

# Parent/Carer Information



Play 'n' Learn Nursery is committed to safeguarding and promoting the welfare of children and expects all its service users to share this commitment.

# Welcome to Play 'n' Learn Day Nursery

We are pleased to present some information about Play 'n' Learn Day Nursery and how our nursery is organised, and a taste of the beliefs and philosophy that underlie how we care for children.

*“Our primary focus is to provide a Safe, warm and welcoming environment in which we support and inspire children to flourish and achieve.”* Clare Sheldon  
Manager

We hope that the information in this booklet is a useful introduction to our nursery!

## Our Ethos

At the Play 'n' Learn Day Nursery we believe in:

- Care for all
- Fun for all
- Learning for all

## Our Aims

Our Primary focus is to provide day care for children of the highest quality.

We intend to do this by:

- Providing a safe, homely, fun and inspiring environment filled with enthusiastic, experienced and knowledgeable staff
- Planning experiences that are child centred and respect each child's individual needs and interests
- Planning experiences in the day nursery that are fun, dynamic and appropriate to the individual children.
- Establish a partnership with parents, supporting them and acknowledging them as the first educators of their child
- Providing our youngest children with an environment that is warm, safe and stable and that will stimulate and nurture their individual needs



## Registration Body

We are registered with Ofsted who inspect us against sections 49 and 50 of the 2006 Childcare Act and the regulatory framework of the Early Years Foundation Stage 2017.

## Safeguarding Children

The safety and security of all children is our priority and we are committed to responding promptly and appropriately to all incidents or concerns of harm or abuse, working closely with the local safeguarding children's boards and recording any concerns or referrals in accordance with our child protection procedures. Our safeguarding policy is displayed on our parents notice board, in our visitors signing in book and freely available upon request.

## Location

*“Conveniently located on the A41 **Tettenhall Road**, which provides access to Junction 3 of the M54 as well as Wolverhampton City Centre.”*



The property is located on the main (A41) Tettenhall Road in Wolverhampton, which provides access to Junction 3 of the M54 as well as Wolverhampton City Centre (approximately ½ mile distant). It is situated in a popular mixed suburb of professional operators with the main ring road (A4150) linking all major route ways in and out of the City Centre, this being only a short distance away.

## Contact Details

80 Tettenhall Road, Wolverhampton, WV1 4TF.

Tel: 01902 256 265

Email: [playnlearnnursery.cos@gmail.com](mailto:playnlearnnursery.cos@gmail.com)

## Staffing

*“High calibre of professional, qualified and enthusiastic staff.”*

We are passionate about what we provide and therefore we recruit carefully, employing staff who have the qualities needed to promote an environment of caring, friendly and professional relationships with you and your child.

As a company we reward our staff well and encourage growth and opportunities within our setting.

When we undertake recruitment we carefully consider the needs of the nursery to ensure we maintain a balance of skills, qualifications, experience and specialisms.

All our staff are required to hold either an NVQ Level 3 or equivalent.

All our staff are required to hold current certificates in Paediatric First Aid, Food Hygiene and Safeguarding and will be encouraged to take up training that is relevant to their own professional development as well as the needs of the nursery.



## Food

*“Nutritious, delicious and fresh meals daily.”*

We believe a good diet is essential for happy, well developed, healthy children therefore we provide 3 balanced and nutritional meals and snacks each day which will give your child the energy and nutrition they require to enjoy their time at nursery.

Our menus operate on a 3 weekly rotational cycle, and are Autumn/Winter and Spring/Summer seasonal. Our menus have been developed with the assistance of children's nutritionists to specifically meet the requirements and tastes of young children, and are based on the guidelines from The Children's Food Trust. This ensures the nutritional values and portion sizes are ideally suited to children under 5. You can find examples of our menus displayed in Reception and these are also freely available upon request.



We are aware that some children have specific dietary or religious requirements and following discussion with the nursery manager, can be catered for. We provide a nutritious breakfast, fruit and milk or water as a mid-morning snack followed by a two course lunch and an afternoon tea. Younger babies will be given milk and weaning foods you have provided, at times to suit their individual needs.

Mealtimes are important social occasions in the nursery and we support the children to be independent and encourage them to experience different flavours. Staff enjoy lunchtimes with the children eating together and encouraging the development of social skills.

