



Bumpsa Daisies
Nursery Ltd

Prospectus
25/26



...Home from home





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Introduction

Bumpsa Daisies Nursery Ltd is a family owned business for over 25 years.
The company have two branches.

We are proud of our great team of highly qualified, experienced and caring practitioners who work to provide a stimulating environment for our children.

We are proud to to be an Ofsted 'Good' provider.

Our Sutton Branch is located in Overton Park in the London Borough of Sutton. Overton Park is a no dog zone, this allows the children to explore the surrounding area safely. The nursery also has an enclosed outdoor area which is accessible throughout the day.

We hope you find the information in this prospectus useful. Please contact us to arrange a visit to enable you to see for yourself the high quality of care we provide.

The Morden branch is set within a public foot path between Dudley Drive and Stonecot hill. It is a short distance from King George's playing fields and has direct bus routes to other surrounding areas, which allows the children to explore new environments. The nursery also has an enclosed outdoor area that is accessible using a free – flow system.

The nursery is dedicated to children from birth to 4 years. Our aim is to provide a "home from home" environment where the children can feel happy, safe and relaxed.

All meals are freshly prepared on the premises. Breakfast, lunch, afternoon snack and tea are included in the monthly fee.

You are welcome to visit the nursery, please contact us at anytime to arrange an appointment. We will not allow unknown individuals to arrival on the door to visit, this is to safeguard our children and staff.



Our Vision

'Bumpsa Daisies Nursery aims to support every child to achieve their full potential and to establish a sense of self, through focusing on a child's strengths, passions and interests. By supporting them to understand feelings and respect for themselves and others, they will have a core understanding of life long values.'



uilding relationships with
parents and carers

Provide children with the
opportunity to
Support children to



nderstand and explore the world
around them



ake relationships with peers

Working in



artnership with other
professionals

Dedicated and passionate team
of



taff

A warm and welcoming



tmosphere for everyone!



What our parents say..



"My daughter has attended the Sutton branch since she was 10 months old and is now 2. Right from the first settling in sessions we were put at ease by the amazing staff, always have time to discuss any issues and have been great at encouraging her development from learning to walk, to talking, and now singing. She absolutely loves going to nursery and is always talking about playing with her friends there. Would absolutely recommend to anyone looking for a nursery"

"Honestly hands down the best experience with a nursery I have had. The staff are wonderful, they're caring and really put the child's well being first. I feel safe and assured knowing that my children are in great hands whilst I'm working. The nursery manager is approachable and understanding for any issues I have raised. The child are engaged throughout the day with fun various activities and my children are always super excited to go to nursery and look forward to it. I would highly recommend this nursery for anyone looking for reliable childcare. 5*"

"This is the most amazing nursery my daughter has been attending for two years and my son has just started. The staff are amazing with the children and very welcoming. I could not recommend enough. My son has been settling in and they have made him so happy whilst being away from me."

"I have been coming to Bumpsa Daisies for the last 8 years with my daughter attending from age 1-4 then now my son age 1-3 1/2. It is an amazing nursery with kind, caring and loving staff who have treated my children like one of their own which I will always be grateful for. My children have always progressed massively whilst being here and were always happy to come to nursery. I will always recommend Bumpsa Daisies as a loving and joyful fun nursery for children to attend. I will miss coming here and all the staff they have truly been wonderful over the years thank you."

"My daughter joined the baby room at Bumpsa Daisy last year and we are so delighted we picked this nursery for her. My oldest daughter attended another nursery a few years ago and my biggest regret was not finding Bumpsa Daisy for her too. The care at Bumpsa Daisy is first class, every member of staff cares and it has a real family feel. The nursery organise lots of special events for families to attend and take the children on regular trips. They put a lot of effort into the activities, especially the themed messy trays. I am regularly sent photos on an app which I love receiving. The food looks great too, I was jealous of the photo they sent of the Christmas dinner the children enjoyed! My daughter jumps into her carer's arms at the gate every morning and appears pretty disappointed when I pick her up because she has to leave!

I honestly can't thank the staff enough for being so vigilant, caring and fun!"

