

# Welcome To

## Emma's Angels



## Prospectus

Should you require any further information after reading this prospectus, please do not hesitate to contact any of our team.

**An inclusive play care setting for all your childcare needs**

"Our aim is to provide a safe and welcoming environment for your child and your family. By providing a warm and nurturing environment for your child to grow and develop into a confident and unique individual"

Please contact us on:

0113 2506611

[emma.hirst@btconnect.com](mailto:emma.hirst@btconnect.com)

website: [www.emmasangelsdaycare.co.uk](http://www.emmasangelsdaycare.co.uk)

## The Setting

Emma's Angels Day Nursery Ltd has been designed with children and families in mind. Our rooms are bright, warm and welcoming where your child will find lots of stimulating and fun activities to take part in.

We are situated within the grounds of Rawdon St Peters C of E Primary School. We offer a fully inclusive day nursery, before and after school club and holiday play scheme. The before and after school provision is specifically provided for the children of the primary school however our day nursery and holiday play scheme are available for any family who requires high quality care regardless of whether your child attends another school or intends to attend a different school in the future.

Children from the ages of 3  $\frac{1}{2}$  months to 5 years access the early years setting. Our out of school provision provides care for children aged 4 to 14 years.

The setting has a secure outdoor play area where children can explore the outside environment with lots of fun things to do. We are constantly developing this area adding lots of fun things for your child to take part in. We also have use of the grounds of the primary school and have access to a large field and adventure playground.

Security of the children is one of our main concerns and only parents and permitted visitors will have access to the children's areas. Under no circumstances will a child be allowed to leave the setting with anyone unknown to the staff unless previously arranged by the parent/guardian. We use a password system or photographic identification is required to ensure your child's safety. We have a finger print entry system for parents whose child access the nursery.

The nursery also provides the web cam facility for parents/carers to access. This facility means that you can view your child's day at nursery, during the day or at a time that is more convenient for you. We are proud of what we do and work very hard to make it right for your child and you.

## Our Nursery rooms

### Baby Room

Children aged 3  $\frac{1}{2}$  months to walking

### Toddler room

Children who are walking to aged 2  $\frac{1}{2}$  years to 3 years

Our baby and toddler room has been planned with your child in mind. The rooms are spacious with low accessible units and lots of musical and sensory toys.

Your child will experience lots of new experiences and try out new skills that will support them on their learning journey. The practitioner's regularly change the areas of the rooms, to provide lots of stimulation and learning. The practitioners are constantly looking at new ideas to promote your child's learning and development.

Your child's Room Manager and our EYFS Manager will visit you at home prior to your child attending nursery. During this visit, they will ask you questions to find out more information about your child and their family. We will complete an all about me, so we have up to date information specifically to help us care for your child in the best possible way. It also gives you the opportunity to ask any questions or raise any concerns before your child starts nursery. Please feel free to ask any questions you wish, to help you feel confident with us. At the home visit, the practitioner will organise a pre-visit for your child into nursery. There is no limit on how many visits your child has into nursery, we want to make this transition as smooth as possible for you and your child.

Dietary requirements, weaning requirements, bottle feeds and any other need your child has whilst in the nursery will be discussed at the home visit to ensure we are providing high quality care and your mind is at ease when leaving your precious package with us.

The experiences your child receives whilst in their room will be planned in line with the Early Years Foundation Stage and your child's next steps. The curriculum is divided into seven stages; Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding the World and Expressive Arts and Designs.

Our toddler room reflects their busy nature and inquisitive minds. It provides your child with more activities to openly access and the educational areas are more defined. We have lots of specific areas for your child to access from role play, sand and water, construction, mark making and quiet areas for your child to relax. The practitioners begin to structure the day more and provide your child with activities to promote their development and independence.

The children will also have access to lots of outside play and experiences in our garden. From Easter 2018 we will have developed our baby room further by opening an outside area specifically for our baby room, that is accessible from the baby room in the form of a decking area.



