



Pre - School

Skamps Pre-school Day Nursery ©[®]™

‘We have fun, We play We Learn.’

Welcome to Skamps Pre-School Day Nursery

Firstly we would like to introduce ourselves: -

The Early Years Professional, Speech and Language Champion, Special Needs Co-ordinator (SENCO) and owner is **Gaynor**

The Deputy practitioner is **Kristy**

Designated Safeguarding Leads are Gaynor, Kristy, Kim and Kelly

First Aiders are Gaynor, Kristy, Kim, Dawn, Janet and Erica

And the other nursery practitioners in the team are Janet and Erica

Where are we? Who are we?

Our address is Skamps Pre-school Day Nursery, St Andrews House, Smorrall Lane, Bedworth. CV12 0JP. We are based over 2 floors – downstairs there is Busy Lizzie play room for children aged 2-4 years with child sized toilets, and a sensory room for all children and babies to play in, upstairs is Sweet Pea play room for toddler and babies aged 0-2 years, a Daffodil room which is a sleep room with 2 cots, bouncer, pushchairs, there are child sized toilets along the landing for toilet training with potties. We have an outside play area which is grassed and rubber matted. We have redeveloped the outside area and have an area for our little ones which is grassed, a growing area and a den into the bushes.

We are also members of the Early Years Alliance and National Day Nurseries Association (NDNA) who offer support, advice and information. We are insured through Royal and Sun Alliance for public liability.

Our Aims

Our aims are to offer a structured approach to early education for children from 6 weeks to school age, in a fun and stimulating environment to encourage the children we care for to learn through play following the DfE Early Years Foundation Stage in a way which is fun, safe, secure and educational, with fully qualified staff to nurture and care for your children with age related and suitable resources

Mission Statement

We at Skamps believe that:

- Each child is an individual and unique and should be treated that way regardless of race, gender, religion, or disability and we ensure equality of access for all, parents, children, carers and staff and visitors.

- 🌈 All staff have equal access to train and develop to ensure the highest quality care is given to your child and to ensure the nursery, OFSTED registration, Early Years Foundation Stage and Children Act's requirements are met.
- 🌈 Parents should be involved in the day to day running of the nursery and are very welcome to help out at any time as parents are valued at Skamps as the first educators of their child.
- 🌈 We will contact other professional agencies should the need arise to support your child's learning and development with your written consent gained first.
- 🌈 High staffing ratios will ensure your child receives the support they need when they need it with plentiful resources that are of high quality both inside and out

Opening times

We are open for 51 weeks, closed for bank holidays and 1 week over Christmas and registered to care for 25 children from 6 weeks old to school age. We are open Monday to Friday 8am to 4pm – see coronavirus updates, with the Early Education funded sessions running from 8.50 to 11.50 and 12.00pm to 3.00 pm for the afternoon session – term time only. We offer a completely flexible approach to meet your childcare needs – depending on space available. Holiday care is available through school holidays even if they attend another setting during the term.

CORONAVIRUS - COVID-19

We have changed the way we receive your children in dropping them off and opening from 8am to 4pm for the foreseeable future. If you need longer opening hours than we currently offer - get in touch - something can be worked out I'm sure.

Only 1 parent to pick up and drop off who is symptom free of Covid.

REMINDER if anyone is showing symptoms of covid-19 please remain home and please DO NOT bring your child to nursery if they have a slight fever, a new continuous cough or loss of smell/taste. We will need you to get tested if you show symptoms or anyone in your house shows symptoms.

If your child becomes unwell during the session we will contact you to come and collect them, as well as, if your child shows symptoms or is poorly do not bring them in as we will send them home.

We have to remain vigilant during these very unprecedented and uncertain times

We want to be safe and provide a safe environment for all staff children and parents/carers and we can only do this if we are considerate of others. As the rules on Covid are changing frequently we update you via text, our Facebook page, website or notes/letters home

What will my child need?

Children are encouraged to be independent as much as possible so we ask that all children bring in a named bag with a full set of clearly named clothes from socks to tops especially if they are just beginning to be potty trained. We do have a small supply of spare clothes but these run out pretty quickly. The spare clothes are not just for those who are just starting to use the toilet but also for those who get a bit enthusiastic when playing with water or washing their hands and sometimes they do get a bit 'damp' when playing with shaving foam, cornflour, beans etc. For those in nappies/pull ups please ensure we have enough spare nappies to last the day, baby wipes, nappy bags and changes of clothes. A supply of nappies/pull ups can be stored in Skamps and replenished when getting low.

