

# Buntings

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## PROSPECTUS

[www.buntingsnursery.co.uk](http://www.buntingsnursery.co.uk)

Main office: Buntings, London Road, Buntingford, Hertfordshire, SG9 9JL  
(01763) 272 868

2020

# WELCOME

**Thank you for your enquiry regarding childcare at Buntings Day Nursery.**

Enclosed is some information, which hopefully will be of some help in your quest for childcare. If we can be of any further assistance, please do not hesitate to contact us.

We take pride in offering a 'home away from home' environment. We strongly suggest a personal viewing if you have not already done so. No appointment is necessary, however if you phone in we will make sure that one of us will be available to see you personally.

We look forward to meeting you and your child soon.

*Shelley Ward and Emma Edwards*

**PROPRIETORS**

# ABOUT US

Buntings is a small day nursery located on London Road, towards the edge of Buntingford. We take children from 3 months until 5 years old and are open from 8.00am until 6.00pm Monday to Friday all year except for Bank Holidays.

## OUR AIMS ARE:

- To provide a high level of care for every child and adult in our nursery and to promote equality and value diversity.
- To equip children with the appropriate skills and knowledge they need to carry them on to the next level of development.
- To provide a friendly, welcoming and experience rich environment for every child who will receive the care and attention they need to feel safe and secure.
- To encourage children to communicate and express themselves in their own individual way, whilst showing them how to be kind, to share and behave appropriately to all. By showing children how to do this they will also learn to value and respect people and the environment around them.
- To give each child opportunities in which they can learn, play and communicate with other children and adults.

## WHAT MAKES US SPECIAL?

As we are a small nursery, every child can be given our full attention. The relationship built with each child is always special and enables them to feel self-assured in our care. These relationships grow and change with your child's individual needs and encourages them to become confident in their own abilities. That's why we are special! We want your child to feel that Buntings is home from home and to love spending each day with their extended family.

# OUR STAFF

Step inside Buntings and meet our wonderful team of staff. Our staff have their own special qualities and together they provide a high standard of care through their individual personalities, experience and qualifications.

All staff hold relevant first aid qualifications and as a team we maintain our knowledge on all aspects of childcare such as child protection and behaviour management. We value further development at all levels.

We pride ourselves on having staff who are committed to their own professional development and are very proud to boast 2 qualified teachers and 2 members of staff who has achieved their foundation degree. All other staff are level 3 qualified or training towards level 3. This in our eyes is amazing!

We operate a key worker system, which means that each child has a special adult to relate to.

You can see all the staff profiles on our website  
**[www.buntingsnursery.co.uk](http://www.buntingsnursery.co.uk)**

# WHERE WE PLAY

We have three at Buntings which provide the main play spaces for the children.

## WOODLAND LODGE (0-20 MONTHS OLD)

Our lodge was newly introduced for 2018. It is a small and safe space, perfect for our little ones.

It is well equipped to meet the needs of all the children in this age range. Children under 2 years are provided with continuous play and development opportunities. Our staff interact with the children and build close relationships which enable the children to feel comfortable and enjoy their time with us. We love reading stories and singing songs.

The staff provide lots of love, comfort and cuddles for the babies whilst providing lots of time and space for them to play and explore.

We like to follow each babies routine and work with parents closely to ensure this.

All our Woodland lodge team have undertaken additional training in working with our under 1 year olds.

The babies all enjoy time outside and we like to go for walks in our local area- feeding the ducks is a favourite walk.

## LITTLE ACORNS (20 MONTHS-3 YEARS OLD)

Our Ocean Room supports children who are just coming up to 2 years old until they are 3.

We believe children should be encouraged to develop at their own pace and therefore provide many opportunities for them to discover, question, experience, find out, explore and imagine. We like to follow the interests of the children and build on what they know and enjoy.

We understand that the care element is still important for this age and balance a caring and nurturing environment with a fun and inviting one.

## MIGHTY OAKS (3-5 YEARS OLD)

Our aim is to develop positive values, independence and self-confidence.

We still promote close relationships in the room but especially focus on developing individual personalities.

The room is set up so that the children can chose to be inside or outside for large parts of the day, having a free flow access to the activities and equipment both inside and out.

Our plans support a child led approach with no child ever being made to do an activity. Our experienced team know that curriculum can be taught through digging worms, baking cakes and making dens and this is the main approach we love to take.

Our preschool provision ensures that all of our children's learning and development is closely monitored by their keyworker and the rest of the team. We provide a variety of fun planned activities but also like to create in the moment plans, bouncing off your child's ideas and wants.

