



WINGERWORTH WONDER YEAR'S DAY CARE WELCOME BOOK

Location: 1a Welbeck Drive, Wingerworth, Chesterfield, S42 6SN.

Email: newroadnursery@yahoo.com

Website: www.chesterfieldchildcare.co.uk

Ofsted registration number: EY545465

Dear Parents,

We welcome you warmly as parents and look forward to a happy and successful association over the coming years as we work together to try and achieve the best start to your child's education. We hope this booklet will help you to settle your child in Nursery, and go some way towards answering some of your questions and make you feel welcome hope you will find this booklet helpful and informative.

We hope to show your children that learning is exciting and is a natural extension of the learning you have introduced them too at home.

If you require any further information or wish to come and have a look around the nursery, please do not hesitate to call **Landline 01246 766120, Jane on 07779152117, setting mobile telephone 07808175123**

Yours sincerely
Nursery Proprietor

Jane Shepherd

Contents

- About us: a short history
- Welcome
- Our philosophy
- Location
- Security
- Our outdoor environment
- Our indoor environment
- Snacks and lunch
- Parental partnership
- Meet the team
- Price list, funding, fees and late collection charge
- Starting nursery
- What to wear
- Policies and procedures
- Sickness and medicines
- Making a Complaint to Ofsted
- Parents' guide to the Early Years Foundation Stage
- Why we observe children's play and record development
- Ratios
- 0-2
- 2-3
- 3-5
- Out of School Care
- Effective transitions to school
- Spanish lessons
- Mini Movers



About us: A short history New Road Nursery and Wingerworth Out of School Club was established in 1994. Ownership transferred in 2003 to Jane Shepherd a staff nurse (Registered Nurse Learning Disabilities), NNEB diploma in child care and education and more recently Foundation Degree in Early Years. Jane is the driving force and has developed the setting whilst keeping health and wellbeing at the top of every agenda. In March 2017 the setting moved to its current premises and the business now "Wingerworth Wonder Years" continues to develop and grow, making sure families enjoy their journey with us.

Welcome to Wingerworth Wonder Years

At Wingerworth Wonder Years, we are committed to excellence in childcare, offering the highest standards of professionalism to your children.

How do you best care for a child? We think our solution should exceed what we wanted as parents. We want to provide a warm, safe, stimulating and caring environment where we can nurture a child's physical, intellectual, emotional and social development.

Our children have a fun-packed day covering a wide range of activities, designed to encourage confidence, independence and to build on their natural curiosity.

We believe that the education of a child should be a partnership between caring parents and a caring childcare provider. Our setting and family life should be complementary, working to the same end and helping each child grow into a well-rounded person. At Wingerworth Wonder Years, we encourage children to develop into happy and confident individuals with a strong sense of social awareness, in readiness for more formal learning, while also giving them a thirst for the educational adventures that lie ahead.

Wingerworth Wonder Years is registered and inspected by Ofsted to ensure that we meet the rigorous standards for safety, staffing, hygiene and care as well as ensuring we follow the Early Years Foundation Stage framework.

We cater for children from 3 months - 11yrs and our open 50 weeks of the year, between the hours of 07:30 and 18:00 (closed Christmas period and all public Bank Holidays. We also manage Breakfast club, After School care and Holiday club, ask for more details.

Our philosophy

We make a point of putting the children first. We work hard to give each child as many opportunities as possible to pursue their own interests and reach their full potential

Education in the early years is much more than teaching colours, shapes, numbers and letters. It is about developing strong, curious, confident children. It is about extending their joy, fascination and wonder at the world around them, about developing concentration, commitment and deep involvement. It is about exploring real and imaginary worlds and forming positive relationships with others. Children who acquire a sense of mastery, a willingness to 'have a go' and to learn from mistakes have a head start in learning.

Location Wingerworth Wonder Years is located in the village of Wingerworth, **1a Welbeck Drive, Wingerworth, Chesterfield, S42 6SN**. You can access the bungalow from the front entrance, by pushing the doorbell to get staff attention.

Security

Your child's security is of paramount of important to us which is why no-one can enter the bungalow without a member of staff letting them in.

