

Parent Information Pack

The Kiddies Day Nursery

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www.thekiddiesdaynursery.co.uk

2 choices – 2 nurseries

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Dear Parent

You will find **'THE KIDDIES DAY NURSERY'** at both Kidderminster and Stourport conveniently situated to all local amenities and easily accessible from all surrounding areas. **Both** have off-street car parking facilities to accommodate a number of vehicles.

Both nurseries care for 3 month-5 year olds on a full or half-day basis, with the Kidderminster nursery also providing a **Kids Klub** for 5-14 year olds. For your child to benefit from nursery life we do ask that he/she attends the nursery for no less than 2 sessions per week.

We offer quality care by 100% qualified and experienced staff that specialise in all areas of childcare development, special needs, diet etc. Our nurses will also help with toilet training whether you attend on full days or half days. We offer no less than a staff:child ratio of 1:3 in the baby unit, 1:4 with our toddlers and 1:8 in our pre-school room. This enables the staff to have the time to work closely with your child and for them to liaise with parents whenever problems, concerns or successes need to be shared.

All areas of the nursery are bright and colourful, creating a warm and friendly atmosphere for both parents and children when they first enter the nursery.

PARENTS CHOICE

The Early Learning Goals are incorporated throughout the nursery curriculum with all age groups taking part in some form of pre-school activity, reinforcing the nursery ethos of *'learning through play, the Kiddies way'*.

As part of the Early Years Foundation Stage babies are encouraged in colour and texture recognition whilst 2-3 year olds are encouraged in numbers and shapes. All 3-5 year olds take part in baseline assessment activities, which cover the six development stepping stones; communication, language & literacy, problem solving, reasoning and numeracy, personal, social & emotional, physical & creative development and knowledge & understanding of the world. All 2-5 year olds have access to a computer on a regular basis. Daily craft activities include: painting, pasting, model making as well as sand and water activities. In the playroom we encourage a variety of activities including theme play, role-play, imaginative play as well as free play. All the toys in the nursery are educational and non-violent and are designed to stretch your child's imagination, build up confidence and encourage independence.

Children attending nursery come from varying social/racial backgrounds and all are encouraged to mix well together and to learn from one another. Good manners, social behaviour, as well as personal hygiene are all incorporated into the daily routine of the nursery, with the children caring and sharing with each other throughout the day.

Safety standards are always maintained both inside and outside the nursery. The gardens are fully secure and incorporate both wet/dry play areas, an outdoor covered sandpit, a children's playhouse. A large lawned area as well as a separate enclosed play area with an all-weather surface equipped with swings, slides and balancing beams giving the children access to outdoor activities all year long.

*Nursery hours/sessions: Mornings (8.30–1.00) Afternoons (1.30–5.30) Full day (8.30–5.30)
Full time hours (8.15 – 5.45)*

TODDLER UNIT FEES: 2 – 3 year olds

Morning: **£18.50** Afternoon: **£18.50** Full Day: **£34.00** Full-time: **£34.50**

PRE-SCHOOL FEES: 3 – 5 year olds

Morning: **£17.50** Afternoon: **£17.50** Full Day: **£32.00** Full-time: **£30.50**

These rates are *inclusive* of:

Mid-morning drinks/snack **and** 2-course hot, home cooked mid-day lunch
Mid-afternoon drinks/snack **and** afternoon tea

Having achieved the Bronze, Silver & Gold Award in 'Promoting Health in Early Years Settings' the nursery mirrors these high standards throughout each area of the nursery. Each area is incorporated into our daily nursery routine and reinforced with children and parents through the facilities and amenities of the nursery.

Each **Baby Unit** has child-sized furniture and shelving to encourage even the very young to be inquisitive and independent. Mobility is encouraged with the use of push'n'ride toys and the use of a ballet bar, which enables the crawlers to pull themselves up into a standing position. Floor games, exercises, crawling etc., are encouraged and co-ordination is promoted through the use of bright, colourful and non-harmful toys and equipment. Music and movement are actively participated in throughout the day with the use of audio sound equipment and musical instruments.

