



Welcome to  
**Summerfield House Day Nursery**  
Chertsey Road, Chobham, Surrey. GU24 8HF

PROSPECTUS 2022

# Where are we

- Summerfield House Day Nursery is situated in rural surroundings in a large fully air-conditioned country house on the A319 just a mile outside Chobham village and is surrounded by farmland. It has a large lawned garden and an Astro turfed area where there is a variety of climbing and balancing equipment to encourage physical development. In addition to this, each unit boasts their own play area with a safety sponge floor.
- Adjoining the Nursery is a small farm where children can see various animals including chickens, ducks, pigs and goats. There are also horses in the field beside the farm. We would like to emphasise that the animals are kept in secure enclosures!
- The children have planted fruit and vegetables in their own allotment and enjoy maintaining these throughout the nursery week. This has been an enormous success and enhances learning within 'understanding the world'.
- You are most welcome to visit the nursery and to meet our Principal and Staff. Please telephone us on 01276 856556 for an appointment.



# All about us

With 5 children and a full-time career, Adele Doran, the Nursery's founder, knows from personal experience the importance of finding the very best childcare. She also knows how difficult this can be. The traditional nanny is expensive and hard to come by. Workplace nurseries are few and far between and not always ideal.

At Summerfield House, we accept children aged between 3 months to 5 years. We aim to tap the enormous potential of children who are ready to mix with others yet still need the security of a homely and caring atmosphere. This provides the kind of personal attention which enables children to learn, laugh and play, knowing themselves to be in safe hands.

Our curriculum is broad. It includes collage, water and sand play, music and drama, painting, pre-reading, number work and handwriting which are all introduced at the appropriate stage for each child. Our staff keep records on each child's progress and parental involvement is welcome at all stages. Parents may visit whenever they wish to discuss their child's progress. All of the Nursery's policies are contained within our compliance manual which is available for parents to see at any time.

Summerfield House opened in 1991 and has space to accommodate children in small groups. We are open 51 weeks of the year, from 8.00 a.m. to 6.00 p.m. Monday to Friday. Although essentially offering full-time places, some part-time places are available which are full days and on an all year round basis.

Summerfield House Day Nursery is inspected by OFSTED and a copy of our latest inspection can be found both on our website [www.summerfelddaynursery.co.uk](http://www.summerfelddaynursery.co.uk) and the Ofsted website. Please see a paragraph from a previous report overleaf.

We are very proud to have completed the Surrey Early Years Quality Assurance Scheme – we were one of the first settings in Surrey to have completed the Scheme. We are delighted to have passed all the following modules – Being Healthy, Staying Safe, Enjoying & Achieving, Making a Positive Contribution and Organisation. We continue to evaluate our daily practise and make improvements.

# Ofsted Inspection January 2022

- Summerfield House are delighted to announce that they received a GOOD inspection judgment under the new inspection framework. To review the report, please visit the Ofsted website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk) click on the Inspection reports and enter 'Summerfield House Day Nursery' in the quick search box on the right hand side of the web page.
- “Staff warmly welcome children into the nursery. They plan activities that capture the children's interest and imagination. The nursery provides a wide range of suitably challenging activities that help the children to build on what they know and can do. Children enjoy time outdoors, planting seeds and growing vegetables in their allotment. Children excitedly collect eggs and learn about the animals on the on-site farm. Children feel safe to confidently explore and make choices about what they want to do. They show good levels of engagement and are supported with turn taking. Children are rewarded for their achievements and are well prepared for their transition to school. Children's communication and language are supported through meaningful interactions. New vocabulary is introduced through engaging books, stories and songs.”

