



# Stanstead Mill

DAY NURSERY

**Prospectus**  
2021/22

# Welcome to the family!

**Thank you for your enquiry regarding childcare at Stanstead Mill Day Nursery.**

Enclosed is some information, which hopefully will be of some help in your quest for childcare. If we can be of any further assistance, please do not hesitate to contact us. We take pride in offering a 'home away from home' environment. We strongly suggest a personal viewing if you have not already done so. No appointment is necessary, however if you phone in we will make sure that one of us will be available to see you personally.

**We look forward to meeting you and your child soon.**

# A bit about Stanstead Mill

Stanstead Mill Day Nursery is a small private nursery located in the heart of Stanstead Abbots town centre. We are walking distance to the train station. We take children from 3 months until 5 years old and we are open from 7:30am until 6pm, Monday to Friday all year except for Bank Holidays.

## Our aims are:

- To provide a high level of care for every child and adult in our nursery and to promote equality and value diversity.
- To equip children with the appropriate skills and knowledge they need to carry them on to the next level of development.
- To provide a friendly, welcoming and experience rich environment for every child who will receive the care and attention they need to feel safe and secure.
- To encourage children to communicate and express themselves in their own individual way, whilst showing them how to be kind, to share and behave appropriately to all. By showing children how to do this they will also learn to value and respect people and the environment around them.
- To give each child opportunities in which they can learn, play and communicate with other children and adults.

## What makes us special?

**As we are a small nursery, every child can be given our full attention.**

The relationship built with each child is always special and enables them to feel self-assured in our care.

These relationships grow and change with your child's individual needs and encourages them to become confident in their own abilities. That's why we are special! We want your child to feel that we are home from home and to love spending each day with their extended family.

# Our staff

**Step inside and meet our wonderful team of staff. Our staff have their own special qualities and together they provide a high standard of care through their individual personalities, experience and qualifications.**

We are a 100% first aid trained team. We maintain our knowledge on all aspects of childcare such as child protection and behaviour management. We value further development at all levels. We pride ourselves on having staff who are committed to their professional development. In the team we have a qualified Early Years teacher (EYPS) and most staff hold Level3 qualifications in Care, Learning and Education - Early Years work force.

# Where we play

## Ducklings | 3 months until 20 months

**We have our smallest baby in this lovely light and cosy space. We take 9 Ducklings.**

In this room we spend time following your home routine with your child where possible, including sleeps and milk times.

Your child's keyworker will create a bond with you and your child to ensure that both of you feel happy at nursery. We use Family to share your child's care diary each day and to also share what we have been enjoying during the nursery day.

Each child can explore our toys at their own pace and enjoy lots of stories, singing, sensory play and cuddles.

We have a small garden they can explore and the babies love to spot the ducks and swans in the stream that runs by.

## Swans | 20 months until 3 years old

**This area is well equipped to meet the needs of all the children in the age range. We can take 12 children in this age range and they are provided with continuous play and development opportunities.**

Our staff interact with the children and build close relationships which enable the children to feel comfortable and enjoy their time with us. We especially love getting messy whenever we can!

The staff provide lots of love, comfort and cuddles for our Swans whilst teaching them about boundaries and rules. We encourage all our children to be polite and respect one another and they learn this from a young age.

We plan our activities following all of our children's interests, building upon their skills and moving them along to the next level of development. Most of our Swans sleep after lunch and they also enjoy time in our garden each day. We share what our Swans have been doing each day via Family.

# Where we play

## Kingfishers | 3 years old until school

**This area is for our pre school children. Our aim is to develop positive values, independence and self-confidence.**

We believe children should be encouraged to develop at their own pace and therefore provide many opportunities for them to discover, question, experience, find out, explore, imagine, experiment etc.

Activities are well planned and evaluated; children are regularly observed so their next stage of development can be planned for and encouraged.

We still promote close relationships in the room but especially focus on developing individual personalities and independence. Where possible, we encourage child initiated play during the day where each child can explore the environment at their own level and benefit from the support of our staff and their friends.

You will be provided with a termly plan based around the EYFS curriculum that your child will engage with.

Each session you will receive a Family message to let you know what your Kingfisher has been doing.

# The Early Years Foundation Stage

The EYFS is a 'curriculum' designed for all children under the age of 5 years old. It has been introduced for all children in schools, childminder settings and out of school clubs and nurseries. It is mandatory for childcare settings to provide this.

It is designed to create a positive and consistent approach to your child's care.

We plan on a daily basis to meet the requirements of the EYFS and you can view the whole curriculum here (edited Sept 2021):

[www.gov.uk/government/publications/early-years-foundation-stage-framework--2](http://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)

We see the curriculum as the holistic way we approach looking after your child, from the food we feed them to the people around them. We strive to provide the best environment that considers all the areas of learning.

