

# HEATHCOTE HOUSE NURSERY and PRE-SCHOOL

## PROSPECTUS



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

Tel: 01380 725080 (Nursery)    01380 729922 (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. We can also offer parents a large, safe parking area for drop off and pick up. At Heathcote House Baby Care we can provide for up to 18 children aged from 3 months. Operating as a separate unit within Heathcote House Nursery and Pre-School, most children will move into the Nursery when 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 children's 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 ratios from one staff member to three children to a maximum of one member of staff to six children.
5. Children are in small groups to help individual development needs.
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).

## **Preliminary 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 can be arranged on registration, or later by telephone.

# **MISSION STATEMENT**

**It is our aim at Heathcote House Nursery and Pre-School (and 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 and 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**

Should you wish to take a complaint beyond the Nursery management, please contact the Ofsted Helpline: 0845 601 4771.

# THE SEVEN AREAS OF LEARNING

## Early Years Foundation Stage

The **Early Years Foundation Stage** is the government guidance that our Nursery follows. The guidance ensures that all children have the best possible start to 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. The Prime areas listed below focus 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.

### Prime Areas

**Communication and Language** – involves giving children opportunities to experience a rich language environment, to develop their confidence and skill 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 applied and strengthened. 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.

# BEHAVIOUR POLICY

At Heathcote House Nursery and Pre-School we believe that both children and adults develop best in a well ordered environment in which everyone knows what is expected of them.

It is desirable for children to play and learn freely without fear of being threatened by anyone else.

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

In order to achieve this:

- All adults will ensure that rules concerning behaviour are applied consistently so that children know what is expected and feel secure.
- All adults will try to provide a positive model for the children with regard to friendliness, care and courtesy
- Adults in the Nursery will praise and endorse desirable behaviour such as kindness and willingness to share.

When children behave in unacceptable ways:

- Physical punishment such as smacking will not be used or threatened
- Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern
- In cases of serious misbehaviour such as racial or other abuse, the unacceptability of the behaviour and attitudes will be explained immediately to the child concerned.
- In any case of misbehaviour, it will always be made clear to the child or children concerned that it is the behaviour that is undesirable in the Nursery and not the child.
- Adults will avoid shouting or raising their voices in a threatening way.
- Any behaviour problems will be handled appropriately according to the child's level of maturity and understanding.
- Recurring problems will be dealt with in partnership with the child's parents.
- Adults will be aware that some kinds of behaviour may arise from a child's special needs.

# NURSERY

## OPERATING TIMES

### Full Day Care

<b>Full Day</b>	7.45am	–	6.00pm
<b>Lunch</b> (approx)	12.00am	–	12.30pm
<b>Morning</b>	7.45am	–	1.00pm
<b>Afternoon</b>	1.00pm	–	6.00pm

### Term Time Only

<b>Term Time Day</b>	9.00am	–	3.00pm
<b>Morning</b>	9.00am	–	12.00pm
<b>Afternoon</b>	12.00pm	–	3.00pm

### **Open Every Weekday**

except the period between Christmas and New Year, and Bank Holidays:

New Year's Day

Good Friday

Easter Monday

Early May Bank Holiday

Late May Bank Holiday

August Bank Holiday

Christmas Day

Boxing Day

# NURSERY

## DAILY ROUTINE

<b>07.45 – 8.30</b>	Nursery opens – Breakfast available
<b>08.30 – 9.00</b>	Free play
<b>09.00 – 10.15</b>	Structured play
<b>10.15 – 10.30</b>	Snack / milk
<b>10.30 – 11.50</b>	Messy room activities / child led activities / outside play / walk
<b>11.50 – 12.00</b>	Story time / singing
<b>12.00 – 12.30</b>	Lunch
<b>12.30 – 2.00</b>	Sleep period / quiet time
<b>2.00 – 3.00</b>	Musical instruments, singing outdoor play or messy play / child led activities
<b>3.00 - 3.15</b>	Snack time
<b>3.15 – 4.30</b>	Adult led activities
<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.