Our Outdoor Environment Outdoor play is a vital part of our philosophy in the education of our children. We have a secure outdoor area for outdoor play and activities. This area is open to the children every session and they may choose to go outside if they wish. We keep the outdoor area open in all weathers so please ensure your child has appropriate clothing that you will not mind getting dirty or wet in inclement weather. Planned activities also take place to promote children's learning in a more targeted way. These include parachute play, bubble blowing, bug hunt, sand play, water play, growing vegetables...



Our Indoor Environment At times we separate our children into smaller groups to enable us to best meet their individual needs. These groups are the "Cuddly Caterpillars" (aged 3 months to 2 years), the "Lovely Ladybirds" (aged 2 years to 3 years) and the "Busy Bees" (aged 3 years to 5 years). However these groups are not definitive and are driven by the needs of the individual child.

Snacks and lunch

Wingerworth Wonder Years is committed to providing fresh, healthy and nutritious snacks and meals for the children in our care; incorporating any special dietary requirements as well as favourite requests from the children. In-line with our homely ethos, all staff eat with the children, ensuring a warm and sociable atmosphere. Our staff help children during meals, gently encouraging independence, promoting good table manners and making every mealtime enjoyable. Children are regularly involved in the making of their food, for example home-made pizza, fruit/cheesy scones. We provide whole milk at snack time and fresh drinking water is available throughout the day. In March 2017 we received the highest rating (5) from the Food Standards Agency.

Parental Partnership

"Parents are children's first and most enduring educators. When parents and practitioners work together in early years settings, the results have a positive impact on children's development and learning." Wingerworth Wonder Years endorses this philosophy and we have lots of things in place for you to be involved such as parents' evening, suggestion box, monthly newsletters, home to setting diary, WOW moments, Next steps with ideas for home...

Meet the team

At Wingerworth Wonder Years, we believe that children should be exposed to excellence. All of our team are passionate about their roles in providing the best possible experiences for your children. We provide a continuous programme of courses for our staff through the Derbyshire Early Years Development and Childcare Partnership. Our staff training programme includes First Aid, Special Educational Needs, Safeguarding, Food Hygiene, Health & Safety, Fire Awareness...

<p>Jane</p>  <p>Foundation Degree In Early Years</p>	<p>Stella</p>  <p>NNEB DIPLOMA</p>	<p>Maria</p>  <p>LEVEL 3 IN CHILD CARE AND EDUCATION</p>	<p>Amanda</p>  <p>LEVEL 3 IN CHILD CARE AND EDUCATION</p>
<p>Amy</p>  <p>LEVEL 3 IN CHILD CARE AND EDUCATION</p>	<p>Vicky</p>  <p>LEVEL 3 IN CHILD CARE AND EDUCATION</p>	<p>Lisa</p>  <p>LEVEL 2 IN CHILD CARE AND EDUCATION working towards level 3</p>	<p>Alisia</p>  <p>LEVEL 2 IN CHILD CARE AND EDUCATION working towards level 3</p>
<p>Jack</p>  <p>LEVEL 2 IN CHILD CARE AND EDUCATION</p>	<p>Chloe</p>  <p>LEVEL 3 IN CHILD CARE AND EDUCATION</p>	<p>Christian</p>  <p>LEVEL 3 IN CHILD CARE AND EDUCATION</p>	<p>Sam</p>  <p>apprentice working towards LEVEL 2 IN CHILD CARE AND EDUCATION</p>
<p>Donna</p>  <p>ADMINISTRATION</p>	<p>Coral</p>  <p>COOK & LEVEL 3 IN CHILD CARE AND EDUCATION</p>		

PRICE LIST JANUARY 2017: To register your child at the nursery, a non-refundable registration fee of £25.00 is payable for each child (This is not necessary if only education grant funding used and no extra hours/sessions). A welcome pack will be issued with all the relevant information and paperwork. Nursery education grant funding is available for all **3 and 4 year olds** regardless of financial circumstances or nationality. Eligibility to receive the grant starts the term **AFTER** the child's third birthday. Each eligible child will be funded up to a maximum of 15 hours per week for 38 weeks per academic year. For 78% families this will rise to 30 hours a week in September 2017.

