



The Lighthouse Nursery Bromley Ltd
Halls Farm House, Milk Street Bromley BR1 5AG
Tel. 0208 290 0070, 07525 745025,
info@thelighousenursery.com <https://thelighousenursery.com/antoINETTEOsahon@hotmail.com>

**Family Team at the Heart of Child Care
Where Every Child Is A Jewel**

The Lighthouse Nursery Bromley Ltd Welcome Pack - 2025

Page	Contents Page
2	Welcome Letter
3	Aims and Value Statement
4	Overview - Lighthouse Nursery Bromley Ltd
7	Training
8	A Parent's Guide to Settling Visits
9	Settling In Policy & Procedure EYFS: 3.27, 3.73
10	List of Items to Bring to The Lighthouse Nursery
11 - 15	Parent Contract and Terms and Conditions
16	Parents Guide to Babysdays - Parental App
17 – 18	Policies and Procedures Information
19	Children's Curriculum Daily Schedule



The Lighthouse Nursery Bromley Ltd
Halls Farm House, Milk Street Bromley BR1 5AG
Tel. 0208 290 0070, 07525 745025,
info@thelighousenursery.com <https://thelighousenursery.com/>
Family Team at the Heart of Child Care
Where Every Child Is A Jewel

Welcome

Welcome to The Lighthouse Nursery Bromley Ltd, established in January 2013. Our mission is to promote the happiness, well-being, and overall development of children aged 3 months to five years in a secure and nurturing environment. We aim to help every child reach their full potential while ensuring they feel cherished and supported.

Located in a historic Grade I listed farmhouse, our nursery offers a unique, home from home setting that enhances the educational experience in an early years environment. We take pride in creating a warm and inviting atmosphere where children can feel safe, loved, and inspired to learn. We are confident that both you and your child will thrive as part of our community.

At The Lighthouse Nursery, we foster a supportive and stimulating environment that encourages learning while respecting each child's individuality. We believe in the importance of love, kindness, guidance, equality of opportunity, good manners, and building self-resilience to help develop well-rounded children. Our skilled and compassionate team works closely with parents to ensure the best possible start for every child, acknowledging the privilege and responsibility of supporting their growth during these formative years.

We are passionate about Early Years education and focus on promoting curiosity, creativity, and inquiry. We maintain high expectations for what children can achieve, preparing them for primary school and beyond. We emphasise the development of their social, emotional, cognitive, and physical skills, laying a solid foundation for lifelong learning and well-being.

Over the years, we have received numerous positive testimonials from families who have seen their children thrive. Many new families join us based on these recommendations, helping to foster a strong, supportive community. We are excited to partner with you in your child's educational journey and look forward to welcoming you and your family to The Lighthouse Nursery.

Yours sincerely

Antoinette Osahon
BA Hons, ACIM, GRTP, ILM, NPQEYL
Nursery Manager and Owner



Aims and Value Statement

1. Nurturing and educating every child to explore, achieve and progress to become confident, resilient, and kind individuals, in an environment where every child is treasured and fulfils their individual maximum potential.
2. Dedicated Early Years Educators are passionate about working with children and work as a team providing the best early years education, whilst acknowledging children's interest and fusing that interest into fun, highly creative learning experiences within a stimulating learning environment.
3. Promoting parent partnerships and engagement to extend every child's learning and development; building good relationships and ensuring that we understand parents' requirements with cooperation and shared collaboration.



L Light in The Community

I Igniting The Natural Intelligence In Every Child

G Graduates in the Making

H Home From Home Setting

T Thriving Talented Children

H Happiness and Wellbeing at The heart of what we do

O Outstanding Parent Partnerships

U Unique Educational Experiences

S Sparking the Awe And Wonder In A Child

E Every Child Is A Jewel

Overview - Lighthouse Nursery Bromley Ltd

Where We Are

The Lighthouse Nursery is situated in a tranquil, countryside setting, providing an ideal nurturing and learning environment for young children. The nursery is housed in an 18th-century farmhouse, which has preserved much of its original character and charm. Surrounded by woodlands and a Green Chain Walk area, the nursery offers a peaceful atmosphere with extensive outdoor space for exploration. Located in a quiet residential area at the end of Milk Street, the nursery is a 15-20 minute walk from Grove Park Station, Plaistow, and Sundridge Park.

Who We Are

At The Lighthouse Nursery, we emphasise values derived from our Christian faith, creating a loving, nurturing, and respectful environment. We believe in promoting a caring atmosphere where children feel safe and valued while being encouraged to reach their full potential. Our dedicated team of Early Years Educators acts as positive role models, fostering respect, kindness, and empathy among the children.

The nursery provides a fun, supportive, and secure environment where children can thrive and develop. We understand the importance of early years education in shaping resilient and confident children and value the trust parents place in us.

Our team of highly qualified educators makes learning exciting, stimulating children's curiosity and encouraging them to explore the world around them. Through tailored learning opportunities and rich resources, we ensure that each child makes excellent progress. This enables children to become confident and resilient, ready for the next stage of their educational journey.

Ensuring the Safety of the Children

Child safety is paramount at The Lighthouse Nursery. Risk assessments are conducted for all activities, particularly outdoor ones, ensuring that children are aware of boundaries and expected behaviours. While some activities may present risks, they are supervised closely to help children build confidence, resilience, and self-belief. We view these experiences as important opportunities for children to solve problems, overcome challenges, and learn through hands-on engagement.

The Lighthouse Nursery Curriculum

The Lighthouse Nursery adopts a blend of educational philosophies to create a rich and varied curriculum. We follow the Early Years Foundation Stage (EYFS) Framework, offering a flexible and stimulating environment where each child's individual needs, interests, and developmental stages are supported.

High-Scope Approach

Our daily routine follows a High-Scope approach, which includes structured activities such as Plan-Do-Review time, group work, and outdoor exploration. Educators provide a carefully designed environment, allowing children to form good relationships with peers and teachers while fostering independence and self-esteem.