At Stanstead Mill Day Nursery, your child will be planned for as an individual and we will provide suitable play and learning experiences to meet their needs. This will always be carried out in a fun and exciting way and integrated into our daily routine, these are usually fun activities for all the children to experience together.

We plan for your child as an individual and over their time with us we will record their learning journey via Family. You can expect to see 'wow' moments of your child's day regularly which will link to the characteristics of effective learning.

<https://eyfs.info/articles.html/teaching-and-learning/characteristics-of-effective-learning-play-and-exploration-in-action-r160/>

## Keyworkers

Your child will usually have a key worker who will help to build a very special bond with you and your child. They will be there to provide security for each child and will be the most important home to nursery link.

# Working with parents

**At Stanstead Mill we try to provide a variety of ways for us to work together - after all, you know your child best!**

Firstly, we intend to work with you to settle your child into at their own pace and yours. We aim to follow individual child routines.

We write online care diaries with provide you with important information about your child's care. We also upload our daily activities for you to see.

Other ways we work with parents through regular emails, monthly news letters and our open door policy.

We hold regular coffee mornings, one to ones with your child's keyworker and also have a parents forum, which all our parents are welcome to attend.

## Settling in

**We understand how difficult it is to leave your child with us for the first time. Our priority is to help you and your family feel welcome and relaxed.**

Our settling in sessions are offered free of charge and arranged with you the parents/carers, please feel welcome to telephone at anytime to see how your child is. Each child will be provided with their own settling in period and staff will work with parents during this time to ensure that children are settled into the nursery and enjoy their time with us.

This period of time also provides the opportunity for staff to familiarise themselves with the child's routine which we will follow while they are in our care.

Pre registration visits are also encouraged and parents are welcome to stay with their child in the nursery until they feel happy to leave them in our care.

We will always offer extended settle periods and home visits for children who need them. Our approach is child centred and flexible where possible.



# Policies and procedures

An outline of our policies and procedures can be seen below. If you have any questions regarding our policies or procedures then please do not hesitate to contact the manager. Policies and procedures are updated once a year. Full copies of our recent policies may be obtained upon request.

## Accident/Illness

Any child who is unwell should not be brought into the nursery and we reserve the right to refuse to accept the child until we are satisfied that they are not infectious. Children should not attend if they have vomited, had diarrhoea or a high temperature within a 48 hour period. If a child is taken ill or injured, First Aid will be administered and the parents will be advised.

All accidents will be recorded. Parents will receive a copy of the accident and are asked to sign the nursery copy. If the child requires emergency treatment, the nursery reserves the right to take them to hospital, informing parents as soon as possible. Parents must inform staff of any allergies or relevant information including serious medical conditions that your child has experienced. This information will help us care for your child appropriately.

## Confidentiality

All children's details and information supplied to the nursery by parents will remain confidential. Written forms will be kept in a locked cabinet and accessed only by management and the individual child's parents on request. Please read our Data protection and Full policy for more information.

## Equal Opportunities Policy

Stanstead Mill values each child and adult as an individual and encourages all to achieve their full potential. The nursery and its staff will not discriminate on the basis of race, gender, religious beliefs, language, family background, ethnic origin, special needs, ability or disability. All toys, books, displays and language used at nursery will reflect and celebrate the diversity of the nursery group as well as the wider community.

# Food at Stanstead Mill

**Inger cooks all our food on the premises. It is cooked using fresh ingredients and tastes wonderful!**

Our menu runs on an 8 week rotational basis. Our menu provides a balanced diet and a variety of food for the children to taste.

All special dietary requirements will be catered for. Snack times are at 10:00am and 2:00pm. A selection of fruit is available to children for morning snack and afternoon snack is a savoury with a choice of warm milk or water.

All food is prepared according to the child's age and eating abilities. Babies will be provided with a water cup which will be regularly refilled. The Swans and the Kingfishers have access to our drinks station.

We support healthy eating at nursery and all meals that are provided will be home made and balanced.

## **Baby meals/milk**

We will work with families on an individual basis to arrange the best way for us to prepare and store your child's milk.

We have years of experience using bottles and supporting breastfeeding mums.

# What our parents think...

“I am extremely happy with the quality of education my son receives at Stanstead Mill. His vocabulary and numeracy skills have improved exponentially since joining the nursery and along with that his confidence and interpersonal skills have blossomed too.”

**Mum to James** (aged 3 years)

“I am constantly impressed with the high standards and expectations the staff have of themselves at all times. Their professionalism, care and good humour have contributed to our boy being a sociably, kind and funny toddler.”

