



# Teague Day Nurseries

## IMAGINE BELIEVE ACHIEVE

### Prospectus and Registration

**Teague Day Nurseries**  
*Butterwick Pre-School*

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**Company Manager:** Mrs Lora Teague  
**Nursery Manager:** Mrs Stephanie Lawson



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*'Education is the key to unlocking the world, a passport to freedom'*

*Teague Day Nurseries offer quality, inclusive, accessible and affordable care and education provision for children aged 6 weeks– eight years.*

*Butterwick Pre-School has been adapted to a very high standard that continues to meet increasing demands. The stimulating environment has been professionally planned and will continue to evolve, to ensure it provides full emotional, social and educational stability for your child.*

*Everybody involved with the operation of the Pre-school aspires to be the best and maintain very high expectations in practice. This includes highly effective, quality leadership and management, teaching and learning, personal development, behaviour, welfare, and outstanding outcomes for all children and learners.*

*We are a family run company. We believe that strong partnerships with parents, carers and other agencies are paramount at this most formative time of your child's development. Our staff will build a reliable rapport that allows you to fully and discretely discuss your child's needs, as well as using learning journals, emails and social media to ensure you have a constant view of your child's progress and happiness whilst within our care.*

*Your thoughts and opinions are crucial and we encourage feedback from our parents and carers.*

*Being in such a lovely community, we have built strong partnerships within the local area and like to broaden our children's experience of education with unique excursions and internal visitors as often as possible.*

*We feed directly into Butterwick Primary School. We strive to ensure transition is made very smooth for all children by ensuring similar daily structures, uniforms and expectations. We are lucky enough to be able to visit the primary school, meet other staff, children and use resources and space for activities.*

*Butterwick Pre-school is registered with Ofsted and is constantly assessing its practice and environment and improving. Teague Day Nurseries company director is a QTS teacher and School Improvements Officer and works to ensure the setting meets, and exceeds expectation.*

*We feel privileged to be intrusted with the care of your child and look forward to you becoming part of the Teague Day Nurseries family.*

*'You're off to great places, today is your day, your mountain is waiting, so get on your way...'*

Our Pre-School ensures all children **IMAGINE, BELIEVE, ACHIEVE.**

Our key person groups are named and themed after Dr Seuss books, as we promote their themes of tolerance, diversity and perseverance, encompassing our key aims within social and emotional welfare.

Every child has a different starting point and needs a uniquely scaffolded path to achieve their full potential. We strive to provide all the necessary ingredients to enhance each child's experience.

Our main aim is to ensure each child has a fantastic and inspired day at Pre-school. We want to instil fun and excitement into their first taste of education so they find a love of learning that will stay with them always.

Within each day we will:

1. Provide a safe, caring and stimulating environment.
2. Promote equality and tolerance.
3. Ensure good manners and behaviours, including being respectful.
4. Build self-esteem and confidence.
5. Structure children's experience to their individual needs and preferences.
6. Combine fun, learning and interest to provoke curiosity.
7. Support children in all aspects of their development as identified by EYFS guidelines.
8. Assess, monitor and evaluate each child's progress.
9. Share information with parents and carers and work in partnership around all children.
10. Provide intervention and support for families where necessary.
11. Evaluate and assess our practice through stringent quality assurance regularly.
12. Build and improve on children outcomes through EYFS curriculum planning.
13. Always be available for a much needed cuddle.

We are here to support you and your family and ensure your child is completely catered for ready to start their journey at Primary school.

*'You have brains in your head, you have feet in your shoes, you can steer yourself any direction you choose'*

### Half- way Horton: Two years – Three years

The Half- way Horton's are based in our main room alongside our pre-schoolers. This means they have full access to all activities and amenities, allowing them to have free flow within our exploration times. The Horton group has key staff who will scaffold age and stage appropriate tasks and interactions throughout the day. This structure allows more interaction between our two and three-year olds and also allows for differentiated and focussed intervention time. This enhances the two-year olds experience considerably. During the day, they all have the opportunity to play outside, participate in story and singing time along with a variety of creative and role-play experiences.