Montessori

We integrate Montessori principles, offering self-directed learning experiences with natural, open-ended resources. Children participate in practical tasks, such as shopping and cooking, to develop life skills. Our Deputy Manager, who holds a Master's Degree in Pedagogy and a Montessori diploma, leads this approach to ensure age-appropriate learning materials are available.

Reggio Emilia Approach

In line with the Reggio Emilia philosophy, we view every child as capable and ready to explore. Children engage in project-based learning, focusing on Science, Technology, Engineering, Arts, and Mathematics (STEAM). We encourage children to express themselves through music, drama, art, and other forms of creative play, guided by educators who support, rather than direct, their interests.

Schemas

We observe and identify children's behavioural patterns, known as schemas, such as transporting, rotating, and connecting. These observations help us understand children's behaviour and provide rich opportunities for them to further explore their schemas in meaningful ways.

Parent Engagement at The Lighthouse Nursery

At The Lighthouse Nursery, we recognise that parental involvement is vital to a child's growth and development. We aim to offer various opportunities for parents to actively engage in their child's learning journey. Our Extended Learning programme is designed to strengthen the partnership between parents, children, and educators, creating an environment where children are nurtured and encouraged to reach their full potential.

A key component of this programme is our weekly homework packs, which include resources such as the Oxford Reading Tree and 'Read Write Inc.'. These materials have been selected to support early literacy, numeracy, and language development. They are designed to be engaging and educational, providing a fun way for parents to become actively involved in their child's learning at home. These activities also allow parents to gain a deeper understanding of their child's progress, enabling them to provide the necessary support where needed. Additionally, younger children take home a cuddly toy each week, which accompanies them on various outings and adventures. Parents are encouraged to document the toy's journey with photographs, which are shared in a memory book, helping children develop communication and storytelling skills while reflecting on their experiences.

We believe that children flourish when they are supported by a community that values their development. To this end, we actively encourage parents to participate in activities that promote social responsibility, empathy, and community engagement. One such activity is our charity and community walks, where families come together to explore the local area and support meaningful causes. These walks teach children the importance of kindness and helping others, as well as instilling a broader understanding of their role in the community. Children gain a deeper sense of connection to their environment and learn about the value of giving back to society.

Another important element of our Extended Learning programme is the parent workshops. These workshops provide parents with an opportunity to share their skills, professional experiences, and personal interests with the children. These sessions introduce children to various careers, hobbies, and talents, sparking curiosity and encouraging exploration. For instance, parents working in fields such as emergency services, healthcare, or the arts may lead interactive workshops, helping children understand these professions better. Parents with artistic skills, such as painting, music, or dance, are also encouraged to lead creative sessions, fostering a greater appreciation for the arts. These workshops provide children with valuable insights into the diversity of careers and roles within society, helping them broaden their understanding of the world.

Cultural celebrations are an essential part of our curriculum at The Lighthouse Nursery. These events promote inclusivity, respect, and an appreciation for diversity. Throughout the year, we celebrate various cultural and festive occasions, such as Christmas Nativity plays, Diwali, Chinese New Year, Jewish holidays, Black History Month, Remembrance Day, Valentine's Day, Mother's and Father's Day, Hanukkah, Thanksgiving, Harvest, St. George's Day, Pancake Day, Easter, Eid, and Ramadan. These celebrations offer children the opportunity to explore and appreciate diverse cultural traditions. Parents are invited to contribute to these events by sharing their own cultural practices, whether through food, crafts, or storytelling. This active

participation enriches the children's learning and promotes a stronger sense of community and belonging within the nursery.

In addition to cultural celebrations, we organize special themed days such as music and dance days or national holiday celebrations. These events are designed to be interactive, fun, and collaborative, encouraging families and staff to work together to create memorable experiences. Whether it's through performances, arts and crafts, or shared festive occasions, these days help foster teamwork and strengthen relationships within the nursery community. They also provide children with opportunities to develop essential social skills such as communication, empathy, and collaboration.

The concept of cultural capital is integral to the Early Years Foundation Stage (EYFS) at The Lighthouse Nursery. We provide children with opportunities to engage with diverse perspectives and broaden their knowledge by exploring new concepts and ideas. These experiences help children develop a lifelong curiosity, a love for learning, and an understanding of different cultures and viewpoints.

By offering a wide range of activities, we ensure that learning extends beyond the classroom and into the local community. Our aim is to provide a well-rounded educational experience that supports children in becoming confident, compassionate, and curious individuals. The ongoing partnership between parents and educators plays a crucial role in achieving this goal. When parents are actively involved in their child's development, they help strengthen the learning environment, making it even more supportive and enriching.

Through collaborative efforts, we create a nurturing, inclusive, and stimulating environment where each child feels valued and encouraged to grow. By working together, parents and educators provide the guidance and support needed to help children thrive academically, socially, and emotionally. This holistic approach lays the foundation for lifelong learning and personal growth. Ultimately, The Lighthouse Nursery strives to ensure that every child is equipped with the skills, knowledge, and confidence to become a positive and engaged member of society.

Outdoor Classroom and Exploration

At The Lighthouse Nursery, we recognize the importance of outdoor learning. Our expansive outdoor play area allows children to connect with nature through exploration, physical activity, and creative play. Children enjoy a range of activities, including gardening, messy play, and nature-based learning in a safe and stimulating environment.

Forest School

In addition to outdoor exploration, we offer a Forest School programme. Forest Fridays (and occasionally Wednesdays) give children the opportunity to learn through hands-on experiences in local woodlands. This outdoor learning approach supports the development of confidence, self-esteem, and resilience while encouraging children to engage with nature and experience manageable risks.

Overall, The Lighthouse Nursery fosters a dynamic, engaging, and enriching learning environment where children's emotional, social, cognitive, and physical development is supported through a variety of educational approaches and outdoor activities. The combination of high-quality early education, a nurturing atmosphere, and strong community engagement ensures that children receive the best possible start to their educational journey.

