



farm

WORKPLAY

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Monkshill Farm
Monkshill Road
Hernhill
Kent
ME13 9EH

www.farmworkplay.co.uk

Parent & Carer Information

Farm PLAY

creative kids + productive parents

Our main philosophy is simply happy children = happy parents. At Farm Play we will fill your child's day with adventure and exploration outside and in. Here's what we stand for...

The Farm approach

Interactive, creative and fun: we incorporate aspects of the very best in child development and take inspiration from Reggio and Montessori ideologies.

- In line with the government curriculum for early years learning
- Learning through play's our thing – nurturing natural curiosity at an individual pace
- Physical health, wellbeing and movement is easy when you're based in the countryside

Free range kids

Lungful's of fresh country air and rosy cheeks as standard.

- Sand, water, mud kitchen, den making, swinging, climbing, hiding, crawling, dreaming under the shade of our beautiful oak tree, stories under big skies, and dining al fresco
- Veg patches for kids to learn and grow – and make something delicious
- Bring the outside in – getting inspiration from nature and celebrating the seasons

Space to grow

- Expanding imaginations and making new friends
- Each child has dedicated care and attention with manageable class numbers
- Big, bright rooms set up for learning through play
- Free flow preschool with the freedom to move between our learning zones, which are designed to develop confidence and imagination

From little acorns

- Nurtured, loved and protected – a home from home, from 3 months.
- Leaving your baby can be tough (trust us, we know), so we go to every length to care for your baby as we would our own
- Naptime is peaceful, gentle and respectful
- We're guided by you and how you care for your baby

Stress-free mornings

We've got your back.

- Flexible pick up/drop off times - early drop-off so you can catch your train
- There's no rush, we're open later
- We work drop off at your child's pace and are led by your parental instinct, take as long as you need.

Our team

Hand-picked for their love of teaching and caring for children

- We respect our staff. They're doing the most important job and we treat them accordingly
- Your children's keyworker understands your child's individual emotional, physical and developmental needs
- Communication with your child's keyworker is always two-way and open
- You know your child best. We defer to you as primary caregivers to guide us in our approach to your child

Come and visit, we'd love to show you around.

Learning focus

We focus on helping your little people learn skills that demonstrate their understanding through the 7 areas of learning and development. We develop the **3 prime areas** first as those are the most essential for your child's healthy development and future learning.

These are:

- Communication and language
- Physical development
- Personal, social and emotional development

As your child grows, the prime areas will help them to develop skills in **4 specific areas**.

These are:

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

We use these 7 areas to plan your child's learning and activities.

Once your child has turned 2 we will review your child's progress against the 3 prime areas of learning and provide you with a written summary. This progress check at age 2 will highlight where your child is progressing well and anywhere they might need some extra help or support. We will also share relevant information with your health visitor and any other professionals involved in your child's care at that time. For your convenience, the health visitor's check can be carried out in the nursery and your child's nursery progress report can be shared with them at this time. Your child's key person will work closely with you and other family members to share ideas and offer support about your child's ongoing development.

For further information about EYFS and Ofsted please follow these links:

[Early Years Foundation Stage \(EYFS\)](#)

[Ofsted and EYFS](#)

Registration form

*delete as needed

Personal Information	
Name of child:	*M/F
Date of birth:	Ethnicity:
Childs address:	
Name of parent/carer:	Relationship:
Address (if different to above):	
Best contact numbers Mobile: Work: Home:	
Email:	
Name of parent/carer:	Relationship:
Address (if different to above):	
Best contact numbers Mobile: Work: Home:	
Email:	
Which parent/carer should be contacted in the first instance:	
Emergency contact if neither parent/carer is contactable:	Relationship:
Telephone number:	
Address:	

Medical Information

Childs Doctor:

Telephone:

Address:

Injections (tick as appropriate):

Whooping Cough

Polio

Diphtheria

Menegitis

Tetanus

MMR

Ongoing medical conditions e.g. Asthma/Eczema:

Known allergies:

Symptoms of allergy reaction:

Regular medication:

Dietary requirements:

Previous illnesses e.g. Chickenpox, Measles etc:

Does the child have any learning difficulty or special needs (please give details):

Session preferences					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
Early 7am-8am					
Morning 8am-12pm					
Lunch 12pm-1pm					
Afternoon 1pm -5pm					
Full day 8am-5pm					
End of day 5pm-7pm					
Year round or term time only attendance:					
Preferred start date:					
Would you be interested in car sharing with other parents?					
Parent/Carer signature:					Date:
Office use only:					
Identification seen for:					Initial
Child (birth certificate or passport)					
Parent/Carer					
Collection password:					

Our price structure:

Age	Under 2	Under 3	Under 5
Full day	£45	£42	£40
Half day	£25	£23	£22
Early/Late	£3 per hour	£3 per hour	£3 per hour
Lunch (no charge if bringing packed lunch)	£3	£3	£3

*Flexible places available starting from £8 per hour.

