

# HEATHCOTE HOUSE BABY CARE

## PROSPECTUS



Southbroom Road (The Old College), Devizes, Wiltshire SN10 5AB

Tel: 01380 725080 (Nursery)      01727 229729 (Admin)  
enquiries@heathcotehousenursery.co.uk      admin@heathcotehousenursery.co.uk  
Website: [www.heathcotehousenursery.co.uk](http://www.heathcotehousenursery.co.uk)



# HEATHCOTE HOUSE BABY CARE



## INTRODUCTION

Heathcote House Nursery & Pre School has been established for over 30 years, moving in 2019 to our current location, situated near to Southbroom Infants School, between Devizes Leisure Centre and the Fire Station. We have a superb outdoor play area offering the children both soft and hard surfaces and our own wooded area for outdoor learning opportunities. While encouraging walking and cycling, we can also offer parents a safe parking area for drop off and pick up. At Heathcote House Baby Care we can provide for up to 18 children from age 3 months. Operating as a separate facility alongside our Nursery, most children move into Heathcote House Nursery & Pre School at age 2 years. We open from 7.45am to 6.00pm all year, closing only for Bank Holidays and the week after Christmas.

Our modern school building is purpose designed and we offer a friendly family atmosphere to both the children in our care and their parents. We try to meet all your childrens needs by providing a safe, happy, stimulating environment (which is regularly inspected by OFSTED) constantly monitoring their progress and sharing our observations with you daily, at our regular parents evenings and at any other time you or we feel is appropriate.

Our team of staff has only one job (unlike busy parents) which is to ensure the children remain safe, enjoy themselves, and gain valuable experiences from their stay with us to take into later life.

### **The benefits your child will receive:**

1. Our main goal is to provide the best care possible for your child. This includes support, advice and close liaison with you at any time.
2. We have a small, close-knit and very friendly team, all of whom are carefully vetted and police checked.
3. We have a high proportion of qualified and experienced staff. All our Baby Care staff are Paediatric 1<sup>st</sup> Aid trained and have a Food Hygiene Certificate.
4. We offer the children individual attention, with a minimum ratio of one staff member to three children.
5. Children are in small groups to help individual development needs, and topics and activities are carefully chosen to enable your child to progress and ensure a smooth transition to Nursery.
6. We have a key-worker system for monitoring and reporting your child's progress.
7. We have a dedicated baby play area within our spacious grounds
8. We provide a freshly cooked, balanced, nutritional diet and cater for all allergies and compelling cultural needs. (Formula milk is **not** provided).

### **Settling In Visits for New Children**

We encourage parents to bring their child for one or two short sessions before they are due to start at Nursery. These preliminary visits will be arranged for you by the Principal/Deputy, either on registration or nearer to your child's start date.



# HEATHCOTE HOUSE BABY CARE

## MISSION STATEMENT

**It is our aim at Heathcote House Nursery & Pre-School, Baby Care, to offer the highest standard of care for all children in the setting.**

**We try to ensure that the children are happy, confident, and well-mannered, whilst being progressively encouraged to develop their learning skills through structured play, in a caring family atmosphere. Caring for the children “in loco parentis” and offering them our loving attention is a vitally important aspect of our overall philosophy and great attention is devoted to this.**

**To attain this aim our principal objectives are to provide the highest quality in staff, environment, equipment and standards to ensure that Heathcote House Nursery & Pre-School provides the best “Educare” available for your child, and thus maximises your child’s wellbeing.**

## TO ACHIEVE OUR AIMS

We are committed to working, together with parents, to provide a stimulating and enabling, fun-filled environment where each child has the opportunity to become a happy, confident, independent learner within the safety of our nursery setting. We seek to promote within each child a well-balanced positive attitude towards life and learning, the desire to communicate, and respect for individual differences.

## POLICIES AND CURRICULUM STATEMENTS

Our Behaviour Policy is included as part of our prospectus information. Copies of all other policies are always available for inspection at the Nursery on request.

### **Complaints**

We will listen to and try to address any complaint you may have. Should you not be satisfied having escalated the matter to a written complaint and response from the Nursery management; for care issues, please contact the Ofsted Helpline 0300 123 1231. E-mail: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

For administration issues please contact Wiltshire Early Years 0300 003 4561.  
E-mail: [earlyyears@wiltshire.gov.uk](mailto:earlyyears@wiltshire.gov.uk)



# HEATHCOTE HOUSE BABY CARE

## THE SEVEN AREAS OF LEARNING

### Early Years Foundation Stage

The Early Years Foundation Stage is the government guidance that our Nursery follows. This guidance seeks to ensure that all children have the best possible start to their learning. There are seven areas of learning and development that must shape educational programmes in early years settings. These are split into two categories, Prime and Specific.