Training

A diary of on-going Training, both EYFS Statutory, Employee led and Management driven enables the Nursery to continually meet the needs and raise the outcomes of all our children whilst improving our early years practice, as outlined below:

Paediatric First Aid Ofsted compliant
Advanced Safeguarding and Designated Safeguarding Lead (Level 3)
Safeguarding (Level 2)
Advanced Food safety and Hygiene (Level 3)
Food Allergy Awareness
Role of the SENCO
Biting in Early Years

Noodles Nibbles – (School Readiness, Now I Am 2 & 3, Team Building And Leading, Dealing With Conflict, Schemas, Nutrition For Under 5's, Treasure Baskets And Heuristic Play...)

Blossoming Babies – (Enabling Environments, Creative Experiences, Enriching Play, Observations, Assessments, Planning and Schemas, The Role of The Practitioner, Opportunities to Promote Learning and Development

Being a Key Person in an Early Years Setting
British Values
Characteristics of Effective Leaders
Characteristics of Effective Teaching and Learning
Effective Communication and Language Environment L2
Transition and Emotional Wellbeing in the Early Years L2
Equality and Inclusion in Early Years Settings
Implementing the GDPR
Improving Children's Learning Through Play
Infection Prevention and Control in an Early Years Setting
Introduction to Yoga with Young Children L2
Managing your Early Years Inspection L2
Reflective Practice in the Early Years L2
Speech, Language and Communication
Supporting Children with SEND in the Early Years - L2
Supporting Early Language Development
Sustained Shared Thinking in the Early Years Level 2
The Importance of Self-Evaluation - Level 2
The Prevent Duty in an Early Years Environment
Understanding and Addressing Behaviour in the Early Years

Fire safety Awareness
First Aid Awareness
Health & Safety Awareness
Risk assessment
Manual handling
Fire Safety and Fire Risk Assessment
Fire Safety Awareness & Warden Duties
Personal Protective Equipment
Effective First Aid Management in your Setting-Level 2
COVID 19 What you need to know
COVID 19 Returning to Business for Employees
COVID 19 Returning to Business for Employers

GEM Training - Accreditation programme
Early Years Professional Kinderley Webinars

A Parent's Guide to Settling Visits

- 1) An opportunity for your family to meet the Manager, Room Leader and/or Key Person who will be caring for your child.
- 2) Support for your child's transition to the Lighthouse more effectively.
- 3) An opportunity to gather further information to support your child's individual needs; allergies, likes and dislikes...
- 4) An opportunity to share further information about The Lighthouse and explore your engagement in your child's learning and development.
- 5) Share further information about the sort of activities that your child will be actively involved in at The Lighthouse.

The settling in process

1. We offer a free 3 hour settling in period, when you and your child can come along to The Lighthouse and experience 1.5 hours over 2 days to stay and play and meet the staff and children, during this time your child will experience part of a typical daily routine and have a chance to interact with the other staff and children.
2. It is important that your child spends quality time at The Lighthouse before the actual starting day. We like to get to know you as a family better and understand your home routine as this helps us understand what your child is used to at home and will help us settle you all in more easily. During this time, you will meet the key person, meet some of the other children and meet other staff.
3. The purpose of this settling in process is that when your child starts The Lighthouse Nursery both you and your child will feel more familiar with the Lighthouse environment and with us, and we will endeavour to meet more your individual needs and put your child at ease.
4. As the child's parent or carer, you know what to expect when you bring your child in and you will know what you need to bring to The Lighthouse each day. Your child will feel more familiar with The Lighthouse Nursery and will be able to happily join in and feel quite settled and confident within their new environment when you leave.

Settling - in sessions each lasting about 1.5 hours. First visit: with parents.

For the first visit parents should stay with their child for an hour and talk to the staff about routines and anything else they want to share with us or ask us about. At this time, you will spend some time with your key person and together you can encourage your child to play and explore and get used to the Nursery and meet the other children and staff in the room. Both parent and child will then leave together.

Second visit: with parents for a while, parents may leave child for part of the time.

If your child is confident and relaxed, we will encourage you to leave for about half an hour but if you wish to stay that is fine too. If both parent and child are happy we recommend that the child comes to The Lighthouse Nursery and is dropped off, some children may need more or less visits and we will alter this program dependent on your child's individual needs. We will only commence the full care when you are happy to do so. These visits help to build a relationship between our staff and parents and allow your child to begin to settle and form trusting relationships with staff and in particular their key person.

On their first day:

Parents may want to stay a while to see that their child is happy and settled or may prefer to leave soon after saying goodbye to their child. Parents are invited to phone at any point during the day to check that all is well. It is also recommended that they have a shorter day than their usual schedule to enable them to settle better.

Transition's at The Lighthouse Nursery

Children moving up to a new room (e.g. babies to toddlers or pre-school) will be gradually introduced to their new room. Children tend to be really excited about moving up into a group of older children. We give them a number of short "visits" to their new room to allow them to get used to the new friends, environment and teachers. We allocate a new key person in the new room and during these visits the child will have plenty of opportunity to get to know their new key person. We won't move a child up until they are ready; equally if a child is ready to move up early, we will do so if possible.

Each child has a learning journey which records their learning and development, and this will be passed on to the new key person when the child moves room so there is a continuous record of your child's progress.

Please note: Any children with medical conditions or allergies must have a meeting with the manager and complete the Allergy/Medical Condition Management Form before their first full session to ensure we are fully briefed on the condition and special requirements. This will be repeated each time they move into a new room.

Settling In Policy & Procedure EYFS: 3.27, 3.73

At The Lighthouse Nursery we aim to support parents and other carers to help their children settle quickly and easily by considering the individual needs and circumstances of every child and their families. Our aim is 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 continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling into the nursery.