# THE EARLY YEARS FOUNDATION STAGE

The EYFS is a 'curriculum' designed for all children under the age of 5 years old. It has been introduced for all children in schools, childminder settings and out of school clubs and nurseries. It is mandatory for childcare settings to provide this.

It is designed to create a positive and consistent approach to your child's care and will bring together three different guidelines that child care settings were previously using and inspected on.

We plan on a daily basis to meet the requirements of the EYFS and you can view the whole curriculum here:  
<https://www.foundationyears.org.uk/eyfs-statutory-framework/>

We see the curriculum as the holistic way we approach looking after your child, from the food we feed them to the people around them. We strive to provide the best environment that considers all the areas of learning.

At Buntings, your child will be planned for as an individual and we will provide suitable play and learning experiences to meet their needs. This will always be carried out in a fun and exciting way and integrated into our daily routine, these are usually fun activities for all the children to experience together.

## TAPESTRY

At Buntings we use an online system called Tapestry to build our individual children's learning journeys and store all observations and assessments relating to each child.

This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can view it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

## KEY WORKERS

Your child will usually have a key worker who will help to build a very special bond with you and your child. They will be there to provide security for each child and will be the most important home to nursery link.

# WORKING WITH PARENTS

At Buntings we try to provide a variety of ways for us to work together - after all, you know your child best! Firstly, we intend to work with you to settle your child into Buntings at their own pace and yours. We aim to follow individual child routines.

We write daily in the day books with provide you with a constant flow of information about your child's day at Buntings. All the information recorded in these books enables parents and carers to be a part of their child's nursery life. These books can become a two way communication between staff and parents and are a wonderful way to see your child grow and develop, with memories such as hand prints and photographs which are regularly placed inside.

As a nursery we send out regular newsletters and information on the planning in the Jungle room. These can be seen on our Parent Hub section of our website where we upload useful information.

Last but not least, Buntings has an open door policy. We want parents to feel they are a part of Buntings too and our door is always open to you.

## SETTLING IN

We understand how difficult it is to leave your child with us for the first time. Our priority is to help you and your family feel welcome and relaxed. Our settling in sessions are offered free of charge and arranged with you the parents/carers, please feel welcome to telephone at anytime to see how your child is. Each child will be provided with their own settling in period and staff will work with parents during this time to ensure that children are settled into the nursery and enjoy their time with us.

This period of time also provides the opportunity for staff to familiarise themselves with the child's routine which we will follow while they are in our care.

Pre registration visits are also encouraged and parents are welcome to stay with their child in the nursery until they feel happy to leave them in our care.

# POLICIES AND PROCEDURES

An outline of our policies and procedures can be seen below. If you have any questions regarding our policies or procedures then please do not hesitate to contact the manager. Policies and procedures are updated once a year. Full copies of our recent policies may be obtained upon request or can be viewed via the buntings website.

## ACCIDENT/ILLNESS

Any child who is unwell should not be brought into the nursery and we reserve the right to refuse to accept the child until we are satisfied that they are not infectious. Children should not attend if they have vomited, had diarrhoea or a high temperature within a 48 hour period.

If a child is taken ill or injured, First Aid will be administered and the parents will be advised. All accidents will be recorded in an accident book. Parents will receive a copy of the accident and are asked to sign the nursery copy. If the child requires emergency treatment, the nursery reserves the right to take them to hospital, informing parents as soon as possible. Parents must inform staff of any allergies or relevant information including serious medical conditions that your child has experienced. This information will help us care for your child appropriately.

## CONFIDENTIALITY

All children's details and information supplied to the nursery by parents will remain confidential. Written forms will be kept in a locked cabinet and accessed only by management and the individual child's parents on request.

## HEALTH AND SAFETY

Buntings staff work as a team to ensure good health and safety practices. It is paramount for every child to be safe in their immediate environment and staff will therefore ensure that the appropriate environment for children to eat, sleep and play in is maintained at all times. Written risk assessments are carried out and followed daily. We promote good health and hygiene practices and always act as good role models to the children.

## EQUAL OPPORTUNITIES POLICY

Buntings Nursery values each child and adult as an individual and encourages all to achieve their full potential. The nursery and its staff will not discriminate on the basis of race, gender, religious beliefs, language, family background, ethnic origin, special needs, ability or disability.

All toys, books, displays and language used at Buntings will reflect and celebrate the diversity of the nursery group as well as the wider community.

