

Our Brochure





St Nicholas Day Nursery
Runcorn Road
North Hykeham
Lincoln
LN6 3QP

t. 01522 812470

e. st.nicholas2003@gmail.com

www.stnicholasdaynursery.co.uk

01 January 2023

Dear Parent/Carer,

Thank you for expressing an interest in St. Nicholas Day Nursery.

Please find enclosed the Terms and Conditions, Registration and Session details.

After receiving signed copies of the Terms and Conditions, Registration and Session details I, or one of our Team leaders, will contact you to let you know if we have a vacancy for your baby or child. We will then arrange a convenient time for you to visit the Nursery to complete any necessary paperwork and discuss your baby or child's routines and any other requirements that you may have.

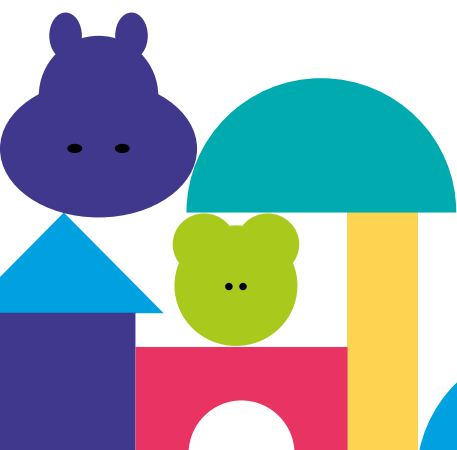
If you would like to visit the Nursery setting prior to returning the above paperwork, please do not hesitate to contact us and we would be happy to arrange a suitable time.

I look forward to hearing from you soon.

Yours sincerely

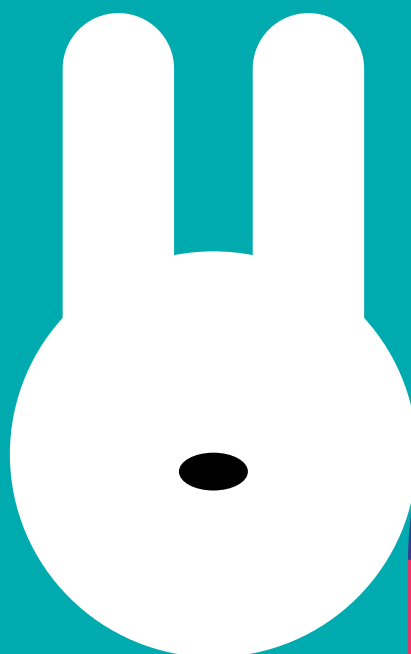
A handwritten signature in black ink, appearing to read 'M Thomson'.

Melanie & Richard Thomson
Managing Directors



Registered address: St Nicholas Day Nursery, Runcorn Road, North Hykeham, Lincoln LN6 3QP
Company number:

Stimulation and education for your baby or child



Stimulation and education for your baby or child

From September 2008 it became necessary for all childcare providers to follow The Early Years Foundation Stage (EYFS). The aim of the EYFS is to enable the same framework to be used throughout the nursery making the transition from one age group to another much easier. In September 2012 the EYFS was reformed and subtle changes were made.

The reformed EYFS has identified the following 3 Prime areas of Learning and 4 specific areas of learning:

Prime areas

1. Personal, Social and Emotional development
2. Communication and Language
3. Physical development

Specific areas

1. Understanding the World
2. Literacy
3. Mathematics
4. Expressive Arts and Design

For more information please visit the 'Parents Area' on the Foundation Years website www.foundationyears.org.uk

About our nursery

Each room has core staff to ensure a smooth transition and continuity for every baby/child and his or her family/ carers. Each family will be allocated a **Key person**, who will be a point of contact for a child's parents and will build positive relationships with both the child and his/ her parents. The Key person will be responsible for knowing the interests of the baby/child and will gain a good knowledge of their developmental progress, gathering relevant information from observations. A **Learning journey** will be created using this evidence, which will go with the child on their journey throughout the nursery and eventually to home or school.

Each room strives to provide age and stage appropriate, stimulating and educational experiences and activities in a warm, welcoming and loving environment. Children are made to feel safe and secure and are given the opportunity to thrive and develop their individuality. All activities, both child led and adult supported inside/ outside will be carefully planned, to ensure a wide variety of experiences are accessible to every child, for example quiet, messy, construction, small world, discovery and role play etc. Children are encouraged to make choices and decisions as part of their ongoing development.





