



Mid and South Essex
NHS Foundation Trust



8-10 Cardigan Avenue
Westcliff-on-Sea
Essex
SS0 0SF
01702 385330

Prospectus

‘Working together, enabling each child to reach their full potential’



Contents

Opening Hours	3
The Nursery Management Team.....	3
Session Fees.....	3
A Nursery Place.....	4
The Nursery Areas	4
Outdoor Play.....	5
The Forest Garden.....	6
Our Day at Ladybird Nursery.....	6
Outings.....	7
The Settling in Period.....	7
The EYFS.....	8
Meals.....	8
Clothes.....	9
Emergency Cover.....	9
Working Together.....	9
Parents Evening.....	9
Infection Control (including COVID-19.....	9/10
Behaviour Management.....	11
Safeguarding	11
Mobile Phones.....	11
Complaints.....	11
Equal Opportunities Policy.....	11
Non-Smoking Policy.....	12
Collecting Children.....	12
Confidentiality.....	12
Free Early Learning Entitlement for children aged 3 and over	12
Tax free childcare scheme	12
Ladybird Nursery Terms and Conditions.....	13

Welcome to Ladybird Nursery

Welcome to Ladybird Nursery, Mid and South Essex NHS Foundation Trust's Day Nursery, based at Southend Hospital. This information pack will provide you with all of the information you need to know about our Nursery, from the care we will provide to details regarding payment. Although priority goes to Mid and South Essex NHS Foundation Trust employees requiring a full time place, the Nursery is open to everyone. Ladybird Nursery provides care for children between the ages of 0 and 5 years.

Opening Hours

The Nursery is open between the hours of 6.45am and 6pm.

The Nursery Management Team

Nursery Manager: Lynda Bartholomew 01702 385330
lynda.bartholomew@southend.nhs.uk

Nursery Deputy Manager: Chaz Poulton 01702 385330

Finance Administrator: Nicola Williams 01702 385330

Session fees as of 1st October 2020

Early session 6.45am - 8am	Morning session 8am – 12noon	Lunch 12noon – 1pm	Afternoon session 1pm-4pm	Late session 4pm -6pm
(Including breakfast) (Can only be used when added on to morning session)		(Including meal at 12.00) (Can only be used as add on to morning or afternoon sessions)		(Including light tea at 4.15pm) (Can only be used as add on to afternoon session)
M&SE - £6.42	M&SE - £20.55	M&SE - £5.14	M&SE - £15.41	M&SE - £10.27
Other NHS – £7.36	Other NHS £23.54	Other NHS - £5.88	Other NHS - £17.65	Other NHS - £11.77
Private - £8.08	Private £25.87	Private - £6.46	Private - £19.40	Private - £12.94

(Please note that all fees are usually reviewed on an annual basis and all parents will be charged at the private/ bank rate unless proof of employer is seen).

A Nursery Place

We would encourage all parents who wish to enrol their children at Ladybird to visit the Nursery and join our waiting list. Currently due to Covid -19 we are restricting entry to our nursery. Therefore, during this time we are providing parents with a video tour. Once you have been allocated a nursery place you will be asked to provide us with your child's details. This information will be held securely and confidentially at the nursery and will be used only by relevant childcare professionals who are involved in your child's care. You will also be asked to read and sign the nursery contract.

If you have any questions regarding the nursery, your child's development or advice regarding family support or paying for childcare please do not hesitate to contact the nursery.

The Nursery areas

The Early years Foundation Stage



+The Nursery usually consists of four play rooms and three garden areas+

Ducklings: (0-2 years)

Team Leader: Emma Reed 01702 385330 ext 6347

The Duckling's room is open from 6.45am till 6pm caring for up to 9 babies/children under 2. The area consists of two indoor play areas and has access to its own garden area. Each child has a designated key person and children take part in a range of activities to suit their individual developmental needs and interests. These activities include music and movement, treasure baskets, sensorial play and enjoying natural learning experiences. Parents are asked to provide their child's nappies and milk until he/she is able to drink cow's milk. We operate a safe sleep policy; details of which are shared with parents before your child starts in the nursery.

Jays: 1-2 years)

Team Leader: Chaz Poulton 01702 385330 ext 5587

The Jay's room we are currently catering for up to 12 children between 1 and 2 years old. The area consists of two play areas, a cosy/sensory room and a toilet / nappy changing area. Children enjoy and learn from an extensive range of experiences including sensory activities, home corner, books, music and movement, circle time, sand, water, paint etc. All activities are planned around the individual needs of the children.

Owls: (2 - 3 years)

Team Leader: Alice Cross 01702 385330 ext 5586

In our Owls area we are currently caring for up to 16 children between 2 and 3 years old. This area aims to promote children's independence and to support them to make their own choices. The EYFS curriculum planning is developed around the children's interests and developmental needs. Children take part in a wide range of experiences, which include role play, construction, basic mark making and sensorial play. Circle time takes place every day which involves experiences such as story time, puppets and singing. Children enjoy access to their designated outside areas for all weather play.

Robins: (3-4 years)



Team Leader: Bonnie Couchman 01702 385330 ext 5587

In our Robins room we are currently caring for up to 22 children from 3-4 years. The area is open between 6.45am and 6pm and the children go out to play every day in our Forest Garden. Each child has a designated key person and children enjoy and learn from an extensive range of experiences including sensory activities, home corner, books, music and movement, circle time, sensory and paint etc. All activities are planned around the individual needs of the children.

Outdoor play



The Early Years Foundation Stage states that children must go outdoors every day. Research shows that the health and wellbeing of children is enhanced through experiencing high quality outdoor play. At this time our children have access to self-contained outdoor play areas every day providing them with the freedom to play and learn in a safe, exciting and stimulating

environment.

Our day at Ladybird Nursery



At Ladybird Nursery we focus on the individual needs and interests of all our children. We focus activities in such a way that each child is able to develop at their own rate. We understand that a secure environment is created when children know what to expect and how to behave and follow a simple but familiar rhythm during their time with us.

We encourage and enable children to develop, explore, learn and create in a way that is right for them. Getting to know each child individually is a priority for our nursery nurses and carers and playing with them ensures every child is fully engaged in an activity. With the focus on learning through play we gently encourage children to extend their skills and expertise. Each child is allocated a “Key Person” who ensures their individual needs are met.

We understand how important outdoor play is for children’s health and wellbeing and we have 3 outdoor areas providing the opportunity for children to access a wide range of activities on a daily basis regardless of the weather!

Morning

Currently we are not inviting our parents into the nursery and requesting that children are dropped off at specific areas.

We always encourage information sharing between our nursery nurses and carers and our parents/carers. We appreciate that dropping off time is an important time for sharing any additional information about our children to ensure we plan their day appropriately. For example, how well a child has slept, whether they are unsettled for any reason or have a new toy they are particularly excited about. At this time we are asking our parents to phone us with any questions or concerns and to keep the face to face contact to a minimum.

Mid-morning snack

During the morning milk/water and a healthy snack will be served and we make every effort to ensure this is a sociable time for the children, understanding how important this aspect of their social development is. Children's independence is encouraged and when they are ready they help by pouring their own drinks, helping set the table and by buttering their own bread/ crackers.



+++++++Water is available throughout the day+++++++

Lunch

Lunch is served around 12noon. Here at Ladybird we feel it is important to eat in a sociable and enjoyable environment and our practitioners sit with the children at meal times and eat with them when possible.

Sleep time

Sleep is a very important aspect of young children's routine and a lot of thought goes into ensuring children get the sleep they require, depending on their age. We work closely with our parents/carers to establish a sleep pattern that fits in, as much as possible, with how you manage your child's sleep at home. We operate a safe sleep policy which we discuss with parents before your child starts in the nursery. There is a designated sleep room in our Jays room providing the much needed dark and quiet space that younger children need. Generally our children in our Jays and Owls room tend to sleep once a day mostly after lunch, but we will always be flexible dependant on your child's needs. Children have their own rest beds and bedding and can sleep when they need to and remain supervised at all times. Children are free to bring in a special blanket or cuddly toy to comfort them at sleep time.

Afternoon Snack

Mid-afternoon a light healthy snack is served in a similar way to the morning.

Tea-time

We serve a light tea at approximately 4pm for children that are staying with us in the afternoon. This could consist of sandwiches or pittas or, in the winter, macaroni cheese.

Home-time

We are currently asking our parents to collect their children from specific areas, and due to the governments social distancing requirements, we are keeping our handovers to a minimum. We will briefly provide any information about the child's day, important messages and art-work to take home will be passed on by our Nursery staff.



