

Dear Parents/Carers,

Thank you for enquiring about Honey Pot Day Nursery and Pre-school. We would like to introduce ourselves and Honey Pot to you.

Honey Pot Day Nursery is a family owned, small chain of nurseries. Myself (Julie Hurst), my husband Tony Hurst and our two daughters Melissa Kalli and Jenna Geggie are the proud owners of Honey Pot Day Nursery.

We are hands-on owners and are all totally committed to childcare and providing excellent love and care to all our children who attend our nurseries. As owners, we are proud that we have a childcare background and so this enables us to have a genuine passion for working with children. Before opening our first nursery, Honey Pot (Aigburth) in July 2007, I had managed day care settings for many years and felt the time was right to branch out and buy my own nursery. Jenna and Melissa are also the area managers of the setting. Jenna has a BA(hons) degree and holds Early Years teacher status. Her experience working with children, as an Early Years consultant and inspector for Ofsted means she is committed to ensure the highest standards throughout all of the nurseries. Melissa has gained experience working in childcare for over 10 years and is specially trained in safeguarding and special educational needs. Melissa holds the role as area safeguarding officer and area SENCO, this enables her to support and supervise all designated coordinators throughout the settings in a coaching and mentoring capacity.

After Honey Pot Aigburth opened it's doors in July 2007, it was quite apparent that there had been a lack of quality childcare in the area and we, together with our team of staff, soon turned our Aigburth Nursery into one of the best nurseries in the South of Liverpool which, in turn, meant we had a great demand for nursery places.

In April 2009, due to the demand for spaces at our Aigburth nursery, we opened our second nursery in Garston. Again we used the same principles of providing quality, care and education to our children and their families and now Garston is well known within the local community and even further afield as an excellent childcare provision. Our Garston nursery was inspected by Ofsted in 2014 and was judged Outstanding in all areas, of which we are very proud.

We opened our 3rd Nursery in Childwall, in April 2012 due to the demand for places from the two existing nurseries. The nurseries by now had built up an excellent reputation throughout South Liverpool and the Childwall nursery was

very quickly as successful as the others. Our Childwall nursery was inspected by Ofsted in October 2013 and was judged Outstanding in all areas.

In spring of 2014 we ventured over the water and opened our 4th nursery in Bebington on the Wirral. The Bebington site underwent full renovation and opened its doors in May 2014. Our nursery in Bebington is particularly renowned for providing excellent quality childcare to all children, especially those with special educational needs and/ or disabilities. We are still awaiting a judgement from Ofsted at this site.

Please see our website and blog for more details and photos of the nursery:
www.honeypotnursery.co.uk

Please find enclosed our prospectus and application form, it is advisable that you return your application form and deposit as soon as possible to secure your child's place. Please feel free to view our excellent nurseries at any time, no appointment is necessary.

We look forward to hearing from you again soon,

Julie and Tony Hurst
Nursery Owners



Honey Pot Day Nursery and Pre - School



Application Form

Child's Name: _____

Home Address: _____

Postcode: _____

Date of Birth: _____ Age: _____

Home Number: _____

CONTACTS

	Carer 1	Carer 2
Name		
Relationship		
Employer		
Contact Number		
E-mail		

Care Required (please tick)

Full time	Part Time	Sessions	Funded only

Days Required (please tick)

	Monday	Tuesday	Wednesday	Thursday	Friday
Full day					
Am					
Pm					

Date required to start: _____

Please note: When you have decided upon a start date you will be charged fees from this date. If circumstances change and you wish to postpone the start, half fees will need to be paid and the space will only be kept available for 1 month.