# STAFFING

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

**PRINCIPALS:**  
**Safeguarding Leads**  
**Miss Stephanie Hall**  
**Foundation Degree**  
**NVQ3 Early Years Childcare & Education**  
17 years childcare experience

**Mrs Kelly Rogalski**  
**NVQ3 Early Years Childcare & Education**  
18 years childcare experience

**SENIOR STAFF:**  
**Miss Sarah Fox NVQ**  
Toddlers Room Leader  
9 years childcare experience

**Miss Abi Limond, CYPW Dip 3**  
Preschool Room Leader  
3 years childcare experience

**QUALIFIED STAFF:**  
**Miss Hayley Chan, CACHE Dip 3**  
3 years childcare experience

**Miss Debbie Hopgood, EYE 3**  
3 years childcare experience

**Miss Tori Boyland, NVQ 3**  
Working towards her degree in Early Years  
4 years childcare experience

**Miss Natasha Revening NVQ 3**  
12 years childcare experience

**Miss Geraldine Hunt CYPW Dip 3**  
3 years childcare experience

**Miss Amy Mead SSTLS Dip 3**  
3 years childcare experience  
**SENCO**

**Miss Chloe Whittington EYE 3**  
3 years childcare experience

**Mrs Fiona Stevens CACHE Dip 3**  
10 years childcare experience

**Miss Rebecca Lewis CYPW Dip 3**  
4 years childcare experience

**ADDITIONAL STAFF:**  
**Roxanne Blyton**  
Cook, Food Hygiene Cert.

# HEATHCOTE HOUSE NURSERY and PRE-SCHOOL

## FEES Age 2 - 5 Years

### Scale of Charges from 1<sup>st</sup> April 2020

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

In seeking to offer parents as much flexibility as possible – without prejudicing the routines or activities of the children – we offer 2 attendance options:

**Full Day Care -** All Year (51 weeks) – we close between Christmas and New Year.

Full Morning Session	7.45am – 1.00pm	(Includes cooked lunch)	£ 28.50
Full Afternoon Session	1.00pm – 6.00pm	(Includes high tea)	£ 27.50
Full Day	7.45am – 6.00pm	(Includes lunch and tea)	£ 50.75
Full Week (5 days)	7.45am – 6.00pm		£227.50

**Additional Hours:** Added to sessions – if available £ 6.50  
Hour or part hour

**Term Time Only -** 39 Weeks approx (based on Wiltshire School Terms)

Morning	9.00am – 12.00pm	(Excludes cooked lunch)	£ 21.75
Afternoon	12.00pm – 3.00pm	(Includes cooked lunch)	£ 21.75
Term Time Day	9.00am – 3.00pm	(Includes cooked lunch)	£ 38.50

**Additional Hours:** Added to term time day – if available £ 6.50  
Hour or part hour

**Funded Sessions:** Please note that any meal applicable to a fully funded session is chargeable:

Lunch	£ 3.60
High Tea	£ 2.10

**Holiday Club -** Attendance during school term holidays is at same rate as in term time sessions. Must be booked as “Extra sessions”.  
(Up to Age 7)

**Breakfast and After School Clubs**

(5 yrs to 7yrs)	7.45am – 9.00am	(Includes breakfast)	£ 6.50
	3.00pm – 6.00pm	(Includes high tea)	£ 12.50

**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.

**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.

Adjustments relating to Early Years Funding (or any other subsidy) will be shown on the “Termly Contract” as appropriate.

# HEATHCOTE HOUSE NURSERY and PRE-SCHOOL

## FEES

### Age 2 - 5 Years

#### Scale of Charges from 1<sup>st</sup> April 2020

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

#### Registration:

##### **Fee Payable:**

Upon completion of the application form for a new place

£ 40.00

##### **Deposit:**

Payable (or Transferred from previous application less the application fee) 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 swap their usual session 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. A full term notice must be received **in writing** for any reduction in times or sessions.
2. A full calendar month notice (or payment in lieu) must be received **in writing** before a child leaves Heathcote House.

These charges will apply from 1<sup>st</sup> April 2020 and our aim is to maintain them for at least a year, ie to the beginning of the School Summer Term 2021.

Adjustments relating to Early Years Funding (or any other subsidy) will be shown on the “Termly Contract” as appropriate.

# HEATHCOTE HOUSE NURSERY and PRE-SCHOOL

## FEES

### Age 2 - 5 Years

#### Scale of Charges from 1<sup>st</sup> April 2020 (To be read in conjunction with our published Terms and Conditions)

##### Calculation and Payment of Fees

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.

##### **A. Full Day Care**

Funding via Government subsidy is applied 3 times a year. The periods are of unequal length and each one matches 2 school terms plus associated holidays. Because all children from age 2 years could be affected, we use this pattern and draw up 3 "Termly Contracts" each funding year (Summer, Autumn, Spring). Accordingly a term's notice is required for reduction in times or sessions.

##### Payment Value

Per Contract. = Session charges per week x number of Contract weeks ÷ number of payment months for that term

This is not the exact fee due each calendar month, but is the figure calculated to be **equal** for each payment in the contract period.