Lunch menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Chicken casserole – Fruit sponge & custard	Jacket potato, spaghetti hoops & cheese – Mousse	Fish fingers, mash, peas & parsley sauce – Rice pudding	Spaghetti bolognese & garlic bread – Jelly & ice cream	Vegetable Stew & Yorkshire pudding – Fruit crumble & custard
	Tuna &/or cheese wraps, crudités – Yoghurt	Ham &/or egg sandwiches, crudités – Flapjack	Sausage & cheese buffet, cous cous – Banana cake	Baked beans on toast – Lemon curd tart	Cream cheese &/or chicken sandwiches, crudités – Crispy cake
Week 2	Macaroni cheese & peas – Pears & Cream	Cottage pie & seasonal vegetables – Banana & custard	Chicken korma, rice & naan bread – Mandarins & Ice cream	Sausage casserole – Mousse	Fish cake, crispy potatoes sweetcorn & parsley sauce – Yoghurt
	Egg &/or ham sandwiches, crudités – Homemade biscuit	Pizza buffet, savoury rice – Cherry cake	Cheese &/or ham sandwiches, crudités – Cupcake	Chicken &/or cheese wraps, crudités – Fruit scone	Spaghetti hoops & crumpets – Jam tart
Week 3	Sausage, mash & vegetables – Fruit crumble & custard	Vegetable supreme, crispy potatoes & carrots – Trifle	Lasagne & peas – Mousse	Jacket Potato, Baked Beans & Cheese – Rice Pudding	Pork chilli & rice – Jelly & ice cream
	Ham & cheese buffet, cous cous – Brownie	Spaghetti hoops on toast – Carrot cake	Cream Cheese &/or tuna sandwiches, crudités – Yoghurt	Chicken &/or Egg Sandwiches, crudités – Muffin	Ham &/or cheese wraps, crudités – Apple cake
Week 4	Fish fingers, mash, peas & parsley sauce – Mousse	Ham & mushroom carbonara – Sponge & custard	Sausage casserole – Jelly & fruit	Chicken korma, rice & naan bread – Banana & custard	Vegetable bolognese & garlic bread – Ice cream & sauce
	Chicken &/or cream cheese sandwiches, crudités – Cupcake	Tuna &/or cheese wraps, crudités – Homemade biscuit	Baked Beans on Toast – Jam Tart	Pizza buffet, cous cous – Yoghurt	Ham & cheese buffet, savoury rice – Brownie
Week 5	Vegetable lasagne & sweetcorn – Ice cream	Fish cake, crispy potatoes & baked beans – Yoghurt	Macaroni cheese & peas – Fruit crumble & custard	Pork balls, mash & vegetables – Peaches & cream	Sausage casserole – Jelly, fruit & cream
	Spaghetti hoops & crumpets – Cupcake	Ham & cheese buffet, cous cous – Crispy cake	Tuna &/or chicken wraps, crudités – Biscuit	Cream cheese &/or egg sandwiches crudités – Yoghurt	Ham &/or cream cheese sandwiches, crudités – Fruit scone

Note. A fruit bowl of assorted fruit is available in each room for the children to select from, if they would like an alternative dessert to the one stipulated.

