

Prospectus

**2024-25**

Springfield House



# Our Term Dates

For children who access funded sessions on a term time only basis, here are our 2024-25 term dates

Autumn Term 2024	
Start:	04.09.24
Half Term Start:	21.10.24
Reopen:	28.10.24
End:	13.12.24

Spring Term 2025	
Start:	06.01.25
Half Term Start:	17.02.25
Reopen:	24.02.25
End:	28.03.25

Summer Term 2025	
Start:	14.04.25
Half Term Start:	02.06.25
Reopen:	09.06.25
End:	18.07.25

## Useful Everyday Items

**Below is a list of useful everyday items to pack in your child's bag for a busy day in nursery:**

- Nappies if required. We provide sensitive wipes but if you have a particular preference for a different brand you can provide your own.
- Formula milk if required.
- Medication if necessary and please hand in to the office – do not leave in your child's bag (including calpol).
- Full change of clothes (including underwear and socks).
- Waterproof coat and wellies (can be left at nursery).
- Comforter – favourite blanket, teddy, dummy etc.

# Mission Statement

## Igniting Young Minds..... .....Growing Together!

Ladybird Private Day Nursery offers the highest standards of care and education and treats each child as an individual, offering them the **opportunities to learn and develop through imagination, creativity, individuality and confidence.**

The quality of our team is paramount in creating a safe and secure environment with individuals who are truly passionate about child care.



Ladybird Private Day Nursery has been designed to create an environment of learning and fun.



# All About Us

## Children First

Ladybird Private Day Nursery is situated in a beautiful Victorian building; Springfield House. The former doctor's surgery has been developed to the highest standards into a warm caring homely environment where all children can learn and develop.

Our nursery management team are highly experienced with over 35 years in childcare.

We employ experienced childcare practitioners who are passionate about quality and inclusive practice. Our recruitment procedures are robust and all our staff hold enhanced DBS certificates.

We are committed to staffs' continual professional development. We ensure that staff receive regular face to face and online training to keep up to date with latest industry developments such as first aid and safeguarding.

We have excellent links to local transport and motorways and have parking facilities for parents to drop off and collect children.

We believe we have a staff team and an environment where children can become confident learners and ready for their next steps.

All rooms within the nursery have been carefully planned and resourced to create environments in which children can play, learn and flourish.

The outdoor area offers opportunities to exercise, play and to become little gardeners.



# Gradual Admission

## Settling in Procedure

Ladybird Day Nursery aims for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer. We aim to support parents and other carers to help their children **settle quickly and easily by giving consideration to the individual needs and circumstances of each child and their family.**

The nursery staff will work in partnership with parents to settle their child into the nursery environment by:

- Providing parents with relevant information regarding the policies and procedures of the nursery
- Encouraging the parents and children to visit the nursery during the weeks before an admission is planned
- Planning settling in visits and introductory sessions suited to the individual needs of each family. These will be provided free of charge over a one or two week period dependent on individual needs, age and stage of development
- Reassuring parents whose children seem to be taking a long time settling into the nursery
- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period, and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process.





# Our Rooms

All of our rooms have been specifically designed and equipped to the highest standard to ensure children are stimulated, safe and comfortable.

We operate a nominated key person system in all rooms to develop relationships and bonds between staff and children. Each child is assigned a daily diary which informs you of their daily activities and we invite you to provide information about home activities.

## Babies & Tweenies (0-2 YRS)



We offer a robust settling in procedure, providing as many settling in visits as required for your baby. We complete an 'all about me' document together with you to ensure we can follow your home routine as closely as possible. We operate on a strict 1 adult to 3 children ratio in line with Ofsted regulations.



We support children and parents through transitions to the next room.

# Our Rooms

## Toddlers (2-3 yrs)



**We operate on a 1:4 ratio for this age group.**

Our toddlers are split into 2 rooms according to age and stage of development. Our rooms are designed to encourage children to develop independence at their own pace through free play. Staff focus on providing children with the confidence to approach adults and peers to express their feelings.



