

# Happy Days



Private Day Nursery & Nursery School

## PARENT PACK

### Contact Details

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Thank you for your enquiry regarding a place for your child at Happy Days. Please find enclosed a copy of our prospectus, which offers information on the kind of quality service, which Happy Days has to offer both yourself and your child.

If you decide that Happy Days is the right place for your child, then we would be delighted to welcome him/her into our care whenever you so wish. You can register by phone. Should there be a waiting list, your child's name will be added to it giving him/her first priority the moment a place does become available.

There is registration fee of £50.00, refundable on your first payment of fees. We ask that fees are paid in the month that they are due. You are invited at any time convenient to yourself to visit the nursery with no obligation; our staff will be delighted to show you around.

Happy Days aims to provide the best care for your child and a quality service for you, catering for your every need. We are also pleased to be able to offer places for children, who are eligible for nursery education funding, at 3/4 years old. We also have limited places for children, who are eligible, for 2 year old funding. More comprehensive information would be available, on your visit to the nursery.

We would like to thank you once again for your enquiry, and look forward to hearing from you soon.

Yours Sincerely,

Anne Hakier



## Happy Days Private Day Nursery

### Introduction

Happy Days Private Day Nursery is situated away from the main roads in the quiet residential area of Kirkheaton, Huddersfield.

The nursery has been designed to cater for 56 children ages 0-5 years. On the ground floor there are rooms specially designed to cater for babies 0-2 years and toddlers 2-3 years. The first floor has rooms to cater for 3-5 years old children. Each age group has rooms, which have been divided to allow wet/dry play, and they also have quiet and sleeping rooms.

A large outdoor play area is available at the rear of the property, which has been divided into a lawned area and a safe surface play area for your children to play on. We also have a small area, which will enable your children to take an interest in growing their own plants.

There are parking spaces situated at the front of the building, which are designated for parents who are dropping off or collecting their child/children. Disabled parking facilities are also available.

The nursery boasts a fully equipped kitchen, with an area set aside for your children's cooking activities. A separate dining area enables your children to eat together with staff in a happy relaxed family atmosphere. All meals shall be served from tureens at the tables and the older children will be encouraged to serve themselves. As children learn from examples, table manners will be encouraged by the staff setting a good example themselves.

We have our own laundry room on the premises which will enable us to set good hygiene practice by making sure that all laundry is done on a daily basis.

The children have their own cloakroom facilities both upstairs and down, the downstairs having disabled access. Staff have their own cloakroom facilities and a separate rest room.



## Happy Days Private Day Nursery

### Notes for Parents/Carers

Happy Days is open from 7.30am – 6.00pm Monday to Friday with sessions as follows:

- Morning sessions 7.30am – 1.00pm (inclusive breakfast, snack, lunch)
- Afternoon sessions 1.00pm – 6.00pm (inclusive snack, tea)
- Full day 7.30am – 6.00pm (inclusive breakfast, snack, lunch, snack, tea)

### Meals

Meals will be made to the highest standard and only fresh ingredients will be used. Special diets will be catered for. As well as the main meals, snacks will be given; mid morning and afternoon offering fruit, biscuits, rice cakes, drinks will also be available throughout the day. Meal times are as follows:

- Breakfast 9.00am
- Midday snack 10.00am
- Lunch 11.30am
- Afternoon snack 2.30pm
- Tea 3.30pm

Baby food and milk will be provided by Happy Days.

The nursery will be open throughout the year with the exception of bank holidays. Bank holidays will still be charged for as this is taken into account when calculating fees.

### Sickness

We would be grateful if children that are unwell can be kept at home until a doctor has said that your child is well enough to return to the nursery. In the event of your child being taken ill at the nursery parents/guardians will be contacted by phone. The nursery reserves the right to call a doctor or remove your child to hospital in the case of an emergency.

### Medication

No medicines can be administered to your child at the nursery unless you have spoken to a member of staff and details have been logged in our medication diary.

### Personal Property

An area at the nursery will be designated for each child's personal belongings. We would ask parents/guardians to mark all items with the child's name. We ask that valuables should not be brought to the nursery as we cannot be held responsible for lost items.



