



Prospectus

6 Lemsford Road, St Albans, Hertfordshire AL1 3PB
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WHY CHOOSE BROCK HOUSE BABY CARE FOR YOUR CHILD?



Brock House has been established over 30 years and is situated close to St Albans City Station and Clarence Park. We open from 7.30am to 6.45pm all year, closing only for Bank Holidays and the week between Christmas and New Year. The Nursery occupies our purpose designed residential building, and we offer a friendly family atmosphere to both the children in our care and their parents.

At Brock House Baby Care we can provide for up to eighteen children aged from 3 months. Operating as a separate unit within Brock House Nursery School, most children will move into the Nursery age 2 years. We try to meet all your children's needs by providing a safe, happy, stimulating environment (which is regularly inspected by OFSTED) constantly monitoring their progress and sharing our observations with you daily; at regular parents evenings; and at any other time you or we feel it is appropriate.

Our team of staff has only one job (unlike busy parents) which is to ensure the children remain safe, enjoy themselves, and gain valuable experiences from their stay.

The benefits your child will receive:

1. Our main goal is to provide the best care possible for your child. This includes support, advice, and close liaison with you at any time.
2. We have a small, close-knit and very friendly team.
3. We have a high proportion of qualified and experienced staff.
4. We offer a high standard of care for the children with a minimum ratio of one staff member to three children.
5. All staff are First Aid trained and hold Food Hygiene certificates.
6. All staff are carefully vetted and police checked.
7. We provide a fresh cooked, balanced nutritional diet and cater for essential dietary and cultural needs.
8. We can provide separate baby areas within our large, safe, outdoor play space which includes both grassed and hard surface areas.
9. Children are in small groups to help individual development needs.
10. Topics and activities are carefully chosen to enable your child to progress in all developmental areas.
11. We have a key-worker system for monitoring and reporting your child's progress.



OPENING TIMES

Total Hours	7.30 am - 6.45 pm
Lunch (approx)	11.30am – 12.00pm
Morning	7.30 am – 12.30 pm
Afternoon	12.30 pm - 6.45 pm
Open Every Weekday	Except 1 week at Christmas and Bank Holidays: New Year's Day Good Friday Easter Monday Early May Bank Holiday Late May Bank Holiday August Bank Holiday



DAILY ROUTINE

7.30 – 8.30	Breakfast and Free Play
8.30 – 9.00	Singing / Story Time
9.00 – 10.00	Morning Session Activities and Snack
10.00 – 11.30	Garden Activities
11.30 – 12.00	Lunch
12.00 – 2.00	Sleep Time / Quiet Play
2.00 – 4.00	Afternoon Sessions Activities Garden time and Snack
4.00 – 4.30	Tea
4.30 – 6.45	Free Play

Note: This routine is always subject to variation in accordance with the needs of the children in our care.



BABY CARE STAFF

PROPRIETORS: **MR K M HUDSON FCA & MRS J E HUDSON**

**Deputy Principal/
Supervisor:**
Safeguarding Officer
Health & Safety

Mrs Louise Church, NNEB, EYP, Childhood Studies BA (Hons)
21 years experience in our nursery setting

QUALIFIED STAFF:

Chloe Sinnot, NVQ 3
4 years experience in our nursery setting

Laura Hart, Dip Childcare & Education L3
8 years experience in our nursery setting

Kirsten Maxwell, NVQ 3
2 years experience in our nursery setting

Samantha Archer, NVQ 2
12 years experience in our nursery setting

ADDITIONAL STAFF:

Marjie Ward
3 years experience in our nursery setting

Erin Crawford-Kiff
Apprentice

Mrs Dawn Willmott, City & Guilds
Cook with over 25 years experience



Summary of Our Childcare Offers – From 5th April 2021

1. **Full Day Care** = All Year = 51 Weeks
Sessions = Full Day, Morning or Afternoon :- Times and Prices – See Scale of Charges.
2. **Core Hours** = All Year = 51 Weeks
Sessions = Core Day, Morning or Afternoon:- Times and Prices – See Scale of Charges.
3. **Fully Funded** = For 2-Year-Old/Universal Funded 3-Year-Old
38 Weeks (@15 Hours per Week) per Government F.F.E. Scheme
Sessions = As Available and offered by Brock House Nursery.
– Prices – See Scale of Charges.

