

**Busy Bodies Child Care Centre Ltd**

**Lower Galdeford**

**Ludlow, Shropshire**

**SY8 1RZ**

**01584877654**

**busybodieschildcare@outlook.com**

**Welcome Pack**

**Introduction**

At Busy Bodies, we will strive to work in partnership with you and your family to ensure your child reaches their full potential whilst learning through play.

This booklet is designed to help you and your child settle into our Nursery.

We aim to make this booklet as useful as possible for all parents/carers and family members. Please try and read this booklet and keep it as a valuable reference for you to look at from time to time, when you need advice about nursery or you are unsure what to do if your child is ill. If reading, or the English Language is something you find difficult then a member of staff will be able to support you in accessing this information in a different way.

**How to contact us**

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[www.busybodieschildcare.co.uk](http://www.busybodieschildcare.co.uk)

Registration number

**EY561581**

**All about us**

Busy Bodies is a small, friendly and welcoming childcare centre. Our aim is to provide a happy and safe environment for all children to develop to their unique full potential. We believe that early childhood is the foundation for a child’s journey through life.

The centre is open Monday to Friday 7:30am to 5:30pm. The Upstairs Room is open 8:00am till 4:00pm with wraparound care provided in the downstairs room. We welcome children aged from birth to 5 years and endeavour to meet their individual needs. We provide a flexible service to families to meet their individual needs.

The hourly fee is £5.50 (Under 2 years) and £5.00 (2 Year Olds and Older). Fees can either be paid monthly or weekly and by cheque, cash or BACS transfer. We also welcome children who are accessing 24U funding and 3-4-year-old funding. Ask a member of staff for details.

You can either bring a packed lunch with your child or we offer cooked dinners from St Laurence’s School for an extra charge of £2.30 per meal.

Snacks throughout the day will be provided which include fruit, toast, crackers and cheese.

The nursery is closed for bank holidays and we are also closed between Christmas and New Years.

We offer a Before and After school club and Holiday Club for 5 –12 year olds which is co-ordinated with St Laurence’s primary school. We walk children to school at 8:50am and collect at 3:30pm. We also provide wrap-around care to children who attend St Laurence’s Nursery.

**Philosophy**

Children are born with a natural desire to explore and learn and we support them with this. We do this by creating an enabling environment (both physical and emotional) and through the relationships and interactions that the children experience. We do not plan ahead, rather we remain “in the moment” with the children as they explore and learn. We observe carefully, and enhance the learning whenever we spot a “teachable moment”.

We have created a method of education that is a hybrid of Reggio Philosophies, the educational models in the UK and the works of Carl Rogers.

The foundation for our education begins with love and respect for the child. This is the cornerstone for a life of emotional well-being and resilience. From here children learn to love themselves, others and life. This is the base for all other learning to take place.

Our aim is to ensure that all children leave us capable, strong, resilient and confident. We achieve this by employing well qualified staff and with a low ratio of children to adults to ensure that children are able to spend quality time with the teachers.

**The Image of The Child -** Children are viewed as competent, curious, natural researchers who are full of knowledge, potential and interested in connecting to the world around them.

Each child is unique and has experienced so much in their life. This means that every child views every moment differently. It is our job to ‘tune in’ to each child so we can discover the best way to support them in their development.

**The Role of Families -** We recognise the fact that a child’s family are their first educators. Families are invited to take active roles in contributing to the processes of discovery and learning. We aim to build relationships based on co-operation and mutual respect. Regular meetings with families to keep them up to date with what we have been doing at Busy Bodies. Share successes and discuss what we have been learning at the setting and at home.

**Planning and Teaching in the Moment -** Young children are experiencing and learning here and now, not storing up their questions/learning until tomorrow or next week. It is in that moment of curiosity that we best find ‘teachable moments’. Teachers are positioned next to the children so they can observe and listen to them. They are then in the perfect position to teach children in line with their individual differences.

