

Superstars Daycare & Afterschool

Unit 5 Riverside Shopping Mall

Mill Street

Gilford

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7.30am – 6.00pm (Monday to Friday)

***Introduction***

Superstars Daycare & Afterschool is a private day nursery situated in Gilford, County Armagh. We have car parking facilities and a secure entrance for the safe arrival and collection of children. The nursery is opened from 7.30 am to 6.00pm, Monday to Friday all year round, only closing on specific dates set out at the beginning of each year.We cater for children aged 3 months to 12 years approximately. Our playrooms are fresh, bright and spacious with safe, modern, age-appropriate equipment, we have a secure enclosed outdoor play area and at all times the correct child: staff ratio will be adhered to. Children will be offered a daily nutritious meal and snacks throughout the day which are freshly prepared on the premises.

All our staff have the relevant qualifications and/or experience and are dedicated to helping each child develop. They will be offered continual training to help keep them updated with current procedures and issues.

***Aims***

Our aims include;

* To offer good quality childcare to all children
* To create a happy, secure, inspiring, and diverse environment for all children in our care.
* To ensure that each child receives a nutritious, well-balanced diet
* To attend/assist children’s personal hygiene and toileting needs
* To help each child reach their full potential and learn how to shine
* To work in partnership with parents and other outside agencies

**Statement of Purpose**

Superstars Daycare & Afterschool is committed to providing the highest standard of professional care within a warm, homely atmosphere where your child can enjoy stimulating play, as well as necessary rest periods, thereby enabling them to develop their full potential.

**Our Values**

**Child Focused** – We are child focused and treat each child as individuals, their needs always come first.

**Engaged** – By engaging with our Team, Children and Parents in a proactive, supportive, flexible and caring way, we can create a real sense of belonging.

**Passionate** – We are passionate about creating a fun, welcoming and nurturing environment to greatly enhance opportunities to learn and explore.

**Committed** – We are committed to providing excellence through continuous improvement and consistent training.

**REGISTRATION**

We are registered with the Southern Trust and we are also members of the Early Years Organisation (EYO).

Superstars Daycare & Afterschool was established by Tara McKibben (Registered Person) in 2020. Superstars Daycare & Afterschool cares for children aged 0-12 years of age.

**HOLIDAY ARRANGEMENTS:**

Our days of closure as follows:

(these may change each year, please see enrolment form for this years holidays)

New Year’s Day
St Patrick’s Day
Easter Monday & Tuesday

May Day & Late May Holiday
11th, 12th & 13th July
Late August Bank Holiday

Christmas week (24th December – 31st December)

Superstars Daycare & Afterschool is registered for up to 69 children. This is comprised into 5 main groups;

* Tiny Stars is for children aged 0-1 (or until they’re walking). This room caters for up to 6 babies at any one time.
* Twinkle Stars is for children aged 1-2. This room caters for up to 9 waddlers at any one time.
* Little Stars is our toddler room for children aged 2-3. This room caters for up to 19 children at any one time.
* Bright Stars is our pre-school room for children aged 3-5. This room can cater for up to 20 children at any one time.
* Afterschool Stars is our afterschool room for children aged 5-12 (P1 – P7). Our afterschool room can cater for up to 15 children at any one time.

As part of our Registration, we are inspected annually in line with the Minimum Standards. Annual Inspections check:

* The suitability of the premises, ensuring that they are safe to be used as a facility to provide care to children
* The suitability of the persons providing care, ensuring that there is no known reason why they are not able to work with children
* That the standard of care offered is in keeping with that which is required by any registered facility
* The suitability of equipment
* All record keeping systems. They have access to all records held on children and staff.

The contact details for our registering social worker are displayed on our Parent Notice Board at the entrance to our setting.

At Superstars Daycare & Afterschool there is public liability insurance and employers’ liability insurance, with current certificates displayed on the notice boards in the settings.

***Fees – these can be obtained from our manager.***

**ROUTINES**

Each room will have their own routine in terms of free play, structured play, outside time etc. The nursery’s set times for meals are as follows; Breakfast is served between 7.30am-8.45am, Snack at 10am, Lunch at 12/12.15pm and final snack at 3pm. The afterschool room will have snack at 4pm.

**POLICIES & PROCEDURES**

The policies and procedures which govern our practice have been carefully developed in accordance with both legislation (Children (Northern Ireland) Order 1995) and best practice as determined by the Early Years Organisation and the Department of Health, Social Services and Public Safety (DHSSPS) via The Minimum Standards. These are continually reviewed in line with current Childcare, Health and Safety and Best Work Practice guidelines.

