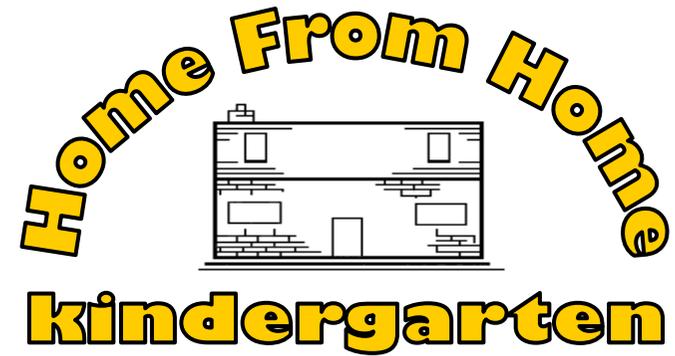
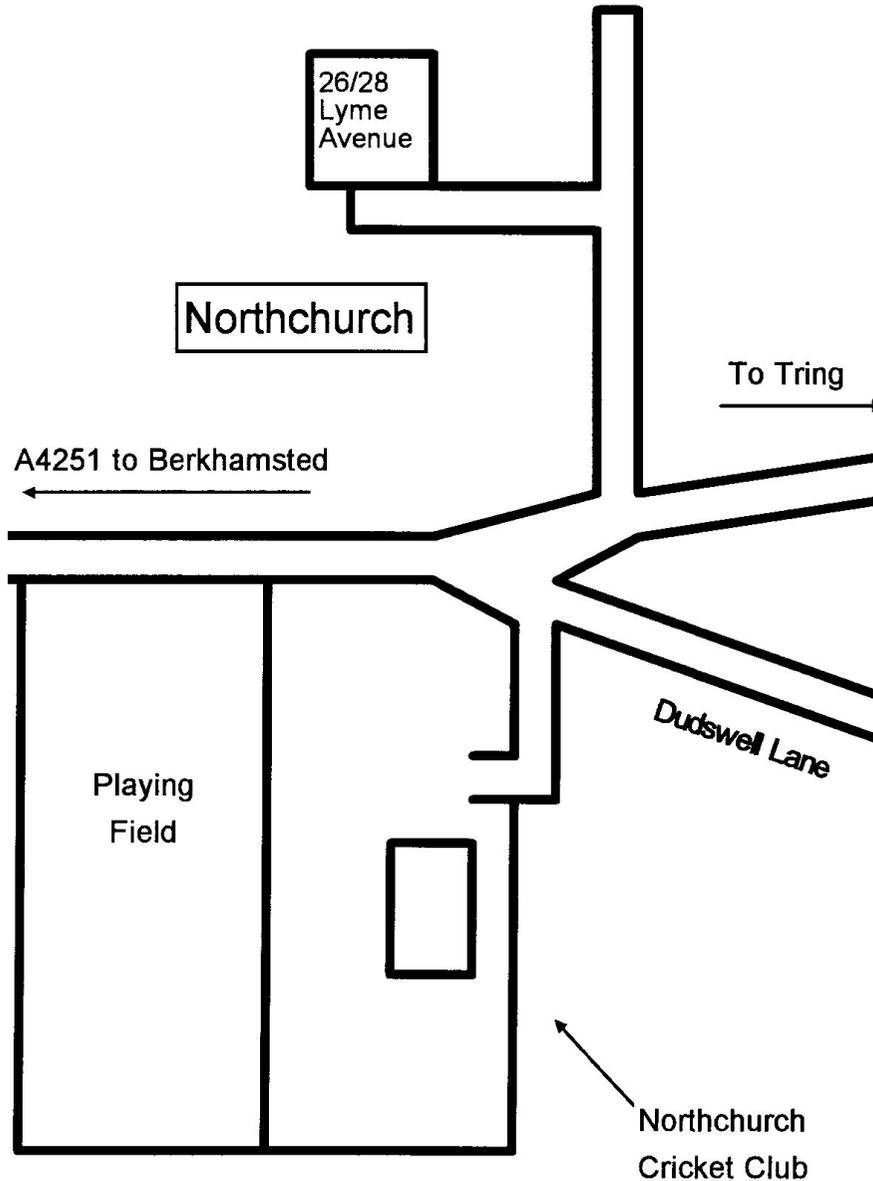


## Location of Home from Home



### Home from Home

26 / 28 Lyme Avenue

Northchurch

Berkhamsted

Herts.

HP4 3SG

Tel:01442 874461 /862638

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

(email)[info@homefromhomekinder.co.uk](mailto:info@homefromhomekinder.co.uk)

and

### Northchurch Cricket Club

Tel: 01442 876759

(Mon-Fri. 8.00am to 5.45pm)

## Prospectus

## **Introduction**

Home from Home has been providing care and education for children since April 1995. It all started locally in Lyme Avenue where after recognising the need for good quality child care in a homely caring environment Home from Home was started. We now have the facilities for babies to 5 year olds at Northchurch Cricket Pavilion. Here the children can grow and be nurtured towards nursery school and beyond.

If its learning through play with enjoyment mixed in, then Home from Home is the place for your child. Warm friendly staff with the proprietors always around for that homely feeling.

During the time spent at Home from Home the children are always being prepared for the world ahead with care and learning tailored towards the needs of the children, meeting the Early Years foundation stage and early learning goals.

Eventually your child will reach nursery school age, you can then choose to stay at Home from Home for your funded nursery education, or we will transport to the nursery of your choice returning them safely to spend the rest of the day with us.