**PLEASE VISIT OUR WEBSITE FOR A FULL UP TO DATE LIST OF OUR POLICIES**



# FOOD AT BUNTINGS

**Our fabulous cook prepares all our food on the premises.  
It is cooked using fresh ingredients and tastes wonderful!**

Our menu runs on an 8 week rotational basis. The lunches can be seen in red and the teas in blue. Our menu provides a balanced diet and a variety of food for the children to taste. All special dietary requirements will be catered for.

Snack times are at 10:00am and 2:00pm. A selection of fruit is available to children for morning snack and afternoon snack is a savoury with a choice of warm milk or water.

All food is prepared according to the child's age and eating abilities. For example, all babies will receive grated apple and pear and older children will receive it thinly sliced.

The children are provided with drinks which are regularly changed. They all have their own cups filled with water for them to drink from.

## BABY MEALS/MILK

We will work with each parent/carer to agree the right way for us to provide milk for their child. We have a few options that support either formula or breast feeding and we like to work with each family to make sure the method we are using works best for them.

## WEANING BABIES

Once again we like to work closely with each family to agree a plan that works best for their child. It is important to remember that our food is home cooked and healthy- so it is usually very easy to come up with a menu for our little weaners.

## EXAMPLE MENU

Day	Lunch	Tea
Monday	Thai Green curry with rice	Tuna pitta pockets with cucumber
Tuesday	Lasagne and garlic bread	Fish fingers with sweetcorn
Wednesday	Cheesy chops with boiled potatoes and green beans	Egg sandwiches
Thursday	Fish pie and peas	Jacket potatoes with beans and cheese
Friday	Sausages with mash potato and brocolli	Pizza muffins

# OFSTED

**Buntings is governed by Ofsted and adheres to all the standards of care set by themselves. The following are comments taken from the Ofsted report on Buntings Nursery:**

“The close bonds and attachments between the children and the staff enable children to feel happy and safe in the nursery.”

“Toddlers and older children display the confidence and curiosity of effective learners. Their interests and ideas are valued and incorporated into learning experiences.”

“The nursery continuously aim high to continue to provide good care and learning for children.”

“Babies and children are well supported as they grow and learn. All children are making good progress towards the early learning goals.”

For further information on Ofsted, including standards, reports or to file a complaint, they can be contacted on the following information:

OFSTED,  
Building C  
Cumberland Place  
Park Row Nottingham  
NG1 6HJ  
0845 404040  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

  
**Ofsted**  
raising standards  
improving lives

# WHAT OUR PARENTS SAY...

“

I was apprehensive about sending my little boy to Buntings after using a childminder for my daughter, however I needn't have worried. He settled in really quickly and seems very happy there. I like the fact that the nursery has a small, personal feel about it, the team are lovely and I feel totally at ease leaving him in their capable hands. One less thing to worry about when I'm at work!

**Sarah, Mum to Jesse aged 1**

”

“

Henry loves his time at Buntings, and comes home every day telling us what he has been up to and who he has played with. He is forever singing the songs he has learnt at home and trying to teach us the words. He is progressing really well through his milestones, and Buntings is helping him develop into a happy, confident and fun loving boy.

**Nikki, mum to Henry aged 2**

”

## PART OF A COMMUNITY

At Buntings we are very keen to be part of the local community and offer all our children the opportunity to explore life outside of nursery. We have many opportunities where outside people come to see the children and also have a group of children who visit our local elderly care home on a regular basis.

We especially enjoy walks in and around the town and visiting the library.

# HERTFORDSHIRE QUALITY STANDARDS

Choosing childcare and early years education is a big step for families and choosing where to send your child can be a difficult decision. Looking for quality services should be a priority because childcare providers offering a high quality of service and care helps your child's development and progress and gives you peace of mind.

Trust and confidence in your childcare provider are essential factors when making this important decision.

Hertfordshire Quality Standards (HQS) is a county led scheme that ensures childcare providers are constantly improving and developing through a process of self-evaluation. Childcare providers include day nurseries, childminders, pre-schools, early years

foundation stage classes in schools, and also include care provided outside of school hours such as in breakfast clubs.

We have been working towards our HQS between 2011-2012 and we are pleased to announce that in January 2013 we were officially given HQS status!

## **These are some comments the panel have made on Buntings:**

'All personal care routines were of a high standard, with babies being treated as individuals'

'The preschool room has a warm and welcoming atmosphere and a general air of busy activity. Welcoming and supportive staff encourage children to become engaged in a range of activities in a number of defined areas of interest.'