"Could not recommend this nursery more. My eldest daughter has been going over a year and is thriving, she is so confident and loves going to play and learn with her friends. Due to this, it only seems fit to send my second daughter who has been going for 3/4 months, you can also tell that her confidence has grown, she is saying a lot more words and loves playing with other children her own age. The staff are amazing!"

"Our daughter has been attending Bumpsa Daisies Nursery since mid-2023. She has developed beautiful attachments to multiple caregivers within the nursery and it makes those tearful days of drop-offs so much easier when you can see those secure relationships. Bumpsa Daisies has continuously made improvements to their curriculum and overall nursery facilities over the years and we have really seen our daughter thrive in development. Overall, we have been really content attending a more intimate nursery!

Our only negative is being unable to collect our daughter within the facility (to see her within the environment itself) however that is genuinely just due to the access/egress of the building's design and layout."

Quotes from our Ofsted inspection..

Staff show a good understanding of the curriculum intentions. They plan activities to build on what children already know and what they would like them to achieve. Overall, they provide consistently good-quality interactions helps to support children's learning. This helps children to make good progress.

Staff encourage children to develop a love of books. When they read stories, children join in with familiar phrases. This includes bilingual children and those who speak English as an additional language. Staff offer props, such as toy characters from the story, to help children take an active part.

Children are mainly curious and engaged learners. Overall, there is a clear Inspection report: Bumpsa Daisies Nursery 10 August 2022 2 curriculum. This is sequenced well throughout children's evolving interests. This helps children gain the skills and knowledge they need for their future learning, such as school. However, on occasion, staff do not consistently challenge children and enough to support their learning and development further.

The key-person system is effective. All staff know their key children well and regularly observe them.

Children benefit from outings that widen their knowledge of the world. For example, they visit a care home for older people where they take part in activities with the residents. This helps them to learn to be respectful and considerate of others' needs.

Children's behaviour is good. They respond well to the high expectations staff have for their behaviour and learning, as a result, children have wonderful manners. Children are polite to one another and to staff.

Parents speak highly of the staff team and the care and teaching they provide. They are kept well informed about their child's learning through daily discussions and regular reviews.

Staff, including the designated safeguarding leads, clearly understand their role in safeguarding children. They know the procedures to follow should there be a concern about a child's welfare. Risk assessments ensure any hazards are kept to a minimum. Good arrangements are in place to ensure staff are aware of any specific dietary needs a child may have,.



Find our reports at
<https://reports.ofsted.gov.uk>

Opening hours



Monday to Friday from 8.00am – 6.00pm

51 weeks of the year.

Closed bank holidays, for the period between Christmas and New Year and the last Friday of January every year.

Our sessions are:

Morning sessions8.00am – 1.00pm

Afternoon sessions1.00pm – 6.00pm

Full day sessions8.00am – 6.00pm

Please note:

Late collection fees do apply if your child is collected after their session time.

Early Years Foundation Stage (EYFS)

Within the Early Years Foundation Stage Statutory Framework, there are 7 areas of learning and development.

All the areas are important as they are all interconnected. These 7 areas are used by early years settings to shape their education programmes and to determine what children should learn and how children's learning and development will be supported through each of these 7 areas.

The 7 areas are split into two categories: the prime areas and the specific areas.

The Prime Areas

The prime areas lay the foundations upon which all further learning can develop. The prime areas are also extremely important for 'igniting children's curiosity and enthusiasm for learning, forming relationships and thriving', as stated in the statutory framework for the early years foundation stage. The three prime areas are:

Communication and language

Personal, social and emotional development

Physical development

The Specific Areas

Early years settings must also support children's learning and development in the specific areas.

The four specific areas are intended to also strengthen learning and development within the prime areas, hence why the 7 areas are seen as being interconnected. The four specific areas are:

Literacy

Mathematics

Understanding the world

Expressive arts and design

The characteristics of effective teaching and learning (CoETL)

These characteristics detail the types of ways in which early years children approach their learning through their decisions and interests. These CoETL also relate to how children tackle new experiences and deal with challenges.

The CoETL are split into three main areas:

Playing and exploring

Active learning

Creating and thinking critically



Our Nursery uses the aspects from each area of development in the EYFS and the Characteristics of effective teaching and learning to help us to track each child's progress in addition to support us in planning and providing a variety of activities to enable children to learn, achieve goals, progress further and reach their full potential.



