

Welcome to



PlayDay

PlayDay (Caversham) Limited

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PlayDay nursery is like no other.

We believe it is time to take our children back to the good old days, with a staff who have a passion for caring and educating children. Healthy, happy staff create a healthy, happy nursery environment with a positive friendly atmosphere for both children and their families to flourish in.

Our nursery is a home from home.

We are embracing the Curiosity approach and In The Moment learning. This is a desire to learn and self-select. It is an eagerness to explore, discover and figure things out. Curiosity helps children to be more observant within their environment and think about how and why things come to be the way they are or even how they could be, how things in life evolve. Children are free to move around, challenge themselves and lead their own play, as children learn best when they are fully engaged in a nurturing environment. We use as much authentic/raw resources, loose parts, neutral colours and materials as we can, with cosy places for children to sit and look at books or engage in deep learning and to try new things. We encourage our children to self-select what they would like to do (In the moment learning). This allows them to engage fully in their play and use all their existing knowledge to create and develop new skills.

We offer a free flow nursery which allows children to independently choose to move between our different environments in or outside. This helps the children with being:

- Independent and building social skills
- Progress at own pace
- Decision making
- Physical wellbeing
- Learning about different environments
- Confidence in themselves for healthy self-esteem

You will understand just how special and unique our nursery is when you first walk through our doors and get that 'homely feeling', so come along and join in with the fun.

About this booklet

This booklet is designed to guide parents through your child's first days at nursery. Although we refer to parents throughout the booklet, this term includes all carers.

If you feel that any information is missing from this booklet, please contact the Manager. It is important that the booklet evolves as the nursery continues to develop.

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Welcome

Welcome to PlayDay nursery – we look forward to getting to know you and your child. This booklet has been put together for you to learn a little bit more about our nursery and how we operate.

Registration

Once you have completed our enrolment form and paid your deposit you will be put onto our waiting list. Once a space becomes available our manager will telephone or e-mail you to let you know. When you have accepted the place, we will discuss introductory visits with yourself and a start date.

Home visits and settling in Visits

We encourage children to visit with a parent, where possible prior to them starting. This helps them to become familiar with the staff and their surroundings, as well as getting used to the routine. We find that these visits help to make the transition to us as straightforward as possible, even with very shy children. It is also a good opportunity for you to meet our staff, children and ask any questions you may have.

When you visit our nursery for any reason, please ensure that a member of staff signs you in to the visitors' book and signs you out as you leave. For fire and security reasons we need to know the number of adults and children onsite at any time. Also please leave your phones in the designated place in the nursery.

We offer Home visits before your child starts, these short sessions allow you to meet your child's key person, manager or owner at a mutually convenient time. During this visit, the child will be given a pebble to decorate, for self registration. A few games will be played, whilst another member of staff fills in forms.

First days

Children require a varying amount of support when they start. You are very welcome to stay for some time during your child's initial few days. Please feel free to discuss any concerns you may have with the Manager, Deputy, or your child's Key Person.

Term dates

We operate all year round (51wks) of the year. We only close for bank holidays and over the Christmas period.

Training days: we close for two training days a year.

Funding and fees

Playday's fees are worked out: number of days x 50wks ÷ 12mths (this takes into account any funding) Through the Government and Reading Borough Council, funding is currently available for some 9 month olds, 2-year-olds and all 3 and 4-year-olds. (These spaces are limited)

Full fees are charged for holidays, sickness and unavoidable closures.

Fees to be paid monthly in advance by 1st of the month

Late payment will occur a charge of £50 per week
We accept childcare vouchers and tax-free childcare payments (to be paid 1 month in advance)
1 months' notice must be given in writing when leaving the nursery, changing or reducing hours.

Your child's funding can be shared between PlayDay and any other nursery setting that your child attends.

****PlayDay (Caversham) Ltd does not issue refunds if it is necessary to close in case of emergency, such as snow, no water or no heating.****

Please refer to our website for more details about our fees. For further information, please contact our manager: info@playdaycaversham.co.uk

Bringing your child to Nursery

This section of the booklet takes you through what you might need to know about starting PlayDay.

Clothes

Our nursery is a home from home, we encourage children to have their own slippers to wear within the nursery and put their outdoor shoes, coats and wellington boots on whilst outside. However, we do operate a bare foot policy.

Although we provide aprons for painting, please dress children in older clothing to avoid possible staining by glue and paint.

Remember to bring warm outdoor clothes, all-in-one waterproofs and wellington boots in the winter. Please also bring wet weather clothing for your child throughout the year so that they can splash in puddles and enjoy our water play and mud kitchen.

ALL GARMENTS SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME.