3rd Birthday on or before:	Eligible from:
31st December	Spring term (January - April)
31 March	Summer Term (April - July)
31 August	Autumn Term (Sept - Dec)

2 year olds - your child may be entitled for up to 15 hours per week of free nursery education funding, commencing the term after their second birthday (to see if you qualify call **01629 539319**). The eligibility criteria which must be met to access the free nursery education entitlement for two year olds in Derbyshire is as follows:

1. Families who are in receipt of one or more of the identified benefits below:
 - Income Support
 - Income Based Job Seekers Allowance
 - Income related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Guarantee element of the State Pension Credit
 - Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190.

If you are in receipt of Working Tax Credit you will not be eligible for this funding.
2. Children in care.
3. The child of a care leaver.

We will provide childcare for two year olds up to a care leaver's 25th birthday if they are in further education, higher education and apprenticeships, other training, paid or voluntary work. Otherwise, it will continue up to the 21st birthday.
4. Children from traveller communities.

From September 2017, the government will be providing an additional 15 hours of free funding for 3-4 year olds (subject to eligibility).

We are happy to announce that **Wingerworth Wonder Years** will be offering the full 30hours.

This can be taken in the following ways:

- ☀️ full 30 hours term time only (38 weeks)
- ☀️ split between 2 providers (15 at Sunnybank and 15 at school nursery)

Fees will be charged for additional services such as extra hours, snacks, meals, Spanish, Mini Movers etc.

For more information you can also visit: www.childcarechoices.gov.uk

The digital childcare service is open to parents who wish to check their eligibility for the 30 hours extended entitlement. Access to the system will be staggered based on the child's date of birth.

Please see the following to the eligibility checker: <https://childcare-support.tax.service.gov.uk/>

Parents are encouraged to apply for the extended entitlement the term before they wish to claim their place as you can start claiming additional hours the term following the date on which they received their code.

Please also be aware that you will need to reconfirm your eligibility around every three months, therefore please ensure anyone applying for the entitlement in May reconfirms eligibility in August in preparation for a September start.

When you receive a written verification code, we need written consent to verify your code, including the code and your national insurance numbers. Once verified our end, we can reserve your children's hours.

If you wish to reduce the number of sessions, number of days or cancel your child's nursery place four weeks written notification is required. If you wish to withdraw your child from Wingerworth Wonder Years we will require four weeks written notification. Again full fees are required to be paid for this notification period.

Nursery Fees

In the interests of the children and our experience, we require a minimum attendance of two sessions on two separate days.

Fees are payable weekly, monthly or termly **IN ADVANCE**. Fees may be paid by bank transfer, direct debit, card or cash.

We also accept the Governments Funded 2, 3 and 4 year old and all childcare vouchers.

A half retainer (50%) is payable for holiday time provided a minimum of 4 weeks' notice is given, and holiday booking form completed. Fees will commence after the first three settling sessions which are FREE.

Nursery Fees full time (include all meals and snacks during the session)

Age range	Full week 07:30-18:00 Monday to Friday	Full day 07:30-18:00	Half day 08:00-13:00 13:00-18:00
0-3 years	£165.00	£38.00	£23
3-5 years	£155.00	£35.00	£21.00
Holiday club 5-12 years	£115.00	£26.00	£4.00 per hour

Breakfast club	After School Club
£6.00 per session	£4.00 per hour

Other sessions available:

Session	nursery price 0-5years
3 hour session (09:00-12:00 or 12:00-15:00) including snack	£15.00
4 hour session (09:00-13:00 or 13:00-17:00) including meals	£18.00
5 hour session (08:00-13:00 or 13:00-18:00) including meals	£21.00
6 hour session (09:00-15:00) including meals	£26.00

Extras

Extra	Half day 08:00-13:00 13:00-18:00
Dinner and pudding for children attending FREE funded sessions only	£2.00
Tea and pudding for children attending FREE funded sessions only	£1.00
Snack for children attending FREE funded sessions only	£0.50
Extra hours (nursery)	£5.00
Nappies (Pampers)	£0.50
Spanish lesson (Thursday morning 20 minutes)	£1.50
Mini Movers (Tuesday morning 30 minutes)	£1.00

Late collection charges

The nursery reserves the right to charge for late collections - £6.00 for every 15 minutes.

