



**Almond House**  
nursery

## Welcome to Almond House

Almond House Nursery is a fully refitted nursery based in Almondbury, Huddersfield. We have excellent transport links in the area due to our location, just outside Huddersfield town centre. Almond House's owner, Karen Hazelden, has over 22 years of experience running nurseries and first opened our sister nursery, Triangle House back in 1994. Triangle House is based in Sowerby Bridge, Halifax, and has recently received OFSTED Outstanding status. We fully intend to deliver the same high standards of care at Almond House. She is also a registered nurse and qualified midwife. The nursery is managed by Emma Hollas who previously worked at Triangle House for 9 years. She has a CACHE Level 3 Diploma in Child Care and Education and has also completed her NVQ Level 2 in Team Leadership.

Our aim is to provide the very best, high-quality care for young children and to help give them the best start in their education through fun activities based around their interests.

## What we can offer you

- High-quality childcare and education
- A highly qualified and motivated staff team
- A fully refurbished setting in a peaceful area for your child to learn and develop in
- Daily access to photographs of your child playing and learning alongside their peers through our secure Dropbox service
- Freshly prepared, nutritious meals
- Constant access to your child's Learning Journey through our online system, Tapestry
- Opportunities to meet and get to know other local parents



## Dropbox

Every day we take hundreds of high-quality photographs of the children. These are then uploaded to a secure service called Dropbox. We share the links via email with the parents in our setting for you to look through. This is a great way for you to learn about what your child has been up to during their nursery day and has proven very popular with all of our parents (and grandparents) at Triangle House.

## Tapestry

In order to help children develop and promote their interests, we carry out short observations on all of the children in our care. These are then uploaded to our online learning journey service, Tapestry. This is a secure service and only relatives of the child will have access to their learning journey. You are also able to add to Tapestry yourself, uploading anything interesting your child has been doing at home, any interests they have developed or any developmental milestones you would like to share. Each child will have a key person who is responsible for keeping their learning journey up to date and sharing information with you.

## Healthy Eating



We encourage health and well-being at Almond House by providing well-balanced, nutritious meals for children to enjoy. Our weekly menu is extremely varied and no two weeks are the same. We cater for all dietary requirements including allergies and cultural preferences. Children have access to free flowing water at all times and we provide fresh, full-fat cow's milk once your child is 12 months old.

Breakfast is served from 8am until 8.30am and lunch will be served at 11am for the Under Two's and at 12pm for our Pre-School Unit. We also serve high tea at 3pm for the Under Two's and around 4pm for our Pre-School children.

# Our Rooms

## Under Two's

Our newly refurbished Under Two's Room provides a warm, comforting and stimulating environment for your child to explore. We operate a 1:3 ratio in our Under Two's room meaning children get plenty of attention whilst also enjoying adult-led activities. Our Under Two's have a specific sleep area, filled with cots, rest mats and dream coracles so they can rest and recharge their batteries ready to play. We also have a nappy changing room on the same floor where your child's individual needs will be catered for, following their own routines.

We carry out a range of activities in the Under Two's Room, including messy, sensory activities, e.g. corn flour, shaving foam and body painting. The children also have access to 'Toddle Boxes' from Community Playthings so they can practice and develop their fantastic climbing and physical skills. We also ensure that the children have access to outdoor play where we have artificial grass and safety surfaces, meaning we can play outside in most kinds of weather.

## Pre-School

Our newly refurbished Pre-School Unit boasts free-flowing indoor and outdoor access meaning the children will be able to choose where they would like to play. The children have access to a variety of activities including large-scale construction play, sand and water play, playdough, role play, number games, messy play and much, much more....

We also begin to prepare children for school in our Pre-School Unit, teaching them valuable skills and encouraging independence. We also carry out Phonics sessions with the children in order to develop their language and help them practice their initial sounds. Mark-making activities also encourage young children to practice letter formation and begin to hold tools properly and use them for a purpose.

We continue to provide high-quality personal care in our Pre-School Unit. Whether your child requires nappy changes or they need help with toilet training, we are more than happy to help. There is also provision in the nursery for your child to have a sleep or rest, should they need it throughout the day.