Arrival

When you arrive at the gates you will see two bells: One names Cubs & the other Bears.

Each child will have their own peg with their photo on. Once the children have entered, they will put their slippers on and bring their coats, hats, gloves, scarfs and shoes into the nursery to hang in the Garden Room.

****Please do not leave items such as inhalers, other medication, or sun cream in your child's bag (Please hand to a member of staff labelled. Please do not use carrier bags. Our children have continuous access to the entrance hall.****

A typical Day

We open from 7:30- 6:30pm, you can drop off and pick up within those hours.

Breakfast is served between 7:45- 8.45

Lunch is 12:00- 1:00 (Lunch is prepared and cooked by Crumbs)

Tea is 4:30-5:30

(This all depends on what may crop up during the day. Water will be offered throughout the day.)

We also offer two snacks a day one in the morning and one in the afternoon.

****Please make sure that you tell the Manager of any allergies, or suspected allergies that your child has. We will ensure that they avoid the problem foods. You will be given an allergy form from Crumbs to complete and bring back before your child starts.****

**** WE ARE A NUT FREE NURSERY****

Prior incident forms

If your child has had an accident at home before coming to nursery, please ask a member of staff for a Prior Incident form. It is very important that staff are informed about all but the most minor grazes. The form is very simple, confidential and ensures that the information is available to all staff.

Contact details

It is vital that PlayDay has up-to-date contact details for all children; otherwise, we will not be able to contact you in an emergency.

****Please make sure that you update your contact details whenever they change (especially contact telephone numbers for home, work and alternative carers).****

Email correspondence

We ask for email addresses so that invoices, receipts and notices can be sent directly to you.

Collection notebook

If someone else is collecting your child from nursery, please ensure that you notify a member of staff who will write it in the communication book or verbally. It is an Ofsted requirement that we have this information to ensure that children leave nursery with an authorised adult. We ask you to set up a password with us so that if anyone else is collecting your child, they will need to give the password to the member of staff signing the children out before we allow your child to leave. We recommend that if another adult regularly collects your child from nursery, you record this information on your child's **Personal Detail Form**. We will not allow your child to leave with another adult if we have not been notified beforehand, so please do not be offended.

Collecting your child

If someone else is collecting your child, please ensure that you notify a member of staff who will add the details to **our Collection notebook**. We will not release a child to another adult unless we know beforehand and a password is used.

In the event of an emergency, please telephone (07855493363). We will make sure that your child understands that you will be late. We are legally obliged to inform Social Services if a parent or carer is more than 30 minutes late to collect a child.

Our Staff

We have extremely hard working and dedicated team at PlayDay. The majority of our staff team are qualified with either NNEB and NVQ L3-6 (both highly respected qualifications in Early Years education).

We have specialist SEN Level 3 & 4 Early Years Staff.

The staff meet as a whole team each month to plan for the coming months. We also meet each morning before the children arrive to discuss the day and/or any arising issues.

Curriculum and educational programme

PlayDay will aim to help children make progress in the **seven areas of learning** that make up the Early Years Foundation Stage. The EYFS ends at the end of the child's reception year. We adapt the Curriculum, when appropriate, to meet the needs of children with special needs.

The ways in which each unique child engages with other people and their environment are the:

Characteristics of Effective Learning –

Playing and exploring.

Active learning.

Creativity and critical thinking.

The Characteristics of Effective Learning and the Prime and Specific Areas of learning and Development are interconnected.

The Prime areas begin to develop quickly in response to relationships and experiences. They run through and support learning in all other areas. The Prime areas continue to be fundamental throughout the EYFS.

Personal, social and emotional development: The focus is on encouraging children to play and co-operate with each other in a group situation. They are encouraged to work independently and to show initiative. We accomplish this by various activities, such as individual craft and group games. It is important to remember that each child is an individual.

Communication and language: At an early age, children should be encouraged to develop their understanding of English, with regard to both vocabulary and comprehension. Children are encouraged to both talk and listen to others at group time. We use songs, stories and role-play to develop communication skills.

Physical development: This area concentrates on the children's physical development – their co-ordination and use of space and apparatus. Children will be encouraged to take part in games and to play outdoors regardless of the weather. Simple everyday games such as running, jumping, cycling, ball games and dancing are all examples of how physical development will be encouraged. Physical development also involves fine motor skills, using tools such as pencils, brushes, tweezers and scissors.

The Specific areas include essential skills and knowledge. They grow out of the Prime areas and provide important contexts for learning.

Literacy: This area concentrates on Reading and Writing. Children are encouraged to take part in mark making activities and to give meaning to the marks as they draw, write and paint.

