



**Caring for children from the age of  
6 weeks to 10 years**

South Green Park  
Mattishall  
Dereham  
Norfolk  
NR20 3JY



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[www.bishybarnabees.co.uk](http://www.bishybarnabees.co.uk)



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*Bishy Barnabees offers quality childcare in a safe, supportive and educational home from home environment.*

*We arrange our activities to meet the intellectual, social, emotional and physical needs of each individual child, which impact and inspire lifelong learning.*



## *Children's development and learning*

At Bishy Barnabees we use the Early Years Foundation Stage (EYFS). Setting the standards for Learning, Development and Care for children from birth to five years.

*The three prime areas of the EYFS are:*

Communication and Language  
Physical Development  
Personal, social and Emotional Development

We also support the children in *four specific* areas, through which the three prime areas are strengthened and applied. The specific areas are:

Literacy  
Mathematics  
Understanding the world  
Expressive arts and design



## *Working together for your child*

At Bishy Barnabees we maintain the ratio of adults to children that is set through Development Matters in the Early Years Foundation Stage recommendations. These ratios are as follows:

Children below the age of 2 will have 1 adult for every 3 children  
Children between the ages of 2 and 3 will have 1 adult for every 4 children  
Children between the ages of 3 and 10 will have 1 adult for every 8 children

This ensures that we:

- give time and attention to your child;
- talk with your child about their interests and activities;
- help your child to experience and benefit from the activities we provide;
- allow your child to explore and be adventurous in safety.



## *Key Persons and your child*

Bishy Barnabees operates a Key Person system. When your child first starts at Bishy Barnabees one of our experienced staff will help your child settle in and enjoy their Bishy Barnabees experience. The Key Person will care for your child, provide lots of cuddles and hugs where needed, offer support and observe your child during sessions encouraging educational and social development, and work with you to make sure our provision of activities are right for your child's particular needs and interests.



## *Record of achievement*

We keep a record of achievement for each child on our FAMILY APP. Your child's 'Journey' helps us to celebrate together their achievements and to work together to provide what your child needs for their well-being and educational development. You will be sent login details for the APP before your child starts with us.

Your Key Person will work with you to collect information about your child's needs, activities, interests and achievements. This information will enable the Key Person to understand your child's stage of progress, and plan future developmental activities. You and the Key Person will then decide on how to help your child to move on to the next stage of their individual learning.



## *Special needs*

As part of our policy to make sure our provision meets the needs of each individual child, we take account of any special needs a child may have. Bishy Barnabees works to the requirements of the 1996 Education Act and The Special Educational Needs Code of Practice (2001). Our Special Educational Needs Coordinator is *Julie Beasley*.



## *Starting at Bishy Barnabees*

### *The first days*

We want your child to feel happy and safe with us. To make sure this is the case, our staff will work with you to decide on how to help your child best settle in. Bishy Barnabees has a policy about helping children to settle in, a copy is enclosed in this prospectus.

We hope that you and your child enjoy being members of Bishy Barnabees and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views and to answer any questions you may have.



## *The nursery's timetable and routines*

Bishy Barnabees believes that care and education are equally important in the experience that we offer children. The routines and activities that make up the sessions/days are provided in ways that:

- help each child to feel that they are a valued member;
- ensures the safety of each child;
- help children to gain from the social experience of being part of a group;
- provide children with opportunities to learn in a stimulating atmosphere and help them to value learning.



## *Our Day*

We organise our day so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. These take account of our children's ages and their changing energy levels throughout the day. Bishy Barnabees caters for children's individual needs for rest and quiet activities during the day. The children are also helped and encouraged to take part in adult-led small and large group activities. Such activities introduce your child to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playrooms. We actively encourage our children to make free choices regarding the environment where they play. Children have direct access to our secure outdoor facilities.