We support mothers who wish to breast feed and offer a quiet and comfortable place for feeding. We are able to store breast milk while your child is at nursery.

## Facilities

*“Safe and secure environment featuring light spacious rooms to meet the individual needs of children and a spacious outdoor play area for children to explore freely.”*

The nursery is housed in the ground floor of a two-storey semi-detached building with modern extension to the rear. The Nursery entrance is at the rear of the property through our welcoming bright yellow doors!



The off road parking offers safe dropping off and collection. We offer spacious playrooms in which we are able to create a warm and friendly atmosphere.

We take the safety and security of the children very seriously, and the building reflects this with the needs of the children in mind.

Our outdoor areas are fully enclosed and include:

- An all-weather area offering an extension of the nursery allowing opportunities to explore our adventure play equipment
- A soft all-weather area dedicated to the babies, providing a safe area to crawl, walk and explore
- A large rear garden which provides free-flow play and offers endless opportunities for discovery, creativity, imagination and investigation.

Entry into the nursery is controlled and no unauthorised person is admitted to the premises, all visitors are accompanied at all times and we have procedures in place for the collection of children by an unfamiliar adult. The nursery operates a no mobile phone policy.



## Curriculum

*“Following a vibrant curriculum in a creative and fun atmosphere.”*

Using the Early Years Foundation Stage we fully embrace the ethos that the curriculum should be child centred and respect their individual interests and learning styles and is developmentally appropriate. We offer a range of carefully balanced experiences that focus on:

- Developing creative thinking
- Language skills
- Mathematical and scientific understanding
- Using imagination
- Extending physical skills
- Experiencing books, stories songs and music
- Practising decision making and problem solving
- Promoting care and concern for others
- Respect for the environment as well as opportunities for fun and friendship

For our youngest infants we offer sensitive baby care through the individual attention of caring staff who nurture their natural curiosity and support development such as learning to feed themselves, learning to crawl or walk and learning to explore the world around them. We follow individual sleep and feeding patterns to maintain consistency with home life and to foster a feeling of security.

For toddlers and older children we offer experiences in a wide variety of play and learning activities building on their natural desire to make relationships, explore and discover. We encourage their developing social awareness, and help their growing self-esteem, self-confidence and independence.

We use careful observation and regular assessment of each child’s development to plan for their play and provide experiences and resources that create a desire to investigate and learn, using their individual interests as our starting points. We



document all this in their personal Learning Journey that you are most welcome to view at any time. Parents or carers will also have the opportunity to contribute to their child's learning journey and this will be discussed with you in more detail once you have registered with us.

Our outdoor play areas are a vital resource in supporting each child's fast growing physical abilities and challenging their skills while providing them with a sense of freedom and opportunities to be at one with nature, essential elements for early childhood.

The nursery is resourced with materials that provide opportunities for developing confidence, becoming problem solvers, making relationships, exploring and discovering and allowing the children to progress at their own pace within an environment that respects them as individuals.

## Our Preschool

*“Helping children to become school ready.”*

Our preschool offers flexibility to suit the needs of all parents. We are open 7.30am to 6.00pm and children are able to attend morning, afternoon or full day sessions. We accept children accessing government funded only sessions as well as offering the options to do over and above the funded hours. We are also able to offer both term time and stretch funding options enabling us to cater for most family's needs. Within our preschool, staff provide children with a stimulating and attractive learning environment. This has been specifically designed to encourage meaningful conversations, stories, singing, group activities, individual activities and outdoor play that engage the whole child. Each day is different and routines are flexible to suit the needs of individual children. Each day has a good balance of adult led and child centred experiences and we never forget to ensure there is lots of fun.

Our preschool focuses on encouraging children's self-help skills and promoting their growing independence. Resources are all displayed in storage units with photo labels to encourage children to make choices and think about their personal preferences. Children participate in sessional circle times allowing them to develop a sense of routine, be part of a group, gain self-confidence and develop social skills. We have a self registration system that helps children to recognise themselves as individual and develops a recognition of letters and sounds.

Children are encouraged to contribute to their own learning journal and are given the opportunity to view photos, listen to their observations and any comments they make are recorded. Our preschool staff hold regular meetings with our eldest children to discuss future activity ideas, weekly menus and the experiences they have recently had. Preschool cameras regularly go home with a different child to develop the link between preschool and home and encourage responsibility.



