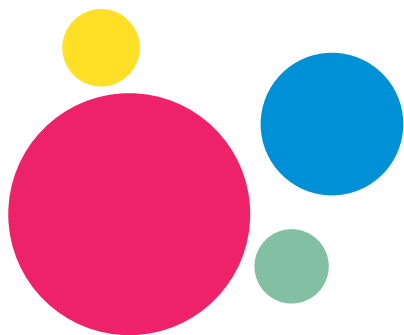


Welcome To  
**Happy Days**  
**Children's Centre**



# Welcome To

# Happy Days Children's Centre

**Happy Days Children's Centre is a purpose built, dedicated, high quality Children's Centre set within secure grounds.**

The Centre was designed and constructed in line with Ofsted and is situated on the Minsthorpe Community College campus with easy access from the M62, M1, M18, and A1 (M).

We know that your priority is to find a setting that offers facilities that are right for you and your child, and understand the importance of earning your trust and confidence. At Happy Days we devote our time and energy to creating a fun and loving environment, while at the same time delivering the best childcare and learning. We want our children to feel safe, secure and happy right from the start.

## **Our Aims**

To satisfy the needs of each child by providing the best choice of childcare, the best value, the best environment, a quality service that is second to none and childcare for any parents who require it. To fulfil childcare requirements and provide an environment that children will enjoy. To achieve this we will:

- Provide a welcoming, safe, caring and informal environment.
- Provide an extensive range of activities to suit all ages and stages of development supported through the Early Years Foundation Stage.
- Provide flexibility to meet parents' individual needs.
- Provide high quality, motivated and caring staff.
- We provide nutritious, freshly prepared meals catering for all children's dietary needs.
- Provide a facility that guarantees continuity of care.



## Our Care Rooms

### Baby Room

Children aged 0 to 2 years

Our Baby Room is very homely with comfy seating and cushions; it is well equipped to cater for all our babies needs. We hold a variety of activities such as messy play, music time, heuristic and sensory play.

Our babies regularly go outside into the garden to play and explore. The room is spacious and brightly decorated with displays and pictures.

### Toddler Room

Children aged 2 to 3 years.

In our Toddler Room we offer many opportunities for their developmental needs. It provides a wide range of opportunities for children to investigate, explore and learn, consisting of areas like a home corner, water, sand, play dough, construction, painting, and a movement area.

It promotes independent learning, social skills and personal development through using the indoor and outdoor areas.

“  
**I am very happy with the care given to my children. I feel the staff have their best interests at heart, they are a friend as well as carer. I recommend your care facility to anybody.**”



### Pre School Room

Children aged 3 to 5 years.

Our Pre School Room provides activities, which are based around individual children's interests and abilities, but are flexible in order to be inclusive to all. The children are able to make their own choices and contribute to the room planned activities. The children also initiate their own activities which the practitioners support and extend enabling the children to progress in their learning to eventually reach the early learning goals (Early Years Foundation Stage).

## Opening Hours

Happy Day's Children's Centre is open for 50 weeks per year. (Closed Bank Holidays and 2 weeks at Christmas).

Opening Hours are:

**Monday to Friday  
8am to 6pm**

## Admissions

Anyone wishing to reserve a place for their child to attend must complete a registration form and pay a fee of £50. This is refunded from your first month's invoice upon take up of the place. Should you not take up the place when the start date has been agreed the fee will be forfeit.

As there is usually a waiting list for places it is advisable to apply as early as possible.

## Fees & Pricing Structure

Our fees are calculated evenly over a 50-week year and reflect an adjustment for the period between Christmas and New Year, when the Centre is not open.

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

### Children - Under 2 years

<b>Standard Day</b> 8.00am to 6.00pm	£42.00
<b>Half Day</b> 8.00am to 1.00pm or 1.00pm to 6.00pm	£29.00

### Children - 2-3 years

<b>Standard Day</b> 8.00am to 6.00pm	£42.00
<b>Half Day</b> 8.00am to 1.00pm or 1.00pm to 6.00pm	£28.50

### Children - 3 years and over

<b>Standard Day</b> 8.00am to 6.00pm	£42.00
<b>Half Day</b> 8.00am to 1.00pm or 1.00pm to 6.00pm	£28.00



“ All the staff are extremely pleasant and welcoming and we feel confident leaving our child at the nursery as the ‘caring nature’ of all the staff is very apparent. we think the activities provided are very stimulating for our child. Thank you. ”

**Extra sessions** can either be paid for on the day or collected with the following month's invoice payment. Extras are for additional sessions or additional hours and subject to availability.

**Late collections** will be charged at £10.00 for the first 10 minutes (or part thereof) and a further £20 for each 10 minutes after that (or part thereof).

Full fees are payable during sickness absence.

One month's notice is required to withdraw your child from Happy Days or reduce the number of sessions to be attended.

### Payment Of Fees

Full fees are payable monthly in advance by cash or card on the 1st of every month or weekly by prior arrangement. Late fees will incur a surcharge. Please feel free to discuss payment of fees with us.