Starting Point

At Bumpsa Daisies Nursery Ltd, we understand the importance in giving your child the best start to their development and education and therefore promote parent/carers as partners at every step along the way. During the induction period, we will ask for you to complete an initial assessment, this will give us a baseline to work from in the early stages.

Play and more importantly, learning through play, is an essential part of the early years foundation stage. As children move into the reception year, a greater emphasis is placed on learning skills that will support and prepare children for the learning expectations in year one.

Planning

We use the EYFS to ensure that we can plan and developmental goals. To ensure we capture and plan for children continuously we use 3 forms of planning:

Short term Our short term planning is in the moment planning, based solely around the child and their interests. This ensures that activities and play are introduced and enhanced to further develop each child's learning through what they enjoy doing.

Medium term The members of staff hold termly meetings looking at the children's areas of learning and areas which need focussed on. We then provide activities to enhance the children's learning, through child initiated or adult led activities. Our medium term planning also includes enhancement of areas, focussed learning skills and parental involvement.

Long term (continuous provision) Our long term planning is captured through continuous provision, this can be found reflected in the areas around the room.

We value your role as a parent/carer and strive to ensure you feel involved whilst your child is with us at Nursery. We ask that you tell us about exciting things that you are doing or holidays that you are going on so that we can share the excitement with your child. You can do this via your Class Dojo account, email or by bringing in pictures of your child to share.

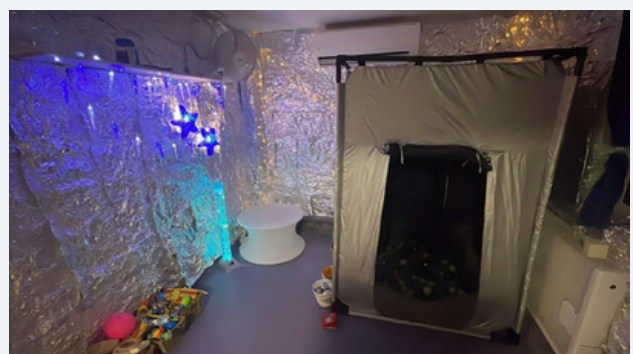
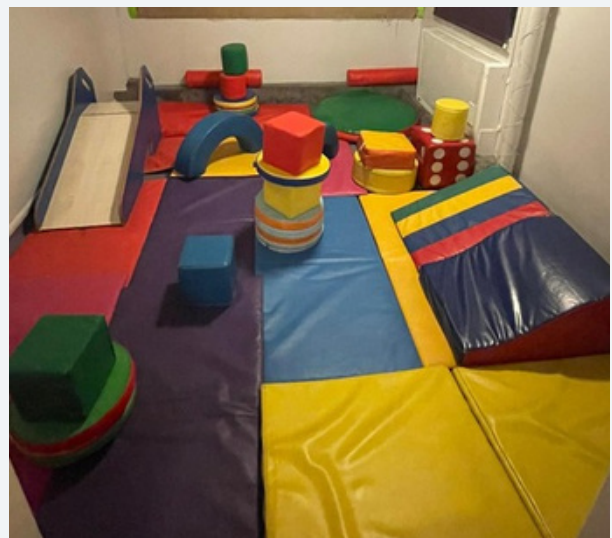
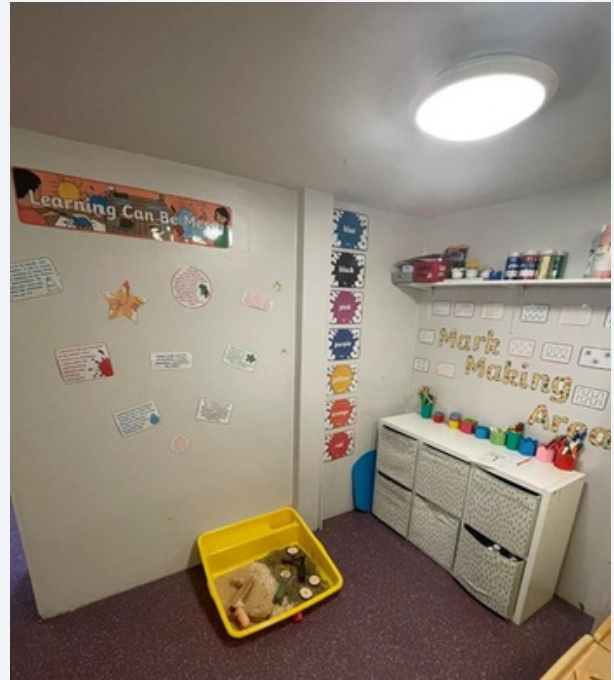
Our Rooms-Sutton Branch

