


# Ladybirds nursery



  
information for parents



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We believe that at Ladybirds Nursery your child can:

Seek help  
Laugh and be happy  
Express their feelings  
Take care of themselves  
Follow their dreams  
Do things for themselves  
Protect their mind and body  
Receive and give affection  
Be proud of their work

(1989 United Nations Convention on the Rights of the Child)

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## Ladybirds Nursery

Welcome to Ladybirds, an independent nursery, which opened in January 2003. We are situated in the tranquil surroundings of Highfield Park on the south east side of St. Albans. Our attractive building provides a light, airy and spacious environment. The 'Babybird' rooms cater for two years and under whilst the 'Ladybird' rooms take children up to five. There is ample car parking available. We are the directors and full-time teachers and have a wealth of knowledge and experience gained from teaching in a variety of state primary schools.

This expertise ensures your child has access to:

- A broad and balanced curriculum both indoors and outdoors (based on the revised Early Years Foundation Stage document)
- A firm basis for future learning
- A happy, secure and stimulating environment
- Fun and interactive activities to spark curiosity and promote an eagerness to learn
- Opportunities to encourage independence, confidence and self-worth
- Social interaction and support for one another
- High expectations of positive behaviour
- Gentle encouragement to move forward

These elements of our Pre school will inspire your child to '**spread their wings and fly**'. As teachers, we know where your child is expected to be upon starting school both intellectually and emotionally. Our happy, caring atmosphere within Ladybirds Nursery ensures that we cherish these vitally important early years. We will work with you to lay the foundations from which your child develops.

## Organisation

We offer a service that can combine high quality education with care 'wrapped around' the beginning and/or end of each session. There is no obligation for you to take up the care option. We do however, recommend that your child attends all the 'Educational' sessions each morning (for Pre school children) or three 'Fun Focused' afternoon sessions (for two to three year olds). Ladybirds Nursery opens Monday to Friday 8am-6pm with flexible session times and optional care offered out of term-time.

## Focused Learning

Educational session	Focused Fun session
Pre school children 3-4 year olds	2-3 year olds
8.00am – 1.00pm	1.00pm – 3.30/4pm
Children attend 5 sessions each week during term-time. Cereals, toast and milk will be provided until 8.45am. Children engage in a mixture of adult led activities and ones they have chosen themselves. Age appropriate resources enhance diverse, practical activities. Two teachers who specialise in early years lead an experienced staff team. All children arrive by 9.15am for the start of the educational session. At 12.15pm children can eat their packed lunch, drinks are provided.	This session, for the younger children, is an opportunity for them to mix with others, play co-operatively and be part of a larger group. For many children this is their first experience of being away from Mum or Dad. A large part of each session is outside in the garden/park. Activities are differentiated to stimulate children of different aptitudes.
These sessions are planned in accordance with the revised Early Years foundation stage curriculum preparing children for lifelong learning.	

We provide milk/water and a piece of fruit during each session. The children are divided into small groups for most activities. Sometimes they work on a one to one basis with staff, or in pairs / small groups.

Please refer to our Babybird brochure for more information on what we offer younger children.

## Wraparound Care

This is care offered before or after a learning session. It allows you the flexibility to extend your child's day at Nursery. It offers you the reassurance that your child has continuity in care as they will be familiar with their surroundings and looked after by the same staff members.

Kingfisher session	Forest school session	Tea time session
2 - 3 year olds	3 – 4 year olds	2 – 4 year olds
8 am– 1pm	1pm – 3.30/4pm	4 – 6 pm
These relaxed morning sessions allow children lots of opportunities to play with their peer group. They have breakfast then milk/water and fruit mid morning. Children are required to bring a packed lunch, drinks will be provided.	Parents of the older children may use this service to have extended care. Forest school type activities form the core of this session which takes place largely in the parkland. A healthy snack is provided.	This option allows parents to extend their child's session. They are able to relax and enjoy a healthy snack or have a hot meal (provided from home).