Each of our policies are available as physical copies from the nursery.

* Absence Of Manager
* Accidents
* Additional needs
* Admission
* Managing Behaviours
* CCTV
* Child Protection
* Complaints
* Confidentiality
* Consent
* COVID-19
* Data Protection
* Emergency
* Equal Opportunities
* E-Safety
* Fire & Evacuation
* General Health & Safety
* Healthy Eating / Menu Planning
* Observation & Record Keeping
* Infection Control
* Intimate Care
* Lost / Missing Child
* Medical Administration
* Mobile Phones
* Outings & Community Links
* Partnership with Parents & Carers
* Records Management
* Security
* Smoking
* Settling In
* Staffing
* Transport
* Video & Photography
* Whistle Blowing

There are a number of policies that will be shared with each parent when they’re child starts at Superstars, these include safeguarding, intimate care, photography, infection control, food & drink, behaviour management and additional needs and the complaints policy. These can be seen at the end of this parent pack.

**Admissions**

In line with the Early Years Organisation’s (EYO) policy statement on admissions, at Superstars Daycare & Afterschool we admit children from all cultural, religious and financial backgrounds and also welcome children with disabilities and learning difficulties.

At Superstars we are committed to promoting equality of opportunity by providing activities which are open to all children and their families. We aim to ensure that all individuals who wish to work in Superstars as staff have an equal opportunity to do so. Superstars provides all round day care to children between the ages of 12 weeks and 12 years.

**Waiting List**

Our waiting list is not necessarily operated on a first come, first served basis. Parents can place their child’s name on our waiting list at the pre-natal stage if they so wish, but places will not be allocated according to the length of time their child’s name has been on this list in the first place, but whether a place is available in the appropriate age group.

Where all things are equal and more children want places than are available, the following admissions criteria will apply:

* Priority will be given to those children who have siblings already at Superstars.
* Priority will be given to children requiring full-time rather that part-time care, when full-time places are available
* Priority will then be given to a child who has been on the waiting list for the longer period of time

A child whose name is not on the waiting list but who falls within the categories below may also be offered a place:

* Child referred by Social Services, Health Visitor or other Health Care Professional
* New families within the areas
* Child who has special needs
* Child from cultural groups not familiar with nurseries

**Registration**

We encourage parents to come and view our nursery, meet the staff and children and discuss their childcare requirements. They will then be asked to complete a registration form and a Parental Consent form. This will include as well as the child’s details: -

* Name, address and contact numbers of all parents/carers
* Information about any health issues or medication;
* Parental consent for general activities

At Superstars, we recognise the importance of keeping in close contact with parents in order to meet the needs of each individual child most effectively. Parents are the most knowledgeable people about their children and are also their first and most influential educators.

**Activities & Resources**

All of our rooms at Superstars Daycare & Afterschool are equipped with age-appropriate play activities that are rotated depending on the season. We have access to outdoor play areas – our own outdoor play area as well as the riverside walk area that has a lovely forest area as well as a play park.

Activities are planned with an emphasis on learning through fun and play, whilst being responsive to children’s enthusiasm and interests and flexible enough to meet individual children’s needs.

Whilst for children in the nursery setting, there is a need for an educational curriculum, for those children coming to the afterschool stars room it is deemed that those needs will be met in their respective schools. Therefore, the emphasis here will be on play.

***OUR PLAY ROOMS***

*Baby room 3 months - 1 year approx. (Tiny Stars)*

This room caters for babies from 3 months to one year old approximately. It is equipped to meet the rapidly changing individual needs of the very young child. Babies need a safe play environment which offers space for movement, there is a range of age-appropriate manipulative and physical equipment to enhance fine motor skills and mobility. Exploration will be investigated through the five senses and in this room the staff: child ratio of 1:3 will be adhered to. Parents will be asked to supply; a note book, nappies, nappy cream, wipes, cotton wool, formula or expressed milk etc. There is a nappy changing area and a place to store all children’s belongings as well as a closely monitored separate sleeping room. Staff will write all activities, nappy changes etc., in the child’s daily diary which will be sent home each day for parents to sign. When the time is right, we will wean babies with the guidance from parents.

*Waddler room 1year- 2 years approx. (Twinkle Stars)*

This room caters for children aged 1 -2 approximately. This room is a bright, spacious room which gives children of this age group the opportunity to find their feet (if they haven’t already)! There is a range of age appropriate resources, which will help children with their fine motor skills and mobility as well as having lots of fun! Again, the staff: child ratio in this room is 1:3. There is a separate sleep room which is closely monitored and a separate nappy changing area. Staff will continue to complete each child’s daily activities in their dairy to be brought home every day.