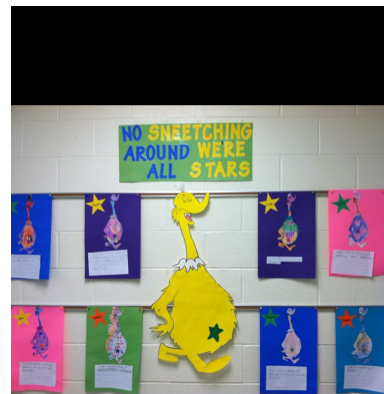


Our two-year olds have access to time in a quiet room on sleep mats, for those who still require a daytime nap.

### Starting Sneetches: Three years – Five years

Our Starting Sneetches group is a highly Motivated group in which children will learn all aspects of the EYFS curriculum. This group aims to equip each child with the skills and knowledge needed to excel in their first year of full time education. We encourage children to become independent learners, and confident in aspects of mathematics and literacy. All children will have access to some extensive equipment including an interactive white board.

We aim to help them also develop socially, learning to respect others and form friendships. By sharing space with the two year olds, it allows for encouragement in helping others and allows them to initiate and lead activities.



We ask parents to provide nappies, wipes and creams (if applicable) to reduce the risk of allergies and reactions. Our Sneetches children are encouraged to wear the Pre-school uniform, (to help with routines and school transition), and are asked to provide a change of clothes, wellies and appropriate clothing for the weather. A basic set of sports clothing is requested for P.E / activity times.

Any sun creams and medications are required to be provided by parents.

### **FOREST SCHOOL-**

We are lucky have two qualified forest school staff. This means all children aged 2+ can take part in six week blocks of forest school learning including: Fire starting, outdoor cooking, real life tool experience and much more which takes place once a week.

We are fully insured and have full training certificates.

All our children have their own peg space for lunchboxes, coats and shoes.

Our setting is a 'slippers only' setting and your child is required to wear slippers within the setting. This makes the children much more comfortable whilst in the Pre-school and allows for us to maintain a highly clean floor space.

We offer the option of tooth brushing after lunch time. Please provide your child with a toothbrush and tooth paste if you wish for them to join in!

Snacks of fruit, vegetables, yoghurt and other foods are provided to all children, (if applicable), around 10am including a drink of water or milk. Afternoon snacks are sometimes provided.

Breakfast is available from 8am-8.30pm at the additional cost of 50p per day.

Lunch is catered for at 12pm, parents / carers are asked to provide their child with a packed lunch or there is a hot dinner option, (provided by the excellent team at the Primary School) at £2.40 per day.

There is a rotating menu for these available in the reception area.

All intolerance and allergies are catered for, and therefore we are a 'NUT FREE' setting. Please let us know if your child has any additional dietary requirements on the registration documents provided.

We support the healthy eating agenda fully and ask that unhealthy snacks such as chocolate bars are not provided.

Morning sessions 9am-1pm Afternoon sessions 12-3pm Early Bird 8am-9am Late Leavers 3pm-4.30pm

Funded hours can be taken 9am-12pm, 9am-3pm, 9am-1pm, 9am-4pm

(Two year olds) -

Morning session 9am-1pm - £16.45 (9am-12pm £12.40)

Afternoon Sessions 1pm-3pm - £8.25 (12pm-3pm £12.40)

3-3.30pm £2.10

Full day

9am-3.30 £26.70

Full week

£132

Extras

3.30-4.30 £5.40

8am-9am £5.40

8.30-9am £2.70

Hours over funding - £4.15 per hour

Funding available for eligible 2 year olds

(Three year olds)-

Morning session 9am-1pm - £15.65 (9am-12pm £11.75)

Afternoon Sessions 1pm-3pm - £7.85 (12pm-3pm £11.75)

3-3.30pm £1.95

Full day

9am-3.30 £25.45

Full week

£126

Extras

3.30-4.30 £5.40

8am-9am £5.40

8.30-9am £2.70

Hours over funding £3.90

15 and 30 hours funding offered (if eligible) and can be taken 9am-4.30pm.

Stretched funding is available upon request – sharing funding is accepted.

