

Gingerbread Cottage



Pre-School and Day Nursery



Parents Information Book

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GINGERBREAD PRE-SCHOOL & DAY NURSERIES

We would like to welcome you to “Gingerbread” Preschool & Day Nursery. In this booklet you will find information and policies that promote our good practice, facilities, and the care we provide in a safe and stimulating environment.

At Gingerbread Cottage we acknowledge that parents wish to have their children cared for in the very best facility possible. With this in mind we strive to provide a safe, caring and stimulating environment for young children, where best practice is paramount.

“Play is children’s way of learning”

“In their play, babies, toddlers and young children try out their recent learning, skills and competences; when they play, they show their highest level of learning”

Gingerbread Cottage has a clear mission statement. Under the guidance of experienced managers and an Educational Advisor, we aim to provide for all the physical, emotional and educational needs of children from birth to five years.

Since its incorporation Gingerbread Cottage has listened and worked with parents and staff to provide a high quality provision. In order to fully understand what **Best Practice** in childcare requires, we have also listened to other professionals and regulatory bodies. We work closely with the National Day Nurseries and Knowsley Sure Start Early Years team.

Mission Statement.

To provide high quality childcare and education in an environment that is safe and stimulating.

A Place where learning takes place through play and everyone is treated as an individual.



Nursery

Gingerbread Cottage is designed to provide age appropriate rooms, for Babies, Young Toddlers, Toddlers and Preschool age children. Each room is designed and equipped with age appropriate furniture and resources. A Key Worker system is in place to ensure that each child is cared for and treated as an individual.

Hours

The nursery is open from 7:00am – 6:00pm Monday – Friday, excluding Bank and Public holidays. We offer either full-days 7am-6pm or sessional care.

Morning Session 7:00am –1:00pm

Afternoon Sessions 1:00pm –6:00pm

Extended Sessions are available upon request.

All nursery fees are inclusive of food, drinks and formula milk .

Babies (Oak Room)

From 6 weeks to approximately 1 year (depending on the development of the baby)

From a very early age babies are learning through observation, to respond to their immediate environment and begin to communicate with those around them.

In the baby room we focus on tactile activities that will encourage and stimulate their development .

Young Toddlers (Ash Room) From approximately 1 to 2 years

At this age, children are beginning to explore their immediate surroundings as their mobility, language and fine motor skills develop. The young toddler room helps to further enhance these skills by providing activities and play-resources that encourage the children both imaginatively and physically. At this stage of their development the children are supported in their exploration of the world around them.

Toddlers (Elm Room) From approximately 2 - 3 years

As children's independence grows, they begin to develop their own unique personality. With this in mind we start to provide activities that help them develop their personal and social and self help skills. With the introduction of a more structured day, activities such as circle times, dressing and toilet training help the children further develop. The structure of each day also helps the children get ready for the transition to the preschool and the learning that lies ahead.

Pre- Preschool (Maple & Beech Rooms) Rising 3 years

In these rooms the children are continuing to develop their personal and social skills as well as their self help skills. Within a more structured day, activities are planned with the Early Learning Goals in mind and the future learning that the children will undertake when they go into the Foundation Stage Room.

Foundation Stage Preschool (Chestnut Room) 3 - 5 years.

By age three the children's confidence is beginning to grow and they start to demonstrate skills in building relationships. With this in mind the activities are all structured to emphasise the Early Learning Goals for the development of preschool children. Through purposeful play the children enhanced their knowledge and understanding of the world. They are introduced to a wide variety of activities that provide learning opportunities such as early literacy, math, imaginative play and ICT.