# Babies and Toddlers

- Our babies and toddlers spend their time in the main house, moving through the playrooms, conservatory, dining room, bedroom, changing room and playing in the garden as they would at home.
- Each child has a daily report which will contain details of their day so that parents have full knowledge of the sleeping, feeding and changing routines their child has followed each day.
- Although food is provided for children of all ages and stages, we ask that breast, formula or replacement milk is provided.
- Please provide a changing bag with adequate supplies of nappies, spare clothing (clearly named) and anything for the weather – sunhats and sun cream for the sunny days and wellington boots, waterproofs, hat, gloves and a warm coat for the colder days.
- Children are stimulated with a variety of tactile sensory art and craft activities, music, bright and colourful toys and different sounds. They have plenty of opportunity to play outside.
- Every effort is made during the day to make sure that every individual child has fun, is well cared for, stimulated and entertained. All aspects of development is encouraged throughout the day and recorded inline with the EYFS.
- Digital photos are taken (with parental permission – see Terms and conditions, Clause 14) for you to treasure. A scrap book of developmental evidence is maintained by the key person assigned to each child.

# The Farm House and Garden House

- Children generally move to the Farm House when they are 21 months and then to the Garden House when they are 2 and a half years old.
- A typical day will include songs and rhymes, stories, puzzles, mark making activities, outside play with the nurseries large garden including visits to the farm and allotment area.
- In addition to this, a large variety of arts and crafts are provided throughout the day, including painting, colouring, stencilling, playdough, water and sand, cornflour play and tracing.
- As well as music being implemented by our staff team, once a week we are very fortunate to have an external music teacher carry out a music lesson which provides high quality musical activities and songs to benefit important skills, including language concepts.
- The nursery provides breakfast, a hot meal at lunch time as well as a substantial tea. During mealtimes, we endeavour to instil good general table manners.
- We work closely with parents in matters such as toilet training and offer an extremely supportive programme to promote this process.

# Little Pre-school and Big Pre-school

- Our policy at Summerfield House is to encourage children to learn through structured and planned play.
- We aim to create a caring and stimulating environment which is inviting and where children enjoy coming to.
- There is an emphasis placed on Personal, Social and Emotional Development and we encourage children to become happy, confident and independent learners.
- We recognise that children are active learners and provide them with a 'hands on' approach to learning.
- Our Pre-school's are set up so children have access to a large range of resources and are encouraged to select their own resources.
- We provide a child centred curriculum which is guided by the children's interests and ideas. They are supported, encouraged and guided by qualified and very experienced staff who engage in their play and provide challenges for the more and less abled child.
- Children's interests inform our planning; this is a healthy balance between adult initiated activities and a child led format. Adults encourage early reading skills, the sound of the week and topic based activities to extend learning.
- Equal importance is given to the outside learning environment and we have developed our outside areas to enhance learning (duck garden, vegetable garden outside enclosed area, large garden). We have an open door policy and children are free to move around pre-school at their own pace.
- We aim to provide a wealth of activities that are fun and enticing and we believe it is the process and not the end product that is important.
- We record children's progress and achievements through Child Profile Records. This will incorporate assessments, samples of work, written observations and photographs. Parents are encouraged to contribute to this special and personal record and they are able to look at it at any time. We always value parental contributions and believe in creating and maintaining a strong parental partnership at all times.

# Routine for Pre-school

8-8.45– Arrival, wash hands and breakfast and free play.

8.45-9– Tidy up time.

9-9.30– Circle time, news time and school readiness program.

9.30-9.45– Wake and Shake exercise routine.

9.45-10-30– Activities inside and outside in the little garden, child's choice, and free flow outside and inside.

10.30-11– Garden time.

11-11.30– Water break and Ring and circle games.

11.30-12– Stories, singing and acting. Wash hands and get ready for lunch.

12-12.30-Lunch.

12.30-1.30– Garden time.

1.30-3.00- Activities inside and outside in the little garden, child's choice, and free flow outside and inside.

3-3.30– Garden time.

3.30-4.15- Activities inside and outside in the little garden, child's choice, and free flow outside and inside.

4.15-4.30– Wash hands and prepare for teatime.

4.30-5-Tea.

5-6-Collection time.

