



Bumpsa Daisies



Nursery Ltd

Prospectus

24/25

MAYOR OF LONDON'S



...Home from home

Ofsted

Good  
Provider

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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 have recently had our Ofsted inspection and are happy to be a '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.

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.

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

We operate an open door policy and you are welcome to attend at any time of day to see the nursery fully operational.

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 nursery is dedicated to children from birth to 5 years. Our aim is to provide a "home from home" environment where the children can feel happy, safe and relaxed.



# 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.'

**B**

uilding relationships with  
parents and carers

Provide children with the  
opportunity to

**U**

nderstand and explore the world  
around them

Support children to

**M**

ake relationships with peers

Working in

**P**

artnership with other  
professionals

Dedicated and passionate team

of

**S**

taff

A warm and welcoming

**A**

tmosphere for everyone!





## What our parents say..



The rooms and space are great – large and packed full of wonderful things for the children to explore, whatever their age/stage and with park visits, muddy puddle walks, exploring nature. sports day etc thrown in to the mix, there's never a dull moment! They have always made sure they encourage my daughter to participate in everything and always motivates and encourage her as she is little shy when it comes to talk crowd, she doesn't know. It has been so easy going with them to share any problems we had with our daughter they would make sure they will talk to her and get her understand nicely. I want to share a Massive Big Thank You to entire staff and team from both me and my husband for taking care of her making her feel like home.

She is definitely going to miss you all lot!! We wish all the very best to entire team and great success ahead. I would always recommend you all to family & friends.

My son has been going to Bumpsa - Daisies since he was 1 year old (3 years) and I can honestly say he is so happy with going. He loves all the staff and enjoys the trips and visits the nursery does. The whole transition has gone so smoothly and I can't thank you all enough! Very helpful and friendly team.

My son has been at Bumpsa-Daisies for 2 years, he loves it and all his teachers. Over the past 2 years we have seen Maddie and her team go from strength to strength, they go the extra mile for the kids and to give parents peace of mind. We highly recommend this wonderful Nursery!

Our son Harry has been at Bumpsa Daisies Nursery for almost six months now and we've had an excellent experience so far.

He started in the toddler room when he turned two and it has really helped with his development. Growing up in a COVID world, his speech and social interaction had fallen slightly behind prior to starting nursery. Our key worker, Brooke, has worked closely with us to prepare a development plan with improvement actions. In the last few months this has produced excellent results, his speech and interaction with other children has improved significantly.

The staff are always friendly and accommodating to any requests. They provide clear handovers during pickup, which really helps to manage the evening routine. They also give a variety of healthy meals which have helped to ensure a balanced diet.

Bumpsa Daisies is a really friendly, family run nursery and we're very happy that our son attends

My daughter has been going to Bumpsa Daisies Nursery - Sutton since she was 9 months old and has honestly loved every single day of the last 3 years. Every single member of staff from the management and admin team to the caretaker knows every child by name and genuinely cares for all the children. Arriving every morning to such a welcoming and homely place has made every drop off and day at work a lot easier and stress-free knowing she was happy and well looked after and seeing her development and interaction with her peers and key workers is wonderful she feels so much confident and loves going every day because is excited and looking forward to the different activities they do at nursery. I must say nursery and the whole team managed covid situation so well they genuinely get worried about any child is nursery who are not well and always does a follow up to see how they are feeling that has been really touchy to us personally. Nursery has always been so transparent and informative to parents with everything they do. It has been always very easy to communicate with staff and specially Maddie.



## 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 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 the nursery and incorporates 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 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. They use this information to plan for children's next steps in learning and development.

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 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 sessions .....8.00am – 1.00pm

Afternoon sessions .....1.00pm – 6.00pm

Full day sessions .....8.00am – 6.00pm

Please note:

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

# Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

We use the EYFS in all aspects within the nursery from planning, room layouts, areas and outings. The EYFS helps us to build the foundations of children's learning. With the guidance set out by the government, we ensure that we provide every child with an environment in which they can thrive both inside and out.

The EYFS has 4 themes which are:

- A unique child
- Positive relationships
- Enabling environments
- Learning and development

The Unique Child reaches out to relate to people and things through the Characteristics of Effective Learning, which move through all areas of learning:

- Playing and exploring
- Active learning
- Creating and thinking critically



Our Nursery uses the aspects from each area of development in the EYFS 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.

