



farm

WORKPLAY

Monkshill Farm
Monkshill Road
Hernhill
Kent
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Nursery contact number - 01227 752777

Nursery manager – Louise Harrison

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 days

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 \(EYFS\)](https://www.gov.uk/guidance/early-years-foundation-stage-eyfs)
[4Children.org.uk/what-to-expect-when/](https://www.4children.org.uk/what-to-expect-when/)
[Ofsted and EYFS](#)
[Progress and Development Records](#)

Parents and carers are regularly updated on their child's progress through reports, meetings, and informal chats. Every child has a development folder which is completed by

their key person. Your child's progress along the Early Years Foundation Stage is well documented and recorded through:

- Wows, a paragraph of special moments and achievements.
- Photographs, snap shots to go along side written observations.
- Next steps planned with each individual child's interest in mind.

Parents are encouraged to contribute to these development records by sharing 'wows at home' such as sharing first times and new experiences with us, holidays and days out. We inform parents of upcoming events and topics, and welcome participation where ever you are able. We want all our parent's and carers to really feel a part of their child's journey here at Farm Work Play.

We ask new parents to provide photographs of important people/pets for us to put together a family book, this helps with the settling in process.

Additional needs

On registration, we ask you to provide all relevant information to enable us to provide the best possible care and support for you and your child whilst in our care. We will work closely alongside you and other possible outside agencies, putting care plans into place, keeping them updated and relevant. Training and support for staff will be provided as necessary.

SENCO's and Key Workers closely observe and monitor and can identify if further support is required. Written with parents Targeted Learning Plans ensure targets set have specific aims to support the child's development. If a child requires additional support the SENCO can request advice from the Equality and Inclusions team with parent's permission. Our Special Educational Needs Policy is available upon request.

Safeguarding your child

It is our passion to provide a safe, secure environment for learning and children will learn and thrive at their best when they are healthy, safe and secure, with their individual needs met.

Safeguarding is an umbrella term for what we do in order to ensure children are safe from harm.

It means the protection of children within our setting from abuse and maltreatment, including child protection, recruitment of suitable people, medication, accidents, illness and emergencies, suitability of the premises and equipment, health and safety.

Farm Work Play team must be alert to any issues for concern in the child's life at home or elsewhere. We have and implement a policy and procedures to safeguard children.

Online Safety

Online Safety or "E-Safety" is not just an IT issue; it is about safeguarding young people (and adults) in the digital world as part of our safeguarding responsibilities.

The focus should be on building children and young people's resilience to online risk so they can be safe and confident online. This often requires professionals, parents and carers to build their own understanding of today's digital world.

Below are some links to help you as a parent ensure a safer world for your child

<https://parentinfo.org/>

<https://www.internetmatters.org/>

<https://www.thinkuknow.co.uk/>

<https://www.parentsprotect.co.uk/>

<https://www.common sense media.org/>

Funded Early Education

Free for two funding:

We offer either 15hrs per week over 38 weeks or 12hrs per week over 48 weeks. Subject to eligibility and availability.

Universal Funding

15 hours (570hrs) of funded childcare is available for all families in England, from the start of the next school term following your child's 3rd birthday. (January, April, September)

You can choose to use your 570 hours over 38 weeks (term time) at 15 hours per week or stretch those over 48 weeks at 12 hours per week.

30 hours funding:

30 hours (1,140hrs) of funded childcare is available for working families in England, from the start of the next school term following your child's 3rd birthday. (January, April, September)

Please note families accessing 30-hour funding can only do so if stretched over 48 weeks)

Who is eligible?

You, and your partner, must work at least 16 hours per week, and collectively earn less than £100,000.

If eligible you will receive an 11-digit code which you must provide the nursery for us to process your claim. To keep your 30 hours funded childcare place, you need to revalidate your details every 3 months.

Fully funded session (No additional charges)

The Government funding offer is meant to cover the delivery of early years education and care only. Additional cost such as meals and consumables, hours and activities, may be charged. Please refer to our price list for additional costs.

