it is vital to promote an "open-door" policy at our Nursery and parents should not hesitate to discuss their child's development, concerns or ideas on how to improve our nursery with their child's keyperson or the management team.

The nursery team will work with parents as partners in providing quality care for their children including special needs.

- All parents are welcome to visit the nursery at any time.
- Parents have access to their child's records and are consulted in respect of the care given.
- Information about nursery activities and events is regularly distributed
- Parents are able to inspect all the policies of the nursery at any time.
- Parent groups are accorded hospitality and all facilities on the nursery premises.
- Parents' Evenings are held at least once a year.
- Daily/weekly progress sheets are handed to parents who are encouraged to reinforce nursery topics at home.

### **Flexibility...**

We are open 50 weeks of the year from 8am to 6pm, Monday-Friday (closing for a week at Christmas, a week in August, and Bank Holidays). Places are provided on both a full time and a sessional basis. If you only require part time care, then you can choose separate days, morning or afternoon sessions, but we do ask for a minimum of 2 sessions per week and 2 full days for children under 2. Three nutritious meals are served throughout the day and special diets can be catered for.

### **Settling in...**

We understand that some children can get extremely upset when parted from a parent for the first time. With this in mind 2 settling in periods are organised to get to know you and your child more. On this first visit you are asked to stay with your child and will be asked to fill in an 'All About Me' form. This enables us to have a starting point of where your child is (at that time) in their learning and development. The allocated keyperson will then have some idea of how they will be able to organise activities to extend their learning and interests further. For the second settling in period we would ask you to leave your child at the Nursery with us for one hour only. We can gradually increase the amount of time your child spends without you until they are happy. We suggest this process is implemented two to three weeks prior to your child starting at the nursery. Most children settle down to Nursery life within the first few weeks, but some take longer.

### **Early Years Foundation Stage...**

At Hayeswick we follow the EYFS framework within our daily routine, setting the standards for learning, development and care for children from birth to five. The four principles of "EYFS" are: A Unique Child, Positive Relationships, Enabling Environments and Learning and Development. (Further information can be found on [www.education.gov.uk/publications](http://www.education.gov.uk/publications) or [www.early-education.org.uk](http://www.early-education.org.uk))

## Play foundation...

At Hayeswick, the emphasis is on learning through play, but there are **7 key areas of learning and development**, which form our "curriculum". These are:

Areas of Learning and Development:	Examples:
<b>1. Personal and Social and Emotional Development (PSED)</b>	Home corner, role play, dressing up, talking, relationships, sharing, giving and tolerating, helping others, sharing toys, good manners, celebrations and festivals, mealtimes, personal hygiene in the bathroom.
<b>2. Physical Development (PD)</b>	Spatial awareness, catching, throwing, climbing, jumping, music and movement, balancing, dancing, outdoor play, using scissors, threading, construction, mark making.
<b>3. Communication and Language (CLD)</b>	Stories, discussions, songs, books, cd's,tapes, drama, speaking and listening, circle time, puppets and props.
<b>4. Literacy (LD)</b>	CD's of rhymes, stories, sounds and spoken words books, print in the environment, role play, various writing materials
<b>5. Maths (MD)</b>	Counting, sorting, balancing, measuring (sand and water play), making sets, number rhymes, puzzles and shapes.
<b>6. Understanding the world (UW)</b>	Science, close observation and investigation, magnets, sand and water play, similarities and differences, patterns and change, exploration, geography, history, outing to local places of interest, construction toys, computer programs, how things work.
<b>7. Expressive Arts and Design Development (EAD)</b>	Painting, drawing and colouring, collage, modelling play dough, listening to and making music, singing and drama, role play.
<p>Hayeswick provides a wonderful selection of educational toys to support your child's natural development and desire to learn.            Music, art, and dance are all part of the weekly routine.            French and "Sports for Tots" are available for a small additional cost.</p>	

## **Equal opportunities policy**

All families will be made welcome at Hayeswick and will take all reasonable steps to promote and practice equal opportunities within the nursery with regard to race, religion, culture, sex, age, national origin, disability or sexual orientation.

All aspects of play and provision reflect a wide range of cultures. Books, jigsaws, stories and pictures will be selected to show people of all races, and cultures and will avoid racial or sexist stereotyping. All family compositions will be acknowledged and respected. All lifestyles will be depicted in a positive way. Equipment and play activities will be adapted, if possible, to enable the participation of children with disabilities and learning difficulties.

Children may need to be encouraged to be non-sexist in their choice of activities. Racist and sexist attitudes or remarks will be challenged and discussed.

