

**KINDERCARE (HGTE) LTD**  
**AT**  
**HARROGATE, RIPON**  
**LEEDS - HEADINGLEY, PUDSEY & FARSLEY**

Nursery coordinator (based at Head Office - Hornbeam Park): - Alison Little

**Nursery Managers**

Hornbeam Park - Carole Hood

South Drive - Anita Melvin

Ripon - Emma Beal

Pudsey - Faye Hutchison

Pannal Ash Road - Sarah Matless

Cornwall Road - Sue Currie

Headingley - Emma Lacey

Farsley - Emma Brooke

In operation since 1993, Kindercare has developed and expanded to form four nurseries and several Before/After School Clubs and Holiday Clubs in the Harrogate area and three nurseries in Leeds, one in Pudsey, one on the former St. Chads School site in Headingley and the third in Farsley (formerly Buddi Bear). With the opening of our nursery on the former Ripon & St. John Campus we extended our high quality care to Ripon.

**Our Philosophy**

We strive to enhance the social, emotional, intellectual and physical development of each child, ensuring that their individual needs are met within a caring, safe environment. We believe that children deserve the best care and education. Our aim is not only to offer this, but also to develop and foster social skills, providing experiences to nurture and develop, ensuring that the children in our care move on as happy and confident little people.

**Admissions**

At Kindercare it is our policy to admit all children regardless of their gender, race, culture, religious belief, family circumstances, ethnic origin or disabilities. Parents will be given ample opportunity to discuss the admission of their child and senior staff will always be available for parents to discuss their child's needs and development. Children are admitted from birth to school age, according to availability of a place.

**Settling-in procedure**

The settling-in procedure takes the form of introductory visits of one or two hours, on one or more occasions, depending on the age of the child, to accustom the child to leaving the parent gradually at the same time helping the child to establish preliminary relationships with staff and peers and enabling the parent to discuss any concerns with their child's main carer.

**Kinder Club (Harrogate & Ripon 5-11 years)**

Once children reach school age we offer an out of school/holiday club service. Full information regarding this is available on request.

### **Events**

Throughout the year different events are celebrated with the children, including festivals from around the world, fundraising for charities and topics organized to involve parents, either directly or indirectly. Regular newsletters will keep you updated on all events and general information about your child's nursery.

### **Nursery Policies**

We have detailed policies and procedures, designed to ensure the safety and well-being of the children at all times, including a comprehensive Health and Safety Policy and Risk Assessment. These are listed in our Parent Handbook and available for parents to read upon request. The nurseries are fully covered by insurance and comply with the National Standards as set by Ofsted, with whom we are registered. Copies of our Ofsted inspection reports are available on request, or can be accessed by visiting their website on [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

### **Funding**

Funding from the LEA for those children eligible, aged 3 and 4, is received termly into a funding account held by the nursery and deducted from nursery fees, over the twelve months. Further information is available on request.

### **Meals**

Fees include lunch and tea, as applicable, for all children from 6 months onwards and are prepared daily by our nursery cooks. Dietary needs are catered for, according to individual needs.

### **Opening times**

Harrogate & Ripon: 7.30 - 6.30

Headingley: 7.00 - 6.30

Pudsey: 7.30 - 6.30

Farsley: 7.30 - 6.00

Full details of sessions available can be found on the fee list supplied. Care is provided all year round, with the exception of Bank and Public Holidays when all the nurseries are closed.

## Headingley

With 130 places, this is the largest of the three Kindercare nurseries in Leeds. It is split into two sections on the ground floor (Tinies and Tweenies) and the Pre-school section (Starters) dominates the top floor.

### Sections

The nursery at Headingley is divided into sections as follows:

|   |           |
|---|-----------|
| Tinies - 12 weeks to 18 months                | Ratio 1:3 |
| Tweenies - 18 months to 2 $\frac{1}{2}$ years | Ratio 1:3 |
| Pre-Starters - 2 $\frac{1}{2}$ to 3 years     | Ratio 1:4 |
| Starters - 3 to 5 years                       | Ratio 1:8 |

As your child enters nursery, or as they move sections, details are given about the section your child is to join. This will help you know more about the way each section is run. Play plans for each age group are available, together with full information for parents on topics and daily activities on boards designed for this purpose situated by each section.

### Tinies

The Tinies are cared for in two spacious self-contained units, the first comprising of a large playroom, complete with soft play and mini ball pool. This unit also consists of its own cot room, milk kitchen and nappy changing facilities.

