

The Honey Pot



Nursery Prospectus

Name: The Honey Pot Day Nursery

Address: 71 Lichfield Street

Walsall

West Midlands

WS4 2BY

Tel: 01922 640 200

Email: honeypotdaynursery@outlook.com

Parking: Situated at the rear of the nursery

Registration: OFSTED Early Years

Manager: Lianne Saad

Our Aim:

At the Honey Pot, we understand how leaving your child in the care of others can be a difficult time for any parent. Therefore, our aim is to provide a safe and nurturing environment for your child, where he/she will enjoy all that nursery life has to offer.

We offer quality day care experiences for children aged 0-5 years, and provide an opportunity for your child to participate in a well-balanced, flexible programme of development and learning. This programme will include both structured and non-structured activities, both in groups and individually.

We will take a holistic approach to your child's development; encouraging them to explore their individuality and to develop them socially, emotionally, intellectually and physically. We aim to fulfil these development ideals by creating a fun, safe and happy environment in which your child can spend their pre-school years.

Fees as of January 2026 (to be reviewed January and September each year)

Session	Times	Fees
Full day session	8am-6pm	£70.00
Mornings session	8am-1pm	£50.00
Afternoons session	12pm-5pm	£50.00
Additional costs		
Extra hour	Only 1 hour a day can be added to any session	£7.00
Meal costs		
Breakfast	8am-9am	£2.00
Lunch and Pudding	12pm-1pm	£5.00
Tea	4pm-5pm	£2.00

*The option to provide meals for your child will mean you will not incur any additional cost associated with food.

Fees:

Our fees are calculated on a calendar month basis and must be paid by bank transfer, direct debit, or cash. Failure to keep up with payments will result in the cancellation of your child's place.

Funded Places for Children:

Children 9months – 3 years, of working families may be entitled to 30 hours a week of free childcare the term after they turn 9 months. For example, if your child turns 9 months on the 5th of July, they will be eligible from the 1st of September. You do need to apply for the free 30 hours of early education and childcare for your 9-month-3-year-old. There is a funding form you must fill in and sign via the childcare choices website. We will claim the Free Early Education Entitlement funding on your behalf directly from Walsall Council. There are national limits set by the government about how the free sessions can be offered meaning that:

- No session can be longer than 10 hours
- No session can be shorter than 3 hours

2-year funding for low-income families can be applied for via Walsall family information services, online or via telephone. This entitles children to 15 hours funding. Session will be offered based on the following terms Mon-Fri 9-12 or Mon-Fri 1-4. There is a funding form you must fill in and sign. We will claim the Free Early Education Entitlement funding on your behalf directly from Walsall Council.

Three and four-year-olds are entitled to 15 hours a week of free childcare the term after they turn three years old. For example, if your child's birthday is the 5th of July, they will be eligible from the 1st of September. You do not need to apply for the free 15 hours of early education and childcare for your three/four-year-old. There is a funding form you must fill in and sign. We will claim the Free Early Education Entitlement funding on your behalf directly from Walsall Council. There are national limits set by the government about how the free sessions can be offered meaning that:

- No session can be longer than 10 hours
- No session can be shorter than 3 hours
- A maximum of 15 hours per week can be taken over a minimum of two days

The term after your child's 3rd birthday, they may be eligible for 30 hours of free childcare. If you are not eligible, you can still claim the 15 free hours outlined above. Parents need to provide a URN number the term before they are eligible.

In the instance of 15 and 30 hours, this is based on term time only space. If you would like to use funding all year round (stretched), the funded hours will be spread in the pattern of 12 or 23 hours.

Additional charges may be applied to cover consumables, including food and extra-curricular activities etc. This will be made apparent before starting.

If you think you are entitled to funding, please contact Walsall Family Information Services on 01922 653 383 or alternatively you can check eligibility via the Best Start in Life website using this link <https://beststartinlife.gov.uk/eligibility-checker/>.

Available Government Funding:

Type of funding	Entitlement in hours
9 months - 2 years working families	30hrs Term time (38 weeks) 23hrs All year round (50 weeks)
2 years - 3 years working families	30hrs Term time (38 weeks) 23hrs All year round (50 weeks)
2 years - 3 years best start in life	15hrs Term time (38 weeks)
3 years - 5 years universal	15hrs Term time (38 weeks)
3 years - 5 years working families	30hrs Term time (38 weeks) 23hrs All year round (50 weeks)

Side note: Where the funding allocation does not cover the sessions chosen in their entirety, a monthly invoice will be raised for the outstanding balance, outside of funded hours. This amount is chargeable to the child's parent(s)/carer(s).

It should be noted that when a child turns two their funding allocation decreases, this happens again when the child turns three. As noted above, any outstanding balance outside of funded hours will be chargeable to the child's parent(s)/carer(s).

*For session, options please ask a member of the team or the manager.

Enrolment Procedure:

Parents wishing to enrol their child must fill in a registration form. A deposit of two week's fees will be required to secure a place. The application will be kept on file if a vacancy is not immediately available. Once your child is offered a place, the nursery will ask you to attend a visiting session. Parents at this point can discuss with the manager their child's individual needs.

On taking up a place you will be required to provide

- Completed registration form
- Deposit of two week's fees, which will be deducted from your final invoice
- The child's red book with up to date list of immunisations and a named health visitor and GP. As well as birth certificate or passport

Your Child's Key Worker:

The key worker approach is an effective way of enabling children to develop a strong relationship with a significant adult in the nursery. It also enables each child to feel secured and cared for helping them to become familiar with the nursery environment and develop confidence and a feeling of security within it.

Upon enrolment, your child will be assigned a key worker. The role of the key worker is to monitor, identify and encourage the development of your child, as well as offering individual care, support and security as outlined above.

Nappies, Changing and Toileting:

Nappies and barrier creams must be provided for all children not yet toilet trained.

When a child is demonstrating that they are ready to be toilet trained, their key worker will work closely with parents/carers in order to make sure this a smooth and stress free process. Key workers and parents/carers are encouraged to use positive reinforcement, such as verbal praise and reward charts to make this learning experience as enjoyable as possible.

Please make sure you provide plenty of clean clothing for this time and that the clothing provided is loose fitting, making it easier for the child to be encouraged to dress themselves.

**Outdoor play:**

Outdoor play enables your child to enjoy the natural environment and learn to seek out exercise, fresh air, and activity. Outdoor play develops disposition for the outdoors, for physical activity, and for care of the environment. It is paramount that your child becomes familiar with a variety of learning environments and outdoor play offers the perfect opportunity for this to take place. Outdoor play not only provides an enjoyable learning environment but it also promotes healthy and active lifestyle.

- Your child will be supervised at all times
- There is no access to pond water or poisonous plants
- The area will be kept clean from any litter, especially from dogs and cats
- All fences and gates will be secure and in good repair

Please make sure your child has adequate clothing for cold weather conditions e.g. warm coat, hat, scarf, gloves etc. as children will continue to have outside play session throughout the winter.

Adverse Weather Conditions:

In the likelihood that we experience adverse weather conditions i.e. heavy snow, parents are advised to check Tapestry for updates, as well as the nursery Facebook page. The nursery will only close if the adverse weather results in hazardous travelling conditions, we have to put the safety of staff, parents and children first.

Safety and Security:

Your child's safety in the nursery is paramount. Your child will be safe and secure both inside and outside the nursery. All outside areas are fenced off and gates have locks for adult use only. Disability access is via the side entrance, which is also kept locked.

The environment within the nursery will be established and maintained to ensure the health and safety of all children, whilst providing appropriate challenges. Children will be given as much physical space as possible, which staff inspect regularly to eliminate any obvious hazards.

Children will be encouraged to participate in physical activity, exploration of the natural world and social interaction. Sanitary requirements will be maintained to protect the health and wellbeing of both children and adults.

Birthdays:

If you wish to send in birthday treats such as cake, sweets etc. please make sure your child's key worker is informed. All treats need to be shop bought so we can check ingredients before giving it to other children.



Festivals:

Our aim is to show respectful awareness of all cultures and to celebrate worldwide festivals and events throughout the year.

Opportunity for Parental Participation:

We encourage parents/carers to communicate with staff as necessary. There is an information board in the nursery entrance where parents/carers will be notified of regularly of any events, news and activities taking place at the nursery. Parents will also be notified via Tapestry (online).