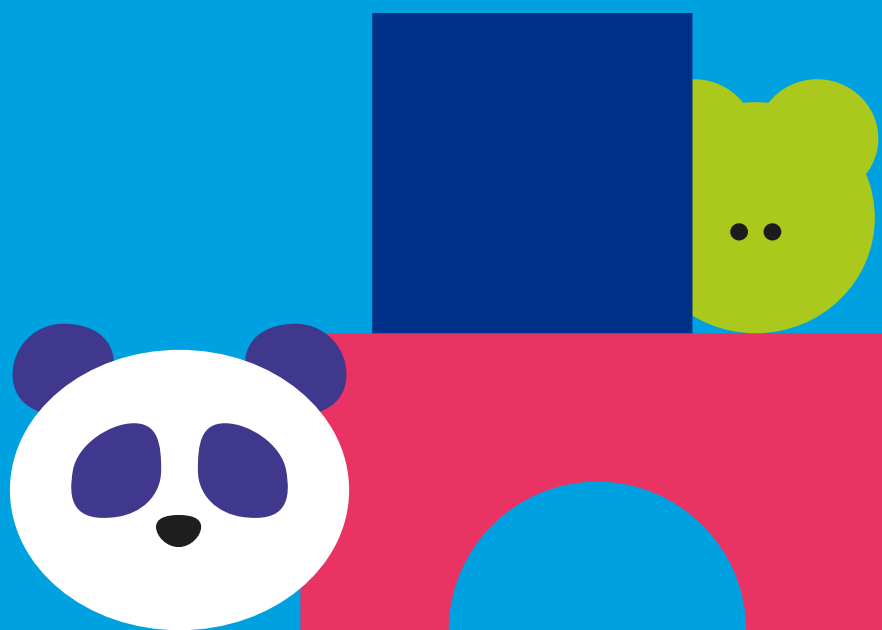


Snack menu

Children are given the option of choosing fruit from the fruit bowl at every snack time.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	A.M. Fruit bowl	A.M. Raspberries & blueberries	A.M. Melon	A.M. Strawberries	A.M. Pears
	P.M. Crackers	P.M. Breadsticks	P.M. Oatcakes	P.M. Cheese wheels	P.M. Rice cakes
Week 2	A.M. Pineapple	A.M. Kiwi & oranges	A.M. Fruit Bowl	A.M. Grapes	A.M. Melon
	P.M. Oatcakes	P.M. Rice cakes	P.M. Cheese wheels	P.M. Breadsticks	P.M. Crackers
Week 3	A.M. Grapes	A.M. Strawberries	A.M. Kiwi & blueberries	A.M. Melon	A.M. Fruit bowl
	P.M. Rice cakes	P.M. Cheese wheels	P.M. Crackers	P.M. Oatcakes	P.M. Breadsticks
Week 4	A.M. Fruit bowl	A.M. Grapes	A.M. Pineapple	A.M. Raspberries & blueberries	A.M. Plums
	P.M. Breadsticks	P.M. Crackers	P.M. Rice cakes	P.M. Cheese wheels	P.M. Oatcakes
Week 5	A.M. Melon	A.M. Fruit bowl	A.M. Kiwi	A.M. Pineapple	A.M. Strawberries
	P.M. Cheese wheels	P.M. Oatcakes	P.M. Breadsticks	P.M. Crackers	P.M. Rice cakes

Privacy notice for parents /carers and childrens information



Privacy notice for parents /carers and childrens information



Under data protection law, individuals have a right to be informed about how St. Nicholas Day Nursery uses any personal data that we hold about them.

This privacy notice explains how we collect, store and use personal data about the parents/carers and children who use the nursery.

About us (who is collecting your information?)

St. Nicholas Day Nursery is the 'Controller' of the personal data you provide us with.

This means St. Nicholas Day Nursery determines the purposes for which, and the manner in which, any personal data relating to the children who attend and their parents/carers is processed.

In some cases, your data will be supplied to outsourced or a third party processor, however, this will only be done with your consent, unless the law requires us to share your data. Where

we outsource data to a third party processor, the same data protection standards are imposed on the processor.

Managing Director Mrs Melanie Thomson is our Data Protection Officer. Her role is to oversee and monitor our data protection procedures, and to ensure they are compliant with the General Data Protection Regulations (GDPR).



What personal data do we hold?

- > Names of parents
- > Parent contact details: home address & telephone number, place of work & telephone number, mobile number, email address
- > Parents D.O.B
- > Funding information (declaration form and funding agreement) to include parent's NI number
- > Child's full name
- > Child's D.O.B
- > Child's personal characteristics: hair colour, eye colour, distinguishing marks, nationality, ethnicity, religion, spoken language
- > Child's medical information: immunisations, allergies, food intolerances, ongoing medical conditions (including treatment required), medicine records (administration), GP/Health visitor information
- > Special Education Needs and Disabilities information including any funding & details of other professionals involved with the child e.g. Speech & Language Therapist
- > Days and sessions child attends including registers
- > Daily information records: diaries, sleep times, nappy changes, food intake
- > Initial summary of child's development and ongoing records of development to include photos, written observations and assessments on an electronic journal (Tapestry)
- > Information regarding other settings and/or Children's centre child attends or is registered with
- > Attendance & absence information and the reasons for absence of child
- > Records of pre-existing injuries/accidents and those that occur at Nursery
- > Safeguarding information

Privacy notice for parents /carers and childrens information



- > Details of those who reside at the family home and their DOB
- > Details of those who have permission to collect the child and/or are emergency contacts

Who do we collect the data from?

