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Herefordshire College Nursery

At Herefordshire College Nursery we work closely with parents, guardians and children’s primary carers to ensure the best possible care for each child.

To enable our pre-school children settle in, we help each child to build positive relationships with all staff and we cater for their individual needs, ensuring that they feel secure. This, in turn, supports each child’s learning and development, allowing them to achieve their full potential and be ready to move onto school.

We work within the Early Years Foundation Stage (EYFS) framework, and we cater for all children equally, planning their distinct next steps to support their learning and development.

We offer 2, 3 and 4 year old nursery education funding and can be flexible with hours to suit yours and your child’s needs.

We support all children with further additional needs, working with the family and outside agencies, as required, to ensure the best possible care and support.

All nursery staff are professionally qualified and continuously update their training, ensuring that they have the most relevant, up to date knowledge and information in order to teach the children to a high standard.

Students and volunteers undertake placements with us in a rigorous yet supportive working environment, with high standards of learning set by the staff, to assist their professional development.

All staff, students and volunteers respect and adhere to our policies and embed them into their everyday practice.

# Using the nursery

We can provide places for 35 children per session. We accept children from the age of six months to five years.  Our service is aimed at college students with young children, enabling them to take advantage of various full or part-time courses at the college with the assurance that their child will be well cared for.

We are based on the ground floor of the Folly Lane Campus, with wheelchair friendly access and parking, enabling you to park close by to drop off / collect your child.

We have a lovely garden with a secure canopy, giving your child to access to fresh air and outside physical play on a daily basis in all conditions.

# Sessions and classes We have two rooms in the nursery: **Class 1**is divided into two sections, we have a carpeted area for our younger children from 6 months – 2 years, with the other half of the room for children from 2 – 3 years.  **Class 2** is our pre-school room for children aged 3 - 5 years.

The nursery is open term time only. However, we offer a play-scheme during holidays which runs subject to numbers. Booking forms are issued in advance as spaces are limited.

Nursery sessions

* 8.30am - 1.00pm
* 1.00pm - 5.30pm
* 8.30am - 4.30pm
* 8.30am - 5.30pm

Children’s hours will vary slightly depending on courses undertaken by parents, but please collect your child promptly at the end of each session.

**Please let staff know in advance, if anyone other than yourself is coming to collecting your child.**  We do ask for details on your parent agreement form of other people authorised to collect your child and also a password/photo or if possible, to meet them in person if possible.   This is to maintain high security and safety of your child.

# Admission and settling in

Nursery places are offered at the start of each new academic year (September). Places are offered first to existing parents, then students, then staff and then, if any places are left, they are offered to the general public.

Places are also offered all year round, subject to availability. Your details can go onto our waiting list if enquiring in advance.

We offer settling in sessions for your child, consisting of 2 hours each.  This enables you and your child to meet the staff and other children and to see the range of activities that go on in their room on a daily basis.

Parents are supported in the nursery whilst children settle in, however long this takes. If a child finds it difficult to settle in nursery, staff will always listen to and respect parents’ wishes.

# Parent agreement form

All parents will be given a parent agreement form to complete.  This will ask for all of your child’s contact details, medical details and all other relevant information the nursery needs in order to look after your child to the highest possible standard. These forms are confidential and are only accessible to nursery staff.

We will also give you a routine / information form to let us know your child’s routine through the day with and their likes and dislikes so we can support them in every way.

Please ensure all contact details are kept up to date at all times.

# Safeguarding

At Herefordshire Nursery our main priority is to promote the safeguarding and welfare of all the children, ensuring we protect them and enforce child protection when needed. All of our staff have reference checks and a DBS check before working with the children.  and all staff are fully qualified with a minimum of a Level 2 childcare qualification.

Students and volunteers are also DBS checked before working with any of the children, and they will never be left alone with any of the children. There will always be a member of staff present.

On the notice board in the nursery entrance all policies are displayed for parents/visitors to look through. If at any point you would like a copy of any policies, please request these from the nursery manager and she will provide you with a copy. Parents are invited to add comments/suggestions to policies. Please speak to the nursery manager if you would like to do so.