The second unit being our 'under the sea' section, it can hold 12 Tinies from 12-18 months. This room is equipped with activities for this age range and is also complete with its own nappy changing facilities.

### Tweenies

The Tweenies benefit from four spacious rooms: a large activity room, a comfortable quiet room, a creative activity room and a soft play area. Children in this section can therefore, enjoy a variety of activities throughout the day with opportunity to rest or play quietly should they so wish.

### Starters

Our Starters section begins the preparation for school with a wide range of activities, following the Early Years Foundation Stage. This section is situated on the upper floor and comprises of a large free-play room incorporating a book corner and home corner, a classroom for more structured Pre-school work and a creative activity/messy room.

## Pudsey

With 40 places, our Nursery is split into four sections Tinies, Toddlers, Tweenies and the Pre-school section (Starters).

### Sections

The nursery at Pudsey is divided into sections as follows:

Tinies and Toddlers - 12 weeks to 18 months

Tweenies - 18 months to 3 years

Starters - 3 years to 5 years

As your child enters Nursery, or as they move sections, details are given about the section your child is to join. This will help you know more about the way each section is run. Play plans for each age group are available, together with full information for parents on topics and daily activities on boards specifically designed for this purpose, situated by each section.

### Tinies and Toddlers

Tinies are cared for in our baby unit complete with playroom fully equipped with toys to suit the age range of our Tinies, including rattles, push and pull-along toys to help those first steps and a mini ball pool. Fridges and sterilising units are available for food and bottles.

When Tinies are 15months they move into our Toddlers section. This is equipped with toys suitable for their age and they also have access to paint, glue, playdough, sand and water.

All Tinies are also encouraged to participate in these activities as soon as they are able. Tinies and Toddlers have their own cloakroom area and information board, including photographs of the staff, play plans and topics.

### Tweenies

Our Tweenie children benefit from a spacious play area incorporating a carpeted book/quiet area home corner and 'messy' area complete with sand and water play. Children in this section, therefore, can enjoy a variety of activities throughout the day, with the opportunity to rest or play quietly should they wish to do so.

Activities include painting, playdough, cutting and sticking, drawing, chalking, baking, sand and water play and free-play periods incorporate construction toys, jigsaws and large play equipment, music and movement and story-time.

Colour and shape recognition and basic counting is encouraged using flash cards and colouring activities. The development record book commenced in Tinies (or whenever your child enters the Nursery) is continued.

### Starters

Children in our Starters section benefit from a carefully structured day, having full use of a wide range of activities within the free-play area but also enjoying the privacy of their own classroom. Carefully prepared workbooks help the children gain confidence with pencil control, helping at the same time to recognise the letters of the alphabet and achieve simple number work.

## **Farsley**

With 50 places, this Nursery is split into three sections - Tinies, Tweenies and the Pre-School Section (Starters), which are all situated on the ground floor.

## **Sections**

The nursery at Farsley is divided into sections as follows:

|   |  |
|---|--|
| Tinies - 12 weeks to 18 months                | Ratio 1:3                                  |
| Tweenies - 18 months to 2 $\frac{1}{2}$ years | Ratio 1:3 (under 2's) Ratio 1:4 (over 2's) |
| Starters - 2 $\frac{1}{2}$ years to 5 years   | Ratio 1:4 (under 3's) Ratio 1:8 (over 3's) |

As your child enters Nursery, or as they move sections, details are given about the section your child is to join. This will help you know more about the way each section is run. Play plans for each age group are available, together with full information for parents on topics and daily activities on boards specifically designed for this purpose, situated by each section.

## **Tinies**

The Tinies are cared for in a spacious main room fully equipped with toys to suit the age range of our Tinies, including a small soft play area and a mini ball pool area, also push along toys to help with those first steps.

## **Tweenies**

Our Tweenies section has one main room, which consists of an activity area, a comfortable quiet area and a creative area. Children in this section can therefore enjoy a variety of activities throughout the day with opportunity to rest or play quietly should they so wish.

## **Starters**

Our Starters section begins the preparation for school with a wide range of activities, following the Early Years Foundation Stage. This section comprises a large free play room incorporating a home corner, a creative area, construction area, and a quiet room for more structured pre - school work.

# Kindercare

## Comments From Parents

"I think he misses nursery on his off days."

"Your girls are a credit to your establishment."

"You have made us feel very special."

"Thank you for being so nice."

"I would have no reservation in recommending the nursery."

"You have helped develop a lovely, happy and well mannered little girl who has enjoyed every day of her time with you."