# Our Rooms

## Pre school (3-5 yrs)



### **We operate on a 1:8 ratio for this age group.**

Our open plan spacious pre-school room has been specifically designed to encourage free play and choice for all children.

We employ a qualified early years teacher who follows the EYFS and ensures that every child is supported in becoming confident and ready for school life. Our teacher supports the staff team in tracking the progress of each child and identifying any areas of learning that they may need support in.





# Our Rooms

## Outdoors



All children experience outdoor play every day. We provide age appropriate equipment and resources to promote physical activity and exercise.

We ask parents/carers to provide appropriate clothing to allow us to play outdoors in all weathers. We provide Aldi sensitive factor 50 suncream but if you have a particular preference for a different brand you can provide your own.



# Nursery Meals

At Ladybird Private Day Nursery, we believe that meal times should be relaxed, non threatening, social, calm and friendly. It is a time when a great deal of learning takes place. Hopefully in this environment children will enjoy meal times and therefore will be encouraged to eat the healthy balanced diet that is provided for them on site by our qualified chef.

At Ladybird Private Day Nursery we provide the children with breakfast, lunch and high-tea. We work very closely with a registered nutritionist, parents and children themselves to provide meals that the children enjoy and that are nutritious. Our menus are provided on a four weekly rolling basis and are regularly reviewed. We encourage children to sit at the table with their friends and carers using polite table manners and making meal times a pleasurable, social experience. A sample of our menu is below. We also cater for children's individual food requirements taking into account, food allergies and religious beliefs.

## Breakfast:

- ✓ Fresh fruit, toast & yoghurt
- ✓ Served with milk or water

## Lunch:

- ✓ Shepherds Pie with seasonal vegetables
- ✓ Homemade Apple pie & custard
- ✓ Served with Milk or Water

## High Tea:

- ✓ Roast veg wraps & fresh fruit
- ✓ Served with Milk or Water



# Nursery Fees

AS AT 15.04.24

We are open 51 weeks of the year, 7.30am to 6pm

Session Type	Weekly Cost	Calendar Monthly Cost
Full time Monday to Friday 7.30am-6.00pm	£300.00	£1275.00
1 day per week 7.30am-6.00pm	£65.00	£276.25
2 days per week 7.30am-6.00pm	£130.00	£552.50
3 days per week 7.30am-6.00pm	£195.00	£828.75
4 days per week 7.30am-6.00pm	£260.00	£1105.00
Morning session 7.30am-12.30pm	£38.00	£161.50
Afternoon session 1.00pm-6.00pm	£38.00	£161.50
Additional Hourly Charge By prior arrangement	£6.50 per hour	
Funded only hours Morning top up charge Lunch & activities	£3.00 per session	
Funded only hours Afternoon top up charge Tea & activities	£2.00 per session	



# Terms & Conditions of Registration

## Conditions of Booking:

All session requirements must be confirmed in writing.

**Children must be registered for a minimum of 2 sessions per week.**

Families are requested to strictly adhere to the start and finish times of the sessions booked for their child. Early drop offs or late collections will incur a fee.

**A minimum of 4 week's written notice is required to withdraw your child from nursery or to reduce your child's sessions.**

Fees are charged over 51 weeks of the year and not waived in event of illness or holiday.

The nursery is closed on all Bank Holidays.

## Shift Patterns:

The nursery will do its best to accommodate shift patterns subject to availability of places. However, in order to manage this irregular booking pattern, sessions required must be confirmed in writing with a minimum of 4 week's notice.

**A minimum of 2 days per week will be charged to retain the nursery place, whether attended or not.**

## Fee Payment:

A deposit equivalent to one week's nursery fees is required to secure your child's place at nursery. This will be held until your child leaves the nursery and deducted from their final invoice. In the event that your child does not start at the nursery, this deposit is non-refundable.

Fees are required either monthly or weekly in advance. Late or non-payment of fees may result in suspension of your child's place. Any outstanding fees may be passed to an external debt collection agency who will add their recovery costs to the debt and may affect your credit rating.