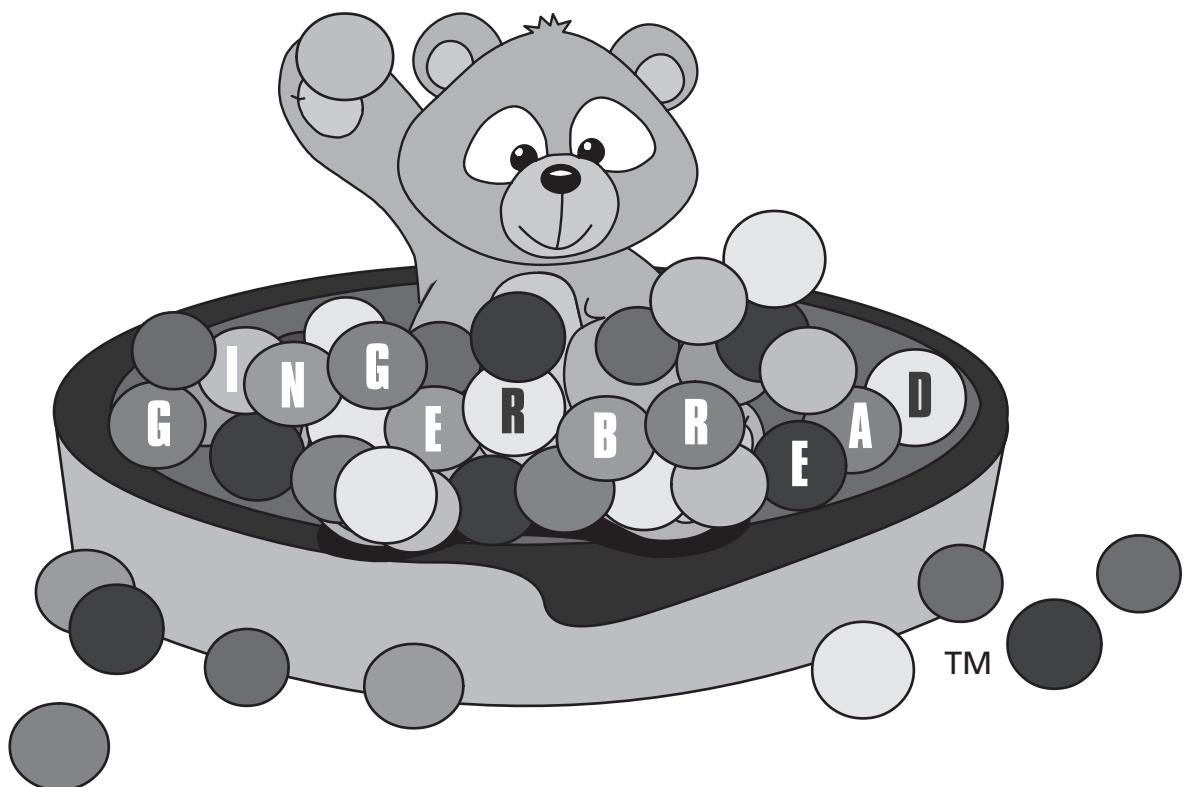
Outdoor Play Facilities.

Gingerbread cottage has a large garden on three sides and a hard surface playground to the front. The children can enjoy playing in these areas several times each day (weather permitting). Activities are planned as an extension of each room and enable the children to develop physical skills.

Aims for Early Years

At Gingerbread Cottage we Aim:-

- To provide an environment that is safe, secure and welcoming, where learning takes place through play.
- To help all children make the transition from home to nursery or preschool
- To promote understanding, kindness and tolerance of others
- To nurture self-confidence and self-esteem, and encourage independence.
- To provide a rich play environment, where children can explore and experiment without fear of failure.
- To provide an environment where equal opportunities for all takes place regardless of gender, race, culture or religion.
- To provide the children access to the early learning goals and assess their development on a regular basis.
- To ensure that the curriculum meets the needs of every child, socially, intellectually, emotionally and physically.
- To provide continuity of care through liaison with parents and carers.



