



**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 taking the time to visit us today or for requesting our nursery prospectus. I would like to begin by giving you some basic information about how our nursery has come about and our journey so far.

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 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 work 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 are now able to introduce you to our 4<sup>th</sup> setting based in Roman Park. Working in close partnership with Berryfields Parish Council, we are now able to deliver another quality childcare provision for the benefit of the local Berryfield's community.

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.

Sylvia Robinson  
(Nursery Owner)

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EMAIL – [enquiries@bigtopnursery.co.uk](mailto:enquiries@bigtopnursery.co.uk) PHONE - Waddesdon 01296 658898  
Roman Park : 01296 798991 Buckingham Park : 07769979593 - Bedgrove 07814828088



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### **How to find our Day Nursery Roman Park. Parking arrangements.**

You will find our nursery off the A41 next to the Parkway train station. Parking is available along the length of Sir Henry Lee Crescent with a path leading up to the nursery. As the area develops, a car park will be allocated to the nursery that will be available for parents to use.

### **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 08:00am – 6:00 pm, with the option of an early start drop off from 7:30 for an additional charge. 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 is 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.

**In line with the current COVID-19 guidelines, parents are not allowed to enter the nursery building. All children will be welcomed at the front door and taken into their room.**



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## Our Rooms

### Tiny Tops Children –

Babies aged 3 months to 2 years with a 1:3 ratio.

Your baby will be allocated a Key Person who 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 within the room, where the babies have the space to move and explore in a safe environment and explore our indoor slide. 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. Our Baby Room Curriculum shows progression in line with the Development Matters of the Early Years Foundation Stage.

Your baby's emotional needs are continuously met. There is a sleep area 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. We follow your child's sleep routines or your child can sleep at the same time as everyone else after lunch during quiet time.

When your baby starts with us we will ask you to complete some paperwork regarding their routine. We provide any formula milk (up to the age of 1), and Tesco nappies and wipes. We ask that you provide us with the necessary bottles and teats that your baby will need for any milk feeds until your baby can drink from a lidded cup. 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.

As the children grow, they develop the skills to crawl and then walk, wanting to explore and investigate their surroundings even further. A wide range of activities are provided on a daily basis to help support your child's development within the Early Years Foundation Stage. Social skills are beginning to form and during the day your child will be given a wide range of opportunities to develop these.



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**Little Tops** – This room caters for children aged 2-3. Within the room our 2 – 3 year olds have a ratio of 1:4.

Inside our room is set up with a cosy home corner, a book exploration area, a sensory area together with a construction area. All resources in this room are easily accessible for the children in order to develop their independence. Our room has easy access to the toilets to help our 2-3's be able to toilet train when they are ready. This all helps the children meet their Curriculum Next Steps in line with the Early Years Foundation Stage.

Our Little Tops children have regular time in our outside space where they are given the opportunities to run and explore. The children can use their energy to play with the various resources available, including bikes, climbing equipment and outdoor kitchen, as well as the usual everyday activities outside to extend their learning. Children will also have the opportunity to watch things grow, helping to plant, water and grow a variety of fruit and vegetables. In the outdoor kitchen the children can use their imagination to make mud pies and get very mucky with the pots and pans.

### **Big Tops** –

Our Big Tops room is for our pre-school children who are able to free flow between our indoor and outdoor space. Our children 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 their own curriculum which is sympathetic to the Development Matters part of 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.

Children within the Big Tops room will usually transition on to school the September prior to their 5<sup>th</sup> Birthday 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. The children will also take part in phonics sessions using the Jolly Phonics programme. They will be encouraged to become more independent with their toileting, putting coats and shoes on, serving their own food and feeding themselves. We hope that the children will leave us as well mannered, independent little learners that are keen and eager to develop their skills further.

**Allotment:** As a setting we are extremely fortunate to have our own allotment which all age groups of children access. They are able to plant and then take care of and observe plants, vegetables and flowers growing as well as having stories in our allotment space. We have also earned the Royal Horticultural Society Schools Gardening award.



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### Sickness

Children can be very vulnerable to childhood diseases. It is vital that the guidelines are followed with regards to illness. We follow the guidance provided by Public Health England regarding exclusion and incubation periods for certain illnesses. 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.

**We follow the current COVID-19 guidelines set out by the Government. Any child presenting with a new temperature, continuous cough will be asked to have a COVID-19 test and will need to isolate until the results are received.**

### 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 be in its original container and box, have the correct prescription 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 if they develop a temperature, 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. **Under the current COVID-19 guidelines, should your child be required to isolate due to a positive case within your household, full fees will be payable.** It is helpful for us to know if your child is absent, so we ask that you notify us in advance if they are on holiday, or call on the morning if they are poorly. We do not offer a service where children can swap sessions, but we are able to add extra sessions should they be available and will be charged accordingly.