The Settling-in Period

When offered a nursery place, all children are required to have a settling-in period. We place a great emphasis on this important stage in your child's time at the nursery and will do our utmost to make this time as easy as possible for you and your child. At this time due to Covid-19 we are limiting the settling in visits to one parent and minimising the number of visits to those that are essential for the child's wellbeing.

We fully appreciate that this can be a difficult time so we actively encourage you to make the most of the settling in period to share information, so that you and your child can get to know the staff and familiarise yourself with the environment. We suggest you allow at least a two-week period for settling in. This does not apply to children who require last-minute emergency care in the nursery.

'Working together, enabling each child to reach their full potential'

The Early years Foundation Stage

The Early Years Foundation Stage Framework (EYFS) sets out the learning and development stages for children as they grow from birth to five years. For those working in the early years - whether in a nursery, pre-school, a childminder or in a reception class in school - the EYFS outlines what they need to do to support your child.

The 7 areas of learning are:

- Personal, Social and Emotional Development
- Physical Development
- Literacy
- Communication and Language
- Mathematics
- Understanding the World
- Expressive Arts and Design



TAPESTRY

ONLINE LEARNING JOURNAL

Tapestry Online Learning Journal

You will be given a secure online learning account login, which during your child's time at nursery will be filled with observations and photos and your child's next step plan linked to the Early Years Foundation Stage (EYFS). We encourage our parents to contribute to their children's on line journal.

Meals

All meals which are provided are age and stage appropriate for your child. Drinking water is available throughout the day and milk and water are provided at snack times. Children are encouraged to bring their own special water cups from home to use in nursery. **These should contain water only.**

Research shows that fruit juices and squashes are high in sugar and are bad for children's health and teeth.

Children receiving universal and/or extended government funding will be charged for all meals at the following rates:

Mid and South Essex NHS Foundation Trust	Breakfast £0.70 Lunch £1.95 Light snack £0.90
Other NHS (including South East Essex PCT and students)	Breakfast £0.90 Lunch £2.20 Light snack £1.10
Private/Bank	Breakfast £1.00 Lunch £2.30 Light snack £1.20

Clothes

We encourage all parents to dress their children in play clothes as the majority of their time will be spent enjoying messy and sensorial activities such as painting, gloop, water play, play dough, sand, mud and sawdust; gardening etc.



Emergency Cover

Emergency cover is available if required and if our staff ratios can accommodate this.

Working Together



It is important for both you and your child that you feel confident about the level of care at the Ladybird Nursery. Children are very sensitive to their parents' feelings and any uncertainties you feel will be noticed by your child and may make it more difficult for you to leave them. Part of building-up confidence in the nursery is getting to know the staff so that you can show your child that you have the utmost confidence in the staff's abilities to

look after them during the day.

Please feel free to ask lots of questions to familiarise yourself with our routines and do let us know of any concerns or worries you may have. The first few weeks when a child is settling in are of crucial importance to their later happiness in the nursery, and extra care taken before and during this period will minimise difficulties later on.

Please talk to your key worker about anything that may make it easier for them to meet your child's needs. For example, is there anything your child particularly likes or dislikes, are there any 'family words', does your child have a special comforter and so on. Please mention anything you feel may be relevant.

Infection Control including Covid-19 / pandemics

Ladybird Nursery maintains high standards of health, hygiene and safety and the co-operation of parents is always essential and is even more important at this time to ensure the health and safety of our children, families and staff.

In order to ensure the health and safety of our staff, children and their families we have put a number of safeguarding measures in place. In addition we rely on our parents and their families to support us in keeping our nursery safe by following the government and nursery guidelines associated with COVID-19.

We are therefore asking our parents to confirm in writing their understanding of their role in following the new guidelines and supporting the nursery staff. Failure to follow these guidelines may result in your child being refused entry to the setting.

- Agreeing to follow the government's, social distancing guidelines
- Agreeing to follow the government's isolation and track and trace guidelines if anyone in my family develops Covid-19 symptoms, and to keep the nursery informed. These are liable to change
- Not bringing my child/ren to nursery if they or anyone within our household has or develops a fever, cough, or loss of taste/smell.
- If my child develops any symptoms whilst at nursery I will collect them immediately
- Only 1 adult will drop off/collect my child/ren
- Parents are not invited into the building at this time and I will ensure I do not enter the building; this includes the nursery lobby areas.
- I must maintain a distance of at least 2m between other people. This includes nursery staff, other parents and children, and I agree to abide by this.
- Agreeing to wipe clean my child's lunch bag, drinks cup and ruck sack before bringing it into nursery.
- Agreeing to only bring my child to nursery at the agreed start time and no earlier. If I arrive earlier I agree to wait in my vehicle or in a safe place away from the nursery door until the appropriate time. This will allow parents booked into the earlier sessions to drop off or collect their children safely.