# Fees from April 2022

## (Full day care from 08:00-18:00)

<b>UNDER 2s</b>	<b>5 DAYS</b>	<b>4 DAYS</b>	<b>3 DAYS</b>	<b>2 DAYS</b>	<b>1 DAY</b>
Daily Fee	£73.00	£75.00	£76.00	£77.00	£80.00
Monthly Fees <i>(Note 6)</i>	£1,581.00	£1,300.00	£988.00	£667.00	£346.00
<b>OVER 2s</b>	<b>5 DAYS</b>	<b>4 DAYS</b>	<b>3 DAYS</b>	<b>2 DAYS</b>	<b>1 DAY</b>
Daily Fee	£71.00	£73.00	£74.00	£75.00	£78.00
Monthly Fees <i>(Note 6)</i>	£1,538.00	£1,265.00	£962.00	£650.00	£338.00

# Notes on Fees

1. There is a one off initial £100.00 registration fee to accompany the application form and T's & C's.
2. A deposit of one months fees is held by the nursery and returned when three months notice is given in writing.
3. Payment is due in advance and is payable on or before the first of each month.
4. A bank type interest surcharge of £15 is made if the fee is paid a week late and another £15 is charged for every additional week late. Such surcharge(s) will be added to next month's invoice. Please note that this is not applicable to employer's childcare vouchers, which we understand have to go through several hands before they reach us. However, it does apply to the cash element of the fee payment.
5. Once a place has been offered and accepted, payment of the deposit, being one month's fees, should be made to secure a place. Please note, the deposit is separate to the first months fees.
6. If a place is cancelled, then three months' notice must be given or three months' money will be charged
7. The fees are subject to change with a minimum of one month's notice
8. Fees are calculated on an annual basis and divided into 12 equal months, where each month's fee is the same (including those months that have a Bank Holiday and December). The Nursery is closed from Christmas Day to 2nd January. Please remember that staff, our biggest cost, are paid annual salaries. This also means that there is no reduction in fees where a child is absent due to sickness, holiday, etc.
9. The Nursery accepts most childcare vouchers
10. We are registered to receive tax free childcare methods of payment.
11. An earlier start from 7:30 am can be arranged with prior notice requested to the Principal for an additional cost.
12. Failure to collect your child before 6pm will incur additional charges.
13. FEE funding, both Universal and Extended Entitlement is accepted at Summerfield House with a maximum of 6 hours per day. Summerfield House is an independent private Day Nursery which charges 'additional services' payable after Surrey County Council funding is taken into account. Our day is longer than the funding pays for so this is therefore payable by the parents. Summerfield House will invoice a cost for 'additional services' and detail how many hours of funding the child is accessing. For further information about FEE funding, please follow this link <https://www.surreycc.gov.uk/people-and-community/family-information-service/choosingchildcare-for-children-and-young-people/paying-for-childcare/30-hours-free-childcare-for-working-parents>

# Sample Menu

Monday	Breakfast: A selection of cereals Lunch: Turkey & vegetable casserole with country style oven baked diced potatoes Plum, apricot and watermelon cocktail High Tea: Homemade baked beans with buttered baguette and carrot sticks Yeo Valley Organic fruit yoghurt Cheese cubs and fresh chopped fruit
Tuesday	Breakfast: A selection of cereals Lunch: Beef Bolognese with pasta twirls Vanilla sponge with chilled custard High Tea: Fill your own tortilla with grated cheese and salad Apple and cinnamon whirl Cheese cubes and fresh chopped fruit
Wednesday	Breakfast: A selection of cereals Lunch: Boned and rolled port breast, roast potatoes and farm house vegetables Individual ice cream pots High Tea: Tomato and basil linguine Lemon & yoghurt loaf Cheese cubes and fresh chopped fruit
Thursday	Breakfast: A selection of cereals Lunch: Chicken and vegetable kebabs with pitta pockets and basmati rice Fresh raspberry mousse High Tea: Tuna and philly sandwiches with cucumber batons Banana oat cookie Cheese cubes and fresh chopped fruit
Friday	Breakfast: A selection of cereals Lunch: Cod loin and broccoli in a 3 cheese sauce with baked potato Melon and peach cocktail High Tea: Beef and bean chilli with brown rice, lettuce and cucumber. Banana and chocolate treat Cheese cubes and fresh chopped fruit

