



# *Prospectus*

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## Introduction

Brock House Nursery School, established over 30 years, is open from 7.30am to 6.45pm all year, and cares for up to 52 children aged between two and five years. There is a separate Baby Unit for under two year olds. We try to ensure that learning takes place without forcing or pushing a child beyond his or her current stage of development, although our aim is that the child will achieve reading, writing and arithmetic skills, as well as the vital social skills, to a level which ensures a smooth and happy transition into Pre-Preparatory or Reception Class on leaving our care.

## Location

Brock House is a purpose designed residential building in a pleasant area, close to the centre of the City and within two minutes walk of the City Station. It is also close to Clarence Park, which is of benefit for both physical and nature study activities. Our comfortable building provides excellent accommodation on two floors for the children in a warm and homely atmosphere - so important for young children who are being cared for away from their own family home. The younger children take part in play based activities on the ground floor, while the older pre-school children "graduate" to the first floor for more structured activities. We have a large secure outdoor area which provides both traditional garden and hard surface, giving space and opportunity for fun, gardening and physical development. Off-road pick up/dropping off space is provided for children who arrive by car.

## Preliminary Visits for New Children

We encourage parents to bring their child for one or two settling in sessions before they are due to start at Nursery. These visits will be arranged for you by the Principal/Deputy, either on registration or nearer to your child's start date.



## **What particular benefits does your child receive as a result of attending Brock House Nursery School?**

**These can be summarised under three very important headings:**

### **Care, Opportunity & Safety**

#### **CARE**

- a) high ratio of staff – 1:5 at least;
- b) qualified staff – trained and knowledgeable;
- c) qualified First Aiders;
- d) relatively small, compact residential setting, warm and light – creating a **homely** atmosphere.

All the above help to ensure that individual attention can be offered when needed (i.e. cuddles for an upset child), and small groups can learn to co-operate and work together.

- e) healthy and balanced diet, also covering essential religious and dietary needs;
- f) high standards of cleanliness;
- g) encouragement of social skills; table manners, personal hygiene, taking exercise and fresh air outdoors;
- h) well-planned, organised day, ensuring that children can rest when required, and that particularly those children who have a long day do not become bored or over-exerted.

#### **OPPORTUNITY**

There is **equal** access for all the children and it is not dependant on arbitrary factors such as age, sex, size, nationality etc. Each child is encouraged to progress to the maximum of their individual capability – no-one is forced.

#### **A) Relatively small unit and high staff ratio allows opportunity for:**

- i) both small groups and one-to-one activities;
- ii) establishment of individual learning programmes, allowing each child to maximise their potential – **whatever their ability level**;
- iii) much conversation while activities are in progress;
- iv) greater understanding of each child's individual learning needs.

#### **B) As a Nursery School our specialist staff offer the opportunity to learn and enjoy:**

- i) familiar routines, relationships with teachers, many early learning situations;
- ii) respect for staff and peers when in learning situations.

These both help ensure an easy transition to the next stage of schooling.



**C) Brock House particularly offers the opportunity of:**

- i) an environment which celebrates the children's work and efforts;
- ii) the promotion of their own self-confidence;
- iii) a constantly growing range of resources;
- iv) the use of both formal and informal learning methods;
- v) the very best results from each individual's potential, with long-term benefits into later life.

**SAFETY**

**A) Purpose built premises allows:**

- i) highly sensitive, circuit breaker controlled, electricity supply;
- ii) full smoke/fire detection by powered alarm system;
- iii) thermostatic control valves covering all hot taps that are accessible to the children;
- iv) large rooms so that children are easily visible to the staff (and everyone can be evacuated from the building in 90 seconds!)
- v) child level handrails and safety stair edgings, plus non-opening child height upstairs windows.
- vi) finger guards on all child accessible doors.

**B) Always more than one highly trained member of staff on duty:**

- i) more than 1 child can have immediate attention if necessary;
- ii) should any member of staff have to leave the immediate vicinity of the children, there is always another available, ensuring the children are never unattended or left in the sole care of one member of staff.

**C) All staff are Police and Health checked**

**D) Premises, staff and policies are regularly inspected**

- i) OFSTED carries out review inspections, unannounced visits, and responds to complaints.
- ii) Environmental Health Officers carry out inspections in accordance with their review programme.
- iii) Internal risk assessments are carried out (daily, weekly, termly) in accordance with our policies and procedures.