You will find the sleep-room peaceful and tranquil in both décor and music. Our younger babies are motivated by the use of activity mats and multi-gyms together with their own ballet bar, recliner chairs and soft play toys.

BABY UNIT FEES: 3 months – 2 years

Morning: **£19.50** Afternoon: **£19.50** Full Day: **£36.00** Full-time: **£34.50**

AFTER WEANING: These rates are **inclusive of all meals and refreshments**

PRIOR TO WEANING: Formulae/food substitutes to be provided by the parents

EXTRA HOURS

(The nursery is open 8.30am – 5.30pm with extra hours booked by prior arrangement)

8am-early arrival, 6pm-late collection can be pre-booked at an additional cost of £1.80 - £2.00 depending on the age of the child. Early arrival and/or late collections not booked are charged at £2.00 for the first 5 minutes after your collection time and £5 per 15 minutes thereafter.

Extended stay can be provided by prior arrangement to increase the morning/afternoon session over the lunch period at an additional hourly cost depending on the age of the child (numbers permitting).

If after reading these particulars you wish to view the nursery we have **free of charge courtesy visits** each weekday morning lasting from 9.15am-10.30am for visitors as well as a minimum of 2 introductory visits for all new children/parents joining the nursery. Please telephone for an appointment and you may well find that *we are just what you are looking for!*

Payment Terms and Conditions

There is an enrolment fee to join the nursery that is payable when completing your enrolment form. This fee includes the children receiving a 'Kiddies' bag when starting the nursery.

The nursery is open 51 weeks of the year, closing on all Bank Holidays, and for 3 days at Christmas. However as overheads/staff wages etc., continue whether or not your child attends the nursery, we do continue to charge our fees 5 days/week 52 weeks of the year.

Fees can be paid fortnightly or monthly, or through the BACS banking system. Whichever method you choose, all payments are required in advance of commencement date. Should this not be possible, your initial invoice will include any additional payments required.

To terminate your nursery place, we require 1 calendar months notice, details of which should be given on the pre-printed cancellation form only.

The only time your notice period is different is during the month of December. As it would not be feasible to introduce new children at this time, your final invoice would be for the whole of this month for whatever sessions you normally attended during the year.

OUR COMMITMENT OF QUALITY CARE

- **All staff qualified in childcare** - also holding supplementary certificates in **First Aid, Health & Safety, Food Hygiene, Safeguarding/Child Protection** and **SEN Planning = *Quality of Care***
- Only **full time staff** employed = ***Continuity of Care***
- **High staff:child ratios** – min1:3 babies, 1:4 toddlers, 1:8 pre-school
- Early Years Foundation Stage – '**learning through play**' from birth-5 years
- **Accommodating hours** available to suit parent's needs = **Flexibility**
- A **Kids Klub** for 5 – 14+ yr olds – opens **EVERY TIME** your school closes
- After school club open throughout term time + mini bus collection from local schools
- **Free of Charge refreshments and meals** served at every session. Birthday parties' with photo's also included
- **Toiletries** for children **provided**, to ensure personal hygiene at all times
- **Affordable quality service** within everyone's reach
- **2 nurseries - 2 choices – 3 facilities**

OTHER SERVICES

KIDS KLUB/School Holiday Club: 5 years – 14 years

Before/after school care with collection and/or delivery

OPEN FOR ALL school holiday emergency/occasional closure care

Funded sessions available for *some* 2 year olds **FREE OF CHARGE**

Funded hours available for *all* 3 and 4 year olds **FREE OF CHARGE**

School courtesy visits undertaken for full time nursery children

Collection from home service available

Take home service available

Extended hours whenever necessary

Baby-sitting by qualified staff

Child-sized fancy dress costumes available for hire

Twice yearly photographer – can include family/friends

In-house training courses, including 1st Aid, offered to parents throughout the year

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MISSION STATEMENT

We welcome all children into our nursery regardless of race, colour, creed or disability. Each child is an individual with differing needs and abilities.