(Fully Funded 30 Hours only places will not normally be offered.)

All sessions are allocated in full (even if not attended for the complete time shown) and will be charged in full.

All hours required at the beginning or end of the published session times, if available, will be treated as additional to the session and charged at the additional hours rate. (Sessions cannot be adjusted by “swapping” hours).

This means that a child previously attending on an All-Year contract of up to 30 hours occupancy per week, upon reaching eligibility for 30 funded hours, cannot automatically expect to be offered a place to continue with the same hours using only 30 hours funding, even on a full year basis.

Change in provision from Full Day Care to Fully Funded and vice versa requires re-application (See Terms and Conditions) as they are fundamentally different offers.



BROCK HOUSE BABY CARE

FEES

Age 3 months – 2 years

Scale of Charges from 5th April 2021

(To be read in conjunction with our published Terms and Conditions)

	£
Full Morning (if available) 7.30am - 12.30pm	47.00
Full Afternoon (if available) 12.30pm - 6.45pm	47.00
Full Day 7.30am - 6.45pm	74.00
Full Week	338.00
Full Time Calendar Month Equivalent Rate	1,436.50
Additional Hours Requested Added to full morning or afternoon sessions – if available	£10.00 per hour

The above includes all food, nappies and wipes, but excludes Formula milk.

For further details relating to fees and registration please see overleaf and refer to Terms and Conditions.

Brock House Baby Care is open for 51 weeks (closing between Christmas & New Year)



BROCK HOUSE BABY CARE

FEEES

Age 3 months – 2 years

Scale of Charges from 5th April 2021

(To be read in conjunction with our published Terms and Conditions)

Registration (this is a two-part process).

Part 1: Waiting List:

This places a child's name onto the waiting list for a place at a particular time **if more than 3 months** in the future.

Fee (non-refundable)

£ 50.00

Part 2: Registration:

This occurs within **3 months of the proposed start date** and requires payment of :

(a) Fee, payable upon completion of the application form for a new place (non refundable). **£ 50.00**

(b) Deposit, payable upon completion of the application form for a new place.

For the attendance levels as follows:

1 Session to 2 Sessions	(up to 1 day) per week	£200.00
3 Sessions to 6 Sessions	(up to 3 days) per week	£250.00
7 Sessions to 10 Sessions	(up to 5 days) per week	£300.00

The deposit is fully refundable when the child leaves Brock House – provided our terms and conditions have been adhered to.

Absence and Holidays

All absences are chargeable – any replacement session must be booked as an “Extra” if available. (The only exception is “School Holiday Allowance”).

Swaps are NOT permitted.

Bank / Public Holidays: - These are not charged for because:

Full week Full Day Care fees are calculated to exclude charges for these days.

Part Time Full Day Care – children may exchange their usual session by request if it falls on a Bank Holiday for a day within 10 days of the Bank Holiday - (subject to availability). However, no reduction to the weekly charge may be made.

School Holiday Allowance:

To assist particularly parents of siblings of school age. There is a **50% allowance** for up to **2 weeks** holiday taken within the main school holiday period **26th July – 27th August 2021**. (Prior notification, **in writing** is required – holiday slips are provided).



BROCK HOUSE BABY CARE

FEES

Age 3 months – 2 years

Scale of Charges from 5th April 2021

(To be read in conjunction with our published Terms and Conditions)

Notice

1. 4 Calendar months (ie a full “Term” equivalent) notice must be received **in writing** for any reduction in times or sessions (ie no changes within the “Term”).
2. A full calendar month notice (or payment in lieu) must be received **in writing** before a child leaves Brock House Baby Care.

Sibling Discount - A reduction of 10% of the fees payable will be made for the oldest sibling attending Brock House where the younger child is being paid for at full rate and attends for at least the same number of sessions.

Late Collection - The Nursery reserves the right to charge in the case of late collection. This charge would be £10 for up to 30 minutes and an additional £10 for each subsequent 30 minute period or part thereof.

Late Payments - We reserve the right to charge in the case of late payment, £25.00 for the 1st week or part week. Interest will be charged thereafter.

Calculation and Payment of Fees:

The date for payment is the 20th of each calendar month payable **in advance** (ie 20th January pays February fees). Preferred payment method is Standing Order (forms provided). The amount payable on the due date is the calculated Payment Value.

The Payment Value is calculated as follows:

Session Cost x Number of Sessions = Weekly Fee

Weekly Fee x Number of Weeks in Term ÷ Number of Calendar Months in Term = Payment Value

The Payment Value is thus not the precise fee due each calendar month, but is the figure calculated to be **equal** for each payment during the term.

Actual fees due are in accordance with our Scale of Charges for the actual attendance booked. These are reconciled to payments made from time to time and any adjustment required is notified accordingly.

These charges will apply from 5th April 2021 and our aim as previously is to maintain them for at least 12 months.



CHILDCARE VOUCHER / TAX FREE CREDIT INFORMATION

Brock House accepts Childcare Voucher payments covering all or part of the cost of childcare. There are various companies who provide the service via your employer's personnel / payroll department in accordance with HMRC rules.

The voucher payments are issued in place of part of your salary which is "sacrificed".

This is now being phased out and replaced over time by Tax Free Childcare Credit (see www.gov.uk).

Under the new scheme HMRC will add the appropriate credit to your funds held in a special bank account for the payment of day care provision.

There are currently nearly 20 child care voucher payment providers – of whom the best known are:

Allsave, Care 4, Computershare, Edenred, Kiddivouchers, Fideliti, Sodexo

We do accept voucher payments from other providers, but please check that we hold an account with them first.

Please note: It remains the parent's responsibility to ensure that we receive the voucher payment / Tax Free Childcare payment by the due date in accordance with our Terms & Conditions.