St. Nicholas Day Nursery will gather information from parents and carers on their initial enquiry (email, in person or by telephone), when they register their child with us and at a briefing meeting before the child starts. Requests for parents/carers to update their information will be made intermittently to ensure the data we hold is current.

St Nicholas Day Nursery may receive information from other childcare providers (if the child attends more than one setting) if consent has been given by the person who holds parental responsibility, or, in some cases, without consent where we are legally required by law e.g. a safeguarding concern.

Why do we collect and use this data?

- > To ensure children's health, safety and wellbeing
- > To comply with the requirements of the Early Years Foundation Stage (EYFS). Ofsted and the Local Authority
- > To enable us to apply for and ensure children are eligible for funding
- > To support children's learning and development
- > To comply with the law regarding data sharing
- > To process nursery fees
- > To assess the quality of our service

Our lawful basis for using this data

St. Nicholas Day Nursery hold the legal right to collect and use personal data relating to children and families, and we may also receive information regarding them from a previous childcare provider or Local Authority.

The lawful basis we use to collect and use personal data is Legal obligation as set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- > The statutory frame work of the Early Years Foundation Stage 2017
- > Working to safeguard Children 2015
- > Special Educational Needs & Disabilities (SEND)
- > Early Years Entitlement (EYE)
- > Ofsted regulations

Who will we data share with?

In order for St. Nicholas Day Nursery to provide continuity of care and to safeguard the children, we will also share your data as required with the following recipients:

- > Ofsted during an inspection or following a complaint about our service
- > Banking and accountancy services to process payments
- > The Local Authority to process funding claims, including the eligibility checker on the government hub
- > The school your child will be attending

We will also share your data with third parties:

- > If we are obliged to by law
- > To protect your child, other children or staff
- > To protect our rights or the rights of others
- > If transferring the ownership of the setting

Privacy notice for parents /carers and childrens information



How long we will keep your data?

In accordance with General Data Protection Regulation (GDPR), St. Nicholas Day Nursery does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

However, some information such as Accident, Incident and Safeguarding documents along with relevant registers have to be kept for a number of years after your child has left.

These documents will be securely archived in a locked loft space until such time as we can legally dispose of them via a reputable shredding company (please see our Storage of information, Privacy notices, Record retention & Confidentiality policy).

How do we keep the data safe?

St. Nicholas Day Nursery prevents unauthorised access to data and prevents it from being lost, accidentally destroyed or misused or disclosed by:

- > Keeping all confidential information in a locked cupboard in the manager's office and limiting access
- > Having a secure alarmed building
- > Password protected IT systems
- > Staff trained to be aware of their data protection responsibilities
- > Policies and procedures which outline safe working practices that follow the data protection regulations

What are your rights?

Parents/carers have the following rights in relation to the processing of their personal data.

You have the right to:

- > Be informed about how we use your personal data
- > Request access to your personal data that we hold
- > Request that your personal data is amended if it is inaccurate or incomplete
- > Request that your personal data is erased where there is no compelling reason for its continued processing
- > Request that the processing of your data is restricted e.g. for newspaper or social media purposes
- > Object to your personal data being processed e.g. for newspaper or social media purposes

Where processing your data is based on consent, you have the right to withdraw this consent at any time.

How to make a complaint

We take any complaints about our collection of, and use of, personal data very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office (ICO).

Online: <https://ico.org.uk/concerns/>

Call. 0303 123 1113

In writing to: Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire,
SK9 5AF

Terms and Conditions





Terms and Conditions

General

We aim to work in partnership with parents and carers. Please read the following information carefully.

On your arrival at nursery please ensure that your child's nappy is clean and dry if they are wearing one and that you have provided them with a spare change of clothing that is clearly labelled with their name.

The nursery operates a strict non-smoking policy. Smoking is not allowed on the premises or within the grounds.

