


Ladybirds nursery




i n f o r m a t i o n f o r p a r e n t s



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We believe that at Ladybirds Nursery your child can:

Seek help
Laugh and be happy
Express their feelings
Take care of themselves
Follow their dreams
Do things for themselves
Protect their mind and body
Receive and give affection
Be proud of their work

(1989 United Nations Convention on the Rights of the Child)

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Ladybirds Nursery

Welcome to Ladybirds Nursery, an exciting new Pre-school which opened in January 2003, situated in the tranquil surroundings of Highfield Park on the south east side of St. Albans. Our attractive building has been extensively refurbished to provide a light, airy and spacious environment. The Babybird Unit caters for under two and a half year olds whilst the Pre-school takes children up to five. There is ample car parking available. We are the directors and full-time teachers and have a wealth of knowledge and experience gained from teaching in a variety of state primary schools.

This expertise ensures your child has access to:

- A broad and balanced curriculum both indoors and outdoors (based on the Early Years Foundation Stage document)
- A firm basis for future learning
- A happy, secure and stimulating environment
- Fun and interactive activities to spark curiosity and promote an eagerness to learn
- Opportunities to encourage independence, confidence and self-worth
- Social interaction and support for one another
- High expectations of positive behaviour
- Gentle encouragement to move forward

These elements of our Pre-school will inspire your child to ***'spread their wings and fly'***. As teachers we know where your child is expected to be upon starting school both intellectually and emotionally. Our happy, caring atmosphere within Ladybirds Nursery ensures that we too cherish these vitally important early years. We will work with you to lay the foundations from which your child develops.

Organisation

We are offering a service that can combine high quality education with care 'wrapped around' the beginning and/or end of each session. There is no obligation for you to take up the care option. We do however, recommend that your child attends all the 'Educational' sessions each morning (for pre-school children) or three 'Fun Focused' afternoon sessions (for two and a half year olds and upwards). Ladybirds Nursery opens Monday to Friday during term time with optional care offered across the school holidays.

Focused Learning Session

Educational Session	Focused Fun Session
Pre-school children	2.5-3.5 year olds
9.15am – 12.15pm	1.00pm – 3.35pm
This three hour session is planned in accordance with the foundation stage curriculum preparing children for entry to school. Age appropriate resources enhance diverse, practical activities. Two teachers who specialise in early years lead the sessions.	This session for the younger children is an opportunity for them to mix with others and play co-operatively. Activities are differentiated to stimulate children of different aptitudes. A large part of each session is outside in the play area. There is a high ratio of staff to children.

We provide milk/water and a piece of fruit during each session. The children are divided into small groups for most activities. Sometimes they work on a one to one basis with staff, or in pairs. The whole of the Nursery join together for daily activities such as singing and story time.

Wraparound Care

This is care offered before or after a focused learning session. It allows you the flexibility to extend your child's day at Nursery. It offers you the reassurance that your child has continuity in care as they will be familiar with their surroundings and looked after by the same staff members.

Breakfast Session	2 yr old Kingfisher Care Session	Pre-school Lunch Session	Care Session (Fun focus)	Care Session 1	Care Session 2
2.5 – 5 year olds	2.5 year olds	3.5 – 5 year olds	3.5 – 5 year olds	2.5 – 5 year olds	2.5 – 5 year olds
8am – 9.15am	9.15 am– 1pm	12.15 – 1pm	1pm – 3.35pm	3.35 – 5pm	5 – 6pm
Cereals, toast and milk will be provided. Children can then play inside the Nursery until the start of the Educational Session.	These relaxed morning 'care' sessions allow children lots of opportunities to play with their peer group. They have milk/water and fruit mid morning. Children are required to bring a packed lunch, drinks will be provided.	Children are required to bring a packed lunch, drinks will be provided.	Parents of the older children may use this service to have all day care. They will have lots of opportunities to play both inside and out. They will be able to relax and watch television. A healthy snack will be provided.	This option allows parents to extend their child's session. They will be able to relax, watch television and enjoy a healthy snack.	Continuation of care session 2. Children may have a hot meal (provided from home).