#### **Prime Areas**

The Prime areas, listed below, focus primarily on children aged 0-3 and are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

**Communication and Language** – involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

**Physical Development** – involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

**Personal, Social and Emotional Development** – involves helping children to develop a positive sense of themselves, and others, to form positive relationships and develop respect for others, to develop social skills and learn how to manage their feelings, to understand appropriate behaviour in groups and to have confidence in their own abilities.

#### **Specific Areas**

Children aged 3 and over are supported in four Specific areas, through which the three Prime areas are strengthened and applied. The Specific areas are:

- Literacy
- Mathematics
- Understanding the world; and
- Expressive arts and design

**Literacy** – involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

**Mathematics** – involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.

**Understanding the World** – involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive arts and design** – involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.



# HEATHCOTE HOUSE BABY CARE

## BEHAVIOUR POLICY

At Heathcote House Baby Care, we share the belief that both children and adults develop best in a well-structured environment in which everyone knows what is expected of them.

It is expected that all children who attend Heathcote House feel free to play and learn without being or feeling threatened by anyone else.

Our aim is to encourage children to become self-disciplined and confident in a caring, supportive environment.

In order to achieve this:

- We ensure we consistently apply rules concerning behaviour across the nursery, and ensure that all children are aware of what is “acceptable” behaviour in nursery.
- We provide children with positive role models with regard to care and courtesy within the nursery.
- We praise and endorse desirable behaviour within the nursery i.e. kindness to others, willingness to share.

When children behave in an unacceptable manner we:

- Provide the child with one to one adult support, encourage them to identify the unacceptable behaviour, and if age and stage appropriate we help the child consider how they can make it right/the other child feel better.
- Explain and reinforce that it was the action/behaviour that is unacceptable, not the child.
- Deal with recurring problems in partnership with the parents.
- Avoid where possible the raising of voices/shouting.
- Would never use any form of physical punishment i.e. smacking.

Where physical intervention is used for the purposes of averting immediate danger or personal injury to any person (including the child), or if absolutely necessary to manage a child’s behaviour, staff at Heathcote must record the incident. Where physical intervention is used parents will be informed on the same day or as soon as reasonably practicable.



# HEATHCOTE HOUSE BABY CARE

## OPERATING TIMES

<b>Full Day</b>	7.45am	–	6.00pm
<b>Lunch</b> (approx)	11.45am	–	12.30pm
<b>Morning</b>	7.45am	–	1.00pm
<b>Afternoon</b>	1.00pm	–	6.00pm

### **Open Every Weekday**

except the period between Christmas and New Year;  
and Bank Holidays listed below:

New Year's Day

Good Friday

Easter Monday

Early May Bank Holiday

Late May Bank Holiday

August Bank Holiday

Christmas Day

Boxing Day



# HEATHCOTE HOUSE BABY CARE

## DAILY ROUTINE

<b>07.45 – 9.00</b>	Free play – Breakfast available until 8.30am/9am.
<b>09.00 – 10.15</b>	Planned activities / messy play
<b>10.15 – 10.30</b>	Story time/ Singing followed by snack time
<b>10.30 – 11.30</b>	Outside play / Walk
<b>11.30 - 11.45</b>	Story time / Singing
<b>11.45 – 12.30</b>	Lunch
<b>12.30 – 2.00</b>	Sleep Period / Quiet time
<b>2.00 – 3.00</b>	Musical instruments / Messy Play / Child Led Activities
<b>3.00 - 3.15</b>	Story Time / Singing followed by snack time
<b>3.15 – 4.30</b>	Outside Play / Music and Movement / Messy play
<b>4.30 – 5.00</b>	Tea
<b>5.00 – 6.00</b>	Free play until nursery closes

**Note:**

This routine is always subject to variation in accordance with the needs of the children in our care.