Hours of opening/sessions

Full day: 8am to 6pm

Morning session: 8am to 1pm
(includes breakfast if required and hot lunch)

Afternoon session: 1pm to 6pm
(includes light tea)

Early morning drop off: 7.30am – available on request as a regular booking or as required and will be charged at a rate of £3.00 per child.

Session requirements

A minimum of one full day session or two half day sessions must be taken per week to allow your child to participate as much as possible within all aspects of the nursery.

A registration and sessions details form must be completed prior to a child starting nursery.

Late collection

Please be aware that late collections after the morning session will put the nursery at risk of being understaffed. If the time is not pre-booked, there may be an additional charge of £8.00 for late collection and a further charge of £6.00 per fifteen minutes thereafter. These late collection fees also apply after 6pm.

Holidays and closures

The nursery endeavours to remain open for 51 weeks of the year excluding the 8 regular bank holidays and one week around the Christmas period. Charges will not be made to parents on these days.

In the event of unusual circumstances which result in the temporary closure of the nursery, fees must still be paid. Such circumstances might include severe weather conditions such as heavy snowfall, infectious disease, interruption to mains power or water supply or other serious conditions.

Fees

Fees are paid a month in advance.

Our preferred methods of payment are cash, cheque, bank transfer or via the Tax-Free Childcare system.

Fees are still payable if children are absent due to illness or holidays.

Parents are required to pay a deposit of five full day's childcare in accordance with their child's age, upon registration to secure their child's place. This will be held as security until your child leaves the nursery and the account is cleared, at which time the money will be refunded back to you. Your child must have attended a minimum of 4 weeks prior to refund of deposit.



Terms and Conditions

Any changes to registration details need to be given in writing with a minimum of four weeks notice before your child's start date.

Fees are due promptly by the 7th of each month and late payments may incur a late payment charge of £10 per day for invoices that are not paid in full.

Settling in sessions are recommended for your child before they start their permanent sessions, these are subject to availability. There will be an hourly rate payable for this service.

A 10% discount is given to siblings attending at the same time. The discount will apply to the second child's fees, and will cease when only one child is still attending.

The nursery will give at least one month's notice of any fee increases.

If you need to alter the sessions your child attends we will require four weeks written notice.

Length of notice

Four weeks written notice or payment in lieu of notice is required from parents/carers if you no longer require a space for your child.

The nursery may require you to withdraw your child in the event that the nursery manager considers the child to be disruptive or displaying inappropriate behaviour.

Child health records

The nursery requires parents to complete Child health Records including medical information regarding allergies, dietary requirements and/or ongoing medication, ensuring the best possible care can be provided should they be taken ill or have an accident whilst at nursery.

The nursery requires parents to provide emergency contact names and telephone numbers; it is the parent's responsibility to update these should they change.

Sickness and absence

If you are in doubt as to whether your child is fit to attend nursery, please keep your child at home. Payment is still required if your child is absent due to sickness.

Any booked sessions unattended for any reason must be paid for.

If your child is to be absent please contact the nursery before 9am. The nursery telephone number is 01522 812470.

The nursery may require you to withdraw your child in the event that the child requires special medical care or attention, or it is considered the child is not well enough to attend. You may also be required to withdraw your child if the nursery has reasonable cause to believe that the child is or may be suffering from a contagious disease. All absences are recorded.

Medicines and consent forms

The nursery staff will only administer prescribed medicine.

Medication can be administered following completion of a **Medicine Consent Form** by the child's parent. The medication needs to be in its original packaging with the prescription label visible. The nursery can only administer the dosage outlined on the prescription label. Prescribed medication can only be administered by staff 24 hours after the first dose has been administered at home.

The nursery will not administer over the counter medications such as cough syrups. Calpol or similar will be administered should your child develop a temperature of 38°C or above and the child's parents will be contacted. (Please see medication policy for more details). Children must not attend nursery if they have had 'Calpol' within the four hours prior to attending.

Please do not leave medicine in your child's bag.



Terms and Conditions

Accident procedure

The nursery reserves the right to administer basic first aid and treatment to your child when necessary. Parents will be informed of all accidents. If the accident is deemed as serious, parents will be informed immediately and an ambulance called if necessary.

Parents are also required to inform the nursery staff if a child has incurred an injury outside of nursery.

All accidents are recorded.

Property and belongings

Practical, inexpensive clothing is strongly recommended.