Key Worker

Each child has a designated key worker. This is a member of staff who is of prime importance to your child acting as a link between home and nursery. It is this staff member that your child may come to when they want to share a particular moment, find a treasure, or just need to see a familiar face. Times are planned within the session for your child to work as part of a small group with their key worker. Your child's needs and capabilities will be observed and this information will highlight how the key worker will support and challenge them in the future. This member of staff will build up a warm relationship with you and your child. You will have daily contact with your key worker, therefore any concerns or queries should initially be addressed to them.

Recording and Reporting

Staff at Ladybirds Nursery have high expectations of all children in their care. Activities are differentiated to meet the needs of individual children including those with special educational needs. We praise every stage of your child's efforts when carrying out activities. Sometimes your child will proudly bring home a piece of work, however, this will not happen on a daily basis as it is the process of 'doing' that is of prime importance. We use a variety of ways to display and value your child's work e.g. murals, photographs, individually labelled work mounted on the wall and models displayed on tabletops.

Key workers are always available for a quick word at the start and end of each session, however, if you wish to discuss an issue in greater depth or in private please arrange a mutually convenient time. Similarly, we will contact you if we have any concerns. In addition, formal consultations will be offered where you can see your child's folder of achievement containing their records, photographs and samples of work. This folder is available for you to see or add to at any time.

Planning

All our planning is underpinned by the 'Early Years Foundations Stage, a framework for learning that sets the standards for learning, development and care for children from birth to five. It has four main principles:

* **A Unique Child**

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

• **Positive Relationships**

Children learn to be strong and independent from a base of loving and secure relationships with parents and/pr a key person

• **Enabling Environments**

The environment plays a key role in supporting and extending children's development and learning

• **Learning & Development**

Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected

Daily Routine

Below is an example of a typical day at Ladybirds Nursery.

- 8.00-9.15 a.m. Breakfast Session**
Arrivals and breakfast if required
- 9.15 a.m. Kingfisher Care Session begins**
A relaxed care session with lots of opportunities to play outside. Lunch 11.30 followed by a rest.
- 9.15 a.m. Start of Educational session**
Registration and welcome. Maths/phonic warm up activity
- 9.25 a.m. Focus activities (led by staff) interspersed with free play (inside and outside)
- 10.40 a.m. Tidy up
- 10.45 a.m. Plenary
- 10.50 a.m. Fruit and milk followed by literacy/maths activities
- 11.00 a.m. Music/Physical play/Computer and library group time
- 11.20 a.m. Go for a walk in Park or immediate locality
- 11.50 a.m. Return & complete focus activities and/or free play
- 12.00 p.m. Review the morning's activities
- 12.05 p.m. Story/Singing/Rhymes/
- 12.15 p.m. Parents/Carers collect children from main teaching room
- 12.15 - 1p.m. Lunch Session**
- 1.00 p.m. Start of fun focused session**
Registration and welcome
- 1.10 p.m. Children are encouraged to join in focused activities planned by the staff. Throughout this session your child will be able to play with age appropriate equipment both inside and outside and socialise with their peers.
- 2.00 p.m. Tidy up
- 2.10 p.m. Fruit and milk time, discuss the afternoon's activities (half group at a time)
- 2.25 p.m. Children are encouraged to participate in large group activities e.g. singing, music making, ring games and physical play
- 2.50 p.m. Go out for walks to explore the environment within Highfield Park
- 3.20 p.m. Songs/ stories
- 3.35 p.m. Parents/Carers collect children from main teaching room
- 3.35 - 6 p.m. Teatime Care Session**
A chance to relax, play with friends, watch some television, and eat a snack/hot tea.

Curriculum

The teachers have overall responsibility for planning the curriculum. This is broken down into half-termly topics for example: 'ourselves', 'colour' or the 'sea'. The Early Years Foundation Stage curriculum provides the framework for the learning objectives. These are outlined below with two examples for each although some objectives may cover more than one curriculum area. These stimulating and challenging focused activities are delivered through a variety of teaching strategies.