### *Clothing*

- We provide protective clothing for our children when they play with messy activities.
- We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing that is easy for them to manage will help them to do this.
- We have the opportunity of purchasing nursery polo shirts, pe bags, hats, sweatshirts and fleeces if required in many sizes and colours.



## *Snacks and meals*

Bishy Barnabees makes snack and meal times a social time. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these needs are met to the best of our ability.



## *How parents can take part in Bishy Barnabees*

Bishy Barnabees recognises parents as the first and most important educators of their children. All our staff see themselves as partners with you in providing care and education for your child. There are many ways in which you can take part in making Bishy Barnabees a welcoming and stimulating place for children, such as:

- exchanging knowledge about you child's needs, activities, interests and progress with our staff;
- sharing your own special interests with our children;
- taking part in events and informal discussions about the activities and curriculum provided by Bishy Barnabees;

- building friendships with other parents at Bishy Barnabees.



## *Learning opportunities for adults*

As well as gaining qualifications in early years care and education, Bishy Barnabees' staff take part in further training to keep them up to date with thinking about early years care and education.



## *Policies*

We have a very comprehensive set of policies. Copies of these are available upon request. A list of our policies can be found at the back of this prospectus.

Our policies set out how we deal with issues affecting our children and their families and provide structure, guidance and therefore help us to make sure that the service provided by Bishy Barnabees is of a high quality enabling us to keep your children safe and healthy. They also ensure that being a member of our group is an enjoyable and beneficial experience for each child and their families.

Our policies are reviewed annually or sooner if the need arises. These reviews ensure that we remain up-to-date with changes in legislation and childcare practices.



## *Fees*

The fees are payable monthly in advance. Fees must still be paid if children are absent for a short period of time. If your child has to be absent over a long period of time, please talk to Julie or Louise.

We offer Term Time Contracts.

We are in receipt of nursery education funding for two year olds (qualifying families), three and four year olds; where funding is not received, then fees apply. Please refer to the fees sheet included with this prospectus.

We are open 51 weeks each year, closing for 1 week between Christmas and New Year and for statutory Bank Holidays.

We are open 5 days a week, from 8am until 6pm, Monday through to Friday.

We provide care and education for young children between the ages of 6 weeks and 5 years of age. We also operate our Barnabee Club, which is an Out of School Club, open from 8am until 9 am and then again from 3 pm until 6pm. At present we pick up from Mattishall Primary School.



## *Facilities*

Bishy Barnabees is based in a purpose built nursery, with its own secure, enclosed large gardens.

We have three fully equipped areas depending on your child's age and development.

Our Babies get together in the *Bishy Snug*, which caters for children from the age of 6 weeks through to approximately 18-24 months.

Once we feel your child is ready they will join their peers in the *Ladybird Room*, which caters for children from about 18-24 months through to 2.5 and 3 years of age.

Moving through the nursery we then have the *Barnabees*, these children are approximately 3 years of age until they go to school.

Our Out-of-School Club is called the *Barnabee Club* which children can attend first thing in the morning and then again after school until 6pm.



## *Our Bishy Snug*

Our Snug is run side by side with the Ladybird Room which helps make the transition from one to the other a smooth one.

When babies join our Bishy Snug the routine is both flexible and relaxed, and echoes the child's own routine at home as much as possible.

We are happy for mothers who want to breast feed to pop in, otherwise we will feed your baby expressed milk or formula supplied by you.

Our Babies benefit from a wide range of daily activities, socialising with other children and familiar adults, listening and joining in with conversations and songs. There is plenty of space for physical play to kick and stretch, to learn to sit, crawl and walk in safety.

Mobiles, books, outings and interesting new objects are used to provide visual stimulation. Water, paint and other materials are used for messy play to develop tactile senses. Manipulative skills, such as holding, squeezing, rattling, turning and throwing are developed by playing with specially chosen toys.

We believe that contact with older children is mutually beneficial, so our children from both the Bishy Snug and Ladybird Room spend short periods of time together throughout the week.