### Attendance

We need to ensure your child settles with us as quickly as possible. We have found over the years that only attending 1 or 2 sessions per week does not allow us as to build a relationship with your child and therefore ensure they settle well. At our Big Top nursery settings, we therefore require a minimum attendance of either 2 full days or 4 half day sessions.

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### Settling In Sessions

Prior to your child joining us, we will organise with you a suitable time to come along to the setting to complete some paperwork and allow your child to play within the room. This will give us an idea of your current routines of the day, any allergies they have, favourite toys and activities and contact information for our records. This will usually last for approx. an hour. We then invite them in for a second visit, where we encourage you to leave them with us to see how they get on. We usually organise your child's second settle around a mealtime, so either morning or afternoon snack. This gives them the opportunity to eat with us. This will usually be for approx. 2 hours. These sessions are charged for within your registration fee. We usually find that these two settles are enough, however, should we feel the need for more, we can discuss this with you. Due to the current COVID-19 restrictions, parents will complete the paperwork in our foyer area. Your child will be welcomed into the playroom to join in with the other children in the setting.

You will need to drop and leave your child with us for their second settle, but we ask that you are contactable should we need to call you.

### FEES

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

Daily:

(08:00 – 6:00 pm) £59.65

Weekly:

(08:00 – 6:00 pm) £274.00

Sessional:

(08:00 – 1:00 pm) £37.30

(1:00 - 6:00 pm) £35.15

Early Start (7:30am-8:00am) £5.00

To be booked in advance

All fees are subject to review annually. Our fees include the provision of everything your child needs such as formula milk and nappies. All parents need to provide are bottles (should your child require them), a pair of indoor shoes/slippers, spare change of clothes for their child in case of need, along with named nappy cream



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and named sun cream/sun hat in the summer months and named wellie boots/waterproofs in the winter months. If you could put these items in a drawstring bag rather than a large backpack, this would be helpful.

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 along with the Government voucher scheme. Please inform us in writing the childcare voucher company you intend to use and use your child's full name as the reference.

Once a place is offered to your child and you have accepted, a non-refundable registration/administration fee of £75.00 is payable to secure your child's place in nursery. For those children that are accessing FFE funded hours only (up to 22 hours), the fee will be refunded after your child has attended beyond the Bucks CC count date.

**The registration fee for all children will not be refunded if you change your mind about attending Big Top.**

### **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 (other than the Summer Term in which term dates vary). At Big Top, we are only able to offer funding as a stretched offer which is 11 hours per week, and accessed over 51 weeks per year. We also offer the extended hours funding, again as a stretched offer only, so an additional 11 hours per week for eligible parents. Parents are able to 'top up' hours over their child's funded hours and will be charged accordingly. For any fully funded days, mornings or afternoons we have a consumable fee rate which covers the cost of all meal, snacks etc, this is charged at:

£15.75 for a full day

£15.35 for a morning session

£13.20 for an afternoon session

### **2 year old Government Funded Hours (FFE)**

Some children may be eligible for 2 year old funded hours. You can check if you qualify by going to the Buckinghamshire County Council website and follow the link for 2 year old funded hours. We are able to offer 2 year old funded sessions to qualifying parents the term after their 2<sup>nd</sup> Birthday.

We hope that we have answered some of your questions about our settings, however, should you need any other information, please do ask, or get in contact and we will help you with your enquiry.



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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 be refunded once the Buckinghamshire Council head count date has passed. 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

**Late collection of a child:** The Big Top Nursery main hours are from 8am-6:pm. 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 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 such as snow days.** You will not be charged for bank holidays or during the week between Christmas and New Year when the nursery is closed.

**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.



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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.

**Allergies:** 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 will be required to complete a Health Care Plan that will provide details 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.

**3/4 year old funding:** All children will receive government funding from the term after their 3<sup>rd</sup> birthday. This can be accessed as a stretched offer of 11 hours per week and accessed over 51 weeks per year. We also offer the extended hours funding for eligible parents, as a stretched offer only, of a further 11 hours per week. A consumable charge will be made for all funded children which includes the cost of meals and snacks etc. Additional hours over those funded can be accessed but will be charged for at the normal 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 an offered place your child will be put back onto the waiting list. Whilst this fee is still chargeable to children accessing EEF hours only, it will be refunded once the Bucks CC head count date has passed and the child is still attending.

**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.



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**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. Please be mindful that we encourage the children to use paints, engage in messy play, and run around outside in the garden areas. It is therefore advisable to send them in wearing clothes that you do not mind becoming messy, or shoes that become scuffed during outside play. 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:** A list of responsible adults who are authorised to collect the child should be given to the nursery staff when starting. The Nursery operates a password system for entry to buildings. Under no circumstances will any child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged this and the person collecting is able to give the correct password when requested to do so. 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. We follow the nursery policy and guidelines set out by the Buckinghamshire Safeguarding Children Board to report any safeguarding concerns about a child.

**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 of the nursery to hold information on children, parents and carers 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.



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**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. We aim give 1 months' notice of any changes.

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

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

**Date**.....