If a change bag is not provided we will charge you £2.50 to use our nappies/pull ups. We do try and

encourage toilet training when they are old enough but understand that due to special needs and age and stage of development this may not always be possible.

Skamps jumpers and T-shirts are for sale at £9.00 for the jumpers and £6.00 for T-Shirts. The uniform is not compulsory but parents have said that it helps their clothes as we do quite a lot of messy creative activities so its best not to bring them in their best clothes - sizes available are 2-3, 3-4 and 5-6 years. We do have some second hand uniform if you are interested but we have very limited stocks of these.

We also ask for a water bottle to be brought in so the children can access water/juice throughout the session/day to help keep them hydrated – **these will go home, to be refilled and brought in everyday**, wellies to keep on the trolley so we can all go outside no matter what the weather is and rubber soled slippers, a slipper bag can be provided. In the summer we ask that suitable footwear to be worn i.e. no open toed sandals or high heels. Coats are needed all year round so we can go to the park and outside. Please label all clothes, bags etc. If your child has their ears pierced we ask no hoops only studs please.

Healthy Snacks and meals

The nursery makes snacks and meals a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will make sure that these are met. If you have any comments or ideas for snack please do not hesitate in informing a member of staff of your ideas. Due to the costs of providing healthy snacks, we ask for a small contribution – details of which are in the fees and funding section.

Snack time around 9.30am and 2.00pm consisting of a choice of at least 2 healthy snacks of:

carrot sticks, cherry tomatoes – cut in half, pineapple, cucumber sticks, grapes – cut in half, bananas, crackers with butter/cheese spread, low fat cheese and chive dip, breadsticks, sultanas, cheerios, yoghurts/fromage frais, toast, rice cakes, puffs, cheesy snacks etc

Milk is provided free of charge for 1/3rd of a pint of milk per day per child, water is also available and sometimes we may even have a cheeky hot chocolate - especially when coming back from the park or outside play or milkshake –

We offer breakfast, morning snack, hot lunchtime dinner (not available at the moment), afternoon snack and evening tea (not available at the moment) depending on how long your child is with us during the day. If your baby is weaning and you are using jars we ask you to provide them for the time they are with us. We can only heat up food for the 0-2 year olds who are upstairs – due to ratios.

For those stopping for lunch and bringing in a packed lunch, we have a 'What goes into a healthy lunchbox' letter to encourage healthy eating which parents have found to be very useful. We do ask that all cherry tomatoes and grapes be cut in half to minimise choking hazards. Please do not put too much food into your child's lunchbox as they struggle to eat it and also please ensure lunchboxes/bags are kept scrupulously clean and not put sweets into their lunch box.

All times are approximate

Breakfast 8.00-8.30am Cost if not provided £1.75

Morning snack 9.30am – a voluntary contribution of 80p per session to cover costs

Hot dinner at lunchtime 11.15am to 12.30pm (£3.00) Currently unavailable due to low demand

Afternoon snack 2.00pm 80p voluntary contribution

If you would like your child to have a hot dinner/evening meal please speak to a member of staff or Gaynor who will put your child's name on a waiting list and offer it if the demand is great enough.

ALLERGIES

If your child suffers from allergies we have experience in helping you to cope with these, i.e. milk allergy/intolerance sufferers are catered for with coconut milk, almond milk, soya milk etc. Wheat, dairy and peanut allergies as well as, all food is entered into our allergen folder for you to look at to ensure your child does not receive anything which could make them poorly.

Fees and Funding

The fees are £18.00 for a 3 hour session for fee paying. This includes the snack contribution. If Early Education funding is being claimed we ask for a small snack contribution of 80p per session to cover the cost of providing a healthy snack per session.

Unfortunately we still have to charge you for the full amount if your child does not attend including holidays.

We ask all parents to sign a Terms and Conditions of Nursery with a one of fee of £18.00 to set up records and if you have 2 children attending it is only one payment.