Our Child Protection Policy states we maintain rigorous procedures for Safeguarding children and expect everyone within the setting to take responsibility for following the procedures and always putting into practice.

We maintain rigorous procedures for Safeguarding children and all staff within the setting will take responsibility and put all policies and procedures into practice at all times, and we will take immediate action should any issues arise.

# Special educational needs and disability

We fully believe in inclusion at Herefordshire nursery so any child that has additional needs a SEND will be fully supported the same as any other child.

We will discuss with parents upon the starting their child’s needs and put any special requirements into place that is required to help the child have a smooth start into nursery.

We will work closely with the parents and any outside agencies continuously to ensure that the child’s learning and development needs are met to help them progress during their time with us.

# Hot Meals/Lunch Boxes

Hot meals are provided at a cost of £2.50 per day, this consists of a hot savoury meal and a pudding. Please ask staff to show you the weekly menu to see the variety of choices for the hot meals and how to book your child a lunch.

If you do not want your child to have a hot meal you can provide a packed lunch for them and we advise a healthy packed lunch that must have an ice pack in the lunch box.

The nursery will provide a morning snack of either a piece of toast or biscuit with milk/ or water and an afternoon snack of either fresh fruit or veg, again with milk or water. If you would like your child to have more of a snack in the afternoon to keep them going until they get home you are welcome to provide extra sandwiches etc.

We also ensure your child has fresh drinking water readily available throughout the day if they need a drink.

If providing a lunch/snacks for your child, **please ensure they do not have any nuts or nut related products, fizzy drinks or chewing gum.**

# Medication and illness

Any medication can only be administered after written consent and instructions from the parent. Please ensure you hand all medication to staff so that it can be stored away safely in either the first aid box or fridge as required. **Never leave it in your child’s bag.**

If a child has been prescribed any antibiotics, you will be asked not to bring your child into nursery until they have been taking them for at least 48 hours.

If your child does appear to be ill whilst at nursery, we will call you to make you aware of the situation and for you to collect your child.

**Please note**: We can only give prescribed medication with a clear label on stating your child’s name and dosage.

**The nursery cannot undertake the care of a sick child.**

If your child has any illness that is contagious, e.g. conjunctivitis, stomach bug, etc. we will ask you to keep them away from nursery for **48 hours** after the symptoms have cleared up.

# Clothing and personal possessions

Please ensure all of your child’s personal belongings are clearly labelled as all articles left at nursery are at owner’s risk, and we do have a lot of children that have the same items.

Parents are to provide disposable nappies, wipes (or cotton wool if that is preferred), creams and spare clothes for their child if needed. and ensure they also have wipes (or cotton wool if that is used) and creams and also spare clothes if needed.

We do not mind if your child brings a comforter into nursery with them.

Can you please ensure no toys are brought in as we cannot be held responsible for lost or broken toys.

However, we may request items/toys to be brought in from home from time to time to support the children’s learning, if required to by the staff but you will be informed what the items will be used for.

# Early years foundation stage

We will work within the Early Years Foundation Stage (EYFS) framework, to ensure that we cater for all children equally and plan their distinct next steps to support their learning and development.

We have weekly plans that show you what activities/toys we are having out for your child everyday –

The activities will be mainly based upon children’s interests – green colour coded means that we have based activities upon the children’s interests and blue colour coded means adult planning to ensure a balance across the curriculum.

Observations on your child will be completed to ensure that staff are noting your child’s interests and linking to weekly plans to encourage development.

All children will have a communication book so we can inform you what they have been doing at nursery and you can pass messages on from home. We would also like feedback and updates if anything changes at home so we can link into how we plan their learning whilst at nursery.

We have learning journal books that we will keep for all children. Observations are completed by your child’s key worker (you will be informed who your child’s key worker is once your child has settled into nursery) and they will also complete a development form at the end of each term that will show you how your child is progressing in the seven areas of learning.