Sweetpeas

Welcome to our Sweetpea room where we care for children aged from 3 months until the term after their 2nd birthday. The bright and spacious environment enables each individual child room to grow and develop freely. All children have continuous access to exciting and age appropriate provision within 5 different rooms including a soft play room and sensory room, which support each stage of development. Every child can explore, learn and thrive in our care.



Our Sweetpea room is self-contained, with its own sleep room, changing facilities and outdoor area. This ensures that each child's routine is mirrored whilst in our care which supports the transition from home into nursery. Each child's needs are carefully assessed and through working with all parents/carers we ensure we always provide the best possible care for each individual child. Regular insights to your child's day is shared via Class Dojo. We continuously review each child's needs and development, working with the parents/carers through verbal hand overs, all about me documents and termly next step plans which are completed and reviewed regularly to ensure we provide the best possible care.



Buttercups

Welcome to our Buttercup room where we care for children aged from 24 months until the term after their 3rd birthday. This large open space is perfect for the children to play and explore freely with confidence. The room has its own jungle gym, direct access to the garden and cosy area where the children can enjoy exploring books in a relaxed environment.



Our Buttercup environment is set up to allow access to a range of resources. This promotes independence for the children.



Bluebells

Welcome to our Bluebell Preschool room, we care for children aged from 3 to 4 years old. We cater for 25 children at any one time. In the Bluebell Preschool room, we support our children to be prepared for school. We do this by providing lots of opportunities for the children to be independent.



During this time in our preschool room, the children are preparing to be 'school read' through developing the below:

- Personal skills
- Eating and drinking
- Speaking and listening
- Reading and writing
- Number skills



Our Rooms - Morden Branch

Ladybirds

Welcome to our Ladybird room where we care for children aged from 3 months to 24 months old. The room has a 'home from home' environment as well as a jungle gym to support children's physical development.



Caterpillars

The children within our Caterpillars room are aged 2 - 3 years. They can partake in a variety of exciting activities every day linked to their interests and next steps; from taking part in baking to building in the small world area. Our Caterpillars room ensures that all of the children have a calm stimulating environment for them to learn, play and grow. This room has free-flow access to the outdoors allowing the children to choose what and where they want to play throughout the day.



Butterflies

In our Butterflies room the children are aged 3-4 years. This space is used to encourage children to become independent thinkers the room is arranged in areas; this enables the children to access resources themselves. A range of adult facilitated activities also take place, covering all areas of learning in the EYFS. Planning for this room reflects the children's interests with small group activities. Our children will build on the skills they need to be school ready.



Nursery Fees

Full fees are payable from the agreed start date and are due on the 1st of every month in advance.

A deposit is required on booking your child's place at Bumpsa Daisies Nursery Ltd. The deposit is retained until your child officially joins and will be refunded in your 1st months invoice.

A £20 administration fee is required, this will be added on to your 1st months invoice.

Full fees are charged for 52 weeks per year, inclusive of bank holidays and nursery closures - i.e - christmas closure week between Christmas Eve and New Year's Day & the last Friday of January every year for staff training.

For children attending term time only, fees are charged on all sessions within the nurseries set term dates.

All fees are due on the 1st of every month, in advance.

We accept BACS payments, childcare voucher payments and Tax Free Childcare Payments

Fees are reviewed annually in April and you will be notified in writing of any changes.



Discounts

We provide discounts to parents/carers that work for NHS or Emergency services

5% - Part time attendance

10% - Full time attendance

5% - sibling discount

If you are in receipt of government funding, discounts will only be applied to additional hours.

