



Gingerbread

Pre-Schools

GINGERBREAD HOUSE
HIGH TECHNOLOGY PRE-SCHOOL & DAY NURSERY



Information for Parents

"We are committed to Safeguarding children"

GINGERBREAD HOUSE PRE-SCHOOL & DAY NURSERY

We would like to welcome you to Gingerbread House 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 Sefton Early Years advisory team, 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.



Our Vision 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.

To be the No. 1 Early Years / Childcare Centre in North West England.

Our Mission Statement.

We will undertake a process of constant evaluation & continual self assessment & improvement of our Centre's. By investing in our staff and Management teams through training & Continuing Professional Development plans, our Vision can be achieved.

Our Philosophy / Core Value's

At Gingerbread Pre Schools, we aim to provide the very highest quality provision & standards, based on best practice and using the very latest & forward thinking. We are committed to continuous self assessment & improvement at each of our settings through the development of our staff & Management team, thus ensuring that our nurseries offer a safe and stimulating learning environment for children.

At Gingerbread Pre Schools we aim to make the Early Years of a child's development an enjoyable, rewarding and positive experience. By using compassion, insight and professionalism we can give each and every child a firm and secure start.

At Gingerbread Pre Schools a practical child centered approach has been adopted where children are respected as individuals and encouraged to learn and develop at their own pace. The needs of the child are paramount in all our childcare facilities. 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 are confident that our company philosophy will have a positive impact on your child's formative early years.

Nursery

Gingerbread House is designed to provide age appropriate rooms for Babies, Toddlers, Preschool age children and a Before/After school, Holiday Club. Each room is designed and equipped with age appropriate furniture and resources. A Key Person 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 7:00 am-6:00pm 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.

Observers

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 .

Discoverers

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.

Explorers

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.

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.

Adventurers

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

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 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.

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.

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 are designed for you and your child to be able to start forming a relationship with your key person, 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. 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.



Our Key Person System

A member of staff will be allocated to your child as a 'key person'. She will be the named carer throughout the nursery day and is the first point of contact for parents. She will record information regarding your child's home routine, as well as specific information such as medication instructions, change in uplift. Changes in routine at home can affect your child's well being. It is important that the key person and playroom staff know about these changes so that the best possible care can be provided.

The key person will note a record of achievements and may ask the parents for input. This record or profile is available on request. At Gingerbread House, we use the Key person system because we feel that this is the best way to help your child feel safe and secure in the nursery and to give you reassurance.

Our Key Person System Provides

Assistance with the settling in process

Close monitoring of your child's progress in all areas of development.

A Personal contact for parents / guardians, however all our staff are available to talk to parents.

Knowledge of each child's needs when planning activities and curriculum.

A Child's Key Person

Will give information to parents regarding the routines, daily timetables and activities in the room.

Will help both parent and child during the settling in period, reassuring and helping them.

Will help the child become comfortable with the routines of a session, making sure they become familiar with the room and feel comfortable.

Build up a reassuring relationship with your child.

Will try to be aware of any home circumstances that may affect the child's behaviour.

Will carry out observations on the children in their group and devise plans for activities taking into account each child's own needs.

Will be available to parents to give feedback on what your child has been doing during their time at nursery / pre-school.

Will liaise, in conjunction with parents, management and outside agencies, especially if a child has a special need.

Take care of your child's personal needs i.e. nappy changing, when ever possible.

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 an open door policy at all times

Providing secure internet viewing systems

Holding open days

Holding parent's evenings

Having flexible admission and settling in procedures

Provide Monthly newsletters about topics, activities and events being held, these are available on-line or as a hard copy from the nursery

Family events, Bonfire night, Alfresco, Summer Fayre

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.



Arrival and Collection of Children

When you bring your child to the nursery

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 your child's room.

When entering and leaving the nursery please ensure that the front door is closed 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 person, if your child's key person 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 be recorded on an accident form and slip will have been completed. Please ensure that you read the accident form and sign it.



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 or reserved until these fees are received.

All fees are payable in advance and must 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 must be paid on the day.

Vouchers - Grants - Tax Credits

Nursery Grant - 3-5 years

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 your nursery education discount will be worked out and deducted from your weekly fees. You will be notified each nursery grant period what your discount will be.

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.

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. You or your partner needs to work a minimum of 16 hours per week to qualify. 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