Story time and rhyme time help to develop the skills needed to learn to read. Children have favourite stories and soon become aware of the way that stories are structured, and they enjoy repeating words or phrases from familiar narratives.

Mathematics: This is an integral part of child-centred play and will become a foundation for school mathematics. Through play, such factors as time, volume, weight, shapes and numbers are discovered. The 'play shop', for example, encourages children to think about money. Various counting games, such as Ludo, help to encourage basic mathematics.

Understanding the world: Children are encouraged to think and learn about their immediate environment and from there to talk about experiences further afield, such as day trips and holidays. Each term we aim to link a variety of topics from different cultures and countries into our theme of the week. Basic scientific knowledge is also covered in this section.

Expressive Arts and Design: This incorporates many things, craft, music, dancing, stories and imaginative play. The children will be guided and encouraged to use their own creativity.

We also celebrate a specific country every month and you will be notified as to which Country on which month.

Special educational needs (SEN)

PlayDay aims to welcome and provide appropriate learning opportunities for all children and to have regard to the DfES Code of Practice on the Identification and Assessment of Special Educational Needs. We ensure that all children have the same entitlement to a broad-based curriculum irrespective of their special educational needs. Our Pre-school details and 'Local Offer' can be found at:

<http://servicesguide.reading.gov.uk/kb5/reading/directory/home.page>

Here at Playday we endeavour to scaffold all our learning enabling a fully inclusive environment. We provide children with 1:1 intervention if needed with the guide of our Lead SEN expert.

Progression through PlayDay

We monitor the progress of children using a Key Person scheme. These are led by a designated member of staff – this member of staff is your child's Key Person.

When it is your child's turn to be our "Focus Child" we shall send a letter home with them. This will ask you to provide us with a bit of information about what is going on in your child's life (learning to ride a bike, family holiday, wedding etc) This letter will also allow you to raise any concerns you might have or tell us of any achievements your child has done.

We observe and record your child's progress at nursery in your child's Learning journey. It helps us to establish where he/she is in the natural progression and stages of development that most children go through during their Pre-school years. We work closely with our families and share information about your child's development.

Reports, Learning Journey and Parents' evening

Each child has a Learning Journal, regularly updated by the Key staff. An ideal time to chat to the member of staff is when you drop off or collect (2min chat) If you would like to arrange a longer chat please make sure that you arrange this in advance to ensure that your child's Key Person is available.

We hold an annual parents evening, or parent consultation session during the Spring term. This is another good opportunity to discuss your child's progress. For those moving on to school, we also discuss the transition process with parents. It is a good time to ask any questions or discuss any

concerns that you may have about your child. Reports are written and sent out during the Summer term.

Leaving PlayDay

When it is time for your child to leave our nursery, please make sure that you inform the Manager as soon as possible. This allows us to inform parents on our waiting list that a space is going to become available.

****If you wish to permanently remove your child from nursery at any time, please write to the Manager, giving a months notice. Failure to do so will result in fees being charged. Please refer to our Withdrawal Policy for more details****

Questions and Answers

We have compiled a short list of common questions and their answers.

My child is not fully toilet trained - what do I do?

If your child is not fully toilet trained, then you should discuss this with the Manager or Deputy. Some children visit or start nursery in trainer pants. If your child is going to start nursery in trainer pants, please give your child's Key Person a small supply of spares in a bag.

If your child is out of nappies but not confident with a toilet yet, don't worry – **we have a potty and also special trainer seats for the toilets.** Please provide named spare clothes for your child and leave them on your child's peg.

My child loves PlayDay, how do I get more days?

If you would like more days, please speak to the Owner, Manager or Deputy for more details to see if any more days are available, and we may have to put you on a waiting list.

My child has been ill, when can he/she return to Nursery?

In general, children may attend nursery as soon as the chance of passing the illness on has gone. **Please do not send your child back to nursery for a full 48 hours after any sickness.** If you are unsure, please ring and speak to a member of staff. **Please phone us on the day that your child is absent.**

Infectious diseases (e.g. Chicken Pox)

Children should not attend nursery until the danger of passing the illness on is over. Please inform the nursery as soon as possible, so that we can let other parents know.

Are the staff fully trained?

Yes, we have a variety of trained staff from Level 2 up to Level 5 and unqualified staff with a wealth of experience.

Fever, sickness and diarrhoea

Please do not bring your child to nursery if they have had a high temperature, vomited, or had diarrhoea within the last **48** hours.

We hope that you have found this document useful and informative. Please do talk to your child's Key Person or the Manager at any time if you have questions, suggestions, or concerns.

**Thank you very much for reading this document.
We look forward to spending time with you all.**

From Everyone at PlayDay