## *Ladybird Room*

Our Ladybird Room is based in the main area of our first building. There is a dedicated 'quiet area', 'messy play area' and our children also have direct access to low level toilets and sinks. The Ladybird Room also opens out into our enclosed garden. We do have a routine here, which the children quickly adjust to. At snack time we offer a 'snack bar' system, which encourages our children to become more independent, helping to prepare the snack for others, choosing their own food and deciding what they would like to drink from the healthy selection available to them.

There is a wide range of activities available to our children, which are mostly child-led with one, possibly two adult-led activities throughout the day. These activities include: play dough, gloop, water, sand, painting, sticking and gluing as well as construction, puzzles, threading, sewing and so on. We introduce the children to new experiences and opportunities to help build on their individual learning.

Our dedicated, experienced staff continue promote children's development with the FAMILY APP, taking photographs and observations to ensure your child is reaching their full potential. These photos can be saved onto your own phone if required



## *Barnabees*

The Barnabees are based in our adjoining building that offers plenty of space to move around as well as a 'messy play area', 'quiet area' plus their own toilet facilities. The Barnabees also have direct access to a large enclosed garden, which they have access to all year round.

The routine is very similar to that of the Ladybird Room although it is a little more structured which helps the children prepare for their time at school.

Our children can choose from a wide variety of equipment and resources and can help plan their days with the Barnabee staff team.



## *Barnabee Club*

To enable parents with children at nursery and at school we offer the convenience of making just one stop before heading off to work by running our Barnabee Club, which caters for school children up to 10 years of age. The Barnabee Club is held in the same building as the Barnabees giving our younger children the opportunity to meet some of their older peers. If required, children can have their breakfast with us or just relax and meet up with friends before heading off to school in our seven-seater people carrier.

Once school has finished for the day, the children are picked up from school and driven back to Bisby Barnabees where they can have their tea, if required, and participate in a variety of activities. These may include, cooking, a variety of craft activities, computer games, playing rounders, cricket or French tennis, catching up on homework or just relaxing in the



comfort of the 'club'. We encourage the children to plan their own time with us to ensure they are doing activities, which are of interest to them. We pick up from Mattishall Primary School.



### *And finally, who I am?*

I have over 30 years of childcare experience as well as being a mum to my two sons.

I have extensive experience of working with children from the age of birth through to 10 years of age in a variety of different establishments.

I have managed a couple of different nurseries during this time and I am dedicated in providing high quality care and education to the children attending Bishy Barnabees.

*'I'm very passionate about creating a 'home from home' environment at Bishy Barnabees, whilst enhancing our children's' natural development and providing top class care.'*

*Louise*




























# A TYPICAL DAY AT BISHY BARNABEES


















|                 |  |
|-----------------|--|
| 8:00 – 9:00am   | Breakfast - if required, and settling in time<br>Opportunity for parents/carers to speak to staff.<br>Child Initiated play and adult led activities. Access to indoor and outdoor environments<br><br>(Snack bar opens between 10:00 -11:00am)                                       |
| 11:30 – 12:00am | Tidy up time<br>Registration and show & tell time<br>Story and/or music session  |
| 12:00 – 12:30pm | Lunchtime  |
| 12:30 – 4:00pm  | Settling in time for afternoon children<br>Opportunity for parents/carers to speak to staff<br>Child Initiated play and adult led activities. Access To indoor and outdoor environment.<br><br>Rest time for children requiring a sleep<br><br>(Snack bar opens between 2:00-2:30pm) |
| 3.30 – 4.00pm   | Tidy up time<br>Registration and show & tell time<br>Story and/or music session  |
| 4.00 – 4.30pm   | Tea Time   |
| 4.30 - 6:00pm   | Free play and quiet activities before home time.   |

This 'typical day' is just an example and will vary from time to time. The Baby Room follows the same basic pattern although the babies themselves very much dictate the feeding and rest times.