A typical invoice will be included in the welcome pack; to show fees after free government funding has been deducted.

Starting Nursery The first days at nursery are really important and therefore necessary for the parents and the staff to work together to help the child feel confident and secure. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle. Parents/carers will be asked to make a minimum of three visits on the days intended to use. More visits may be required every child is different so close monitoring by the key person and parent/carer until both are happy to separate.

Parent will be asked on 3rd pre-visit to have time out of room with key person to introduce and explain 3 packs and how they can be used (mark making, maths, "What to expect when"). Also the key person will want to complete the "Initial observation" sheet on this day with family support.

What to Wear In order for your child to feel free to explore and experiment with all kinds of materials, including messy ones, it is advisable not to send them in their best clothes, we do have an optional uniform you can purchase (t-shirt, polo-shirt and sweatshirt please ask for details). It is good for children to feel independent simple clothing which they can put on and take off themselves will enable them to toilet independently and dress appropriately for the weather without being too dependent on others for help. We insist on slippers or PE pumps for indoor use only; outdoor footwear must be removed on entry.

Policies and Procedures All our policies are designed to offer the best possible experiences for our children and their families. Our policies are reviewed on a regular basis any comments or suggestions from parents/carers are welcome. Our policies and procedures can be viewed at any time in nursery reception area or online at www.chesterfieldchildcare.co.uk

Sickness and Medicines to minimise the spread of illness or infection staff/children with diarrhoea/vomiting are not permitted to return to the setting until 48 hours after the last episode. We reserve the right to send home a child who is considered to be unwell, or with a high temperature of 38.5+ or a contagious disease - this is in the interests of the sick child as well as those they come into contact with. Medicines should not usually be administered unless they have been prescribed for that child, by a doctor, dentist, nurse or pharmacist. Staff may only administer non-prescribed medication to the child if there is a health reason to do so. Parents are asked to give signed consent for all short or long term medication.

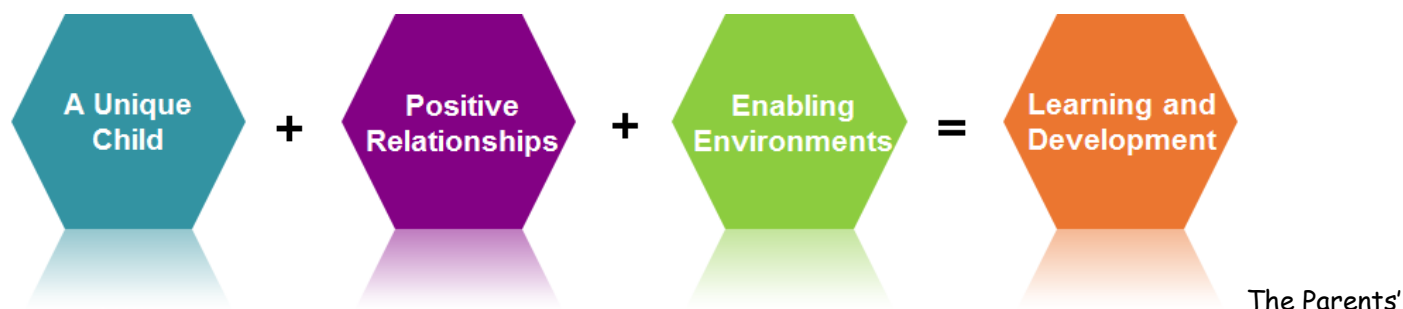
Making a Complaint to Ofsted Any parent/carer can, at any time, submit a complaint to Ofsted about any aspect of a registered childcare provision. Ofsted will consider and investigate all complaints received. The help line is open 8am-8pm Monday-Friday 0300 123 4666. The adviser on the helpdesk will discuss your concerns with you, advise you on whether to make a complaint to Ofsted in writing, or suggest other ways in which you can pursue your concerns.