# Our Fees

## Full Day Attendance

(The below fees are calculated at approximately £46 per day)

Number of days per week attendance	1 day	2 days	3 days	4 days	Full Time
Fees per calendar month	£191.66	£383.33	£575.00	£766.66	£833.33

## Half Day Attendance

(The below fees are calculated at approximately £27 per session)

Number of days per week attendance	1 day	2 days	3 days	4 days	Full Time
AM attendance (8am to 1pm including lunch)	£112.50	£225.00	£337.50	£450.00	£562.50
PM attendance (1pm to 6pm including high tea)	£112.50	£225.00	£337.50	£450.00	£562.50

**Please note:** Fees are paid calendar monthly in advance by invoice notification or alternatively standing order arrangements must be made. Failure to pay fees as agreed may result in your child's place being withdrawn. Please be aware that we pursue all outstanding debt through the small claims court.

Fees will be reviewed annually in July.

**Bank Holidays:** Almond House will be closed on Bank Holidays and during the Christmas week. Fees are calculated over 50 weeks per year meaning you will not be charged when Almond House is closed.

**Teacher Offer:** If you currently work in education, you are entitled to four weeks absence during August which you will not be charged for. Extra days cannot be offered during this period. In order to receive this offer, please show evidence of your place of employment.

**Deposit:** A £60 non-refundable deposit is required, deductible off the first invoice. We ask for the first months fees upfront before your child starts at nursery.

**Notice Period:** We ask for a minimum of one calendar months written notice when terminating a nursery place.

**Absences:** All absences are charged at normal rate. This enables your place to be retained. Due to the strict staffing ratios that are adhered to at Almond House, patterns of attendance must be adhered to. A child is unable to 'swap' days of attendance. If extra days are required by parents, these will be given at the discretion of the nursery management. Parents will be invoiced separately for extra days and will be charged at £50.

**Sibling Discount:** There will be a sibling discount of 10% for full time places only.

**Childcare Vouchers:** Most employers now offer childcare vouchers. These are non-taxable and exempt from national insurance and can mean savings to parents between £1600 and £2100 per annum. Please ask for further details.



# Free Nursery Sessions

If your child is aged three years or older you are entitled to access our high quality preschool, free of charge!

If you would like your child to come to our pre-school for purely funded sessions then these are term time only and operate during the following hours:

**Monday to Friday (five sessions of three hours) 9.00 to 12.00pm Monday to Friday (five sessions of three hours) 2.00 to 5.00pm**

**Monday to Friday (three sessions of five hours) 9.30 to 2.30pm**

All of these sessions include a freshly prepared, nutritious meal.

For parents who require full day care, then your funding will be deducted from your fees which will be automatically reduced.

## Government Pre-School Education Grants Explained

### What is the grant?

The government provides funding for pre-school education. This is given to all 3 and 4 year olds, starting the term after their third birthday.

### Is it all passed onto the parents?

We always pass the full amount onto the parent. The term after your child turns three years old, your nursery invoice will reduce taking into account the funding allocated for your child.

### How much is it?

At present children are funded for 15 hours per week, for 38 weeks of the year. This is the maximum claim that can be made; the total amount that you can claim depends on how many days per week your child attends nursery.

### Childcare Vouchers for Working Parents

Almond House accepts all Childcare Voucher companies. We recommend that you ask your employer if they have a childcare voucher scheme that you can take advantage of. With childcare vouchers you can save up to £1195 per year or up to £2390 if both parents claim. Please speak to your employer who will be able to point you in the right direction.

**For further details, please ask our manager.**



# Terms and Conditions

## **Personal Property**

All children's clothing and belongings must be clearly marked with your child's name. Each child should be provided with a small bag (not carrier bag) containing a change of clothing and indoor shoes. Outdoor play will be available during the day and outdoor clothes must be provided at all times. All articles left at nursery are left at the owner's risk and we highly recommend that children do not wear expensive clothes to nursery as even though the best care will be taken, we do like getting messy! We ask that children do not bring their own toys into nursery and are not responsible for any such items.

## **Collection**

The nursery must be informed if any person(s) other than the person named on your registration form is to collect your child. Some form of identification will be asked for when that person collects your child. It would be preferred if designated collectors came for your child, although we do understand that this may sometimes be a problem.