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

- 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
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported.
- Providing parents with relevant information about the policies and procedures of the nursery
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes: as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day.
- Encouraging parents and children to visit the nursery during the weeks before an admission is planned and arranging home visits where applicable.
- Planning home visits (pending restrictions) and settling in visits and introductory sessions (3 hours). These will be provided free of charge over a one- or two-week period, dependent on individual needs, age and stage of development.
- Welcoming parents to stay with their child during the first week until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents.
- Reassuring parents whose children seem to be taking a long time settling into the nursery and developing a plan with them.
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences.
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment.
- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.

Please refer to our website/babysdays for further information including:

- Policy and Procedures
- Data Protection policy
- Babys Days - Parental EYFS childcare management software system.
- COVID 19 Procedures and risk assessment
- Holiday & Event Calendar
- EYFS Framework

List of Items to Bring to The Lighthouse Nursery

Registration Number 2674647
Setting Reference number URN 2674649
Business Account Details
Barclays Bank Bromley
The Lighthouse Nursery
Sort code: 20-12-26. Acct No. 03615251

Documents required & payments to be made prior to registration

1. Birth certificate & passport
2. Proof of address
3. Registration Fee £60.00 & Deposit £50.00
4. 1st Months payment in advance before settling visit

Please ensure all items are clearly labelled with your child's name

Please top up as required each day

To bring each day:(*AGE APPROPRIATE*)

1. Bottles of expressed breast milk or formula for babies (If required)
2. Bottle's for milk enough for the number of feeds for the day (If required)
3. Formula milk – appropriate quantity for the day clearly labelled. (If required)
4. Water Bottle
5. Extra pacifiers (if required)
6. Nappies(4-5 per day) (if required)
7. Wipes (1 packet)(if required)
8. Nappy cream(if required)
9. Bibs (if required)
10. 2 -3 changes of Clothing that's easy to run around in
(Please check bag at the end of each day for top ups):
 - a) Two tops (replace seasonally)
 - b) Two pairs of trousers or shorts (replace seasonally)
 - c) Two pairs of underwear (more, if potty training)
 - d) Two pairs of socks(more, if potty training)
 - e) Towel and bathing suit for water play during warm weather
 - f) Snow pants or rain suit for cold weather
 - g) Extra pair of gloves or mittens – attached to coat
 - h) Extra hat for cold weather
 - i) All the above in a clearly named draw string bag

To leave in the nursery

1. Cosy blanket X 2 for nap time (if required)
2. Comfort toy for nap time (if required)
3. One pair of clean, soft, indoor shoes
4. Rain or snow boots

The Lighthouse Nursery Bromley Ltd - Parent Contract And Terms And Conditions **(ref. National Day Nursery Association APRIL 2024)**

PART A - This contract is between:

The Lighthouse Nursery Bromley Ltd, a limited company with company number 10688298 the principal address of which is **Halls Farm House Milk Street, Bromley, BR1 5AG** and

1. The Terms and Conditions in Part A & B apply to this contract.

Please read them carefully.

2. Operational Times - 7.30am to 6.00pm Monday to Friday – subject to the annual schedule and Price list.
3. Current fees (With a 6 monthly review and increase September and April) *We may increase or review our charges twice every year. We will give you written notice of any such increase 1 month before the proposed date of increase.*
4. AMOUNT as per calendar month, **subject to your requested schedule rates**. Payable/cleared before the latest [1st] day of the month to which they relate.
All Payments including Term Time only payments are spread over 12 equal monthly payments and are payable each month including holidays and in August. (Unless you leave in July)
Late Payment charges of £5.00 per day, payable on the following months invoice.
6. Please refer to annual Holiday calendar for holidays and days the nursery is closed.
7. Schedule changes and Extra sessions/hours can be arranged subject to availability with a month's notice in writing.
8. Charges for late collection of the Child = £5.00 for every 5 minutes there after your agreed schedule or closing time, when you are late collecting the Child.
9. Notice required to terminate this contract - One month whether it is you or us who wishes the Child to stop attending, one month's written notice is required to be given.
11. **I hereby agree to pay the fees for the above child on the date they fall due**
12. **Payment method (Direct Debit/Childcare vouchers, Tax Free Childcare.**

PART B – TERMS AND CONDITIONS

1. Definitions

1.1 The definitions below apply in these terms and conditions.

“Child” the child or children who are named in Part A;

“You” the person, firm or company who purchases Services from us;

“Services” the services of The Lighthouse Nursery Ltd during the days indicated in Annual Event and Holiday Calendar together with any other services which we provide, or agree to provide, to you; **“Us”** the nursery named in Part A.

1.2 A reference to **writing** or **written** includes email.

1.3 Any requirement in this contract for either party not to do something includes an obligation on that party not to allow that thing to be done.

2. Formation of the contract

2.1 A contract for the Services will be formed between you and us once you have signed this contract and given us a signed/electronic or fully completed contact and registration form and a registration and deposit fee and we have confirmed to you that your application for a place has been successful.

2.2 These terms and conditions govern the contract between you and us for the Services. No other terms apply unless they are in:

2.2.1A handbook issued to you by us,

2.2.2A policy issued to you by us,

2.2.3A letter that is signed by both you and us.

2.3 In the case of any uncertainty as to which terms apply, these terms and conditions will apply.

3. Duration of the contract

3.1 The contract shall last until it is terminated by either you or us giving to the other, in writing, at least one months' notice (i.e. notice received on the 1st of a month could end the contract on the last day of the month, but notice received on the 2nd of a month, would only be able to end the contract on the last day of the following month). However, the contract can, in some circumstances be terminated immediately under clause 18.

3.2 You are liable for the fee during the notice period. If you fail to give proper notice, you may lose your deposit, if you paid one prior to starting, as per stated on your first invoice.

4. Suspension of the Services

The Services may be suspended (meaning the Child is temporarily not able to attend the nursery) in the circumstances set out in our Critical Incident Policy or in the circumstances set out in clause 19. If the Services are suspended for a period of more than one month, either of us may terminate the contract by giving the other one month's written notice.