**The Role of the Environment -** The environment is the third teacher.

The environment is recognised for its potential to inspire children. An environment filled with natural light, order and beauty. Open spaces free from clutter, where every material is considered for its purpose, every corner is ever-evolving to encourage children to delve deeper into their interest.

**Playing and Exploring Outdoors** - Children’s sense of balance, touch and well-being are all nurtured by unhurried outdoor experiences.

We believe children should have access to the outdoor area from the moment they arrive.

We recognise that some children prefer to be outside exploring whist others prefer quieter games inside. With the free flow system children can make the choice where they want to play and what they want to play with.

**Documentation** - Your child’s Key Person will keep up to date records of your child’s learning and development at Busy Bodies. These Learning Journeys will be shared with you on a regular basis. Teachers plan and teach in the moment alongside the children. They see and recognise teachable moments and then act on them. The teachers then write these observations up and pass them on to the Key Person. These observations are used to plan next steps both in the setting and at home.

**Teachers as Partners** - At Busy Bodies the adults are willing to learn alongside children. They work together in partnership rather than that adult being ‘in charge’ and having all of the knowledge. The role of the adult is to plan starting points for the children to explore and to provide open ended resources which encourage the children to develop their own thinking and learning. The adult watch and listen carefully to what the children do and say and use the observations to guide and extent each childs learning.

**Five Core Values**

Our practices and attitudes are underpinned by these five core values:

**Respect** - Respect for children, parents and each other.

**Quality** - We aim to provide the highest quality experience, environment and relationships for children, parents, team members and the local community.

**Uniqueness** - We strive to maintain and develop our unique qualities.

**Achievements** - We aim to foster in each and every child a love of learning , an enquiring mind and desire to discover.

**Professional Workforce** - We aim to develop a highly professional workforce through in house training and ongoing professional development, motivation and the pursuit of excellence.

**Continuous Provision (Daily routine)**

**Downstairs Room**

**7:30am—9.00pm** Free Play. Meeting parents/carers and children arriving

**9:00am—9:10am** Group Welcome time for all children

**9:10am—10:00am** Work Time, free flow (indoor and outdoor) and structured activities lead by a member of staff

**10:00am-10:20am** Hand wash followed by snack time of fruit and milk/water

**10:20am—11:45am** Work Time, free flow (indoor and outdoor) and structured activities lead by a member of staff

**11:45am—12:00** Group time (Singing, story or other group activity)

**12:00pm—1:00pm** Lunch Time

**1:00pm- 2:45pm** Work Time, free flow (indoor and outdoor) and structured activities lead by a member of staff

**2:45pm—3:00pm** Hand wash followed by snack time of fruit and milk/water

**3:00pm—5.30pm** Free play, free flow (indoor and outdoor) and structured activities lead by a member of staff

We operate a system of total flexibility as we know that each individual and family lead different lives. This means that you can attend anytime of the day for as many hours as you prefer. This level of flexibility requires equally flexible planning. Each key worker will plan activities around your child’s current interests and developmental level. This ensures every child is has a suitable and valuable activity planned for them.

**Upstairs Room**

Our Upstairs Room is a carefully designed environment where young children are nurtured and provided with a safe, calm and responsive atmosphere. The emotional and physical environment is designed in a way that supports children in developing relationships, exploring, learning and being curious.

The young children follow their home routines as much as possible in this room and have allocated bedding which is stored in named, zip lock pockets for when they need to sleep. We have cots for the very young children to sleep in, the older children have beds made up in the cosy area for them to rest or sleep.

Regular snacks and drinks are provided for the young children during the day, as well as individual children having their bottles as per their home routines. Care giving routines such as nappy changes and bottle feeding are carried out by the child’s Key Person. This develops key attachments which are vital for personal, social and emotional development.

Activities are planned for each individual child as well as planned activities for the group as a whole. An individual learning journey is maintained for each child by their key person, and their is individual targets and progress will be recorded through this. These activities, plans, observations and all other information is shared with parents/carers on a regular basis.