All items of clothing and belongings must be clearly labelled (many children have the same shoes and coats etc).

Every reasonable effort will be made by staff to ensure a child's belongings are not lost or damaged. We do not accept any responsibility for loss of any clothing or personal items.

Please label bottles and drinks cups.

Please supply a change of clothes in case of any accidents.

We do not supply nappies, barrier creams, wipes etc. Please ensure that sufficient supplies are sent if applicable.

Please do not send children to nursery with jewellery, money or valuables.

Meals

All meals are cooked on the premises, are nutritious and well balanced. Mid morning and afternoon snacks are provided and drinks available all day.

Alternative meals are provided for children with special dietary, cultural or religious needs.

For babies on formula milk, please bring enough to the nursery for the day/session. Bottles will be made up as directed on the bottle/tin and as per your child's routine.

Security

Under no circumstances will your child be allowed to leave the nursery with anyone unknown to staff unless previously arranged by the parent or carer. We will not release your child into the care of anyone other than yourself without your prior consent.

Staff

All staff who work within the nursery are employed by Lifeline Family Care Limited and shall not be employed other than through the Company. If you employ a member of staff on a permanent basis, a charge of £600.00 will be made, and the employee will be in breach of their contract with this Company.

Data Protection (GDPR)

The nursery takes data protection, including the recording of and storage of personal information very seriously and has a privacy notice and confidentiality policy which details our responsibilities.



Terms and Conditions

Contract agreement

These **Terms and Conditions** are supported by the nursery's **Policies & procedures** which are compiled in line with our legal responsibilities and the Statutory Guidance of the Early Years Foundation Stage (EYFS).

I understand that these **Terms and Conditions** are not intended to be exhaustive and will be updated and amended as required.

I understand that it is my responsibility to update the nursery with any changes to my child's details. i.e. home address, home circumstances (details of those living at the child's home) emergency contact numbers and medical conditions/allergies.

I agree to abide by St. Nicholas Day Nursery **Terms and Conditions**, which I have read and fully understood.

Name:

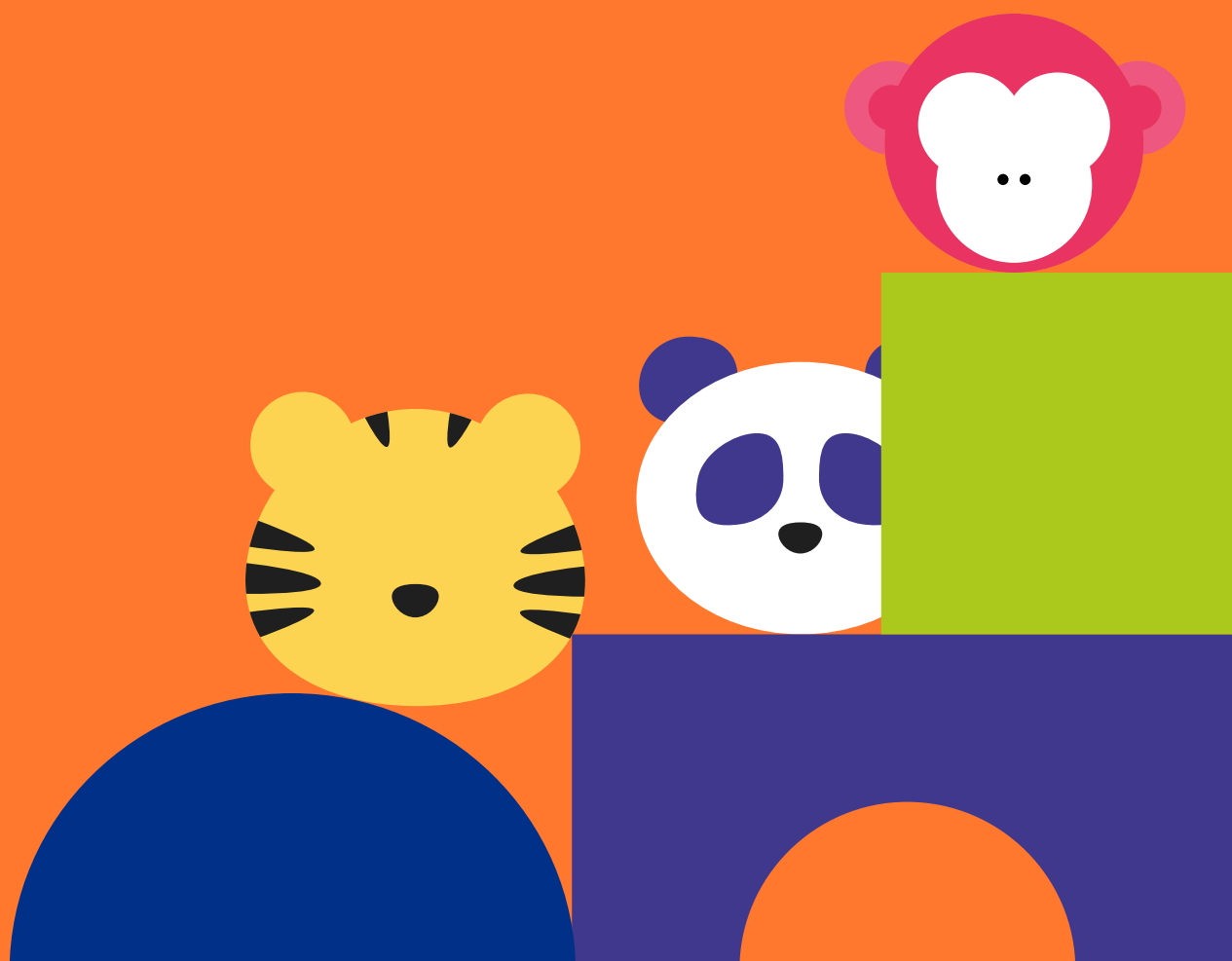
Parent/carer of (Child's name):