## **Key Worker**

Each child has a designated key worker who oversees your child's care as well as their emotional and physical wellbeing. This person is of prime importance to your child acting as a link between home and nursery. The warm relationship created ensures your child will seek out their key worker when they want to share a particular moment, find a treasure, or just need to see a familiar face. Times are planned within the session for your child to play individually or as part of a small group. Your child's needs and capabilities will be observed and this information will highlight how the key worker will support and challenge them in the future. You will have daily contact with your key worker, therefore any concerns or queries should initially be addressed to them.

We are firm advocates of working in partnership with parents to ensure consistency between your child's care at home and at nursery. Your child's key worker will be available to talk to you on a daily basis about all aspects of your child's care and development.

## **Recording and Reporting**

Staff at Ladybirds Nursery have high expectations of all children in their care. Activities are differentiated to meet the needs of individual children including those with special educational needs. We praise every stage of your child's efforts when carrying out activities. Sometimes your child will proudly bring home a piece of work, however, this will not happen on a daily basis as it is the process of 'doing' that is of prime importance. We use a variety of ways to display and value your child's work e.g. murals, photographs, individually labelled work mounted on the wall and models displayed on tabletops.

Key workers are always available for a quick word at the start and end of each session, however, if you wish to discuss an issue in greater depth or in private please arrange a mutually convenient time. Similarly, we will contact you if we have any concerns. In addition, formal consultations will be offered where you can discuss your child's development with their key worker twice yearly. Blossom is your child's secure online learning journal where you can view a variety of activities your child has taken part in across the week. The online learning journal includes photos, videos and observations all linking to the Early Years Foundation Stage. Parents can choose to contribute to this also.

## Planning for Learning

All our planning is underpinned by the 'revised Early Years Foundations Stage curriculum, a framework for learning that sets the standards for learning, development and care for children from birth to five. It has four main themes:

- **A Unique Child**

Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

- **Positive Relationships**

Children learn to be strong and independent from positive relationships.

- **Enabling Environments**

Children learn and develop when their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.

- **Learning & Development**

Children develop and learn in different ways and at different rates, including children with special educational needs and disabilities. All areas of Learning and Development are equally important and inter-connected.

At Ladybirds we pay particular attention to the ways individual children learn. The characteristics of learning (shown below) are woven into our half termly topics. We help children explore their environment and engage with their peers. This approach underpins their learning and development and helps them to become effective and motivated learners.

## Characteristics of Learning

### **Playing and exploring – *engagement***

Finding out and exploring  
Playing with what they know  
Being willing to 'have a go'

### **Active learning – *motivation***

Being involved and concentrating  
Keeping trying  
Enjoying achieving what they set out to do

### **Creating and thinking critically – *thinking***

Having their own ideas  
Making links  
Choosing ways to do things



## Daily Routine

Below is an example of a typical day at Ladybirds Nursery.

### **8.00-9.15 a.m. Breakfast session**

Arrivals and breakfast if required

#### **Kingfisher session begins**

A relaxed session with lots of opportunities to play outside.

### **9.15 a.m. Start of Educational session**

Registration and welcome. Maths/phonic warm up activity

9.30 a.m. Focus activities (led by staff) interspersed with free play (inside and outside).

10.15a.m. Rolling healthy snack begins (children choose if and when they have snack).

10.30am Kingfisher go for a walk in park or immediate locality

10.55 a.m. Tidy up

11.00 a.m. Plenary

11.05 a.m. Music/Physical play/Computer and library group time

11.30 a.m. Kingfisher Lunch Session

11.30 a.m. Pre School go for a walk in Park or immediate locality

12.00 p.m. Pre School return & review the morning's activities

12.05 p.m. Story/singing/rhymes

12.15 p.m. Pre School parents/carers can collect children from their room.

