

## **THE BIG TOP NURSERY**

74C High Street, Waddesdon, Bucks. HP18 0JD

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### **Welcome and History**

May I first take this opportunity to thank you for requesting our nursery prospectus. I would like to begin by giving you some information about how our nursery has come about and how we have arrived here.

The Big Top Pre-School started life as a playgroup based in Bedgrove Community Centre. I took over the setting in September 2002. I quickly found that I was able to expand a setting that was registered for 26 children and only open 4 mornings per week, to a thriving pre-school that now looks after up to 40 children per session, 5 days per week. After 12 years, I moved across to our new setting in Buckingham Park, leaving an excellent team of staff who are all qualified to deliver good quality learning to the children who are keen and eager to learn within their environment. Our second setting, based in the Buckingham Park Community Centre opened in January 2013. Again, the setting has expanded from offering 5 morning sessions to now offering 5 mornings or 3 full days. The Buckingham Park team has again provided excellent care and work hard to provide the children with an exciting and lively learning environment.

After many years of operating pre-schools that are term time only and pack away because of the community centres they are based in, I have always had the dream of having my own building in which to set up a full time childcare provision. I began my journey by going back to college to gain the qualifications that I would need to achieve this. After 5 years of study, I graduated from University in June 2011 with my BA in Early Years. In September 2012, I went back to University to study for my Early Years Professional Status. This I achieved in March 2013. Whilst studying, my search for a building began. With the lack of buildings that are suitable in the area it has not been an easy task. It was then that I found 74C High Street, Waddesdon, an empty office block that used to house 40 workers. After 12 months of going through the planning process for change of use, I signed the lease and collected the keys on Friday 30<sup>th</sup> May 2013. It was then that the hard worker really began to transform the office block into the nursery that it is today. You can follow our building's journey on The Big Top Nursery facebook page.

We hope that you choose to join our Big Top family, and can assure you that your child will be looked after in a safe, caring, loving, stimulating and exciting learning environment, where we will encourage them to become independent little learners.

If you have any questions about the nursery, please feel free to call and I will be happy to help you.



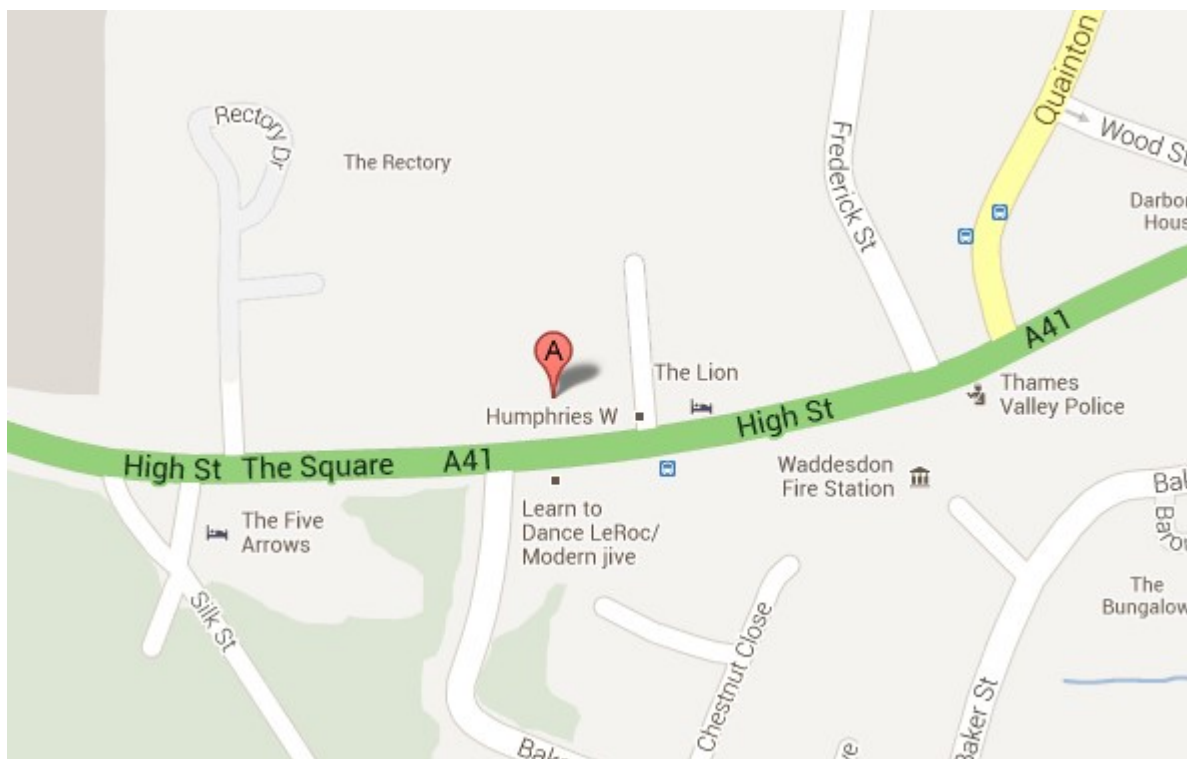
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### How to find our Day Nursery in High Street, Waddesdon. Parking arrangements.