## Pre-school

Children aged 2  $\frac{1}{2}$  to 5 years

This room has an open plan aspect which is divided into different play areas and at a child's level for easy access. The areas include dressing up and role play, reading and picture books, mark making, creative play, sand and water, ICT, construction area, puzzles and jig saws. Throughout the day there will be adult led focused activities and opportunities for children to talk and play.

All children will enjoy a practitioner's individual attention at certain times through out the day for reading, mark making, shape and colour work for their profiles. Work is displayed throughout the room and in children's profiles for you to look at when you wish.

All children learn and develop through play and as required by OFSTED. We follow the EYFS curriculum; this is the curriculum for children aged from birth to five. We structure our activities around the seven Early Learning Goals,

1. Personal, Social, Emotional Development
2. Communication and Language
3. Physical Development
4. Literacy
5. Mathematics

6. Understanding the World.
7. Expressive Arts and Designs

The children can learn the basics of ICT including mouse control, remote control toys, cameras and have the use of educational programmes in preparation for reception class. Outdoor play is encouraged throughout the day within our safe and secure outdoor play area. We offer free flow play in pre-school, as the room a door to directly access the outside area.

Pre-school children have the opportunity on a Tuesday to take part in a French Class. This is held every other week in the morning. Even if your child does not attend on a Tuesday, we are more than happy for them to attend this session. We also hold a funky phonics class on a Thursday afternoon. Alternate Tuesday's we visit Sunningdale Care Home and on Thursday we have our own library story time at Micklefield Library.

A term after your child's third birthday your child will be entitled to 15 hours of free nursery funding. The nursery education grant is available for up to 10 hours per day and during the term time weeks of the school year, it can also be split across the full year on a pro rata basis. This funding can be shared between providers, for more information please ask the Manager or access the family hub website.

From September 2017 for families who are entitled to it the government has introduced 30 hours over 38 weeks or 22 hours over the year. Not all families will qualify for this but it is something that can be used at Emma's Angels.

Some children a term after their second birthday are also entitled to 2-year-old funding. Not all children are entitled to it, there is special criteria. However, if your family's circumstances fit the criteria set by the government you can receive 15 hours of free term time childcare.

Before your child starts nursery their Room Manager will visit your home, this gives you the opportunity to ask any questions you may have and for the practitioner to spend some time with your child. You and your child will help the practitioner to complete an 'all about me', which will help the setting care for your child. Many children find it upsetting being left alone for the first time with people they have yet to get to know and trust, therefore there is no limit on the number of visits your child may have before they start.

Within Pre-school we also offer swimming lessons on a Wednesday afternoon. This is purely an optional choice. We take the children to the Village Hotel in Headingley and the session is offered by a company called Swimbrite.



### **Key person**

Emma's Angels operates a key person system, which means that a member of staff will be especially responsible for your child and will develop a close relationship with you. The key person will observe and monitor your child's development whilst in the setting and will be responsible for recording in your child's profile which will be available for you to look at whenever you wish to do so.

Observation's will be carried out using a variety of methods. We use an online profile system provided by a company called EYlog, this an amazing system and means that you can also share your child's profile on the move.

We will take observations using photographs, video's, written observations and with dictaphones; to ensure we are monitoring your child's progress to the best of their abilities. Key person and profile training is provided by our EYFS co-ordinator who leads the delivery of the EYFS within the whole setting, to ensure your child receives the best.