12.15-12.50 p.m. Pre School Lunch Session

12.50-1p.m. Pre school pick up and feedback

### **1.00 p.m. Start of fun focused session and 'forest school' session**

Registration and welcome.

1.10 p.m. Children are encouraged to join in focused activities planned by the staff. Throughout this session your child is able to play with age appropriate equipment both inside and outside and socialise with their peers.

1.10pm Pre school children spend most of the afternoon in the surroundings of Highfield Park engaged in forest school type activities

1.45 p.m. Rolling healthy snack begins (children choose if and when they have snack).

2.20 p.m. Snack closes and tidy up.

Story/Singing/Rhymes. Discuss the destination of their walk.

2.30 p.m. Children who attend the afternoon session go out for a walk to explore the environment within Highfield Park

2.30 p.m. Children who have been sleeping take part in activities in the main room and have access to our garden.

3.20 p.m. Return to the main teaching room to play with age appropriate equipment both inside and outside and socialise with their peers.

3.20 p.m. Nappy changing (or sooner if necessary)

3.30 – 4 p.m. Parents/carers collect children.

### **4.00 - 6 p.m. Teatime Care Session**

A chance to relax, play with friends, and eat a snack/hot tea.

## Curriculum

At Ladybirds staff have time away from the classroom to plan, assess and prepare exciting activities to challenge and encourage your children. We structure our teaching over half termly themes eg 'space', 'people who help us' to ensure a breadth of experiences.

We strive to help children develop a positive disposition for learning. Staff constantly praise and encourage children to 'have a go' and persevere resulting in high levels of self-esteem. Children's independence is fostered at every opportunity meaning children are exceptionally well prepared for the transition to school. We cover all of the EYFS.

The revised Early Years Foundation Stage curriculum covers seven areas of learning and provides the framework for the learning objectives. These are outlined below with two examples for each although some objectives may cover more than one curriculum area. These stimulating and challenging focused activities are delivered through a variety of teaching strategies.

Curriculum Area	Activity	Learning Objective
Personal, Social and Emotional: managing feelings and behaviour	Make happy and sad paper plate faces	To explore and express feelings
Personal, Social and Emotional: making relationships	Play 'pass the parcel'	To encourage turn taking and promote co-operation
Communication and Language: speaking	Show and describe a special item	To speak with growing confidence
Communication and Language: listening	Use puppets and other props when reading from a story book	To listen with interest to stories.
Physical Development: moving and handling	Move in and out of cones using a tricycle	To negotiate space successfully
Physical Development: health and self-care	Independently getting ready for daily walk	Helps with clothing e.g. puts zip of coat up and down
Mathematics: numbers	Join in with number rhymes using fingers to help count	To recite number names in sequence
Mathematics: shape, space and measure	Put the three bears and the furniture from the Goldilocks story in size order	To begin to categorise objects by size
Understanding the World: technology	To complete a simple program on the computer	To encourage children to click on different icons to cause things to happen
Understanding the World: The world	Go on a mini-beast hunt	Make use of outdoor areas to investigate the natural world
Expressive arts: exploring and using media and materials	Draw a picture of themselves choosing from pencils, crayons, chalk and felt pens	Understand that different media can be combined to create new effects
Expressive arts: being imaginative	Listen to 'sea' music and move around the large room as a sea 'creature'	To create movement in response to music

The ipads, sand, water, play dough, paint, large construction toys and outdoor equipment are always available for the children to choose during free play. These ongoing activities support and extend children across the curriculum areas and substantially aid their gross and fine motor skills.

**Technology:**

Many age appropriate programmes, apps and remote control toys are used to support the children's learning. I pads are available in child safe cases. E-safety is constantly reinforced.

**Sand and Water:**

Children discover the diverse properties of sand (dry and wet) and water. To vary the play opportunities, one week the sandpit can be used as a dinosaur kingdom, the next week, equipment may be changed to transform it into a building site! The water tray offers opportunities to stimulate children's imagination and extend their vocabulary. The water may be coloured, have bubbles, chunks of ice or contain objects to investigate if they float or sink.

