



Parents Information

2014



About The Nursery

Thank you for your enquiry, we hope the following outlines the basic information you require about Honeys Nursery. We are based in the Spitfire Centre annex building in Church Road, Biggin Hill and have been established since 1995. We cater for children aged from birth to 5 years, we also run a Kids Club for school aged children (Stingers). We have a very friendly and open approach and strong relationships with children and parents alike. We are registered with Ofsted our last inspection was June 2011 where we were identified as an 'Outstanding' provision.

Aims of the setting:

To provide high quality, consistent care and education for children below statutory school age. The setting creates an enabling environment in which children learn and develop, working in partnership with parents helps children to learn and make good progress. As a setting we offer a service that promotes equality and values diversity.



Parents

Honeys Nursery recognises parents as the first and most important educators of their children; parents are regarded as members of our setting who have full participatory rights. These include a right to be valued, respected, kept informed, consulted, involved and included at all levels. We see parents as partners in helping each child to learn and develop. We encourage parents to help to shape the service we offer.

There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as: exchanging knowledge about their children's needs and interests, sharing progress with the staff, helping within sessions, sharing their own special interests with the children, helping to provide, make and look after the equipment and materials used in the children's play activities, taking part in events and informal discussions about the activities and curriculum provided by the setting, joining in community activities in which the setting takes part and building friendships with other parents in the setting.

Child protection

We aim to provide a safe stimulating environment, whereby children feel secure and can thrive. We will comply with the Local Authorities and National child protection procedures to ensure all staff are suitable and appropriately trained.

Safeguarding children

Honeys Nursery has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children are protected against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Keypersons

Honeys Nursery uses a keyperson approach. This means that each member of staff has a group of children for whom she is particularly responsible. When your child first starts at the setting, the keyperson will help your child to settle and will continue to monitor your child throughout their time at the setting, she will help your child to benefit from the setting's activities. Every child is unique and learns in different ways. The keyperson makes sure each child makes good progress, is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do.

Children's development and learning

We aim to develop children to have a positive approach to learning and finding out about the world around them, to have confidence in themselves and their ability to do things, to value their own achievements. At Honeys Nursery we strive to enable children to build friendships with other people, both children and adults and to develop their communication skills to allow them to share experiences.

The learning environment enables children to develop holistically over the seven areas of development within the Early Years Foundation Stage:

Personal Social and Emotional

Communication and Language

Physical

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

At Honeys Nursery our approach to learning is understanding that children are active learners, that they enjoy playing and exploring, they think creatively and critically. The environment supports children's learning through play, with adult led activities as well as child initiated activities.

The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Our Forest School and other outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom(s).



Mud Kitchen



Forest School



Forest School

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing observations. These form part of children's learning journeys. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different group or when they go on to school. The Early Years Foundation Stage requires practitioners to review children's progress in the prime areas and share a summary with parents at two points, between the ages of 24 and 36 months and at the end of the EYFS.

Opening Times

We are open for 51 weeks each year

We are closed for 5 working days over Christmas and bank holidays

We are open for 5 days each week

Opening times: 7.30am-5.55pm

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the setting staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

The setting also keeps itself up-to-date with best practice in early years care and education, as a member of the Pre-school Learning Alliance, and National Day Nursery association as well as through the Under 5 magazine and publications produced by the Alliance. From time to time the setting holds learning events for parents. These usually look at how adults can help children to learn and develop in their early years. Courses on similar topics are held locally by the Pre-school Learning Alliance; watch out for information about these.

Snacks and meals

The setting makes snacks and meals a social time at which children and adults eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met



Policies

Copies of the setting's policies and procedures are available for you to see at the setting.

The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the setting work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting has regard to The Special Education Needs and Disability Act 2001, The Disability Discrimination Act 1995 and The Special Educational Needs Code of Practice (2014).

Staff

The staff who work at our setting are:

Name	Job Title	Qualifications
Tonia Say	Owner designated child protection co-ordinator, Forest school leader, Health and Safety Officer	NNEB
Elaine Harding	Manager designated first aider, EYFS co-ordinator,	Level 5
Claire Wildbore	Deputy Manager, designated special educational needs co-ordinator,	Level 6
Emma Grace	Honeys group qualified assistant designated equal opportunities co-ordinator	Level 3
Carol Suter	Bumbles group room leader and Session Manger	Level 3
Cheryl Brand	Bumbles group qualified assistant	Level 2
Sandra McFarland	Bumbles group qualified assistant	Level 2
Fleur Steer	Honeys group qualified assistant	Level 2
Natalie Witt	Honeys group qualified assistant	Level 3
Amie Smith	Honeys group assistant	
Danielle Frost	Kids Club Session Manager Babies and Toddler room leader	Level 3
Amy Say	Kids Club Session Manager, Cook	Level 3 Food hygiene
Kath Cook	Lunchtime assistant	
Bet Grace	Breakfast and lunchtime assistant	
Bliss Jackson	Volunteer	