You will find our nursery on the A41 in the village of Waddesdon. **There is no parking available on site.** However there are several lay-bys along the length of the High Street that can be used for parking. We would advise that you do not park in The Lion car park as they have instructed a parking management company that will issue a parking charge to un-authorized vehicles. We ask that you respect the residents of Waddesdon and do not park across entrances to properties.

Pedestrian access to the nursery is directly up the road which is situated between W. Humphries Estate Agents and number 72 High Street.





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### Age Range

We welcome all children aged from 3 months to school age. Children are cared for in groups of similar age.

### Opening Hours

Our nursery is open from Monday to Friday for 51 weeks per year, 08:00 – 6:00 pm. We are closed on all Bank Holidays and the week in between Christmas and New Year. Our nursery will close at the end of the morning session on Christmas Eve.

### Dietary Ethos

During a normal day at nursery, the children will be provided with breakfast, lunch and tea, along with mid-session snacks. All our meals are prepared on site. The children are offered a selection of fresh fruit throughout the day as part of their snack and as a teatime dessert. Please let us know if your child has any special dietary requirements.

### Security

Your child's safety and wellbeing is paramount. Entry into the nursery will be via a video entry system. We ask that you **do not** allow entry to any other person, whether known to you or not, into the nursery when you are arriving or leaving. Prior notice is required if someone else is to collect your child. Children will not be allowed to leave the building if this has not been given. It is important that up-to-date contact details are supplied so that we are able to contact you should the need arise. The nursery building has security cameras both inside and out so that activity can be monitored constantly. This is for the security of all children, staff and parents/carers.



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### Our Rooms

**Little Tops Children** - Babies aged 3 months to 2 years with a 1:3 ratio.

Babies have the space to move and explore in their environment both inside and out, and are given a wide range of opportunities to develop their senses and further their development through the Early Years Foundation Stage. Your baby's Key Person will begin to make a secure attachment with your baby in order to help them settle into their new surroundings, which enables the Key Person to observe your baby's interests and plan activities accordingly to meet your baby's individual needs.

Physical movements develop very rapidly, and within the room, where the babies have the space to move and explore in a safe environment. Outside there are even more ways for them to explore and move. Daily singing, storytelling and constant verbal communication aids the development of speech and language skills as the children learn to understand the importance of expressing their wants and needs.

Within the room your baby's emotional needs are continuously met. There is a separate sleep room within the room and this is monitored while the babies sleep. Each baby is an individual and we work with you by following your baby's routine.

When your baby starts with us, bottles, teats and milk will be purchased and labeled along with cot bedding and blankets. If you are breastfeeding we can freeze the milk or store it on a daily basis. We follow your lead on weaning and will not introduce anything that you haven't already tried at home.