Curriculum Area	Activity	Learning Objective
Personal/Social/Emotional	Make happy and sad paper plate faces	To explore and express feelings
Personal/Social/Emotional	Play 'pass the parcel'	To encourage turn taking
Communication/Language/Literacy	Show and describe a special item	To speak with growing confidence
Communication/Language/Literacy	Trace letter shapes in sand tray	To learn and practice correct letter formation
Problem solving, reasoning and numeracy	Join in with number rhymes using fingers to help count	To learn number sequence
Problem solving, reasoning and numeracy	Put the three bears from the Goldilocks story in height order	To sort by size and develop the language of measure
Knowledge & Understanding of the World	Make jelly	To investigate and observe changes
Knowledge & Understanding of the World	Go on a mini-beast hunt	To explore the Highfield Park environment
Physical Development	Move in and out of cones using a tricycle	To improve co-ordination skills
Physical Development	Make a tray of cakes from dough	To manipulate malleable materials by squeezing, pinching and patting
Creative Development	Draw a picture of themselves choosing from pencils, crayons, chalk and felt pens	To select different media and mark make on paper
Creative Development	Listen to 'sea' music and move around the large room as a sea 'creature'	To move imaginatively in response to music

The computers, sand, water, play dough, paint, large construction toys and outdoor equipment are always available for the children to choose during free play. These ongoing activities support and extend children across the curriculum areas and substantially aid their gross and fine motor skills.

Information, Communications Technology:

Our purpose built computer suite houses two computers. Many computer programmes are used to support the children's learning. Special features will make this appropriate for Nursery use. Children love printing out their work and seeing it displayed.

Sand and Water:

Children discover the diverse properties of sand (dry and wet) and water. To vary the play opportunities, one week the sandpit can be used as a dinosaur kingdom, the next week, equipment may be changed to transform it into a building site! The water tray offers opportunities to stimulate children's imagination and extend their vocabulary. The water may be coloured, have bubbles or contain objects to float and sink.

Dough:

Children have opportunities to manipulate malleable materials with their hands. A variety of tools, cutters and rollers are introduced. This area is rich in supporting children's mathematical language e.g. they love sharing their big play dough 'cake' between the teddies.

Painting:

An easel is available for children to express themselves creatively. Variety is added by using different types of brushes or paint with compounds added e.g. sawdust, glue, or glitter to produce different textures. A range of colours are available to encourage colour recognition, shading and mixing.

Construction Toys:

Construction toys, for example different size building bricks, enable children to use their imagination and devise different models. This also facilitates group play and collaborative work.

Outdoor Play:

We have an exciting and varied selection of play equipment. To improve children's co-ordination, strengthen their muscles and promote their gross motor skills tricycles, scooters, seesaws and push/pull along toys are available. Small equipment such as balls, beanbags, hoops and quoits are also used for individual or group play. The playhouse offers opportunities for imaginative play.

Nursery Environment

Our building is divided into two sections by a large central reception. To the left of the front door, in the old wing, are the kitchen, staff toilets and staffroom. Children only have access here when accompanied by an adult e.g. for a cooking activity or at meal times. The reception contains an area to leave folded buggies and provides a place for parents to wait (and chat!) at the start and end of sessions. To the right of the reception, in the modern wing, is where the children are based. Ofsted prescribe the minimum amount of space necessary per child; we are fortunate to have a great deal more than this.

Main teaching room/playground

Our largest room is set out into the curriculum areas. The carpeted area has a cosy book corner, a role-play area with dressing-up clothes and a writing area. A large area of vinyl flooring houses the sand, water and 'messy' activities. The piano is used regularly to enhance the children's music and movement time. Access to the outside playground is from this room, down the ramp and into the garden. Children can choose to play outside when a staff member is on duty. The outside environment is divided into a patio area for wheeled toys and a wooden playhouse, the rest of the garden is laid to lawn. In addition, a separate fenced area will be used for gardening with the children. An extension of our outdoor area is the beautiful parkland that surrounds Ladybirds Nursery. We explore the park frequently so the children benefit from investigating their environment at first hand. Within easy walking distance of the Nursery we have a maze, swings and slides, a rose garden, orchard, boules area and gated duck pond.

Office

This is used for confidential conversations between parents and staff. If a child is taken ill at Nursery this is where they rest until they are collected.

Kingfisher room

This light, airy room is the base for 2.5 year olds in the mornings. This is furnished with robust, age appropriate equipment to facilitate children's co-operative play. At certain times this room provides a large space for the pre-school children to exercise and 'let off steam'. They also enjoy their mid session drink and snack here. There is equipment that encourages crawling under and over, jumping, balancing and travelling in different ways. Music and movement sessions are also carried out here. These are opportunities for groups of children to come together and 'dance' to a range of music, follow instructions from a taped programme or join in with songs around the piano.

Toilet & Nappy changing room

We have four junior toilets with separate cubicles. There is also a disabled toilet in a large cubicle with its own hand basin. Four additional low level basins are installed with blended water to ensure children do not scald themselves when washing their hands. Potties are also available.

Babybird Unit

This wing of the building consists of three rooms catering specifically for under 2.5 years. We have a dedicated sleep room, the 'Doves' room for babies from 3 months and the 'Starlings' room for toddlers. Further information is available upon request.

Safety/Security

As part of our Ofsted registration the fire officer inspects the building. Fire drills are carried out on a regular basis. A CCTV system is installed, incorporating 24 hour recording, to allow staff to monitor all visitors to the Nursery. In addition, a further camera is positioned to give a clear view of the playground. A separate video door entry system ensures that only authorised people are granted access into the building.

To ensure your child is always collected by an 'authorised' person please ensure the registration form is fully completed. It is imperative that you notify us immediately if any changes occur or an 'authorised' person is deleted or added. On the rare occasion that you require another adult to collect your child we will expect them to produce a password that we have given you.

Settling In

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and children feel comfortable in our Nursery. We want to ensure that children benefit from what we have to offer and feel confident that their carer will return at the end of each session. The first point of contact with the Nursery is often an informal visit that enables the family to meet the staff and look around. Once a place has been offered we will make arrangements for a settling in session. Starting Ladybirds Nursery is an important milestone for your family and to aid the transition between home and Nursery we invite you to join us prior to starting. During this time you will meet your key worker and discuss your child's requirements on entry. New children will join the group on a staggered basis e.g. two new children a day for a week rather than ten new children all at once. Once your child begins you are welcome to stay with them for as long as you feel necessary. A comforter is permitted if you feel your child requires one.

What I Need

Please ensure that all of your child's belongings are clearly labelled and placed in a named drawstring bag. Ladybirds Nursery does not allow certain items to be brought in from home e.g. jewellery, toys or sweets. Carrier bags can be dangerous and therefore are not to be left at nursery.

Clothing

Multi-sensory activities such as sand, water, play dough, glue and paint do not agree with 'best clothes'! Although aprons are provided clothing may become accidentally marked. Please send children in appropriate clothing that they can manage themselves e.g. jogging bottoms or elasticated trousers rather than dungarees or clothes with narrow buttonholes. This aids children's personal development and growing independence. Named Wellington boots are required for walks in Highfield Park. In your drawstring bag we ask that you leave a change of clothes in case of 'accidents'. On the rare occasion that your child may require an additional change a supply is available in the Nursery. Please return all items promptly once washed. Our outdoor time is as highly valued as our indoor 'work'. We spend a proportion of our sessions in the play area, therefore it is important that your child has appropriate clothing for all weathers e.g. hat, mittens and warm coat. In the summer please provide a sun hat and apply suntan lotion before Nursery. Children who stay all day must keep their lotion in their drawstring bag for staff to reapply.

Uniform

We have bright yellow polo shirts and sweatshirts printed with our Ladybird logo that we encourage all children to wear. It helps them feel part of our community and they are easy to spot whilst out on walks. The older children who attend our morning sessions can borrow a library book weekly so we do ask they purchase a book bag from us to preserve the life of our books.

Lunch

If your child has lunch please label any food that requires refrigeration in a freezer bag. We will supply water and/or squash so drinks do not need to be provided. As other children may have food allergies we ask you to refrain from using any nut products.

Toileting

In your child's drawstring bag please have a supply of nappies or 'pull ups' and any cream required. Nappy sacks and wet wipes will be provided. Please inform us when you begin potty training your child so we can work with you. Special nursery toilets have been installed and potties and 'step ups' will be available.

Transition between rooms

We organise settling in sessions when children change rooms as we recognise that familiarity with their environment and those around them is of paramount importance. Your key worker will discuss this with you and will then introduce you to your child's key worker in the next room.

Nursery Policies

All our policy documents are available in full.

Staff training and development

A high adult to child ratio is essential in providing a good quality pre-school provision. The qualifications and experience of our dedicated staff are extended through regular in-service training. All of our staff are police checked and cleared by the 'Criminal Records Bureau'.

Attendance

If your child is unable to attend Nursery for any reason please telephone the office as soon as possible. Ladybirds Nursery regrets that refunds cannot be given for any absences. Sessions start promptly at 9.15 a.m. and 1 p.m. (if not taking up the option of 'care'). Please make every effort to be punctual as it can be distressing for your child to arrive once the daily routine has begun. At the end of your child's session it is vital they are collected on time as this may result in an excess ratio of children to staff or staff remaining after nursery hours. A 'late' charge, currently £10 per part half-hour, may be imposed.

Sick children

We appreciate that it is difficult for working parents to arrange childcare at times of illness. However, we believe that it is in the best interests of your child and the other children at Ladybirds Nursery if sick children are not sent in. Children who become ill during a session are taken to the office and the first contact person listed on your registration form is telephoned. In most cases we will ask that your child is collected from Nursery immediately. Please keep your child at home until they are fully recovered i.e. for 24 hours after the last bout of sickness / diarrhoea. We can provide information for parents of infection periods and exclusion times for most common illnesses. In the case of an emergency we will contact you to inform you that your child is being taken to hospital.

Admission Policy

We have an inclusive admissions policy where any child of the appropriate age will be admitted to the Nursery after their registration form has been completed and their fee paid, subject to availability. Once the Nursery is full a waiting list is opened. Parents are informed in writing if a place can be offered approximately one term prior to the appropriate starting date. If applying for an immediate place parents are contacted as soon as possible after receiving the registration form. If the Nursery is unable to offer a place the parents can opt to remain on the waiting list.

Equal opportunities

We treat every child equally irrespective of gender, ethnic origin, culture or religion. All children and adults are treated with equal concern and anti-discriminatory practices are followed.

Special needs

We are pro-active in ensuring that appropriate action can be taken when a child is identified as having special needs. Children with special educational needs are supported by our SENCO who will liaise with you and outside agencies if appropriate, to plan and implement an Individual Educational Plan.

Safeguarding children

The protection of the child is the Directors' first priority. We have an environment in which children are safe from abuse and any suspicion of abuse is promptly and appropriately responded to. We comply with the procedures approved by the Hertfordshire Safeguarding Children Board (HSCB).

Parental Involvement

Parents are the first educators of their young children. You are most welcome in the Nursery especially at the start of each session to settle your child. If you wish to share a special skill e.g. music, cooking or art we would be delighted. We ensure all parents are fully informed of their child's progress and any other aspects of the Nursery. We welcome the contributions of parents, whatever form they take.

Behaviour Policy

We believe that children and adults flourish best in an organised environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear or being hurt or hindered by anyone else. We aim to have a Nursery in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. In extreme cases the Nursery reserves the right to suspend a place if a child's behaviour is detrimental to the safety, learning and behaviour of others.

Complaints

In the first instance all complaints should be addressed to the Key worker who will attempt to rectify the issue. Parents can then contact the Directors and arrange a meeting if still dissatisfied. If parents are still concerned they may contact the compliance team at OFSTED (the regulatory body) on: 0845 640 4040 or write to them at:

Royal Exchange Building
St Anne's Square
Manchester
M2 7LA

Fee Structure

A non-refundable registration fee of £35 is payable to be placed on our waiting list. A deposit of £200 is required when a place is offered to your child. This is returned provided that all fees have been paid up to date and seven weeks written notice has been given.