5. Our Obligations

- 5.1 We will use all reasonable efforts to provide the Services to you, in accordance in all material respects with these terms and conditions and any other documents referred to in 2.2 above.
- 5.2 We welcome staff and children from many different backgrounds and ethnic groups. Human rights and freedoms are respected and we will do all that is reasonable to ensure that our culture, policies and procedures are made accessible to children who have disabilities and to comply with their social and moral obligations under the Special Educational Needs and Disability Act 2001 or Equality Act 2010 in order to accommodate the needs of children, applicants and members of staff who have disabilities for which, after reasonable adjustments, we can cater adequately
- 5.3 If we determine, in our sole discretion (after appropriate and reasonable analysis) that reasonable adjustments cannot be made for a Child and as such we cannot continue to adequately provide for that Child (or admit them as the case may be) then we shall be permitted to request that you to withdraw the Child without being charged fees in lieu of notice.

6. Your obligations

- 6.1 You shall:
 - 6.1.1 Co-operate with us.
 - 6.1.2 Provide to us such information as we may reasonably require about
 - 6.1.2.1 The Child (e.g.
 - 6.1.2.1.1 Any known medical condition, health problem, allergy, or diagnosed dietary requirement;
 - 6.1.2.1.2 Any prescribed medication;
 - 6.1.2.1.3 Any lack of any vaccination which the Child would ordinarily have by their age;
 - 6.1.2.1.4 Any family circumstances or court orders affecting the Child;
 - 6.1.2.1.5 Any concerns about the Child's safety; and
 - 6.1.2.2 Your contact details, and those of your authorised persons who may collect the Child.
- 6.2 You must (a) ensure that these details are accurate and (b) keep these details up-to-date, by promptly informing us in writing whenever they change.
 - 6.2.1 As regards arrivals and departure of a child, please refer to the nursery's Arrivals and Departures Policy. Please ask for a copy of it if necessary.
- 6.3 If our performance of our obligations under the contract is prevented or delayed by anything you do (or fail to do), we shall not be liable.
- 6.4 You shall not employ (or attempt to employ) any member of our staff without our consent, until six months from the end of this contract.

7. Charges and payment

- 7.1 You shall pay the charges as set out in Part A.
- 7.2 Charges are due even if the Child is absent.
- 7.3 We will charge for days the nursery is closed due to holidays and/or staff training days as per the annual calendar dates.
- 7.4 VAT is not charged on nursery fees (nursery provision is an exempt supply for VAT purposes).
- 7.5 The quoted charges are per Child, per core day as per the agreed schedule.
- 7.6 Extra hours will be charged for at the ruling rate and must be booked and paid for in advance as agreed.
- 7.7 The invoice charges must be paid monthly in advance, before the 1 day of the month.
- 7.8 All payments must normally be made by direct debit or childcare vouchers. We may agree to payment by cash, cheque, or major credit/debit card, but it is your responsibility to obtain a receipt from the nursery manager as proof of payment. No payment shall be deemed to have been made until it is cleared into our bank account. If a cheque bounces, or payment fails, we may charge a reasonable administration fee (currently £30.00)
- 7.9 We may increase or review our charges twice every year. We will give you written notice of any such increase 1 month before the proposed date of increase.
- 7.10 Without restricting any other legal right that we may have, if you fail to pay us on time, we may:
 - 7.10.1 Make a late payment fee of £5.00 per day. Unless otherwise notified to you in writing, this shall accrue daily from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay us the total with the overdue amount. In addition, we will be entitled to recover from you the full amount of our administrative and other costs incurred in recovering any unpaid sum including legal costs and disbursements on an indemnity basis.

7.10.2 Charge you a reasonable administration fee (currently £30.00 and Suspend all Services until payment has been made in full, which will include the suspension of the Child, or even terminate the contract permanently.

7.11 If you owe us any money, and make a claim against us, we may set off what you owe us against what you are claiming from us.

8. Reducing sessions

You are required to give us one month's written notice of a reduction in the number of sessions you require.

9. Free nursery education

9.1 If you wish to take up your free nursery education, you are required to complete and sign a Parental Declaration on a three-monthly basis, detailing how and when you will take up the free sessions.

9.2 Our charges are subject to the annual FEE price list which includes additional hours and a reasonable charge for meals or additional activities provided during any free session, this is subject to availability.

10. Welfare of the Child

10.1 We will do all that is reasonable to safeguard and promote the Child's welfare and to provide care to at least the standard required by law and often to a much higher standard.

10.2 We will respect the Child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our nursery and rights and freedoms of others.

10.3 Your consent to such physical contact as may be lawful accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a Child in distress, or to maintain safety and good order, or in connection with the Child's health and welfare.

10.4 Parents of Children who are not potty trained must provide disposable nappies.

10.5 Parents should provide sealed formula milk for bottle feeding babies. Bringing in and storing made-up formula milk may increase the chance of a baby becoming ill and should be avoided.

10.6 Labelled mother's breast milk will be stored in the fridge and an area will be made available for mothers to breast feed their babies or express milk should they need to do so.

10.7 As regards behaviour management techniques and sanctions, please refer to the nursery's Promoting Positive Behaviour Policy. Please ask for a copy of it if necessary.

10.8 The nursery uses emergency procedures for accidents, evacuations, incidents, and allergic reactions, please refer to the individual policies and procedures and ask for a copy where required.

11. Health and medical matters

11.1 If the Child becomes ill during the nursery session the nursery manager will contact you or the emergency contact indicated on the registration form. You must inform us immediately of any changes to these contact details. If your child requires urgent medical attention while under our care, we will if practicable attempt to contact you and obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation, or blood transfusion) unless you have previously notified us you object to blood transfusions)).