**Playdough:**

Children have opportunities to manipulate malleable materials with their hands. A variety of tools, cutters and rollers are introduced. This area is rich in supporting children's mathematical language eg they love sharing their big play dough 'cake' between the teddies.

**Painting:**

Children are free to express themselves creatively. Different types of brushes or paint with added compounds e.g. sawdust, glue or glitter produce different textures to add variety. A range of colours are available to encourage colour recognition, shading and mixing.

**Construction Toys:**

Construction toys, for example different size building bricks, blocks and planks enable children to use their imagination and devise different models. This also facilitates group play and collaborative work. Toy diggers, dumpers, hard hat and tools allow children to become builders.

**Cooking:**

Children learn how to follow a recipe, weigh and measure and how to combine different ingredients. Cooking allows children to predict what may happen when the freezer/cooker is used. Healthy eating is naturally reinforced. Allergies are accommodated and nuts are never used.

**Outdoor Play:**

We have an exciting and varied selection of play equipment. To improve children's co-ordination, strengthen their muscles and promote their gross motor skills tricycles, scooters and push/pull along toys are available. Small equipment such as balls, beanbags, hoops and quoits are also used for individual or group play. The rocket, car and caravan offer opportunities for imaginative play. The mud kitchen consists of sinks, weighing scales, utensils, pots and pans, real spades, trowels and forks. Children bring natural resources such as conkers, fir cones, acorns, twigs and leaves to the mud kitchen where they have fun digging and mixing potions.

## **Nursery Environment**

Our building is divided into two sections by a large central reception. To the left of the front door, are the kitchen, staff toilet and staffroom. Children only have access to the kitchen when accompanied by an adult e.g. for a cooking activity or at meal times. Parents can leave folded buggies in the outer lobby and chat to other parents at the start and end of the day. To the right of the reception is where the children are based. Ofsted prescribe the minimum amount of space necessary per child; we are fortunate to have a great deal more than this.

### ***Pre school room/playground***

Our largest room is organised into curriculum areas. The carpeted area has a book corner, a role-play area with dressing-up clothes and a writing area. Construction play is facilitated with large wooden blocks and planks. A large area of vinyl flooring houses the sand, water and 'messy' activities. Children can choose to play outside and access the garden.

### ***Kingfisher room***

This light, airy room is the base for 2-3 year olds in the mornings, in the afternoon they move to the Pre school room when the older children are in the park. The Kingfisher room is furnished with robust, age appropriate equipment to facilitate children's imaginative play. There are opportunities for children to come together and 'dance' to a range of music, join in ring games and sing around the piano.

### ***Outside environment***

The garden is divided into a patio area for wheeled toys and a wooden rocket and caravan, the rest of the garden is artificial grass. A mud kitchen provides endless opportunities for children to play collaboratively. In addition, a separate area is used for gardening with the children. An extension of our outdoor area is the beautiful parkland that surrounds Ladybirds Nursery. We explore the park frequently so the children benefit from investigating their environment at first hand. Within easy walking distance of the Nursery we have a maze, swings and slides, a rose garden, orchard, boules area and gated duck pond.

### ***Office***

This is used for confidential conversations between parents and staff.

### ***Toilet & Nappy changing room***

We have four junior toilets with separate cubicles and a disabled toilet in a large cubicle with its own hand basin. Three additional low level basins with blended water ensuring children do not scald themselves when washing their hands. Potties and toilet steps are also available. For safeguarding reasons, no parents are allowed in the toilet area.

### ***Babybirds***

Three rooms cater specifically for babies under 2 years. We have a dedicated sleep room, the 'Doves' room for babies from 3 months and the 'Starlings' room for toddlers. Further information is available upon request.