### Holiday Absences

On completion of a holiday form, giving a minimum of 4 weeks notice only half fees will be payable. When the Centre is closed for 2 weeks at Christmas and Bank Holidays there will be no fees payable.

### 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.

#### 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. (A child becomes eligible for the funding the term after their 3rd birthday).

Tax-free childcare 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.

Parents can use Tax-Free Childcare alongside the 15 and 30 hours funding but can't use it at the same time as they receive childcare vouchers, universal credit or tax credits.

#### Tax-free childcare

Parents are able to open a new childcare account and for every £8 you pay into your account, the government will pay in an £2. You are entitled to receive up to £2,000 government support per child per year towards your childcare costs. Payments to the nursery are then made directly from this account.

#### 30 hours funding

The extended entitlement 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.

## **Tax credits and universal credits for childcare**

Depending on personal circumstances some families will qualify to receive either tax credits or universal credit to help with the cost of childcare.

If your employer offers childcare vouchers or arranges your childcare, you can get up to £933 a year in tax and National Insurance savings.

The amount you can get in childcare vouchers depends on how much you earn and when you joined the scheme. You pay for your childcare before tax and National Insurance deductions are made. You can't use childcare vouchers at the same time as Tax-Free Childcare. Over time, Tax-Free Childcare will replace childcare vouchers and childcare arranged directly by your employer.

## **Registration & Staffing**

**Happy Days Children's Centre is registered with Ofsted in order to provide day care and education.**

The Centre Manager is responsible for the day-to-day management of the centre. The Manager and Team Leaders will always be available to talk any matter or concerns through with you.

The Team Leaders are highly qualified and are responsible for the day-to-day safety, security and well being of the children in their room. They create a stimulating, attractive environment and oversee the children's activities, which have been carefully planned with the help of their team, they work closely with all staff and children.

Childcare Practitioners are qualified childcare professionals. They organise activities and work closely with the children, and assist the Team Leaders in providing a safe, caring, stimulating environment for children in their care

Our resident cook will organise and cook healthy, nutritious meals for children in the Centre.

## **Staff Training**

Our staff are our most valuable resource and it is through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff, so that they are able to perform their roles both efficiently and effectively.

## **Key Person**

A Key Person system is operated within the Centre, and most of the staff has a group of children for who they care for and build relationships. The designated staff member will be your main point of contact for offering security, reassurance, continuity and receiving information about your child's learning and development. However other staff members working within a room have extensive knowledge about all children in their care and in the absence of your child's key person will support your child's individual needs. When your child is ready to move to the next room their key person will be there to help them and you develop a relationship with their new key person.

## Children's Learning & Development

The Early Years Foundation Stage guides the children's development and learning. Our provision reflects the four key themes and 16 commitments of the Early Years Foundation Stage.

### The four key themes are:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting and exciting activities that are appropriate for their age and stage of development.

### The areas of development are:

#### Prime Areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

#### Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

For each of these areas the practice guidance sets out the Early Learning Goal. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education.

## Our Approach to Learning, Development & Assessment

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the practice guidance Early Years Foundation Stage to help staff plan and provide a range of play activities, opportunities and interactions, which help children to progress in each of the areas of learning and development. We believe that careful planning is required if play is to be high quality. In some of our activities children decide how they will use the activity and, in others, an adult takes the lead in helping children to take part in the activity.

Our staff take time to observe and assess children's developmental needs and interests. We use the information we gain from observations to document children's progress. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they can support their children's development.

We make periodic assessment summaries of children's achievements based on our ongoing development records.



## Environment

**We provide an environment, which is friendly and nurturing which promotes children's self esteem helping them on their learning journey. Our environment is designed to be both cosy and stimulating.**

The resources, furniture and equipment are carefully chosen to ensure the highest quality. All resources are attractive, accessible and displayed in ways that are inviting to children. We have clearly defined areas of the setting including sand, water, mark making, role play, to help stimulate children's creativity and independence.

Our environment is also designed to encourage physical development such as crawling, sitting, and standing, walking, and running. We ensure print is displayed all around them in the form of books, posters, labels, drawer labels and name pegs to encourage a positive attitude to reading and writing. Quiet and rest areas are provided if your child wishes to sleep or rest.



## Our Day

Our setting organises the day so that children are able to take part in self chosen and adult led activities. These take account of children's changing energy levels through the day. We cater for children's individual needs for rest and quiet activities during the day. Our outdoor area and activities contribute to children's health, physical development and their knowledge of the world around them.

## Meals & Snacks

As part of our all-inclusive approach, we provide a full range of meals, snacks and drinks for your child during their day with us.

A typical day would include:  
Breakfast - Snack - Lunch - Snack - Tea

We believe that healthy eating is extremely important in the development of young children, and recognise that children should be able to enjoy food.

Meals are freshly prepared each day in our kitchen. Menus for the month are displayed on the Parent's Notice Board and Dining Room door.

