

Introduction to



We are a family run nursery who provides a high standard of loving care for children aged two to five years. Within our homely nursery we create a fun, relaxed atmosphere with stimulating activities and surroundings to give children the best possible foundation in life.

We are situated in a quiet area of Dartford Town centre in an ideal position for local parents or only a few minute's walk to the British Rail main line station for parents working in London.

We are open 50 weeks a year from 7.30am - 6pm Monday to Friday.
Closing all bank holidays and up to five working days at Christmas

Staff

All our staff are either qualified or working towards a qualification and have worked with children of different ages and backgrounds. The staff attends various training days and are constantly updating their knowledge and experience.

All staff are policed checked and all staff are qualified in first aid.

Equal Opportunities Policy

Giggles Day Nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children, their parents/carers and staff.

We aim to value the contribution of families, children and staff and to build on our knowledge and understanding of equality and diversity.

We provide an environment in which all children are welcomed, valued and supported to reach their full potential. All children are given equal opportunities to have access to all the full range of the nurseries activities and equipment. We take into account the DFES (Department of Education and Skills) Special Educational Needs Code of Practice.



Settling in Policy

We believe that it is important for the children, parents or carers to feel comfortable with and have confidence in the staff and the nursery setting. We aim to settle children in quickly and easily through taking into account the needs and circumstances of each individual child and their family. We will ask you to complete a child profile which gives us information about your child's likes, dislikes, sleep patterns, comforters and other things to help the staff ensure the child feels welcome and secure.

Behaviour Management Policy

We believe that children need a clear framework of how they are expected to behave and should be able to play and learn in a non-threatening environment. We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people, their belongings and their surroundings. Good behaviour is always rewarded with praise.

Giggles Nursery reserves the right to exclude or require the removal of any child at any time if in the absolute discretion of the Nursery Manager it is considered that this is in the best interests of the majority of children in the nursery.

For all our Policies, please see our policy folder on display in the nursery.

Curriculum

Giggles delivers the government curriculum for Kent called the Early Years Foundation Stage (EYFS) and meets the standards within this.

Child welfare, child protection and safe guarding children are a major part of this curriculum. Giggles nursery staff have been trained to follow the Kent Child Protection procedures.

Each and every child will be treated as an individual. A Keyperson is allocated to each child whose responsibility it is to closely monitor your child's progress and welfare.



There are four themes of the EYFS, these are:-

- **A Unique child**, which includes: Child development, Inclusive practice, Keeping safe and Health and wellbeing.
- **Positive Relationships**, which includes: Respecting each other, Parents as partners, Supporting learning and Key person.
- **Enabling Environments**, which includes: Observation, Assessment and planning, Supporting every child, The learning environment and the Wider context.
- **Learning and Development**, which includes: Play and exploration, Active learning, Creativity and Critical thinking areas of learning and development.

We look carefully at the children in our care, consider their needs, their interests, and their stages of development and use all this information to help plan a challenging and enjoyable experience across all the areas of Learning and Development.

There are six areas of learning and development which are called The Early Learning Goals and Educational Programme, these are:-

The Early Learning Goals

1. Personal Social and Emotional Development
2. Communication, Language and Literacy
3. Problem Solving, Reasoning and Numeracy
4. Knowledge and Understanding of the World
5. Physical Development
6. Creative Development.

We aim for your child to make good progress and achieve a high percentage of the Early Learning Goals in all six areas of learning by the time they start their primary school.

The Nursery is subject to Inspection undertaken by OFSTED. Our most recent inspection took place on 13th November 2008 and our outcome was grade:- Good. The full report can be read either on our notice board or on ofsted's website.

Health and Safety

Health and safety is of utmost importance and our Policy is available for inspection in our Nursery Policy folder together with our Fire Procedures.

Arrangements when a child is ill

If your child becomes ill or unduly distressed during nursery hours, we will endeavour to contact a parent of the child so that arrangements can be made for early collection.

Items needed:

Parents are asked to provide the following:-

A complete change of clothes

Slippers or soft shoes for indoors

Nappies and baby wipes (if needed)

Sun hat and sun cream (Summer)

Wellington Boots (Winter)

We provide a toothbrush and flannel for all children who stay for lunch.

All items must be clearly labelled with your child's name.

Meals

Three meals are served each day.

Breakfast 8-8.30 am (Cereal/Toast)

Dinner 12pm (Full cooked meal + pudding. e.g. chicken nuggets, rice & mixed vegetables + Sponge & custard.)

Tea 3.30 - 4pm (e.g. cheese/ham sandwiches, fresh fruit, yogurt)

This is not meant to replace their evening home meal.