## **Mission Statement**

It is our aim at Brock House Nursery School and Baby Care to offer the highest standard of care for all children in the setting.

We try to ensure that the children are happy, confident and well-mannered, whilst being progressively encouraged to develop their learning skills through structured play, in a caring family atmosphere. Caring for the children "in loco parentis" and offering them our loving attention is a vitally important aspect of our overall philosophy and great attention is devoted to this.

To attain this aim our principle objectives are to provide the highest quality in staff, environment, equipment and standards to ensure that Brock House Nursery School provides the best "Educare" available for your child, and thus maximises your child's wellbeing.

## **To Achieve Our Aims**

We are committed to working, together with parents, to provide a stimulating and enabling, fun-filled environment where each child has the opportunity to become a happy, confident, independent learner within the safety of our nursery setting. We seek to promote within each child a well-balanced, positive attitude towards life and learning, the desire to communicate and respect for others and the world around them.

# **BEHAVIOUR POLICY STATEMENT**

At Brock House we believe it is important for the childrens' personal and social development that they acquire a sense of "right and wrong".

Accordingly, we have a clear policy on Achieving Positive Behaviour, so that all children come to understand the boundaries of acceptable behaviour within the nursery.

### **Summary of Procedure**

We acknowledge considerate behaviour such as kindness and willingness to share. We also work in partnership with parents, who are regularly informed of their child's development, to address inconsiderate behaviour by understanding the cause and jointly deciding on an appropriate response.

For further information please see the full policy: Achieving Positive Behaviour.



## **Hours of Opening**

Brock House Nursery School is open between the hours of 7.30am and 6.45pm, Monday to Friday, all year round except for Bank Holidays and one week between Christmas and the New Year. It is felt that within this range of hours we can cater for the needs of most working parents without over extending the children.

## **Special Events**

A varied programme of trips and outings is provided, both for pleasure and stimulation of the children. We organise visits from people who can illustrate our current theme, which have included eg a Nurse, a Fireman, a Policeman, a mother with a new baby and a blind person with a guide dog. We also explore and celebrate the festivals of different cultures, such as Christmas, Hanukah, Diwali, etc.

## **Meals**

A well-balanced cooked meal is provided at lunchtime, prepared by a qualified cook in our own kitchen. Mid-morning and afternoon snacks are also provided, as well as a substantial tea and a light breakfast for early starters. Menus for the week are displayed on the notice board.

## **Equipment**

Traditional and modern teaching aids and techniques are offered: from dressing-up clothes and puppets to a computer; from feathers, leaves, and potter's clay to an electric keyboard.

## **Staff**

Our experienced staff are selected for their commitment to child-centred education and are highly trained to provide the best possible care. The ratio of staff to children is 1:5 (1:4 for 2 year olds). Qualified teaching and specialised staff also bring their skills to bear, including caring for different abilities, enhancing language skills, music and handicrafts.

## **Parents as Partners**

Written reports are produced twice a year and are presented at parents' evenings to help monitor each child's progress, both developmentally and in particular skills. We encourage parents to visit the Nursery at any time, either to observe or to consult our staff concerning the welfare or progress of their child.

## **Policies**

Our Behaviour Policy Statement is included as part of our prospectus information. Copies of all policies are always available for inspection at the Nursery on request.

## **Complaints**

We will listen and try to address any complaint you may have. Should you not be satisfied, having escalated the matter to a written complaint and response from the nursery management (see complaints policy), please contact the Ofsted Helpline on 0300 123 1231. Website: [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)



## THE SEVEN AREAS OF LEARNING

The **Early Years Foundation Stage** is the government guidance that our nursery follows. This guidance ensures that all children have the best possible start to learning made available to them. There are seven areas of learning and development that shape educational programmes in early years settings. These are split into two categories, Prime and Specific. The Prime areas listed below focus on children aged 0-3 and are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

### PRIME AREAS

**Communication & Language** – involves giving children opportunities to experience a rich language environment, to develop their confidence and skill in expressing themselves and to speak and listen in a range of situations.

**Physical Development** – involves providing opportunities for young children to be active and interactive and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

**Personal, Social & Emotional Development** – involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.

### SPECIFIC AREAS

Children aged 3 and over are supported in four Specific areas; through which the three Prime areas are applied and strengthened. The Specific areas are:

- Literacy
- Mathematics
- Understanding the world; and
- Expressive arts and design

**Literacy** – involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

**Mathematics** – involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.

**Understanding the World** – involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive arts and design** - involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.