- Minimising the amount of personal belongings brought into nursery
- I understand that my child/ren cannot bring any toys from home in order to reduce contamination risks. The only exception to this is comforters which if not brought in would lead to distress
- Understanding that I should walk/bike or travel in my own car to travel to nursery. Please note the advice of Safer travel guidance. Coronavirus (COVID-19): safer travel guidance for passengers<<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>>
- Understanding that socially distancing young children is not possible and I agree to my child/ren being placed in a 'bubble' group of children who will remain the same each week. This means that at this time children can only stick to their allocated hours and cannot come in earlier or stay later. Children may be brought in later and collected earlier.
- Understanding that social distancing measures are still appropriate outside of nursery, and members of my household will continue to follow Government advice regarding this. I understand that if I break the social distancing guidelines that I may be asked to keep my child at home for 14 days as a precaution
- Agreeing to apply sun cream to my child before they come into nursery
- Agreeing to supply a sun hat for my child with their name in
- Agreeing to name all clothes, bags and cups
- I will phone ahead and let staff know if I need to complete an injury outside of setting form or if I need staff to administer any medication
- Agreeing to telephone or email the office for any questions or queries about sessions or fees
- Agreeing to avoid the need for lengthy handovers at the front doors and understand that I can telephone or email for information
- Agreeing to treat all nursery staff with dignity and respect and I understand that bullying and harassment will not be tolerated

Childhood illnesses

- All children who have suffered one bout of sickness or diarrhoea are excluded from the Nursery for a minimum of 48 hours after the last bout.
- Please do not bring your child to the nursery if they are unwell.
- In the event that your child is unwell whilst at the nursery, parents will be contacted and expected to arrange collection as soon as possible in order to protect the other children in our care.



Behaviour Management

We promote good manners and behaviour and encourage each child to have a sense of respect for other children and adults in their environment. Staff provide positive role models and encourage children to take responsibility for their actions and consequences. Please see our behaviour management policy for more information.

Safeguarding

Please understand that if a child arrives with an injury sustained outside of the nursery it is our duty to ask you about it and record it and to ask you to sign the incident record sheet.

It is our legal duty under the Children Act 1989 to inform Social Services if we suspect a child is being abused in any way.

Mobile phones

Staff are not permitted to bring their phones into any of the childcare areas. Any visitors, including parents/carers are not permitted to use mobile phones or cameras either in the nursery or the garden areas. If visitors need to make or receive a call on their personal phones, they should go outside the building to do so.

Complaints

We take complaints very seriously. If you wish to make a complaint you are asked to speak with your key person or the manager in the first instance. We have a complaints policy which is available.

Equal Opportunities Policy



At Ladybird Nursery we treat our families and children equally and respect them as individuals regardless of gender, race or religious background. All staff are encouraged to act as good role models and to have a mutual respect for each other, and their aim is to work together as a team for the benefit of our families and children.

Non-Smoking Policy

Ladybird Nursery is a smoke free environment. Please ensure that there is no smoking in any areas around the nursery. All visitors are required to follow this policy.

Collecting Children

Children can exit the nursery with people whose photographs are attached to their application form. Security is crucial in the Nursery and we want you and your child to be safe at all times. We also operate a password system ONLY in an emergency.

Confidentiality

Information regarding children is confidential and is only discussed with parents and carers. Parents and carers have access to their children's development records but please bear in mind that Ofsted and other childcare and Healthcare professionals may also gain access to children's files if they require them.

Free Early Learning Entitlement for children aged 3 and over

With effect from the commencement of the school term after your child's third birthday they will be entitled to receive universal funding for free nursery care for up to 570 hours per year. We also offer the extended hours (an additional 570 hours per year) for children whose parents meet the relevant criteria. The minimum number of funded hours to be taken per day is 1 and the maximum number of hours to be taken per day is 10. The funding received does not cover the cost of children's meals and therefore once free entitlement is granted, you will be charged for all meals even if your child does not consume them.