11.2 If the Child is suffering from a communicable illness, he/she should not be brought to the nursery until such time as the infection has cleared. A full copy of our infection control policy is available from the nursery manager. Please refer to the illness/communicable disease list supplied in your information on minimum periods of exclusion from the nursery.

11.3 You must notify the nursery manager if the Child is absent from the nursery through sickness.

11.4 If the Child has been sent home from the nursery because of ill health, he/she will not be re-admitted for at least 24 hours. If the Child is prescribed antibiotics, he/she will not be allowed to return to the nursery for 48 hours.

11.5 As regards medication, and the administration of it to a Child, please refer to the nursery's Medication Policy. Please ask for a copy of it if necessary.

11.6 Please also see clause 6.1.2 on matters we need to be informed about.

12. Food/dietary requirements

12.1 We will work with you to provide suitable food for your Child, if they have a special dietary requirement or any allergies as diagnosed by a doctor or dietician. All reasonable care will be taken to ensure that a Child does not encounter certain foods with support from parents and external professionals should the need arise.

12.2 Menus will be displayed for inspection, and parents and children will be able to feed into the review of these.

13. Reporting of neglect or abuse

We have an obligation to report to the relevant authorities any suspicions we have that your Child has suffered neglect or abuse, and where necessary we may do so without your consent and/or without informing you.

14. Limitation of liability

14.1 This clause sets out our (and our employees', agents', consultants', and subcontractors') liability to you in respect of the contract (including any breach of it, any statement we make to you about it, our termination of it).

14.2 All terms implied by law are, to the fullest extent permitted by law, excluded or deleted from the contract.

14.3 Nothing in these terms and conditions in any way limits our liability for fraud, or for death or personal injury resulting from negligence.

14.4 We shall not be liable for:

14.4.1.1 Any loss or damage to any toys, equipment or bags, clothing etc. you may bring into our nursery;

14.4.1.2 Loss of any profits, or consequential loss; or any other indirect loss; and

14.5 Subject always to clause 14.3, our total liability (in contract, tort including negligence or breach of statutory duty, or otherwise) shall be limited to cumulative price paid by you for the Services over the course of the contract.

15. Data protection

15.1 You agree that details of your name, address and payment record may be submitted to a credit reference agency, and personal data will be processed by and on behalf of us in connection with the Services.

15.2 We may take photographs and/or videos of your Child for promotional or training purposes only. If you do not wish for your Child to be included in such photographs or videos, please inform us by completing the 'permission form' given to you on enrolment, or by writing to the nursery manager.

15.3 Any personal data related to You, or your Child will be dealt with in accordance with our privacy notice, which can be found on the website where the privacy notice can be found.

16. Security

Parents are welcome to visit the nursery, but we will not admit anyone without prior notification. It is your responsibility to ensure that we are aware of who will be collecting your Child. No Child will be allowed to leave the building with any person who has not been notified as an authorised person to collect the Child on your behalf.

17. Complaints and concerns

Please address any complaint or concern to the supervisor in charge, in the first instance, and if the matter is not resolved within a reasonable period, please refer it to the nursery manager. Please also refer to our complaints and compliments policy which shall apply to any complaints received by us.

18. Termination for breach of contract, or bankruptcy/insolvency

18.1 Without restricting any other legal rights which the parties may have, either party may terminate the contract without liability to the other immediately on giving written notice to the other if:

18.1.1 The other party fails to pay any amount due under the contract on the due date for payment and remains in default for [10] days or more; or

18.1.2 The other party commits a material breach of any of the terms of the contract and (if such a breach is capable of being remedied) fails to remedy that breach within 30 days of that party being notified in writing of the breach; or

18.1.3 The other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986.

18.2 On termination of the contract for any reason:

18.2.1 You shall immediately pay all our outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, we may submit an invoice, which shall be payable immediately on receipt; and

18.2.2 Any clause in these terms and conditions which implicitly is intended to survive termination shall continue in force.

19. Events that are beyond our control

19.1 If any event beyond our reasonable control (e.g., a fire, flood, E-Coli outbreak, strike, civil action, act of terrorism, war etc.) occurs, for which we have business interruption insurance, we may close the nursery without liability to you and we will not charge you for the fees for the time the nursery is closed. We will keep you informed, in such an event.

19.2 If it is, in our reasonable opinion, necessary or in the interests of the Child to do so, we may close the nursery even though our business interruption insurance will not cover us for the closure. In these circumstances, we will charge you for the time the nursery is closed. For example, we may close because of severe weather conditions, outbreak of flu, swine flu or other illnesses etc.

20. Invalid clauses

If any part of the contract is found by any court or similar authority to be invalid, illegal, or unenforceable, that part shall be struck out, but the rest of the contract shall apply.

21. Changes to these terms and conditions

21.1 We may change these terms and conditions where such a change arises from changes in regulations or legislation affecting us.

21.2 We may change any other terms in these terms and conditions provided. We will give you at least one month's written notice of our intention to do so.

22. No other terms

Each party acknowledges that, in entering into the contract, it has not relied on anything said or written that is not written in the contract. This applies unless fraud is established.

23. Assignment

The contract is personal to you. You shall not, without our written consent, transfer to anyone else any of your rights or obligations under the contract.

24. Rights of third parties

A person who is not a party to the contract shall not have any rights under or connection with it.

25. Governing law and jurisdiction

The contract, and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by the law of England. The courts of England shall have exclusive jurisdiction to settle any such dispute or claim.

Parents' Guide to Babysdays -New Starter Instructions & Links

Baby's Days is an advanced childcare management system available anywhere in the world, therefore, to ensure that parents can use any section of the system immediately, we have provided you with a built in Help Tour system on the web that you can follow to fully understand how each section of the system works and operates.

At the top of every page, within each section of the system you will see the text "Help Tour" along with a Play icon, clicking on this text or icon will instantly open a Help Tour overlayed on the current page that you are on, this Help Tour will guide you step by step through the current section, you can click back or forward at your pace until you have fully understood how to use that section of the system, and you can return to the Help Tour at any time.