## **Special Educational Needs and Disability (SEND) Policy**

Our special educational needs policy aims to put into practice the fundamental principles of the *Special Educational Needs and Disability Code of Practice: 0 to 25 years*. We support children with Special Educational Needs and Disability and work with outside agencies such as health visitors, speech and language therapists, and paediatricians to help meet the needs of the child. We also support and encourage children with SEND to experience the full range of educational and social opportunities available to their peers, for example by adapting equipment and play activities where possible to enable the participation of all children.

## **Child Protection and Safe Guarding Policy**

At Hayeswick we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We will endeavour to promote children's awareness of their own personal safety. It will be made clear to applicants for posts at Hayeswick that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

**Information on child protection and safe guarding procedures including staff responsibilities regarding the reporting of suspected child abuse or neglect, and procedures followed in the event of an allegation being made against a member of staff, student or volunteer can be viewed in our policy and procedure document.**

**All Hayeswick's Policies and Procedures can be viewed in more depth by Parents/Carers. Those wishing to do so should ask a member of staff who will arrange a mutually convenient time.**

## **Meals**

We will provide high quality, nutritional and healthy meals for the children. Menus are carefully planned (as advised by a qualified dietician) and will be freshly prepared on the premises by the nursery cook, using only natural ingredients. We want to make meal times happy and enjoyable occasions for both staff and children. For babies under one year old we ask that the parent/carer provides all foods until they have been weaned sufficiently (this would be discussed in more detail during settling times). We will accommodate any special dietary needs for example due to food allergies or intolerances as well as family preferences i.e. vegetarian. Water is easily accessible throughout the day.

## **Admissions policy**

Hayeswick Farnborough is registered for 52 children:

Our OFSTED registration certificate can be found in the lobby.

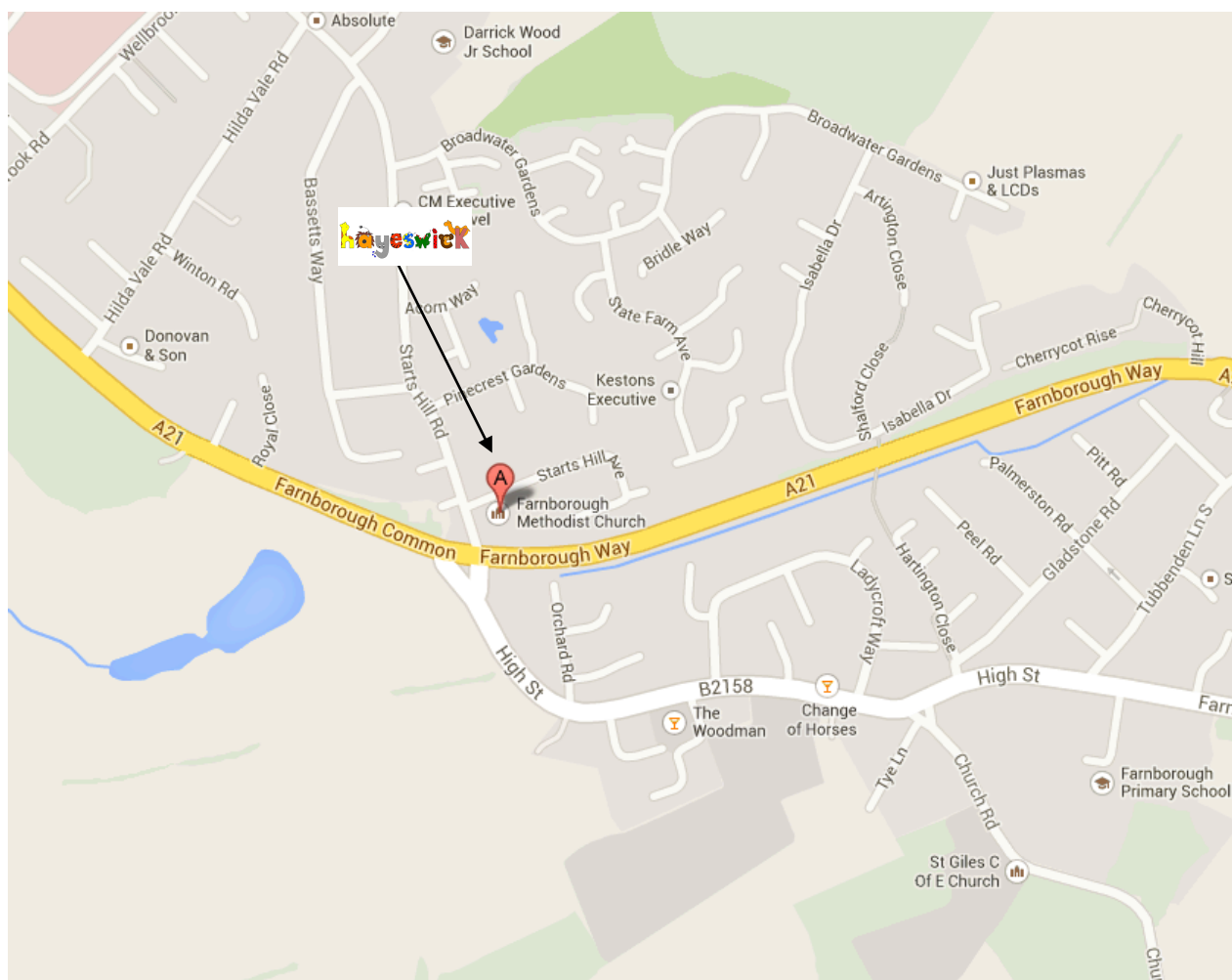
Other matters taken into account in deciding which child can be offered a place in the nursery are:

1. Availability of spaces taking into account; the staff/child ratios, the age of the child, and the registration requirements.
2. When the application is received.
3. The nursery's ability to provide the facilities for the welfare of the child.
4. A child requiring a full-time place will usually have preference over one requiring a part-time place.
5. Extenuating circumstances affecting the child's welfare or his/her family.
6. Children who are siblings of those already with us.

We will never discriminate against any child on the grounds of, sex, race, religion, or culture.

## How to find us:

Hayeswick day nursery is situated at the old Farnborough Methodist Church on Starts Hill Road at the junction with Starts Hill Avenue, nestled between Locks Bottom and Farnborough Village. It is next to Starts Hill Road bus stop and less than 2 miles from Orpington train Station. This character 1900 Church with a garden has been completely refurbished for use as a children's day nursery and pre school.



### Monthly fees from 1/9/16

Days per week	3 mnths-2 yrs	2-3 yrs	3-5 yrs (term after 3)	Charges for extra hours over & above the <b>Free Early Education (FEE)</b>		
				Monthly Fees	Additional hours per week	Free hours per week
1	260.43	224.42	233.31	147.95	5	5
2	520.87	448.85	466.61	295.90	10	10
3	781.30	673.27	699.92	443.85	15	15
4	1041.73	897.69	933.23	676.97	25	15
5	1211.99	1048.58	1081.90	844.16	35	15

Sessions/week	2-3 yrs	3-5 yrs (term after 3)	Charges for extra hours over & above the <b>Free Early Education (FEE)</b>		
			Monthly Fees	Additional hours per week	Free hours per week
1	147.33	160.90	135.60	2	2.5
2	294.67	321.79	271.32	4	5
3	442	482.69	406.92	6	7.5
4	589.33	643.59	542.52	8	10
5	736.67	804.48	585.50	7.5	15

Rate	3 mnths-2 yrs	2-3 yrs	3-5 yrs
Daily	60.10	51.79	53.84
Daily (extra)	63.38	55.73	58.27
Weekly	279.69	241.98	249.67
Sessions		34.00	37.13
Sessions (extra)		36.72	40.10

Fee changes will take place the term after children are 3, in line with Free Early Education (FEE)

<b>Optional extra nursery charges</b>	
Dance	£10.80 per month
Sporty Tots	£17.00per month
French	£10.80 per month
Late pick-up fee	£15.00 per 15 minutes

<b>Full day</b>	8am to 6pm	Includes lunch, light tea, & snacks.
<b>Morning session</b>	8am to 12.30	Includes lunch, & snack
<b>Afternoon session</b>	1.30 to 6pm	Includes light tea & snack
Babies over one year old will receive pureed food and cows' milk but we ask that parents provide formula/breast milk. Parents to provide nappies/creams and wipes for all babies and children that require them.		

### **FEE (Free Early Education)**

We offer the minimum free entitlement for 3 and 4 year old children; up to 6 x 2.5 hours per week, for a maximum of 38 weeks per year (term time):

For parent/carers attending daily, free hours will be deducted from your "booked hours" and the balance charged at the hourly rate:

We offer a maximum of 5 hours over a 1-day period.

We offer a maximum of 10 hours over a 2-day period.

We offer a maximum of 15 hours over a 3-day period.

Parents who attend our sessions (4.5 hours) can claim up to 2.5 hours of free entitlement per session. The remaining 2 hours will be charged at the rate of **£11.71** per hour.

