



HAPPY FEET NURSERY

PROSPECTUS

Dear Parents,

Welcome to a World of Joy and Learning!

At Happi Feet Nursery, we believe every child deserves a good start to their educational journey. Nestled in the heart of our community, our nursery is more than just a place for childcare—it's a vibrant hub where little ones aged 0-5 years embark on a path of discovery, growth, and happiness. We understand the profound impact the foundation years have on a child's development. That's why we're passionately committed to providing an environment that nurtures not just the intellectual, but the emotional and physical growth of every child. Our guiding principle is simple yet powerful: guaranteeing the happiness and well-being of every child entrusted to our care.

Curriculum: A Rich Tapestry of Learning

Our curriculum, rooted in the Early Years Foundation Stage (EYFS) framework, offers a comprehensive, age-appropriate learning experience across seven key areas. Each area is tailored to engage young minds, fostering growth, discovery, and joy in learning.

Personal, Social and Emotional Development

We cultivate an environment where children build self-confidence, manage their feelings, and develop respect and empathy for others. Through play and guided activities, children learn about cooperation, turn-taking, and the importance of friendships.

Physical Development

Our focus on physical development encompasses both fine motor skills and gross motor activities. From pencil control to climbing frames, we ensure children develop their coordination and movement, understanding the importance of physical health and well-being.

Introducing Our Forest School

We invite you to embark on an enchanting journey with us at our nursery's latest initiative – The Forest School. Our Forest School offers a vibrant, hands-on educational experience, designed to enrich your child's learning through the wonders of the natural environment. Our team of passionate, trained educators are dedicated to creating a safe, engaging, and supportive learning environment. We adhere to the highest safety standards, ensuring that your child's adventure in our Forest School is not only enriching but also secure.

Communication and Language

In a rich language environment, children enhance their listening, understanding, and speaking skills. Through stories, songs, and conversations, we encourage expressive language and critical thinking.

Literacy

Our literacy program introduces children to the joy of books, storytelling, and early writing. From recognizing letters to writing their names, children develop foundational skills that ignite a lifelong love of reading and writing.

Mathematics

Mathematical understanding is fostered through practical, fun activities that cover numbers, shapes, space, and measures. We make math a part of daily life, encouraging problem-solving and analytical thinking.

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Understanding of the world

Children explore the world around them, learning about people, communities, technology, and the environment. Through hands-on experiences, they discover the diversity of the world and develop a sense of wonder.

Expressive Arts and Design

Creativity is at the heart of our curriculum. Children express themselves through art, music, dance, and imaginative play, exploring colours, textures, sounds, and movements.

Our aim is to:

- to ensure that children are able to achieve and enjoy their learning in all of these areas
- to provide a safe, secure and stimulating environment
- to provide high quality care and education of children in the foundation stage and
- to work within a framework that ensures equality of opportunity for all children and families.

Terms and Conditions

Admissions Policy: Admission is on a first-come, first-served basis, subject to availability and adherence to our inclusivity and diversity policy. The nursery reserves the right to prioritise admissions based on various criteria, including sibling attendance and proximity to the nursery.

Fees and Payment: Fees are reviewed annually and are subject to change with one month's notice. Payments are due the first working day of each month, and late payments may result in late fees or suspension of services. We accept payments via standing order, bank transfer, and childcare vouchers.

Deposit: A deposit is required upon enrolment, which is refundable upon leaving the nursery, provided all terms and conditions have been met, including proper notice of withdrawal.

Notice of Withdrawal: A written notice of one calendar month is required to withdraw a child from the nursery. A minimum of three-month attendance is required to qualify for refund of deposit. Failure to provide adequate notice will result in the forfeiture of the deposit.

Absence and Illness: Absences due to illness or holidays do not warrant a reduction in fees. Parents are required to notify the nursery of any absences due to illness by 9 am on the day of absence.

Health and Medication Policy: Parents must provide a detailed health record of their child upon enrolment. Any medication required to be administered at the nursery must be prescribed by a doctor and accompanied by written instructions.

Emergency Procedures: The nursery has a comprehensive emergency plan for various situations. Parents are required to provide up-to-date contact information and alternative contacts in case of emergencies.

