



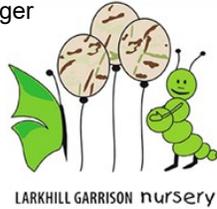
# TNB Garrison Early Years & Play

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Charity Number 1079392



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**Ofsted No: EY241696**  
**Registered Charity Number:1079392**



# Welcome to The Haig Day Nursery

At the Haig Day Nursery, we believe that children in our care should spend time in an environment where they feel nurtured, at home and accepted by those around them. Children and families should expect the highest quality, professional care and education that we are able to offer.

We believe that children can thrive when they have trust in us, that they know their emotional and physical needs will be met; that they are free to develop at their own pace and they will be valued for who they are.

Our staff team is professional and highly qualified. We aim to support and work in partnership with all our families. We recognise that service families need additional support when a parent is deployed on military duties.

Welcome to the Haig Day Nursery which is located in Bulford and registered with Ofsted for 70 children. It is a registered charity and is governed by a Board of Trustees on which parents are invited to sit.

There are four rooms for different age groups, these are:

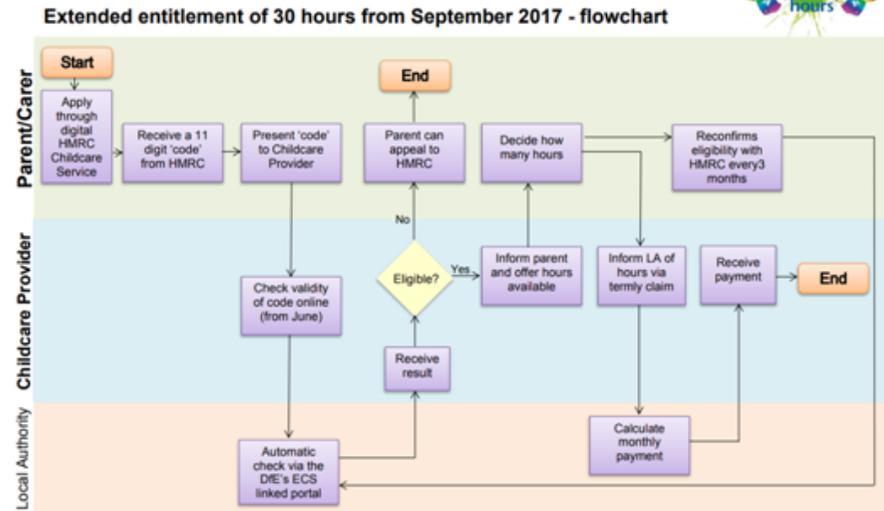
**Little Fawns** 6 months to 1 year

**Hedgehogs** 1 – 2 years

**Robins** 2 – 3 years

**Owls** 3 years upwards

Nursery also has a sensory room in addition to several outdoor play areas.



Once this code has been acquired and shared with nursery we can be allocated the hours for your child. The funding codes also need to be applied for every term. The child which are eligible are allocated a set amount of hours each terms these hours are as following:

- Autumn term is 420 hours, from the 1st of September —31 of December each child will be entitled to roughly 26 funded hours a week.
- Spring term is 330 hours, from the 1st of January—31st of March each child will be entitled to roughly 25 funded hours a week.
- Summer term is 390 hours, from the 1st of April—31 of August each child will be entitled to roughly 17 funded hours a week.

## Two year old funding

This funding is for some two years olds after the term of their second birthday. The eligible children are entitled to 15 funded hours a week and this is set up identical to the three year old funding on the previous page. Children are eligible for this funding if:

- The child has a statutory statement of Special Educational Needs (SEN) or an Education, Health and Care plan.
- The child has left local authority care through a Special Guardianship Order, adoption, a Residence Order or is currently a Looked After Child.

Children are also eligible if their parents receive:

- income Support, Income based Job Seekers Allowance (JSA), Income related Employment and Support Allowance (ESA),
- Support under part six of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

## Extended entitlement of 30 free hours

Children are eligible to an extra 15 funded hours for up to 38 weeks of the year if both parents are working or the sole parent is working in a lone parent family 16 or more hours a week.