Kingfisher/fun focus children

Breakfast Session	Kingfisher Session	Fun focus Session	Care Session 1	Care Session 2
8 – 9.15am	9.15am – 1pm	1pm – 3.35pm	3.35– 5pm	5pm – 6pm
£6.58 per session	£19.73 per session	£13.57 per session	£7.45 per session	£5.26 per session

Pre-school children

Breakfast Session	Pre-school Session	Lunch Session	Care Session /fun focus	Care Session 1	Care Session 2
8 – 9.15am	9.15am – 12.15pm	12.15 – 1pm	1 – 3.35pm	3.35– 5pm	5pm – 6pm
£5.78 per session	£13.86 per session	£3.47 per session	£11.91 per session	£6.54 per session	£4.62 per session

Fees must be paid for in advance at the start of each month by standing order and /or childcare vouchers. Seven weeks notice is required to change any session. We endeavour to accommodate parents who require care at short notice however these sessions must be paid for in advance. We regret that no refunds can be given for non-attendance of a child for any reason. A reduction of 10% applies for children attending full time year round.

There is a support scheme for rising 3 year olds if families are in receipt of benefits, please ask for further details

Free entitlement

The term after your child's third birthday they would become eligible for up to 15 hours free (taken across a minimum of 3 days) across 38 weeks per year. The entitlement is deducted directly from your fees.

Terms and Conditions

- 1. Obligations of Ladybirds Nursery Ltd**
Ladybirds shall:
 - 1.1 Make available suitable premises and staff
 - 1.2 Ensure that such premises comply with all relevant legal requirements
 - 1.3 Devise and implement an 'educational' programme
 - 1.4 Ensure that the Nursery shall be open between 8.00am and 6:00 pm Monday to Friday, except on public and bank holidays. The nursery will open for a morning session on Christmas Eve or the working day closest to Christmas eve if it falls at a weekend
 - 1.5 Inform Children, School and Families if any member of Ladybirds personnel suspects a child in their care may have been abused or neglected
 - 1.6 Operate an equal opportunities admissions policy

- 2. Obligations of the parents/partners**
 - 2.1 Complete fully all questions set out in Ladybirds registration documents (except those which are optional)
 - 2.2 Pay the registration fee, deposit and monthly fees promptly as set out on paragraph 4
 - 2.3 Update Ladybirds Nursery in writing of any ongoing illness, any change in family contact details and any food, medicine or material to which the child is allergic
 - 2.4 Complete a medicine consent form if you require our staff to administer any medicines to your child
 - 2.5 Ensure that a responsible adult will collect the child and vacate the nursery promptly at the end of the session and vacate the nursery by 6pm daily
 - 2.6 Permit and hereby authorise Ladybirds personnel to arrange for the child to receive medical treatment in an emergency
 - 2.7 Inform the nursery by telephone if your child is absent
 - 2.8 Inform us as far in advance as possible of any dates on which your child will not be attending the nursery
 - 2.9 Keep their children at home for 24 hours after the last bout of vomiting and/or diarrhoea
 - 2.10 Keep their children at home until common illnesses are no longer infectious eg chicken pox, conjunctivitis
 - 2.11 Shall not employ or otherwise engage the services of any member of our staff who has had contact with your child within the last six months; otherwise you shall pay Ladybirds Nursery 20% of the relevant member of staff's gross annual salary at the time they left Ladybirds Nursery

- 3. Children:**

Ladybirds Nursery may require the parent(s) to remove the child from the nursery if:

 - 3.1.1 The child requires special care or medical attention which is not available or which is refused by the parents
 - 3.1.2 It has good reason to believe that the child is, or maybe suffering, or has suffered from any contagious disease and there remains a risk to other children
 - 3.1.3 In extreme circumstances, and as a last resort, the Principal(s) consider a child to be consistently aggressive, disruptive and a danger to themselves or to others
 - 3.2 The parents shall not be entitled to any refund when a child is absent for any of the reasons stated in paragraph 3.1.1-3.1.3 unless the child is permanently excluded
 - 3.3 The child is not permitted to bring money, jewellery or other valuables with them
 - 3.4 The child must attend nursery with suitable clothing for the weather. Spare clothing should also be provided. All items should be clearly labelled and placed in a drawstring bag (not rucksack). The Nursery cannot take responsibility for any items left or lost
 - 3.5 In the morning pre-school it is compulsory for the child to wear the yellow uniform
 - 3.6 It is understood that Ladybirds Nursery will, on request, try to provide a place for the sibling of the child referred to below but it is under no obligation to do so
 - 3.7 It is understood that Ladybirds Nursery will give priority to those children on the waiting list requiring a full-time place then 4 days then 3 days per week and so forth but it is under no obligation to do so