When your child reaches school entry age we can also offer Before and After School care if you wish.

If this sounds like the care you would like for your child then please read on and then give us a call to arrange a visit, we shall be very pleased to see you.

*Liz and Mark Curtis*

## **Terms and Conditions**

Fees are payable one month in advance, due on the 25th of the preceding month. (except for payments by Standing Orders these are paid on 1st day of the month). Fees are calculated for the 50 weeks that the Kindergarten is open and divided by 12 months giving 12 equal payments throughout the year. There will be no reductions or refunds for partial months, parents are encouraged to start and finish using calendar months.

There are no reductions or refunds for absences while the Kindergarten is open (50 weeks of the year).

1 calendar months notice in writing must be received by the Kindergarten from parents wishing to withdraw their child.

A non-refundable administration fee of £50.00 per child is required with application for a place.

## **Kindergarten Hours**

Home from Home will be open for 50 weeks of the year, closing only over the Christmas and New Year period plus Bank Holidays.

The Full day is from 8.00am to 5.45pm.

Half day morning is from 8.00am to 12.30pm.

Half day afternoon is from 1.30pm to 5.45pm.

Mid-day is from 9am to 3pm.

If you should need to start earlier than 8.00am or finish later than 5.45pm, this can be arranged.

## **Fees**

Please see our website for current fees.

### **Complaints Procedure**

Complaints will be handled with the utmost concern, any parent wanting to make a complaint may do so in person or in writing to :-

(Manager Northchurch Cricket Club)

if the Manager is unable to help

Speak to Liz Curtis (Registered person)

In the unlikely event that Home from Home cannot solve your problem you are entitled to contact Ofsted

(Tel: 0300 123 4666 ) Ofsted, Piccadilly Gate  
Store Street, Manchester  
M1 2WD.

### **Confidentiality**

During the course of working with children and families we will from time to time come across confidential information. To ensure that all those using and working in the Kindergarten can do so in confidence, we will respect confidentiality in accordance with Home from Home's Confidentiality Policy.

### **Child Protection**

The Kindergarten will promote an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to in accordance with Home from Home's Child Protection Policy and Procedures. Parents should be aware that under the 1989 Children Act, the Kindergarten is obliged to inform the relevant authority of any concerns regarding child protection.

### **Aims and Age of Admittance**

The aim of Home from Home Kindergarten is to provide a small homely environment for babies and children to learn and develop through play.

The Kindergarten has trained staff who have completed the appropriate qualifications with further training being taken. We have managers that have the early years foundation degree which follows the National Curriculum and the early learning goals within the Early Years foundation stage.

Home from Home will look after children from 10 months old until school entry age. We encourage learning in a homely environment through a wide range of play and activities.

### **Babies to Rising Fives**

This children are located at Northchurch Cricket Pavilion where they have a large environment to play in. We have a keyworker for each child which enables us to encourage further development at the child's own pace. The toys and equipment in our Kindergarten provide opportunities for children with adult help to develop new skills and concepts in the course of their play and exploration. We encourage the development of :-

1. Personal, Social and Emotional development.
2. Communication, language and literacy.
3. Problem solving, reasoning and numeracy.
4. Knowledge and understanding of the World.
5. Physical development.
6. Creative development.

## **Babies to Rising Fives (cont.)**

All children are introduced to ethnic and cultural differences. We offer new experiences of our natural surroundings which enable children with adult support to develop individual potential and move through the principles of the Early Years Foundation Stage.

Equipment Indoors.

The following facilities are available :- Painting, sticking and creative play. Home corner, imaginary play areas, sand and water. Quiet areas for reading, puzzles, drawing and table top toys. Children's computer for discovery and fun linked with learning.

Equipment Outdoors.

We have a fenced play area with relevant play equipment Bikes, climbing frame, bat and ball games, all these facilities encourage good physical development. Our surroundings offer freedom and the ability to discover the natural world around us.

Nursery Education Funding for 3 and 4 year olds.

Funding is available for all 3 & 4 year olds at Home from Home we offer 15 hours of flexible funding per week, this can be shared between other provision and Home from Home.

### **Before and After Nursery School Care**

Home from Home offers a service to care for children who attend the local authority Nursery schools in Northchurch and Berkhamsted with the offer to take and pickup and ensure that they are well cared for between nursery and the end of the day.

### **Before and After School Care**

Home from Home's Out of School and Holiday Club is at Westfield School.

## **Meals**

All meals will be prepared in our kitchen each day, these will be well balanced providing nutritional value, milk or juice with a snack will be available on request at any time. For those who did not wake up in time for breakfast they can have some when they arrive.

Medical, Cultural and Dietary needs will all be catered for.

## **Equal Opportunities**

We are committed to provide equality of opportunity for all children and families.

## **Special Needs**

Our Kindergarten aims to have regard to the DfES code of practice on the identification and assessment of special educational needs, and to provide a welcome, and appropriate learning opportunities, for all children.

## **Discipline Procedure**

No child will ever be smacked or shaken, no adult will shout unduly at any child, a firm voice is acceptable in the appropriate situation, we will remove the child from the situation and try to reason and explain that his/her behaviour is not acceptable. The child will only be excluded from the group for as long as is necessary with adult attendance at all times.

## **Discriminatory Behaviour/Remarks.**

These are unacceptable within the Kindergarten. The responses will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Under no circumstances should Nursery staff be spoken to in an aggressive or abusive manor by Parents or Carers, this may result in termination of a place in our Kindergarten.