"Thank you for providing such a warm stimulating environment for the children in your care."

"It's been a huge relief for me returning to work knowing that my child is so well looked after."

"It is unfortunate that that he must grow up and move on

"We could not have wished for a more friendly and caring environment."

"He is always excited to come in the mornings and even announces "we're home!" as we drive through the gates."

# Kindercare

## Comments From Ofsted

"The language and literacy programme is a very strong area and a particular strength of the nursery's educational provision."

"Happy, caring and stimulating ethos created by staff."

"All children have a vast selection of toys and activities that are all easily accessible to them."

"The topic based activities are fun and exciting, often following the seasons and nature, and complementing the core curriculum, which offers continuous provision across all areas of learning. Consequently, in this very stimulating environment, the outcomes for children are highly positive."

"Children of all ages build strong relationships with the staff and particularly their key person, who undertakes all of their personal care. Consequently, they are extremely well behaved, happy and confident within the setting."

"The staff have excellent partnerships with the parents of the children and babies and with outside agencies."

"The nutritious and balanced diet provided for the children ensures they are well nourished with healthy meals and snacks."

"The children develop a good understanding of the wider world and community through celebrating festivals."

"Safeguarding children is paramount to all the staff at the setting. Comprehensive policies and procedures are in place to protect the children from harm and neglect."

"The environment is very warm and welcoming with good evidence of children's play and activity."

"Parents are encouraged to be involved with their child's learning, through the sharing of the information."

"A particular strong feature of the physical development provides for children to develop their manipulative skills through use of a good variety of materials."

## NURSERY FEES - APRIL 2010

### HEADINGLEY

| Session-part day    | Daily Fee   |
|---------------------|-------------|
| 7.00-1.00           | £24.50      |
| 7.30-1.00/1.00-6.30 | £24.00      |
| 8.00-1.00/1.00-6.00 | £23.00      |
| Session-full day    |             |
| 8.00-6.00           | £38.50      |
| 7.30-6.30           | £40.50*     |
| 7.00-6.30           | *plus £4.50 |

***Nursery fees are payable monthly in advance and are calculated as follows:***

Daily fee x number of days per week x 52 weeks divide 12 months =  
average monthly fee payable

***Deposit + Registration Fee payable upon booking:***

Part-time attendance (3 days and under) - £100.00 + £25.00

Full-time attendance (over 3 days) - £175.00 + £25.00

***Discounts (families with more than one child attending on a full time basis 5 days per week):***

10% on oldest child

***Over-time charges:***

£5.00 per hour, or part of, up to 6.30pm

£25.00 per hour, or part of, after 6.30pm plus any expenses incurred by staff having to stay on duty

**Please note that fees cover all children aged between 12 weeks and 5 years. For those children aged over 6 months fees include lunch and tea, as applicable, but not bottle feeds, which should be brought to nursery ready made up.**

## NURSERY FEES - APRIL 2010

### PUDSEY

| <b>Session - part day</b> | <b>Daily Fee</b> |
|---------------------------|------------------|
| 8.00-1.00 / 1.00-6.00     | £20.50           |
| 7.30-1.00 / 1.00-6.30     | £21.50           |
| <b>Session - full day</b> |                  |
| 8.00-6.00                 | £35.50           |
| 7.30-6.30                 | £36.50           |

*Nursery fees are payable monthly in advance and are calculated as follows:*

Daily fee x number of days per week x 52 weeks divide 12 months =  
average monthly fee payable

***Deposit + Registration Fee payable upon booking:***

Part-time attendance (3 days and under) - £100.00 + £25.00

Full-time attendance (over 3 days) - £175.00 + £25.00

***Discounts (families with more than one child attending on a full time basis 5 days per week):***

10% on oldest child

***Over-time charges:***

£5.00 per hour, or part of, up to 6.30pm

£25.00 per hour, or part of, after 6.30pm plus any expenses incurred by staff having to stay on duty

**Please note that fees cover all children aged between 12 weeks and 5 years. For those children aged over 6 months fees include lunch and tea, as applicable, but not bottle feeds, which should be brought to nursery ready made up.**

## NURSERY FEES - APRIL 2010

### FARSLEY

| Session - part day                              | Daily Fee |
|---|-----------|
| 7.30-1.00                                       | £21.50    |
| 8.00-1.00/1.00-6.00                             | £20.50    |
| Session - full day                              |           |
| 7.30-6.00                                       | £36.00    |
| School/Nursery Transition                       |           |
| 11.30/12.00 collection + care (inc.lunch + tea) | £27.00    |

***Nursery fees are payable monthly in advance and are calculated as follows:***

Daily fee x number of days per week x 52 weeks divide 12 months = average monthly fee payable.

