

Foreword

Bumblebees Day Nursery would like to thank you for requesting our prospectus.

Bumblebees was opened in September 2006 with a passion to create the very best childcare any parent or carer could wish for. Bumblebees is a purpose-built nursery which can cater for all children from 3 months to 11 years of age. All the children have access to a large and secured multi-purpose garden.

Bumblebees is a family business run by directors, Gemma & Jamie Whittington. Gemma has over 20 years' experience in childcare and holds an NNEB and NVQ4, whilst Jamie maintains the administration and finance for the setting. Both Gemma and Jamie work on site and are supported by their full time Manager, Faye Thorning. Faye has been with us since we opened and has helped Bumblebees develop into what it is today, utilising the 20+ years' experience gained throughout her career in childcare.

Together we appreciate the vital mix that is needed to provide the very best childcare. Bumblebees, the staff, security and the activities provided are all equally important and deserving of the very highest attention to detail. All the children and their parents or carers can expect to receive top quality care and a friendly welcome.

Bumblebees Day Nursery is open from 7.30am – 6pm, Monday – Friday, 51 weeks of the year excluding Bank Holidays.

If you require any further information after reading our prospectus, please do not hesitate to contact us.

Thank you for your enquiry.

Gemma, Jamie and Faye

Company Vision

**To make Bumblebees the first choice
childcare solution by providing a
first class professional nursery environment
& exceptional caring staff to develop
your children's potential**

Every Child Matters

Bumblebees Day Nursery follows all guidelines recommended and set out by Ofsted. Every Child Matters was published alongside the Green Paper. This paper seeks views from everyone but is addressed in particular to those vital groups of staff and professionals who are committed to meeting children's needs. The aim of this paper is to ensure that every child has the chance to fulfil their potential. When children, young people and families were consulted they wanted the government to set out a positive vision of the outcomes we want to achieve.

These outcomes are as follows:

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| Being Healthy: | Enjoying good physical and mental health and living a healthy lifestyle |
| Staying Safe: | Being safe from harm and neglect |
| Enjoying and Achieving: | Getting the most out of life and developing the skills for adulthood |
| Making a Positive Contribution: | Being involved with the community and society and not engaging in anti-social or offending behaviour |
| Economic Wellbeing: | Being prevented by economic disadvantage from achieving their full potential in life. |

Bumblebees Day Nursery makes a positive effort to meet these outcomes through planning using the Early Years Foundation Stage. We also meet the outcomes through all our policies, procedures and daily routines.

The Early Years Foundation Stage (EYFS)

The EYFS sets the standards that we follow and meet to ensure that every child learns and develops well and are kept healthy and safe. The EYFS promotes teaching and learning to ensure we prepare each child through the use of the EYFS for 'school readiness'. The EYFS helps us ensure we give each child a broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

"Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them". This all depends on each unique child having opportunities to interact in a positive relationship and enabling environment. At Bumblebees we ensure each child is given the opportunity to do this and use the four themes of the EYFS to support it.

The four themes are:

A Unique Child:

Every child is a unique child who is constantly learning and resilient, capable confident and self-assured.

Positive Relationships:

Children learn to be strong and independent through positive relationships.

Enabling Environments:

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.

Learning and Development:

Children develop and learn in different ways. The framework covers the education and care of all children in Early Years provisions, including children with special educational needs and disabilities.

The Early Years Foundation Stage (EYFS).continued

These four themes of the EYFS underpin all the guidance that we follow. The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first. **These are:**

- **Communication and language;**
- **Physical development; and**
- **Personal, social and emotional development.**

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in 4 specific areas. **These are:**

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

These 7 areas are what we use to plan your child's learning and activities. This is a little bit like a curriculum in primary and secondary school, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside. On enrolment at Bumblebees Day Nursery each parent or carer will be given a parental leaflet all about the EYFS and how we deliver it. Within the leaflet, it will explain the online system we use called Tapestry, which helps us to record your child's individual learning journey at Bumblebees.

Settling into Bumblebees

We want your child to feel safe and happy in our nursery. A child that is anxious or unhappy will not fulfil their potential. Our settling in procedure aims to help parents or carers and their children to feel comfortable and ensure that they can benefit from what we have to offer with confidence. You and your child are invited to come and look around Bumblebees prior to starting. This is an opportunity to meet our friendly staff and see what we do.

After a first visit you will be asked if you would like to book three settling sessions. The first session is for you and your child to come back to Bumblebees and spend some time with your child's key person. This will give you and your child the opportunity to talk about your personal requirements, and for your child to start to build a relationship with their key worker.