## Birthdays

Happy days will acknowledge your child's birthday with a musical cake and a birthday hat. This will be done, unless requested not to by the parent/carer.

## Fees

We would ask that fees be paid to us in the month the care is had. One months notice or one month's fees will be required on the withdrawal of your child from the nursery. All absences will be charged for, as your child's place has to be kept open. Fees may be paid in by cheque, standing order or vouchers.

**We would request that fees be paid on the dates due, as failure to do so may incur a charge of 8% interest on the total amounts outstanding.**



## Happy Days Private Day Nursery

### Aims and Objectives

Happy Days aims to provide the best place for your child to be for his/her early years. We can promise you a safe, happy, secure and stimulating environment, the needs of your child being the first thing in our minds.

The nursery will be well equipped with a vast range of toys, puzzles, creative materials, large outside Equipment, everything that your child needs for his/her physical, intellectual, emotional and social development.

At Happy Days children will be shown at all times the love and understanding they need to encourage self esteem, and to make your child/children feel, wanted, respected and worthy of themselves. Your child/children shall then have the confidence for their next big step in life.

The childcare at Happy Days shall be second to none, and shall be of the highest standard along with the very best in customer service.

There will be a limited number of places available at Happy Days for children with special and additional needs. This being supported by us having disabled access and facilities available.

Children in our Toddler and babies room, will have a daily record sheet, which is available to you at any time. All the children will have records kept, in relation to all areas of their learning. This will be done by using our online journals through Tapestry, which will be individually linked to you personally. The daily menu, will be displayed in the entrance.

A key person system will enable your child to settle into the nursery more easily. This means that you and your child will have a staff member chosen to care for the needs of both you and your child each and every day, thus building a good relationship with the carer.



## Happy Days Private Day Nursery

### Services and facilities provided by Happy Days

- First class customer service.
- The highest standard of childcare which is second to none.
- Disabled access and facilities.
- Funding for 15/30 hours for those eligible.
- Limited number of special needs places available.
- Each child's individual needs catered for.
- Pre-school children having access to a computer.
- Daily written activity reports showing your child's progress, using tapestry.
- Nursery equipped to the highest standard.
- Two weeks half fees for family per year.
- Baby foods and formula provided.
- Special diets catered for.
- All meals prepared with fresh ingredients.
- Play area has special soft surface for your child's safety



**HAPPY DAYS MENU PLAN WEEK 2**

	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>TEA</b>	<b>ALLERGENS</b>	
				<b>Lunch</b>	<b>Tea</b>
<b>Monday</b>	TOAST cg-mk ***** CORNFLAKES cg ***** MILK/JUICE mk	ROAST LAMB & MINT SAUCE ROAST POTATOES SEASONAL VEGETABLES GRAVY ***** **CHOCOLATE & PEAR SPONGE WITH CHOCOLATE SAUCE**	MACARONI CHEESE WITH HAM ***** FRESH FRUIT PLATTER	cg-mk   mk-cg	cg-mk   mk-cg
<b>Tuesday</b>	TOAST cg-mk ***** WEETABIX cg ***** MILK/JUICE mk	ITALIAN MEAT BALLS JACKET WEDGE POTATOES SPINACH BABY CARROTS ***** FRUIT YOGHURT APPLE WEDGES	CARROT, SWEET POTATO & LENTIL SOUP CRUSTY BREAD ***** JAM TART	cg-e-mk   mk	mk-cg   mk-cg
<b>Wednesday</b>	TOAST cg-mk ***** CHEERIOS cg ***** MILK/JUICE mk	MILD CHICKEN CURRY BASMATI RICE TOMATO & CUCUMBER ***** FRUIT COCKTAIL & ICE CREAM	PIZZA SALAD/COLESLAW ***** **GINGER & ORANGE COOKIES**	cg-mk   mk	mk-cg mk   mk-cg
<b>Thursday</b>	TOAST cg-mk ***** BRANFLAKES cg ***** MILK/JUICE mk	SAUSAGE, TOMATO & CURLY KALE PASTA BAKE ROAST BUTTERNUT SQUASH ***** LEMON CUPCAKE	CHICKEN TACOS MIXED SALAD ***** SEASONAL FRUIT PAVLOVA	cg-mk   mk-e-cg	cg   mk
<b>Friday</b>	TOAST cg-mk ***** SHREDDIES cg ***** MILK/JUICE mk	BAKED COD SAVOURY RICE GREEN BEANS ***** FRESH FRUIT PLATTER	EGG BEANO ***** **SEASONAL FRUIT CRUMBLE GREEK YOGHURT**	mk-cg-f   mk-cg	mk-cg-e   mk-cg