These hours are combined with the Nursery Education Grant free 15 hours described on the previous page to make 30 free hours for up to 38 weeks of the year. Nursery spreads these allocated hours over 50 weeks we are open. Parents need to apply for their 30 free hour funded code by going on to the digital HMRC Child service online. Please see the picture on the opposite page for a guide:

## Quality Assured

The nursery gained the Bristol Standards Quality Assurance Award in 2013 and is still on the journey. This means that the staff team has examined and reflected on every aspect of the nursery's care and practice; staffing and management, personal care, learning environments and opportunities, welfare requirements, resources and relationships in order to constantly improve. It is an ongoing cycle of reflection and improvement. In this way the nursery can measure the quality of the service that it offers to children and families.

## Staff

The Haig Day Nursery has a staff team of 22, all have Disclosure and Barring Services (DBS) checks. The majority of staff have a minimum Level 3 qualification relevant to early years or are working towards their Diplomas. Several staff have levels 4, 5 and 6. The team has a wealth experience in childcare and education, from newly qualified staff to those who have spent many years working in a range of settings. Staff follow a no smoking rule during nursery hours, this includes not smoking on Nursery grounds and in their uniforms. Staff and parents follow a strict 'no phones allowed' rule this involves staff keeping their phone in their lockers and only using them during their breaks in the staff room away from the children.

## Children's Care, Learning and Development.

The nursery is governed by The Statutory Framework for the Early Years Foundation stage which clearly sets out the welfare, care, learning and development standards that all settings must provide for children from birth to five years.

We are registered with Ofsted which carries out inspections to ensure that the Foundation Stage is implemented and which judges the quality of the care and provision that we offer. A copy of the report is included in this pack.

### **Partnership with Parents**

The staff are committed to maintaining a professional and trusting relationship with the parents this ensures that children's care is consistent. Parents and carers are kept informed about all aspects of their children's well-being and development through the Eylog system. Nursery also hold celebration days, on these occasions parents and carers are welcome to come into nursery and take part in activities set up.

### **Settling –In and Transition:**

We offer up to five free settling sessions for each child the week prior to their start date. These are short, but differing periods of time so that children experience part of the typical day in nursery. Parents and staff spend time discussing home and family, care needs, routines, food and sleep requirements. We will work with parents to put in place procedures to minimise any distress for both parents and child however parents are welcome to call the nursery at any time.

To make the transition into nursery less stressful for your child here are a couple of tips you can try at home for each age group:

**Baby room:** Ensure your baby can take breast milk from a bottle by somebody other than mum if your breast feeding. Promote a sleep routine where your baby is able to settle to sleep in a cot independently or being patted off by an adult. Encourage your baby to be able to play independently on floor in a safe environment for up to 10-15 minutes at a time. This could be tummy time or laying under a baby gym.

### **Fee's**

#### **Please see the page opposite**

The nursery will give a month's notice of any change to the fee structure. Invoices are sent out monthly in advance and there are no refunds given for sickness or holidays taken. For your child to keep their place at nursery, you must pay the fees as we operate a no pay no stay policy. We are registered to accept Nursery Education Grant (NEG). We also accept debit cards, payment by BACS and child care vouchers.

The nursery is not liable for fee reimbursement should closure occur due to emergency, e.g. adverse weather conditions, or failure of services or utilities. The nursery does not charge for planned closure on bank holidays or staff training days. Please note that all meals and snacks are not included as these are free of charge.

### **Free entitlement Funding**

We accept Nursery Education Grant funding. This universal benefit is for every child after the term of their third birthday. All Children are entitled to up to 15 funded hours for up to 38 weeks of the year however we spread these allocated hours over 50 weeks we are open. Every child is allocated a set amount of hours each terms these hours are as following:

- Autumn term is 210 hours, from the 1st of September —31 of December each child will be entitled to roughly 13 funded hours a week.
- Spring term is 165 hours, from the 1st of January—31st of March each child will be entitled to roughly 12 funded hours a week.
- Summer term is 195 hours, from the 1st of April—31 of August each child will be entitled to roughly 8 funded hours a week.

## Fees Payable from the 1<sup>st</sup> of May 2018

<b>Our hourly rates</b>	
Under 3 years	£4.50 per hour
Pre-school	£4.15 per hour

<b>VOUCHER REFERENCE NUMBERS:</b>	
CO-OP	85008336
SODEXO	146937
COMPUTER SHARE	0007895599
EDENRED/CHILD CARE VOUCHERS	P20068687

<b>Per Week:</b>	<b>8am - 6pm</b>	<b>9am - 6pm</b>	<b>8am - 5pm</b>	<b>9am - 5pm</b>	<b>8:30am - 5:30pm</b>	<b>8am - 5:30pm</b>	<b>9am - 5:30pm</b>
Under 3 years	£225	£202.50	£202.50	£180	£202.50	£213.75	£191.25
Pre-School	£207.50	£186.75	£186.75	£116	£186.75	£197.15	£176.40
<b>Per Day:</b>							
Under 3 years	£45	£40.50	£40.50	£36.00	£40.50	£42.75	£38.25
Pre-School	£41.50	£37.35	£37.35	£33.20	£37.35	£39.43	£35.28

Nursery Fees are reviewed annually by the Trustees. Charges are made for the allocated place whether you choose to use it fully or not. Unfortunately, absences due to holiday, sickness or flexible working are charged at the full rate.

**Hedgehogs:** Promote your child to be able to feed themselves independently with a spoon at meal times. Try to drop your child's morning nap and encourage one nap after lunch time

**Robins:** Support your child to be able to use a spoon and fork independently and to be able to drink from a cup without a lid at meal times.

**Owls:** Encourage your children to be able to use a fork and knife and have polite table manners during meal times. Try to encourage your child to drop their sleep during the day time.

### The Key Person

Each child at the nursery has a key person who helps to settle them and the family into the nursery. The key person meets care needs of the child, this ensure a strong bond between the child and adult forms. This relationship does not undermine children's ties with their parents who we recognise as the most important people in a child's life.

The key person will make observations and plan activities to promote the development of a child. These will be recorded and up loaded to the child's Eylog learning Journal together with pictures, photographs and evidence of achievement.

The Eylog Learning Journals are secure and can also be accessed when sent an activation link from nursery. 10 people can be added to the Eylog system, this can be a great way to update Grandparents, Aunties, Uncles and family friends of all the new and exciting things your child get up to at nursery.

## ENCOMPASS

We are taking part in a project that will run between Schools, Early years settings and Wiltshire Police:

ENCOMPASS is the reporting schools and early years setting by the next working day, when a child has been affected by domestic incident. ENCOMPASS will ensure that the members of staff is told in confidence. The nursery will put provision into place to help support those affected by the domestic incident. We are keen to offer the best support to all our children and believe this will be extremely beneficial .

### Opening Times

The nursery is open for 50 weeks of the year, only closing for two weeks over Christmas and bank holidays. We full day Nursery and are open between the times of 8am until 6pm. Our sessions start at 8 am, 8:30 am or 9am and finish at 5pm, 5:30pm or 6pm.

### Contact Details

Parents must inform the nursery of any changes in their contact or their emergency contacts' details. The persons listed as emergency contacts have permission to collect your child. Any other person must have written permission from parents and staff must be verbally informed as to who this is. The nursery must be able to contact someone at all times in case of emergency. The nursery will not permit any child to leave nursery with an unknown person. A confidential, unique password must be given which is recognised by parents and staff before a child is released into their care.

## Nappy Changing Supplies

The nursery does request parents to supply nappies, wipes or creams. Staff will inform parents when supplies are running low.

### Illness

Please inform the nursery by 10am if your child will be absent. We follow the Health Protection Agency's guidelines "Control of Communicable Disease in Schools and Nurseries".

Cough and colds are common in nursery. We do advise not to bring children to nursery if they have a **heavy** cough, cold or is clearly unwell.

When a child become unwell at nursery and develops a temperature over 38°C the staff will try to lower their temperature naturally, however if it does not go down with in a reasonable time these children are sent home unwell.

Staff will administer prescription medication only after the first 48 hour period with the written permission of parents and if child is well enough to return to nursery.

### Food and Mealtimes

Nursery provides breakfast, lunch, high tea, morning and afternoon snacks. Drinking water is available for children at all times throughout the day. A mixed range of meat, fruit and vegetables are fresh, locally sourced and delivered weekly. The menu is very healthy and is based on home cooked foods such as chicken curry, shepherd's pie and roast beef. The puddings are sweetened with fruit or unrefined sugar.

We cater for children's allergies, medical, religious and cultural dietary requirements.