Please could you complete the following: Set your child's starting points / baseline.

Starting Points



Starting points can be added by both parents and the nursery, ideally when a child starts at a new setting the parents should mark off all early year's outcomes within the EYFS that they feel their child has achieved, these will be checked by the childcare setting then approved and added to the child's progress section.

Additional starting points can be added to the system at any time.



Available on the following Devices

Not available on the iPhone & Android App.

Available on the iPad & Android Tablet App.

Available on a PC / Laptop / Mac Web Browser.

Key Areas of the Starting Points section for Parents

Parents may be asked to set their child's starting points / baseline.

When parent's starting points are added to the system, they add achievement dates to multiple Early Years Outcomes at once.

Parent added starting points will appear in the child's progress section as Parent added starting points.

Parent's User Guide and Information for the Starting Points section

Shown below are a selection of screenshots taken from the web (PC / Desktop) and tablet app (iOS / Android) versions (the Starting Points section is not available on the iOS or Android phone app), providing a useful guide on how parents use the Starting Points section on the system.

Web PC / Desktop & tablet app (iOS / Android)



The Starting Points section can be accessed by placing your mouse over the Progress icon at the top of the page and from the drop-down list that appears clicking on the Starting Points link. If after arriving at the Starting Points section you need assistance with using this section, click on the Help Tour link at the top of the page where full step by step instructions on how to use this section will be provided, you can find the Help Tour link at the top of the page in every section of the system.

Help Tour Clicking on the Help Tour link at the top of the page in every section on the system provides you with step-by-step instructions on how to use the section you are currently viewing.

<http://www.babysdaysforparents.com/software/help-tours>

The Lighthouse Nursery Policies And Procedures

At The Lighthouse Nursery we provide care that reflects our diverse community. Our well-developed policies and procedures are central to our high-quality provision. The development of appropriate policies and procedures underpins our legal responsibility to ensure the welfare of children, staff and parents. We ensure that all our policies and procedures fully incorporate equal opportunities within the framework. The policies in this publication meet the requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) in England.

Please find a list of our Policies and Procedures, you will find an electronic copy on our website.

www.thelighthouseenursery.com

- 1) Matrix of Changes since May 2020 Edition
- 2) Safeguarding Children/Child Protection Policy
- 3) Online Safety Policy
- 4) Modern Slavery and Human Trafficking Policy
- 5) Prevent Duty and Radicalisation policy
- 6) Domestic Abuse, Honour Based Abuse and Forced Marriage policy
- 7) Intimate Care
- 8) Safe and Respectful Care
- 9) Whistleblowing
- 10) Mobile Phone and Electronic Device Use
- 11) Social Networking
- 12) Acceptable IT Use Policy
- 13) CCTV
- 14) Monitoring Staff Behaviour Policy
- 15) Lone Working Policy
- 16) Inclusion and Equality
- 17) Special Consideration for Employees
- 18) Special Educational Needs and Disabilities (SEND)
- 19) Looked After Children
- 20) Dealing with Discriminatory Behaviour
- 21) Promoting Positive Behaviour
- 22) Biting
- 23) Well-being in the Nursery
- 24) Well-being for Staff
- 25) Sickness and Illness
- 26) Infection Control
- 27) Medication
- 28) Accidents and First Aid
- 29) Immunisation
- 30) Allergies and Allergic Reactions
- 31) Sun Care
- 32) Health and Safety – General Policy.
- 33) Overall Approach to Risk Assessment
- 34) Health and Safety in the Office Fire Safety
- 35) Safety Checks
- 36) Manual Handling
- 37) Safe and Healthy Nursery
- 38) Animal Health and Safety
- 39) Environmental Sustainability Policy
- 40) Visits and Outings
- 41) Lost Child Procedure from Nursery
- 42) Lost Child Procedure from Outings
- 43) No Smoking Policy
- 44) Alcohol and Substance Misuse
- 45) Critical Incident
- 46) Lock Down Policy]
- 47) Adverse Weather

- 48) Supervision of Children
- 49) Supervision of Visitors
- 50) Personnel
- 51) Safe Recruitment of Staff
- 52) Suitability of Staff
- 53) Staff Development and Training
- 54) Supervisions
- 55) Data Protection and Confidentiality
- 56) Record Retention Policy
- 57) Family Friendly Policy
- 58) Staff Working with Their Own Children/Close Relation
- 59) Students
- 60) Young Worker Policy
- 61) Volunteers
- 62) Volunteer Agreement
- 63) Absence Management Procedure
- 64) Grievance Procedure
- 65) Disciplinary Procedure
- 66) Anti-bribery Policy
- 67) Quality Provision Policy
- 68) Equipment and Resources
- 70) Early Learning Opportunities Statement
- 71) Gifted and Talented Children Policy
- 72) Settling In
- 73) Transitions
- 74) Outdoor Play
- 75) Multiple Birth Families Policy
- 76) Caring for Babies and Toddlers
- 77) Nappy Changing -
- 78) Use of Dummies in Nursery
- 79) Sleep
- 80) Bereavement
- 81) Nutrition and Mealtimes
- 82) Food Play
- 83) Parents and Carers as Partners
- 84) Separated Family
- 85) Complaints and Compliments
- 86) Conflict Resolution with Parents and Aggressive Behaviour Policy
- 87) Access and Storage of Information
- 88) Admissions
- 89) Arrivals and Departures
- 90) Late Collection and Non-Collection
- 91) *Oral Hygiene Toothbrushing Policy and Procedure
- 92) *Wearing of Jewellery in a Nursery Environment.
- 93) GDPR Privacy Notice

CHILDREN'S WEEKLY (GUIDELINE) ROUTINE & TIMETABLE – OPEN 7.30 AM – CLOSE 6PM

- 1) This is a Flexible Routine Facilitating – Children's Choice, Creating a Stimulating Enabling Environment, following Children's Lead/Interests, Building Skills & Expanding Experience...
- 2) Providing opportunities for children to Explore, Investigate & Encounter everyday Challenges, experiencing the Awe & Wonder of the World in which they live
- 3) With Time for Transitions, Tidying Up, Lining Up, Counting Children, Transition Songs, Marching/Tip Toeing in a line with 1 staff at the front & back...
- 4) Expectations for Children's Good Manners & Kindness are reinforced throughout the day, with notifications (using a bell, songs...) to notify transition's and get children's attention...