We also encourage parents/carers to share news from home, informing us of achievements and goals will contribute to your child's learning journey here at the setting.

A 2-year progress check is carried out for all children; this will mirror the same developmental checks your child is having at home around the same time by health visitors. Please share the outcomes of these checks with us to aid us in building a bigger picture of your child's development path.

Policies and Procedures:

The nurseries policies are available for parents/carers to read upon request. We will keep you informed of any changes and welcome any contributions.

Medication:

Paracetamol will only be given at nursery when a child's temperature reaches 38 degrees and will be used to avoid any further increase in temperature and any worsening of your child's condition. In this case, you will be telephoned and asked to collect your child as soon as possible and within 4 hours.

Exclusion periods for illness are clearly stated in our policies and are guided by National Health guidelines. If your child is prescribed antibiotics or they have sickness and diarrhoea, there will be a 48-hour exclusion period which will allow your child to recover and for medication to begin to work.

Days and Hours of Operation:

The nursery is open from 8am to 6pm, Monday to Friday, except for bank holidays as indicated on the annual calendar and two weeks at Christmas. Term time places are available if required.

Arrival and Departure:

Parents and authorised adults who bring or take a child from the nursery must sign their child in and out. This procedure will be strictly enforced as it is used for roll call in the event of a fire or during a fire drill. All parents/carers are asked to be respectful of the need to close the nursery at 6pm. A late fee will be charged at £10 for the first five minutes and a £1 per minute thereafter and should be paid at the beginning of your child's next session at nursery.



Release of Children:

Children are only released to adults listed on the consent form, signed by parent(s) or legal guardian(s). Authorisation for release to any other adult may only occur with parent's/ guardians permission as indicated to the manager or member of staff when signing in. A password will be required when sending a new person to collect your child.

Holidays and Absences:

The nursery operates on a 50-week year, from January to December. Payments need to be continued in the event of illness or holiday, including bank holidays, in order to retain your place.

Four week's written notice is required to withdraw your child from the nursery and any outstanding fees must be paid at the time notice is given.

Children's Development Statement:

The Honey Pot embraces the use of play to foster children's development. This is wholly supported in the Early Years Foundation Stage (EYFS), who pronounce that 'play underpins all development and learning for young children.' (EYFS, 2008)

Staff maintain individual records on their key children and through continual observation are able to plan playful activities that meet the individual needs of the child. When appropriate children are also involved in adult-led activities to ensure there is a balance of both child and adult initiated learning.

Staff continually have high expectations of all children and encourage them to do their best within their perceived capabilities.

To ensure the best outcomes for all children, staff work closely with parents. Through daily discussions, diaries (Bumblebees Room) and parent's evenings, staff and parents can communicate about the child.

Another vital aspect is encouraging staff development through both internal and external training.

Children's Files:

Your child's file must contain accurate and current information. We request that you notify us of any changes or additions to the original information given to us, in writing.

Assessment:

Each child at the nursery will have a key worker who will have the responsibility of monitoring your child's development. Development assessment records and evidence of achievement will be kept by the nursery and be shared with parents on a regular basis.

Diet:

The nursery will provide at least one hot meal per day, as well as breakfast, snack and tea, catering where necessary for children who are pescatarian, vegetarian, vegan, have food intolerances and those from all ethnic and religious backgrounds, at all times respecting parents' wishes.

We will be happy to discuss with parents their child's dietary requirements on enrolment; and make appropriate arrangements to meet their needs.

Menus will be constructed around the five main food groups: proteins, fats, carbohydrates, vitamins and minerals and will be displayed on the notice board each week. Water will be made available throughout the day.

Meal times will be a relaxed, social learning experience. The children will be seated in groups with their key worker giving them opportunities to develop self-help skills. All staff will be sensitive to the individual eating patterns of each child.

Rest:

Appropriate sleeping facilities will be available, separate from the playroom for those children who need it. All children will have their own bedding and if they have a comforter for sleep please bring this to be included in their sleep bags.

Clothing:

We encourage parents/carers not to send their children to nursery in expensive or new clothing as some activities can be messy. A change of clothes in their nursery bag is also required.