To make a complaint to Ofsted you should write to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

A Parent's Guide to the Early Years Foundation Stage We aim to provide educational programmes which involve activities and experiences for children, which consider the individual needs, interests, and stage of development of each child in our care. We use information gained about our children on a day to day basis to plan challenging and enjoyable experiences for each child based around seven areas of learning and development.

Wingerworth Wonder Years works under the umbrella of the national Early Years Foundation Stage (EYFS), which is guided by four themes:



Guide to the Early Years Foundation Stage Framework (EYFS) is available to download from the Foundation Years website www.foundationyears.org.uk

PRIME AREAS:

- **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.
- **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.

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.

Why we observe children's play and record development Each child is assigned a key person. They play a vital role in a child's life and must demonstrate consistency, sensitivity and be responsive to a child's needs. They must engage, interact and connect with the child and their family. They will observe, assess, record and plan.

Observations enable us to provide opportunities for children to engage in activities planned by adults and also those that they have planned and initiated themselves.

Why we observe children

- Every child deserves to have his or her achievements highlighted
- We need to know what children can do, so that we can plan next steps
- The onus must be on adults providing support, rather than labelling the child

Ways of observing

- As a participant in activities
- Incidentally
- Listening to children
- Photographic evidence
- Examples of children's work, including models
- Planned observations
- Information from parents
- Shared evidence of learning and achievements in other settings



How to observe

- Knowing what to observe
- Knowing what to look for
- Writing up in a positive way
- Assessing the observation - what have I found out?
- Planning what next?

Starting points

We need to know the child's starting point; this information is gathered over the few weeks. We look at the starting out form provided by parents/carers, we do a short assessment, we listen and we observe. We need to know what the child's interests are, how well they can concentrate, stages of development and communication skills.

Formative assessment - observe, summarize, next steps, inform planning

Summative assessment - observe, summarize, next steps, transference of records "The Child's Story" (with parental consent).

After a child's second birthday a "**Two Year Progress Report**" is compiled. This is a statutory requirement of the EYFS and confirms a child's readiness to engage with the specific areas together with planning/assessment in all seven areas of learning and development. This document will be passed on to the relevant health visitor.

Ratios

Baby room 3 - 12 months. The ratio of staff to the children is 1:3. We treat this time of life as being of immense importance as young learners start to explore the environment. We aim for the children to experience warmth, security and a sense of belonging so that they really enjoy their time with us.

Tiddlers 12 - 24 months with a staff ratio of 1:3 choose between the baby room and free flow through the building depending on their stage of development. With a wide range of activities such as arts, messy play, stories and songs, the emphasis is a secure, safe environment with supportive adults. Here the support provided by the practitioners is to develop independence, learning to express themselves and finding their voices.

Toddlers 2 - 3 years with a staff ratio of 1:4. Enjoy free flow play many opportunities include: sand, water, messy play, music and movement, books, puzzles etc. There are opportunities for the children to be involved in preschool activities. These include colouring, pencil control, number and letter recognition, puzzles etc. These activities are carried out to encourage all round development and to make learning fun.

Pre-school 3 years and above with a staff ratio of 1:8. As the name implies pre-school sets out to prepare children for their journey to school. There is greater emphasis placed on those skills that will help the transition to school such as their early writing skills (mark making) through early maths, independence in personal hygiene and dressing.

0-2 Years

We know it is the hardest decision in the world 'who to leave your child with'. Your little one is very special to us and we want to reassure you that we will take the best possible care of them; they are precious to us too.

Our babies are looked after in their own quiet, stimulating room; with colourful displays and age appropriate resources; creating a warm cosy environment. This is a happy and safe environment for when your baby starts to crawl, walk and explore; not forgetting time for lots of talk, rest, play, love and cuddles.

The routine in the baby room is very flexible which enables us to suit each child's individual needs. It is a room filled with toys and resources that are perfectly suited to your child's age and needs. This area is just for them so you can be sure that the room and equipment is all completely safe and stimulating.

We have cosy cots for your little one to snuggle down in. If your child has a favourite blanket or comforter, please feel free to bring this in.

Each child has their own home to setting diary which tells you all about their day, from what they have eaten, how they have slept, nappy details, who they have played with, what they have learnt and ideas to further their learning at home.