Hours outside funded hours you pay for i.e before 8am and after 3pm

Nursery funded sessions are 8.50am-11.50am and 12.00pm-3.00pm - are £18.00 for these sessions - available term time only

Additional hours are £6.00 per hour. Fees are subject to change. One months notice will be given prior to any change and one months notice must be given if no longer wanting the place. Prices increase from September each year for the hourly rate and snack increase per funded session

We take childcare vouchers from Edenred, Computer Share Voucher Service, Salary Exchange and Care-4 Scheme by Grass Roots Group. If you need any of the ID numbers e.g. Edenred has an ID number beginning with P, and also we offer online banking. We are also registered for **Care to Learn** Payments for parents going to college.

All fees must be paid online at the beginning of the week – paid in advance. **We will no longer be accepting cheques to pay for your child's fees.** For paying fees online – all information can be found on the bottom of the invoices. We can also take card payments.

To claim the Early Education Funding for your child you will need to bring in formal identification i.e. birth certificate or passport and complete a funding form. The funding begins the term after they turn 3 or if on the 2 help scheme the term after they turn 2 years of age. The letter of acceptance for the 2 year funding will have to be shown to Gaynor to be copied before funding can be claimed. The forms will be given to you to complete and return and sign each term so the funding can be claimed.

Children who qualify for the 30 hour free funding, information can be found on www.warwickshire.gov.uk/childcarecosts For the 30 hours funding additional information is required to validate your code. The code MUST be given with relevant details and validated BEFORE 30 hours can be given to your child with a valid start and finish date.

We also can claim on your behalf extra funding for children who meet the specified criteria. This is called Early Years Pupil Premium (EYPP). For more information and a leaflet please speak to Gaynor. If you are in any doubt please complete all the information on the funding form and Gaynor will apply for you.

OFSTED

We are registered with OFSTED for our premises and educational inspections. We were inspected 14th September 2016 and graded a 'Good' provision with only one recommendation.

Speech and Language Development

We have been implementing a strategy called the Time to Talk strategy – a joint NHS and Warwickshire County Council project. The project aims to ensure that all children have every opportunity to achieve their potential in speech, language and communication.

As part of this project, one practitioner – Gaynor, is a trained Speech and Language Champion to use a screening tool called the **WellComm**. This involves the Champion completing fun activities individually with a child to identify their level of communication development and then planning activities to help them to continue to progress. Further details will be given out when your child is due to start and when the screens are taking place. Further information can be found online at Time to Talk Warwickshire

Early Years Foundation Stage

We provide a curriculum following the DfE Early Years Foundation Stage (EYFS). Skamps follows this statutory guidance.

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the *prime* areas, are:

- Communication and Language;
- Physical Development; and
- Personal, Social and Emotional Development.

and four *specific* areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy;
- Mathematics;
- Understanding the World; and
- Expressive Arts and Design.

Skamps uses the development matters stages to help us to trace each child's progress and to enable us to provide the right activities to help all of the children move towards the achievement of the early learning goals, which children are aiming to achieve by the END of the reception year.

Educational programmes must involve activities and experiences for children, as follows in the prime areas:.

- **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

• **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

In the Specific areas:

- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Skamps provides a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

Please ask for more information on the Early Learning Goals. The EYFS has undergone some changes from September 2021 and we have a parent information sheet with information about the reforms.

The EYFS now has a website with a parents page for information on caring for newborns to joining the reception class, resources and contacts for your local children's centre and other useful contacts. www.foundationyears.org.uk and click on the parents area and explore.

Working together for your children

Nursery has a high ratio of adults to children in the setting. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.
- We share information about your child with your child's school or nursery or pre-school through phone calls or in person

Key persons

The nursery has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what the nursery provides is right for your child's particular needs and interests. When your child first starts at the nursery, she/he will help your child to settle and throughout your child's time at the nursery, she/he will help your child to benefit from the nurseries' activities. We allocate a family group to your child when starting and with your key person to monitor their development, to work with your child in the family groups. The key person or family group leader can help you with any questions you might have

regarding your child. If you have any questions or queries don't hesitate to contact your key person or Gaynor for them to be answered. We have termly meetings with parents which are currently being done over the phone

Staffing

Children start to learn about the world around them from the moment they are born. The care and education offered by Skamps helps children to continue to do this by providing all of the children with interesting activities that are right for their age and stage of development. We are constantly improving and modernising our equipment and resources from council educational grants and funding. The staff receive training throughout the year as stated in our training policy to keep them updated on changes and developments in teaching and the Foundation Stage Curriculum. Each member of staff hold a relevant Level 3 qualification or working towards with Gaynor attaining BA (hons) in Early Years and Early Years Professional Status. We always have a qualified first aider in the setting to treat any accidents that may happen. All staff are safeguarded trained with 3 staff being Designated Safeguarding Lead trained.