A drink of milk, fruit / biscuit is also served mid morning.

Drinks of water/orange squash are served with every meal and water is available for the children all through the day.

All meals are prepared on the premises by staff qualified in food hygiene, and are planned to provide a nutritionally balanced diet throughout the week. We also take into account any special dietary requirements.

Fees

Our fees are reviewed periodically and we undertake to give not less than 8 weeks notice of any increase.

Fees are payable one month in advance cash, cheque or child care vouchers. Two weeks annual holiday can be paid at half rate, unfortunately all other absences for example: extra holidays, sickness or any other reason, these must be paid in full as the cost of the staff, rent etc. still has to be met. This also guarantees a place for your child throughout the year.

Nursery Grant

As Giggles Day Nursery is registered by **ofsted** we are able to receive the government funding for all children, from the term after their 3rd birthday. For 12.5 hours per week for a period of up to 39 weeks per year. All other weeks are to be paid for in full by parents/carers. Please ask at the nursery when your child is entitled to this.

To secure your child's place in the nursery a non-returnable cash deposit of £20.00 will be required two-weeks prior to admission (this will be deducted from the first weeks fees)

FULL DAY CARE	7.30am-6pm	<u>£30.00</u>
FULL DAY CARE	Monday - Friday	<u>£150.00</u>
MORNING SESSION	7.30am-12pm	<u>£16.00</u>
DAY S ESSION	9am-6pm	<u>£28.00</u>
AFTERNOON SESSION	12pm-6pm	<u>£18.00</u>
SHORT SESSIONS	9am-12pm	<u>£11.00</u>

Late Collection Policy

All children must be collected from the nursery by 6 pm. Your child is not insured after then.

A late collection fee will be charged. If such lateness should occur a telephone call would be appreciated so that we could reassure your child.



Visitors

We welcome visitors to our nursery and hope that you enjoy your visit.
(Please note that all visitors will be supervised).

If you have any unanswered questions, please do not hesitate to contact us.

Enrolment

If you would like to book a place for your child to start at Giggles please fill in our enrolment form and return it to us as soon as possible. Thank you.

REGULATIONS

Illness Policy

No child thought to have an infectious disease can be accepted into the nursery.

These include:-

- SICKNESS
- DIARRHOEA
- CONJUNCTIVITIS
- THREADWORM
- MENINGITIS

With any kind of sickness or diarrhoea at least 24 hours must have elapsed before re-admission is accepted. A sick child at nursery will be cared for and monitored by a member of staff until the parent/carer arrives to pick them up. Please notify the nursery if your child is absent due to sickness or for any other reason. The nursery has an obligation to notify **Ofsted** of any infectious disease that a qualified medical person considers notable.

Medicine

Prescription and non prescription medicine will be accepted into the nursery for mild infections and administered to children but only with prior written consent of the parent/carers. No prescribed medicine is allowed to be left on the premises overnight.

Alternative collection arrangement policy

Any person including the parent, who may collect the child from the nursery must provide a photograph that will be placed on their enrolment form.

This is extremely important, as the nursery staff will not allow any child to leave the nursery without proof of identification.

If in extreme cases a photograph cannot be provided then a full description must be given and a password must be set up.

Notice of withdrawal

If your child is to leave the nursery at any time, then one months notice of withdrawal or fees in lieu is required. This must be put in writing.

Fees

Fees are payable one month in advance cash, cheque or child care vouchers. Late payment will give rise to a £10.00 charge and dishonoured cheques will incur a £20.00 administration charge. Please note if we receive two returned cheques, then cash only will be accepted. If arrears occur of one month or more and reasonable reminders have been made, then the nursery reserves the right to offer the place to another child.

Two weeks annual holiday at half rate is paid. All other absences e.g. extra holidays, sickness or any other reason must be paid in full.

Arrival and Collection of your child

Your child should not arrive at nursery before their paid for session and should be collected from the nursery by the end of their session and always before 6pm as children are not insured after then. An early arrival or late collection fee will be charged as follows:- £5.00 will be charged for the first 15 minutes of part of. £10.00 will be then charged thereafter for every additional 15 minutes or part of and added to the following months bill.

We have a No Smoking policy

Smoking is not permitted on the nursery premises, either indoors or outdoors.



WAITING LIST FORM

Name of Parent:

Date:

Name of Child:

D.O.B:

Sex M/F

Age at time of call:

Address:

Home Tel:

Mobile Tel:

Preferred Start Date:

Preferred sessions:

Have the family viewed the nursery

Yes/No

How did you hear of the Nursery?

Start Date:

Booked sessions:

Further information:

25 Essex Road, Dartford, Kent DA4 9EL.

Tel. 01322 289662