## OPERATING TIMES

<b>Total Hours of Opening</b>	7.30am – 6.45pm
<b>Lunch</b>	11.30am – 12.00 noon
<b>Core Day</b>	8.30am – 4.30pm
<b>Open Every Weekday :</b>	Except 1 week at Christmas & the following 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 – 9.30	Circle Time (Calendar & Register) and Activities
9.30 – 10.00	Snack
10.00 – 11.30	Session Activities, Garden, Story Time
11.30 – 12.00	Lunch
12.00 – 2.00	Sleep Time/Quiet Play, Afternoon Circle Time, Activities
2.00 – 4.30	Snack, Adult Led Activities, Garden
4.30 – 5.00	Tea
5.00 – 6.45	Child initiated Activities
6.45	Home Time



## NURSERY STAFF

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

**Principal**

Health & Safety  
Officer

**Mrs Caroline Lawlor, NNEB**

30 years experience of Nursery Care, (28 as Principal)  
20 years in our Nursery setting

**Deputy Principal**

Safeguarding  
Officer  
First Aid Officer

**Mrs Louise Church, NNEB, EYP, Childhood Studies BA (Hons)**

21 years experience in our nursery setting

**Qualified Staff:**

**Miss Natasha Saddler, BTEC (L3 Health & Social Care),  
L5 Early Childhood Studies**

6 years experience in our nursery setting

**Mrs Karen Shahar, BA Hons Early Years Education**

32 years experience – 2 in our nursery setting

**Mrs Clare Ford, NVQ Level 3**

13 years experience – 3 in our nursery setting

**Mrs Chloe Fitzgerald, NVQ Level 3**

11 years experience – 1 in our nursery setting

First Aid Officer

**Miss Lisa McAuley, NVQ Level 3**

12 years experience in our nursery setting

**Mrs Abigail Spicer, MSc Psychology**

2 years experience in our nursery setting

**Additional Staff:**

**Daniella Ritchie**

Apprentice

**Rebecca Franklin**

Apprentice

**Zoe Fayer**

Apprentice

**Mrs Dawn Willmott, City & Guilds**

Cook with over 25 years experience  
12 years in our nursery setting



## **Summary of Our Childcare Offers – From 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 NURSERY SCHOOL  
FEES  
Age 2 - 5 Years**

**Scale of Charges from 5th April 2021**

**These fees are the full amount chargeable before taking into account any grants or allowances that may be correctly due**

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

<b>Full Morning</b> 7.30am - 12.30pm	£ 44.25
<b>Full Afternoon</b> 12.30pm - 6.45pm	44.25
<b>Full Day</b> 7.30am - 6.45pm	74.00
<b>Full Week</b>	344.25
<b>Full Time Calendar Month Equivalent Rate</b>	1,463.00
<b>Additional Hours</b> Added to full morning or afternoon sessions - if available	£10.00 per hour <u>or part hour</u>

The above includes all food (Breakfast, Lunch, Tea and Snacks as applicable to the period attended) nappies and wipes. To assist with parents differing needs we can offer some flexibility to our main fee structure. For further details relating to fee options and registration procedure please see below and refer to Terms & Conditions.

<b>Fee Option:</b>	£
<b>Core Morning</b> 8.30am - 12.30pm	42.25
<b>Core Afternoon</b> 12.30pm - 4.30pm	39.50
<b>Core Day</b> 8.30am - 4.30pm	73.00
<b>Core Week</b>	332.00
<b>Full Core Week Calendar Month Equivalent Rate</b>	1,411.00

Adjustments relating to Early Years Funding (or any other grant) will be shown on the Termly Bill as appropriate.  
**Brock House is open for 51 weeks (closing between Christmas & New Year)**



## BROCK HOUSE NURSERY SCHOOL FEES

### Age 2 - 5 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 (or Transferred from previous application less the Registration Fee) on Registration. Fully refundable when child leaves Brock House - provided our terms and conditions have been adhered to.

For attendance levels as follows:

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

#### **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 NURSERY SCHOOL FEES

### Age 2 - 5 Years

### Scale of Charges from 5th April 2021 (To be read in conjunction with our published Terms and Conditions)

#### Notice

1. A full-Term notice must be received **in writing** for any reduction in times or sessions (i.e. 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.