Sutton Branch

Daily Rate	£96.35	Half Day	£53.15
1 day	£417.52	1 half day	£230.32
2 days	£835.03	2 half days	£460.63
3 days	£1,252.55	3 half days	£690.95
4days	£1,670.07	4 half days	£921.27
5days	£2,087.58	5 half days	£1,151.58

Morden Branch

Daily Rate	£93.10	Half Day	£51.38
1 day	£403.43	1 half day	£222.65
2 days	£806.87	2 half days	£445.29
3 days	£1,210.30	3 half days	£667.94
4days	£1,613.73	4 half days	£890.59
5days	£2,017.17	5 half days	£1,113.23

Early Years Funding



Funding for families in receipt of additional forms of support

Your 2-year-old can get funded early learning if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get funded childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

Working families funding

If you live and work in England you may be entitled to 15 hours funded childcare support from the term after your child turns 9 months old, until they start school.

In September 2025, 15 hours for working families with children under 3 will expand to 30 hours, meaning eligible working families will be able to claim 30 hours of childcare from the term after their child turns 9 months until they reach school age.

Additional charges

Government funding is intended to deliver 15 or 30 hours a week of high quality childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities.

Universal funding for all families

All 3 to 4 year olds in England can get 570 funded hours per year from the term after your child turns 3 years old through to starting school. This is usually taken as 15 hours a week for 38 weeks of the year.

For further information, please speak to the nursery manager or visit www.childcarechoices.gov.uk

Meals

Bumpsa Daisies Nursery Ltd have their very own chefs who freshly prepare and cook all meals and snacks throughout the day.

All staff hold a Level 2 Food safety and hygiene certificate.

We work alongside each parent/carer and their child to ensure individual dietary requirements are met. Our menus are adapted to ensure a healthy and nutritional alternative is offered to suit all dietary needs, in line with the government guidelines. We provide the following:

Breakfast

Variety of cereals, toast and fruit,

Lunch

A daily variety of protein, carbohydrates and vegetables with a pudding.

Afternoon snack

Fresh fruit, vegetables or healthy snack.

Tea

A light meal served with fruit and salad.

Milk is provided at breakfast, morning and afternoon snack.

Menus for children under one are arranged with the parents/carers to ensure a consistent approach in food weaning.

Water is provided at all meal times and throughout the day. Each room has its own water station where each child has a water bottle labelled with their name and/or picture.

Milk is offered as a drink during breakfast time, a morning milk break and at afternoon snack time.

Menus are displayed on our website. We encourage all of our children to sit together around the table at meal times. Staff model positive body language and communication during this period and encourage manners. We provide cutlery and cups depending on the age and stage of development of each child and provide opportunities for each child to meet their next steps with regards to self-help skills and feeding.

Older children are given the opportunity to help with serving, this again is to encourage personal, social and emotional skills whilst modelling good practice.



Clothing

At Bumpsa Daisies Nursery Ltd we provide one free uniform (t-shirt and sweatshirt). We promote learning and exploring through play. This can sometimes involve getting very messy or dirty in the garden. We will of course take precautionary measures to protect your child's clothing. We request that your child always has a spare set of clothes and appropriate clothing dependant on the weather. Come rain or shine we always enjoy our amazing outdoor space. In the warm weather we ask that you provide your child with a sun hat. The nursery provides sun cream which is water resistant, hypo- allergenic and SPF factor 50, although if you prefer you may provide an alternative brand. During the cold weather can you please ensure your child has coat, hat and gloves.

Personal items

We understand that children have comforters and toys they wish to bring into nursery. This can support your child during their transition, however nursery is a very busy place and sometimes items may get lost or broken. Please ensure that any toys which are valuable or very special are not brought into the setting, as we cannot guarantee that they will not get broken or lost. Your child will have their own peg card with their name and picture on to identify where they can hang their bag and coats etc.



At Bumpsa Daisies Nursery Ltd we encourage all of our wonderful children to gain life skills and independence to ensure they are ready to take their next big steps as they grow.