Parents as Partners

If we are to realise our aims we need to work in partnership with parents, by sharing information about your child, as we recognise that you, the parent, know your child better than we do and your help is very important and of great value. We ask you to complete an initial assessment called an 'All About Me' form of your child, when they start, so we get to know quicker what your child has achieved and has not achieved, so we can work with you, on the things they have achieved and improve the ones they can.

As a member of the Early Year Alliance and National Day Nurseries Association, Skamps recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the nursery a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions of the nursery
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- taking part in events and informal discussions about the activities and curriculum provided by the nursery;
- joining in community activities in which the nursery takes part; and
- building friendships with other parents in the nursery
- Going on walks around the local area and on trips

We have 3 meetings per year for you to meet/talk with your child's keyperson and look through their Learning Journey with your child's Keyperson, at a mutually convenient time. You are very welcome to contribute to the Journal and write in what your child has been doing at home. The red books help to keep the journal up to date with their development.

The parents' rota – due to the current Covid situation we aren't having parents to come in and help

Skamps has a parents rota, which you can sign if you would like to help at a particular session or sessions of the nursery. Helping at the session enables you to see what the day-to-day life of the nursery is like and to join in helping the children to get the best out of their activities. You don't need to volunteer every week as we know with work and other commitments, it can be very difficult but just to come and play once in a

while. If you do come and help out we will show you where to put your coat and bag and ask that you DO NOT BRING YOUR PHONE INTO ANY ROOM as it is part of our safeguarding policy also no pictures can be taken to protect the children. You will need to have a current DBS certificate before you can come and help out. A volunteer DBS is free. Please see our policy for more information or see Gaynor.

Joining in– due to the current Covid situation we aren't having parents to come in and help

Joining the rota is not the only means of taking part in the life of the nursery. You can offer to take part in a session by sharing your own interests and skills with the children.

Do feel free to arrange an appointment to come into the nursery, if you would like to have a look around or to speak with the staff. We have a skills audit for parents to complete when your child starts with us so we can invite you into Skamps if we have a topic that we feel can be explained better by a professional.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the nursery staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

The nursery also keeps itself up-to-date with best practice in early years care and education through the Early Years Alliance's magazine Under Five and publications produced by the Early Years Alliance, the National Day Nurseries Association (NDNA). The current copy of Under Five is available for you to read. From time to time the nursery holds learning events for parents. These usually look at how adults can help children to learn and develop in their early years. Courses on similar topics are held locally by the Early Years Alliance: watch out for information about these.

The Nursery's timetable and routines

Skamps Pre-school Day Nursery believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the nursery's sessions are provided in ways that:

- help each child to feel that she/he is a valued member of the nursery;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

The session

The nursery organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided indoors.

Policies

All our policies have been adopted and amended from the Early Years Alliance's prospectus, NDNA Policies and Procedures, and Warwickshire County Council and are available upon request. We amend and update them during regular staff meetings. The policy books can be taken home upon request but we do ask for you to bring them back when you have read it as it's a very lengthy document.

The nursery's policies help us to make sure that the service provided by the nursery is a high quality one and that being a member of the nursery is an enjoyable and beneficial experience for each child and her/his parents

Data Protection

The data processing law came into force on 25th May 2018 we have produced a few policies to accommodate. These are Data Protection Policy, Data Retention Policy, Privacy Policy and Privacy Notice. These policies are available free of charge and they set out your rights to data protection. What information we have on your child and what we use this information for. The Data Controller and Data Processor is Gaynor. To see our policies – please ask

Special needs

The nursery's Special Educational Needs policy makes sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have.

The nursery works to the requirements of the 1993 Education Act and The Special Educational Needs and Disability Code of Practice 0-25 years (2015). The nursery's Special Educational Needs Co-ordinator is

Gaynor

The first days

We want your child to feel happy and safe at Skamps. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle in. The Nursery has a policy about helping children to settle into the nursery. Each child has its own unique way of settling in and we adapt to meet yours and your child/babies needs

Clothing

The nursery provides protective clothing for the children when they play with messy activities and have Jumpers and t-shirts for sale with the Skamps logo on, £9.00 jumpers and £6.00 for T-shirts to save their clothes from home.