# Admissions policy

- Our aim is to ensure that all of our community has access to the setting through open, fair and clearly communicated procedures. This will be carried out in the following way.
- We accept children from 3 months to 5 years old and they can attend for any number of days ranging from 1 day to 5 days per week.
- Bookings are generally made following a visit to the nursery and after receiving a prospectus. Once an application form has been completed and returned along with £100.00 registration fee, then your child's name will be placed on the waiting list. The days required, the child's age and availability are matched before an agreement is made.
- We act on a first come, first served basis and make allocations according to staff ratio's and the age of the child.
- The nursery is advertised in directories such as the yellow pages, the phone book, the local church magazine, the family grapevine magazine as well as with the Early Years website and the local council. Please visit our website. [www.summerfielddaynursery.com](http://www.summerfielddaynursery.com)
- Information is available in a written format through our prospectus and the website, we can also provide you with verbal communication either over the phone or by visiting the nursery.
- In the event of organising a waiting list, we will place children on there on a first come, first served basis and any advanced bookings will be placed when requested, for example if an existing family are expecting another child and the parents request the sibling to be added to the list whilst they are still pregnant for a guaranteed place.
- Once the place has been confirmed in writing and a start date has been decided, we will liaise with the parents to arrange mutually convenient pre-start visits. These visits allow parents time to ask questions and time to get to get to know the staff who will be directly looking after their child. Entry questionnaires, forms and welcome booklets are given to parents at this point. Discussions will take place at these visits about
- Who will be collecting and dropping off their child. Our password procedure will be discussed should they wish anyone new to collect the child. This is also on the questionnaire.
- Our policies and procedures.
- Our complaints procedure is made available to all and we have OfSTED posters displayed which directs parents should they have a complaint. We also welcome comments either verbally or in writing should parents wish to communicate in this way. Email contact is also discussed and regular contact is encouraged.
- Information about each child is kept in a locked filing cabinet in the office, this information consists of ~ application form, signed terms & conditions, entry forms, incident / accident forms. Parents are also reminded regularly to keep information up to date.
- If financially viable we will keep 'an emergency place' available for an emergency admission however consideration to numbers and ratios will be made if this situation arose.
- Our nursery is made available to all carers and relations and we ensure to make them all feel welcome. We will share relevant information with all who we have permission to do so.
- This will be done without prejudice and all individuals will be treated equally regardless of gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- Every effort will be made to accommodate children with or without disabilities to take part in the daily practices within the setting. We will adapt to any additional needs as required should it be viable for us to do so.
- To avoid any accidental discrimination taking place, all applications are considered equally regardless of any situation.
- Our equal opportunities policy is made widely known by giving all staff a copy on their induction and offering it to parents through our policy folder.
- Opening times are discussed with every family on an individual basis when they visit the nursery to ensure convenience for the family needs and ease to their day and also to avoid excluding anyone.
- We aim to be as flexible as possible with attendance patterns however, financial commitments, continuity and regularity for the child and staff are also taken into consideration.

# Terms and Conditions

## 1. IN THESE TERMS AND CONDITIONS

“The Nursery” is Summerfield House Day Nursery Ltd., Chertsey Road, Chobham, Surrey GU24 8HF

“The Parents” are the Parent(s) or Guardian(s) responsible for any child attending the Nursery

“A Place” is the reserving and keeping open a position for your child to attend the Nursery.

## 2. ADMISSION

The Application Form should be filled in and returned with a non-refundable registration fee of £100.00 if you wish your child to join the waiting list. Priority is given to children who require fulltime day care. However, if you require a part-time place (minimum one day a week) your child can join a separate waiting list.

Please note that should you wish to move the start date to a later date, the Nursery will charge you 50% of the fees that would have been incurred from the original stated place date up until the actual place date if this is within one month of the planned start date.

## 3. DEPOSIT

The deposit is one month's fees, to be paid upon acceptance of an offer of a place at the Nursery. Should parents decide not to take up the place, three months' notice will be required, otherwise we regret that the deposit will be non-refundable.

## 4. FEES

Fees must be paid monthly in advance on or before the first day of each month. Interest will be charged at 0.5% per week on any overdue fees. A deposit should be paid by via bank transfer 28 days prior to the admission of the child to the Nursery. The deposit will be refunded to the payer once the child has left, but any outstanding fees or costs shall be deducted.