# HEATHCOTE HOUSE BABY CARE

## STAFFING

**PROPRIETORS:** MR K M HUDSON, FCA & MRS J E HUDSON

**PRINCIPAL:** Mrs Stephanie Davies, BA Hons NVQ3  
Safeguarding Lead 20 years childcare experience

**Deputy  
Social Care/  
Grants Coordinator** Mrs Kelly Rogalski, NVQ3  
25 years childcare experience

**Under 3 Age  
Group Leader:** Miss Hayley Chan, CACHE Dip 3  
11 years childcare experience

**Team Captain  
Babies -** Miss Rebecca Lewis, CYPW Dip 3  
9 years childcare experience

**Babies Team:** Ms Amanda Batten, BA Hons  
Nursery Nurse  
23 years childcare experience

Mrs Sue Dodds, NVQ3  
Nursery Nurse  
10 years childcare experience

Miss Sophie Meadows NVQ3  
3 years childcare experience

Ms Chloe Watts  
Student Nursery Nurse

**ADDITIONAL STAFF:** Mrs Joyce Lewis, Food Hygiene Cert  
Cook





# HEATHCOTE HOUSE BABY CARE

## Summary of Our Childcare Offers from 3<sup>rd</sup> April 2023

### Age 3 Months – 2 Years

1. **Full Day Care** = All Year = 51 Weeks  
Sessions = Full Morning, Afternoon, Day, Week:- Times and Prices – See Scale of Charges.
2. **Term Time Only** (Only by special request in Baby Care) = 39 Weeks per Wiltshire School Terms.  
Sessions = T.T.O. Morning, Afternoon, Day:- Times and Prices – On Application.

All sessions are allocated in full (even if not attended for the complete time shown) and will be charged in full.

All hours required at the beginning or end of the published session times, if available, will be treated as additional to the session and charged at the additional hours rate. (Sessions cannot be adjusted by “swapping” hours).

Full Time sessions and prices per the Scale of Charges cannot be substituted for Term Time Only requirements and vice versa.

Change in provision from Full Day Care to Term Time Only and vice versa requires re-application (See Terms and Conditions) as they are fundamentally different offers.



# HEATHCOTE HOUSE BABY CARE

## FEES

Age 3 months – 2 years

**Scale of Charges from 3<sup>rd</sup> April 2023**

(To be read in conjunction with our published Terms and Conditions)

<b>Morning</b> 7.45am - 1.00pm	£ 34.50	(if available)
<b>Afternoon</b> 1.00pm - 6.00pm	£ 34.50	(if available)
<b>Full Day</b> 7.45am - 6.00pm	£ 56.75	
<b>Full Week</b> 7.45am - 6.00pm	£ 255.00	
<b>Full Time</b> Calendar Monthly Equivalent Rate	£1,083.75	
<b>Additional Hours - added to full morning or afternoon sessions:</b>		
	£9.00/hour <u>or part hour</u>	(if available)

The above **includes the provision of all food and nappies** but excludes Formula Milk.

For **further details** relating to fees and registration please see Additional Terms overleaf and refer to our Terms & Conditions.

Heathcote House is open for 51 weeks (closing between Christmas & New Year).

These charges will apply from 3<sup>rd</sup> April 2023 and our aim is to maintain them for at least a year, ie to the beginning of Summer Term 2024.



# HEATHCOTE HOUSE BABY CARE

## FEES

### Age 3 months – 2 years

### Scale of Charges from 3<sup>rd</sup> April 2023

(To be read in conjunction with our published Terms and Conditions)

#### ADDITIONAL TERMS

#### Registration:

#### **Fee Payable:**

Upon completion of the application form for a new place (non refundable) £ 40.00

#### **Deposit:**

Payable on Registration. Fully refundable when child leaves Heathcote House – provided our terms and conditions have been adhered to.

For attendance levels as follows:

1	Day per week	£150.00
2/3	Days per week	£200.00
4	Days or Full Time	£250.00

#### Absence and Holidays

All absences are chargeable – any replacement session must be booked as an “Extra” if available. Swaps are NOT permitted.

Bank / Public Holidays: These are not charged for because:  
Full week Full Day Care fees are calculated to exclude charges for these days.

Part Time Full Day Care – children may change their usual session by request if it falls on a Bank Holiday for a day within 10 days of the Bank Holiday - (subject to availability). However no reduction to the weekly charge may be made.

#### Notice:

1. 4 Calendar months (a full term equivalent) notice must be received **in writing** for any reduction in times or sessions (ie no changes within the term).
2. A full calendar month notice (or payment in lieu) must be received **in writing** before a child leaves Heathcote House.

**Sibling Discount** - 10% reduction is applied to the fees of the oldest child attending Heathcote House; provided the younger child attends an equal or greater number of sessions per week.