Arrival and Collection of Children

When you bring your child to the nursery

- Press the Buzzer on the Right hand side of the gate and wait for the lock to release, push the left hand gate and enter
- Sign your child in at the front door and escort them to their room (early morning arrivals are taken to the Ash room)
- Please tell a member of staff any relevant information about your child.
- Record any medication or other requirements your child may need in the diary.
- Tell us if anyone other than yourself/partner is collecting your child and at what time
- Please remember to check you post box, situated in the foyer.
- When leaving the nursery please ensure that the front door and gate close securely after you. It only takes a minute for a child to slip out or for a stranger to get in. Please do not allow anyone else into the building.

When picking up your child from nursery

- Please discuss your child's day with his/her carer.
- If your child has had an accident during the day, it will either be recorded in the room diary or an accident slip will have been completed. Please ensure that you read the account and sign it.
- Please remember to let us know if your child will be absent from nursery in the following days



Settling Your Child into Nursery

We at Gingerbread Cottage want to make leaving your child in our care the best possible experience for both of you. With this in mind we have the following procedure.

Once you have enrolled your child and confirmed your place by paying the deposit and registration fee we will arrange for you to make settling in visits. These visits are at your discretion and are designed for you and your child to be able to start forming a relationship with the staff and other children in the room.

Our usual recommendation is to start the visits one month before the expected start date, visits are usually for 1 hour each time and you may come as many times as you feel are necessary. If you feel your child may take longer to settle, then you may start visits earlier.

On the first visit we ask you to stay with your child and play, the second visit you may leave your child for 15 minutes. On subsequent visits you may extend the time you leave your child until the full hour is achieved.

If you feel your child is experiencing any difficulties being left, the staff will only be too happy to assist you.

Do not hesitate to ask questions and discuss your child's needs with the staff.



Parental Partnership

At Gingerbread Cottage we acknowledge the importance of building good relationships with our parents. It is important that there is good liaison between parents/carers and the staff. With this in mind we endeavour to do this by:-

- Allowing parental visits to our settings, without prior appointment
- Providing comprehensive details in relation to our settings
- Providing an open door policy at all times
- Providing secure internet viewing systems
- Holding open evenings/days
- Holding parents evenings
- Having flexible admission procedures.

Once Your Child Has Started

We will:-

- Provide Monthly newsletters about topics, activities and events being held
- Have an open door policy for parents to talk to staff regarding their concerns
- We will use photographs in displays to record daily events and topics
- Provide information about the preschool-nursery through letters home
- Invite parents to special events
- Be flexible when possible regarding sessions, changes, extra sessions
- Provide daily feedback in respect of your child's well-being.



Payment of Fees

For a full breakdown of our fees and discounts, refer to the separate Fees Structure.

Deposit and registration fees are payable upon acceptance. Places cannot be confirmed until these fees are received.

All fees are payable in advance and may be paid either weekly or monthly by standing order. Fees are charged on a weekly basis. If you wish to pay monthly then you need to use the following calculation to take into account the 5 week months.

Weekly fees x 52 divided by 12 = monthly sum payable

Extra sessions may be paid for by cash or cheque. Payments can also be made by cash or cheque whilst the standing order is set up. Please note we do not take credit or debit cards.

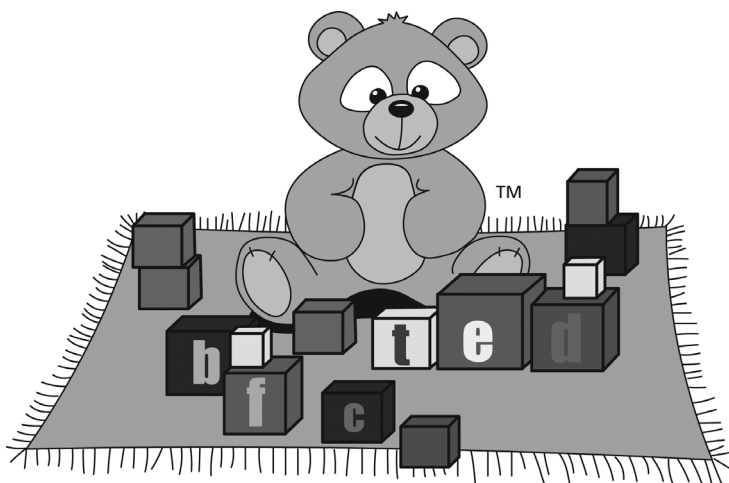
If your account falls 2 weeks in arrears, you will be asked to keep your child at home until the outstanding account is settled.

Holiday Refunds

Standing orders must continue to be paid in full. A refund cheque in respect of the holiday discount will be issued at the end of the month in which you take the holiday. Arrears on a parents account will be taken into consideration before a refund cheque is issued.

Nursery Grants

Eligible 3-5 year olds will receive the nursery grants 3 times per year. These grants are paid direct to the nursery by the government and cheques will be issued to parents. Arrears on a parents account will be taken into consideration before any grant cheques are issued.



Vouchers - Grants - Tax Credits

Nursery Grant - 3-5 years

Nursery grants are available for all children aged 3 – 5 years. The grant is payable in the term following their 3rd birthday. Grant amounts are paid pro rata according to the number of sessions you register for. Please ask for further information from the management team. There are three grant payment periods per academic year.

Nursery Vouchers

Gingerbread accept nursery vouchers from your employer, vouchers can be deducted from the weekly fees. Vouchers can be paid electronically or redeemed by the nursery

Working Tax Credits

Help is available to pay towards childcare through the childcare element of Working Tax Credit. It can provide substantial support with childcare costs and many families find that they are eligible. Information leaflets are available at the nursery.

If you have any questions you can contact the governments. Working Tax Credit/Child Tax Credit helpline which is open 8:00am – 8:00pm seven days per week.

Telephone number 0845 300 3909

Alternatively you may log on at:

<https://www.taxcredits.inlandrevenue.gov.uk/HomeIR.aspx>

If you need help using the internet or to apply for tax credits, please telephone the number below 8:00am – 10pm Monday to Friday and 10:00am – 6:00 pm Saturday and Sunday

Telephone number 0845 300 3938



Sick Child - Exclusion - Medication Policies

Sick Child

We take the health and well being of all our children very seriously, whilst we understand the difficulties of you're getting to the nursery at short notice, we will only contact you if we consider it necessary and would appreciate your co-operation when your child is ill.

Your child's condition will be assessed by a senior member of staff, who will then contact you or any emergency contact's to inform you of the child's illness.

Exclusion

The following conditions all require your child staying at home until he/she has recovered.

- Acute skin rash
- Acute sore throat
- Conjunctivitis
- Diarrhoea and vomiting
- Oral thrush
- Infectious diseases i.e. Chicken Pox, Measles etc.

If any child is suspected as having any of the above, you will be contacted. We will ask you to collect your child as soon as possible to avoid the risk of infecting other children. We would ask you to take your child to a doctor for confirmation. If other parents need to be informed, a letter will be sent out
(Keeping your child's name confidential).

Headlice and Threadworms are common childhood complaints. If your child contracts either of these conditions, we advise you to seek advice from your G.P. or pharmacy on how to manage these conditions. Children may return to nursery 24 hrs, once treatment has started.

Children must stay at home for 48 hours following a case of diarrhoea and or vomiting and when antibiotics have been prescribed, in order to prevent the spread of infection.

Medication

Medication will be administered under the following guidelines

- All medication MUST be labelled with the child's name, date of dispensing and dosage. Signed by the parent
- Requests for administering medication must be written in the room diary
- Calpol or similar may be left in the nursery for administering as and when needed with parental permission.
- All Calpol or similar will only be kept for 3 months from time of opening. After which a new bottle must be supplied
- Medication will only be administered by a senior member of staff (Manager) and witnessed by another member of staff.
- All medication administered will be recorded on the child's record sheet and signed by manager and staff member

Accident and Emergency

If a child has an accident whilst in the nursery and it is considered that advice/treatment is required from a medical practitioner, then you will be contacted immediately.