School drop off from 8.30am - £5

School collection from 3pm

After school club is available for children aged 5 – 8. Please contact us to discuss a personalised quotation for this service.

We offer funded hours 15-30 for eligible 2-4 year olds.

Please visit: <https://www.gov.uk/childcare-calculator> for more information.

Only certain hours are available for funded hours as set out in our 'sessions and prices' page.

## Will I qualify for 30 hours free childcare?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

1. They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
2. This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
3. This applies whether you are in paid employment, self-employed or on zero hours contract.
4. The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
5. Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
6. Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
7. Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
8. If a non-EEA national, the parent must have recourse to public funds.

## Who will not qualify?

A parent will not meet the criteria when:

1. Either parent has an income of more than £100,000
2. Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

## What happens if a parent loses eligibility?

1. They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
2. Once the "grace period" has lapsed, the parent may be entitled to the universal 15-hour entitlement.

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Registration Documents:

Please complete and return all documents with £25 returnable deposit.

# Butterwick Pre-school



## ***Terms and Conditions***

### ***Enrolment Application***

Registration forms must be fully completed before a child starts at Pre-school. Only sessions within our designated times can be allocated and agreed by the manager. A minimum of two sessions of two separate days must be booked. A registration fee of £25 is applicable and returned via deduction to your first monthly bill. Your child will be allocated a specific attendance pattern. We offer no discounts for sessions not attended.

### ***Securing Places***

The deposit is required within 14 days to secure your child's place. Your registration will continue until you give **one month's** written notice to end your agreement. Any other changes to your agreement i.e. session changes, must be agreed by the manager.

### ***Arrival and Departure***

It is at the discretion of parents what time your child is dropped off and collected, although there will be no reduction in session fees. We ask to you stick to the session times as much as possible to avoid disruption. Parents must inform the nursery at the earliest opportunity of any delays to allow for staff changes. For persistent lateness, there is a fee chargeable at the discretion of the manager.

### ***Holidays***

The nursery is open term time only and mirrors county council term dates. Fees are not payable when the nursery is closed. Parents may wish to take their children away during allocated sessions, these will still be payable. If a full holiday form is submitted one month in advance there may be discounts available at the discretion of the manager.

### ***Payment of Fees***

Fees are reviewed annually. Our fees are based and invoiced on a monthly programme each month until the last Friday. Invoices will be sent by the last working day of each month and are payable by the **10<sup>th</sup>** of each month in advance. Payments can be made by vouchers, standing order, cheque, BACS payment or card payments. Payments by cash are discouraged and must be agreed by the manager. A late charge of 2% per day and £20 handling fee will apply at the manager's discretion. No refunds are available on fee payments.

### ***Property and belongings***

The nursery cannot be held responsible for the loss or damage to property, unless this is solely due to staff negligence. We encourage children not to bring valuable / personal property. Please do not send children in their best clothes if they are not in uniform, although every effort is made with protection, some accidents are unavoidable. Please pack spare clothing for your child.

### ***Insurance***

The nursery has full and extensive liability and legal cover.

### ***Accident procedure***

The nursery requires the need to administer basic first aid and treatment. Parents will be informed of all accidents and the earliest opportunity and will be required to sign an accident form. Emergency contact names and medical information must be kept up to date by parents in writing. Any serious incidents will be reported immediately to parents / carers and the necessary services.

**Illness**

Please see our exclusion procedure for a full list of illnesses. Parents are requested to keep their child off nursery if any of those conditions are applicable and reserve the right to contact parents for collection during the session times if applicable.

**Security**

Under no circumstances will your child be allowed to leave with anyone unknown to the staff. Please inform us of all persons allowed to collect your child and ensure we meet / have a picture of them. Please keep all addition contact details up to date and inform us of any change to your child’s routine as soon as possible. All information provided will be kept strictly confidential.

The nursery reserves the right to refuse entry to the building to any unknown persons.

