

**Busy Beans Nursery**

**Victoria House**

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**Jersey**

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**Busy Beans Nursery Parent Handbook**

“***Empowering Children to Achieve More”***

**Welcome to Busy Beans Nursery**

***Busy Beans Nursery is registered for 50 children aged between 4 months and 5 years old.***

**Rooms:**

Rainbow: 4 months – 2 years (17 children)

Caterpillars: 2 – 3 years (20 children)

Butterflies: 3 – 5 years (13 children)

Although ages for each room are outlined above, this is just a guide. Your child will move through the Nursery to suit their individual developmental needs and availability in the rooms.

**The nursery will close on all Bank Holidays and will be closed over the Christmas and New Year period between the 25th December and the 1st January inclusive. The nursery will close at 4.00pm the last day before the Christmas break, fees are payable over this period.**

**Hours of Opening:** **7:30am – 6:00pm**

**Daily sessions:**

Full day: 7:30am – 6:00pm

Flexi Session: 7:30am – 3:00pm

Short morning: 7:30am – 1:00pm

Afternoon session: 1:00pm – 6:00pm

Fees are invoiced monthly and are to be paid in advance, the monthly invoice dates are given to parents annually in advance.

Please be aware there are 4 months of the year that have a 5 week payment required.

Fees are reviewed annually and an uplift in fees will reflect the RPI and the cost of living, which is implemented at the start of the new academic year (September).

You will receive one month’s notice of any change to the fees.

You will be charged for each session that you have booked, regardless of whether your child attends.

Refunds or replacement sessions cannot be given for unattended sessions and booked sessions cannot be swapped for alternative sessions.

Any additional sessions during the month will be invoiced at the end of the month.

**OUR MISSION STATEMENT**

***Working with families to give children the best outcomes in life***

**INTRODUCTION**

Thank you for choosing Busy Beans Nursery, our aim is to offer the highest standard of early year’s education and care. Helping to lay the foundations for children’s’ long life learning and development. Our primary goal is to ensure your child is safe, happy, healthy and cared for in a nurturing and stimulating environment, where children can flourish physically, socially and emotionally.

We hope that this Handbook in conjunction with the parent contract, will provide you with a useful guide to help you settle your child into the Nursery and support you through their time of learning and development whilst with Busy Beans Nursery.

This Handbook will act as a reference document as part of the Contract and will be reviewed on an annual basis and reissued prior to the new academic year.

If you have any questions or queries, please speak to the Nursery Manager, your child’s Key Worker or the Team Leader in your child’s room.

**SETTLING INTO NURSERY**

The settling in period for a parent and child into Nursery life is an important process, both need to adjust to their new environment and new carers. Some children may take longer to settle into a new environment than others, and for this reason we recommend two weeks of structured settling in sessions for your child. The Keyworker for your child will contact you to arrange a date for the settling period. We appreciate this can be an anxious time for some parents and parents have different commitment requirements therefore we are flexible with the settling period. Parents have the option of settling in over a one week or a two week period, which ever suits best the parent’s needs.

Day one is for you to meet your child’s Key Worker to discuss your child’s needs, likes / dislikes, routines, sleep patterns and everything important to you to enable us to properly meet the needs of your child. Day two we ask that you stay close by while your child is spending time getting to know their Key Worker and children in their room and the environment. If your child is coping well with the settling in sessions, the hours over the settling period will increase until your child stays for their full allocated session. Please feel free to ask to read our Settling in Policy for further information. Your child’s start day is agreed at the point you secure a place on payment of the deposit. This date is the date your child will start nursery, this cannot be changed once agreed.

**KEY WORKER**

The child’s Key Worker will be a point of contact for parent, however all the staff team will care for your child. Each child has a Key Worker who has responsibilities for a small group of children, they are there to help your child feel safe and secure. Your child’s Key Worker will respond to your child’s needs and help them settle into their new environment, reassure and comfort parent / carers and share information with you on a daily basis along with the room staff team. Communication with your child’s Key Worker is paramount to your child’s well-being and learning for us to meet the individual needs of your child.