TIME / DAY	MON	TUES	WED	THUR	FRI
7.30-9.00	WELCOME & BREAKFAST TIME - ALL CHILDREN SUPPORTED AND/OR HELP THEMSELVES				
8.30-8.45	INVIGORATING - WAKE & SHAKE – MORNING ACTION DANCE ACTIVITY				
8.45-9.30	FREE FLOW – INDOORS/OUTDOORS - WEATHER PERMITTING MORNING CIRCLE TIME – HIGH SCOPE - PLAN DO REVIEW - VISUAL TIME-TABLE, ACTION RHYMES, EXCHANGE NEWS, I-CAN S & L GAMES, RESILIENCE GAMES, DATE, WEATHER REPORT, GOOD MANNERS AND KINDNESS TREE, SENSORY BAG ...				
9.30-10.00	FREE FLOW – INDOORS/OUTDOORS - WEATHER PERMITTING - CHILD INITIATED FREE PLAY / IN THE MOMENT PLANNING – CONTINUOUS PROVISION				
10.00-10.15	NUTRITIONAL SNACK TIME - CHILDREN HELP THEMSELVES				
AREA OF LEARNING	LITERACY	UNDERSTANDING THE WORLD	PHYSICAL DEVELOPMENT	EXPRESSIVE ARTS & DESIGN	UNDERSTANDING THE WORLD
10.15–10.45 3-4Y FOCUS ACTIVITY	PHONICS FUN & MARK MAKING	LIGHTHOUSE LITTLE CHEF SCHOOL	9.15 - 10.15 - MULTI SPORTS	THEATRE BUGS DRAMA,DANCE,MUSIC	FOREST SCHOOL SIZZLING SCIENCE/STEAM
BIRTH TO THREE AM ONLY	JOLLY PHONICS - STORIES, RHYMES & SONGS	SENSORY FOOD TASTING	WALKING WED PHYSICAL FUN	THEATRE BUGS - SENSORY PUPPETS RHYMES, SONGS,	FOREST SCHOOL
10.45-11.15	FREE FLOW – INDOORS/OUTDOORS - WEATHER PERMITTING - CHILD INITIATED FREE PLAY / IN THE MOMENT PLANNING – CONTINUOUS PROVISION				
11.15-11.30	STORY TIME – BOOK CHOICE, HELICOPTER STORIES WITH CHILDREN RE-TELLING THEIR OWN STORIES, OR PUPPETRY HELPERS OF THE DAY HELP PREPARE THE TABLES AND CHILDREN TAKE IT IN TURNS TO WASH HANDS				
11.30-12.30	LUNCH TIME - ALL CHILDREN SUPPORTED AND/OR HELP THEMSELVES				
12.30-1PM	QUIET TIME ACTIVITIES - AND NAP FOR THOSE WHO NEED A NAP – END OF MORNING SESSION				
	FREE FLOW – INDOORS/OUTDOORS - WEATHER PERMITTING AFTERNOON CIRCLE TIME – HIGH SCOPE - PLAN DO REVIEW - VISUAL TIME-TABLE, ACTION RHYMES, EXCHANGE NEWS, I-CAN S & L GAMES, RESILIENCE GAMES, DATE, WEATHER REPORT, GOOD MANNERS AND KINDNESS TREE, SENSORY BAG ...				
1.00-2.00	FREE FLOW – INDOORS/OUTDOORS - WEATHER PERMITTING - CHILD INITIATED FREE PLAY / IN THE MOMENT PLANNING – CONTINUOUS PROVISION				
AREA OF LEARNING	COMMUNICATION & LANGUAGE	UNDERSTANDING THE WORLD	COMMUNICATION & LANGUAGE	EXPRESSIVE ARTS & DESIGN	MATHS
2.00-2.30 3-4Y FOCUS ACTIVITY	2pm – LIBRARY VISIT POLISH & FRENCH	WONDERFUL WORLD TRIP AROUND THE WORLD	RIVETING READING WRITING	ASPIRING ARTISTS LIGHTHOUSE MUSICIANS	MARVELOUS MATHS
2.30-2.45	STORY TIME – BOOK CHOICE, HELICOPTER STORIES WITH CHILDREN RE-TELLING THEIR OWN STORIES, OR PUPPETRY HELPERS OF THE DAY HELP PREPARE THE TABLES AND CHILDREN TAKE IT IN TURNS TO WASH HANDS				
2.45-3.15	TEA TIME - ALL CHILDREN SUPPORTED AND/OR HELP THEMSELVES TO TEA				
3.15-3.45	FREE FLOW – INDOORS/OUTDOORS - WEATHER PERMITTING - CHILD INITIATED FREE PLAY / IN THE MOMENT PLANNING – CONTINUOUS PROVISION				
4.00-4.30	THREE & FOUR YEAR OLDS - GUIDED READING – USING THE READING SCHEME / BIRTH TO THREE – SONGS AND RHYMES - STORY TIME WITH PUPPETS				
4.30-4.45	NUTRITIONAL SNACK TIME - CHILDREN HELP THEMSELVES TO SNACKS				
4.45-5.15	SHIMMY & GO – BABY YOGA – DANCE ACTIVITY				
5.15-5.45	MUSIC & ME – LIGHTHOUSE ORCHESTRA &/OR QUIET TIME – LARGE FLOOR PUZZLES / STORY TIME - HOME TIME				