The next settle session we normally suggest that you and your child again spend a short time with their key person and when you feel comfortable, and your child is settled, that you leave them for a short period.

The final session again we encourage you to bring your child into nursery and settle them with their key person, this time we encourage you to leave your child for a slightly longer period. We find that this system works well and that all key people are trained to help you and your child settle into Bumblebees as smoothly as possible.

It is not uncommon for new children to be upset when starting nursery. To minimise any distress, we can be as flexible as your child needs whilst settling into a new routine. It is key to us that we settle your child and give them the confidence to enable a long and happy relationship.

Caring Staff

Staff are recruited for their qualifications, professionalism and experience. Bumblebees' friendly and capable staff are the back bone of the organisation and are one of the main reasons parents will want to choose our nursery. All staff members operate a key person system. This gives each member of the team responsibility for just a few children. Each child in the key group has one special adult to relate to, which can make settling into the group much easier. The key person maintains links with you, the parent or carer, through shared record keeping ensuring that all children are supported in reaching their full potential. All staff are continually trained on and off site to make sure that they are delivering the very best quality care.

Fees

There is a one-off registration fee, which is stated on the fee tariff. This will secure your child's place at Bumblebees Day Nursery. Thereafter **all fees are to be paid monthly in advance**. Late payment of any fees will result in action being taken and full details are given within the Nursery Terms and Conditions. Payment should be made via standing order. Full details can be discussed with the management team. In order to aid staff ratios and planning, the nursery requires 28 days written notice of any planned holidays. As long as adequate notice has been given, the first two weeks (pro rata) holiday per calendar year will be charged at 50% of normal sessions booked. Any further holiday will be charged at full fees.

Daily Requirements

- A complete set of spare clothes, to be kept at nursery, in a labelled shoe bag. **No** plastic bags.
- Coat, hat, gloves and outdoor shoes for outside play. In warm weather, sun hats and a 'once a day' sunscreen are required. (all clearly labelled).
- For those still in nappies these can be brought in daily or a pack can be left at the nursery. Wet wipes/cotton wool also need to be supplied (staff will advise the parent or carer when these need to be replaced).
- If children still require formula milk, please provide this daily. For children who are weaned, the nursery will provide food unless otherwise stated.

PLEASE

Mark all items clearly with your child's name including clothing, shoes, bottles and any such items.

PLEASE

Do not send your child to nursery wearing their best clothes; play is often messy although we do provide protective clothing. Children are happier and are less restricted in play clothes.

PLEASE

Do not allow your child to wear jewellery in the nursery. This could prove dangerous to your child and others, the nursery cannot be held responsible for the loss of items. In the interest of everyone's safety therefore, our policy is to remove jewellery.

Illness

The nursery is unable to accept children who are unwell with a communicable or infectious illness. If a child becomes unwell or has an accident whilst in our care, we will contact you, or any person named on the registration form, to collect the child. Please ensure that you inform us of any changes to your registration details, e.g. new telephone number, at home or at work.

If your child has had sickness and/or diarrhoea, she/he should not return to nursery for 48 hours after the last normal bowel movement or bout of sickness. Likewise, if a child has been sent home ill from the nursery, he/she should not return for at least 48 hours. These Policies are implemented in the interests of all children and staff of the nursery.

MEDICINES

If your child is well enough to return to nursery but needs to complete a course of antibiotics (having been on them for more than 48 hours prior to return), we will administer, provided parents have signed a permission form. Medicines should be handed to a Room Leader and never be left in a child's bag or elsewhere. It is advisable to inform staff if your child has any ongoing medical needs. If your child requires daily medication over a long period of time, please see the management team for the procedure. Non-prescribed medications will only be administered on parental request if the symptoms that the medication is intended for are apparent and prior permission has been given (please see our separate Medication Policy for more information).

Absence

In order to fulfil our legal requirements, if you know that your child will be absent from a session (e.g. for a doctor's appointment or family holiday etc.) you must inform us in writing prior to the event. In the case of illness, a telephone call to the nursery will be adequate and appreciated.

Snack Time

Each day your child will be offered a healthy snack and drink. We aim to introduce children to new foods and at the same time promote healthy eating. The pre-school and Bees (2-3 years) have café style snacks, where they can help themselves to snack and a drink during their free play session therefore encouraging independence. Water is available at all times for the children in their rooms.

Lunch

We believe in the importance of a balanced and varied diet. A healthy home cooked lunch is provided daily. Lunch consists of a hot meal and dessert, menus are on display and parents will be notified of any changes. The menus run on a three week rolling cycle. Alternative dietary requirements can be provided for on a daily basis, please speak to the management team to arrange this.