The nursery encourages children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes.

Clothing which is easy for them to manage will help them to do this i.e easy fastenings with no belts, black pumps with Velcro or slip on – no lace up shoes please. If a child is being toilet trained please put them in easy pull up trousers, i.e. jogging bottoms with elasticated waists so the child can manage to go to the toilet themselves.

As mentioned before do ask that all parents bring a spare change of clothes, clearly labelled, for your child in case of accidents during water activities, especially during the dry warm days in the summer. We also request sun hats when the sun is shining and for the children to be protected with suncream before they arrive as we cannot apply this to your child. We have a sun policy for further information and request that a consent to apply cream is obtained every summer term.

We also ask that children bring with them suitable outdoor clothing according to the season i.e. coats and wellington boots for winter and when its cold and rainy and sunhats for the sunnier weather.

Sickness

We ask that parents do not bring their child to Skamps if he/she is unwell, as we do not have the facilities to look after them. If your child becomes ill during the session, we will contact you immediately to take him/her home via the contact numbers provided using home numbers first then the first and second contact numbers unless you state otherwise. It would be useful to have as many contact numbers as possible especially childminder numbers as well. If your child is sick or has the diarrhoea do not bring them in for at least 48 hours after the last bout. Any medications must to be signed for before we can administer any medication.

Please could you inform us of any change to your contact numbers, so our records can be updated and there will be no delay in contacting you.

Rules

We have a few simple rules at nursery. These are for the benefit of the children and are as follows: -

1. We do not allow chewing gum.
2. No food or drinks - a healthy snack of fruit, toast, yoghurt, etc and milk or water will be provided (if your child does not drink milk please inform us) or has any allergies to the food or drink we may provide so we can avoid giving your child them.
3. No toys from home - as they may get damaged or lost.
4. No dummies in the Busy Lizzie room.
5. No jewellery - if your child has pierced ears, small studs are allowed - no hoops. Skamps cannot be held responsible for any jewellery worn by any child which may become lost or damaged during their time with us.
6. Parking - Please be considerate when parking to drop off or pick up your children.
7. A list of the rules the children follow whilst in Skamps, are displayed in Skamps.

Safe Collection

To enable the safe collection of your child at the end of the session could you please inform the member of staff on the door at the start of the session if someone else will be picking up your child so we can send them home safely, or if there is a change to who is collecting your child through the day please text or phone Gaynor so we can ensure the safety of your child. Please see Arrivals and Departures Policy and Non Collection of Children Policy.

Uncollected children after their pick up time will incur a £5.00 fee for every 5 minutes you are late or part thereof and the time you pick up your child will be registered as requested by OFSTED in the register. After half an hour if not collected we will attempt to contact you – after 1 hour we will contact out of hours duty team as per our policy

Contact

At the back of this booklet you will find the admission form. Please fill out the attached form and return it to Mrs Gaynor Powell, Skamps Pre-school Day Nursery, St Andrews House, Smorrall, Lane, Bedworth when we are open. If you have any further questions please telephone Gaynor on **024 76360404** or **0771 432 6706**, email: skampspreschool@hotmail.co.uk Please contact during opening hours, at other times please e-mail or text. Have a look at our website www.skampspreschooldaynursery.com for more information and pictures

What Happens Next

You will receive a start date letter when your child can start, or your child's name will be entered onto our waiting list if there are no spaces available.

You will be contacted approximately 1-2 weeks before starting with us, with the days your child will attend. Please let us know if your child will not attend so we can offer the place to someone else.

We recommend that you apply for Universal Credits, Childcare Tax Credits and/or Working Tax Credit to help with childcare costs. Telephone number 0845 300 3900 or look online at www.childcarechoices.gov.uk for information about vouchers and tax free childcare.

Skamps hopes that you and your child/baby enjoy being members of Skamps community and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

Skamps

Acknowledgements

DfE
Early Years Alliance
OFSTED
Warwickshire County Council
National Day Nurseries Association (NDNA)
National Government
Public Health England

Please complete the admission form on the next page and return to Skamps Pre-school Day Nursery to book your child's place in Nursery. Until we have received the admission form your child has not secured a place.

Thank you