# LIST OF POLICIES

-  Admissions Policy
-  Admissions Procedure
-  Anti-Bullying Policy
-  Babysitting Policy
-  Behaviour Management Policy
-  Camera Policy
-  Charging Policy
-  Child Protection Policy
-  Complaint Procedure
-  Confidentiality Policy
-  Data storage and retention Policy
-  English as an additional language (EAL)
-  Emergency Closure Policy
-  Equality, Inclusion & Diversity Policy
-  Equipment and Resources policy
-  Food and Drink policy
-  Healthy & Safety Policy
-  Healthy Eating Policy
-  Head Lice Policy
-  Helper Guidelines
-  Key Person Policy
-  Looked After Children Policy
-  Missing Child Procedure
-  Mobile Phone Policy
-  Nappy Changing Procedure

-  Non-Collection of Children Policy
-  Observation, Assessment and Planning Policy
-  Parent Partnership Policy
-  Procedure for Non Payment of Fees Policy
-  Safer Recruitment Policy
-  Smoke free Policy
-  Special Educational Needs (SEN) and Disability Policy
-  Settling-in Policy – please find enclosed
-  Smoke free policy
-  Staffing Policy
-  Social Networking Policy
-  Student Placement Policy
-  Touch Policy
-  Transition Policy
-  Whistle-blowing Policy

# SETTLING-IN POLICY

## *Statement of intent*

We want children to feel safe, stimulated and happy at Bishy Barnabees and to feel secure and comfortable with our staff. We also want parents to have confidence in both their children's well being and their role as active partners with Bishy Barnabees.

## *Aim*

We aim to make Bishy Barnabees a welcoming place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

## *Methods*

- Before a child starts at Bishy Barnabees, we use a variety of ways to provide his/her parents/carers with information. These include written information (including our prospectus and policies).
- We do advise parents to have more than one session per week (covering different days) as experience has shown us that children who attend a setting over a period of two or more days have the opportunity to settle more quickly and build meaningful relationships with their peers and staff.
- Each child will be appointed a member of staff as their first point of contact during the settling-in period. This member of staff may not necessarily be the child's Key Person. The Key Person will be a member of staff that the child feels most comfortable with and whom they have built a relationship with.
- When a child starts to attend, we explain the process of settling-in with his/her parents/carers and jointly decide on the best way to help the child to settle at Bishy Barnabees. We also require site of a copy of your child's birth certificate.
- Each child will have a staggered planned transition into the nursery. We have discussions with parents either by telephone or in person and organize the settling in sessions. The settling sessions will gradually increase each time that the child comes into the setting. The settling sessions are payable at your child's usual hourly rate.
- Parents/carers are asked to drop their child at the door/gate depending which room the child attends.
- We are very aware that some children find the act of 'separation' very stressful, but settle very quickly when their parent/carer has said goodbye.
- Younger children will, potentially, take longer to settle in, as will children who have not previously spent time away from home and those changing settings. Children who have had a period of absence may also need their parent/carer to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with a member of staff; for example the child looks for their chosen person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.

- Although we work very closely with our parents there will be the odd occasion when a child simply 'isn't ready' to be left. This situation will be discussed fully with the parents/carers and a decision will be made jointly on the best way to proceed.
- Within the first four to six weeks of starting we start observations through the FAMILY APP which will show photos of the children in the setting and will eventually show the progress and development of your child.
- Parents are offered a new parent consultation around 4-6 weeks to ensure that parents have the opportunity to ask any questions or discuss any problems that may have occurred in their child's first few weeks at Bishy Barnabees Day Nursery.



## FEE SHEET



### *Children aged between six weeks and two years of age*

Hourly rate £8.00

### *Children aged between two years and three years of age*

Hourly Rate £8.00

### *Children aged between three years and five years of age*

Hourly Rate £8.00

There is a 10% discount per day/session for siblings attending Bishy Barnabees at the same time.