High Tea

The nursery provides sandwiches with a selection of fruit and vegetables as a High Tea. We try to give the children opportunities to cook different foods which they can share with their friends during this time as well.

Parental Involvement

We recognise parents as the first and most important educators of their children. Bumblebees' principles are to support parents while providing a safe and stimulating environment for each child. Parents are encouraged to be active members of the nursery, help with fund raising events, accompany us on outings or attend workshops.

Security

Bumblebees Day Nursery have the highest level of security and safety in the nursery. Bumblebees operate a door bell entry system. Parents are required to provide us with a password if their child is being collected by someone other than themselves. We ask all parents or carers to ensure that a member of staff closes the main entrance door behind them and we also ask parents or carers not to hold the door open for any other parent or carer even if you know who they are. We have CCTV installed into all the rooms for added protection for all children and staff.

Registration Form

Initially if you wish to apply for a place at Bumblebees Day Nursery we request that you complete the registration forms and return them to the management team. Once we have received this form we will make telephone or written contact to arrange a nursery visit.

Consent Forms

In addition, there are other forms that are required to be completed depending on circumstances.

Calpol Consent

This form needs to be completed to give consent should an emergency 5ml of Calpol be required, and only when prior consent has been given and in accordance with our Medication Policy.

Emergency Treatment

This form needs to be completed for every child even if you do not wish for emergency treatment to be given to your child, in this instance you should notify what your wishes are.

Collection Arrangements

It is important that we are informed of anyone else, besides named parents or carers, who are authorised to collect your child. Children will only be released into the care of authorised adults. To ensure we achieve optimum security for your child we ask that you provide us with a memorable password, this is a standard procedure that anyone other than yourself collecting your child will need to use.

Media Use

In order to help us with your child's learning and development, Bumblebees will at times take photographic pictures of the children's activities to support their learning. The use of video recording may also be used on occasions to support the staff with their observational assessments. It is therefore necessary that we have your written consent. Some photographs will be displayed on the nursery walls for everyone to see. We will at all times respect your child's privacy and their protection is paramount.

Nursery Outings

This is to give consent for Bumblebees staff to take your child on local outings outside the nursery premises. Further consent would be required for transported outings.

Sun Cream and Sun Hats

In order to fulfil our Health and Safety policy it is a requirement that parents must supply A ONCE A DAY sun cream of SPF 30+ and hats for their child during the warmer months. All sun cream and hats must be clearly labelled with your child's name and room. As an emergency measure, Bumblebees will use 'BOOTS SOLTAN ONCE A DAY FACTOR 50', this will be used on the rare occasion that no sun cream has been provided for your child. It is not intended for daily use.

Face Painting Consent Form

From time to time at Bumblebees the staff and children have a chance to have their faces painted, if you would like your child to take part in the planned face painting activities, we would require a signed consent form.

Tapestry

This is to give consent for Bumblebees staff to create your child their own online learning journey to support their individual development.

Bumblebees Sample Menu

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|------------------------------------|--|
| Breakfast | Continental Breakfast | Continental Breakfast | Continental Breakfast | Continental Breakfast | Continental Breakfast |
| A.M. Snack | Crackers with apple chunks | Fruit bread with orange segments | Toast fingers with peach slices | Rice cakes with celery sticks | Pitta portions with banana |
| Lunch | Ham, broccoli and tomato pasta bake Ice cream with fruit sauce | Chicken and mixed vegetable pie with boiled potatoes and carrots Fruit crumble and custard | Macaroni cheese with bacon and sweetcorn Lemon slice | Fish pie with peas Yoghurts | Somerset apple chicken casserole with mashed potatoes Fruity buns |
| P.M. Snack | Rice cakes with Banana | Crackers with apple chunks | Pitta portions with celery sticks | Fruit bread with orange segments | Toast fingers with peach slices |
| High Tea (all served with seasonal fruit & vegetables) | Chicken or cheese sandwiches | Marmite or tuna mayonnaise sandwiches | Egg mayonnaise or jam sandwiches | Cheese spread or ham sandwiches | Chicken or fish paste sandwiches |

A vegetarian option is available on all meals. Please see the nursery notice boards for any updates

Bumblebees Day Nursery Fees – January 2020

Registration Fee

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| Registration per child for all 0-4 year olds | £50.00 |
| Registration for each sibling thereafter | £10.00 |
| Registration for 'The Hive' out of school club | £20.00 |
| Registration for each sibling thereafter | £10.00 |

Nursery children not eligible for Early Years Entitlement Funding (EYEF)