We offer sessions Monday to Friday, 3.00pm to 6.00 pm, term-time only, for those parents wishing to access free hours only, subject to availability.

Free entitlement will not commence until Hayeswick receives a fully completed and signed parental declaration, and copy of your child's birth certificate.

## Complaints Procedure

This policy forms an undertaking by Hayeswick Day Nursery to deal objectively and constructively with any grievances. Anyone who uses this procedure can do so with the confidence that his or her problem will be dealt with fairly and promptly.

Parent/carers are encouraged to communicate with the nursery staff on a day-to-day basis so that any issues can be resolved immediately. Most problems can be solved on an informal basis. Where issues cannot be resolved in this way the following procedure will be put into practice:

A meeting will be arranged between the manager and parent/carer to discuss issues. A record of the meeting will be made and within three days both parties will receive a copy, including a note on any decision reached.

If the matter cannot be resolved at this level the customer has the right to write or telephone with their complaint directly to Office for Standards in Education (Ofsted) with which this nursery is registered at:

Freshford House,  
Redcliffe Way,  
Bristol,  
BS16NL

Tel: 08456 40 40 40

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
Web: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**Information on child protection procedures including staff responsibilities regarding the reporting of suspected child abuse or neglect, and procedures followed in the event of an allegation being made against a member of staff, student or volunteer can be viewed in our policy and procedure document.**

We welcome comments on these policies, as we do on every aspect of the way we run the nursery.

## Nursery conditions

1. Fees should be payable on the first of the month in advance, preferably, by Standing Order, and they are calculated so you pay the same amount each month, regardless of the number of weeks in the month. Hayeswick Day Nursery is open 50 weeks a year and closes for one week at Christmas and one week in August in order for essential maintenance to be carried out. Full fees are payable for these 2 weeks to secure the place. Unfortunately, an administration charge of £6 will be made if the bank returns a cheque.
2. To register your child or children at Hayeswick Nursery a non-refundable registration fee of £35 is payable to cover administration cost.
3. When a parent accepts a place at Hayeswick a deposit equal to one months fees is payable immediately. Your regular monthly fee should be paid when you arrive at the Nursery, on your child's first day. The deposit will be held until your child leaves the nursery. As long as all fees are paid and up to date, your deposit may be used to cover your final months fees. If your child does not attend nursery once a place has been accepted, either we will enforce the payment of the first months fees, or we will retain the deposit.
4. After your place has been confirmed by Hayeswick, if you then decide not to send your child to nursery or to delay your child's start date to after the scheduled start date, then if you give written notice of your decision at least one calendar month prior to your child's scheduled start date, no additional monies will be payable. However, if you give less than one calendar month's written notice, you must pay Hayeswick fees for the un notified period. Any changes in your start date will be subject to availability. Hayeswick may deduct these fees from your deposit.
5. Children who start partway through a month will receive an invoice from their start date to the end of the month, calculated as a percentage of their regular monthly fee. This invoice will require payment by no later than the first day of attendance at the nursery.
6. The fee must be paid in respect of a child being unable to attend owing to illness, holidays etc, in order to secure a place. No refunds will be made for Public Holidays, closure or reduced hours due to adverse weather, and days cannot be swapped.

7. Four weeks written notice is required for children leaving the nursery or changes to the days of attendance. Children who change partway through a month will receive an invoice calculated using the daily rate. If for any reason the required length of notice is not given, four weeks money is payable in lieu of notice.
8. Changes to your registered session requirements must be requested through the Nursery Manager, and these will be considered according to availability. If you wish to reduce days immediately, we reserve the right to continue the normal monthly charge for a period of one month, though if we are able to replace your days with another child, we will reduce your invoice immediately.
9. Fees at Hayeswick Day Nursery are reviewed every six months, where increases may be made to the nursery fee.
10. When a child moves to a different age group, fees will be adjusted for the month following the child's birthday, except when they become 3: then, the fee will change the **term** after their third birthday (in line with Free Early Education)
11. As the nursery insurance only applies from 8.00 am to 6.00pm children cannot be accepted outside these hours. In addition, a charge of £15.00 per 15 minutes or part thereof will be levied at the time of collection for parents who collect their child after the stated time. We regret that parents who consistently collect their child after the stated time may lose their place.
12. Notification of reason for absence is required.
13. Children with bad colds, throat infections on antibiotics, or with an infectious disease must remain at home for the quarantine period. Children with stomach upsets must remain at home for 48 hours after the last bout of sickness or diarrhoea. Children with conjunctivitis must seek medical advice and children under 2 must remain at home for a minimum of 24 hours. Children on antibiotics may attend nursery from the third day of the course, providing they are well enough to do so. Please note that staff will not administer any NON -prescribed medication. Except for in the event of a raised temperature, we will ring you immediately to ask your permission to administer one dosage of Calpol. If your child's temperature

does not fall sufficiently within 30 minutes, we will ask you to collect your child immediately.