Our preferred method of payment is by standing order to the following bank details:

Account name – Ladybird Private Day Nurseries Ltd

Sort code - 01-02-96

Account number - 26676885

Please use your child's name as a reference for the payment.

## Discounts:

Where two or more children from one family attend the nursery on a part time basis the oldest child will be eligible for a 5% discount off their monthly fees. Where both children attend on a full time basis, the oldest child will be eligible for a 10% discount off their monthly fees.



# Testimonials

**Here is a sample of the feedback we have recently received from our parents:**

*'Ladybird has such an amazing vibe. The staff there will do anything for the children they look after. Everybody is so friendly. My child has developed so much whilst being at Ladybird which I feel is down to staff efforts and the encouragement that they create. I would recommend this nursery to anybody. You only have to pay them a visit to see what an excellent nursery it is and what an amazing team work there.'*

*'Ladybird have made myself and my children a part of the family. I couldn't imagine not having their support. My children are so settled and happy. They truly enjoy each and every day at Ladybird and I am so grateful for all of the amazingly hard work they do every single day.'*

*'Leaving my baby boy in the hands of someone else was the most daunting thing I have ever had to do but Ladybird Nursery made this as easy as possible for me and him. On his first visit they let me sit outside the room to check he was settled and allowed me to call at any point to give me an update.'*

Visit [www.daynurseries.co.uk](http://www.daynurseries.co.uk) to read further reviews of our nursery.

# Awards & Accolades

**We are committed to continual development and improvement**



We are a member of the National Day Nurseries Association.



We have achieved a 5 star rating food hygiene rating from Environmental Health.



We are proud to have been awarded 'We're Green, We're Clean'



We have achieved advanced accreditation with the Early Years Nutrition Partnership



We achieved 100% in our most recent Tooth Healthy Audit.



# Regulation & Funding

## Ofsted

Our last Ofsted inspection was in October 2023. We are very proud to have been rated as good in all areas.

Some comments made during the inspection were:

*'Staff are extremely welcoming at this happy nursery.'*

*'Children are highly valued as individuals. Children feel their voice is heard'*

*'Overall, leaders have carefully considered the ambitious curriculum. It is designed to meet the needs of all children. Staff support children to build on previous learning as they progress through the nursery.'*

*'Staff offer children frequent praise and encouragement. Children smile in delight as they successfully identify a letter that is in their name.'*

*'Staff have high expectations for children's behaviour. They remind children of the rules and behaviours and children learn what is expected. Children's behaviour is very good.'*

**For further information please contact Ofsted**

Piccadilly Gate, Store Street, Manchester, M1 2WD

**Telephone:** 0300 123 1231 **Email:** [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## Funding

We are registered with Salford City Council to deliver 2, 3 and 4 year old free entitlement funding. All families are entitled to 3 & 4 year funding from the term after their child turns 3 years old.

Families wishing to access the 2 year funding must check their eligibility with the council – 0161 778 0384. (option 2). Families wishing to access the working families entitlement for 2 year olds from April 2024 must check their eligibility with HMRC.

Up to 15 hours per week of free childcare can be accessed term time only (38 weeks of the year) or up to 11 hours per week all year round. Families may also be able to claim a further 15 hours per week for children aged 3 and 4 years old under the government's 30 hours offer subject to availability. Families are also able to add hours, sessions or days to their child's attendance by prior booking and subject to nursery fees as detailed on page 9.