We do offer fully funded sessions with no additional charges:

- 3-hour sessions 1-4pm Monday – Friday.
- 6-hour split session 9-12pm and 1-4pm Monday to Friday.

Families opting for fully funded sessions are asked to provide their child/ren with a healthy snack in line with healthy eating/packed lunch policy

For all funding you will need to complete a parental declaration form and show the setting your child's birth certificate or passport.

Important information regarding funding

- For claims where funding has been submitted but later found to be ineligible, hours that have been used will be invoiced at our hourly rate (see current price list) and charged an administration fee of £20.

- For families using more than one childcare provider to claim their full entitlement, Farm Work Play will contact the other provider to ensure funding is being allocated correctly.

For further information on all funding please visit <https://www.childcarechoices.gov.uk/>

Tax credit guide, Working families tax credits (WFTC)

Who can apply? Any family or lone parent can apply for the WFTC provided that they:

- Have one or more child aged 0-16yrs (or 16-18 in full time education)
- Work at least 16 hours a week.
- Are resident and working in the UK.
- Have no more than 8,000 in savings.

How to apply Application forms are available from your local tax office, library, job centre, or Citizens Advice Bureau, or by calling the WFTC helpline on 0845 609 5000

Early years pupil premium (EYPP)

It is well documented that high-quality early education can influence how well a child does at both primary and secondary school. To support this, we may be able to claim extra funding for your child through the Early Years Pupil Premium to support their development, learning and care. Eligibility criteria - family are in receipt of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part V1 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.00)
- Working Tax Credit Run-on (this is paid for 4 weeks after they stop qualifying for Working Tax Credit)

If you feel that you meet one of the criteria above, we advise you to complete an online application form...

Please go to www.kent.gov.uk/pupilpremium to complete the application form. When you have completed the application form you will be given a reference number which you should make a note of. Please could you give this number to us, so we are aware that you have made your application.

Disability Access Fund

If you are in receipt of Disability Living allowance, then we may be able to claim Disability Access Fund for your child. Please ask your nursery manager for further details.

Attending other setting's,

We will ask you to provide us with the information of any other setting, including childminders that you may also be attending. With your permission we aim to work alongside additional settings to aid a consistent approach in meeting your child's learning and development needs.

Well-being and involvement

Within the nursery at Farm work play, we will be under taking training on the work of Ferre Laevers, university of Leuven, Belgium and his approach to children's well-being and involvement. We will be gradually implementing this approach, which mirrors our Farm play philosophy and compliments our planning system for the foundation stage curriculum.

What is well-being?

High levels of well-being can be described as feeling at ease with yourself, being content and secure. When children feel this way, they are more open to making other relationships and discovering their environment.

Children's well-being can be lower when settling in or when a new sibling is born. These are 'blips' and with understanding adults, children come through them.

What is involvement?

High levels of involvement can be described as being so involved in what they are doing that they are oblivious to distractions. When this is happening, you can be sure and deep levels of learning re taking place. To encourage high levels, we can arrange areas and equipment in attractive ways, and put out activities that the children ask for. We will also be adding real and natural objects for the children to experience and play with.

Screening

Many schools are implementing this approach. This will allow their staff to continue best meeting the children's individual needs and encourage high levels of well-being and involvement with them.

There is a solid belief that happy, emotionally secure children who have opportunities to undertake interesting activities that engage them will learn and develop well.

Nursery routine

7am-9:30am-Arrivals

Welcoming parents/carers and children to nursery, opportunity to provide information on how your child has been, and if any changes to pick up or home life need noting. We operate a gentle separation with free flow indoor activities, encouraging children to make independent choices on how to start their day.

Breakfast 8-9am

Choice of wholegrain cereals and toast with Milk and water to drink. Allergy and dietary requirements catered for.