Registration forms

This will be given to you prior to joining alongside the nursery's new starters pack. The Registration Form must be completed, signed and returned to us before we are able to register your child. The information provided ensures that our staff know your child's individual needs and requirements, enabling us to provide the best possible care. You are also required to sign and date our parent agreement, which can be found within the new starter pack, this is to ensure that all of the nursery policies and procedures for caring for your child, along with their well-being and care are fully agreed upon. We ask for you to inform us as soon as possible of any change in your child's routine, dietary requirements or personal contact information. This is vital for us to provide the correct care for your child.

Settling in

At Bumpsa Daisies Nursery Ltd we pride ourselves on ensuring each individual child has the smoothest transition into the setting, therefore we will work with you to agree the best process for your child. The settling in period is completely free of charge to ensure children are completely settled before their agreed start date. Children commence their settling in days a week before their agreed start date. On the first settling in session we advise you to stay with your child for approximately one hour. We will then increase the times your child spends at the nursery over the next 4 days. This is a vital process which we feel should not be rushed, if we feel that a child would benefit from having further sessions, your child's key person will discuss this with you.

Class Dojo

At Bumpsa Daisies Nursery Ltd we aim to capture those special moments that you love to see and treasure whilst your child is at nursery. We operate 'Class Dojo' which enables you to see photos and videos of your child as they grow, learn, play and develop throughout the day. The Class Dojo software has a private messaging system so that parents can contact their child's key person throughout the day.

Collection and drop off

At Bumpsa Daisies Nursery Ltd we support all parents and carers in settling their child into their session, we ask for as much information to be passed over to the child's key person, so we are fully aware of any specific needs your child may have for that day. When you collect your child, our staff will provide you with a handover detailing your child's day.

Only the parents/carers named on your child's personal details record will be allowed to collect your child. If for any reason the staff does not recognise the person collecting your child, you will be contacted to confirm the collection. If you would like a person who is not on your child's personal details record to collect your child, then you must advise a member of staff in the office. This requires a full name, contact details, password and description of the person collecting.

For additional security we may request for a photo to be provided.

Emergency contacts

We require a minimum of 2 emergency contacts to be given on your child's personal record. The 2 named persons will be contacted if parent/carers 1 or 2 are unreachable.

Progress Reviews

We understand the importance of early intervention and furthering learning opportunities for each individual child. To support this we complete progress checks for each child throughout the time here at nursery.

Progress checks are completed:

- Six weeks on entry into the setting
- When turning two (to support their two year old check with the health visitor)
- When your child is due to transition to primary school
- In addition to the above your child's Key Person will offer parents the opportunity at the end of every term to talk about your child's development and discuss next steps.

Late collection

Due to staffing ratios set by law and insurance, late collection fees apply. If a child is not collected and you are not contactable after 1 hour the nursery is required to contact Social Services team. A £5.00 late fee will be payable for every 5 minutes after the end of your child's session. If you are aware that you will be late collecting your child, please inform us as soon as possible.

Sickness and absence

Full fees are payable for sickness, absences and holidays.

Our sickness and medication policies can be found on our website.

Incubation periods can also be found. For example if your child has sickness and/or diarrhoea, they must be clear of all symptoms for at least 48 hours before returning to nursery. This is to ensure your child has made a full recovery and to prevent further illness within the setting. If you are ever unsure, please contact the nursery.

Medication

Bumpsa Daisies Nursery Ltd has a very strict policy on the administration of medication. We are happy to administer any prescribed medication which is still contained inside the labelled prescription box.

We do require that any children receiving antibiotics are kept home for 48 hours a requirement that the nursery Medication Sheet is completed and signed by yourself and a staff member before we can administer the medication. The medication will be given in line with the nursery's Medication Policy and the directions on the prescribed label. Unfortunately, we are unable to administer any medication which is non-prescribed with the exception of nappy creams etc. We have our own supply of Piriton on the premises, this will only be administered after verbal consent is given, and prior written consent. If your child starts to display signs of an allergic reaction, we would try wherever possible to contact

you before administering Piriton. A medication form will be completed and the medication will be administered and witnessed by first aid trained staff. We will monitor your child to see if symptoms reduce and if not you would be asked to collect and seek further medical attention. Calpol will only be administered with the circumstance of a child having a very high fever at nursery while awaiting parent/carer collection.

No medication will be given to a child within the first 4 hours of arrival at nursery.