# Ladybird Private Day Nurseries Ltd



## Nursery Application Form



**Child's surname:**

**Child's other names:**

**Preferred name:**

**Date of birth:**  **Male/Female:**

**Address:**

Postal Code:

**Home telephone:**  **Mobile number:**

**Religion:**  **Ethnic origin:**

**First language spoken at home:**

### Parent Details

**Parent 1:**

**National Ins Number:**  **Date of Birth:**

**Employer details (if relevant):**

**Company name:**

**Address:**

Postal Code:

**Telephone Number:**  **Email:**

**Parent 2:**

**National Ins Number:**  **Date of Birth:**

**Employer details (if relevant):**

**Company name:**

**Address:**

Postal Code:

**Telephone Number:**  **Email:**

# Ladybird Private Day Nurseries Ltd



## Emergency contact details



### Contact 1.

Name:

Telephone:

Mobile:

Relationship to child:

### Contact 2.

Name:

Telephone:

Mobile:

Relationship to child:

### Who has parental responsibility for your child?


### Who has legal responsibility for your child?


### Who will collect your child?

Name:

Telephone:

Password:

Relationship to child:

### Medical Consent:

In the event of an emergency I give my permission for medical treatment or appropriate, professional medical advice to be given to my child by nursery staff, doctor or hospital staff, should the nursery be unable to contact me.

Signature..... Date.....

# Ladybird Private Day Nurseries Ltd



## Terms and conditions



**Please ensure that you read and accept these terms and conditions before signing this form**

I wish to apply for a nursery place with Ladybird Private Day Nurseries Ltd. I have read and I accept the terms, conditions and policies of the nursery. I agree to pay fees weekly at the start of each week or monthly in advance on the 1st day of each month. I accept that late or non-payment of fees will result in exclusion from the nursery. Non-payment of fees may result in the debt being passed to a debt collection agency who will add their cost of recovery to any outstanding balance. I will give **four weeks written notice** to the Nursery Manager if I wish to reduce sessions or give up my child's place in the nursery.

During your child's stay in nursery we may wish to take photographs of them involved in various activities. These photos may be used for display purposes or in our brochures for parents; they will be taken by digital camera and stored on the nursery computer.

Under no circumstances will the photographs be used for any other purpose.

<b>I give permission for my child's photograph to be taken and stored on the nursery computer.</b>	Yes	No
<b>I give permission for the photographs to be used for display, in newsletters, press releases, nursery website or in brochures.</b>	Yes	No
<b>I agree to my child being observed during play for planning and developmental purposes.</b>	Yes	No
<b>I agree to my child's photographs to be used within other children's learning journals.</b>	Yes	No
<b>I agree to my child taking part in walks, visits to places of interest and other outings. (park, library, picnics etc.)</b>	Yes	No

**Nursery sessions required** (please circle)

Mon		Tue		Wed		Thurs		Fri	
Full Day		Full Day		Full Day		Full Day		Full Day	
am	pm	am	pm	am	pm	am	pm	am	pm

**Start date required:**

# Ladybird Private Day Nurseries Ltd



## Deposits



I enclose a deposit equivalent to one week's nursery fees which will be deducted from my fees when my child leaves nursery. Should I no longer require the nursery place prior to the booked start date for any reason, I understand that the deposit is non-refundable.

On commencement of placement, my chosen method of payment will be:

Monthly Standing Order **Yes / No**

Weekly Standing Order **Yes / No**

Nursery Voucher Scheme **Yes / No**

Tax Free Childcare Scheme **Yes / No**

Third Party, ie: College, University funding (please specify) **Yes / No**

Cheques to be made payable to Ladybird Private Day Nurseries Ltd.

Signature..... Date.....

Print Name .....

### Please return this form to :

Ladybird Private Day Nurseries Ltd  
Springfield House  
110 New Lane  
Eccles  
Manchester  
M30 7EJ

**Tel:** 0161 707 4280

*For Office Use Only*

**Start Date:**

**Group:**

**Sessions:**

**Visit dates:**

**Funding:**

**Number of weeks:**

**Deposit / Receipt No:**





## Allergies / Dietary / Medical Requirements

**Name of child:**

**Allergy(ies):**

**Dietary requirements:**

**Medical requirements:** *(Please Collect A Nursery Health Care Plan From The Office If Your Child Is On Long Term Medication, Ie: Inhalers, EpiPen Etc)*

**GP name and address**

**Details of Any Professionals involved eg. Paediatrician, health visitor, speech and language**

Parent(s) name .....

Parent(s) signature .....