**Important Information**

**Bank Holidays and other charges**

When the nursery is closed for bank holidays you will not be charged. You will still be required to pay the nursery fees if your child does not attend for any reason, such as holiday or sickness’. You can take as many holidays as you wish. We require 4 weeks’ notice in writing if you wish to terminate your contract.

**Bad Weather**

In the event of a heavy snowfall Busy Bodies will make a decision whether it will be opened or closed. If it does close an announcement will be made on the Busy Bodies Facebook page. If you are unsure please ring the nursery before leaving your home to check.

**Absences**

A member of staff must be informed as soon as possible of any absences, so please ring to inform us.

**Collection of children**

It is important that the staff know who is collecting your child from the setting. If any person, other than the parent it’s to collect your child, then a detailed description of this person should be given to the manager. We will not allow under any circumstances for your child to leave the nursery with any unknown person and someone who is not named on the registration/contract form.

**Late collection**

We appreciate unforeseen circumstances can make you late to pick up your child from the setting. This we fully understand, all that we ask is that the parent/career telephones the nursery as soon as possible to let us know, then we can make comfortable arrangements for the child.

**Meet the Staff**

**James Boddey Director**

**Safeguarding Officer / Health and Safety Officer / SENCO / Invoices and Receipts**

Early Years Teacher Status Degree

Foundation Degree in Early Years Care and Education

NVQ Level 3 in Leadership and Management

Paediatric First Aid

Safeguarding Training

SENCO Qualifications

Health and Safety Qualifications

**Downstairs (3 - 4 year olds)**

**Laura Meredith Manager**

 **Letters and Sounds Leader / Deputy Safeguarding Officer**

Children’s Care Learning and Development Level 4

Health and safety

Foundation stage coordinator

Behaviour Management

Safeguarding Training

Paediatric First Aid

**Rachael Glaze Teacher**

**Before and After School Club Leader**

Children’s Care Learning and Development Level 3

Paediatric First Aid

**Jade Williams Teacher**

**Yoga Instructor**

Cache Level 3 NVQ

First Aid Training

TOP PLAY

**Clare Meredith Teacher**

**Food Hygiene Officer**

CCLD Level 3 NVQ

Basic Awareness of Safeguarding children

Paediatric First Aid

**Emily Ewen Teacher**

**First Aid Leader / Fire Safety Officer**

CCLD level 2

First Aid

Food hygiene

**Jo Farmer Teacher**

Safeguarding and Child Protection Training

First Aid Training

Food Hygiene

**(Upstairs Birth - 3 years old)**

**Emily Walton Manager**

Early Years Teacher Status Degree

Bachelor of Art with Honours in Early Childhood Studies

 Level 2 Food Hygiene and Safety for Catering

Safeguarding Training

Paediatric First Aid

**Charmaine Rees Teacher**

Level 3 Child Care and Education

Bachelor of Art with Honours in Early Childhood Studies

Paediatric First Aid

Child Protection and Safeguarding Training

Food Hygiene Training

**Adele Boddey Teacher**

Food Hygiene Training

First Aid Training

Child Protection and Safeguarding Training

Understanding Babies Training

**Kacey Farmer Apprentice**

**Role of the Key Person**

1. Settling your child into nursery
2. Being your main point of contact for all matters concerning your child’s well-being, development, health and behaviour
3. Keeping all your child’s records up-to-date, these records available for you to look at any time, just ask your key worker.
4. Keeping your child’s work book up-to-date, this book makes a lovely keepsake for you to treasure in years to come.
5. Write in your child’s home diary, this is a record of what your child has been doing at nursery and we encourage you to record what activities your child has been doing at home also.
6. Observing your child’s development and learning, sharing their successes with you and planning how to help your child reach his/her full potential.
7. Working in partnership with you to find solutions to any problems that might occur.