#### **Prompt Payment Rebate**

1.75% rebate will be applied to the termly fee charged and paid in full, at the end of the term. All payments for the term must be made in full by the due dates as shown on the termly bill.

**Late Collection** - We reserve the right to charge in the case of late collection £10.00 per hour **or part hour**.

**Late Payments** - We reserve the right to charge in the case of late payment £25.00 for the 1<sup>st</sup> week or part week. Interest will be charged thereafter.

These charges will apply from 3<sup>rd</sup> April 2023 and our aim is to maintain them for at least a year, ie to the beginning of Summer Term 2024.



# HEATHCOTE HOUSE BABY CARE

## FEES

### Age 3 months – 2 years

### Scale of Charges from 3<sup>rd</sup> April 2023

(To be read in conjunction with our published Terms and Conditions)

#### ADDITIONAL TERMS

##### Calculation and Payment of Fees

##### Full Time Care

The year is divided into 3 Terms: Summer, Autumn & Spring. We issue a Bill/Contract for each term. Due date for payment is the 20<sup>th</sup> of each calendar month payable in advance (ie 20<sup>th</sup> January pays February fees). Preferred method of payment is Standing Order (forms are provided). Amount payable on the due date is the calculated Payment Value.

Payment Value = Session Cost x No of Sessions = Weekly Fee  
Weekly Fee x number of weeks in Term ÷ number of calendar months in Term = Payment Value

This is not the exact fee due each calendar month, but is the figure calculated to be equal for each payment during the term.

Each Bill/Contract must be signed by the Parent/Guardian – to agree the attendance pattern & Payment Value.

Actual Fees due are in accordance with our Scale of Charges for the actual attendance booked. These are reconciled to payments made from time to time and any adjustment required is notified accordingly.

Fees take into account Bank Holidays – which are not chargeable as:

Full Week Fees are pre-adjusted.

Part Week Fees are charged in accordance with sessions booked. Any session which falls on a Bank Holiday may be exchanged by request for another day within 10 days of the Bank Holiday – subject to availability.

However no reduction to the weekly charge may be made.

##### Term Time Only

This attendance pattern is only available by special request in the Baby Unit.

Bank Holidays are neither attended nor chargeable and are adjusted as applicable.

Payment Value = Session Cost x number of sessions x number of Term weeks ÷ 3 = Payment Value

Payment Dates for Term Time Only:

Summer Term = 20<sup>th</sup> April, 20<sup>th</sup> May, 20<sup>th</sup> June.

Autumn Term = 20<sup>th</sup> August, 20<sup>th</sup> September, 20<sup>th</sup> October.

Spring Term = 20<sup>th</sup> December, 20<sup>th</sup> January, 20<sup>th</sup> February.

Payment Values for Term Time Only are actual and the Payment Dates are fixed.



# HEATHCOTE HOUSE BABY CARE

Age 3 months – 2 years

## CHILDCARE VOUCHER / TAX FREE CREDIT PAYMENT INFORMATION

Heathcote House accepts Childcare Voucher payments covering all or part of the cost of childcare. There are various companies who provide the service via your employer's personnel / payroll department in accordance with HMRC rules.

The voucher payments are issued in place of part of your salary which is "sacrificed".

This is now being phased out and replaced over time by Tax Free Childcare Credit (see [www.gov.uk](http://www.gov.uk)).

Under the new scheme HMRC will add the appropriate credit to your funds held in a special bank account for the payment of day care provision.

There are currently nearly 20 child care voucher payment providers – of whom the best known are:

Allsave, Care 4, Computershare, Edenred, Kiddivouchers, Fideliti, Sodexo

We do accept voucher payments from other providers, but please check that we hold an account with them first.

**Please note:** It remains the parent's responsibility to ensure that we receive the voucher payment / Tax Free Childcare payment by the due date in accordance with our Terms & Conditions.