Toddlers aged 1-2 years with a 1:3 ratio

These children are our walkers and crawlers who love to explore and investigate their surroundings. A wide range of activities are provided on a daily basis to help support your child's development within the Early Years Foundation Stage.

Your child's Key Person will build a secure attachment with your child and record their interests. These will be built into the activities provided in order to aid your child's development.

Milk can be provided if needed along with nappies. We follow your child's sleep routines or your child can sleep at the same time as everyone else after lunch during quiet time.

Outside the Little Tops are able to explore a wide range of activities and have even more room to move and play. Social skills are beginning to form and during the day you child will be given a wide range of opportunities to develop these. Language skills and physical skills are also developed on a daily basis through singing, rhymes and stories and by having the space to move and explore.



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**Big Tops** - The Big Top room is in two parts. One side for our 2 – 3 year olds with a ratio of 1:4, the other for our over 3's with a ratio of 1:8. The Big Top children are cared for on the first floor of the nursery. They are now in the stage of development where they are increasingly independent, are able to select and access their own activities, build friendships and interests, and enjoy lots of gross motor skills such as running, climbing and balancing. The Big Top children continue to work within the Early Years Foundation Stage. Good communication and language skills are developing further. Children will develop their knowledge and skills in other areas such as ICT, life cycles, math, and learn how to give meaning to their marks and craft.

Outside, the Big Top children have space to run and explore. With access to a large area of artificial grass, safety surface, bark and natural materials, the children can use their energy to play in the sandpit, on the climbing equipment and bikes as well as the usual everyday activities outside to extend their learning. Children can also have the opportunity to watch things grow in our raised planting beds.

Children in the over 3's side will usually move on to your local school or school nursery from this room, so we encourage the skills that these environments may require of them. Children will be encouraged to sit for a slightly longer period of time at group story, therefore longer books will be read and children will be shown the importance of sharing and turn taking through games and small group work. We hope that the children will leave us as well mannered, independent little learners that are keen and eager to develop their skills further.



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### **Sickness**

Children can be very vulnerable to childhood diseases. It is vital that the guidelines are followed with regard to illness. Any child that has a contagious illness must be kept at home for the required incubation period. All children who have been vomiting or have diarrhea must be kept at home for 48 hours after their last episode. Parents will be informed if their child becomes ill during the session. Notices will be displayed if a contagious illness is reported. If a child is found to have head lice, the parent will be asked to come and collect their child to prevent spread. All notification of illnesses will be confidential. Please let us know if your child is ill so that we can ensure information is passed onto other parents if needed.

### **Medication**

Medication can be given to your child if it has been prescribed by a doctor. Written permission must be given before any medication can be administered. All medication must have the correct labeling on the bottle and must be in date, otherwise it cannot be given. All medication must be given to a member of staff for correct storage when you arrive. No medication must be left in your child's bag. Calpol can be given to your child, but again, this can only be administered with your written permission. We are not able to administer any medicine for the first time. Senior staff members will administer the medication and will be witnessed by another member of staff whilst doing so. Creams for nappy rash and eczema can be administered should your child have a sore bottom, but again this must be correctly named and a permission form must be completed.

### **Absences**

Absences due to sickness and holiday will still be charged for. Please inform the nursery 2 weeks in advance if your child will be absent for holidays.



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### FEES

Sessions are available at the following times and are charged as follows:

Daily:

(08:00 – 6:00 pm) £50.47

Weekly:

(08:00 – 6:00 pm) £226.00

Sessional:

(08:00 – 1:00 pm) £30.90

(1:00 - 6:00 pm) £28.84

Our fees include the provision of everything your child needs such as milk feeds and nappies. All parents need to provide is a spare change of clothes for their child in case of need, along with named nappy cream and named sun cream/sun hat in the Summer months and named wellie boots/waterproofs in the Winter months.