Should you wish to leave your child at the Nursery before 8.00 a.m. or after 6.00 p.m. an extra “out of hours” fee will apply but you must seek prior arrangement from the Nursery.

## 5. ATTENDANCE

If your child is unable to attend, please notify the Nursery by telephone by 9.00 a.m., otherwise children will be expected to attend for their allocated days. The Nursery regrets that refunds cannot be arranged in the case of absence. The Nursery reserves the right at any time to refuse admission to and/or send home any child if it considers such action to be necessary in the best interests of the Nursery and for the other children.

## 6. TERMINATION

The Nursery must be kept open and fully staffed at all times. Consequently, three months' written notice of withdrawal of a child's place or reduction in attendance must be given. Full fees will still be charged if this notice is not given.

## 7. BREAKS

If your child is on holiday or absent for any reason, the normal fees must still be paid in order to keep your child's place open for him/her to return, as the Nursery staff and other costs must continue to be paid by the Nursery.

## 8. ILLNESS

Parents are requested to notify the Nursery if children have been in contact with an infectious disease. Parents must not bring their children to the Nursery if they are unwell or suffering from a contagious infection or illness. The Nursery reserves the right to refuse entry to any child which the Principal considers is, or may be, unwell or suffering from any contagious or infectious complaint. Parents are required to disclose to inform the Nursery as soon as they become aware of any abnormality, disability, infection or allergy which affects or which may affect the child or other persons in the Nursery. The Nursery shall have the right to act in loco parentis for the child and in the case of any illness, accident or emergency shall have the right to take such action as the Principal of the Nursery sees fit, including hospitalisation if necessary, whether or not the parents or next of kin have been informed. Every possible effort will be made to contact the parents in the case of emergency. Medicines can only be administered by staff after a consent form has been signed by parents.

# Terms and Conditions

## 9. CHANGE OF ADDRESS

Parents are asked to inform the nursery straight away of any change of address or telephone number, either at work or at home, including emergency numbers.

## 10. COLLECTION OF CHILDREN

Please ensure that you inform the nursery staff if anyone other than yourself will be collecting your child/ren from the Nursery. If possible, make that person known to us beforehand and create a password for security.

## 11. PARKING

Use either the car park at the front of the nursery or the car park next to Pre-school. Parking on the grass verge or on the road is not permitted.

## 12. LOSS AND DAMAGE

The nursery cannot take responsibility for loss of, or damage to, property or clothing. Children should be dressed in hardwearing, washable clothing which can stand up to Nursery activities. Children should not bring money or expensive toys to the nursery.

## 13. BELONGINGS

Each child should keep at nursery the following items which should all be clearly marked with the child's name: A complete change of clothes, Wellington Boots, Nappies and cream if necessary, formula milk if applicable, Suitable outdoor clothing (sun hats and sun cream for the sunny days and a warm coat, hats and gloves for the colder days)

## 14. PHOTOGRAPHY

The nursery has iPads and digital cameras to take photographs of your child to support their learning and our developmental records. The photographs are used exclusively for nursery.

## 15. EYFS

The staff will be keeping records on your child according to the statutory Early Years Foundation Stage framework. These records are available for you to see and they will be passed on to your child's Infant school.

## 16. SUMMERFIELD EMPLOYEES

In the event that any employee of the Nursery with whom the Parent has had personal dealings accepts an engagement, employment or provides services with the Parent, directly or indirectly, within 3 months of leaving the Nursery's employment, the Parent shall be liable to pay an introduction fee to the Nursery of 12.5% of the gross salary remuneration payable to the Employee. However, casual babysitting does not incur a fee.

## 17. PROSPECTUS

The prospectus shall not be construed as containing any representation of fact upon which reliance is made under the Misrepresentation Act 1967. Any statements in the prospectus are intended to be a statement of opinion made in good faith and believed to be true but must not be regarded as representations on the basis on which children are entered for the nursery.

I ACCEPT THE ABOVE TERMS AND CONDITIONS. I ALSO ENCLOSE A COPY OF THE CHILD'S BIRTH CERTIFICATE OR PASSPORT.

SIGNED ..... PRINT NAME ..... DATE .....

