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GINGERBREAD PRE-SCHOOL & DAY NURSERIES

We would like to welcome you to Gingerbread Pre-School & 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 House 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 House 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 House 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 Association and Sefton 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 House is designed to provide age appropriate rooms, for Babies, Young Toddlers, Toddlers, Preschool age children and a Before/After school and Holiday Club. 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.

See separate booklet for Out of School Hours

Babies (Tiddler 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 (Little Fishes 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 (Seahorse & Starfish Rooms) 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 (Penguin Room) 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 Class rooms.

Foundation Stage Pre-School (Dolphin & Whale Rooms)

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.

Sensory Play Room

Using their senses plays a very important part in children's learning. In providing activities where children can enjoy whole body sensory experiences we ensure that their learning is fun and their development is enhanced. Gingerbread House have ensured that the children have access to our own sensory room equipped with a wide variety of sensory equipment that includes mirrors, bubble tubes, tactile, noisy, textured toys, fibre optics, ball pool, resonance and sound toys.

Outdoor Play Facilities

Gingerbread House has large gardens and a soft surface playground, which have been designed to ensure that the equipment allows the children to have fun playing whilst extending their physical development and enhancing their other skills. Activities are planned as an extension of each room's curriculum, these include, sand and water play, bikes, push and pull toys, climbing and balancing equipment, ball and other games, children's garden and much more.

Mini-Bus - Excursions.

Exploring the world around them enables children to develop their perception and imagination. To ensure that the children get every opportunity to carry out this exploration of the outside world, the staff are able to use our Ginger Ted mini bus to take them to places of interest locally and further afield. Places that they can visit include parks, library, shops, museums, forest, and beach.

Arrival and Collection of Children

When you bring your child to the nursery

- ❖ Sign your child in at the front door and escort them to their room (early morning arrivals are taken to the Little Fishes room)
- ❖ Please tell a member of staff any relevant information that you feel we should know about your child.
- ❖ Record any medication or other requirements your child may need in their Home Communication book.
- ❖ Tell us if anyone other than yourself/partner is collecting your child and at what time and confirm the password to be used.
- ❖ Please remember to check you post box, situated in the entrance hall /outside their room.
- ❖ When entering and 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 Key-worker, if your child's key-worker is not available, she will pass all information on to her co-workers and or record the information in the home communication book.
- ❖ If your child has had an accident during the day, it will either be recorded in the room diary or an accident form and 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 House 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 and you feel happy to leave them in our care.

Once your child has settled, you can confirm your start date. If for any reason you feel unsure that your child has fully completed the settling in process, then you may put back your start date until you do feel comfortable. It is important to us that both you and your child are happy and content.

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

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

Once your child has started, you may telephone at any time to see how they are getting on and of course you can log into NurseryCam to view your child at play.

Parental Partnership

At Gingerbread House 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 pre-school-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 and development
- ❖ Provide information on child care and rearing topics, training opportunities, and other interesting topics.

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.

Uniforms

A simple uniform will be required for children from 3 years of age, as they enter the foundation stage. The uniform will consist of

- ❖ Polo shirt and shorts for summer
- ❖ Sweatshirt and jogging bottoms for winter

Polo and sweat shirts are available to purchase from the nursery, please ask for details. Shorts, jogging bottoms and skirts can be purchased at any clothing outlet.

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 will be paid into your nursery account. Your weekly fees will be reduced by the amount allocated by the Department of Education

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 each academic year.

Nursery Vouchers

Gingerbread accept nursery vouchers from your employer, the voucher system allows you to make savings on Tax and National Insurance. Vouchers can be paid either electronically or redeemed by the nursery. You then make up the difference between the vouchers and the nursery fees. Further information can be obtained from the management team.

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, Hand, Foot and Mouth 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 after 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 (Management) and witnessed by another member of staff.
- ❖ All medication administered will be recorded on the child's record sheet and signed by management and staff member

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 feel that we need to 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/or 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 pre-school.

A fully qualified, professional teacher is in charge of the Foundation Stage classrooms. Along with a dedicated pre-school team he/she will work closely with the management to ensure that our planning, observations and assessments meet with the DFEE requirements. In addition to this dedicated team we are able to draw upon the experience of a qualified Early Years Advisor.

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, them 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 one 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

Once the children move up from the toddler rooms into the pre-school, we start to 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 House 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 Pre-School, Day Nursery & Out of School Clubs
F137 Liverpool Road
Crosby
Liverpool L23 5TF
Tele: 0870-220-2436
Email: stephencollins@gingerbreadpreschools.com

OFSTED Early Years
Complaints and Enforcements
Royal Exchange Buildings
Manchester
M2 7LA
Tele: 08456-404040