# HEATHCOTE HOUSE BABY CARE

## Age 3 months – 2 years

### TERMS & CONDITIONS

1. Upon Registration and our acceptance of the deposit the place is secured. Any delay of more than 1 month to the start date requested by the parents may mean we are unable to hold the place open. Non take up of the place forfeits the deposit. Registration fee is payable for each new place applied for (Change in type of provision between ie. Full Day Care and Term Time Only or vice versa will require a new application).
2. Fees are payable in accordance with the current published Scale of Charges. Failure to comply with these financial requirements constitutes a breach of contract and may result in your child being refused entry to Heathcote House. We will issue a notification of monthly charges upon joining, then a bill/ contract at the beginning of each term, and finally, upon your child leaving we will produce a full reconciliation which takes into account any anomalies ie part weeks, and under/over payments. Other "Invoices"/Reconciliations may be provided on request, but these will **incur a charge of £25.00 each**.
3. **Employment of Heathcote House Staff:**  
**If during the period of your child's attendance or within a period of 9 months thereafter you directly or indirectly employ or engage the services of or permit or allow any member of our staff to provide childcare for your child (or by your endeavours for a child known to you) such that their services are withdrawn from us, then you shall pay us a figure representing not less than 33% of the relevant gross annual salary as compensation for the cost to us of disruption and recruiting and training a suitable replacement.**
4. Childcare Voucher Payments/Government Tax Free Credit payments are accepted for payment of all or part of the Nursery fees (See Childcare Voucher Payment/ Tax Free Credit Information). **However the parent remains responsible for ensuring that total fees due in accordance with our Scale of Charges are paid by the due date** (wherever they may be paid from).
5. Sibling Discount. Reduction will be applied to the oldest child's fee, while the younger child attends for a greater or equal number of sessions per week.
6. Absence and Holidays – no reduction in fees is made.
7. Bank/Public Holidays and the week between Christmas and New Year. The Nursery is closed and no charge is made for these periods. Fees are pre-adjusted or alternative days may be offered as appropriate, however no reduction may be made to the weekly charge.
8. Extra sessions (subject to availability) may be booked and will be separately billed and must be paid separately from fees for routine attendance.
9. Session swaps are NOT permitted.
10. Late Collection of Child. We reserve the right to make a charge (see Scale of Charges). Please note that if you fail to contact us until after the session is finished we are required to notify Social Services.
11. Late Payment of Fees. We reserve the right to levy a charge of £25 immediately in the case of late payment. This charge will cover a delay in payment up to one week. If full payment of fees due and late payment charges have not been received within one week further charges of 8% of the balance outstanding will be added weekly. We urge parents who may experience temporary difficulties to contact our administration office before they miss a payment or as soon as possible afterwards so that we may help formulate a solution. Late payment could result in your child being refused entry to the Nursery.
12. Notice
  - (a) A full calendar month notice in writing is required before leaving. Payment in lieu will otherwise be required and any deposit held may be used towards this.
  - (b) 4 Calendar months (a full term equivalent) notice must be received in writing for any reduction in times or sessions.
13. Inclusive Provision
  - (a) Our Full Day Care fees include provision of all hot food, snacks and refreshments (including government funded milk) during the day. We work with parents to ensure children with allergies and compelling (eg religious) preferences can be accommodated. Parents are requested not to allow their children to bring snacks or sweets into Heathcote House, to avoid adversely affecting anyone else.
  - (b) Our fees include provision of nappies, wipes and associated creams. Should parents require a brand of nappy different to our usual supply they may supply their own. There is no reduction of fees if items are supplied by parents.
  - (c) The same provision is made for Term Time Only children – as appropriate for the time of day attended.
14. Formula Milk: We believe that in the best interest of your baby the formula feeds should be supplied by the parent to ensure there is no variation from those given at home. Our staff will strive to ensure that you are given all possible assistance during this particularly demanding time.
15. Your child will only be released into the care of two persons named on the Applicant Record, the only exception being the Local Emergency Contact if necessary (and suitable password/security procedure will be followed).
16. Before acceptance of your child into Heathcote House a member of staff must see a copy of the child's Birth Certificate and the Red Book of Immunisations. Full & up to date Vaccination is required unless there is a medical reason to the contrary, confirmed by your family doctor.
17. In the interest of the welfare of all the children, entry may be refused to your child for any period during which he/she is diagnosed as infectious. (See Health & Safety Policy).
18. Medication will only be administered in accordance with full written instructions from the Doctor/Parent/Guardian (See Medication Procedure Policy).
19. Your child must bring a complete change of indoor clothes, clearly marked, to be retained at Heathcote House, in a bag provided, for emergency use and wear adequate outdoor clothes for outdoor play in the prevailing weather conditions.
20. We ask that the children do not bring their own toys (except for special "Show and Tell" times) as broken or lost toys cause disappointment.
21. Heathcote House will organise activities outside the Nursery premises from time to time. These will be conducted with at least the child to staff ratio recommended by the Children and Families Act 2014. Parental consent is required before the child can participate.
22. Heathcote House Nursery is unable to accept any liability for any loss or damage to personal property brought onto its premises.