## *BARNABEE CLUB*

We are able to pick children up at lunchtime for those who attend school on a part-time basis, as well as after school. At present we do a breakfast club and a after school club from Mattishall Primary School.

|  |        |
|--|--------|
| Breakfast Club                               | £7.00  |
| After School Club (School pick up until 5pm) | £10.50 |
| After School Club (School pick up until 6pm) | £15.00 |

Hourly Rate during school holidays £7.00



## *SNACK AND MEAL TIMES*

All our prices include our healthy snack, which is offered to children mid morning and mid afternoon and consists of a Fresh Fruit and Vegetable Platter. Breakfast, Lunch and Tea can be provided at the following additional costs:

|           |       |
|-----------|-------|
| Breakfast | £1.00 |
| Lunch     | £3.00 |
| Tea       | £2.00 |

Breakfast consists of a choice of cereals

Lunch is a cooked meal; the menus have been carefully selected to provide our children with nutritious, healthy meals.

Tea consists of a lighter meal and may include, sandwiches, beans on toast etc.

We do require parents to provide formula milk.

**If your child has not been collected 5 minutes after their session has ended (i.e. 12.35pm collection when end of session is 12.30pm) then a £20 charge will be levied.**

**If your child remains uncollected 5-10 minutes over the set time - a late stay fee will be added to your invoice of £20.**

**If your child remains uncollected 10-20 minutes over the set time - the manager will contact the emergency contacts on your child's registration form and a late stay fee of £30 will be collected.**

We do require parents to provide formula milk.

Parents are more than welcome to provide their children with a packed lunch, in a named box, although we do ask parents to consider our Healthy Eating Policy and ensure that children's lunches are healthy and nutritious.



## **SUFFICIENCY CHARGES**

To enable us as a nursery to run efficiently and successfully an amount of £10 per week per child will be added to your invoice each month. This charge contributes towards snacks, gifts, ipads, Christmas, graduations, parties, sports days, trips out, bathroom supplies, ipads, downloads, FAMILY app and fabulous celebration gifts and cards throughout the year, this is by no means an exhaustive list but just some of the items that we provide additionally for your child.



## **INTERESTED?**

If you are interested in reserving a place, please complete the registration form and return to it to us as soon as possible. We will be in touch soon to arrange your settling in sessions. Please be advised that the deposit to register and secure each child's space is £150. This deposit is made up of a £50 admin fee (non refundable) and the remainder will be held on your account until your child's time at Bishy Barnabees ceases or their contract is terminated and any fees have been paid in full including the sufficiency charges.





# REGISTRATION FORM



Full name of child/ren \_\_\_\_\_

Date of birth(s) \_\_\_\_\_

1<sup>st</sup> Parent/Carer Name

2<sup>nd</sup> Parent/Carer Name

Address

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

\_\_\_\_\_

Home

Telephone \_\_\_\_\_

\_\_\_\_\_

Mobile

Telephone \_\_\_\_\_

\_\_\_\_\_

Email

Address \_\_\_\_\_

\_\_\_\_\_

I/We would like to start attending Bishy Barnabees from: \_\_\_\_\_

Please state the days and hours you would like

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        |         |           |          |        |

If we find that we no longer need the place, we will inform Bishy Barnabees as soon as possible.

Please tell us if your family has a CAF in already place      YES      NO

Signature of parent(s)/carer(s)

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Please tell us how you heard about Bishy Barnabees \_\_\_\_\_

**Deposit to secure your childs' space is £150. If you do not require your space this is non refundable. The £50 is also non refundable as it is an admin fee. The £100 is refundable at the end of your time with Bishy Barnabees Day Nursery. If you would like to pay via Bacs our detail are as follows :**

**Bishy Barnabees Day Nursery , Sort code : 08 92 50      Account number 70972618** If paying by BACS please use your child's name as a reference.