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| Full (8am – 6pm inc. breakfast until 8.30am, lunch, high tea & snacks) | £46.50 |
| Part (8am – 1pm inc. breakfast until 8.30am, lunch & morning snack) | £28.75 |
| Part (1pm – 6pm inc. high tea & afternoon snack) | £27.75 |

Children eligible for Early Years Entitlement Funding (EYEF) (NB: Prices shown below are before a deduction for EYEF is made)

Normal sessions

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| 8am - 1pm session (inc. breakfast until 8.30am & morning snack but exc. lunch) | £20.10 |
| 8am - 1pm session (inc. breakfast until 8.30am, morning snack & lunch) | £23.30 |
| 1pm – 6pm (inc. afternoon snack & high tea) | £20.10 |
| 8am – 6pm (inc. breakfast until 8.30am, high tea & snacks but exc. lunch) | £40.20 |
| 8am – 6pm (inc. breakfast until 8.30am, lunch, high tea & snacks) | £43.40 |

Core funding sessions – EYEF term time only

| | |
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| 9.00am – 12.00pm (inc. snack) | £12.06 |
| 12.00pm – 3.00pm (inc. snack but exc. lunch) | £12.06 |
| 12.00pm – 3.00pm (inc. snack & lunch) | £15.26 |
| 9.00am – 3.00pm (inc. snacks but exc. lunch) | £24.12 |
| 9.00am – 3.00pm (inc. snacks & lunch) | £27.32 |

Hourly rate for additional hours booked over and above session times £4.02

Please note that the EYEF rate is subject to change. When it is next reviewed, we will revisit our fees to fall in line with this entitlement.

'The Hive' Out of School Club for Children Aged 4 – 11 Years

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| Breakfast Club 8.00 – 9.00am (inc. breakfast) | £5.75 |
| After School Club 3.15 – 6.00pm (inc. high tea) | £12.75 |
| Breakfast & After School Club combined (inc. breakfast & high tea) | £17.50 |
| Holiday Club 9am – 3pm (inc. snacks, packed lunch required*) | £18.00 |

* A hot lunch can be provided for holiday club sessions at an additional cost of £3.20/day

Hourly rate for additional hours booked over and above session times £5.00

Early or Late Drop Off

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| Early drop offs 7.30 – 8.00am** (** to be pre-arranged with the Nursery Manager only) | £4.00 |
| Late pick up (per every 15 minutes) | £8.50 |

Terms and Conditions

Registration Fee

A £50 non-refundable deposit is payable upon registration of each child aged 0-4 years into the nursery. A £60 non-refundable deposit is payable upon registration of two or more siblings.

Fees

All fees are payable to Bumblebees Day Nursery (Plymouth) Limited. All fees are to be paid monthly in advance. Payments should be made via standing order and details will be discussed with each parent in advance as to the set amount to pay each month. This will be dependent on each child's attendance. We are registered to accept all children wishing to claim Early Years Entitlement Funding (EYEF). The fees do not cover incidentals such as nappies, baby milk, sun cream etc. All meals are inclusive for all children who are not claiming EYEF. For all children claiming EYEF meals are only inclusive where stated under the session type.

Arrears

Non-payment of fees resulting in arrears will result in the parent or carer being issued with a 7 day payment notice. **IF FEES HAVE NOT BEEN PAID AFTER THIS TIME YOUR CHILD'S PLACE WILL BE WITHDRAWN.** Parents wishing to terminate their child's place at Bumblebees Day Nursery must give 28 days' notice in writing or pay the equivalent of 28 days fees for their place to be vacated. Notice of termination will only be valid once written notification has been received. The Nursery reserves the right to terminate the placement of any child without reason by giving 28 days' notice in writing to the parent or carer.

Hours of Care

Bumblebees Day Nursery provides both full day, wrap around care, as well as AM and PM sessions. We operate a full time session from 0800– 1800, a part time session operates from 0800–1300 or 1300-1800 for children aged 3 months to 4 years, Monday to Friday, 51 weeks of the year. We also offer core funding times for children wishing to claim just their Early Years Entitlement Funding (EYEF). These operate term time only.

In order for us to maintain the correct ratios and to avoid disruption at this time, it is imperative that parents collect/drop off their children on time. If you are late collecting your child, the late collection fee will apply. Likewise, children attending the PM session cannot be accepted into the Nursery prior to 1300. All early/late collections outside of the above times are discouraged because of the amount of disruption this creates. Full session charges will apply if the management team find children are attending the nursery outside of their registered times. The nursery will be closed every weekend. The nursery will shut between Christmas Eve and New Year and on all public holidays. The regular opening hours of the Nursery are 0800–1800, Monday to Friday, 51 weeks of the year. Full day care times apply and details can be obtained from the nursery office. Children who are collected late (but before 1800), without prior notice being given will be charged an additional minimum hourly fee dependent on their particular age group. Where a child has been collected late after 1800, a fee of £8.50 per fifteen minutes will be charged to the parent or carer. If we are unable to contact the parent or carer, or any of the named collectors we have a duty to contact the out of hours Social Services Team.