## **Safety, Security and First Aid**

The staff ratio is 1:4 for 2 year olds, rising to 1:8 for children aged 3 years. Consistency of staff is of vital importance for the safety and wellbeing of young children. We are fortunate to have a stable staff team and never call on agencies.

Millie's Mark is the gold standard in paediatric first aid for childcare providers. The Early Years Foundation Stage (EYFS) guidelines, which childcare settings in England are required to follow, currently state that just one person with a current paediatric first aid certificate must be on the premises and available at all times. Ladybirds Nursery is proud to have been awarded Millie's Mark as a nursery that goes above and beyond these minimum requirements. Ladybirds has 100% of staff trained in paediatric first aid, and ensures that knowledge and practice is kept alive and in the forefront of practitioners' minds so that they are confident, ready and capable.

Fire drills are carried out on a regular basis. We assemble in the boules area directly outside the building. CCTV incorporating 24 hour recording allows staff to monitor all visitors, the nursey garden and outside perimeter. A separate video door entry system ensures that only authorised people are granted access into the building. A second secure door will only open when the outer door is shut. This can only be opened by a member of staff and allows access to the children's rooms.

The registration form requires you to nominate 2 'authorised' people who could collect your child if you were unable. It is imperative that you notify us immediately if any changes occur or an 'authorised' person is deleted or added. On the rare occasion that you require another adult to collect your child we will expect them to produce a password that we you have given us.

Parents are not permitted to use any mobile devices in the building. The online learning journal requires a secure log in, provided by us, to allow access to your child's videos, photographs and observations.

## **Settling In**

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and children feel comfortable in our Nursery. We want to ensure that children benefit from what we have to offer and feel confident that their carer will return at the end of each session. The first point of contact with the Nursery is often an informal visit that enables the family to meet the staff and look around. Once a place has been offered we will make arrangements for two settling in sessions. We ask you to complete an 'all about me' sheet to help us build a picture of your child.

Starting Ladybirds Nursery is an important milestone for your family and to aid the transition between home and Nursery we invite you to join us prior to starting. During this time you will meet your key worker and discuss your child's requirements on entry. Once your child begins, your key worker will help you decide if it is beneficial for you to stay, and if so, for how long. A comforter is permitted if you feel your child requires one. Once your child begins you are welcome to email or phone the nursery during the day to receive an update on your child. Please leave a message if the phone is unattended and we will call you back.

### ***Transition between rooms***

We organise settling in sessions when children move rooms as we recognise that familiarity with their environment and those around them is of paramount importance. Kingfisher children are always excited to be moving into Pre school as know they wear the yellow uniform and feel more 'grown up'. Your key worker will pass on an 'all about me' sheet and introduce you to your child's key worker in the next room.

### ***Transition to school***

Ladybirds children transfer to local state and private schools. Reception teachers are invited into Pre school to observe your child in their familiar nursery surroundings and talk to their keyworker. Activities are planned to help your child feel ready to make the move to 'big' school. Ladybirds provides a written report and assessment information for you and the school of your choice.

## **What I Need**

Please ensure that all of your child's belongings are **clearly labelled** and placed in a named drawstring bag. This hangs on your child's personal peg. Ladybirds Nursery does not allow specific items to be brought in from home e.g. jewellery, toys or sweets. Carrier bags can be dangerous and therefore are not to be left at nursery.

### ***Clothing***

Multi-sensory activities such as sand, water, play dough, glue and paint do not agree with 'best clothes'! Although aprons are provided clothing may become accidentally marked. Please send children in appropriate clothing that they can manage themselves e.g. jogging bottoms or elasticated trousers rather than dungarees or clothes with narrow buttonholes. This aids children's personal development and growing independence. Named Wellington boots are required for daily walks in Highfield Park. In your drawstring bag we ask that you leave a change of clothes in case of 'accidents'. On the rare occasion that your child may require an additional change a supply is available in Nursery. Please return all items promptly once washed.

Our outdoor time is as highly valued as our indoor 'work'. We spend a proportion of our sessions in the play area, therefore it is important that your child has appropriate clothing for all weathers e.g. hat, mittens and warm coat. In the summer please provide a sun hat and apply suntan lotion before Nursery. Children who stay all day must provide named suncream for staff to reapply.

### ***Uniform***

We have bright yellow polo shirts and sweatshirts printed with our Ladybird logo that all Pre school children wear. The older children who attend our morning sessions can borrow a library book weekly so we do ask they purchase a book bag to preserve the life of our books. Uniform can be purchased from [www.mapac.com/education/parents/uniform/LadybirdsNurseryAL4](http://www.mapac.com/education/parents/uniform/LadybirdsNurseryAL4)

### ***Lunch and Dinner***

If your child has lunch / dinner please label all the food with your child's name in separate freezer bags/plastic pots. For safety reasons do not send glass. Dinner is stored in the fridge; lunch is stored in your child's lunch box. Please bring a named, sports top water bottle, no other drinks are permitted. Cutlery, crockery and bibs where necessary are provided. We are a 'nut free' setting so we ask you to refrain from using any nut products.

### ***Toileting***

In your child's drawstring bag please have a supply of nappies or 'pull ups' and any cream required. Nappy sacks and wet wipes will be provided. Please inform us when you begin potty training your child so we can work with you. Multiple pairs of pants and joggers/leggings that are easy to pull up and down are useful.

## **Nursery Policies**

All our policy documents are available in full in the reception area. Individual copies are available upon request. Below is a brief outline of key areas.

### ***Staff training and development***

The staff team are our single biggest resource. The qualifications and experience of our dedicated staff are extended through regular in-service training. All staff are cleared by the Disclosure and Barring Service (DBS) before joining us.

### ***Attendance***

If your child is unable to attend Nursery for any reason please telephone or email the office as soon as possible. Ladybirds Nursery regrets that refunds cannot be given for any absences. Kingfisher and Pre school begin from 8am, Fun focus commences at 1 p.m. At the end of your child's session it is vital they are collected on time as this may result in an excess ratio of children to staff or staff remaining after nursery hours. A 'late' charge, currently £10 per 15 minutes, may be imposed. The nursery is closed on bank holidays and closes at lunchtime on Christmas Eve or the closest working day to it if it falls on a weekend. Ad hoc extra sessions may be available.

### ***Sick children***

We appreciate that it is difficult for working parents to arrange childcare at times of illness. However, we believe that it is in the best interests of your child and the other children at Ladybirds Nursery if sick children are not sent in. Children who become ill during a session are made comfortable in a quiet area of their room. The first contact person listed on your child's registration form is telephoned. In most cases we will ask that your child is collected from nursery immediately. Please keep your child at home until they are fully recovered; this means 48 hours after the last bout of sickness and/or diarrhoea. We can provide information for parents of infection periods and exclusion times for most common illnesses. In the case of an emergency we will contact you to inform you that your child is being taken to hospital. If your child is prescribed with antibiotics of any sort they must stay at home until at least 24 hours after the first dose has been administered.

### ***Admission Policy***

We have an inclusive admissions policy where any child of the appropriate age will be admitted to the Nursery after their registration form has been completed and their fee paid, subject to availability. Once the Nursery is full, a waiting list is opened. Parents are informed in writing if a place can be offered approximately 16 weeks prior to the appropriate starting date. If applying for an immediate place parents are contacted as soon as possible after receiving the registration form and fee. If the Nursery is unable to offer a place the parents can opt to remain on the waiting list. Children who join kingfishers/fun focus may be placed on a waiting list for Pre school the following year. Places are allocated based on care required over and above the 3 afternoon fun focus sessions or 5 Pre school morning sessions.

### ***Equal opportunities***

We treat every child equally irrespective of gender, ethnic origin, culture or religion. All children and adults are treated with equal concern and anti-discriminatory practices are followed.