The official stuff - terms and conditions

Registration

There is a £30 registration fee and £50 as a deposit to the nursery, to be paid with the completed registration form. The registration fee is non-refundable, your deposit will be credited back to you at the end of your child's time with us.

Bank details

Sort code: 30-64-57

Account number: 70861168

Attendance

Please inform us of absence as soon as you know that your child will not be attending their booked sessions. If you need to change your child's arrival or collection time please inform us by 9am. Please note that we will always try to accommodate your request, we do adhere to staffing ratios and it may not always be possible to change agreed times.

Please collect your child promptly, the nursery reserves the right to charge a late fee of £10 per 10 minutes.

We are unable provide reductions or refunds for absence, unless the nursery has not been open for any reason.

Drop off/collection

Children must be accompanied into the Farm Play building by an adult and settled into their room, we will work with you to make sure you are happy with this process and will take things at your child's pace.

Your child must be collected by a nominated adult that is known to the nursery team, in the instance that you are unable to collect and need another adult to pick up your child at the end of their session, you must notify the team prior to collection, we operate a password policy, as part of your registration you will set up a password that should be kept confidential. The adult collecting your child will be asked to produce photo identification

The nursery will not allow a child to leave the nursery unless we are totally satisfied that that the person collecting your child is allowed to do so, in the event we are not satisfied you may incur a late fee.

Absence due to sickness

If your child is absent due to sickness, please note that the following exclusion periods must be followed, your child may not attend Farm Play for at least:

- 48 hours after the last occasion of vomiting or diarrhoea
- 48 hours after immunisations
- 24 hours after having a temperature or above 38 degrees

Germs can be spread quickly and it is important that we work together to keep all of our children and team healthy.

Payment of fees

Fees are payable calendar monthly, invoice for exact number of sessions in that month. All fees are to be paid in full by the 5th of every month. Fees received after the 5th of the month may be subject to a late charge. If a parent/guardian has financial difficulties, then please notify the manager to discuss individual payment arrangements can be paid.

Fees will not be increased more than once per annum, the parent/carer will receive 28 days' notice in writing of the increase.

If fees remain outstanding for more than two weeks, the nursery reserves the right to serve 7 days' notice to terminate the contract.

Holidays

Farm Play is open all year round except one week at Christmas and bank holidays. Sessions during these periods are not charged. All children (except term time only children) will receive 2 weeks' unpaid holiday, providing the nursery receives thirty days' notice in writing, these can be taken as individual days.

Smoking

We operate a strict no smoking policy. Please do not smoke around the nursery area or parking areas on the farm.

Mobile Phone

We operate a strict policy that prohibits the use of mobile phones around the nursery area.

Parking

Parents and Carers are permitted to use the main parking area during drop off/collect times.

If you are using our Farm Work facility, please use one of the allocated spaces in the main car park or our company car park at the rear of the nursery.

Anyone using the parking area does so at their own risk, we cannot accept liability for damage, injury or loss to vehicles, visitors or possessions.

Data protection

Records including photo's may be held on computer, all information is held according to the Data Protection Act. If parents do not agree to records being held this way they must inform the nursery manager.

The nursery policies and procedures are held in the office and the reception area.

We have public liability insurance.

Guardianship

Following the child protection guidelines for the safety of all children we would ask you to provide us with the details of who has legal access to your child. By legal access we mean the main carer for any children whose families may be in dispute over the child's care and have one or more relative not permitted to see that child according to a court of law. We would also ask that any foster families inform us of any looked after children and who that child's legal guardian is.

In any case that a family member is not allowed contact with their child we would ask to see the legal paperwork that state this. Please speak to the manager with regards to this.

Termination of agreement

If you wish to terminate /reduce sessions we would require 4 weeks written notice from either parent/carer. Your deposit will be returned on leaving the nursery providing the nursery has been given the required notice. The nursery reserves the right to retain the deposit and to charge for the full months fees if the required notice is not received.

Permissions

I/we give our consent to photos of our child being taken for the purpose of (please initial/delete as appropriate):

- Their learning journal
- Displays in the setting
- Advertising (parents/carers will be informed of purpose in writing)

I/we give our consent to the nursery applying sunscreen to our child

I/we give our consent to our child to attend outings (parents/carers to be verbally notified prior to outing)

Acceptance

I/we the parent/guardian have read and understood the terms and conditions and agreed to them.

Name of child:

Signed by parent/guardian:

Date:

Signed by the nursery:

Date: