



# Nurseries atHoW



All Saints Building,  
16-20 Deansway, Worcester WR1 2ES  
Telephone: 01905 725511

St Wulstan's Building,  
16-20 Deansway, Worcester WR1 2ES  
Telephone: 01905 743555

*For children aged between 3 months - 5 years*

*Rated Outstanding by Ofsted*

HOWCOLLEGE.AC.UK  
08448 802500



HEART OF  
WORCESTERSHIRE  
COLLEGE



Welcome to



Play Tec Nurseries are based at the Worcester Campus. One situated in St Wulstans Building and one in All Saints Building. Play Tec Nurseries offers spaces to students, college staff and the general public.

Allington Play Tec opened in July 1992, with Baby Tec being launched in September 2003.

In total we offer care for up to 45 children aged between 3 months and 5 years, across two sites. Our prices are very competitive and we accept a range of funding options.

Both nurseries have been rated as 'Outstanding' by Ofsted since 2012. All staff are fully qualified to a level 3 or above (with acceptance to our apprentices) and all staff hold a relevant Paediatric First Aid Certificate. We offer morning, afternoon, school and all day sessions, with an hourly 'top up' charge for flexibility.

We offer your child the very best in care and education. We provide a balance of child initiated and adult led activities, within a varied learning environment. You can be assured that your child is safe and happy whilst being cared for by experienced staff.

Both nurseries are open from 8.30am to 5.30pm Monday to Thursday and 8.30am to 5.00pm on a Friday.

Nursery Manager is **Emma Lockwood**

Telephone Number: **01905 743555**

Email: [elockwood@howcollege.ac.uk](mailto:elockwood@howcollege.ac.uk)

Child centred approach with long serving trained professional staff.

Be safe in the knowledge your child will have the best care whilst you are studying, at work or just taking time for yourself

**Support available towards childcare costs**

## Admissions

**Baby Tec Nursery** cares for 15 children aged 3 months to 2 years.

**Allington Play Tec** cares for 30 children aged from 2 years to 5 years

### Please Note:

- If no immediate place is available for your child, your name will be placed on our waiting list.
- On signing the registration form a one off, non-refundable deposit is to be paid to secure the space.
- If your child does not attend nursery for two weeks or more, without any notification. We will assume that you no longer require the place and it will be cancelled.
- Parents/carers must keep to the stated hours. You will be charged £10.00 if your child is collected after your booked time. Please speak to the nursery supervisor if you need to change your time. A month's notice will be required.
- Students will be required to give a copy of their timetable to the Nursery Supervisor, so contact can be made if your child falls ill.

## Our Commitment to you

Play Tec Nurseries are led by experienced staff that have a real rapport with the children in their care, we offer a child-centred approach where children are encouraged to develop their creativity, individuality and self-confidence in secure surroundings.

We understand that children need to feel a sense of security and belonging when they are away from their main carers, and this is the key to our philosophy. We strive to ensure that all children feel happy, relaxed and safe, and encourage them to feel confident in co-operating and developing good relationships with the adults caring for them and with the other children in the group.

We understand the concerns parents/carers have when leaving their child for the first time and we endeavour to make that transition easier. We offer a number of short 'settling in' sessions, building on the duration of the visit as your child's, and your own confidence grows. Parents can choose from full days, half-day sessions, or full-time with a discount for booking a full week.

Facilities are organised by age group so that rooms, equipment, activities, food, rest and supervision are geared to their each child's individual needs.

Health and safety is a priority and the premises, procedures and policies are all designed to ensure peace of mind for parents/carers. All policies and procedures are available for parents to view at any time.

The manager is responsible for the day to day running of the nursery with a team of 13 staff working across the two sites.





## Our service to you

These terms and conditions govern the basis on which we agree to provide childcare services to you:

### Obligations of Play Tec and Baby Tec

#### We will....

1. Inform you as soon as possible whether your application for a nursery place has been successful. You must confirm, within one week of receiving notification that your application has been successful, that you still wish to take up the nursery place. If you do not, the place may be withdrawn.
2. Provide the agreed childcare facilities for your child at the agreed times (subject to any days when the nursery is closed). If we change the opening hours of the nursery we will give you as much notice of our decision as possible and if necessary, work with you to agree a change to your child's hours at the nursery.
3. Try and accommodate any requests you may make for any additional sessions.
4. Provide you with regular verbal and written updates as to your child's progress.
5. Notify you, as soon as possible, of any days on which the nursery will be closed.
6. Ensure invoices are always issued at the beginning of each month.

## Frequently asked Questions

### Do you provide nappies?

No, we ask you to provide nappies, creams and wipes for your child.

### My child is due to be potty trained, how do you support this?

We ask you to bring in changes of clothes and plenty of underwear. We will continue to potty train here in conjunction with the child's home routine.

### I am a student at the College but I really want my child to stay on here when I go to university, is this possible?

Yes of course, but we do need to know in advance to ensure that the appropriate funding method is in place.

### Tell me about your relationships with parents and carers?

We take pride in the fact that daily chats are the first and last offering of the day with a friendly smile and a warm reception. At the end of the day staff will tell you about your child's day and for the younger babies there is diary which we record everything they have done that day. Each term we offer coffee and chat sessions. This gives the parents a chance to view development and progression so far and chat to your child's keyworker about how your child is getting on

### How do you safeguard children against allergies?

It is essential that you inform us of any allergies that your child may have so we can safeguard them whilst they are in our care. The following procedure is in place:

- All staff are kept up to date on all children's allergic reactions and medications.
- We recommend that in severe cases of allergic reactions that dialogue between your child's doctor and the nursery is made.
- All parents/carers complete a care plan with as much information as possible with regards to the allergy, signs and symptoms and treatment.
- All staff are aware of their individual responsibilities and hold a paediatric first aid qualification. All staff will be trained to use your child's specific medication. Supervisory staff hold a First Aid at Work qualification.
- NUT FREE NURSERY- Parents are asked not to put any nut based food in their children's lunch box. This includes peanut butter and some chocolate spreads.

### **Can the nursery administer medication, including inhalers?**

Any medication prescribed by a doctor will be administered. The name of the medicine, the dosage required and the time to be taken are recorded and consent to administer is signed when you leave your child with us. On collection, you will be asked to sign again to confirm we have administered the medication. Non prescribed medicines will not be administered with the exception to Calpol. Calpol will only be administered in the event your child has a dangerously high temperature and is only once all other methods have been exhausted. Before we administer you will be telephoned and asked for permission. On collection you will sign the medication record. If inhalers/medication are to be used on a regular basis, the parent/carer needs to complete a care plan that will give permission for staff to administer.

### **I would like to see your policies and procedures?**

All policies and procedures are given out during your child's first visit. We also hold copies in the nursery and they will be made available on your request.

### **What sort of activities do you provide?**

The whole emphasis of your child's day is fun. All our toys are of very high and educational quality, to enhance and capture the children's learning. Staff plan meaningful activities that are tailored to meet individual learning and development needs. The children experience both indoor and outdoor activities throughout the day.

### **Do you provide any food?**

We only provide food for our children who are over one year of age. We provide a mid-morning and mid-afternoon snack (we ask for a contribution of £5 per term) and we provide a cooked lunch. We ask parents/carers to provide Breakfast (if required) and a packed lunch for tea-time. All food for babies under one must be provided by parent/carer.

### **What about payments for child care?**

Invoices are issued on the third week of every month in advance. These fees must be paid within seven days so payment will be expected by the end of that month. Failure to pay will result in your child being suspended until payment is received. We do not charge when the nursery is closed; such as bank holidays, snow days or holiday closure. You can pay via debit card/credit card online. The nursery does not accept cash or cheques.

### **Can I change days?**

The days that your child attends cannot be changed unless a month's notice is provided and only if we have the availability on the day you wish to change to. Days cannot be changed randomly from week to week as it is vital the nursery stays within correct ratio.

### **Do you accept childcare vouchers?**

Yes we do.



# Obligations of parents

## You will....

1. Complete and return to us our standard registration form in respect of your child before they start at nursery, enclosed with a £25.00 deposit.
2. Immediately inform us of any change to the information provided in that registration record.
3. Immediately inform us if your child is suffering from any contagious disease. For the benefit of the other children in the nursery, you must not allow your child to attend the nursery if they are suffering from a contagious disease which could easily be passed on to another child during the normal daily activities of the nursery (\*see policy).
4. Inform us of any changes to the contact details we hold for you as soon as possible.
5. Keep us informed as to the identity of the person who will be collecting your child from our nursery. If the person collecting your child is not usually responsible for collecting, then we will require proof of identity and a password. If we are not reasonably satisfied that an individual is allowed to collect your child, we may not release your child into their care.
6. Inform us if your child is the subject of a court order, social services, speech and language, paediatricians or any other outside agency that we will need to know of.
7. Immediately inform us if you are unable to collect your child from nursery by the official collection time.
8. Inform us, as far in advance as possible, of any dates on which your child will not be attending nursery.
9. Provide us with four weeks written notice to withdraw your child from nursery and end this agreement. If insufficient notice is given you will be responsible for the full fees for your child, for six weeks from the date of any change, as if their hours had not decreased.
10. Ensure that all your fees are paid in advance as failure to do so will result in your child being suspended until payment is made.

# Parents Page

## Please read these carefully

- Ensure that your child is fit and well to attend nursery.
- Ensure all nursery staff are informed if your child has been given any medication before attending nursery. This must be logged in the medication book. All medicines must be given over to a member of staff and collected at home time.
- Please advise us if your child has any specific dietary needs.
- Provide spare clothes, marked with your child's name.
- Label all children's items, clothes, toys, coats, and sweatshirts.
- Inform staff of any situation which may affect their behaviour e.g. immunisation, death in the family.
- Please keep to the nursery opening times and your booked hours and respect our nursery procedures. We do not open for children before 8am and therefore your child should not be left any earlier.
- In the nursery we do our best to promote healthy eating and try to discourage less chocolate, encourage more fruit and healthier meals to be provided.
- Please ensure that children are dressed in appropriate clothes for nursery. Dungarees and difficult items of clothing are not advisable if your child needs the toilet in a hurry.
- Advise the nursery if you change your address or telephone number.
- If your child wears nappies ensure that you bring supplies including baby wipes and any creams.
- Please be aware that children may only be collected by named person/s on the registration form and must be over the age of 16 years, unless we have been advised otherwise.



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