SIGNED ..... DATE .....

MRS. KATE DAVIES (PRINCIPAL)

# Application Form

CHILD'S FULL NAME:	
DATE OF BIRTH:	
GENDER:	POSITION IN FAMILY:
PARENT/GUARDIAN(S) NAME:	
WHO HAS PARENTAL RESPONSIBILITY?	
WHO DOES THE CHILD LIVE WITH?	
WHO HAS LEGAL ACCESS?	
NATIONALITY:	
LANGUAGE(S) SPOKEN AT HOME:	
RELIGION:	
FESTIVALS CELEBRATED:	
HOME ADDRESS AND POSTCODE:	
HOME TELEPHONE NUMBER:	
MOTHER'S OCCUPATION:	
WORK ADDRESS:	
WORK PHONE NUMBER:	MOBILE NUMBER:
EMAIL ADDRESS:	
FATHER'S OCCUPATION:	
WORK ADDRESS:	
WORK PHONE NUMBER:	MOBILE NUMBER:
EMAIL ADDRESS:	
ALTERNATIVE PERSON TO NOTIFY INCASE OF EMERGENCY:	
NAME:	RELATIONSHIP TO YOUR CHILD:
ADDRESS:	
LANDLINE NUMBER:	MOBILE:
FAMILY DOCTOR – NAME – ADDRESS -	
PHONE NUMBER:	
HEALTH VISITOR:	

### Application Form continued

HAS YOUR CHILD BEEN IMMUNISED AGAINST THE FOLLOWING? (PLEASE ✓)  
TETANUS  DIPHTHERIA  POLIO  HIB  MENINGITIS C  MMR  WHOOPING COUGH  MEN B   
5 IN ONE VACCINES (3 DOSES) 2 MONTHS  3 MONTHS  4 MONTHS  PHEUMOCOCCAL (PVC)  ROTAVIRUS  INFLUENZA   
OTHERS  PLEASE SPECIFY .....

DOES YOUR CHILD SUFFER FROM AN ALLERGY OR CHRONIC CONDITION? YES  NO   
PLEASE SPECIFY.....

IS THERE ANY FOOD OR DRINK THAT YOUR CHILD MUST NOT CONSUME?

DOES YOUR CHILD HAVE ANY SPECIAL EDUCATIONAL NEEDS OR DISABILITY? YES  NO   
PLEASE SPECIFY  
.....

IS YOUR CHILD ON ANY REGULAR MEDICATION? YES  NO   
PLEASE SPECIFY .....

PLEASE GIVE DETAILS OF OTHER CHILDREN IN THE FAMILY:

	CHILD 1	CHILD 2	CHILD 3	CHILD 4
NAME:				
GENDER:				
AGE:				

WHEN DO YOU REQUIRE A PLACE AT THE NURSERY?

DO YOU REQUIRE A FULL TIME PLACE? YES  NO

IF YOU REQUIRE A PART TIME PLACE PLEASE STATE WHICH DAYS:

DO YOU GIVE PERMISSION TO SHARE INFORMATION WITH THE CHILDREN'S CENTRE AND OTHER PROFESSIONALS? YES  NO  (This may include health, School, EP's and Surrey CC)

### Application Form continued

I UNDERSTAND THAT THE FAMILIES PERSONAL DATA WILL BE SECURELY HELD IN ACCORDANCE WITH SUMMERFIELD HOUSE DATA

PROTECTION POLICY  (PLEASE TICK)

I OPT IN TO EMAIL COMMUNICATION FROM SUMMERFIELD HOUSE  (PLEASE TICK)

PLEASE RETURN THIS FORM WITH A NON-REFUNDABLE REGISTRATION FEE OF £100.00 IF YOU WISH TO BE PLACED ON THE WAITING LIST. WE WILL NEED A COPY OF YOUR CHILD'S BIRTH CERTIFICATE OR PASSPORT PRIOR TO YOUR CHILD STARTING AT THE NURSERY.

SIGNED .....

DATE .....

PLEASE NOTE THAT ALL INFORMATION CONTAINED HEREIN WILL BE TREATED IN THE STRICTEST CONFIDENCE.