Signature:

Date:

By signing this form you agree to the Terms and Conditions as stated and dated within this pack. A signed copy MUST be sent back to the main office prior to your child's attendance.

Funded hours delivery options for 3 & 4 year olds





Funded hours delivery for 3 & 4 year olds

Free options

These two options are totally **free**. You will pay nothing for your child's place if these are the only sessions your child attends at St. Nicholas day Nursery.

Option 1: For those eligible for 15 universal funded hours per week.

Up to 15 hours per week.

Term-time only.

Made up of 3 X 5 hour sessions Monday to Friday between the hours of 1pm to 6pm only.

Option 2: For those eligible for up to 30 extended funded hours per week.

Up to 23.75 hours per week.

48 weeks per year (Holidays: One week at Christmas, two weeks at Easter and the last week of August).

Made up of 4.75 hour sessions Monday to Friday between the hours of 1pm to 5.45pm.



Funded hours delivery for 3 & 4 year olds

Additional options

For those not wishing to take up either of the above of the free options we offer the following alternatives to access the 3 & 4 year olds funding for your child.

Please note that delivery via these options is subject to your agreement to pay the appropriate amount of Service and Consumables Charge. This charge contributes towards the cost of meals, snacks, activity equipment and other consumable and service charges associated with your child's nursery place during these funded sessions, as such costs are not covered by the funding which St Nicholas receives for your child's place.*

The following options can be taken in conjunction with additional hours attendance. Any such additional sessions will be chargeable at the appropriate session rate for your child's age.

Option 3: For those eligible for up to 15 universal funded hours per week.

Up to 15 hours per week.

Term-time only

Made up of 5 or 10 hour sessions Monday to Friday between the hours of 8am to 6pm.

Option 4: For those eligible for up to 30 extended funded hours per week

Up to 30 hours per week.

Term-time only

Made up of 5 or 10 hour sessions Monday to Friday between the hours of 8am to 6pm.

*This is not intended to be an exhaustive list of the items covered by the service and consumables charge and is only intended to give an indication of the items included within the amount.



Funded hours delivery for 3 & 4 year olds

Option 5: For those eligible for up to 30 extended funded hours per week (attending less than 25 hours per week in total all year round)

Up to 20 hours per week.

Stretched offer for 51 weeks of the year.

Made up of 5 or 10 hour sessions.

Option 6: For those eligible for up to 30 extended funded hours per week (attending 25 hours or more per week in total all year round)

Stretched offer for children who attend 25 hours or more all year round.

24 hours funding will be allocated each week for 47.5 weeks of the year.

3 weeks must be paid for at the usual rate, these weeks will be half term weeks in the Autumn, Spring and Summer terms, please refer to term dates. The final week at the end of August will attract half funding, of up to 12 hours.