Child Protection: The welfare of the children is paramount. We follow strict child protection policies and cooperate with local authorities and child services as necessary.

Behaviour Policy: We promote positive behaviour and use constructive strategies to handle challenging behaviour. Persistent challenging behaviour may lead to a request for withdrawal if it significantly impacts the welfare of other children.

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Nutrition and Allergies: The nursery provides nutritious meals and snacks where applicable. Parents must inform the nursery of any dietary restrictions or allergies. The nursery endeavours to accommodate special dietary requirements within reason.

Personal Belongings: The nursery cannot be held responsible for loss or damage to personal belongings. Children are discouraged from bringing valuable items to the nursery.

Privacy and Data Protection: Personal information provided to the nursery is treated with the utmost confidentiality and in compliance with GDPR. Information will only be shared with authorized personnel and government bodies as required by law.

Amendments to Terms and Conditions: The nursery reserves the right to amend these terms and conditions. Parents will be given notice of any significant changes.

Complaints Procedure: We aim to provide the highest level of care. However, should parents have any concerns or complaints, they are encouraged to follow our formal complaints procedure, details of which are available upon request.

Termination of Service: The nursery reserves the right to terminate the provision of services under certain circumstances, including non-payment of fees, failure to comply with terms and conditions, or if it is deemed in the child's best interest.

Clothing: We provide protective clothing for children while doing messy activities, but we encourage parents to bring in change of clothing (this includes under-wears) just in case children's clothes gets dirty.

Late Pick-ups: If there is an occasion where you are unable to collect your child on time at the end of their session, we require a minimum of one hour's notice by telephone. This allows us to ensure that your child continues to receive care and supervision until you arrive.

A fee may be charged for late collection, and the amount may increase depending on the duration of the delay.

- All lateness fees must be settled before your child's next scheduled session.
- Please note that in exceptional circumstances, the management reserves the right to waive the lateness fee at their discretion.

We understand that unforeseen situations can arise, and we appreciate your communication in these instances to help us manage our care responsibilities effectively.

Payments

At Happi Feet Nursery, we believe in transparent and comprehensive pricing that reflects the quality of care and education we provide. Our fees are structured to include everything your child needs for a fulfilling day at nursery—nutritious meals, healthy snacks, fresh milk, engaging activities, and a warm, welcoming environment.

Our fees vary based on the age of your child and the type of attendance (full days or half days).

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Additional Options

- Emergency Extra Day: Available upon request, subject to availability.
- Regular 15H (Funding) 2Y Olds & 3Y Olds: Please inquire for details.
- Regular Funding 30H: Special sessions for eligible families.
- Extra Sessions: Can be arranged, invoiced separately.

Note: Our prices include all meals and activities. Fees are payable in advance by standing order. The nursery is closed for bank holidays and the Christmas period, but fees are calculated to take these closures into account.

Additional Financial Information

- Application Fee: A one-time non-refundable fee of £60 is required with your application.
- Deposit: An applicable deposit (refundable under terms) is required at registration, based on the number of sessions.
- Late Payment Fees: Charges apply for late fee payments and late pickups, encouraging timely payments and pickups.
- We aim to offer competitive rates while ensuring the highest quality of care and education for your child. Our fees are reviewed annually, and we will provide a minimum of **one** months' notice of any changes.
- We accept childcare vouchers. Please contact our Nursery Manager for further details.

For a detailed consultation and to discuss any specific financial arrangements, please contact our Nursery Manager. We are here to work with you to find the best possible solution for your family.

Administration Fee for Late Payments and Cancellations

If a payment is late by 1 to 5 working days, an administration fee of £20 will be applied.

For payments that are 6 or more working days late, the administration fee increases to £30.

An administration fee of £30 will be incurred for any cancellation of additional sessions that is not made with at least 24 hours' notice.

In the event that your child cannot be collected promptly at the end of a session, a minimum of one hour's notice by telephone is required. A lateness fee is liable that could increase depending on how late the child is eventually picked up. Lateness fees due before the child's next session. The Management may use their discretion to waive this fee in exceptional circumstances.