Celebration evenings are held each year this gives you the opportunity to discuss your child's development with their key person. We also have drop in sessions and play and stays. However, you are more than welcome to meet with your child's key person at anytime or to look at your child's profile. Parents should be confident that any matters discussed with practitioners will remain confidential, as is our policy

### **Meals**

We promote a healthy eating policy and encourage children to try different foods to ensure a varied diet. We provide a nutritional breakfast, light snack's and a light tea time meal. Our onsite cook will prepare meals and snacks, using fresh ingredients. Drinks are available always throughout the day and milk will be provided with mid-morning snacks. Practitioners eat with the children to promote good social skills at

meal times. Please see our sample menu within this pack. When you register your child, you will be asked if they have any allergies to certain foods, if this is the case then we ask you to provide us with a photograph so that we can display it, along with the information in the kitchen for the cook to comply with.

From April 2015, we have introduced low salt alternatives and we have stopped most of our sweet puddings, to promote healthy eating and build solid foundations for our children.

### Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Choice of cereals/toast/ Crumpet	Choice of cereals/toast/ Crumpet	Choice of cereals/toast/ Crumpet	Choice of cereals/toast/ Crumpet	Choice of cereals/toast/ Crumpet
Mid Morning	Selection of savoury & fresh fruit water/milk	Selection of savoury & fresh fruit water/milk	Selection of savoury & fresh fruit water/milk	Selection of savoury & fresh fruit water/milk	Selection of savoury & fresh fruit water/milk
Lunch	Chicken dinner, vegetables and potatoes.  Raisons	Lasagne with vegetables and garlic bread.  Fruit cocktail	Chicken casserole with a Yorkshire pudding.  Frozen Yoghurts	Fish with potato wedges, cauliflower and a cheese sauce. Malt loaf	Cowboy pie.  Fromage Frais.
Snack	Selection of savoury & fresh fruit and Water	Selection of savoury & fresh fruit and Water	Selection of savoury & fresh fruit and Water	Selection of savoury & fresh fruit and Water	Selection of savoury & fresh fruit and Water
Tea	Cheesy broccoli pasta Fruit medley	Fish fingers and beans Sugar free jelly	Chilli and rice  Dried Apricots	Vegetable rice  Flapjack	Spaghetti on toast

Our menus will change if your child is under the age of one, as they are unable to have certain foods listed above. Should your child have a dietary requirement, we will alter menus to support this. Our menus are planned weekly in advance, ensuring your child receives a wide variety of foods.

We are pleased to be able to inform parents that are a 5-star kitchen awarded by the Environmental Health Inspectors. The highest rating you can achieve.



All nursery rooms have I-watch cameras in. This facility allows parents to view their child at nursery, providing parents with extra peace of mind. Parents can access the facility when their children are in the setting the images are recorded so if you do not have time to access them during the day you can access them at other times. This service is provided free of charge.

Security is an issue that we take very seriously. Our main concern with regard to security of the I-watch system is the prevention of unauthorised access to camera images. I-watch accomplishes this through the use of passwords and encryption. Passwords prevent unauthorised access to the computer system; encryption prevents unauthorised access to camera images whilst in transit between the camera and your web browser. They use a common technology called SSL (Secure Sockets Layer) to implement encryption. Most online financial institutions use it and it is widely regarded as highly effective in the prevention of unauthorised access to data whilst travelling across the internet.

### **Emma's Angels Staff**

At Emma's Angel's we value the importance of highly trained and experienced staff and encourage all staff to take on extra training in order for them to better their positions. We release our employee's a minimum of 10 hours per year to access training courses in work time, however in all cases this is higher and practitioners also access training in their own time. All our employees have been DBS checked and had their references followed up. Emma's Angels employees aim to provide your child with a warm nurturing environment where they will feel safe and happy.

Our employees attend an in-house training day on Saturday throughout the year, along with monthly room team meeting and regular site meetings to ensure effective communication and delivery of our service. Employees have individual development plans and access qualification's ranging from NVQs, Foundation Degree's and Degree's.

All Emma's Angels employees are trained in first aid and safeguarding children. We are constantly providing extra training to keep all staff up to date and help stimulate new ideas for play.