***Deposit + Registration Fee payable upon booking:***

Part-time attendance (3 days and under) - £100.00 + £25.00

Full-time attendance (over 3 days) - £175.00 + £25.00

***Discounts (families with more than one child attending on a full time basis 5 days per week): 10% on oldest child***

***Over-time charges:***

£5.00 per hour, or part of, up to 6.00pm

£25.00 per hour, or part of, after 6.00pm plus any expenses incurred by staff having to stay on duty.

**Please note that fees cover all children aged between 12 weeks and 5 years. For those children aged over 6 months fees include lunch and tea, as applicable, but not bottle feeds which should be brought to nursery ready made up.**

**NURSERY PLACEMENT APPLICATION FORM  
HEADINGLEY**

Name of child \_\_\_\_\_ Male/Female

Date of Birth \_\_\_\_\_ / Expected date of birth \_\_\_\_\_

Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Daytime Contact Number \_\_\_\_\_

Email address \_\_\_\_\_

Name of Mother \_\_\_\_\_

Occupation \_\_\_\_\_

Name of Father \_\_\_\_\_

Occupation \_\_\_\_\_

Required Date of Commencement \_\_\_\_\_

**Please tick the appropriate sessions required**

| Sessions    | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|--------|---------|-----------|----------|--------|
| 7.00 - 1.00 |        |         |           |          |        |
| 7.30 - 1.00 |        |         |           |          |        |
| 8.00 - 1.00 |        |         |           |          |        |
| 1.00 - 6.00 |        |         |           |          |        |
| 1.00 - 6.30 |        |         |           |          |        |
| 7.00 - 6.30 |        |         |           |          |        |
| 7.30 - 6.30 |        |         |           |          |        |
| 8.00 - 6.00 |        |         |           |          |        |

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

Please could you let us know how you heard about Kindercare:

Recommendation   
 Local Directories

Nursery Website   
 Other (please state)

\_\_\_\_\_  
 \_\_\_\_\_

**NURSERY PLACEMENT APPLICATION FORM  
PUDSEY**

Name of child \_\_\_\_\_ Male/Female

Date of Birth \_\_\_\_\_ / Expected date of birth \_\_\_\_\_

Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Daytime Contact Number \_\_\_\_\_

Email address \_\_\_\_\_

Name of Mother \_\_\_\_\_

Occupation \_\_\_\_\_

Name of Father \_\_\_\_\_

Occupation \_\_\_\_\_

Required Date of Commencement \_\_\_\_\_

**Please tick the appropriate sessions required**

| Sessions    | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|--------|---------|-----------|----------|--------|
| 7.30 - 1.00 |        |         |           |          |        |
| 8.00 - 1.00 |        |         |           |          |        |
| 1.00 - 6.00 |        |         |           |          |        |
| 1.00 - 6.30 |        |         |           |          |        |
| 7.30 - 6.30 |        |         |           |          |        |
| 8.00 - 6.00 |        |         |           |          |        |

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

Please could you let us know how you heard about Kindercare:

Recommendation   
 Local Directories

Nursery Website   
 Other (please state)

\_\_\_\_\_  
 \_\_\_\_\_

**NURSERY PLACEMENT APPLICATION FORM  
FARSLEY**

Name of child \_\_\_\_\_ Male/Female

Date of Birth \_\_\_\_\_ / Expected date of birth \_\_\_\_\_

Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Daytime Contact Number \_\_\_\_\_

Email address \_\_\_\_\_

Name of Mother \_\_\_\_\_

Occupation \_\_\_\_\_

Name of Father \_\_\_\_\_

Occupation \_\_\_\_\_

Required Date of Commencement \_\_\_\_\_

**Please tick the appropriate sessions required**

| Sessions                                   | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--------|---------|-----------|----------|--------|
| 7.30 - 1.00                                |        |         |           |          |        |
| 8.00 - 1.00                                |        |         |           |          |        |
| 1.00 - 6.00                                |        |         |           |          |        |
| 7.30 - 6.00                                |        |         |           |          |        |
| School/Nursery transition<br>11.30/12-6.00 |        |         |           |          |        |

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

Please could you let us know how you heard about Kindercare:

Recommendation   
 Local Directories

Nursery Website   
 Other (please state)

\_\_\_\_\_  
 \_\_\_\_\_