'Interaction with children was of an exceptionally high standard'

'The observers were impressed with the way the staff team interacted and worked together'

# FEES AND REGISTRATION

**Full Day** 8am-6pm £62.00

**Morning session** 8am-12.45pm £35.00

**Afternoon session** 1.15pm-6pm £35.00

If you require a 7:00am/7:30am drop off or a late stay until 6:30pm, please do contact us to talk directly about your needs.

## A minimum of two sessions to be booked.

There is a 10% discount for children attending a full week.

There is a 10% sibling discount.

Fees will be due by the 10th of each month payable by cheque, made payable to Buntings Nursery or via the preferred method of a direct bank transfer. All fees must be paid for the month in advance.

In order to reserve your child's place at Buntings, please ask for our registration forms. Once completed, please submit these forms with a £45 registration fee.

**One months fees will be required in advanced.** This can be paid in installments but must be settled to reserve your child's space. The deposit will be held against your account and used towards your last month's fee at Buntings. We regret that under no circumstance will the registration fee or deposit will be refunded.



**Dinky dancers** is offered to our Jungle room children on a Wednesday at a cost of £3.50. .



We offer a **Melody Monkeys** session on a Thursday morning for our woodland lodge and Ocean Room children, at an additional cost of £4 per session.



We also offer a babysitting service.

Please visit [www.buntingsnursery.co.uk/babysitters/home.html](http://www.buntingsnursery.co.uk/babysitters/home.html)

## Registration Form

Child's full name

Age

Date of Birth

Home address

Ethnic origin

Languages spoken

Name of **first** LEGAL GUARDIAN

Tel

Mobile

Occupation

Lives with child?

Name of **second** LEGAL GUARDIAN

Tel

Mobile

Occupation

Lives with child?

Please give **two emergency contacts** that can be used if we **CAN NOT** get in touch with either legal guardian:

Name of **first** EMERGENCY CONTACT

Tel

Name of **second** EMERGENCY CONTACT

Tel

Who should be first contact during the day?

Please indicate a **PASSWORD** that may be used in case of an emergency collection

Are you happy to support **Buntings going green** and receive the majority of communication via email, including invoices?

Yes  No

Contact email address

Do parents require separate letters/emails?

Yes  No

Are you transferring from another childcare provider? (If yes, please give details)

Religious beliefs

Doctor's name

Surgery address

Tel

NHS number

Name of Health Visitor

**Are there any other professionals involved with your child and their development?**

*For example, Health Visitors, Speech Therapists, Physio Team, Paediatrician etc.  
(If yes, please provide relevant contact details below)*

Yes  No

*Please could you provide us with copies of any reviews that may be of help to us, to enable staff to support other professionals and your child's development.*

**Do you give permission for the SENCo at Buntings to contact any other professionals to work with them to support your child's development?**

Yes  No

**Do you have an Early Support Family File or CAF?**

*(If so, please share with your child's Key Person and Buntings SENCo to enable us to support your family)*

Yes  No

**Are you a member of the local YMCA Children's Centre, Bramble Hill?**

Yes  No

**Do you attend local Stay & Play sessions?**

Yes  No

**Are you aware that you can access an Outreach Worker?**

Yes  No

**Do you give permission for first aid to be administered in the event of an accident?**

Yes  No

**In the event of a serious accident an ambulance may be called. Do you have any medical preferences that you wish us to pass on to the ambulance team and hospital? (If yes, please give details)**

Yes  No

**Does your child have any birth marks or scars? (If yes, please give details)**

Yes  No

**In order to ensure the correct provision is made for your child, it is vital that you inform us of any relevant special needs information.**

**Please list any ALLERGIES**

# Buntings

Please detail any DIETRY REQUIREMENTS

Is your child taking any medication?

*(If yes, please give details)*

Yes  No

If any, which of the below would you describe your child as having?

- Medical conditions
- Sight difficulties
- Communication difficulties
- Hearing difficulties
- Social difficulties
- Physical difficulties
- Learning difficulties
- Any other difficulties

If you answered YES to any of the above, please provide further information so that staff can support your child as needed.

Do you give permission for observations to be completed on your child, including an Individual Assessment of Early Learning and Development (IAELD), to aid your child's development and review our provision by Buntings staff?

Yes  No

Do you give permission for staff and volunteers to carry out observations on your child to aid their professional development?

*(Your child will be anonymous throughout)*

Yes  No

Do you give permission for your child to be photographed and for Buntings to use them within the setting and on our website?