- 4. Fees**
 - 4.1 A non returnable registration fee of £35 is payable to be placed on our waiting list
 - 4.2 To confirm a place a deposit will be taken. This will be returned when all fees have been paid up to date & the requisite 7 weeks written notice has been given
The deposit for children who attend full time is £300.00 and for those who will attend part time it is £200.00. Any children under the age of two and a half must attend 'year round.'
 - 4.3 Fees are charged monthly in advance and must be paid by standing order/childcare vouchers on the first day of the month to which they relate. Prior to starting the first months fees must be paid at the 'settle' before the child begins nursery
 - 4.4 Fees are payable during periods of absence from the nursery, including sickness, holidays and during public and bank holidays
 - 4.5 Fees for children are calculated on the basis of the weekly charge for the sessions attended, multiplied by 38 weeks (term time only) or 52 weeks (year round) and then divided by 12 (months) to create a fixed monthly charge
 - 4.6 A 10% discount applies to children who attend full-time (8am-5/6pm)

- 4.7 A surcharge of 10% is levied for payment more than 14 days late
- 4.8 The parent(s) shall not be entitled to any refund or release from liability for payment of fees by virtue of non-attendance of a child for any reason
- 4.9 An administration fee of £7 will be charged for any cheques/standing order returned by the bank
- 4.10 Where parents/carers are repeatedly late following a session resulting in either an excess ratio of children to staff or staff remaining after nursery hours a 'late' charge will be imposed, currently £10 per part half-hour
- 4.11 The fees may increase on September 1st each year giving at least one month's notice
- 4.12 Childcare vouchers may be accepted . They must reach our account between the 1st and the 7th of the month for which the fees are due. The nursery charges an annual administrative fee of £20 to administer any childcare voucher schemes
- 4.13 Ladybirds Nursery reserves the right to alter its terms and conditions

5. Liability

- 5.1 Ladybirds Nursery accepts no liability for any financial or other loss suffered by the parent(s)
- 5.2 If Ladybirds Nursery has to close due to events or circumstances which are outside its control It shall be under no obligation to provide alternative childcare facilities. If the closure exceeds 3 days in duration (excluding any days when the nursery would otherwise be closed), it will credit you with an amount that represents the number of days that the nursery is closed in excess of 3 days
- 5.3 Ladybirds Nursery does not accept responsibility for accidental injury or loss of property. Ladybirds maintains those insurances required by law. Details of these are available from the directors.
- 5.4 Any people using the car park do so entirely at their own risk. The nursery cannot accept responsibility for injury, damage or loss to visitors, vehicles or property

6. Cancellation/Termination/Change

- 6.1 If the parent(s) cancel the start date within four weeks of the agreed start date Ladybirds Nursery will keep the deposit
- 6.2 Parent(s) may withdraw a child from the nursery or change any session (subject to availability) giving seven weeks notice or the Nursery keeps the deposit
- 6.3 Ladybirds Nursery shall have the right to terminate or change this Agreement with immediate effect if such parent fails to pay fees within 14 days of the due date
- 6.4 Ladybirds Nursery shall give the parent seven weeks notice if the Child is requested to change sessions/days
- 6.5 Any child over 2 and a half years attends a minimum of 3 fun focus sessions per week in term-time. It is strongly recommended that children rise to 5 morning educational sessions in their pre-school year (providing Ladybirds Nursery has such availability)
- 6.6 Whilst in Babybirds parents will receive a form on which to indicate the sessions they require once their child is over 2 and a half years of age. Ladybirds Nursery will agree to reserve these sessions (subject to availability) providing the form is returned within 7 weeks

7. Definitions

- 7.1 In this document the term 'parent' refers also to 'legal guardian'
- 7.2 In this document the term 'Babybirds' refers to the unit in Ladybirds Nursery for children under two and a half
- 7.3 In this document the term 'year round' refers to children who attend across 52 weeks