Each child is assigned a key person. The key person is responsible for keeping all development records up to date and ensuring that all observations are completed on a regular basis. You are welcome to see your child's learning journey at any time. We encourage you to add news and pictures from home. Your key person is always there for you if you feel you need to discuss things further.

2-3 Years

Your child will start to develop their skills, knowledge and understanding.

At this age your child wants to become more independent and explore the world, getting them into all kinds of mischief! We encourage independence and help develop social skills through a variety of activities.

Children love getting messy; playing with spaghetti and jelly, splashing in the water tray, digging in the sand pit, and making creative masterpieces for you to keep forever. Social interaction is beneficial at this age. Your child will become aware of their peers and develop friendships; learning to share and develop confidence.

Activities are planned through the Early Years Foundation Stage. Each child is monitored individually and, through their individual interests likes and dislikes, are set developmentally appropriate tasks.

Each child is assigned a key person. They are responsible for keeping all of the development records up to date and ensuring that all observations are completed on a regular basis. You are welcome to see your child's learning journey at any time and we encourage you to add notes and pictures from home. Your key person is always there for you if you need to discuss things further.

Some children may still need a sleep in the afternoon. There is a quiet area for the sleepy heads. Bedding mats are used and comforters may be brought in to help them settle.

We can support toilet training, but only if your child is ready and happy to do so. Whether you decide to use pull ups/ pants or toilet/ potty, the staff will be able to advise and work with you all the way.

3-5 Years

Our Pre-School children will have stimulating and exciting activities to stretch skills and imagination which will give your child a head start for when they start school.

Our early year's practitioners ensure that children feel confident and praise children's success. High standards are achieved as staff have a wide knowledge of the Early Years Foundation Stage. This knowledge is put into practice to plan for each child's individual needs.

We ensure that every child is treated as an individual so that they will flourish with every new day. Staff make sure every child feels special and treated with respect.

High standards are achieved by implementing the foundation stage curriculum (EYFS) 7 areas of learning. These are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design

Out of School Care

Our before and after school clubs are ideal for working parents who may find it difficult to work around school drop offs and pick-ups.

Breakfast Club: drop your child/ren at nursery where they can have breakfast with us and we can safely escort them to their local school (listed below).

After School Club: we can collect your child/ren from a local school (listed below) and escort them safely back to the bungalow. After a light snack we care for them while playing and learning with their friends. You can then collect them at a time that is convenient for you.

- Hunloke Park - transport in nursery vehicle to and from school.
- Deer Park - walk to and from school (on bad weather days children will have the choice to walk or remain playing under reception class canopy whilst waiting for the nursery vehicle to return)

Effective Transitions The starting point for transition is always the individual child. Children respond differently to the prospect of change, and these individual differences are reflected in the planned programme for transition. Several visits are made both by teachers to nursery and children to school; enabling a seamless experience between the Early Years Foundation Stage and KS1 with our support and visits to Deer Park and Hunloke Park schools children will

- Understand what is coming ahead of time
- Have some experience of the new environment and the people in it
- Feel safe secure and valued in their new school
- Know that staff at school will listen to them and respect what they say
- Understand what is expected of them (learning behaviour) in school
- Know what they should/shouldn't bring into school
- Enjoy the experience of moving to the 'big school'
- Feel that they have a measure of control over the process
- Be seen as an individual, with staff getting to know them really quickly.



Nursery Spanish Classes

Research has highlighted the benefits of learning languages from an early age. Learning a foreign language in nursery is fun, revolving around games, songs and rhymes, without any pressure. The more fun it is, the more children will acquire without realising and take it in their stride.

Young children learn a second language in the same way they learn English, they listen and then they copy. With La Jolie Ronde's Pre-School and Nursery Programme the emphasis is on familiarity, repetition and having fun! Your child can receive Spanish lessons on a **Thursday morning** for the minimal cost of **£1.50 per child (additional to daily/hourly fee)** for a fun packed 20 minute session.

Mini Movers Fun, friendly and interactive dance class for boys and girls 18mths - 4 years. Helps your little one develop key skills, build confidence and enjoy dance, song and play alongside their friends. For the minimal cost of £1.00 per child for a 30 minute session (additional to daily/hourly fee).