

# Squiggles

Day Care and Activity Club



**Nursery Prospectus**

**0-5 Years**

Squiggles Day Care and Activity Club

21 Station Road,

Hagley,

Worcestershire.

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## Welcome to Squiggles

This booklet is designed to welcome you and your child to the Nursery at Squiggles. In it you will find information, which you may need to refer to during the time your child is with us.

Starting a new setting can affect a child in many ways and we want to ensure that the transition from home to Nursery is as smooth as possible. It is our intention to provide a safe, caring and stimulating environment where your child feels happy, confident and secure.

We provide a well-resourced nursery, which has specific areas such as: role play, construction, ICT, literacy, mathematics and creativity in order for the children to gain an understanding of the world, develop their physical, personal, social and emotional skills and to develop and extend their imagination and intellect.

We will gently encourage your child to become more confident and independent, thus preparing them for school and their future.

We work in partnership with parents and carer's, establishing positive relationships. We welcome your commitment and support whilst your child is with us.

"Learning Journeys" will be compiled during your child's time with us in nursery; they will follow your child's development in all areas of the Early Years Foundation Stage. This will be a shared profile and we welcome contributions from parents, carer's and extended family members and other influences such as child minders and outside agencies where appropriate.

## Our Staff

### **Director/Manager**

#### **Mrs. Karen Taft-Sheeran**

I have more than 20 years child care experience and have been an OFSTED registered child minder in Hagley since 1999. Over the years I have cared for scores of children, while looking after my own three children. I have an NVQ 3 in Children's Care, Learning and Development and Cordon Bleu Cookery Diploma. I have been on several courses always keen to update my knowledge such as Quality Still Matters, Embedding the EYFS, Safeguarding, First aid and a level 2 in food safety.

### **Deputy Manager**

#### **Tara Dingley-Moore**

Tara has been successfully working in childcare for over 30 years and holds a degree in Early Years and has many years' experience as a Nursery Manager and Deputy Manager.

### **Deputy Manager**

#### **Lisa Strain**

Lisa has over 18 years' experience both child care and as a Deputy Manager. Educated to NVQ Level 3 she looks after the 3-5 year olds. Lisa is our SENCO with Carla.

### **Baby Room Leader /Nursery Practitioner**

#### **Paige Hyrons**

Paige has a level 3 in childcare and works mainly with the under 2's alongside Cody and has been with us for over 2 years.

### **Nursery Practitioner / Pre School**

#### **Julia Stockley**

Julia has many years' experience and has successfully completed a BTEC National Diploma in Children's Care Learning and Development Level 3 with a triple distinction-the highest grade possible.

## Staff Continued.

### **Nursery Practitioner**

#### **Daisy Glazebrook**

Daisy has completed her Level 2 in September 2014 and works mainly in the baby room. Daisy is now working towards her level 3 accreditation.

### **Nursery Practitioner (Third in charge)**

#### **Carla Bettington**

Carla has a level 3 in childcare and has almost 12 years' experience working in childcare. Carla is also our SENCO alongside Lisa She was also a deputy manager at her last nursery.

### **Nursery Practitioner**

#### **Bethany Baron**

Bethany has completed her level 2 at college and has now completed her level 3 apprenticeship with us.

### **Nursery Apprentice**

#### **Cody Sanson**

Cody joined us for work experience from college for her level 2 qualification. We were very impressed by her attitude that we convinced her to stay with us and complete her level 3.

### **Nursery Apprentice**

#### **Michaela Harley**

Michaela has recently joined us as an apprentice. She is undertaking her level 2 qualification and will be working alongside our staff.

## **Settling in**

Our Nursery staff are committed to working in partnership with parents/carers to settle a new child into the nursery environment. Transitional visits will be arranged before your child is due to start so that they can become familiar with the staff and surroundings. The first initial visit offered is one hour when the parent/carer is welcome to stay with their child, there is a second 2 hour session where the child can be left to play without the parent. These two visits are free of charge and any additional hours required to settle your child will be charged at an hourly rate.

During the first few weeks, parents/carer's will have the option to stay with their child until they feel settled (and the parent/carer feels comfortable about leaving them!)

Your child's everyday needs will be met by all staff; in addition they will also be allocated a Key Person. The Key Person will be responsible for the day to day observation and assessment of your child; they will also be responsible for completing the Learning Journey of your child's time here at Squiggles.

If your child is attending part time we do ask that they do 2 sessions or 1 full day a week to provide continuity.

## **Collecting your child**

Please inform Nursery staff at the beginning of a session the name of any person who will be collecting your child, other than yourself. You will be asked to complete an authorisation/identity form. This is important for the welfare and safety of your child. **Under no circumstances** will any child be allowed out of the nursery until a parent or authorised adult arrives to collect them.

Please ensure that contact numbers are up to date. It is vital, in the case of an emergency, that we are able to contact you quickly especially if you are at work. Inform the Nursery immediately of any change of circumstances so that we may update our records.

## **Potty Training**

Parents must advise Nursery staff if they are potty training their child. The nursery staff will support this, parents are able to bring their child's potty to Nursery and advise staff of strategies that they are using at home, and we can then ensure that a consistent approach is being adopted.

## **Clothing and personal property**

Children's coats, footwear and bags should be clearly labeled. It is advisable not to send your child to Nursery in their best clothes as many activities are messy. Staff will do their best to protect children's clothing but no responsibility can be taken if clothes are marked.

## **Parking**

**Please note that parents and carers must park on the car park at the rear of the building, please ring the bell and the entrance is through the rear gate.**

## A Typical Day at Squiggles

7:45am - Welcome and free choice play

9:30am - Adult led activity taken from EYFS planning

10:10am - Wash hands

10:15am - Snack time

10:45am - Creative activity will be offered to the children

11:45am - Circle time to include; Days of the week song, jolly phonics, counting, colours, shapes, singing, stories and news from the children, learn a new sign each week.

12:10pm - Wash hands

12:15pm - Lunch time (wash hands and face after lunch)

12:45pm - Free flow play both inside and outside (10 minutes of computer time each may be offered to the children)

1:15pm - Outdoor activity

1:45pm - Various activities offered with the children having free choice

2:45pm - Tidy up and then circle time (preparation for the older children to arrive from school - setting up activities)

3.15pm - Free play

3:55pm - Wash hands

4pm - Afternoon snack (wash hands and face after snack)

4:15pm - Planned creative activity and free choice activities and games available

6pm - Squiggles closes

This timetable is a guide to the structure of our sessions however this does remain flexible and subject to change.

**This is a flexible routine, as we know that all babies and toddlers will have a different feeding and sleeping routines at home and we will endeavor to reflect these in the nursery as far as possible.**

## **Refreshments**

A cooked lunch is available for all children who attend for the full day or until 1.00pm ( for those using funded hours only there will be a small charge of £1.50 per day for a cooked lunch and a pudding. However you are most welcome to send a packed lunch if you prefer). At break times, children will be provided with a variety of healthy snacks such as mixed fruit, vegetables, cheese, rice cakes, crumpets, scones, toast and drinks of either milk or water. If your child has any allergies e.g. milk, eggs, please let the nursery manager know, this information will then be shared with the rest of the nursery staff. Please bring in a labeled water bottle for your child to access during the session, water or diluted juice is acceptable. (No fizzy drinks please)

### **General Hygiene**

- Children are encouraged to wash their hands after going to the toilet, before eating and drinking and if they have been handling our guinea pigs Treacle and Toffee or our rabbit Bella!
- All kitchen work surfaces and sink areas are sanitized during and after each session.
- Toilets are checked and cleaned throughout the day.

### **Food Hygiene**

Nursery staff will make drinks and prepare and serve snacks to the children. From time to time food is used as an educational theme during a session, at which healthy eating, food types and hygiene are discussed. All relevant hygiene precautions will be taken and only staff holding a current basic food hygiene certificate will be permitted to prepare and participate in such activities.

## **Illness**

If your child is not well (particularly with doubtful rashes, sore throats, heavy colds or severe stomach upsets such as, sickness and diarrhea) please do not send them to nursery until 48 hours have lapsed of the illnesses first being detected. Other children will be in close contact with them and it would be unfair to them and staff if a sick child attended. If your child becomes unwell during the day, we will contact you.

All accidents will be recorded in the Accident Book. In the event of a serious accident or other medical emergency, the Nursery reserves the right to call for an ambulance and take your child to hospital if necessary. Parents / carers will be contacted should this happen.

### **Medicines and Drugs**

Please inform the Nursery Manager of any relevant medical history about your child that you feel they should know. Nursery staff cannot administer medication unless written permission is given by the parent or carer of the child. A medical record sheet will be used for this purpose which the parent / carer will sign at the end of the child's session. In the event of exceptional medical circumstances, please speak to the Nursery Manager, who will be happy to discuss the matter with you in confidence.

## First Aid

Basic first aid will be administered to your child as and when required. You will be asked to complete a permission slip for plasters to be administered. Please tell us if your child has any allergies to any basic first aid products.

In the highly unlikely event that your child is injured in a more serious nature then you will be informed immediately and an ambulance will be called.

## Discipline

Nursery staff recognises the need for rules within the group and the necessity for procedures for managing unwanted behaviour. This will foster a consistent caring atmosphere within the group and all staff is asked to adhere to this policy.

The type of behaviour we want to encourage is as follows:-

1. Show consideration, kindness and respect for one another.
2. Helping to respect and take care of the nursery toys, equipment and environment.
3. Respecting the authority of the adults in charge.
4. Being willing to share and take turns.

Nursery rules are minimal and are designed to ensure the safety of all children within a caring and protective environment. If a child is disruptive and they are putting themselves or other children at risk, they will be removed from the situation, until calm. Any consistently inappropriate behaviour, will be monitored, recorded and brought to your attention, so that strategies may be used to help the child.

Should you require any further information relating to the Nursery, please do not hesitate to contact the Nursery Manager.

All nursery policies and procedures are located in the reception area of the nursery for you to access.

## Early Years Foundation Stage

The nursery incorporates the Early Years Foundation stage (EYFS) framework to support and develop children's play and learning. This was originally introduced in September 2008.

The Early Years Foundation Stage Document (EYFS) was changed on the 1<sup>st</sup> September 2014. This document sets the standards that we and all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe.

The document promotes teaching and learning that will ensure children's readiness for school. It also gives the children a broad range of skills and knowledge that provide them with the right foundation for good future progress through school and life.

Within the EYFS document there are different areas of development for the children to meet that support their effective learning.

The Prime areas are: Personal, social and emotional development, Physical development and Communication and Language.

The specific areas are: Literacy, Mathematics, Understanding of the World and Expressive Art and Design.

In addition the National Day Care Standards will be integrated into the document.

The EYFS covers birth to five years and are divided up through the following

- A unique child - every child is a competent learner from birth
- Positive relationships - children can learn to be strong and independent
- Enabling Environments - the environment plays a key role in supporting and extending children learning and development
- Learning and development - children develop in different ways and at different times and all areas of learning and development are important.

Our curriculum contains planned and unplanned activities that are organised within the nursery and are based heavily on a child's Personal, Social and Emotional development which underpins all curriculum areas, plus their holistic development and attitude towards coming to the Nursery.

## Our Values

The Early Years Foundation Stage framework is reflected in our practice within an environment which is respectful, kind and considerate to all those who attend. Our objective is to celebrate the age of the children as they are, and not purely see the early years as a pre-runner for something bigger and more exciting. We embrace the curricula and lay the foundations for the promotion of kind and considerate individuals.

## British Values

### TEACHING BRITISH VALUES

#### Promoting British Values at Squiggles Day Care

The DfE have recently reinforced the need "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

The government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated by the Prime Minister this year. At Squiggles Day Care these values are reinforced regularly and in the following ways:

#### **Democracy:**

We listen to children's and parent's voice. Parent questionnaires are completed termly. Children are given opportunities to make decisions.

#### **The Rule of Law:**

We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules) that they are there to protect us, that everyone has a responsibility and that there are consequences when rules are broken.

#### **Individual Liberty:**

Within the nursery, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a nursery we educate and provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching. Children are encouraged to know, understand and exercise their rights and personal freedoms.

#### **Mutual Respect:**

Part of our nursery ethos and behaviour policy is based on 'Respect'. Our behaviour policy states:

"Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings."

#### **Tolerance of those of Different Faiths and Beliefs:**

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try different foods from other cultures.

### The 3 Prime Areas of Learning

#### **1. Personal, social and emotional development**

Squiggles provides the opportunity for your child to learn how to relate to both adults and other children. Learning to share, co-operate and show consideration, respect for others and their property will enable your child to fit in and be at ease with their peers. Independence is encouraged but we ensure that your child knows that they only have to ask for help and it will be there. The natural curiosity of children is used to teach them about people, places, animals, plants and each other.

#### **2. Communication and Language**

As children develop we will encourage all aspects of language so that children can communicate well. Good communication depends upon the ability to speak, listen, read and write. Every activity at Squiggles is made interesting and exciting to encourage your child.

#### **3. Physical Development**

To promote the healthy growth of your child and for them to develop muscular control and co-ordination regular activity is provided through games and play. As well as being engaged in physical activities your child will be encouraged to solve little problems, all of which all helps to build self-confidence and all round ability.

### The 4 Specific Areas of Learning

#### **1. Mathematical Development**

Mathematics revolves around practical activities and experience which form part of our daily routines. For example, tidying up and organising toys, matching shapes to understand shape and size, construction with shapes and fitting them together, counting and much more.

#### **2. Understanding of the World**

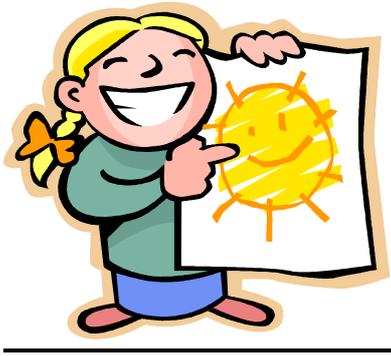
Activities are designed to make your child aware of the world around them and the wider world outside. They will begin to understand about the weather, nature, animals and plants, different countries and cultures. They will be taken on local walks and encouraged to collect items of interest.

#### **3. Literacy**

For the older children reading and writing is encouraged by making reading and writing materials readily accessible to your child. There are many opportunities to listen to stories, audio and CD's and the children are encouraged to listen to each other. The 'quite area' is always available for reading, stories and cuddles!

#### **4. Expressive art and design**

Your child will use creative activities involving model-making, art, craft, music and movement. Every day a selection of these activities will be available to your child many of which will be structured with guidance and encouragement from our staff. Involvement is more important than what is actually made.



### Two Year check

The Early Years Foundation Stage (EYFS) requires that parents and carers must be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS: Personal, Social and Emotional Development; Physical Development; and Communication and Language when the child is aged between 24-36 months.

The progress check has been introduced to enable earlier identification of development needs so that additional support can be put into place.

### Opening Times

Squiggles Daycare is open for 52 weeks of the year, please note that we are closed on bank holidays.

We are open from 8.00am - 6.00pm Monday to Friday. A 7.30 am start is available for an extra £2.00.

# Nursery Fees

There will be a non-refundable registration fee of £50.00 once your child's place is confirmed and registration forms are completed.

	0-2's	2-5's
Full day (8.00am - 6pm)	£46.50	£43.50
Morning session (8.00am - 1:00pm)	£25.50	£24.00
Afternoon session (1pm - 6:00pm)	£25.50	£24.00
7.30am start extra £2.00 per day.		

- Occasional additional hours charged at £5.50 per hour for 0-5's if you need it.
- Late collection after 6pm incurs a £10.00 fee for every 15 minutes.
- All fees inclusive of meals, snacks and drinks (for those using funded hours only there will be a small charge of £1.50 per day for a cooked lunch and a pudding. However you are most welcome to send a packed lunch if you prefer).
- Nursery fees are annual and are payable per calendar month in advance, by standing order
- No charge for the days that the nursery is closed for Christmas.
- If the nursery incurs bank charges i.e. dishonored cheque, standing order, we reserve the right to claim reimbursement plus a further charge for administration.
- Refunds will **not** be given for missed sessions or absences due to holiday or sickness. You will be charged at the normal rate, as we still need to pay our staff.
- In prolonged illness special arrangements will be made at the discretion of the nursery manager.
- A minimum of two sessions or one full day per week is required for each child, as this will provide continuity.
- A CALENDER month's, written notice will be required to terminate your child's place.
- Fees can be subject to change. If this should occur, a minimum of one calendar months' notice will be given in writing.
- Current fees are from January to December 2016 and are reviewed annually.

## **Nursery Educational Funding for 2 and 3-4 year old's (NEF)**

NEF is available for all eligible children. Free early education is available for some 2 year old children and all three and four year old children, from the term after their birthday.

For details of eligibility for 2 year old funding please speak to Karen or Paul.

Children who are born between:

Will have a free place from the following:

1 April and 31 August - September

1 September and 31 December - January

1 January and 31 March - April

Funding is for 15 hours per week and is available as:

- 5 hours per day over 3 days

For example:

8.00am-1.00pm

1.00pm-6.00pm or 9.00am-2.00pm

Lunch and snacks are included.

Please speak to Karen, Tara or Lisa for further information.

No registration fee will be required if only taking funded hours.

## **Invoices**

Payment of invoices will be due on 7th of each month and invoices will be sent to you 7 days prior to this. A late payment fee will be charged if payment is not received within 7 working days of the due date; the late fee will be a 10% surcharge of your monthly invoice.

Payment must be paid monthly and must be paid in advance on the first day of attendance. Payment should be made by standing order, cheque, cash or bank transfer. Child care vouchers are also accepted. Cheques must be payable to Squiggles Day Care and Activity Club Ltd should be handed to Karen, Tara or Lisa.

Fees are subject to periodical review and any changes will be brought to parent's attention.

## **Child Care Vouchers**

We accept all Childcare Voucher Schemes offered by employers. The current allowance for tax saving has been capped at £55.00 per week/£243.00 per month per parent/guardian. Please note Parents/Carers are advised to contact their employer about childcare vouchers.

## **Absences**

If your child is absent from Nursery you will be charged the full session / hourly rate. Absences include holidays and illness. Exceptions will be made for those with a long term illness or hospital stays of one week or more. Please contact the Nursery if your child is unable to attend their regular session.

## **Termination of Placement**

Four weeks' notice is required if you wish to terminate your child's place. When no notice is given you will be charged in full for one month.

## **Equal Opportunities/Inclusion**

The Nursery values each child as an individual and believes that they each have talents and gifts special to them. We have a commitment to anti-discriminatory practice and believe that this should be developed and promoted so that each child is guaranteed the same quality of care and education tailored to meet their needs.

The Nursery will, through activities, attitudes and mutual respect, seek to create an environment which is free from prejudice and discrimination and will provide positive images of adults and children living in our society, allowing them opportunities to talk about the diverse and varied differences between us all.

Our policy is designed to ensure that all children receive equal treatment regardless of age, race, disability, gender, religion or class and no one will be excluded from taking part in any nursery activity because of these aspects of their identity.

## **Health and Safety**

The Nursery understands its responsibility for the health and safety of all staff, children, volunteers and the public.

The Nursery is fully insured and appropriate certification displayed. The premises have been inspected by Ofsted and any recommendations made have been carried out. A fire officer has also inspected the premises.

We hold regular fire drills and the safety procedure is displayed where it can be seen easily by everyone.

All staff will hold a first aid certificate.

All equipment within the Nursery is checked regularly for damage and repaired or replaced if necessary. One person will be responsible for this (Health and Safety Rep) and all checks will be recorded and dealt with accordingly.

## **Worries, concerns and Complaints**

We welcome the views of parents and carers about the services that Squiggles provides. If you need to bring any worries, concerns or complaints to our attention then please do not hesitate in speaking to Karen, Tara or Lisa.

Thank you and we look forward to seeing you at Squiggles