Notes

Juice = 1 part dilute juice to 10 parts water

Drinks and snacks are served throughout the day  
 (Breadsticks cg-n, Rice cakes s, Fresh Fruit, Crudities .

ALL OF OUR QUALITY FRESH PRODUCE IS SOURCED FROM APPROVED  
 BRITISH SUPPLIERS.

\*\*SUGAR SMART RECIPIE\*\*

REVISED- FEBRAURY 2019 (Menu subject to change)

Allergens

Abv

Cereals containing gluten	cg
Crustaceans	c
Molluscs	m
Eggs	e
Fish	f
Peanuts	p
Nuts	n
Soya	s
Milk	mk
Celery	cy
Mustard	md
Sesame	se
Lupin	l
Sulphur (level above 10mg/kg or 10mg/litre)	sr

# Happy Days Private Day Nursery Registration Form

### Registration Fee

Prior to entry a registration fee is required of £50. This will be deducted from first month's fees. The parent/guardian's attention is drawn to the terms and conditions overleaf with regard to the return or forfeit of the deposit.

FOR OFFICE USE ONLY

Registration fee paid: yes / no

Date:

### Acceptance

The terms and conditions overleaf are considered to be fair and reasonable. In the event of any term found by a Court of Law to unreasonable then that clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands the terms and conditions contained overleaf and undertakes to be bound by the same.

I would like my child to attend Happy Days Nursery, starting on:

Child's Surname \_\_\_\_\_ Other Names \_\_\_\_\_

Boy / Girl \_\_\_\_\_ Date of Birth \_\_\_\_\_ Religion \_\_\_\_\_

Full name of Parent/Guardian (PRINT) \_\_\_\_\_

Full name of Parent/Guardian (PRINT) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone \_\_\_\_\_

### Primary Contact

### Secondary Contact

Work number \_\_\_\_\_ Work number \_\_\_\_\_

Mobile number \_\_\_\_\_ Mobile number \_\_\_\_\_

Email address \_\_\_\_\_ Email address \_\_\_\_\_

## Attendance Schedule

Session/Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Full Day					

Please see Terms and Conditions and signature box overleaf

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## Happy Days Private Day Nursery Health Information

Name of Child's Health Visitor: \_\_\_\_\_

Name and address of Child's Doctor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please state any other agencies involved with your child. This could include Speech and Language, Social Services, etc.

\_\_\_\_\_

Please circle all immunisations given to your child:

**Tetanus**    Diphtheria    **Whooping Cough**    Polio    **Small Pox**    Measles    **MMR**

Others Please State \_\_\_\_\_

Other information; Please give details of anything that you think we should know about your child i.e. special diets, health problems, fears, serious illnesses, injuries which may still affect your child...

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please tick the following to confirm consent:

I/ we give permission for the nursery to remove my/our child to hospital should the need arise.

I/ we also agree to give permission for treatment to be administered in the case of an emergency.

I/ we also give permission for my/our child to be taken on outings (parks, nature walks, educational visits etc.)

Please state the names and telephone numbers of two people who you authorise to collect your child/ren. These contacts may be used in an emergency, if the primary and secondary contacts cannot be reached.

1) \_\_\_\_\_

2) \_\_\_\_\_

### General Data Protection (GDPR)

I/we consent to Happy Days using this data for internal administration only. The data will be processed following GDPR guidelines. Please tick to confirm consent.