Whilst the children are cared for in groups, it is important that we meet the individual needs of your child and ensure they have an opportunity to bond with one ‘special person’ at the Nursery. It is also important that you have a specific person whom you can get to know and share information with about your child. Do let us know about your child’s interests at home or any developing skills, as this helps us to plan activities to reinforce and progress their development. Alternatively, if there is an area of your child’s development that is causing you or us any concern, we can discuss it together and plan strategies that may help.

It’s important to know that all staff members in the staff team will care for your child. Therefore there will be times you will communicate with staff members other than the keyworker.

**EARLY YEARS FOUNDATION STAGE**

We are a regulated Nursey; therefore, we adhere to a legal document called the Early Years Foundation Stage Framework (EYFS). The EYFS, sets standards for the learning, development and care of your child from birth to 5 years old. The framework exists to support all professionals working in the Early Years and consists of seven areas of learning detailed below. Your child will mostly be taught through games, play, sensory activities and interactive socialisation.

Areas of learning:

* communication and language
* physical development
* personal, social and emotional development
* literacy
* mathematics
* understanding the world
* expressive arts and design

We believe that all children have a right to enjoy and succeed regardless of gender, culture, race or ability. Young children learn best through playing, talking and social interaction.

Our children’s learning is promoted by activities specially planned and adapted to meet or extend their individual learning needs.

We plan for outside and inside nursery learning activities, our staff are trained in Forest and Beach School and we are flexible enough to follow interests as and when they arise.

Children are encouraged to be independent and to investigate and explore the world around them through a range of topics.

The curriculum is designed to be fun, broad and balanced to offer continuity and progression.

We ask parents to be partners in their child’s individual learning journey and celebrate achievements both at home and in school.

To read more about the EYFS, please visit [**www.foundationyears.org.uk**](http://www.foundationyears.org.uk)

**TAPESTRY**

At Busy Beans Nursery we have invested in the use of Tapestry, an online programme that is supported by a secure server designed to share photos, videos and observations of your child. Tapestry builds a very special record of a child’s experiences, development and learning journey through their early years. Parents are able to view online their child’s achievements and how much fun they are having, whilst also uploading their own comments and media.

**FOREST SCHOOL and BEACH SCHOOL**

Busy Beans Nursery have invested in bespoke Forest School and Beach School training to deliver activities in a variety on environments.

This involves taking children into an outdoor environment to develop confidence and self-esteem through hands-on learning experiences.

We use Beach School and Forest School to enhance all curriculum areas, but also to get outdoors! Children learn so much about themselves when they step outdoors.

Beach School and Forest School creates memorable learning experiences, it takes children out of their comfort zone, it helps them to work together and find a voice. Beach School and Forest School teaches children to take risks with adults overseeing their safety.

**Every activity provides a learning opportunity, even simple things like:**

* splashing in puddles
* rolling in leaves
* catching rain on a tarpaulin
* drying mud out in the sun until it cracks
* making mud pies
* looking for worms
* painting on a leaf…

Many Forest School activities are open-ended, and the above activities have different contexts. With regards to supervision, it is best practice risk assess and closely supervise all activities using dangerous tools, usually in a one-to-one or one-to-two ratio.

There are many advantages to allowing children to engage in this form of play. Engaging in risky outdoor play, children develop a much a deeper and concrete understanding of their environment. They learn the effects of rain – making the ground muddier, the logs slippery. By exploring the terrain, they see how plants grow, and what else lives there. They improve balance by walking across logs, rocks and stepping–stones, develop strength in their upper bodies and limbs by climbing, using tools, running and riding bikes. Children will often also be super keen to tell others about their experiences afterwards both at Nursery and at home.