14. Please notify us immediately if you change your address, telephone number (work or home) or change your doctor.
15. For babies under the age of one parents need to provide food for mealtimes (breakfast/snack/lunch and tea).
16. Parents/carers to provide all nappies/creams and wipes.
17. We strongly recommend that you label all clothing clearly to avoid any misunderstanding. The Nursery regrets that it cannot accept responsibility for the loss of any items of clothing. Babies' bottles and containers should also be clearly marked.
18. Every care is taken to protect children's clothing during creative activities, but it is inevitable that the occasional accident will occur. Therefore, it is important that all children must be provided with a spare set of clothing (no plastic bags please). We regret that we do not accept responsibility for soiled or damaged clothing (please dress your child accordingly)
19. As part of our policy of non violence, we request that parents do not allow their children to bring toy weapons or any toy which encourages violence or may disturb other children.
20. When entering and leaving the nursery please ensure all gates and doors are securely closed behind you at all times.
21. We have a No Mobile Phone Policy, so we ask that these are switched off whilst inside the nursery premises.
22. As part of our child protection procedures we ask that you do not employ Hayeswick staff to undertake any babysitting duties, to socialise out of working hours or to befriend them on social internet sites such as 'Facebook or Twitter'.
23. It is imperative that we are informed in advance of any change to your collection arrangements, as we will not release your child to any person other than those you have nominated.

24. A minimum of 2 days is required to secure a place for a baby under the age of 2. A minimum of 2 days, or 3 sessions is required to secure a place for a child over the age of 2.

25. Information obtained from Hayeswick concerning place availability will not be binding unless it is in writing.

26. In the event of adverse weather, Hayeswick reserves the right to reduce hours of operation, or close for health and safety reasons. During such conditions, parents should check their email from [Hayeswick@googlemail.com](mailto:Hayeswick@googlemail.com) at 7.30 a.m. for related information.

27. We regret that we do not accept responsibility for items left in our pram shed.

For and on behalf of .....

Signed for Parents ..... date.....

Signed for Nursery ..... date.....



<b>Person(s) to whom custody of the child should not be given:</b>	
<b>Persons who have permission to collect my child</b>	
1. ....(Relationship to child).....Tel no: .....	
2. ....(Relationship to child).....Tel no: .....	
3. ....(Relationship to child).....Tel no: .....	
Password to be used.....	
<b>I give permission for:</b>	
a. Records to be kept on my child's development and progress	yes/no
b. Observations to be carried as part of NVQ training and child individual play and care plans	yes/no
c. Photographs to be to be used within the nursery i.e. name labels and children's profile.	yes/no
d. Photographs for our newsletter and occasionally for the local press.	yes/no
e. Transfer records to be passed on to my child's next setting.....	yes/no
f. Calpol to be administered in an emergency situation.....	yes/no
g. My child to be taken out of the nursery, on various trips, by a qualified member of staff (E.g. the local park, library, posting a letter, life experiences etc.).....	yes/no
h. The nursery staff to liaise with any professionals already involved with my child.....	yes/no
<b>Signature</b> (parent/guardian).....	
<b>Medical details:</b> .....	
Is your child a vegetarian? YES/NO	
<b>Allergies/dietary needs/food likes and dislikes:</b> .....(NB: food to be provided by parent/carer for babies under one year)	
Does your child need a daytime sleep? Times.....am .....pm	
<b>Emergency consent</b> (when a parent cannot be contacted) for hospital treatment: please sign:	
<b>I, the parent/guardian, give my consent for hospital treatment.</b>	
Signature.....Date: .....	
<b>Does your child have any Special Educational Needs? Yes/no</b>	
Details:	
<b>English as an additional language? Yes/No</b>	
<b>Please help us to reduce the chance of losing your child's property</b> by ensuring all your child's belongings are clearly labelled, including clothes, footwear, cups, bottles and containers.	
Please return this form and signed Nursery Conditions to: Hayeswick Nursery, Farnborough Methodist Church, Starts Hill Road, Farnborough, Kent, BR6 7AS. (Alternatively, scan and email). Please, also transfer the £35 non-refundable registration fee by bacs to "Hayeswick Ltd", Acc. 41781092, sort code 090666, using your child's full name as the payment reference.	