Each contract must be signed by the Parent/ Guardian – to agree the attendance pattern and 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.

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 swapped for another day within 10 days of the Bank Holiday – subject to availability.

However no reduction to the weekly charge may be made.

Adjustments relating to Early Years Funding (or any other subsidy) will be shown on the "Termly Contract" as appropriate.

# HEATHCOTE HOUSE NURSERY and PRE-SCHOOL

## FEES

### Age 2 - 5 Years

#### Scale of Charges from 1<sup>st</sup> April 2020 (To be read in conjunction with our published Terms and Conditions)

##### (B) Term Time Only

Each "Termly Contract" covers 2 school terms, and both attendance and any fees or subsidy due match the school term dates.

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

Payment Value = Session charges per week x number of contract weeks ÷ 3.

##### Payment Dates

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

These Payment Values are actual and the Payment Dates are fixed.

Adjustments relating to Early Years Funding (or any other subsidy) will be shown on the "Termly Contract" as appropriate.

# HEATHCOTE HOUSE NURSERY and PRE-SCHOOL

## 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 ie. between Full Day Care and Term Time Only or visa versa will require a new application, as will change from Paid For Sessions to Fully Funded).
2. Fees are payable in accordance with the current published Scale of Charges. Failure to comply with these financial requirements constitutes a breach of the contract and may result in your child being refused entry to Heathcote House. We will issue a notification of monthly charges upon joining, then (after age 2) a 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 Credits 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 are paid by the due date** in accordance with our Scale of Charges (wherever they may be paid from).
5. Education Grant/Free Entitlement. This is subsidised provision. It is administered via the Local Education Authority, but is subject to overall control and change by Central Government. Currently it consists of part days and part year only, commencing in the "term" after the child's third birthday. Parents should refer to the relevant C.S.F. publication (currently "Pre-School and Nursery for 2,3 & 4 Year Olds"). Term dates, length and number of sessions are all subject to change. We identify the grant/entitlement on the relevant Termly Contract where applicable. Please note it does not cover the cost of meals or any other services provided, which remain chargeable to the parent.
6. 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.
7. Absence and Holidays – no reduction in fees is made.
8. 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.
9. Extra sessions (subject to availability) may be booked and will be separately billed and must be paid separately from fees for routine attendance.
10. Session swaps are NOT permitted.
11. Late Collection of Child. We reserve the right to make a charge. Please note that if you fail to contact us until after the session is finished we are required to notify Social Services.
12. 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.
13. 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) A full term notice is required in writing before reducing times or sessions.
14. 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.
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 in to Heathcote House a member of staff must see a copy of the child's Birth Certificate and the Red Book of immunisations. Full and 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 for emergency use, in a bag provided, 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:staff ratio recommended by the Children's 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

# CHILDCARE VOUCHER PAYMENT/ TAX FREE CHILDCARE 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. This is now being phased out and replaced over time by Tax Free Childcare (see [www.gov.uk](http://www.gov.uk)).

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

Under the new scheme HMRC will add the appropriate credits 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 by the due date in accordance with our Terms & Conditions.

# Heathcote House Nursery

## SAMPLE WEEKLY MENU

<b>Day</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Morning Snack</b>	Pear & Malted Milk Biscuit	Banana & Digestive Biscuit	Cheese & Cucumber Wedges	Orange Pieces & Breadstick	Apple Wedges & Mixed Dried Fruit
<b>Lunch</b>	Quiche, Sweet corn, Courgettes  Apple Cobbler & Custard	Lasagne, Green Beans  Fruit Trifle	Fisherman's Pie Mixed Vegetables  Fruit Crumble & Custard	Savoury Sausage Pie, Broccoli, Carrots (Veggie Casserole)  Fresh Fruit Medley	Chicken & Mushroom Casserole with rice  Fruit Sponge & Custard
<b>Afternoon Snack</b>	Marmite Crackers & Celery	Apple Wedges & Nectarines	Hummus & Pitta Bread	Chicken Pate Toasties	Celery and Cheese Spread
<b>Tea</b>	Crudités: Tomato Wedges Tuna/Sweetcorn Pasta  Fresh Fruit	Crudités: Broccoli Savoury Muffins  Fromage Frais	Crudités : Celery & Grapes Sausage Roll & Spaghetti  Fresh Fruit	Crudités: Red Pepper Eggy Bread  Yoghurt	Crudités: Carrot Sticks Boiled Egg & Toast  Satsumas

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