Please sign your agreement to The Terms and Conditions

Signature:

Date:

Signature:

Date:

I give consent for emergency first aid to be administered

I give consent for plasters to be used

I consent to my child being given the following medication in an emergency situation or as required:

Anti-Histamine (food allergies/insect bites or stings)

Calpol

I give permission for the staff of to apply cream or lotion to my child for:

Nappy changing

Sun Screen

Any other provided by myself e.g. Eczema

**I give permission for my child to sleep on a sleep mat (if applicable)**

I give permission for my child to have his/her **photograph/video** taken by: -

Visiting photographer: (you will be notified of dates and times of visit)

Staff for recording observations, displays and for training resources.

The company to use my child's photos for promotional literature

I give permission for my child to brush their teeth

During performances/concerts/outings by parents of other nursery children in the audience either deliberately or accidentally

I give permission for staff at Butterwick Pre-school to liaise with other professionals who have regular contact with my child regarding my child's development and experiences.

I give permission for my child to be taken off the premises for outings.

I give permission for my child to have his/her face painted by the staff.

***Childs Name:***

***Parent/Carer name:***

***Signature:***

General data protection regulation protects everybody and their data. In short:

1. The right to be informed
2. The right of access
3. The right of rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

If you have any questions as to how Teague Day Nurseries will collect, use and store data please let Lora Teague know. Please see our 'privacy notice' in both entrances for further details. We also have new policies in place – please see the front of the policy folders at each entrance for further details.

Copies of all our procedures and policies are available in each entrance, and also on request personal copies can be made.

Please be aware, there are some pieces of data we are required to keep through legal obligation and vital interests. We also reserve the right to share information with the appropriate 3<sup>rd</sup> party if it is a *safeguarding or welfare matter*.

Please read and complete the below permission slips. If at anytime you wish to withdraw your consent you may do so.

.....

I.....(Parent/Carer) Give permission/ do NOT give permission for .....(child)

photograph to be used in Teague Day Nurseries advertising, including the website / publications / newspaper articles / magazine articles / leaflets / facebook.

Name:.....

Date.....

Signed:.....

.....

I.....(Parent/Carer) Give permission/ do NOT give permission for .....(child)

photograph to be taken on staff tablets and uploaded to tapestry / displayed in the nursery /  
printed for nursery development evidence. (These will be deleted as soon as they have been used for the  
appropriate agenda).

Name:.....

Date.....

Signed:.....

.....

I.....(Parent/Carer) Give permission/ do NOT give permission for my and .....  
(child) information supplied on the registration form to be stored on site and Teague Day  
Nursery  
staff to use when necessary.

Name:.....

Date.....

Signed:.....

.....

I.....(Parent/Carer) have gained permission from all bodies named as 'emergency contact /  
authorised to collect' for Teague Day Nurseries to store their contact information and Nursery staff to  
use when necessary.

Name:.....

Date.....

Signed:.....

.....

I .....Parent/Carer) Give permission/ do NOT give permission for my email address to be stored on nursery data base and used as a formal line of communication.

Name:.....

Date.....

Signed:.....

.....

I.....(Parent/Carer) understand my personal information is to be shared with 3<sup>rd</sup> parties where necessary for The Woodlands to fulfil their duties, (such as EYE hub for funding, Ofsted, Pupil premium claims)

Name:.....

Date.....

Signed:.....

.....

I.....(Parent/Carer) confirm I have seen a copy of the privacy notice, am aware I have access to all nursery policies and procedures, and confirm my acceptance of how mine and my child(ren)s..... data will be collected, stored, used, retained and dispose of and my rights.

Name:.....

Date.....

Signed:.....

Dear Parent / Carer,

Tapestry is an online learning journal and serves as a direct and constant accessible view to your child's daily activities and all progress made against EYFS.

Tapestry is an online system which can be accessed through an email address by any parent / carer.

Tapestry can also be shared with child-minders or any other professional who looks after your child; this allows ease in terms of a working partnership.

Please return the attached slip to gain access to your child's tapestry account.



.....

Please fill in this section of the form and then bring it back to The Woodlands.

Please record here the names and emails of yourself, relatives or other guardians you would like to your child's profile to be shared with:

Carer 1:.....

Carer 2:.....

Carer 3:.....