Date.....

# Ladybird Private Day Nurseries Ltd



## Immunisation Record



Name ..... D.O.B .....

Age Due	Immunisation	Date Given
<b>8 Weeks</b>	1 <sup>st</sup> Diphtheria / Tetanus / Whooping Cough, Hib, Polio, Pneumococcal Vaccine	
<b>12 Weeks</b>	2 <sup>nd</sup> Diphtheria / Tetanus / Whooping Cough, Hib, Polio, Meningitis C	
<b>16 Weeks</b>	1 <sup>st</sup> Diphtheria / Tetanus / Whooping Cough, Hib, Polio, Pneumococcal Vaccine	
<b>12 - 13 Months</b>	Hib / Meningitis C, Measles, Mumps, Rubella (MMR), Pneumococcal Vaccine	
<b>3 ½ - 5 Years</b>	Diphtheria / Tetanus / Whooping Cough, Polio, MMR	
<b>12 - 13 Years</b>	HPV (Human Papiloma Virus) - Girls only	

# Ladybird Private Day Nurseries Ltd



## Complete only if entitled to 2 year funding



Please send this form within 5 working days from the funding start date **(Please do not send it before)**

<b>Name of Setting:</b>		<b>Contact Person:</b>	
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### Parent/Carer details

<b>Parent/Carer 1:</b>	
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<b>National Ins Number:</b>		<b>Date of Birth:</b>	
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<b>Address:</b>	
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		Postal Code:	
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<b>Telephone Number:</b>		<b>Email:</b>	
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<b>Parent/Carer 2:</b>	
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<b>National Ins Number:</b>		<b>Date of Birth:</b>	
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<b>Address:</b>	
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		Postal Code:	
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<b>Telephone Number:</b>		<b>Email:</b>	
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### Child details

<b>Legal Child's Name:</b>		<b>Surname:</b>	
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<b>Gender:</b>		<b>Date of Birth:</b>	
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<b>Ethnicity:</b>	
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### Funding details

<b>Start Date of funding:</b> (Week commencing):	
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<b>Number of funded hours to attend</b> (Term time equivalent):	
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<b>Council Voucher Code Issued</b>	
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Please email this form to - [2yearoldchildcarefunding@salford.gov.uk](mailto:2yearoldchildcarefunding@salford.gov.uk)

### NB:

Starting from the Summer term 2015 children will be funded **term time**. Childcare providers can continue to agree to the stretched/flexible offer, over more than 38 weeks, as long as the hours claimed over the year are not more than 570. The funding paid to the provider will be a 38 week offer in accordance with the weeks on the 2018-19 timetable. Any arrangement to stretch the offer is a private matter between provider and Parent/Carer in accordance with the providers billing and invoicing policy.



## We are tooth healthy consent form



Dear Parent/Guardian,

Your child's School has been working closely with the Health Improvement Service to help improve the oral health of children in Salford. After discussion with staff it has been agreed that a daily activity of tooth brushing will be taking place.

This will involve your child cleaning his/her teeth every day with toothbrush using family fluoride toothpaste with at least 1350ppm fluoride, under the supervision of a teacher or carer. There is no fluoride added to our water supply here in the North West.

Each child will be provided with their own toothbrush and tube of family fluoride toothpaste in a drawstring bag.

If you wish your child to take part in this activity please complete the consent form below and return it as soon as possible.

If you have any questions about this activity please feel free to contact the Ladybird Private Day Nursery staff.

Child's name.....

I would/would not like (please delete as appropriate) my child to take part in the tooth brushing activity.

Parent/Guardian signature .....

Date.....

# Parent Notes

A series of 20 horizontal dotted lines for writing notes.



Ladybird Private Day Nursery

# Springfield House

Springfield House, 110 New Lane, Eccles, Manchester, M30 7JE

**Tel:** 0161 707 4280   **Email:** [info@lpdn.co.uk](mailto:info@lpdn.co.uk)   **Web:** [www.lpdn.co.uk](http://www.lpdn.co.uk)