9:30-10am-Tidy up and Circle time

All children are encouraged to tidy up before circle time, whilst singing our tidy up song. Circle time is a chance to reflect and listen to each other and talk about our own experiences. We discuss golden rules, discuss what we would like to do that day, followed by songs and/or stories.

10-11:45-Snack time/Structured choice and free flow in and outdoors play

Children are free to explore and discover with a varied choice of in and outdoor resources. Plenty of fresh air and an amazing outdoor environment they have an abundance of natural materials at their fingertips in which to discover, explore and develop their imaginative play. Key person activities based on individual planning also take place during this time.

Hand washing and Snack time 10am

Snack time consists of a variety of fresh fruit and vegetables, bread sticks/ crackers etc with milk or water. We enjoy lots of picnics and are able to pick our own seasonal fruit from the farms Apple, Cherry and Plum trees.

Planned activity 11-11:45

Planned activities are based upon topics/themes, developed in line with the early learning goals. Activities are adjusted to meet individual needs and stages of development. Children do not have to partake but they are encouraged to do so.

11:45-12pm-Tidy up and story time

Winding down the mornings activities, we tidy the indoor space and relax with a story, children are encouraged to join in, remembering or guessing what happens next, using stories sacks for a more interactive experience.

12-12:40pm-Hand washing and lunch time

Hands are washed before making our way to the refectory, lunch is a social time, children are encouraged to self-serve with support where needed. We have a caterer providing hot healthy nutritious meals.

12:40pm and 1pm-Circle time

Time to reflect on our morning, share thoughts and ideas, taking turns to speak and listen to each other. Singing songs, telling stories.

Afternoon session, similar to morning.

1pm-3:30pm-Welcomes/Structured choice and free play indoors and out

Welcoming our afternoon children and parent/carers. Children engage in free play both inside and out, practitioners promote positive behaviour and play whilst allowing children to have their own ideas and choices. Children have access to a vast range of resources and activities, designed to support their development. Children can play with friends, or alone, with support of key worker and other nursery practitioners. Key person activities based on individual planning also take place during this time.

Snack time-2pm

Planned activity 2:30-3:15pm

3:30-4pm-Tidy up and story time

Winding down the afternoon activities, we tidy the indoor space and relax with a story

4pm-4:30pm-Handwashing and teatime

A varied menu throughout the week of hot and cold tea, including sandwiches, soups, jacket potatoes, pasta etc. Children also have opportunities to make their own tea such as pizza choosing their own toppings.

4:30-5pm-Free play and home time

Time to goodbye to our children and parent/carers. Your child's key worker will give you an overview of your child's days activities and any information that may need sharing.

5pm-7pm-Late session

Children will be encouraged to wind down with quieter activities, table top activities, stories etc.

During the course of the nursery day fresh drinking water is always available. Nappies are changed regularly. Children who require a sleep, can do so in a quiet and comfortable space and will be monitored throughout.

The official stuff - terms and conditions

This information is for your reference only. Terms and Conditions are to be completed and signed along with your child's registration form.

Registration

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

To help children settle and become familiar with the setting we ask that all children attend for at least two sessions a week.

Please note that the registration fee, deposit, and all booked sessions (if starting immediately) must be paid in full before a child attends their first settle session.

Children only accessing their Free Early Education are exempt from the £50 registration fee, however the £30 deposit is due on the completion of the registration form and this will be returned within 6 weeks of your child leaving the setting.

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. We are unable provide reductions or refunds for absence.

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 and tell the team member the designated password.

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

Late collection

Please collect your child promptly, staffing levels are very important to us and late collections can impact on the next session or staff being unable to leave when their shift finishes. The nursery reserves the right to charge a late fee of £10 per 10 minutes.

We do appreciate that unexpected things do happen, and life gets in the way, so if you think you are going to be late please call us as soon as you can.