(Parents can chose to receive 30 hours funding for 38 weeks and pay for the remaining 13 weeks if their child attends all year around).

Ofsted inspected

You can view our full report [here](#)

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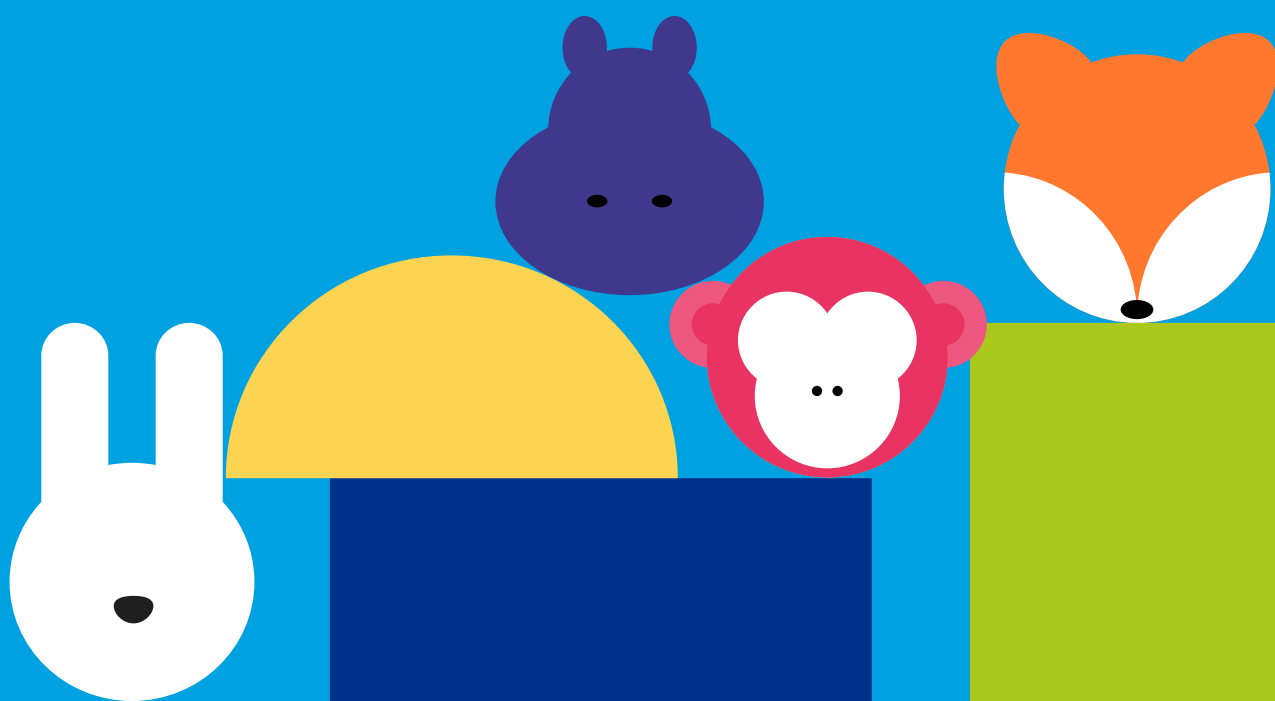
The quality of teaching is consistently good. Staff get to know children well when they first start and gather information from parents to help identify children's prior learning.

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Registration and sessions

To book your child's place and
set your sessions, click [here](#).



Registration and sessions form

Child's name:

Gender: ☐ Male ☐ Female Date of birth:

Parent / Carer's name:

Address:

Postcode:

Home telephone:

Mobile number:

Bill payers email:

Place of employment:

Work telephone:

2nd Parent/Carer's name:

Address:

Postcode:

Home telephone:

Work/mobile number:

How did you hear about us?

Recommended by*:

*If you have been recommended to us by a friend or family, they could benefit from two free sessions by providing their family name.

Session requirements

Please indicate the number of sessions required and on which days:

Full week: Full days:

Half day (AM): Half day (PM):

Starting date:

Deposit amount: Date paid:

Signed: Date:

St. Nicholas

DAY NURSERY

St Nicholas Day Nursery, Runcorn Road, North Hykeham Lincoln LN6 3QP

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