In the case of a serious injury, an ambulance will be called and the Nursery Manager or Deputy will escort your child to the nearest Accident and Emergency department. Whilst the child is on route, another senior member of staff will continue to contact you to advise you of the situation. In these cases getting the child to medical attention is the number one priority.

All minor injuries are recorded in either the room diary or in the case of a bump to the head in the accident book. More serious injuries are recorded in the accident book. In the case of another child causing an accident the name will not be recorded he/she will be referred to as "another child". Staff will advise you of injuries on the day they happen and ask you to sign the diary or accident book.

Minor injuries will be treated with a cold compress and lots of TLC. If it is necessary then a sterile plaster or dressing will be applied. Please ensure that you let staff know if your child is allergic to either of these.

Toilet Training - Changing

Babies and Toddlers will be changed regularly, usually after each meal. If your child is wet or soiled in-between these times they will be changed immediately. Sudacrem is provided by the nursery and will be applied if permission has been given. If you wish for another brand then you will be asked to provide it.

As babies grow and develop, the time comes for them to move on and leave nappies behind. You may not look forward to starting this process, but the staff will work with you and if approached in the right way this can be one of the most rewarding times for you to share with your child. We have leaflets in nursery to give you a step by step guide.

If you are experiencing any difficulties in this area speak to a member of staff who may be able to suggest alternative methods.

When older children have toilet accidents, which can happen from time to time, they will be taken to the bathroom and changed. We ask you to provide a change of clothing in case this happens, all clothing must be named. All toilet accidents are treated discreetly.



Child Protection Guidelines

All issues related to child protection must be made known to the designated Child Protection Officer.

At Gingerbread the safety and welfare of all children is paramount. The staff are available at all times to listen to concerns about your child or any other child in the nursery

At all times we practice confidentiality, but we cannot promise not to discuss any area of concern with other agencies. However we will inform you if we seek any advice or take any action.

From time to time children will make a disclosure, under the Child Protection Guidelines we have to take seriously any such disclosure and seek advice.

Special Needs

It is important for us to meet the individual needs of each child at the nursery and preschool. With this in mind each child will be under the care of a key worker, who will observe and assess them throughout the day. Records will be kept and parents can see these at any time.

When a member of staff expresses a cause for concern regarding the development of a child, appropriate information will be discussed with the Manager and Deputy Manager.

The child's health and social background will be taken into consideration. The manager will review the information collated and discuss her concerns with you.

Appropriate action may be necessary to ensure that the child is able to reach his/her full potential.

All information is treated as the strictest confidence.

Equal Opportunities

At Gingerbread we are committed to providing equal opportunities for all by providing an environment that respects everyone's individuality. Racial abuse will not be tolerated.

We will provide the children with resources that will encourage them to learn about different values and cultural diversity.

Activities and experiences will reflect a wide range of cultures and beliefs. As books play a big part in all activities at the nursery, we will carefully check them to ensure that the images and illustrations are accurate and convey positive messages to the children.



A Framework for the Foundation Stage

From September 2000 all children aged 3-5 years must follow the D.F.E.E foundation stage.

The foundation stage is divided into Early Learning Goals which are expectations for children to reach by the end of their reception year. These goals cover six areas of learning.

- Personal, Social and Emotional Development
- Communication, Language and Literacy Development
- Mathematic Development
- Creative Development
- Knowledge and understanding of the world
- Physical Development

These six areas of learning are all taken into consideration when we plan our curriculum for the preschool.

We have a teacher advisor that works closely with the preschool staff and management to ensure that our planning, observations and assessments meet with the DFEE requirements.



Curriculum

At Gingerbread Cottage we offer a curriculum that is not only broad based but that takes into account the individual needs of each child, allowing each child to develop at their own pace.

In each room the experiences offered are appropriate to the child's age and include both indoor and outdoor activities. Children are free to play as part of a group or on their own. This helps them to develop self-confidence and social interaction.