**CHILD/ ADULT RATIOS**

0 – 2 years. 1 adult to 3 children

2 – 3 years. 1 adult to 4 children

3 – 5 years. 1 adult to 8 children. (When on outings this ratio changes to 1 adult to 4 children).

**CLOTHING**

We would always recommend that parents send their children to Nursery wearing comfortable, practical clothing suitable for both indoor and outdoor play. Whilst we provide aprons for messy play, some children are so excited to get their hands into the paint and other messy activities that they beat us to it, for this reason we ask that you provide two sets of named clothing. Please do not bring your child to Nursery wearing their best clothes.

If children are toilet trained or are training, the clothing they wear should allow them to go to the toilet easily and independently. Belts, braces and dungarees can be difficult – elasticated waists are ideal. Please make sure your child has plenty of changes of clothing during this time not forgetting socks.

Suitable shoes are essential. We ask that either indoor shoes or slippers be provided for inside the Nursery. An anorak or coat is necessary every day for outdoor play and walks. We ask that you provide wellington boots that can be left at Nursery as well as hats and gloves – all named. Children should wear closed shoes at all times.

**SUN PROTECTION**

**Our outdoor areas offer all day sunshine and it is important to bring children to nursery with sun cream applied.**

Some children have allergies to certain brands of sun cream, with this in mind, we ask that you provide your child with water resistant and the minimum of **50+ factor sun cream**, clearly labelled with the child’s full name on it and hand it to your child’s Key Worker. Staff will re-apply the sun cream whenever necessary. Unique Busy Beans Nursery hats are provided for outdoor play, these hats offer additional neck protection but children are welcome to bring their own.

We ask that your child wears appropriate clothing covering shoulders. Flip flops and open toe shoes are not allowed for safety reasons. If your child comes to Nursery wearing sun glasses we ask that you take them with you to avoid unnecessary upset should the glasses get broken or are mislaid.

**ITEMS TO BRING TO NURSERY**

The Nursery provides all educational materials and linen.

Please make your child’s Key Worker is made aware of any personal items such as a comforter or favourite teddy which your child may require, especially for sleep times. These items should be kept in your child’s bag.

Parents with young children will also need to provide nappies, wipes, nappy creams and formula / breast milk. Please provide children in the Caterpillar and Butterfly rooms with water bottles daily.

We try to encourage the children not to bring their toys into Nursery, as we cannot be responsible for loss or damage to their personal possessions. The exception to this is if your child is asked to bring an item into Nursery for ‘show and tell’**,** this must be labelled with your child’s full name and handed to your child’s Key Worker.

**SNACKS AND LUNCHES**

***BUSY BEANS NURSERY HAS A NO NUT PRODUCTS POLICY***

**Breakfast:**

Breakfas**t** will be provided from 7:30am – 8:30am. We offer a choice of cereals, toast or other similar items, jam / honey, fresh fruit and porridge.

**Snack:**

A mid-morning snack is provided for example, yoghurts, cheese and crackers, fruit loaf, vegetable sticks and humous, yoghurt bark or items of fresh fruit.

**LUNCH:**

We ask that you provide a healthy packed lunch for your child. Lunch is from 11:30am – 12:30pm. Children in the Rainbow room have access to a fridge for perishable items. Children in the Caterpillar and Butterfly rooms must provide their child with a suitable ice pack to keep perishable items fresh. Please ensure your child’s lunch bag and any containers used are labelled with full name. Children may bring flasks containing hot food although this cannot be reheated.

**AFTERNOON TEA:**

Children will be offered a well-balanced light meal for example cheese and ham pitta pockets or wraps, Quesada’s, Naan bread pizza’s, soup and rolls, fruit, vegetable sticks with humus, sandwiches, beans/scrambled on toast, pasta and rice dishes to name a few.

Children enjoy the social development that mealtimes bring. Sitting with their peers, interacting, watching and learning from each other is beneficial to every child. There is always a member of staff sat with the children during mealtimes, this offers encouragement to the children to try new things, talk about where food comes from and table etiquette.