#### Sibling Discount

A reduction of 10% of the fees 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 per Terms and Conditions.

#### Calculation and Payment of Fees:

##### (A) Full Day Care and Core Sessions

Funding via Government Grant is applied 3 times a year. The periods are of unequal length and each currently matches 2 school terms plus associated holidays. Because all children from age 2 could be affected, we use this pattern and draw up 3 Termly bills each funding year (Summer, Autumn, Spring). Accordingly, a term notice is required for a change in times or sessions.

The Payment Value per Bill is calculated as follows:

**Charges 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 in the term.

Actual fees due are in accordance with our charges as billed for the actual attendance booked. These are reconciled to payments made from time to time, and any adjustment required / payment due will be notified accordingly.

The due date for payment is the 20th of each calendar month payable **in advance**. (i.e. 20th January pays February fees). Preferred payment method is Standing Order (forms provided).

Amount payable on the due date is the calculated **Payment Value**.

Adjustments relating to Early Years Funding (or any other grant) will be shown on the "Termly Bill/Contract as appropriate.

These charges will apply from 5th April 2021 and our aim as previously is to maintain them for at least 12 months, i.e., until the beginning of Summer Term 2022.



## **FEES Age 2 - 5 Years**

### **Scale of Charges from 5th April 2021**

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

#### **(B) Fully Funded**

This refers to 2-Year-Old Funding and 3-Year-Old Universal Funding. There will be a limited number of these places available, with a limited number of specific sessions offered. These are restricted to attendance during the funded weeks allocated on our termly calendar.

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

For 2-Year-Old fully funded places:  
There is currently No Charge

For 3-Year-Old Universal (15 hours) funded places:  
We charge the appropriate Daily Meal/Subsistence Package

Payment amounts, where applicable, are as shown on the termly bill.

Payment Dates are fixed:

<b>Summer Term</b>	=	20 <sup>th</sup> April, 20 <sup>th</sup> May, 20 <sup>th</sup> June
<b>Autumn Term</b>	=	20 <sup>th</sup> August, 20 <sup>th</sup> September, 20 <sup>th</sup> October
<b>Spring Term</b>	=	20 <sup>th</sup> December, 20 <sup>th</sup> January, 20 <sup>th</sup> February

## **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](http://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 childcare 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 NURSERY SCHOOL

## Age 2 years – 5 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 paid for sessions to fully funded 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.  
We will issue a notification of monthly charges upon joining, then (after age 2) at the beginning and end of each term, and finally, upon your child leaving we will produce a full reconciliation which takes into account any anomalies ie part weeks, and under/over payments. Other "Invoices"/Reconciliations may be provided on request, but these **will incur a charge of £25.00 each**.
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. Nursery Education Grant/"F.E.E. for 3 and 4 Year Olds". This is a partial provision funded by the Government. Entitlement commences in the "term" after the child's third birthday and is administered by us in accordance with the prevailing rules. It is **not** full time free provision and does not cover the cost of meals or any other services provided, which remain chargeable to the parent. Currently it consists of part days and part year only. Term dates, length and number of sessions are all subject to change. We identify the F.E.E. on the relevant termly bill where applicable.
6. 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.
7. 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).
8. 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.
9. Extra sessions (subject to availability) may be booked and will be separately billed and must be paid separately from fees for routine attendance.
10. Session swaps are NOT permitted.
11. 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.
12. 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.
13. 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.
14. 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.
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

<i>Day</i>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Morning Snack</b>	Pear & Malted Milk Biscuit	Banana & Digestive Biscuit	Cheese & Cucumber Wedges	Orange Pieces and Breadstick	Apple Wedges & Mixed Dried Fruit
<b>Lunch</b>	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
<b>Afternoon Snack</b>	Marmite Crackers & Celery	Apple Wedges & Rich Tea Biscuits	Hummus & Pitta Bread	Chicken Pate Toasties	Celery and Cheese Spread
<b>Tea</b>	Tomato wedges Tuna/Sweetcorn Pasta  Fresh Fruit	Broccoli Savoury Muffins  Fromage Frais	Celery & Grapes Sausage Roll & Spaghetti  Fresh Fruit	Red Pepper Eggly Bread  Yoghurt	Carrot sticks Boiled egg & Toasted Soldiers  Mandarins