Fees

Over 3's

Session	Hours	Fees
All day	7.30am to 6pm	£55.50
Breakfast	7.30am to 9am	£9.90
Preschool 3 hours	9am to 12.00 noon	£17.25
Preschool 4 hours	8.45am to 12.45pm	£25.00
Lunch Time	12 noon to 12.45pm	£4.70
Hot Lunch		£2.60
Preschool 3 hour	12.45pm to 3.45pm	£17.25
Preschool 4 hours	11.45am to 3.45 pm	£25.00
Preschool and tea	1.00pm to 6.00pm	£32.25
Tea session	3.45pm to 6.00pm	£14.50

Sessions highlighted in yellow can be used with free entitlement

Under 3's (we ask parents to provide nappies wipes and nappy cream we provide all meals)

Session	Hours	Fees
All day	7.30am to 6.00pm	£61.50
7 hour session	9.00 to 4.00pm	£45.50
Over 2's 3 hour Preschool session	9.00-12.00 or 12.45-3.45	£18.75

Please note these are due to increase September 2015

The fees are payable monthly, weekly or half-termly in advance. Fees must still be paid if children are absent. For your child to keep her/his place at the setting, you must pay your fees on time. We are in receipt of nursery education funding for three and four year olds this is deducted from your fees; where funding is not received, then full fees apply.

Starting at Honeys Nursery



The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. The setting has a policy about helping children to settle into the setting:

Clothing

We provide protective clothing for the children when they play with messy activities.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

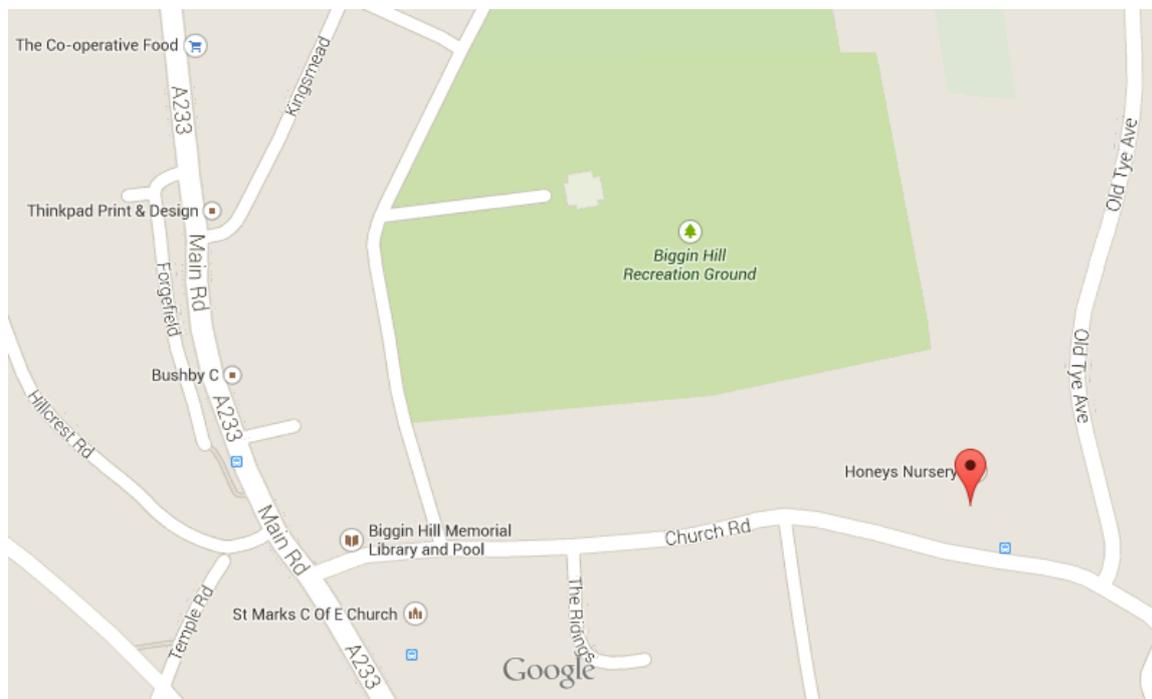
Contact Information

Honeys Nursery, Spitfire Centre,
Church Road, ,
Biggin Hill, Westerham
Kent
TN16 3LD

Telephone landline 01959 540366 Mobile 07889361200

Email honeysnursery@talktalk.net

Map



Honeys Nursery

Please return this page if you would like to be placed on our waiting list

Childs name:	
Address:	
D.O.B	
Parents full name:	
Sessions required:	
Term time	All year
Required start date:	
Home telephone number:	
Work telephone number:	
Mobile number:	
Email:	
Parents Signature	Date

Please return this form to Honeys Nursery Church Road,
Biggin Hill Kent TN16 3LD

We will confirm by email receipt of this form