Children help the member of staff to prepare and clear away. Water is available throughout the day. Children do not have to eat snacks, but they will be encouraged to have a drink.

Breast-feeding is encouraged, and mothers are welcome to drop in throughout the day to breast-feed or bring in expressed breast milk.

For bottle-fed children, you will need to provide ready to use cartons or pre-measured formula and sterilised bottles. We will then mix the formula with boiled water via specific equipment. Weaning takes place in accordance with NHS recommendations.

Parents are given an update of baby’s food and fluid intake when they are collected. Bottles and formula powder pots should be clearly named.

**VEGETARIAN / VEGAN AND PREFERRED OPTIONS**

For our vegetarian / vegan children, we will provide an alternative at snack times. We are also very aware of other factors such as cultural and religious preferences, food allergies / intolerances and other dietary and nutritional issues, for this reason children are discouraged from sharing food.

Parents are encouraged to discuss any special dietary / medical issues with the Nursery Manager and your child’s Key Worker, in addition to detailing these issues / preferences on your child’s **CONTRACT FORM**.

**MEDICAL INFORMATION**

Prior to your child starting at the Nursery, you will be given medical forms that you are required to fill in. This information is very important for staff to be aware of any medical conditions or prescribed treatment your child has to provide appropriate care, for example if your child has an allergy.

If your child suffers from a severe allergy, the Nursery Manager and the Key Worker will carry out a risk assessment during the settling in visits.

A care plan and emergency procedure will be agreed with you, based on the information provided to us. If required, we will work with health visitors and other medical professionals to ensure we meet your child’s needs.

We would recommend that children be fully vaccinated for their own protection and for the protection of those that cannot be vaccinated due to their age or for other reasons.

Please note that up to date MMR (Measles, Mumps and Rubella) vaccinations are recommended.

**PARTNERSHIP WITH PARENTS**

We aim to make your child’s early years experiences as positive as possible. In order to achieve this, it is important that we communicate effectively with you, and positive relationships between you and the Nursery team are built. We also send out a quarterly newsletter informing parents of the children’s projects, events, new staff, and any training the team have completed.

At Busy Beans Nursery, parent care is just as important as childcare!

**Daily Feedback -** Daily feedback about your child’s day at Nursery is provided either through verbal feedback or in the Rainbow room. Along with verbal feedback, a daily diary is provided. This communicates to you your child’s sleep, food / drink intake along with nappy changes and details of what your little one has been up to during the session. Please feel free to discuss any issues with your child’s Key Worker at any time.

**JOINT PARENTAL RESPONSIBILITY**

In the event of a family dispute between parents, there are clear legal procedures that childcare providers must follow:

Parents who are married have equal rights over their child (joint parental responsibility) unless we are informed otherwise by way of a Court Order or through Social Services.

To avoid impacting on a dispute further, we will remain neutral unless specifically ordered otherwise by way of a Court Order or by Social Services.

If parents are separated and co-parenting the nursery **must** be informed of the care arrangements between parents, to ensure both parents and their child are supported appropriately.

If any court order is in place regarding a child’s care arrangements to include any review of a court order the nursery **must** be provided with a copy.

**COLLECTION OF CHILDREN AND SECURITY**

A child will only be released into the care of their parents / guardians or other authorised persons named on your Nursery **CONTRACT FORM**.

While we understand things happen beyond our control and the named persons cannot collect your child, in this instance we ask that you contact the Nursery giving details of the person collecting your child.

This person will need to bring named photographic ID with them before we will hand over your child. If an unauthorised person comes to collect your child, we will endeavour to contact you.

If we have any doubts, then your child will not be released.

We would kindly request that you do not give out the entry code into Nursery and refrain from opening the Nursery door for others.

In the unlikely event of a child becoming lost or unaccounted for whilst in our care, we will carry out an immediate and thorough search of the area. If the child is not located, the police and parents will be informed immediately.

**LATE COLLECTION OF A CHILD**

It’s very important that you collect your child on time to ensure appropriate staffing and ratios levels are maintained in the room that are dictated by regulation. We understand and appreciate unforeseen circumstances can arise, if you are going to be late collecting your child, please let us know as soon as possible. There will be a charge of £15.00 for every 15 minutes over your child’s session time.

In the event that you do not collect your child by the normal closing time, two members of staff will remain with your child. After thirty minutes, if we have been unable to contact you or any of the authorised persons named in your Nursery Contract, the Nursery Manager or deputised staff member will assess the situation and contact the Children and Families Hub.

**NURSERY EDUCATION FUND NEF GUIDELINES FOR PARENTS**

To access NEF your child requires to be 3 years of age by the 31st August

You child will be entitled to 30 hours NEF funding per week.

Busy Beans Nursery does not operate term time only therefore the 14 weeks outside of term time are payable.

***Please be aware Busy Beans Nursery cannot guarantee your child a NEF place in preschool.***

**NEF Guidelines:**

* Minimum of two sessions per week
* Each session is a minimum of 4 hours and a maximum of 8 hours
* Busy Beans Nursery operates 51 weeks of the year. NEF will fund 38 weeks term time only and the other 14 weeks is funded by the parent.
* If you should decide to have additional hours to your NEF session hours this will be charged at the normal nursery rate.
* If you should want to give your notice period to leave the nursery, your notice period is required is the notice period of your nursery contract, two months.
* Parents accessing the nursery for the first time through NEF there will be a non-refundable administrative fee of £50.
* If you decide to access the NEF through a school nursery Busy Beans Nursery requires to be informed of this no later than at the end of March, this is to secure places for the children who will be staying with nursery and moving into preschool.

**NURSERY CONTRACT**

Please ensure that you have fully read and understood the **Terms and Conditions** of this Handbook as its part of your contractual agreement, please speak to the Nursery Manager if you have any questions.

The Terms and Conditions are not negotiable, and we would draw your attention to the following key points:

**FEES**

Fees are invoiced monthly and are to be paid in advance, the monthly invoice dates are given to parents annually in advance.

Please be aware there are 4 months of the year that have a 5 week payment required.

Fees are reviewed annually and an uplift will reflect the RPI, which is implemented at the start of the new academic year (September).

You will receive one month’s notice of any change to the fees.

You will be charged for each session that you have booked, regardless of whether your child attends.

Refunds or replacement sessions cannot be given for unattended sessions and booked sessions cannot be swapped for alternative sessions.

Any additional sessions during the month will be invoiced at the end of the month.

**The nursery will close on all Bank Holidays and will be closed over the Christmas and New Year period between the 25th December and the 1st January inclusive. The nursery will close at 4.00pm the last day before the Christmas break, fees are payable over this period.**

If the nursery should be closed for any event beyond our reasonable control including and not limited for example lack of services, pandemics or weather conditions, **fees are still payable.**

**Late Payments**

If payment is made late a 10% charge will be applied to the overall invoice, we are aware family circumstances can change which can have a financial impact on your family. If this occurs at any point during your time at Busy Beans Nursery please speak to the Operational Manager, as we want to support our parents.

**Payment method -** The required method of payment is BACS please note we do not accept PayPal payments. Please make the payment referenced with your child’s name and payroll number.

 The invoices are only sent for record purposes and to capture any additional sessions or fee amendments and should not be relied upon to make payments. Parents should notify the Nursery if they do not receive an invoice.

**Additional hours -** If you should require additional hours for your child, we will do our best to accommodate this, subject to availability.

**Notice period -** Two months’ written notice is required to cancel your child’s Nursery place and one month’s notice to change sessions. If insufficient notice is given, you will be liable to pay fees in lieu of notice.

**Welcome to Busy Beans Nursey**