We have an EYFS Manager who leads the delivery and staff training of the EYFS. Our EYFS Manager works across all rooms, to ensure that all children and staff are receiving the best possible support. They are aware of where all the children are developmentally and are responsible for the whole of the EYFS management.

### **Policies**

We have a number of policies and procedures which govern the daily life at Emma's Angels.

Some of these policies include Safeguarding, SEN/ Disability and Inclusion, Behaviour management, Equal Opportunities for children and staff, No Smoking, Health and Safety, Complaints, Parental Involvement, Sick Child.

A full copy of the policies and procedures can be found on the parent carer's information table. If you require them in another format such as tape, computer disk, large print or Braille we can arrange this for you.

### **Health and Safety**

At Emma's Angel's we follow strict health and safety guidelines. Risk assessments are carried out daily and equipment repaired or replaced as appropriate. We carry out regular fire drills to ensure the safe evacuation of the building.

At Emma's Angel's we have an intercom entry system on entry to the grounds of the nursery and on the entrance to the building. Parents or visitors will only be allowed entry once they have been identified by a member of staff.

We have a finger print entry system into the nursery cabin, which allows registered parents to access the building.

### **Parental involvement**

We welcome parent/carers feedback and on the parent/carers information table you will find a comments book, please feel free to make any comments as this helps us to evaluate the service we offer you and your child.

Parents are a very important part of Emma's Angels. Our staff will keep you up to date with the nursery's topics and activities through our

monthly newsletters; we also display the weekly activities on the notice board so that you can see at a glance what your children will be taking part in. Within your child's profile, there is a parent's observation section, please feel free to write an observation for your child to support their key person.

### **First Aid**

All employees have been trained in emergency first aid; new employees are required to complete their first aid training within the first 3 months of employment.

Should an accident occur that requires a hospital visit we will contact the parents and the emergency services immediately, a member of staff will accompany the child and meet the parents at the hospital. Permission for emergency treatment will be asked for at the registration of your child and the consent and registration documents will be taken to the hospital.

All accidents will be recorded in an accident book which parents will be asked to sign on collection of their child to acknowledge that they have been told about the accident this is required by OFSTED.

### **Medication**

For children who are on medication and must take it while in the setting, parent/carers are required to complete a medication record form. This gives permission for a member of staff to administer the medication. Two members of staff will sign the form when they have given any medication. Parent/carers will be required to sign the form at the end of the session to acknowledge that they have been told that their child has taken their medication and the time and dosage given.

### **Change of Clothes**

Your child will be having lots of fun playing with messy activities so we ask that you provide a change of clothes for your children's comfort as our supply can be limited at times.

If your child is still in nappies we fully supply all nappies and wipes unless you are only accessing the 15 hours funding and then you will be asked to provide your child's nappies and wipes as this does not cover it.

## **Paying your fees**

The preferred method of payment at Emma's Angels is standing order or work place vouchers. Payment is due on the 1<sup>st</sup> of each month in advance of your childcare. Should you have any difficulties paying your fees or need advice or support, please speak to Emma who will be happy to talk through matters in confidence.

Our fee's for nursery for a full time place are worked out over 51 weeks, this is the deduction of your holiday week. We are also closed for some time over Christmas so this will be deducted too, along with any funding you receive. Your payments will then be divided over 51 weeks.

For an out of school club place, your payment will be divided over the number of school weeks and divided by 11. You do not pay in August.

## **Nursery Holidays**

You are entitled to one week's holiday from your fees when you take your child out of nursery for family holidays (all year-round agreements only). Two weeks' notice in writing is required. We have also included an option for you to swop a day for free (subject to availability). The nursery is closed on all statutory bank holidays and will close on any additional day declared a national holiday. The setting closes for 1 week at Christmas, this is normally between Christmas and New Year.

## **Working Tax Credit and Child Tax Credit**

Many families are entitled to help with their childcare costs for day care, out of school and playscheme.