3 development forms per year will be sent out, Autumn term – December, Spring term – March, Summer term – June

The development form will be read through with you, and staff will also inform you of your child’s next steps they will be focusing on in the following terms to support your child’s learning and development. You can also request any areas you would like your child to be supported in at nursery that you are also doing at home to ensure we work together.

You can request to look through your child’s learning journal at any time and you also get to take the book home when your child leaves nursery.

At all times children are able to participate in any activity and learning situation, it is their choice.  Encouragement and guidance are always given to broaden their horizons, enabling self-confidence and awareness to develop.  We appreciate the large step and adjustment a child has to make upon entering school life. We do our very best to prepare children for this, enabling them to move on happily with confidence.  Every effort will be made to support all children with the transition into primary school.

# Fees

For fee rates, please see separate sheets at back of prospectus.  All fees must be paid either weekly or monthly in advance.  Any outstanding fees must be paid by the end of each term or we are unable to offer you a place the following term.  If your child is absent for any reason, full fees apply for the first week and then half fees for any consecutive weeks.

To secure any place there is a £75.00 holding fee which will be taken off your fees upon starting.

We do accept a wide range of childcare vouchers and tax-free childcare payments, so please ask if you would like to pay via any of these.

2, 3 & 4 year old children are also eligible for the nursery education grant, please ask the Nursery Manager for details.

Should you wish to discuss any aspects of the above, please contact The Nursery Manager: Telephone: **01432 365305** | Email: [**doughtys@hlcollege.ac.uk**](mailto:doughtys@hlcollege.ac.uk)  
All fees must be paid either weekly or monthly in advance. Any outstanding fees must be paid by the end of each term or we are unable to offer you a place the following term. If your child is absent for any reason, full fees apply for the first week and then half fees for any consecutive weeks.

We do accept childcare vouchers, please ask if you wish to use any.

Two, three & four year old children are also eligible for the nursery education funding (NEF), please ask the Nursery Manager for details.

**Session Rates (6 months to 2 years)**

| Session | Hours | Student Fees | Other Fees |
| --- | --- | --- | --- |
| 8.30- 1.00 | 4.5 | £21.00 | £23.90 |
| 1.00 - 5.30 | 4.5 | £21.00 | £23.90 |
| 8.30 - 4.30 | 8.0 | £34.00 | £38.60 |
| 8.30 - 5.30 | 9.0 | £36.75 | £42.40 |

**Any additional hours will be charged at an hourly rate of £5.70**

**Session Rates (2 to 3 years)**

| Session | Hours | Student Fees | Other Fees |
| --- | --- | --- | --- |
| 8.30- 1.00 | 4.5 | £20.50 | £22.85 |
| 1.00 - 5.30 | 4.5 | £20.50 | £22.85 |
| 8.30 - 4.30 | 8.0 | £32.30 | £37.55 |
| 8.30 - 5.30 | 9.0 | £36.10 | £41.35 |

**Any additional hours will be charged at an hourly rate of £5.20**

**Session Rates (Over 3 years)**

| Session | Hours | Student Fees | Other Fees |
| --- | --- | --- | --- |
| 8.30- 1.00 | 4.5 | £19.00 | £22.85 |
| 1.00 - 5.30 | 4.5 | £19.00 | £22.85 |
| 8.30 - 4.30 | 8.0 | £31.80 | £37.55 |
| 8.30 - 5.30 | 9.0 | £35.10 | £41.35 |

**Any additional hours will be charged at an hourly rate of £5.20**

**Please note:**

* Holding fee to book any place is £75.00 and this will be taken off fees upon your child starting
* A charge of £25.00 per day will be made to parents whose children are not collected by the end of their session as additional staff costs will be incurred due to the need to maintain staff child ratios
* Fees due must be paid weekly in advance (or monthly in advance if more convenient)
* For Students who are on courses which overlap these sessions, please speak to The Nursery Supervisor
* Lunch is at 12 pm

Should you wish to discuss any aspects of the above, please contact The Nursery Manager.

Telephone: **01432 365305** | Email: [doughtys@hlcollege.ac.uk](mailto:doughtys@hlcollege.ac.uk)