We will not allow any children to attend nursery if they have received any non prescribed medication (calpol / nurofen / ibuprofen / cough mixtures) prior to attending nursery. This is because these medications can mask serious illnesses.

Nursery Closure

Bumpsa Daisies reserves the rights to close the nursery at short notice in the event of extreme weather conditions or any other critical incidents that may affect the successful running of the nursery, or put the health and safety of children or staff at risk. We will notify all parents as soon as possible in these circumstances.

Existing injuries and accidents

Any accident that occurs on the nursery premises will be documented on a nursery accident Sheet. If the manager feels it appropriate to do so, we will telephone and inform you of the injury. If the accident requires medical attention, again you will be contacted and requested to seek medical attention and/or meet the manager at Accident and Emergency. If your child arrives to nursery with an existing injury this will be recorded on a home accident sheet in line with the nursery's policies and procedures.

Key person

At Bumpsa Daisies Nursery Ltd we operate a **Key Person System**. Every child is allocated a named Nursery Practitioner on induction and every room move. This person will care for your child wherever possible. They are responsible for their 'key child's' well-being, and individual developmental needs ensuring all of are catered for and adapted if needed. The key person also builds bonds with the families, ensuring they have a known person to exchange day-to-day information or concerns with. The child's key person will take care of your child's care needs while at nursery such as dressing, toileting and nappy changing where possible. Each child will have a buddy key person for occasions where their key person is away from the nursery.

Special Educational Needs Co-Ordinator SENCO

To ensure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We follow the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years. Our lead Special Educational Needs Co-ordinator, or SENCO is Maddie Hicks (Sutton) and Danielle Lendrum (Morden).

Stevie Hicks(Sutton) and Kelly Young (Morden) are also fully trained in delivering and supporting as Deputy SENCOs.

Disciplinary Action

If any staff member, apprentice, or student is dismissed from the nursery because of misconduct to a child, we will inform you, notify Ofsted and any other professionals in relation to the incident. Further information is covered in our policies and procedures.

Policies and Procedures

A copy of the nurseries policies and procedures are available on our website, if you wish to see a printed copy, please speak to a member of the management team and we will provide this to you. These policies and procedures govern the way the nursery runs and are available at any time. We welcome all parents/carers to come and discuss any policies with us further. All policies are working documents and are updated annually or earlier if required. You will be notified of any changes

Students and Apprentices

As a nursery we recognise the importance of having qualified and trained members of staff and that this in turn supports the care and education provided by Bumpsa Daisies Nursery Ltd. We offer only a select number of places to students and apprentices undertaking their training in gaining an early years qualification. We observe the following with regard to all apprentices and students

1. Disclosure and Barring Service (DBS) checks (formerly Criminal Records Bureau, CRB) which are checked in accordance with the requirement from Ofsted.
2. Student and volunteers are not included in our staff to child ratio or left in charge or unsupervised with any children at any time. Only long term apprentices are able to count within the adult to child ratio and work alongside qualified members of staff at all times.
3. We have Employer's Liability Insurance and Public Liability Insurance, a certificate of which can be found in the entrance hall.
4. All apprentices and students are inducted into the nursery setting. This includes a discussion on how the nursery operates, Health and Safety, layout of the building, and the expectations of their roles within the setting.
5. All apprentices, and students are required to read and understand the nurseries policies and procedures and staff guide handbook.
6. Students are not permitted to change nappies or support the children when going to the toilet. Apprentices are only permitted to change nappies/assist with toileting once they are confident in doing so and have been risk assessed by the Nursery Manager.

Term dates and nursery closures

Academic year 2025/2026 Autumn term 2025

Start of term	Half term	End of term
Monday 1st September 2025	Monday 20 October -Friday 31 October 2025	Friday 19 December 2025

Spring term 2026

Start of term	Half term	End of term
Tuesday 5th January 2026	Monday 16 February - Friday 20 February 2026	Friday 27 March 2026

**Nursery closed on Friday 30th January 2026 for staff annual training day*

Summer term 2026

Start of term	Half term	End of term
Monday 13 April 2026	Monday 25 May - Friday 29 May 2026	Friday 17 July 2026

**Bank holidays- 25th December, 26th December, 1st January, 3rd April, 6th April, 4th May, 25th May, 31st August.*