Children learn most effectively when they are enjoying themselves and having fun, this is why we promote Learning through Play. Obviously different ages of children work towards different goals; this falls into two differing age groups under three's (Birth to Three Matters) and over three's (Foundation Stage)

Under Three's

We operate with the 'Birth to Three Matters' framework, which recognises the holistic nature of development and learning at this age, with a strong emphasis on learning through interaction with others and exploring the world around them. The framework identifies each child's individuality achievements and efforts under the age of three and that childcare provisions need to provide the areas of learning to support this.

Over Three's

From the toddler room upwards, we work within the guidelines for the Foundation Stage. The curriculum is delivered through child-led and planned activities, which both offer a chance for learning. All these activities cover the six areas of learning.

- Personal, Social & Emotional Development
- Communication, Language & Literacy.
- Mathematical Development
- Creative Development
- Knowledge & Understanding of the World.
- Physical Development.

At Gingerbread Cottage, the rooms, equipment, resources and outdoor play facilities ensure that the children have constant access to a wide variety of activities and areas that support their development and learning.

The curriculum is planned, delivered and evaluated to ensure that the children receive broad based experiences and knowledge to help them get ready for the transition from Gingerbread Cottage to primary school.

The children are observed and assessed to ensure that the curriculum planned builds on the skills that each child already possesses.

Observations and Assessment

At Gingerbread Cottage we use observations and assessment throughout the nursery and preschool.

Some of the ways in which we gather our information to assist our assessments are:-

- By providing a wide range of activities and experiences through the nursery and preschool.
- By direct observation and Evaluations (planning)
- Parental involvement.
- Examples of children's work.
- Photographs.
- Information from outside agencies or other settings (when applicable)
- Assessment records.

Transitions

As each child develops it is important that the transition from baby room to young toddlers to toddlers to preschool is a gradual process to help ease any anxiety or fear for the child.

With this in mind, we arrange for the children to play together whenever it is possible. As the children get to a stage when moving on to the next room is getting closer, we ensure that visits take place on a daily basis to enable the child to get accustomed to the new room and staff. Once the child seems to be settled then they will be moved permanently. Parents are kept informed at all times in regard to any transition.

As children are ready to move on to the primary school, planning takes into account the needs and fears of the children and every effort is made to help them make the transition as easy as possible.



Concerns and Complaints Procedure

The care of your child is paramount to us. If you have any concerns regarding your child or the care your child is receiving we want to know about it. Please do not hesitate to contact one of the managers, who will be only too happy to sit down and talk to you