## **Sickness**

The nursery is unable to care for any child who is ill. Any child, suffering from a sore throat, discharge from eyes or ears, sickness or diarrhoea, or an infectious rash, should not attend nursery. Please seek advice by ringing the nursery if unsure. There is at most times a registered nurse on the premises and every effort will be made to contact the parents, therefore please keep contact details up to date, and inform a member of staff of any change in details. In an emergency medical treatment will be sought. A full copy of the nursery's infection control policy is available from the nursery manager.

## **Medicines**

Medicines will be given if requested by parents. If calpol is required, then nursery staff will contact parents for their permission prior to administration. Parents must sign a medication form available from nursery staff

## **Parking**

Parking is available at the front and side of the nursery and is so at the owner's risk.

## **Confidential matters**

All information held by the nursery is confidential. If any details on the registration form change, then please inform the nursery manager.

## **Child Protection and Equal Opportunities**

Almond House Nursery has a commitment to equality and opportunity to all children. We will strive to make our nursery accessible and welcoming to all children and their families and will take action if any child, family, employee or visitor's rights are breached whilst at our nursery (Children's Act 1989, Equality Act 2010) It is nursery policy to report to social services any case of suspected child abuse (Children's Act 1989). Our Equal Opportunities policy and Safeguarding Children policies are available for all who wish to see them.

## **Policies and Procedures**

Almond House operates under well-constructed policies and procedures which ensure the smooth running of the setting and the best experience for children. Policies are available to parents upon request and in the nursery foyer. You may care to read our uncollected child, admissions, equal opportunities, safeguarding children, complaints and confidentiality policies.

# Terms and Conditions

## Complaints

Any minor grievances will be heard sympathetically by the management and we hope that most problems will be resolved in this way. We strive to bring you the best possible care for your child, and make every effort in achieving this, however if you have any type of concern that you cannot bring up in person, then please put this in writing to the management who will respond within 28 days of receiving the complaint. If you remain dissatisfied then please contact OFSTED Inspection Support Team on 0300 1231231.

## Insurance

Almond House does not accept responsibility for loss of property or accidental injury. Almond House does maintain those insurances required by law. Details of these are available from the nursery manager. Copies of the insurance policies are displayed on the nursery notice board in the foyer.

## Well-being

On arrival at the nursery, please tell us of any accidents that have happened at home, or any other circumstances which may cause distress to your child.

## Settling

In If your child is experiencing difficulty in settling in we will work closely with you to minimise this period and ensure that s/he enjoys their time at Almond House.

## Articles

Please do not let your child bring to nursery any money, jewellery, sweets, drinks or valuables to nursery. We will not be held responsible for lost or damaged items. Please could all clothing be labelled with your child's name. Please bear in mind that children will get messy during their play at nursery so please dress your child in inexpensive, easy to wear clothing that is appropriate for the weather.

## Moving on

When it is time to leave nursery, we ask you provide us with four weeks written notice that should be given to the nursery manager.

## Employment of staff

Our employees are our most valuable resource. We accept that they often baby-sit for our customers as an informal relationship. However, should one of our employees leave us to work for you either whilst you are a customer or six months after you cease to be a customer, we ask that you pay us an introduction fee equal to 6 months payrolls costs for the employee concerned.

## Smoking

This nursery is a smoke free zone.

## Photographs

We often take and display photographs of the children during their daily nursery lives, these are sometimes passed on to the local press and nursery website, no personal details other than their name and age will be given. If you have any objections to this procedure, please inform the manager.



# Enrolling at Almond House

If you decide that Almond House is right for you and your child then you need to enrol them. In this pack you will find an enrolment form. You need to fill this in fully and return it to us with a £60 deposit. Your deposit is refundable against your first payment of nursery fees.

When you look around Almond House it is best to talk to the manager about availability as occasionally you may find that we are full on the days that you require. If this happens, and you have paid a deposit, your child will be put on a waiting list and you will be informed as soon as a place becomes available for your child.

## Contact Us

**Telephone Number:** (01484) 426002

**Email:** [enquiries@almondhouse.co.uk](mailto:enquiries@almondhouse.co.uk) / [emma@almondhouse.co.uk](mailto:emma@almondhouse.co.uk)

**Website:** [www.almondhouse.co.uk](http://www.almondhouse.co.uk)

**Facebook:** [www.facebook.com/almondhousenursery](http://www.facebook.com/almondhousenursery)