The aspects for each area are:

## **Personal, social and emotional development**

Self Regulation / Managing Self / Building Relationships

## **Communication and language**

Listening, Attention and Understanding / Speaking

## **Physical development**

Gross Motor Skills / Fine Motor Skills

## **Literacy**

Comprehension / Word Reading / Writing

## **Mathematics**

Number / Numerical Patterns

## **Understanding the world**

Past and Present / People, Culture and Communities / The Natural World

## **Expressive arts and design**

Creating with Materials / Being Imaginative and Expressive





## 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 for your child's next steps 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

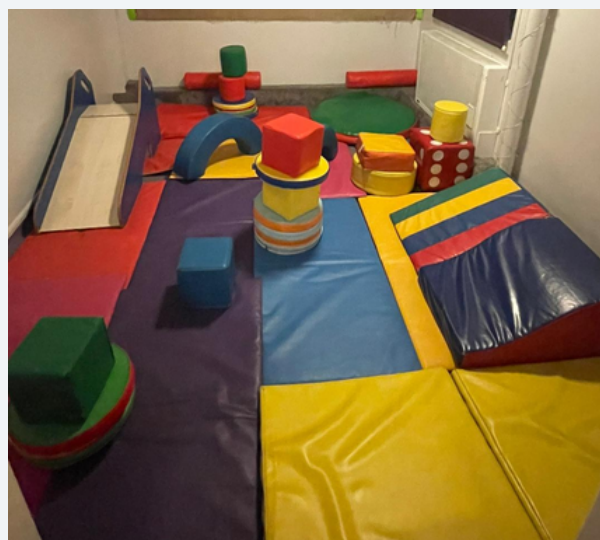
## Sweetpeas

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.





# Our Rooms - Morden Branch

## Ladybirds

Welcome to our Ladybird room where we care for children aged from 3 months to 24 months old and cater for 9 babies. 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 - 3years. 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 stimulating and calm 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 increases



## 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 is applied for any additional children who attend the nursery.

## Sutton Branch

Daily Rate	£91.76	Half Day	£50.62
1 day	£397.63	1 half day	£219.35
2 days	£795.25	2 half days	£438.71
3 days	£1,192.88	3 half days	£658.06
4 days	£1,590.51	4 half days	£877.41
5 days	£1,988.13	5 half days	£1,096.77

## Morden Branch

Daily Rate	£88.67	Half Day	£48.93
1 day	£384.24	1 half day	£212.03
2 days	£768.47	2 half days	£424.06
3 days	£1,152.71	3 half days	£636.09
4 days	£1,536.95	4 half days	£848.12
5 days	£1,921.18	5 half days	£1,060.15



## 15 & 30 hours funding



### 2 year funding

Your child may be eligible for the 2 year old funding, this provides your child with a nursery place term time only for 15 hours per week. Please speak to the Nursery Manager for further information and guidance on how to apply and the eligibility criteria.

### 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.

### 3 & 4 year funding

We accept Nursery Education Grants for all 3 & 4 year olds provided by the government. Children will be entitled to government funding, the term after their third birthday. Payments are made directly to the nursery. Your child's nursery fees are worked out on how many hours they attend in the term. This will vary on how many weeks of entitlement there is per month. You will receive a copy of our term dates before your funding commences.

Once your child receives the entitlement we will no longer offer a sibling/NHS/ emergency services discount on your child/children's fees, as they are already receiving a discounted rate.

We offer 15 hours entitlement divided over three sessions either am or pm - term time only.

30 hours will be offered over 3 days x 8am – 6pm or 8am-2pm 5 days a week– term time only. We have limited places for 30 hours & a waiting list system in place to deliver 30 hours funding. We may be able to offer flexibility on this subject to availability and any requests must be discussed with the management team.

When receiving 30 hours funding, the full entitlement must be taken each week.

Parents will be required to sign a parent declaration form and contract agreeing to our terms and conditions before they accept the funded hours offer.

Please see our funded fees information sheet for a breakdown of our funded fees and costs.



# Meals

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

## 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 other 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.

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 all 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)
- 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 prescribed box and/or has the prescribed label on.

We do require that any children receiving antibiotics are kept home for 48 hours before returning to nursery. It is 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 verbal/written consent in 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, ensuring all of their individual development needs 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 were 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 for 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 apprentices and students 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 2023-2024 Autumn term 2023

Start of term	Half term	End of term
Monday 4 September 2023	Monday 23 October -Friday 27 October 2023	Friday 15 December 2023

## Spring term 2024

Start of term	Half term	End of term
Tuesday 2nd January 2024	Monday 12 February - Friday 16 February 2024	Friday 29 March 2024

*\*Nursery closed on Friday 26th January 2023 for staff annual training day*

## Bank holidays - 29th March, Summer term 2024

Start of term	Half term	End of term
Monday 15 April 2024	Monday 27 May - Friday 31 May 2024	Friday 12 July 2024

*\*Bank holidays; 1st April, 6th May, 27th May, 26th August*