*Toddler room 2 year – 3 years approx. (Little Stars)*

This is a bright airy area, which creates a happy atmosphere to provide enjoyment and fun. It is an outlet for self-expression and children are encouraged to actively learn through play with structured learning to increase their self-confidence. Children will have the opportunity to investigate and examine their environment and pretend, imagine and fantasise through play. Socially acceptable behavior will be introduced, general concepts of colour will be established and potty training will be supported with guidance from parents. Children are offered a toddler bed/mat at nap time. Sheets and blankets will be provided by Superstars Daycare & Afterschool. The staff: child ratio in this room is 1:5.

*Preschool Room 3 -5 years approx. (Bright Stars)*

In this area staff will prepare children for primary school by introducing a wide range of vocabulary, colours, numbers and letters. The children will have plenty of materials and equipment to help all areas of development. The recognition of their names will be enforced and possibly even the spelling of them. The pre-school curriculum will be adhered to by introducing such areas as; a games area, wet & dry areas, dressing up, library, home and construction corners and regions for painting, junk art and writing. These areas ensure that all forms of the children’s development are met through the daily routine. Children will have the opportunity to engage in musical activities which incorporate movement, stretching and growth. This room also has access to an outdoor enclosed area where access is gained through the room. The staff: child ratio in the pre-school room is 1:8.

*Afterschool Room 5 – 12 years approx*.

Our afterschool room is a large bright space that will cater for children aged 5 – 12 years approximately. We at Superstars understand that children will want to relax after school so we have created an environment where they can get homework completed but also chill out with friends. There will be a wide variety of resources, from arts and crafts to board games etc. The afterschool also has access to our outside area, which we will promote to our children to keep them active. Our afterschool room will also be opened during school holidays! \* The staff: child ratio in the afterschool room is 1:10.

\* A child will only move into the next playroom when both the child and the parents agree to this. It very much depends on the individual needs and stage of development of the child and before any move both the child and the parent are introduced to the new staff, room and children.

***Fees***

Our fees are as follow from 1st April 2023:

|  |  |
| --- | --- |
| Full time care (5 days a week) | £215 |
| Full Day (per day) | £46 |
| Half day –8am – 1pm1pm - 6pm | £31 (includes breakfast, morning snack & lunch) £27 (includes afternoon snack) |
| Afterschool – Breakfast club2pm-6pmHalf day (8am-1pm/9am-2pm/1pm-6pm)Full daySchool extras –Lunch11am collection12pm collection | £6£19£25£38£3£8£5 |

\*If you have more than one child in the facility, you will pay full for the youngest child and receive 5% off the older children’s fees.

**We ask that parents provide the following items:**

\*Infant formula/expressed milk/drinking water (sterilized for babies under 1 year old)

\*Nappies

\*Nappy cream

\*wipes

\*Face cloth

\*Cotton wool (if applicable)

\*Comforter (if applicable)

\*Spare changes of clothes.

\*Various clothing/footwear such as wellies, raincoat, hat/sunhat, sun cream.

**We ask the following of each parent:**

* A £50 registration fee is paid to the nursery along with your registration form.
* Be punctual when paying fees.
* Give 4 weeks written notice if you wish to withdraw your child from the nursery.
* Give 4 weeks’ notice if you wish to reduce the hours that your child attends the nursery
* Be prompt when collecting your child.
* Keep your child at home if he/she is sick
* Fill in all the necessary forms this includes contract between Superstars Daycare & Afterschool and our parents.
* We ask that parents inform us before 10.00 am if their child is not attending the nursery

**We wish to inform parents that:**

* Fees are paid 52 weeks of the year to the nursery, including sickness, holidays, emergency closures/exceptional closures.
* Late payment may result in your child being excluded from the nursery if fees remain outstanding more than 7 days beyond their due date.
* Fees and holidays will be reviewed annually.
* The late collection of your child will result in £5 being charged for every 5 minutes that you are late or part thereof and this is effective at 6.00pm. On the 3rd occasion we will ask parents that alternative arrangements are made for collection.
* Breakfast is served for 7.30 – 8.45am.

Superstars Daycare & Afterschool will endeavor to work in close partnership with parents and all other outside professional bodies and regular visits are made by social services throughout the year. We are providing a valuable service to parents and ensure them that their child’s care and education is upheld to the highest possible standard. Our priority at all times is the children and by offering endless play opportunities and learning activities for them we hope to promote self-confidence and individuality.

A copy of our Policies and Procedures are available for parents to read please ask a member of staff if you wish to see these.