By signing below you are agreeing to the terms and conditions and information provided.

Signed \_\_\_\_\_ (parent/guardian)    Date \_\_\_\_\_

Signed \_\_\_\_\_ (parent/guardian)    Date \_\_\_\_\_

Signed \_\_\_\_\_ (Happy Days Nursery) Date \_\_\_\_\_



## Happy Days Private Day Nursery Terms and Conditions

### Registration/cancellation

When an offer has been made to yourselves with regards to a place for your child/children at Happy Days Nursery and you have accepted, a registration fee of £50.00 will be required. That along with a fully completed registration form will act as a contract between the two parties.

The nursery will be unable to keep your child's place open until the registration form and fee have been received.

Registration fees are refundable on your first full monthly payment once the child/children have started at nursery.

Once a place has been booked and registration fee paid we would accept no less than one months notice in writing if the place was then not needed, no refund of £50.00 registration fee will be refunded otherwise.

### Payment and non-payment of nursery fees

Payments for your child's/children's care at Happy Days Nursery will be payable in the month of which they are due.

Payment dates for when monies can leave your account for standing order will be agreed when being offered the place.

When payments are not made on time and fees fall in arrears then a letter of reminder will be sent to you, on receipt of this letter we would expect payments of childcare fees to be promptly brought up to date.

In the event of payments still not being made we would write to you giving 14 days notice to terminate your contract with us, and this would act as a final demand notice.

The nursery has the right to engage legal help to recoup any losses and 8% will be added to your bill of the outstanding amount.

The nursery reserves the right to increase fees as an annual basis giving you one full calendar months notice to do so, stating date new amount will commence and amount of increase.

### Calculation of fees

The nursery year runs from 01 January – 31 December the nursery will be open throughout the year with exception of bank holidays; these will still be charged at the normal rate.

Fees are calculated by taking the amount of your child's/children's weekly childcare fees and multiplying by 52 (the weeks of the year). This amount is then divided to give 12 equal monthly payments for your fees.

The nursery offers 5% discount when both children from the same family attend nursery together, this amount is deducted from the amount calculated for the 52 weeks.

Two weeks half fees are given for the family's annual holiday and this will be deducted from the month's fees of the month the holiday is taken.

All absences other than the two weeks half fees will be charged at the normal rate.

When a child leaves the nursery and has been with us less than the 12 months, but two weeks half fees have been given, the fees will be recalculated for the final bill to recoup the money given.

### Adverse Weather

In adverse weather conditions, every effort will be made to open the nursery. To allow time for staff to arrive safely, it may be necessary to open the nursery at 10am. This will be in line with school policies and health and Safety. No refunds can be given if the nursery is unable to open, due to extreme adverse weather conditions.

### Termination of Contract

One calendar months notice will be required when withdrawing your child from nursery care or one month's fees in lieu of notice will be required. Notice must be in writing for the attention of the Nursery Manager.

During your notice period your child will be cared for at the nursery with the exception of fees not being paid, then we would ask for your child to be kept away from the nursery and seek legal assistance to recover the monies owed.

### Variation

There shall be no variation of this agreement unless it is in writing and made between a duly authorised representative of Happy Days Nursery and the parent/guardian, any such agreement being in writing from the Nursery Manager.

### Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a Court of Law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/Guardian has read and understands the Terms and Conditions contained and undertakes to be bound by the same.



## Happy Days Private Day Nursery Fees

Fees are revised annually

Morning sessions 7:45am – 1:00pm £30 per session

Afternoon sessions 1:00pm – 6:00pm £30 per session

Full Day 7:45am – 6:00pm £42 per day

Full Week 7:45am – 6:00pm £210 per week

Please ask for information if more than one child from the same family is attending nursery, a discount is available

Babies food and milk is provided by the nursery, but we would ask that nappies be provided by you. Also at least two changes of clothes per child must be brought to the nursery each day.

Although set times are stated for sessions we may be able to help if you need a little flexibility on part time sessions. Extra time can be calculated at an hourly rate. Lunch can be provided at a small cost of £3.00 for afternoon sessions.