No child will be made to feel anything less than:-

COMFORTABLE and safe in their surroundings

CONFIDANT yet independent with their peers

CONSIDERATE and kind towards others...

and will come to know that their...

CONTRIBUTION to the nursery is every bit as important

as everyone else's!

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KIDS KLUB SCHOOL HOLIDAY CLUB

SITUATED WITHIN THE KIDDIES DAY NURSERY

AN EFFECTIVE SOLUTION

Good quality out-of-school childcare provision helps:-

- to give children valuable leisure experiences, and reduce the dangers they may face without adequate care
- to give parents the chance to take up the jobs, training or educational opportunities they want
- to assist employers in the recruitment and retention of year round staff
- to assure employers that they can reliably recruit staff with school age children

WHO USES OUT-OF-SCHOOL CARE?

The age range of children using our out-of-school care is 5 to 14+ years. Some younger children continue to return from school to use our nursery facilities during the holidays and some older children enjoy the outings and trips and continue to want to take part.

WHEN DOES OUT-OF-SCHOOL CHILDCARE HAPPEN?

Every time the school gates close our Kids Klub opens. It may be for teacher training days, polling days, heating breakdowns, non-fuel deliveries? But the greatest need generally occurs:

- Before school during term time – from 8.00am until school drop-off.
- After school during term time - from school collection until 6.00pm.
- During all school holidays - six weeks during the summer holidays, Christmas closures, Easter and three one-week half terms throughout the year, with opening hours from 8.00am to 6.00pm.

WHY OUR KIDS KLUB?

Our Klub is not a babysitting service. It is an active outdoor experience. Throughout the year trips and visits are arranged throughout the County and further afield for the children to participate in and enjoy. Working parents may not have the opportunity of making these visits with their children themselves and that's where we come in.....

Trips and Visits: There is usually a programme of outings and visits to nearby places of interest, some fee paying and some being free of charge. Places visited have included Telford Ice Rink, Sealife Centre, Think Tank, Safari Park, Malvern Hills, Birmingham Airport, Telford Wonderland, Bristol Zoo, Trentham Monkey Forest, Shropshire Hills Discovery Centre, Old Trafford, Drayton Manor Park, Birmingham Hippodrome, the Wyre Forest for Go Ape, dinosaur and/or ghost hunts, local swimming baths, local cinema, 10 pin bowling, nearby parks, and many, many more.....

Activities: On the odd occasion that we don't venture out a wide range of activities is offered - art, music, drama, cooking, sport, and computer work - everything from participation to quiet places for thinking, reading and homework.

Care: It's not just the under fives who need care. School aged children need care and looking after too. Our Kids Klub ensures the safety of our children by personal pick-ups and delivery to and from the school, giving peace of mind to working/busy parents.

Play: Play is the free involvement of children in a wide range of activities in which they can learn about enjoyment, adventure, sadness, happiness and life itself. Children learn a lot about themselves and the world from play. Children are able to participate in a range of stimulating activities.

Staff:child ratios are maintained on and off the premises guarding children's safety and care and offering parents peace of mind. Kids Klub staff are qualified in or working toward a qualification in playwork and all have supplementary certificates in First Aid, Health and Safety and Food Hygiene Awareness as well as training in Safeguarding/Child Protection and SEN.

WHERE IS OUR KIDS KLUB?

Our Kids Klub is based at The Kiddies Day Nursery in Kidderminster. It is situated in a separate, purpose built unit on the nursery premises. It is accessible to both children and parents from a large off-street car park at the rear of the premises, which is able to accommodate a number of vehicles safely.