Yes  No

Do you give permission for the child to go on a supervised activity in the local area on foot, e.g. to the park?

Yes  No

Do you give permission for your child to have sun cream applied to them by Buntings staff?

Yes  No

Do you give permission for your child to have a plaster applied if needed?

Yes  No

Do you give permission for your child to be face painted?

Yes  No

Which sessions would you like your child to attend? *(Minimum of 2 sessions)*

Mon AM	<input type="checkbox"/>	Mon PM	<input type="checkbox"/>
Tues AM	<input type="checkbox"/>	Tues PM	<input type="checkbox"/>
Wed AM	<input type="checkbox"/>	Wed PM	<input type="checkbox"/>
Thurs AM	<input type="checkbox"/>	Thurs PM	<input type="checkbox"/>
Fri AM	<input type="checkbox"/>	Fri PM	<input type="checkbox"/>

Child's start date



## THIS CONTRACT IS FOR CHILDCARE BETWEEN BUNTINGS NURSERY AND THE PARENT/GUARDIAN/CARER OF:

CHILD'S NAME

**1 Hours of opening** - The nursery is open between 8:00am until 6:00pm, Monday to Friday. It will be closed on Bank Holidays. We do not refund missed sessions or swap sessions.

**2 Payment of fees** – Fees, in accordance with the current prospectus, are due by the 10th of each month payable by cheque or balance transfer. Bank Holidays are included in our fees. Late payment will constitute a breach of contract and may result in the termination of a child's place in the nursery. Fees will be reviewed annually on the 1st of September.

One months fees will be required in advanced. This can be paid in installments but must be settled to reserve your child's space. The deposit will be held against your account and used towards your last month's fee at Buntings. We regret that under no circumstance will the registration fee or deposit will be refunded.

**3 Delivery and collection** - Children must be placed into direct care of the nursery staff on arrival. Children will not be released into the care of anyone other than the person who is named on the collection board. If this changes during the day then a phone call to the nursery should be made by the child's parent/carer.

**4 Late collection** – If a child is collected late from Buntings, there will be a fee of £5.00 per 15 minutes late for the first half an hour then £10.00 per 15 minutes thereafter. We strongly advise that parents arrive about 10 minutes early to collect their child to ensure a prompt departure for all children and staff.

**5 Lost Child** – Buntings will follow our procedure if a child is lost. If, after a thorough search of the immediate surroundings, the child cannot be found, the police will be notified and then the parent/carer.

**6 Clothing and personal property** - Children's clothes must all be labelled clearly. The nursery does not accept responsibility for the loss or damage of personal belongings brought onto the premises by children or parents/carers. It is the parents/carers responsibility to provide appropriate clothing for their child. Buntings will get your child messy!

**7 Absences** - Parents are asked to notify the nursery as soon as possible if their child will be absent through holidays or sickness. In the event of absences, pre-booked or not, we cannot refund fees or offer alternative sessions.

**8 Illnesses** - Any child who is unwell should not be brought into the nursery and we reserve the right to refuse to accept the child until we are satisfied that they are not infectious. Children should not attend if they have vomited, had diarrhoea or a high temperature within a 48 hour period. We will only administer medicine on written authorisation by parents. No liability will be accepted by Buntings and its staff in relation to any matter arising from the administration of any medicine authorised by the parents. If a child is taken ill or injured, First Aid will be administered and the parents will be advised. If a child requires emergency treatment, Buntings reserves the right to take them to hospital and inform the parents as soon as possible.

**9 Discipline** - The nursery has a written policy on behaviour management. The use of any form of physical chastisement, verbal humiliation or aggressive handling of a child is not accepted at Buntings.

**10 Car parking** - Buntings does not accept responsibility for injury or loss to persons or property due to the use of the car park.

**11 Visits** - Buntings may occasionally take the children for walk or visits off premises during the course of their session in accordance with statutory staffing requirements.

**11 Notice** - One month's notice must be given in writing when terminating a child's day care contract or changing sessions. The nursery reserves the right to exclude a child for any breach of contract including late payment of fees.

**12 Childcare records** - All nursery records relating to your child must be completed and returned to Buntings prior to your child's starting date. It is the responsibility of the child's parent or guardian to keep these forms up to date.

**I HAVE READ THE CONTRACT OF CHILDCARE AND AGREE TO COMPLY WITH THE TERMS AND ANY AMENDMENTS AS NOTIFIED.**

**Signed by Parent/Guardian/Carer**

**Date**