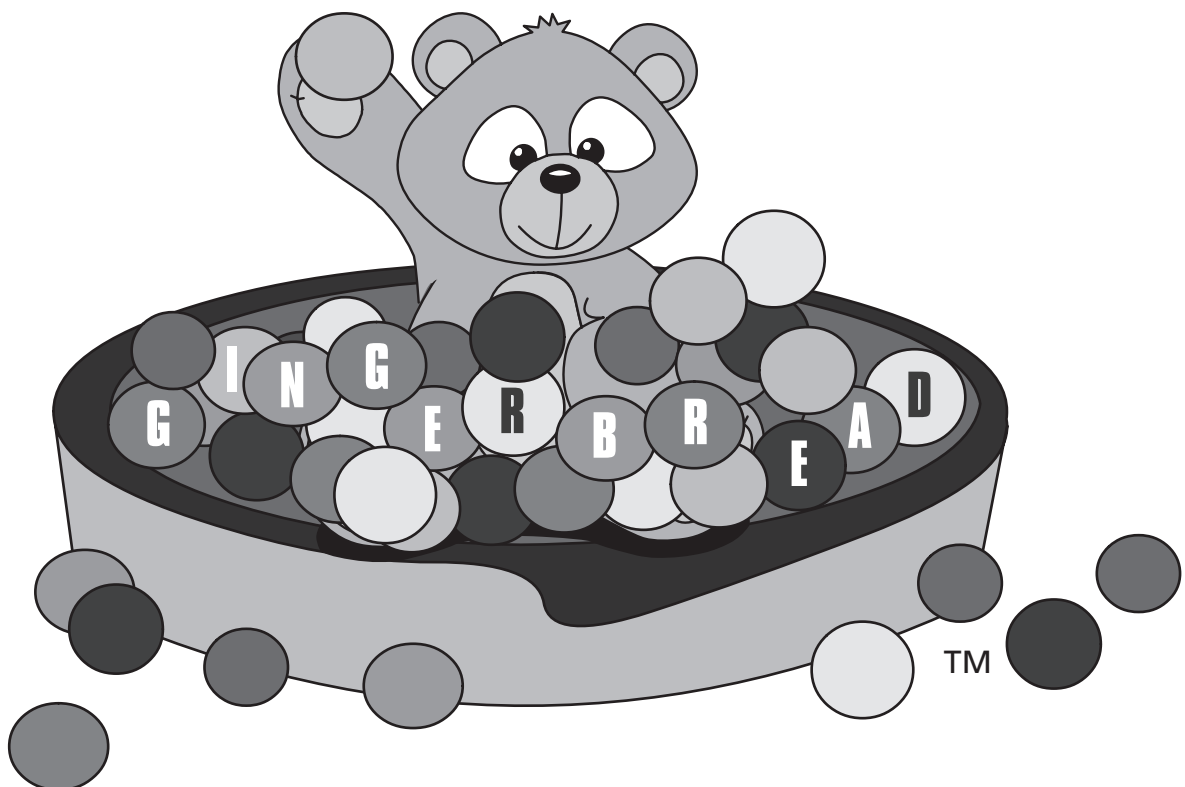
We at Gingerbread aim to provide the best possible service to all our families. If for any reason you are not happy with something in regard to the service, attention or environment provided by the staff, please in the first instance attempt to resolve it by speaking to the staff in your child's room.

If you are still not happy please do not hesitate to call in to see the Manager or Deputy Manager, who will try and resolve your concern.

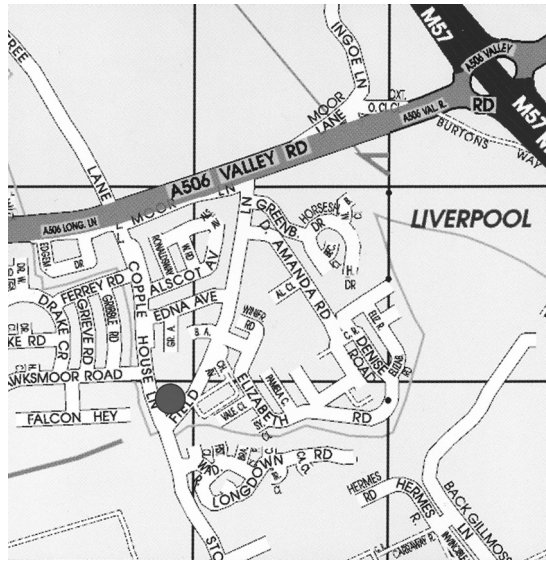
If you still have concerns and wish to take the matter further, listed below are the proprietors and OFSTED's contact details.

Mr. Stephen Collins
Private & Confidential
Gingerbread Cottage Preschool and Day Nursery
Field Lane
Fazakerley
Liverpool
L10 0AG
Email: stephencollins@gingerbreadpreschools.com

OFSTED Early Years
Complaints and Enforcements
Royal Exchange Buildings
Manchester
M2 7LA
Tele: 0845601 4772



How to find us:



Providing excellence in early years

Gingerbread Cottage Preschool and Day Nursery

Field Lane, Fazakerley, Liverpool, L10 0AG

Tel: 0151 293 0384 Fax: 0151 284 8164

email: info@gingerbreadnurseries.co.uk

www.gingerbread-cottage.co.uk

Part of the Gingerbread Preschool & Day Nurseries Group