Early Years Entitlement Funding (EYEF)

All children from the term after their third birthday are able to claim EYEF. Children can also change their sessions to term time only. All children can claim a maximum of 15 hours per week for a period of 38 weeks of the year which is delivered over three terms and dates are worked out in accordance with the local schools. As providers we can deliver this entitlement more flexibly throughout your normal session booked, meeting the needs of you the parents. All children wishing to claim this entitlement must meet the guidelines set out to us by Devon County Council which dictates how we deliver this. For parents just wishing to use the free entitlement of EYEF, you can access this through our core times set out term time only. All children claiming EYEF are entitled to bring in a packed lunch, however a pre-bookable lunch is available (see the fee structure). EYEF fees will be revisited each April to fall in line with Devon County Council's yearly amendment.

Absence from Bumblebees Day Nursery

Bumblebees Day Nursery will make no discounts for periods of sickness from the nursery. However individual circumstances will be considered where there are prolonged absences. Two weeks (pro rata) annual holiday per child will be granted and 50% of normal fees will be charged for this period. This charge will be based on the child's normal session per week. Written notification of 28 days should be given for all holiday. All children claiming EYEF and wishing to use holiday entitlement during the term will have their EYEF deducted and the remaining amount will be subject to the 50% holiday deduction.

Terms and Conditions. continued

All children attending the nursery term time only will not be entitled to claim any holiday deduction. All other holiday taken outside of the two weeks will be charged at full rate. Parents will not be charged for periods when the nursery is closed i.e. Bank Holidays or Christmas closure.

Change of Sessions

Bumblebees Day Nursery reserves the right, upon giving 28 days notice, to alter the sessions available to children. Where this occurs and as a result the client wishes to remove the child from the nursery, then the requirement to give one month's notice of withdrawal will be waived. Where a parent or carer wishes to change the sessions originally requested, then such a request must be made in writing and handed into the management team at the earliest opportunity. Every effort will be made to accommodate the change of sessions at the earliest opportunity.

Unforeseen Circumstances

Bumblebees Day Nursery cannot be held liable for the withdrawal of a placement due to third party action. This will include closure due to circumstances beyond our control, e.g. fire, flood, storm, vandalism etc. In cases of temporary closure e.g. inclement weather or any other reason, a 50% refund of any fee paid or liable to be paid will be given.

Infections & Illnesses

Parents or carers agree not to allow their children to attend the nursery when suffering from an infection or communicable disease. The nursery reserves the right to refuse any admission to a child suffering from the above. The nursery will not be held responsible for any infectious or communicable disease transmitted at the nursery. Parents or carers are to notify the nursery as soon as they become aware of any illness/infection that their child develops.

Medication

If your child is well enough to return to nursery but needs to complete a course of antibiotics (having been on them for more than 48 hours prior to return), we will administer the prescribed medication, provided parents have signed a permission form. Medicines should be handed to a Room Leader and never be left in a child's bag or elsewhere. It is advisable to inform staff if your child has any ongoing medical needs. If your child requires daily medication over a long period of time please see the management team for the procedure. Non-prescribed medications will only be administered on parental request if the symptoms that the medication is intended for are apparent and prior permission has been given (please see our separate Medication Policy for more information).

Additional 'one-off' Sessions

If additional sessions are required on an individual basis above those sessions normally reserved and paid for in advance, these are subject to prior arrangement and must be paid for at the time of booking them. This is non-refundable. All such requests must be made to the management team.

Personal Property

Bumblebees Day Nursery will not be liable for the loss or damage of any personal property brought into the nursery.

Changes to the Terms & Conditions

These terms and conditions are liable to periodic change. Any changes in the terms and conditions will be given individually in writing and will become effective 28 days after notification.

Policies & Procedures

Bumblebees Day Nursery has in place various policies, procedures and routines which facilitate the smooth running of the nursery. These documents form our Operational Plan. All policies can be found in the nursery reception area for your perusal. Any questions you may have, the management team will be glad to answer.

Complaints

We encourage all complaints to be raised with the management team. Should parents or carers feel it necessary to raise their complaint, complaints forms can be found on the parents information boards located around the nursery. These should be returned to the management team and we will do our best to resolve any issues. If in the unlikely event that this matter cannot be resolved, the management team will refer you to Ofsted.