I give permission for those named above to be have access (child's name)  
..... Online tapestry journal.

**I give permission for my child to be in group pictures and to have them shared on Tapestry.**

Name:.....

Date.....

Signed:.....



Child's Full Name	Name to be called (if different)	
Child's Address	Date of Birth	Birth certificate checked
	Ethnic origin (optional)	First language
Please give a brief description of your family situation (including child's position in family)		
Person with parental responsibility	Person with parental responsibility	
Relationship to the child	Relationship to the child	
Address	Address	
Home Tel No	Home Tel: No	
Mobile Number	Mobile Number	
Email address	Email address	
Occupation/Employer	Occupation/Employer	
Work Tel No	Work Tel No	
Order of Contact:	Order of Contact:	
Permission to collect and share information    Yes / No	Permission to collect and share information    Yes / No	

Person with legal contact (if applicable)	Address
Relationship to child	
Contact No	
Order of Contact	Permission to collect and share information Yes / No
Emergency contacts (if the above are unavailable)	
Name of emergency contact	Address:
Relationship to child	
Contact No	
Order of Contact:	Permission to collect and share information Yes / No
Name of emergency contact	Address:
Relationship to child	
Contact No	
Order of Contact:	Permission to collect and share information Yes / No
Any other people who are eligible to collect your child:	
Child's Doctor details	Practice Address
Contact No	
Child's health visitor details	Practice Address
Contact No	

Are child's immunisations up to date?

Does your child have any medical problems?

Please detail any medical procedures, which are prohibited by family religion or belief. Please detail any religious or cultural considerations to be made when caring for your child.

Does your child have any known allergies/intolerances?

Details

Please provide us any additional information you feel is relevant:

Please provide details of your child's current routine (if applicable):

Please provide details of your child's like and interests:

Please provide details of your child's dislikes:

Is there anything else we could do as a care provider to support your child? Any particular concerns regarding your child attending nursery?

Please tick to confirm your preferred session slots.  
Concessions are available for full days and weeks.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8am-9am 8.30-9am	8am-9am 8.30-9am	8am-9am 8.30-9am	8am-9am 8.30-9am	8am-9am 8.30-9am
9am-12pm 9am-1pm	9am-12pm 9am-1pm	9am-12pm 9am-1pm	9am-12pm 9am-1pm	9am-12pm 9am-1pm
1pm-3pm	1pm-3pm	1pm-3pm	1pm-3pm	1pm-3pm
9am-3pm	9am-3pm	9am-3pm	9am-3pm	9am-3pm
3pm-4.30pm 3-3.30pm	3pm-4.30pm 3-3.30pm	3pm-4.30pm 3-3.30pm	3pm-4.30pm 3-3.30pm	3pm-4.30pm 3-3.30pm

### Exclusion Procedure for Illness, Communicable Diseases & Infection Control

In the event that your child displays symptoms of illness or any of the conditions listed below you will receive a telephone call from Woodlands Day Nursery to inform you of the situation. This may require you to arrange collection of your children from the setting at the earliest opportunity.

Woodlands Day Nursery takes in to account the guidance & advice given by the Health Protection Agency (HPA) and other authorised bodies. We use these sources in an advisory capacity and reserve the right to follow our own policy documentation with regard to exclusion. We have taken this decision to enable us to minimise the risk of infection throughout the nursery and to offer protection to our families. Whilst this may seem inappropriate on an individual basis we must consider the implications that infection can present to the wider nursery community.