**Dad to Barnaby** (aged 2 years)

“We couldn’t be happier with the childcare at Stanstead Mill provided for our 2 children. The staff are so friendly and keep us well informed of how they are and what they have been getting up to. We love the daily Family updates and wow moments”

**Dad to Florence and Harry** (aged 4 and 2 years)

“We feel incredibly lucky to have such a supportive, loving team looking after our children. We both typically work in London and greatly value the hours and flexibility Stanstead Mill offers working parents”

**Mum to William** (aged 8 months)

# Fees and Registration

<b>Full Day</b> 8am-6pm	All year round Term-time only	£63.00 £64.50
<b>Half Day</b> 8am-12.45pm or 1.15pm-6pm	All year round Term-time only	£34.00 £36.00
<b>Early drop off*</b>	7.30am-8am	£4 extra
<b>Later collection</b>	6pm-6.30pm	£4 extra

\* 6.30am start available on request.

All meals, snacks and cows milk are provided within the cost. Breakfast is available for the children to have between 7:30am and 9am.

We provide all wet wipes and nappy creams. We ask you to provide nappies for your child. Please provide a pack and we will let you know when they are running low.

## A minimum of two sessions must be booked.

**There is a 10% discount for children attending a full time.**

**There is a 15% sibling discount. This offers 15% off the 2nd child's sessions when both children are attending.**

Fees will be due by the **10th of each month** payable by cheque, made payable to **Stanstead Mill Day Nursery** or via the preferred method of a direct bank transfer. All fees must be paid for the month in advance. In order to reserve your child's place, please complete our registration forms.

Once completed, please submit these forms with a £45 registration fee.

**One months fees will be required in advanced.** This can be paid in instalments but must be settled to reserve your child's space. The deposit will be held against your account and used towards your last month's fee with us.

**We regret that under no circumstance will the registration fee or deposit will be refunded.**



## Melody Monkeys

Melody Monkeys runs every other Wednesday for an additional fee of £4.50 per child. We have a variety of additional activity providers. Please ask about the activities your child's age range will be taking part in and the additional costs involved.



## GC Sports

We fund a sports session on Wednesdays, every 2 weeks for Kingfishers and older Swans.

# Registration Form

Child's full name

DOB

M/F

Home address

Ethnic origin

Languages spoken

Name of **first** PARENT/GUARDIAN/CARER\*

Tel\*

Mobile\*

Occupation\*

Email\*

Name of **second** PARENT/GUARDIAN/CARER\*

Tel\*

Mobile\*

Occupation\*

Email\*

Name of **first** EMERGENCY CONTACT

Tel

Name of **second** EMERGENCY CONTACT

Tel

Who should be first contact during the day?

Please indicate a **PASSWORD** that may be used in case of an emergency collection

Do parents require separate letters/emails?

Yes  No

Does your child attend another setting?

Yes  No

If yes, which setting?

Is your child transferring from another setting?

Yes  No

If yes, please give details?

\* **Mandatory field** - If you leave this section blank, please send a separate letter explaining

Doctor's name

Surgery address

Tel

NHS number

Name of Health Visitor

Are there any other professionals involved with your child and their development? For example, Health Visitors, Speech Therapists, Physio Team, Paediatrician etc. (If yes, please provide relevant contact details below)

Yes  No

Please could you provide us with copies of any reviews that may be of help to us, to enable staff to support other professionals and your child's development.

Do you give permission for the SENCo at Stanstead Mill to contact any other professionals to work with them to support your child's development?

Yes  No

Do you have an Early Support Family File or CAF? (If so, please share with your child's Key Person and Stanstead Mill SENCo to enable us to support your family)

Yes  No

Are you registered with your local Children's Centre? (If so, which one?)

Yes  No

Are you aware that you can access an Outreach Worker?

Yes  No

Do you give permission for first aid to be administered in the event of an accident?

Yes  No

In the event of a serious accident an ambulance may be called. Do you have any medical preferences that you wish us to pass on to the ambulance team and hospital? (If yes, please give details)

Yes  No

Does your child have any birth marks or scars? (If yes, please give details)

Yes  No

In order to ensure the correct provision is made for your child, it is vital that you inform us of any relevant special needs information.

Please list any ALLERGIES

Please detail any **DIETRY REQUIREMENTS**

Is your child taking any medication?

(If yes, please give details)

Yes  No

If any, which of the below would you describe your child as having?

- Medical conditions
- Sight difficulties
- Communication difficulties
- Hearing difficulties
- Social difficulties
- Physical difficulties
- Learning difficulties
- Any other difficulties

If you answered YES to any of the above, please provide further information so that staff can support your child as needed.

Do you give permission for observations to be completed on your child, including an Individual Assessment of Early Learning and Development (IAELD), to aid your child's development and review our provision by Stanstead Mill staff?