BROCK HOUSE BABY CARE

Age 3 months – 2 years

TERMS & CONDITIONS

1. Upon Registration and our acceptance of the deposit the place is secured. However any delay of more than 2 weeks to the start date requested by the parent may mean we are unable to hold the place open. Non take up of the place forfeits the deposit. Registration fee is payable for each new place applied for (Change in type of provision eg from Baby Care to Nursery will require a new application).
2. Fees are payable in accordance with the current published Scale of Charges. Failure to comply with these financial requirements constitutes a breach of the contract and may result in your child being refused entry to Brock House.
3. **Employment of Brock House Staff:**
If during the period of your child's attendance or within a period of 9 months thereafter you directly or indirectly employ or engage the services of or permit or allow any member of our staff to provide childcare for your child (or by your endeavours for a child known to you) such that their services are withdrawn from us, then you shall pay us a figure representing not less than 33% of the relevant gross annual salary as compensation for the cost to us of disruption and recruiting and training a suitable replacement.
4. Childcare Voucher Payments/Government Tax Free Credit payments are accepted for payment of all or part of the Nursery fees (See Childcare Voucher Payment/Tax Free Credit Information). **However the parent remains responsible for ensuring that total fees due are paid by the due date** in accordance with our Scale of Charges (wherever they may be paid from).
5. Sibling Discount. Reduction will be applied to the oldest child's fee, while the younger child attends for a greater or equal number of sessions per week.
6. Absence and Holidays – no reduction in fees is made for any absence or holiday – other than the specified School Holiday Allowance (See Current Scale of Charges).
7. Bank/Public Holidays and the week between Christmas and New Year. The Nursery is closed and no charge is made for these periods. Fees are pre-adjusted or alternative days may be offered as appropriate, however no reduction may be made to the weekly charge.
8. Extra sessions (subject to availability) may be booked and will be separately billed and must be paid separately from fees for routine attendance.
9. Session swaps are NOT permitted.
10. Late Collection of Child. We reserve the right to make a charge. Please note that if you fail to contact us until after the session is finished we are required to notify Social Services.
11. Late Payment of Fees. We reserve the right to levy a charge immediately in the case of late payment. This charge will cover a delay in payment up to one week. If full payment of fees due and late payment charges have not been received within one week further charges of 8% of the balance outstanding will be added weekly. We urge parents who may experience temporary difficulties to contact our administration office before they miss a payment or as soon as possible afterwards so that we may help formulate a solution. Late payment could result in your child being refused entry to the Nursery.
12. Notice.
 - a) A full calendar month notice in writing is required before leaving. Payment in lieu will otherwise be required and any deposit held may be used towards this.
 - b) A full-term notice is required in writing for any reduction in times or sessions.
13. Inclusive Provision.
 - (a) Our Full Day Care fees include provision of all hot food, snacks and refreshments (including government funded milk) during the day. We work with parents to ensure children with allergies and compelling (eg religious) preferences can be accommodated. Parents are requested not to allow their children to bring snacks or sweets into Brock House to avoid adversely affecting anyone else.
 - (b) Our fees include provision of nappies, wipes and associated creams. Should parents require a brand different to our usual supply they may supply their own. There is no reduction of fees if items are supplied by parents.
14. Formula Milk: We believe that in the best interest of your baby the formula feeds should be supplied by the parent to ensure there is no variation from those given at home. Our staff will strive to ensure that you are given all possible assistance during this particularly demanding time.
15. Your child will only be released into the care of two persons named on the Applicant Record, the only exception being the Local Emergency Contact who will deputise if necessary (and suitable password/security procedure will be followed).
16. Before acceptance of your child into Brock House Nursery a member of staff must see a copy of the child's Birth Certificate and the Red Book of Immunisations. Full and up to date Vaccination is required unless there is a medical reason to the contrary confirmed by your family doctor.
17. In the interest of the welfare of all the children, entry may be refused to your child for any period during which he/she is diagnosed as infectious. (See Health & Safety Policy).
18. Medication will only be administered in accordance with full written instructions from the Doctor/Parent/Guardian (See Medication Procedure/Policy).
19. Your child must bring a complete change of indoor clothes, clearly marked, to be retained at Brock House for emergency use, in a bag provided, and wear adequate outdoor clothes for outdoor play in the prevailing weather conditions.
20. We ask that the children do not bring their own toys (except for special "Show and Tell" times) as broken or lost toys cause disappointment.
21. Brock House will organise activities outside the Nursery premises from time to time. These will be conducted with at least the child:staff ratio recommended by the Children's Act 2014. Parental consent is required before the child can participate.
22. Brock House Nursery is unable to accept any liability for any loss or damage to personal property brought onto its premises.

Note: Reference to: Parents, you, your, all relate to the Parent/Legal Guardian
Reference to: Brock House, we, our, the Nursery: all relate to Brock House Nursery School



SAMPLE WEEKLY MENU

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack	Pear & Malted Milk Biscuit	Banana & Digestive Biscuit	Cheese & Cucumber Wedges	Orange Pieces and Breadstick	Apple Wedges & Mixed Dried Fruit
Lunch	Quiche, Sweetcorn, Courgettes Apple Cobbler & Custard	Lasagne, Green Beans Fruit Salad	Fisherman's Pie Mixed Vegetables Fruit Crumble & Custard	Savoury Sausage Pie, Broccoli, Carrots Fresh Fruit Medley	Chicken & Mushroom Casserole with rice Jam Sponge & Custard
Afternoon Snack	Marmite Crackers & Celery	Apple Wedges & Rich Tea Biscuits	Hummus & Pitta Bread	Chicken Pate Toasties	Celery and Cheese Spread
Tea	Tomato wedges Tuna/Sweetcorn Pasta Fresh Fruit	Broccoli Savoury Muffins Fromage Frais	Celery & Grapes Sausage Roll & Spaghetti Fresh Fruit	Red Pepper Eggy Bread Yoghurt	Carrot sticks Boiled egg & Toasted Soldiers Mandarins