If you do not wish your child to have nursery meals please feel free to bring your child's packed lunch/tea in. However, please ensure that the nursery has received at least 4 weeks advanced notice in writing to ensure that meals are not ordered.



Tax Free Childcare

The nursery has signed up to the tax free childcare scheme



Ladybird Nursery Terms and Conditions

1. A fee of £60 is required to secure your place for the agreed start date as per the starter's statement. If you have siblings starting at the same time you will be charged a reduced rate of £30 for the second child. Please note that this fee is non-refundable. The first month's fees must be paid before the agreed start date.
2. A copy of your child's birth certificate is required for their file. Please bear in mind that we do not issue nursery fee invoices, however a statement will be provided when you start to inform you of your nursery fees.
3. Payment for contracted sessions must be made to the nursery in advance and are payable for 52 weeks of the year . This includes when your child is sick, on holiday and during bank holidays.
4. To assist with continuity of care, children must attend the Nursery for at least two four-hour morning or afternoon sessions per week. These sessions must be over two separate days. Four weeks written notice is required for all nursery session bookings, changes to contracted hours or termination of contract.
5. Additional sessions may be booked if available and these need to be paid for by cheque/debit card on the same day.
6. This contract will apply for 52 weeks of the year. Ladybird Nursery is unable to accommodate term time only contracts.
7. Monthly fees are calculated by dividing the weekly cost by 7, multiply by 365 and divide by 12. This averages the cost over the year, taking into account 4 and 5 week months. Fees are usually reviewed on an annual basis and at least 4 weeks advance noticed will be given
8. All fees must be paid one month in advance. Employees who are contracted to work for Mid and South Essex NHS Foundation Trust will receive the subsidised rate
9. Parents working for other NHS organisations including IPP will receive a discount to the private rate. Mid and South Essex NHS Foundation Trust staff, NHS students and parents working for non NHS organisations will be charged at the private rate.
10. Payment including childcare vouchers must be received by the 10th of the month. To avoid incurring a late payment fee, all fees must be paid in advance and never in arrears. All fees are rounded up to the nearest penny. We do not offer any refunds.
11. All Mid and South Essex NHS Foundation Trust employees must have their Nursery fees deducted from their salary. Please speak to the Finance Administrators to arrange this. Any changes to nursery fees will automatically be deducted from salaries. Parents will receive a statement detailing any changes.
12. Other parents are required to pay their Nursery fees by debit card. Please note that the Nursery only takes cash up to the value of £10. Payments by card can be taken over the phone or in person in the office.
13. The fees are inclusive of meals for contracted users, excluding those in receipt of universal and/or extended government funding, but exclude nappies and formula milk/baby food.

14. For children who receive free early learning entitlement from the government and require meals the following charges will apply:

15.

Mid and South Essex NHS Foundation Trust	Other NHS (including IPP)	Private/Bank/NHS student nurses
<i>Breakfast</i> £0.70p	<i>Breakfast</i> £0.90p	<i>Breakfast</i> £1.00
<i>Lunch</i> £1.95	<i>Lunch</i> £2.20	<i>Lunch</i> £2.30
<i>Light snack</i> £0.90	<i>Light snack</i> £1.10	<i>Light snack</i> £1.20

(Prices are usually reviewed annually. Parents are notified by letter of any changes to prices).

16. Parents/Carers who bring their child/children in earlier or collect later than the hours they have been booked for will be charged at double the standard hourly rate. (Minimum charge one hour). An additional £10 will be issued for all un-notified late collections.

17. If arrears occur, 10% (minimum £10 charge) will be added on the 10th of the month on a weekly basis. Failure to pay fees on time will affect your nursery place. The parent/carer will be given seven days notice to pay their fees. Failure to meet this deadline will result in a final letter stating if the outstanding fees are not paid within 7 days your contract will be terminated as of the 8th day. The outstanding fees will then be passed onto our Finance Department for recovery. Please note that in the event a parent has 3 occurrences of the above in a twelve month period, your nursery contract will be terminated.

18. The terms & conditions also apply to childcare vouchers, which must also be paid to the Nursery by the 10th of the month.

19. The nursery reserves the right to amend these terms and conditions from time to time. Parents will be given four weeks' notice.

20. This agreement may be terminated by either party by giving 4 weeks' notice in writing.