If there is sufficient demand for our Kids Klub from another area i.e. Stourport we can arrange one general collection from our Stourport nursery for those children wishing to use the Kids Klub in Kidderminster.

HIGH QUALITY IS ESSENTIAL

The quality of any out-of-school playcare scheme is essential to its success. Attention to detail with regard to quality of both staff and services benefits everyone. It ensures:

- * a safe, enjoyable and stimulating environment for children
- * peace of mind for working parents
- * reliability for employers
- * and ultimately survival for the childcare scheme itself

QUALITY STANDARDS IN OUR KIDS KLUB

- * high staff:child ratios
- * staff qualified in Playwork and hold underpinning certificates
- * wide selection of indoor/outdoor equipment
- * table top activities daily
- * computer accessibility
- * spacious indoor accommodation
- * large outdoor all weather play space available
- * small intimate groups
- * own transport, fully insured with child sized restraints and/or booster seats used
- * appropriate furniture and equipment used at all times
- * accurate records kept
- * achieved Bronze, Silver and Gold Award in *Promoting Health in Early Years Settings*.
- * Lunch box ideas can be obtained from the noticeboard at Kids Klub

KIDS KLUB SCHOOL HOLIDAY CLUB

5 years – 14+ years

FULL DAYS: 8.00am – 6.00pm

SESSIONS AVAILABLE: 8.00am – 12.30pm and 1.30pm – 6.00pm

BREAKFAST CLUB: 8.00am – 9.00am

AFTER SCHOOL CLUB: 3.00pm – 6.00pm

FEES PAYABLE - £2.20/hour!!

FULL DAYS - £22.00

SESSIONS - £15.50

BREAKFAST CLUB - £2.00 + £2.50 travel

AFTER SCHOOL CLUB - £6.00 (no travel costs)

from Spennells & Comberton Schools only

Late collection: £2 for the first 5 minutes, £5 for the first 15 minutes

A registration fee of £15.00 per child is required for children not previously registered with the nursery. The registration fee covers all-time membership to the Kids Klub for 5–14+ year olds enabling you to use the Klub at any time until your child reaches 17 years of age.

It is the parent's responsibility to provide healthy food and snacks throughout the day. Children **will need** snacks for mid-morning/mid-afternoon breaks, lunch and/or afternoon tea if required. A larder fridge is available for food storage.

ACTIVITIES

Our Kids Klub uses both a 13 seater minibus and a 7 seater people carrier which provide a safe mode of transport for trips and to local places of interest, parks, walks, farms, castles etc.

A time table of trips and activities is produced in advance of every school holiday so both children and parents can see at a glance what exciting events are on offer.

Below is a 'sample' activity week in Kids Klub during half-term:

W/C:		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	AM	WYRE FOREST 'Theme' HUNT £ 1	ICE-SKATING TELFORD 1 st timers or veterans – easy peasy.....	SWIMMING CRYSTAL LEISURE £ 3.85	CHILLY KIDS STOURBRIDGE £ 5.50	THEME FANCY DRESS PARTY & DVD POPCORN FOC (In-house)
	PM	CREATIVITY WORKSHOP 'cooking' FOC	£ 7.50	CINEMA £ 3.80		

Our Kids Klub is also fully equipped with computers, books, tabletop games, jigsaws, tabletop football, giant connect 4, musical instruments, huge soft play shapes, role play tents and fancy dress outfits.

We also have extensive enclosed outside areas for the children to play. There is a park area with climbing equipment and swings, a Japanese garden with water feature, seating areas and different textured ground areas, an all-weather grassed area as well as a large lawn for sports play together with a large tarmac area for the giant outdoor games e.g. Jenga, Snakes & Ladders and to use the parachute etc.,

As you can see there is more than enough to occupy those children back at base who choose not to take part in the planned trip for that day.

Remember, we are open **every time your school is closed** – not only holidays but also training days, polling days and Baker days.

Your emergency is our problem!

We open on any/all school closure days