If you are unable to contact us, we will:

- Wait 10 mins, then call your first emergency contact
- If we are unable to reach your first contact, we will call your second emergency contact.
- Should we be unable to reach any contacts, after 30 minutes we are required to inform the duty manager at Social Services KCC.

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 until:

- Chicken Pox/Hand Foot and Mouth until the blisters have dried up, normally 3-5 days.
- 48 hours after the last occasion of vomiting or diarrhoea.
- 48 hours after immunisations and starting anti-biotics.
- 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 our children and team healthy. <https://www.gov.uk/government/publications/infection-control-in-schools-poster>

Payment of fees

Fees are payable in advance of each calendar month; invoices will be sent for the exact number of sessions in that month before the 1st of the next 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 of £20. 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.

Discounts

There is a 10% discount for 'unfunded' families of twins, and for 'unfunded' families of children who attend our setting full time. This means attending all year round 8-5pm, Monday – Friday.

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 (pro-rated to the number of sessions your child attends each week), providing the nursery receives thirty days' notice in writing, these can be taken as individual days.

Unplanned closures

There may be times where we are forced to close due to circumstances outside of our control. Likely causes of an unscheduled closure are:

- Adverse weather conditions
- Loss of power
- An outbreak of a highly infectious illness
- Staff shortage due to sickness

Closure will be a last resort and parents will be called and asked to collect children as soon as possible. If a parent is uncontactable their designated emergency contact will be called. Parents remain liable for fees in the event of an unplanned closure.

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. You will be asked to refrain from using your mobile whilst on nursery grounds.

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.

No cars are to be left in the car park over night without permission, there is a £150 fine payable to the Site owner.

Data protection

Records including photo's may be held on a computer. Information is kept in accordance to the Data Protection Act. If parents do not agree to their information being held this way, they must inform the nursery in writing.

We are registered with The Information Commissioners Office (ICO)
We have public liability insurance.

Where there is a safeguarding concern relating to a child/family, we reserve the right to share relevant information with the appropriate authorities.

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 to confirm this, without this we are unable to refuse the right of collection to a parent. Please speak to the Manager with regards to this.

Termination of agreement

Non funded families:

If you wish to terminate/reduce session's, we require 31 days 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.

Funded families:

If you wish to terminate/reduce session's we require a full school terms written notice. 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.

We support each family settle well with us at their own pace and become part of the Farm Family, if during this process the family decides to defer their start date or decline their place their deposit will not be refunded.

Permissions

On the registration form you will be asked to let us know if you consent to the following:

(please delete as appropriate):	Yes/No
I/we give consent to photos of our child being taken for the purpose of their learning journal	
I/we give consent to photos of our child being taken for the purpose of displays in the setting	
I/we give consent to photos of our child being taken for the purpose of advertising (parents/carers will be informed of purpose in writing)	
I/we give consent to photos of our child being displayed on our website and our Facebook page.	
I/we give consent to the nursery applying sunscreen to our child	
I/we give consent to our child being given paracetamol in the event of a high temperature if parent/carers cannot be reached. (every attempt will be made to reduce the child's temperature without giving any medication)	
I/we give consent to our child being given anti-histamine in the event of a reaction to a bite or sting if parent/carer cannot be reached.	
In the event of an emergency I/we give consent to any treatment deemed necessary by a medical professional. (every effort will be made to contact parent/carers)	
I/we give consent to our child to attend outings (parents/carers to be verbally notified prior to outing)	
I/we give consent for our mobile number to be held on the nursery mobile for the purpose of outings and emergency situations. (Numbers will be deleted when your child is no longer attending the setting)	

Attending other settings

We will ask you to provide us with the information of any other setting, including childminders that you may also be attending. With your permission we aim to work alongside additional settings to aid a consistent approach in meeting your child's learning and development needs.

I/we give consent to the nursery to contact additional settings currently used by our child	Yes/No
Name of setting /childminder:	
Contact number:	
Email address:	

This information is for your reference only. Terms and Conditions are to be completed and signed along with your child's registration form.