OFFICE USE ONLY:

Deposit Paid? _____ **Date:** _____

Method of payment: _____

Place Secured? _____ **Room:** _____

Official Start Date: _____

Settling in sessions:

	Date and Time
Hour 1	
Hour 2	
Hour 3	
Hour 4	
Hour 5	

Comments:

Uniform Requested: Y / N

Honey Pot Day Nursery



Opening Hours, Prices, Ratios & Contact Details

Opening Times:

Opening Hours	Aigburth	Garston	Childwall	Bebington
Full day	8.00am-6.00pm	8.00am-6.00pm	8.00am-6.00pm	8.00am-6.00pm
Morning Session	8.00am-1.00pm	8.00am-1.00pm	8.00am-1.00pm	8.00am-12.30pm
Afternoon Session	1.30pm-6.00pm	1.00pm-6.00pm	1.30pm-6.00pm	1.00pm-6.00pm

Nursery will be closed for all bank holidays and will close at 1pm on occasion when Christmas Eve or New Year's Eve fall on a week day.

Fees:

Prices of our fees differ across all nursery sites. We charge by the full day or session your child/ren attend. We offer discounts for 3,4 or 5 day places and offer 15% sibling discounts. To enquire about our prices and fees please feel free to contact the manager of the site you wish to enquire about using the contact details below.

Fees are payable 52 weeks per year

Ratios:

Individual care and attention is made possible by maintaining the following ratios at all times:

1 adult to 3 children aged 0 - 2 years

1 adult to 4 children aged 2 - 3 years

1 adult to 8 children aged 3 - 5 years

Contact Details:

	Aigburth	Garston	Childwall	Bebington
Telephone:	0151 494 2373	0151 494 2636	0151 722 2500	0151 644 7824
Email:	juliehoney@ aol.com	honey@ yahoo.co.uk	honey@ aol.co.uk	honey@ aol.co.uk
Address:	358 Aigburth Road Liverpool L17 6AE	Earp Street Garston, Liverpool L19 1RT	70 Childwall Valley Road Liverpool L16 4PE	4 Woodland Road, Bebington Wirral CH42 4NT

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Payment/Charges Information

Deposit

A deposit of £200 will be required to reserve a space for any child. The deposit will be used in order to guarantee availability, on application you will be asked to decide upon a start date required. Once a start date has been confirmed you will have a period of 2 weeks to change the date or cancel the place, after this time the deposit will become non-refundable. The deposit will be returned to you when your child leaves if one month's written notice is given and all fee payments are up to date.

Payments

Fees are payable for every week that your child is registered and should be paid on your child's first day of attendance either weekly or monthly. Payments must be made in advance. We DO NOT accept any cheque payments. Fees are subject to review in SEPTEMBER of each year.

Standing order Payments

We encourage all parents to use standing order method of payment as it reduces the amount of cash held on the premises. When using Standing order as method of payment you should use your child's name as reference to the account so that we can match payments to children as necessary.

Nursery Voucher Scheme

Here at Honey Pot we accept a variety of Nursery voucher schemes. Please ask on enrolment to check that the vouchers that you are planning to use are accepted by the company. It can take some time to get a voucher payment set up so you will need to get a first payment date from the voucher company and until this date you should pay the necessary fees via cash or standing order payment.

Nursery Education Funding

15 hours Nursery Education funding is available to all children for the term following their third birthday. This can be accessed in numerous ways and can

be discussed for each individual child when the time approaches. If you are accessing NEF on term time only basis there will be a weekly charge that covers the cost of meals and snacks. You will receive an invoice at the beginning of each term that highlights the amount that you are required to pay following the deduction of NEF.

2 Year Funding

Some children may be entitled to claim 15 hours free funding when they turn 2 years old. If your child is eligible you will receive a letter from your local authority which outlines 'how to access a free place for your 2 year old'. You will need to present this to the nursery manager along with evidence that you are receiving tax credits and that your earnings are below £16,190. You will also need to provide a copy of your child's birth certificate. Once all evidence has been gathered a start date will be agreed with the nursery manager.

Discounts

You may be eligible to a sibling discount of 15%, this discount applies to your oldest child, please see the Nursery manager for further details.

Holidays, Absence and Sickness

No refund will be given for periods where your child's nursery place is unfilled due to illness or holidays. The nursery is closed on bank holidays and also will close at 1pm if Christmas Eve and New Years Eve are to fall on week days.

Non Payment

All payments should be made in advance, if for any reason payments are late we reserve the right to refuse entry until fees are brought up to date. If fees are not paid in full by the last date of the month then 10% of any outstanding fees will be added onto your account. If refused entry fees for these days will also need to be paid in full. The nursery also reserves the right to terminate a place if fees are continually not paid on time. If fees are not up to date and the nursery place is terminated the account will be passed over to our debt collection agency, Daniels Silverman, who will add an additional 20% to cover their costs. If you become more than a week behind on fee payments, your child's place will be suspended. If you do not clear the outstanding amount within 2 weeks your child's place may be cancelled. The right to refuse childcare or withdraw a place, lies with the nursery managers and owners.

Notice of Withdrawal

At least four weeks written notice must be given to the nursery Manager before withdrawing your child from our Nursery. Full fees must be paid for four weeks' notice whether your child attends or not. The initial deposit held by the nursery may be set against any liabilities for such outstanding fees. If all fees are paid up to date and the necessary notice given then the initial deposit will be refunded when your child leaves.

Late Charges

Children must be collected before the end of each session. Parents must inform staff who will be collecting their child on a daily basis. Late collectors will be liable to a surcharge as follows:

Up to 15 minutes late - £10.00

Every 15 minutes afterwards - £10.00

All children must be collected on time. We are not insured to care for children after this time.

Honey Pot Day Nursery



Staffing

The majority of all of staff hold an appropriate qualification in childcare. All have had experience in a variety of childcare settings and there is a commitment to undertake further and regular training. We do accept unqualified apprentices however these are long term students who are in training towards a childcare qualification. Long term apprentices can be counted in ratio if they are over 17 years old and the provider deems them suitable to do so. All staff are DBS checked and two references are sought from their previous employer before employment commences. All certificates are displayed in the settings. We encourage all staff to undertake further training and qualifications.

Nursery Owner/s: Julie and Anthony Hurst

Operation Managers: Jenna Geggie and Melissa Hurst

Managers:

Aigburth site: Ashley Williams-Day

Bebington site: Claire Douglas

Childwall site: Lisa Parry

Garston site: Tina Williams-Day

We also have deputy managers and senior nursery nurses in each of the Nurseries, who between them, ensure the smooth running of the rooms and work closely with the managers and all staff to ensure a happy, friendly atmosphere at Honey Pot.

A majority of the staff currently hold certificates in paediatric 1st aid and Sudden Infant Death. Certificates are displayed in and around each setting.

We have practitioners in all settings who have attended trainings including, food hygiene, safeguarding, inclusion, recruitment, equal opportunities and many more

Role of EYP

The Early Years Professional (EYP/T) has the required qualifications and training to be able to lead and support practitioners in delivering high quality practice. The EYP at Honey Pot delivers regular training to all staff covering a variety of subject areas.

These have included Special Educational Needs, Inclusive Practice, Child Nutrition, Behaviour Management and Planning Experiences for Babies. The EYP also supports staff in their day to day duties and encourages them to continually improve their practice. The EYP aims to support and build relationships with parents and provide information that may be of use to them and their child.

Honey Pot Day Nursery



What is a Key Person?

According to the Statutory Framework for the Early Years Foundation Stage 2014 "Each child must be assigned a key person. Their role is to help ensure that every

child's care is tailored to meet their individual needs. Providers must inform parents and/or carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate."

When you were first shown around the nursery, you will have been told that we operate a key person system at Honey Pot Day Nursery. We would like to give you some further information about what you can expect from your child's key person and their responsibility towards your child and you.

Roles and Responsibilities of the Key Person:

- To ensure their colleague/s who works alongside them in their room is familiar with all needs and requirements of all children in the room in case of staff absences or holidays (i.e; through the secondary key person system)
- Meet the individual needs of each child in their care
- Form strong relationships with the child and their parents/carers and inform them of your role (on induction)
- Help the child to become familiar with the setting and to feel confident and safe within it
- Observe and record the child's interests and record child's development and progress and share this information with parents and other professionals if necessary
- Undertake regular assessments of the child and share with parents/carers