Yes  No

Do you give permission for staff and volunteers to carry out observations on your child to aid their professional development?

(Your child will be anonymous throughout)

Yes  No

Do you give permission for your child to be photographed and for Stanstead Mill Day Nursery to use them within the setting and on our website?

Yes  No

Do you give permission for the child to go on a supervised activity in the local area on foot, e.g. to the park?

Yes  No

Do you give permission for your child to have sun cream applied to them by Stanstead Mill staff?

Yes  No

Which sessions would you like your child to attend?

FULL TIME  TERM-TIME ONLY

	Full Day	Morning	Afternoon	7.30am drop 6.30pm collect	
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose a minimum of 2 sessions

ADD ONS

Is your child 2 year funded? Yes  No  Code:

Is your 3/4 year old child 30 hour funded? Yes  No  Code:

## This Contract is for childcare between Stanstead Mill Day Nursery and the parent/guardian/carer of:

- 1 Hours of opening** - The nursery is open between 7:30am until 6:00pm, Monday to Friday. It will be closed on Bank Holidays. We do not refund missed sessions or swap sessions.
- On Christmas Eve and New Years Eve the nursery will close at 4pm. The daily rate will remain as normal.
- 2 Payment of fees** – Fees, in accordance with the current prospectus, are due by the 10th of each month payable by cheque or balance transfer. Bank Holidays are included in our fees. Late payment will constitute a breach of contract and may result in the termination of a child’s place in the nursery. Fees will be reviewed annually on the 1st of September.
- One months fees will be required in advanced. This can be paid in instalments but must be settled to reserve your child’s space. The deposit will be held against your account and used towards your last month’s fee at Stanstead Mill. We regret that under no circumstance will the registration fee or deposit will be refunded.
- 3 Delivery and collection** - Children must be placed into direct care of the nursery staff on arrival. Children will not be released into the care of anyone other than the person who is named on the collection board. If this changes during the day then a phone call to the nursery should be made by the child’s parent/carer.
- 4 Late collection** – If a child is collected late from Stanstead Mill, there will be a fee of £5.00 per 15 minutes late for the first half an hour then £10.00 per 15 minutes thereafter. We strongly advise that parents arrive about 10 minutes early to collect their child to ensure a prompt departure for all children and staff.
- 5 Lost Child** – Stanstead Mill will follow our procedure if a child is lost. If, after a thorough search of the immediate surroundings, the child cannot be found, the police will be notified and then the parent/carer.
- 6 Clothing and personal property** - Children’s clothes must all be labelled clearly. The nursery does not accept responsibility for the loss or damage of personal belongings brought onto the premises by children or parents/carers. It is the parents/carers responsibility to provide appropriate clothing for their child. Stanstead Mill will get your child messy!
- 7 Absences** - Parents are asked to notify the nursery as soon as possible if their child will be absent through holidays or sickness. In the event of absences, pre-booked or not, we cannot refund fees or offer alternative sessions.
- 8 Illnesses** - Any child who is unwell should not be brought into the nursery and we reserve the right to refuse to accept the child until we are satisfied that they are not infectious. Children should not attend if they have vomited, had diarrhoea or a high temperature within a 48 hour period. We will only administer medicine on written authorisation by parents. No liability will be accepted by Stanstead Mill and its staff in relation to any matter arising from the administration of any medicine authorised by the parents. If a child is taken ill or injured, First Aid will be administered and the parents will be advised. If a child requires emergency treatment, Stanstead Mill reserves the right to take them to hospital and inform the parents as soon as possible.
- 9 Discipline** - The nursery has a written policy on behaviour management. The use of any form of physical chastisement, verbal humiliation or aggressive handling of a child is not accepted at Stanstead Mill.
- 10 Car parking** - Stanstead Mill does not accept responsibility for injury or loss to persons or property due to the use of the car park.
- 11 Visits** - Stanstead Mill may occasionally take the children for walk or visits off premises during the course of their session in accordance with statutory staffing requirements.
- 11 Notice** - One month’s notice must be given in writing when terminating a child’s day care contract or changing sessions. The latest invoice will be payable in full, even if the notice ends mid month. The nursery reserves the right to exclude a child for any breach of contract including late payment of fees.
- 12 Childcare records** - All nursery records relating to your child must be completed and returned to Stanstead Mill prior to your child’s starting date. It is the responsibility of the child’s parent or guardian to keep these forms up to date.
- 13 Training Days** - We might add a staff training day to our yearly calendar. This day will be on rotation each year and 6 months notice will be given. If a training day falls on your child’s nursery day, this day will not be refundable.

I have read the Contract of Childcare and agree to comply with the terms and any amendments as notified.

Signed by Parent/Guardian/Carer

Date