## Settling In

We attach huge importance to settling your child into nursery and once we receive the completed registration form, we will send you a welcome pack. This pack contains:

- Permission forms so that we have your consent for the daily activities the children may take part in.
- Details of how you can prepare your child for their first day at nursery
- Information about our home visit service enabling us to meet you and your child at home and begin completing the settling paperwork together



Settling-in sessions of one hour each are provided free of charge and are a time when your child's relationship with their key person begins to develop. Staff will work with you to build an overview of your child's care needs and interests which will form the basis of their learning journey with us. This is also an opportunity to discuss permissions forms and medical or dietary needs.

We recommend a minimum of two visits and can arrange more if necessary.

## Sessions, Fees and Funding

*“Morning, Afternoon and all day sessions available.”*

The nursery is open on weekdays from 7:30am to 6:00pm with the exception of English Bank Holidays and a period of closure between Christmas and New Year.

Our sessions are:		Our daily fees are:
<b>Full Day</b>	7:30 am to 6.00 pm	<b>£65.00</b>
<b>Mornings</b>	7:30 am to 12.30 pm	<b>£40.00</b>
<b>Afternoons</b>	1.00 pm to 6.00 pm	<b>£40.00</b>
<b>3 Full Days</b>	7:30am to 6:00 pm	<b>£190.00</b>
<b>Full Time 5 full days</b>	7.30 to 6:00 pm	<b>£270.00</b>

All fees are inclusive of meals and refreshments and a minimum attendance of two sessions per week is required

Fees are payable in advance and a non-refundable deposit is required at registration which is then credited to your final invoice. By signing the registration form you are agreeing to abide by the nursery's terms and conditions.

We offer a sibling discount of 5%.

## Holiday Discount

The nursery offers a 25% holiday discount each year for children up to the age of 3 years for the equivalent of two weeks calculated pro rate. Written notice of 6 weeks is required for the discount to be applied and then the relevant amount is then deducted from your monthly invoice.



Once a child is in receipt of government funding or attends on a term time only contract, they are no longer eligible for the holiday discount.

## Term Time

We are also able to offer term time attendance for parents. This option means there is no attendances and no charge made for the following periods

- 2 weeks at Easter
- 6 weeks in the Summer
- 1 week at Christmas

The dates are determined as per school term times and a minimum attendance of 3 full days a week or equivalent is required.

## Referral Reward

Refer a friend or colleague to the nursery and you could receive £25 credit as a thank you. Please note; only eligible if the child booking requires full time hours.

## How can I get help with my childcare costs?

### Funding for two year olds

Depending on your personal circumstances, your child may be entitled to 2 year old funding for up to 15 hours free childcare.

For more information please have a look at: [www.terrificfortwos.com](http://www.terrificfortwos.com) to find out if you are eligible. If so you can apply online or call 01902 554242 for more information.

## **Funding for 3 and 4 year olds**

All families with a 3 and 4 year old child are eligible for the universal funding offer of up to 15 hours a week term time or a total of 570 hours taken throughout the year. (A child becomes eligible for the funding the term after their 3<sup>rd</sup> birthday).

### **30 hours funding**

The Universal funding and 30 hours childcare are two separate government schemes, to help parents with the cost of childcare.

To qualify for either scheme, parents must be working and each earning at least £120 per week (on average) and not more than £100,000 per year.

The 30 hours funding for 3 and 4 year olds will support parents to get back into work, or work more hours. If you are eligible, you can get an additional 570 hours funding a year, so 1140 hours in total either taken as 30 hours per week term time or stretched across the whole year.

### **Flexibility**

We endeavour to offer parents the greatest amount of flexibility in the way funding is accessed. We are able to offer 15 hours or 30 hours a week term time over 38 weeks or stretched across 51 weeks. We also offer flexible session times (subject to availability) allowing you to access childcare that meets your individual needs.

If your child attends for more than the funded time or uses the nurseries additional services, supplementary costs will be applied and are dependent on the sessions attended, but will not exceed the nursery session fees.

Regretfully, due to life threatening allergies within the nursery, we are unable to accept children's food or drinks from home.

### **Applying for help with your childcare costs**

Check your eligibility and apply online on the government's Childcare Choices website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)