- Work closely with the parents/carers to ensure a successful transition into the nursery or into the new room. Engage with parents to access more specialist support if needed
- Keep parents/carers informed of their child's day (daily diaries, handover and collection periods) and to keep parents up to date with their child's developmental stages and offer ideas for how parents can best support children at home
- Provide reassurance and comfort when children are in new situations or feeling unwell or anxious
- Arrange for the child to have their own peg, drawer, file etc.
- Be responsible for finding out about the child and continually update and review this information
- To share any developmental/ welfare concerns to the relevant designated person or agencies and to work in partnership with supporting agencies to ensure effective two way communication
- Welcome the child at the start of the day/session
- Handover and/or say goodbye at the end of the day/session
- Ensure they are there to support the daily care routines of nappy changing, sleep times and mealtimes
- Plan experiences for children based on your observations of their interests

You will be informed of who will be your child's key person after they have completed their settling sessions. These sessions give the child an opportunity to build bonds with an adult at the setting. Once a decision has been about who will be your child's key person you will be informed verbally and also receive an 'All about Me' form that the relevant staff member will have completed.

At Honey Pot, we ensure that we adhere to the requirements and that we fulfil them to the highest possible standard. We recognise the importance of practitioners developing strong bonds with children in order to foster their confidence and independence and the impact of working closely with the parents/carers of such children.

If you have any questions about the key person system, please do not hesitate to speak to your child's key person or to a member of the management team.

Honey Pot Day Nursery



Meal Times

At Honey Pot, one of our main priorities is ensuring that we provide a healthy balanced diet for all of the children within our care. We aim to promote a healthy lifestyle and to enable all of our children and their families to have a positive attitude towards healthy styles. Here at Honey Pot, children are encouraged to participate in the preparation of mealtimes by helping to serve cutlery and lunches alongside staff. The children also have opportunities to prepare some of the meals and also to grow some of the foods in our planting area.

During mealtimes, staff ensure that they model good manners and appropriate behaviour which the children are encouraged to imitate.

All meals are made fresh on the premises on a daily basis by the nursery chef, who holds a Level 2 in food safety and catering as does the nursery manager. As well as both the chef and manager attending all relevant training, other members of the team also attend food hygiene training to ensure that all of our staff fully understands the importance of a healthy lifestyle in early years.

The chef follows a 4 weekly menu ensuring that all of the meals are well balanced and nutritious, and that our menu reflects diversity allowing the children to become familiar with foods from other cultures and countries. At Honey Pot, all dietary requirements are respected and catered for and each case will be discussed individually with the child's parent/carer.

For our younger children the menu differs slightly due to each individual child's stage of weaning. Again all baby meals are made fresh on the premises each day by the nursery chef. We have a list of certain foods that we will not serve to under 1's due to various reasons which parents/carers are informed of prior to the child starting.

We are also open to discussion with parents about 'baby led weaning'. If your child is following this programme at home, please feel free to discuss this with the manager on enrolment and we will be happy to follow a similar programme here at nursery.

Please find below an example of one of our weekly menus, (please note - 'High Tea' is a late afternoon snack planned by our chefs to keep your child satisfied until they have their evening meal at home.)

	Breakfast	Lunch	Dessert	Snack	High Tea
Mon	Selection of cereal & toast & fruit	Pitta Bread Pizza & Beans	Fruit platter	Carrots, Cheese Cubes, Red Pepper	Homemade Vegetable Soup & Crusty Bread
Tue	Selection of cereal & toast & fruit	Butternut Squash Pasta Bake	Homemade Banana Loaf	Breadsticks, Cucumber, Ham	Poppadums, Naan Bread & Mango Chutney
Wed	Selection of cereal & toast & fruit	Grilled Chicken, Boiled Potato's & Mixed Veg	Exotic Fruit Platter	Raisins, Green Pepper, Crackers	Egg Noodles & Prawn Crackers
Thu	Selection of cereal & toast & fruit	Salmon Pie with Sweet corn & Broccoli	Homemade Rice Pudding	Rice Cakes, Celery, Yellow Pepper	Garlic Bread & Brie Cheese Cubes
Fri	Selection of cereal & toast & fruit	Mild Vegetable Curry & Rice	Fruit Kebabs	Melba Toast, Cherry Tomatoes, Apricots	Pitta Bread & Homemade Hummous

Fresh water and fresh fruit are available to all children continuously throughout the day and all children are encouraged to take home a piece of fresh fruit. At Honey Pot we aim to provide all of the children in our care with their 5 portions of fruit and Veg each and every day!

Honey Pot Day Nursery



Child Tax Credits and Working Tax Credits Information

- You can claim tax credits if the childcare provider that you choose is registered with approved childcare.

You can't claim for any of the following:

- The amount your employer pays you towards your childcare cost (either in cash or in vouchers) - this includes vouchers in return for a reduction in your pay (known as a 'salary sacrifice')
- Childcare costs met by your local authority (or your local education authority) for early learning or nursery education for your child - for example where your local authority in England meets the cost of 15 hours a week free early years education for children aged 3 and 4.
- Payments you get from the government towards your childcare costs because you are a student or you are starting work.
- You can still claim for any childcare costs that you actually pay for yourself.
- You should notify the tax credits office within **ONE MONTH** if there are any changes to your tax credit claim. If you delay in doing so you will be made to pay and over paid money back, and may also be subject to a fine of up to £300.

Information in this leaflet was taken from HM Revenue and Customs factsheet 'Working Tax Credit - Help with the costs of childcare (WTC5)'

For further help, support or enquiries please refer to the tax credits helpline for details by calling 0845 300 3900 or by visiting www.hmrc.gov.uk/taxcredits

Please note that on occasions we are contacted by the Inland Revenue, Job Centre Plus or other government bodies to verify details of childcare tax claimants. We are obliged by law to provide this information and we cannot be held responsible for any changes to your claim as a result of providing the information requested.

Free Early Education for Children

Every 3 and 4 year old is entitled to two years of free early learning and childcare provision, before they reach the age where they need to go to school. If your child is eligible for free early education you will be entitled to 15 hours a week for 38 weeks a year. We claim the grant on your behalf and credit you with the full amount on your monthly payment. Some two year olds are entitled to free 15 hours funding also, but this is dependent on individual circumstances. You will need to contact your local authority to establish your entitlement. Once you have confirmed your entitlement, contact your childcare provider who will be happy to apply for funding for you.

You will be charged for any additional hours or services which exceed your entitlement. You will be contacted by the Nursery Manager as your child becomes old enough to claim the grant. You cannot claim if your child also attends a maintained school nursery, as the school will claim the entire grant on your behalf.

Honey Pot Day Nursery



Inclusive Practice

Equal Opportunities

At Honey Pot we are committed to providing an environment that offers a range of opportunities and experiences for all of the children who attend. All children and their families, staff members and volunteers are treated with respect and we aim to celebrate the success and achievements of everybody based on their own individuality. We will encourage all children to value themselves and others around them and they will be guided by our well skilled practitioners to reach their full potential.

Special Educational Needs

At Honey Pot it is important to us that the needs of each individual child are met, this is supported by our key person system. We endeavour to provide high quality of care and education for all children who attend. In conjunction with our 'Parents as Partners' policy we will work closely with families in order to provide care for children on an individual basis and will endeavour to meet all requirements, in accordance to the needs of a child. The nursery has a special educational needs coordinator, who has received relevant training and who will be available for parents and carers to speak to at any time. The coordinator is also supported in their role by the area SENCo Melissa who can be called upon to come and liaise with staff, professionals and observe children. We are also supported by our Local Children's Centre SEN and disability link worker who often visit the setting to provide support. Our Bebington site has a supernumerary SENCo who supports children on a one to one basis.

Resources

As a company we strive to provide resources and equipment that will meet the needs of the children in all age groups. We provide equipment that is suitable for the age and stage of each of each group's development. In the event of any specialist equipment being needed we will work alongside families and any relevant outside agencies in order to best suit the needs of a child.

We will provide resources that will encourage children to learn about different values and cultural diversity. Any books, images and illustrations used and displayed around the setting will convey positive messages with regards to culture, gender roles and beliefs.