**Note:** Reference to: Parents, you, your, all relate to the Parent/Legal Guardian

Reference to: Heathcote, we our, the Nursery: all relate to Heathcote House Nursery and Pre-School and Heathcote House Babycare



# HEATHCOTE HOUSE BABY CARE

## COMPLAINTS PROCEDURE

### A. Care/Welfare of your child

1. Make initial complaint to appropriate member of staff.
2. If not satisfied, write to the Principal.
3. If still not satisfied write to the Proprietor.

There will be an internal investigation led by the Principal. The complainant will be notified of the outcome within 28 days of the nursery having received the initial complaint.

4. Should there still be a problem you should contact the Ofsted Helpline on 03001231231 or write to them at:

The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester, M1 2WD

E-mail: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

### B. Administration/Fees/Funding concerning your child

1. Make initial complaint to the Business Manager.
2. If not satisfied write to the Director.

There will be an internal review led by the Business Manager. The complainant will be notified of the outcome within 28 days of the initial complaint.

3. Should there still be a problem you should contact Wiltshire Early Years Team:

**Telephone:** 0300 003 4561

**By post:**

Early Years and Childcare  
Commissioning Families and Children  
County Hall  
Bythesea Road  
Trowbridge  
BA14 8JN

**Email:** [earlyyears@wiltshire.gov.uk](mailto:earlyyears@wiltshire.gov.uk)



# HEATHCOTE HOUSE BABY CARE

## PRIVACY NOTICE

### (General Data Protection regulation 2018)

Heathcote House Nursery & Pre-School (We) may collect and hold information about you (The Parent); your partner; and your child. This is done for the purpose of providing day care for your child – in accordance with our prospectus and terms and conditions. Data is also collected so that we may assist you to participate in Government/Local Authority schemes concerning either the health and welfare of your child, or financial benefits to you. We ask you to notify us of any changes as quickly as possible and will ask you to confirm details from time to time.

An up-to-date copy of this notice will be obtainable by writing to the: -  
Lead Compliance Clerk, Heathcote House Nursery & Pre-School, 6 Lemsford Road, St Albans, AL1 3PB

We will notify you of any significant changes to this Notice.

We will only collect information from the following:

- You (or someone appointed by you)
- Government Agencies/Departments
- Credit Approval / Debt Collection Agencies
- Previous Day Care Providers

We do not seek information about you from any unrelated third, party, and will never share it with any third party (beyond the agencies mentioned above).

We never transfer your data abroad; we never sell it; we have procedures in place; to safely store it as long as is legally required, and eventually securely destroy it.

We will never ask you for your bank account details.

All data collected and held, is retained in our own administration office and the appropriate room for your child, and for the purposes above. We do not use e-mail or social media to transfer your data. The only exceptions to this are:

1. Via encrypted file to one of the above agencies.
2. To you, in reply to your request for information.

You have the right to access the data, and rectify any inaccuracies.

Any complaint concerning data protection should be addressed in writing to:

Lead Compliance Clerk, Heathcote House Nursery & Pre-School, 6 Lemsford Road, St Albans, AL1 3PB





# HEATHCOTE HOUSE BABY CARE

## SAMPLE WEEKLY MENU

Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning Snack</b>	Dried Fruit	Pineapple & Breadstick	Melon & Digestive	Malt Loaf	Apple Wedges & Ritz Cracker
<b>Lunch</b>	Spaghetti Bolognese Broccoli (Veg Bolognese)  Baked Jam Sponge & Custard	Chicken Curry & Rice (homemade)  Fresh Fruit Salad	Tuna & Tomato Pasta Bake & Mixed Vegetables  Baked Rice Pudding	Baked Ham & Pineapple, Peas, Boiled Potatoes  Lemon Pie	Quiche Lorraine, Carrots, Sweetcorn  Apple & Raisins with Cream
<b>Afternoon Snack</b>	Apple Wedges & Rich Tea	Cheese Spread on Crackers	Carrot sticks and Breadstick	Cheese & Apple	Pitta Bread & Marmite
<b>Tea</b>	Crudit�: Cucumber sticks Baked beans with bread and butter  Fresh Fruit	Crudit�: Tomato Wedges Cheesy Pizza & Salad  Fresh Fruit	Crudit�: Courgette Jacket Potato  Yoghurt	Crudit�: Red Pepper Cous Cous  Fresh Fruit	Crudit�: Mushroom Mixed Sandwiches  Fresh Fruit

**Note: An alternative will be prepared separately for children with medical conditions.**