Illness or disease	Minimum exclusion period
Chicken pox	Remain away from nursery until symptoms have cleared & well enough to attend. Required to remain away from nursery until spots have scabbed over, usually 5-7 days.
Conjunctivitis (can be allergen related, bacterial or viral)	No exclusion, unless a cluster of 3 or more cases within the nursery.
Croup	Remain away from nursery until symptoms have cleared & well enough to attend.
Diarrhoea and/or vomiting	Remain away from nursery until symptoms have cleared & well enough to attend. Require 48 hours after the last episode of diarrhoea &/or vomiting has passed before returning to nursery.
Gastro-enteritis, food poisoning, salmonella & dysentery	As for diarrhoea & vomiting.
Glandular fever	Remain away from nursery until well enough to attend.
Hand, foot & mouth	Remain away from nursery until well enough to attend & sores are no longer weeping. Avoid contact with pregnant women.
Hepatitis A*	Exclude for 7 days after the onset of jaundice, or 7 days after the symptoms onset if no jaundice & until they are well enough to attend.
Hepatitis B*, C*, HIV/AIDS	No exclusion. Hepatitis B, C & HIV are blood borne viruses that are not infectious through casual contact. For cleaning of body fluids & spills including nappy changing refer to HFDN policies & procedures 'Guidance on infection control: good hygiene practice'.
High temperature	Remain away from nursery until well enough to attend.
Impetigo	Until lesions are crusted & healed or 48 hours after antibiotic treatment has commenced.
Measles*	4 days from onset of rash
Illness or disease	Minimum exclusion period

Meningitis* & septicaemia*	Until fully recovered after medical treatment.
Molluscum contagiosum	No exclusion
Mumps*	5 days after onset of swelling
Pediculosis (Head Lice)	No exclusion. Treatment is required.
Rashes	A child who is unwell & has a rash should visit their GP to establish the reason for it.
Ring worm of scalp or body	24 hours after treatment has commenced.
Roseola (infantum)	Remain away from nursery until well enough to attend.
Rubella (German Measles)*	6 days from onset of rash
Scabies	Child can return after 1 <sup>st</sup> treatment. Note that households & those with close contact may also require treatment.
Scarlet fever*/ <i>Scarlatina (milder form of scarlet fever)</i>	Remain away from nursery until well enough to attend or 24 hours after antibiotic treatment has commenced.
Shingles	Exclude only if rash is weeping & cannot be covered.
Slapped cheek ( <i>which is parvovirus B19 also known as fifth disease</i> ).	Remain away from nursery until symptoms have cleared & well enough to attend. Avoid contact with pregnant women. Advise that pregnant mothers contact their GP for advice if they have had contact with this infection. Follow good hygiene practice.
Threadworm	None. Treatment is required.
Tonsillitis	Remain away from nursery until well enough to attend. Extra hygiene required such as sterilising cups, cutlery used. May not need antibiotic treatment. If the disease is known to be caused by streptococcal (bacterial) infection remain away from nursery until 24 hours after antibiotic treatment has commenced.
Tuberculosis*	Until declared free by GP.
Typhoid fever*	Until declared free by GP.
Whooping cough* ( <i>which is also known as pertussis</i> )	5 days after antibiotic treatment has commenced or 21 days from onset of illness if no antibiotic treatment is prescribed.

**\* Denotes a notifiable disease.**

If we have any reason to believe that a member of staff or a child has contracted a notifiable disease as identified by the Health Protection Agency in 'Guidance in infection control in schools & other childcare settings' we will follow their guidance & inform Ofsted of any action taken. The Health Protection Agency's list of notifiable diseases can be found at [www.hpa.org.uk](http://www.hpa.org.uk), a copy of which is kept in our policies & procedures folder.

Exclusion Procedure for Illness, Communicable Diseases & Infection Control

Please note that our list of illnesses or diseases is not exhaustive. Should a child or member of staff present with an illness or disease that is not listed above advice & guidance should be sort from the individual's GP &/or the Health Protection Agency.

Further information can also be obtained from:

Birth to Five Service            [www.birthtofive.org.uk](http://www.birthtofive.org.uk)

NHS Choices                        [www.nhs.uk](http://www.nhs.uk)

NHS Direct                         [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

And                                     [www.patient.co.uk](http://www.patient.co.uk)

Families are informed of any illness or disease contracted by children attending our nursery on a notice board in the main entrance hall by the manager's office & the parent noticeboard in the under 2's entrance hall.

The Lincolnshire Health Protection Team can be contacted on Tel: 0844 2254524

This procedure has been adopted by Butterwick Pre-School  
Signed on behalf of the setting by:

Mrs Lora Teague

Date: 07.01.19

Review Date: 07.01.21