### ***Special needs***

We are pro-active in ensuring that appropriate action can be taken when a child is identified as having special needs. Children with special educational needs are supported by our SENCO who will liaise with you and outside agencies if appropriate, to plan and implement a support plan. See our 'local offer' on our website.

### ***Safeguarding children***

The protection of the child is the nursery's first priority. We have an environment in which children are safe from abuse and any suspicion of abuse is promptly and appropriately responded to. We comply with the procedures approved by the Hertfordshire Safeguarding Children Board (HSCB).

### ***Parental Involvement***

Parents are the first educators of their young children. You are welcome in the nursery especially at the start of each session to settle your child. If you wish to share a special skill e.g. music, cooking or art we would be delighted. We ensure all parents are fully informed of their child's progress and any other aspects of the nursery. The online learning journal allows you to share moments from home. We welcome the contributions of parents, whatever form they take.

### ***Behaviour Policy***

We believe that children and adults flourish best in an organised environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear or being hurt or hindered by anyone else. We aim to have a Nursery in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. In extreme cases the Nursery reserves the right to suspend a place if a child's behaviour is detrimental to the safety, learning and behaviour of others.

### ***Complaints***

In the first instance all complaints should be addressed to the key worker who will attempt to rectify the issue. Parents can then contact the Directors and arrange a meeting if still dissatisfied. If parents are still concerned they may contact the compliance team at OFSTED (the regulatory body)

on: 0300 123 4666 or email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

The complaints address is:

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

## Fee Structure

A non-refundable registration fee of £40 is payable when submitting the registration form. A deposit of £400 for part time or £600 for full time is required when a place is offered to your child. There is a 10% reduction for full-time, year round attendance.

<b>Kingfisher Session</b>	<b>Fun focus Session</b>	<b>Care Session</b>	<b>Holiday Club day</b>
8am – 1pm	1pm – 4pm	4pm – 6pm	8am – 6pm
£37.80 or £0 for 1 session per week if entitled to 30 hours*	£22.68 or £0 if entitled to 15/30 hours*	£15.12 or £0 if entitled to 15/30 hours*	£75.60

<b>Pre School Session</b>	<b>Forest School session</b>	<b>Care session</b>	<b>Holiday Club day</b>
8am – 1pm	1pm – 4pm	4pm – 6pm	8am – 6pm
£37.80 or £0 if entitled to 30 hours* or 3 sessions per week if entitled to 15 hours*	£22.68 or £0 for 1 session per week if entitled to 15/30 hours*	£15.12 or £0 for 1 session per week if entitled to 15/30 hours*	£75.60

We endeavour to accommodate parents who require care at short notice. Any extra ad hoc sessions are charged at an additional 7.5% to the above prices and must be paid for in advance.

All fees must be paid a month in advance and received between the 1<sup>st</sup> and 7<sup>th</sup> of the month. Fees are calculated on the sessions attended and then divided by 12 (months) to create a fixed monthly charge.

We regret that no refunds can be given for non-attendance of a child for any reason. Seven weeks notice is required to change any session or give notice to leave.

Ladybirds Nursery accepts childcare vouchers. There are various schemes to help parents pay for childcare. [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) gives further information.

### **15 hours Free Entitlement**

All children who turn 3 become eligible for 15 hours 'free entitlement' (taken across a minimum of 3 days) 38 weeks per year. The entitlement is deducted directly from your fees. Children are required to take up the full 15 hours. In Pre school this means three of the morning sessions are free in term time. In fun focus this means the afternoons are free, either 1-4pm 5 days per week or 1-6pm 3 days a week (in term-time).

### **30 hours Free Entitlement**

If you are eligible for the additional 15 hours (30 hours in total) you will need to provide us with a code from HMRC to allow us to deduct this from your fees. In Pre school this means all of the morning sessions and one afternoon are free in term time. In Fun focus this means all of the afternoons and one morning is free during term time.