We acknowledge that sugary and fatty food or food-containing additives are almost unavoidable in the modern diet, but we have tried our best when planning our menus to minimise these and encourage enjoyment of a wide range of foods including multi-cultural meals.

All children are encouraged to brush their teeth after mealtimes and is part of the daily routine.

The kitchen in the Baby Room is responsible for storing and preparing all formula and expressed milk.

Babies are encouraged to try different foods, which are prepared in our kitchen.

All dietary requirements are catered for here at Happy Days.

## Partnership With Parents

**We believe that children benefit most when we work together in partnership with parents/carers. We will talk to you about their experiences and development, and discuss our observations and plans for them both verbally and in your child's Individual Learning Records.**

This is an extremely useful and valuable document for when your child moves on to school. Parents are central to their child's well being and development and because many activities at nursery go unseen by you, your child's individual records offer an insight into their time at nursery.

Your child's individual records are unique to them. These enable us to discuss our observations with you, and offer you the opportunity to give us feedback on how your child is developing at home.



We hold an annual Parent's Evening giving you the opportunity to come along and discuss your child's learning and development with their key person.

## Policies & Procedures

Under Ofsted we follow a full range of Policies and Procedures, which we will show you at your welcome visit and are always available to view in are reception area. Our policies are designed to offer the best possible experiences for the children in our care. Our policies are reviewed regularly.

“**Everything about Happy Days is calm, reassuring, friendly, a happy environment and a great place to bring your child**”

## Security Policy

The purpose of this policy is to ensure the children's safety at all times. We ask parents to adhere to our policy and procedures.

We encourage parents/carers to talk with their children about the importance of remaining safe.

- Main security doors should be kept shut at all times.
- Parents/carers must sign their child in and out when bringing their child to nursery and collecting. This is so we have a record of who is in the nursery in case of an evacuation.
- When the door bell rings and we are unsure of the person we will not allow access and will go to speak to them.

## Collecting From The Centre

When your child starts at the setting parents must provide information about who is collecting their child from the setting, this is recorded, on the child's registration form. Any parent who wishes for someone other than the authorised people to collect their child must inform us prior to that person arriving, giving us a brief description of what they look like and a password.

Staff members will ask the person who they have come to collect and request the agreed password. We will only ever release a child to someone if we are absolutely certain that it is the person they are authorised to leave with.

Parents should not let anyone else into the nursery on arrival or when collecting their child. This is important for the safety of your child.

## If You Have A Concern

Please do not hesitate to contact the Manager or Team Leader who will be only happy to address any issues. We anticipate that most concerns will be resolved quickly by an informal approach. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

## If We Have Concerns

If we have any concerns over the development of your child then we will discuss these with you on an informal basis. We would hope that together we could identify the appropriate help that may be needed.

## Comments, Suggestions & Ideas

We value all comments, suggestions and ideas that you may have and they will always be welcome. They can be placed in our suggestions box located in the entrance or talked over with any member of staff. If your



suggestion relates to the day-to-day care of your child, you can discuss any ideas with your child's key person. The Manager will also be available to talk to, should you wish to do so.



If we have to contact you because your child is unwell we ask that you respond immediately.

## Starting At Our Setting

The First Days - We recommend that parents follow a settling in procedure to make the transition from home to setting as smooth as possible. The settling of a parent and child into nursery life is a very important process and we want your child to feel happy and safe with us. Both the parent and child are given time to settle into the new environment.

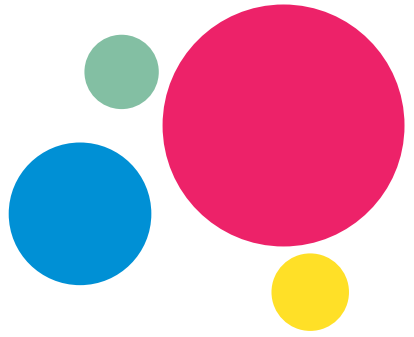
**Clothing** – we provide protective clothing for children for messy activities and outdoor play. However, your child will still need an outdoor coat and outdoor shoes. They will also need a change of clothing and a sun hat. We encourage children to gain the skills that help them to become independent. These include putting on and taking off outdoor clothing, so clothing that is easy for them to manage will help them to do this.

## Things You Need To Know

- We ask that you do not send your child to nursery if they are sick.

- If your child has an infectious disease we ask that they are completely free of infection before they return. If your child is prescribed antibiotics and is well enough to return before the dose is complete, we will administer the medication for you. At least 48 hours of taking antibiotics must elapse before a child can be allowed back into nursery. Please remember that if a child returns before they are fully fit they may infect other children.
- If your child has an accident at home we ask that you tell us so that we are aware.
- At the end of your child's day you will receive their daily diary giving information about what your child has enjoyed doing, what they have eaten, if they have had a sleep, nappy changes, and any other general comments.

This is just a brief overview of the experience your child can enjoy here at Happy Days Children's Centre. We would relish the opportunity to provide the very best early years care and education for your child and hope to welcome you to our setting very soon.



**For any further information please contact:**

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WF9 2UJ

01977 658766