Staff will spend time getting to know the child and family and will find out and record appropriate likes and dislikes, comforts and toileting needs each child may have. This is also the time for parent/carers to ask any questions or raise any concerns they may have. There is a settling in period which would be explained at this time which is designed to meet individual needs. This involves introducing your child into nursery over a period of short sessions, eventually leading to starting full days.

Our settling in procedure is designed to meet individual needs. If you have any concerns, please talk to your child’s key person.

**What you need to bring when your child starts Nursery**

Your child will sometimes get paint, food or glue on their clothes, so please send them in practical clothes, NOT best clothes.

We ask if you could provide the following:

1. A spare set of clothes because we play with water, paint, etc
2. Lots of spare underwear and trousers if your child is toileting training.
3. Nappies and nappy cream if your child requires them.
4. A coat for outdoor play.
5. In warm weather a sun hat and sun cream.

If your child happens to borrow some of our clothing, please ensure it is returned to the setting promptly

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**Your Child’s Health**

Children who are ill cannot attend nursery. Please do not bring your child if they are suffering from any infectious diseases, for example:

* Sickness/Diarrhoea
* Conjunctivitis
* Chickenpox
* Measles
* Scabies
* Tonsillitis

Your doctor will advise when your child is no longer infectious. If you have any doubts whatsoever about whether your child should come to nursery, please ring us before you leave home so that our staff can advise you.

**If your child is on prescribed antibiotics**

We always ask you to keep your child off nursery for the first 48 hours of the antibiotic course, after that we will be more than happy to administer the medicine with written consent from you.

**If your child has had sickness or diarrhoea**

We always ask that you wait 48 hours since the last bout of sickness or diarrhoea before you bring your child back to nursery.

**If your child becomes ill at nursery**

We will contact you as soon as possible and ask you to come and pick them up. If we cannot get hold of you, we will contact another emergency number that you have given us permission to contact.

**Medication**

If your child has been prescribed medicine by the doctor that needs to be taken during the nursery day, you will be asked to sign a medicine form. This form authorises staff to administer medicine and states the dosage and time given. All medicine will be stored in accordance with instructions of the prescribed medicine. At all times, it will be kept out of reach of the children.

**Accidents or injuries**

Unfortunately, accidents and injuries do sometimes occur at home and at nursery. All accidents and injuries are recorded on the appropriate form and signed by two nursery workers and the parent/carer. We record the date, time, what happened, what injury occurred and what first aid treatment was needed if any. If an injury causes concern, then the child will be taken to hospital and parent/carer contacted. The child’s personal details will be taken with them.

**Meal Times**

Mealtimes are very important social occasion, giving the children the chance to chat to their friends and staff, but they can also be distressing for some children. If your child is worried about mealtimes please let us know, as with patience most problems can be overcome.

If your child has any special requirements please let us know and we will do our very best to accommodate them.

We are also the first nursery in Ludlow to achieve a Platinum Healthy Eating Award.

**Policies and Procedures**

We believe a successful nursery is a combination of skilled and caring people with efficient and effective policies in place. Our policies and procedures are fundamental to ensuring we maintain the highest standard at all times. Our policies and procedures is a robust, working document that governs the way we operate our nursery and are openly available for parents/ carers and Ofsted to view.

Policies and procedures are in the heart of everything we do and for that reason they are regularly reviewed, updated and adjusted. If you wish to see the full policies and procedures they can be found in a folder in the entrance area. They can also be found on the website.

**Equal opportunities and special needs**

All children are special and need to be treated as individuals. We are committed to providing opportunities for all children to play, form special friendships and learn to the best of their abilities. Occasionally, a child may have an extra special need which requires us to have additional equipment or outside support from people, like speech therapist of physiotherapist. We are happy to work with other schools, health visitors etc., as required to provide the right help and support for any child in our care.

*All policies are available for you to read in entrance hall opposite the nappy changing area.*

*If there is anything else, you would like to know please ask a member of staff.*