Fees are payable monthly in advance by BACs, Debit or Credit Card or cash. Payment must be made by the fee due date on the invoice. A charge will be made for late payments. We accept childcare vouchers from a wide range of childcare voucher providers, please inform us in writing the childcare voucher company you intend to use and use your child's full name as the reference.

A non-refundable registration/administration fee of £75.00 is payable to secure your child's place in nursery once offered (unless your child is accessing FFE funded hours only).

### **3 and 4 year old Government Funded Hours (FFE)**

All children will receive government funding from the term after their 3<sup>rd</sup> birthday. This can be accessed as a standalone offer of up to 15 hours per week, term time only, or as a stretched offer of 11 hours per week, and accessed over 51 weeks per year. Parents are able to 'top up' hours over their child's funded hours and will be charged a set hourly rate of £5.50 per hour, to the end of the full session. Meals are not included for funded children. Parents have the option of either supplying a packed lunch or paying for meals. Morning and afternoon snacks are provided free of charge. Nappies are not included for funded children. The registration fee of £75.00 will apply on entry if additional services are to be purchased.



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**Registration of Interest Form**

Full Name of Child ..... Date of Birth.....Age.....

Address.....

.....Post Code.....

Parent/Guardian 1

Parent/ Guardian 2

Name .....

Name.....

Tel No: Home.....

Tel No: Home.....

Mobile.....

Mobile.....

Address.....

Address.....

Email Address:.....

Days Required:

Monday am      Tuesday am      Wednesday am      Thursday am      Friday am

Monday pm      Tuesday pm      Wednesday pm      Thursday pm      Friday pm

Start date requested.....

**A non-refundable deposit of £75.00 registration/administration fee will be requested from you to secure a place once offered. If your child is funded and they are not claiming any additional hours/services, this fee will not be chargeable. See Terms and Conditions for further details.**

Office Use Only

Date form received.....

Start Date.....

Date place offered.....

Registration/Admin fee received .....





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### **Terms and Conditions.**

**Parking:** There is no parking available on the site of the nursery. Due to Planning please do not attempt to drive up the access road to drop off or pick up your child. If a parent is seen to do this, warnings will be given and termination of your child's nursery place will be given if access continues. There are several lay-bys along the length of the High Street that can be used for parking. We ask that you respect the residents of Waddesdon and do not park across entrances to properties or in other business' premises. **Pedestrian access only to the nursery.** The access road is for emergency vehicles only.

**Late collection of a child:** The Big Top Nursery is open from 8am-6pm. If you are late collecting your child from the Nursery, a late collection charge of £10 for every 15 minutes or part thereof, may be imposed. Please inform us and keep in touch with us if you think you are going to be late. Late collection charges will still apply.

**Late payments:** Payment must be made within 7 days of the invoice date or due by the date stated on the invoice. Fees are payable monthly in advance by BACs, Debit or credit card or cash. Childcare vouchers should be received by the 1<sup>st</sup> working day of the month. The nursery reserves the right to charge a late payment fee of £5 per day or exclude the child until payment is received. For dishonored cheques/ payments a fee of £20 per occasion will be applied.

**Holidays and absences:** Full fees are payable in the event of absence including sickness and holidays to ensure a child's place is kept available. This rule is necessary so the nursery can budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. No compensation will be paid or refund given if the nursery has to be closed due to any reason beyond the control of the nursery such as power failures or weather conditions. You will not be charged for bank holidays or during the week between Christmas and New Year when the nursery is closed. Closure dates will be given to you at registration.

**Medication:** We cannot administer medication, unless the medication is prescribed and clearly labelled with chemist prescribed amounts, directions and Child's name. We reserve the right to refuse responsibility to administer and may require a parent to come in to nursery to administer medication to their child. All medication will have to be booked in and a medication consent form must be filled out and signed. Any child that has been prescribed with a medicine that they have not had before should remain at home for 24 hours. For more details speak to a senior member of staff.