More information can be obtained from the working family tax credit help line this can sometimes be very busy but do keep trying, the help line number is 0845 300 3900 or on the internet, go to [www.inland.revenue.gov.uk/taxcredits](http://www.inland.revenue.gov.uk/taxcredits)

## **SEN/Disability/Inclusion**

Our employees embrace the wonderfully diverse community we live in and we will make every effort to ensure every child no matter what need have the same opportunity to access all play and learning. Every child has an individual play care plan this enables us to monitor each child's needs on an individual basis. We will work closely with parents and outside agencies

to help us meet your child's needs. Our employees attend a variety of courses that help to support children with a variety of needs.

### **Nursery Jumpers/T-shirts**

We have a selection of nursery jumpers and t-shirts on sale, for your child to wear at nursery. It is not compulsory, but it means that you do not have to worry about your child's clothing getting dirty and marked whilst at nursery. They are good quality and have the Emma's Angels logo embroidered onto the jumper. Please see a member of staff if you are interested for prices and sizes.

### **Car park**

Emma's Angels parents may use the car park before 7.45am, then it will re-open between the hours of 5-6pm and all day in the holidays. Please be aware that there is a barrier when driving into the car park but this will open once driven up to at the above times.

**We hope this provides you with all the information you require regarding our nursery and out of school facility, however please do not hesitate to contact us regarding any concerns or queries you may have.**

## **Senior Staff on site:**

**Manager/Owner (level 5)**

Emma Hirst

**EYFS Manager (Level 7)/Deputy Site Manager**

Carly Blackburn

**Room Manager (Pre School)/Third in Charge (Level 3)**

Sophie MacDonald

**Room Manager (Baby Room) (Level 3)**

Leanne Sibson

**Room Manager (Toddlers)(Level 3)**

Emma Sheldon

**Room Manager (Toddler)(Level 6)**

Natasha Fowell

**Room Manager (oos) (Level 3)**

Lindsey Evans

**Forest School Leader**

Debbie Rubins

Emma's Angels Day Nursery Ltd 6590199

Price List

£30.00 registration fee per family for nursery and £25.00 registration fee per family for Out of School

£100.00 deposit is required for a nursery place ,this is deducted from your first months fee's.

We realise that flexibility is key with parents, so we are now offering 3 flexible baby places. This could include term time only or shift patterns. On strictly a first come first serve basis.

<b>3 months to 3 years</b>	<b>Prices</b>
<b>Sessions Available</b>	
Full week discount 7.30am - 6.00pm	£240.00
7.30am - 6.00pm	£50.00
7.30am - 1pm	£35.00
1pm - 6.00pm	£35.00
Hourly Rate	£6.00
Early drop off from 7.15am	£2.50
<b>3 - 5 years</b>	
Full week discount 7.30am - 6.00pm	£225.00
7.30am - 6pm	£47.00
7.30am - 1pm	£33.00
1pm - 6pm	£33.00
Hourly rate	£5.50
Early drop off from 7.15am	£2.50

Should you require any more information please contact the setting on 0113 2506611

We do not charge an extra's for consumables for funded children.

## Expression of Interest

Please complete this form if you would like your child (ren) to be added to our waiting list. Please return it with your registration fee of £30.00 and your nursery deposit of £100.00. When your child's place has been confirmed you will then be asked to complete a full registration form.

Bank Details: Emma's Angels Day Nursery Ltd, Acc No: 06924979 sort code: 12-24-82

### Please select

Baby room  Toddler room  Pre- school  Out of school

Sessions required. - Nursery

Start date required:

	Monday	Tuesday	Wednesday	Thursday	Friday
7.30-6					
7.30-1					
1-6					

Sessions required. - Out of school

Start date required:

	Monday	Tuesday	Wednesday	Thursday	Friday
7.15-9 Am					
3.30-6 Pm					

Name of child (ren)

Names of parents / carers:

Address:

Contact Numbers:

D.O.B of child

Signed

Dated