**Illness and Accidents:** Notification of absence or illness is requested and parents are required to discontinue a child's attendance until they are free from symptoms and cause. We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Nursery to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We may require parents to withdraw their child from Nursery, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Nursery. We may also ask parents to withdraw their child from Nursery, if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Nursery may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections. Please refer to our sickness and illness policy regarding incubation and exclusion periods. Parents are requested to inform Nursery if their child is suffering from any illness, sickness or allergies before attending Nursery. We have a realistic attitude to the needs of working parents, however, we also have a duty of care to the other children in the nursery and therefore reserve the right to contact parents if their child becomes ill during nursery hours and request that they stay at home for the required incubation period.

**General:** Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to inform the Nursery of any changes to all information kept in the Nursery.

**Insurance:** We have extensive insurance cover. Full details of the insurance are available upon request from the nursery manager.



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**3/4 year old funding:** Children are entitled to up to 15 hours of funded childcare the term after their 3<sup>rd</sup> birthday, were available. Children in receipt of funded hours can attend, using their funding over either 38 weeks of 15 hours or the stretched offer of 11 hours over 51 weeks. A charge will be made for those children who wish to purchase meals, however a lunch box can be provided by parents if you wish. Additional hours over those funded can be accessed but will be charged for at the funded hourly rate.

**Notice to leave or change or sessions:** One month's written notice is required if you are reducing the number of sessions you currently have or terminating your agreement. Fees are payable during this month, fees are also payable if there is a delay in taking up the place once accepted. Additional sessions can be added if spaces are available. 48 hours' notice is required for an early drop off between 7:30am and 8:00am can be pre booked in advance, a fee will be charged.

**Administration/Registration fees:** A non-refundable fee of £75.00 will be required to secure a place once offered. If payment is not received by the date specified on offering, the place may be offered to another family. Once the fee has been received, should you change your mind and choose not to send your child to the nursery, the fee will not be refunded. If for any reason you need to defer and offered place, your child will be put back onto the waiting list. The nursery will defer a place on a maximum of 2 occasions, after which time, the child will be removed from the list. This fee does not apply to children accessing EEF hours only, but does apply if additional services are being purchased.

**Behaviour management:** Rude, aggressive or abusive behavior against any member of staff, parent or child will not be tolerated. The nursery reserves the right to terminate a child's place immediately if this occurs. Fees will still be charged. The nursery is equipped with full CCTV inside and out and will be passed on to the necessary authorities.

**Personal property and belongings:** We cannot be held responsible for any loss or damage to you or your child's property. Every effort will be made by the nursery staff to ensure the children's belongings are not lost or damaged. Practical clothing is strongly recommended for children attending The Big Top Nursery. It is the parent's responsibility to name and clearly label all items of clothing. We suggest that all toys, books or other equipment are left at home.

**Security:** Under no circumstances will any child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Nursery will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the nursery staff when starting. The Nursery does also use a password system for entry to buildings. The Big Top Nursery has CCTV inside and outside the building. This is to monitor the safety of children, staff and parents whilst on the premises.

### **Child protection Duty of Care:**

We are advised to inform all parents and carers of the duty placed on registered facilities to report any concerns we have about a child to the local child protection officer.

### **Terms and Conditions cont.**

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**Complaints:** Our nursery believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our nursery and will give prompt and serious attention to any concerns about the running of the nursery. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. Please see our complaints policy.

**Data Protection:** It is a legal requirement on the nursery to hold information on children using the nursery, as well as staff. Basic information is used for registers, invoices and for emergency contacts. However all records will be stored in a locked cabinet.

**Agreement:** Within the terms and conditions we reserve the right to change terms and conditions without notice to facilitate the safe and effective running of the Nursery. These Terms and Conditions represent the entire agreement and understanding between the parents and the Nursery. We reserve the right to update / amend these Terms and Conditions at any time. Nursery Fees are reviewed annually, at the beginning of March. We aim to give 1 months' notice of any changes.

**I have read and accept the Terms and Conditions.**

**Name**..... **Signed**.....

**Date**.....