



Parents Handbook
Early Learning Daycare



Welcome to Early Learning Daycare.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This handbook aims to provide you with an introduction to Early Learning Daycare, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

Our setting aims to:

“Provide quality childcare and education, in a supportive and stimulating environment, inspiring all children to become happy and confident in their learning.”

Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- Included at all levels.





The management of our setting

The setting manager is Emily Jarrett

The Nursery is owned and Governed by it's three Directors; Lee Johnson, Sharon Leaver and Erica Williams.



We open for

51

We are closed

Bank Holidays and Christmas week

We are open for

5 days a week

The times open are

7.30 am to 6.00 pm

We provide care and education for young children from
babies to 5 years old.

Children's development and learning

Our aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers;
- has the chance to join in with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- Your child has a personal key person who makes sure each child makes satisfying progress;

The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2014):

** A Unique Child*

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

** Positive Relationships*

Children learn to be strong and independent through positive relationships.



* *Enabling Environments*

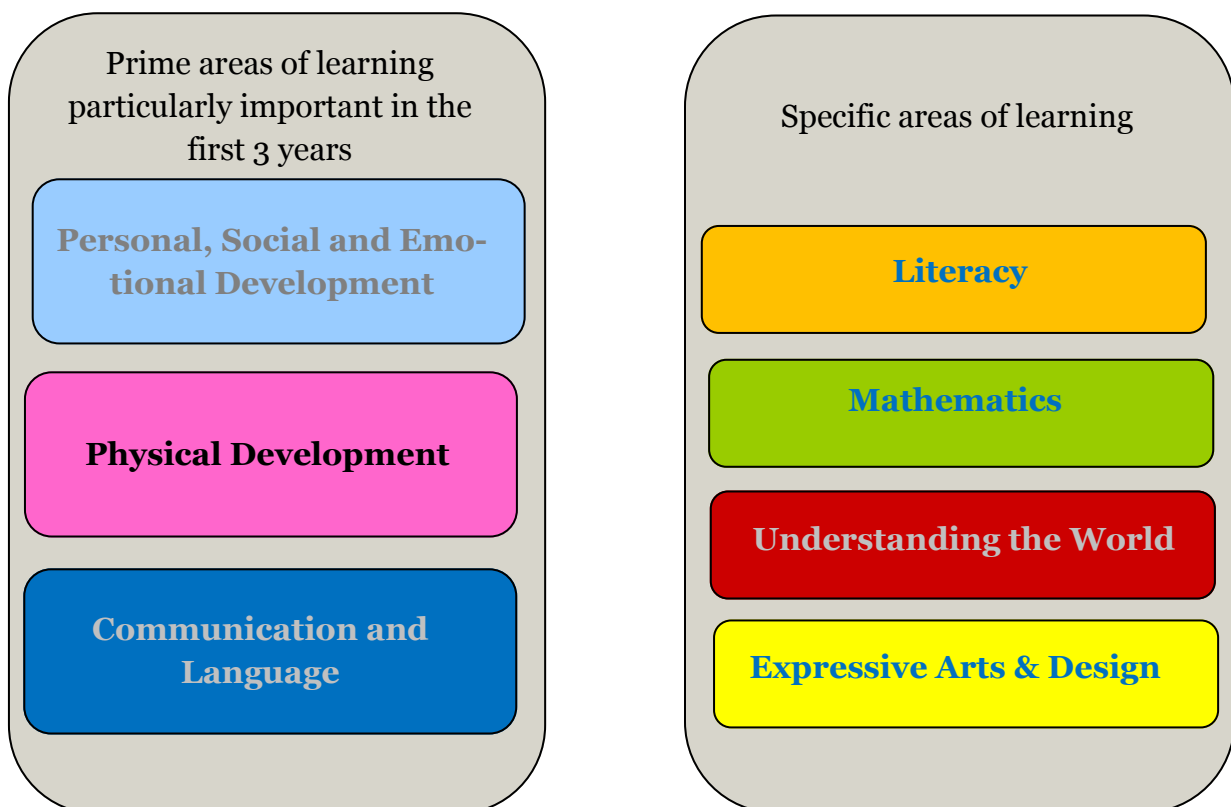
Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

* *Learning and Development*

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

How we provide for development and learning

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 activities that are appropriate for their age and stage of development. Your child's development is split into seven areas of Learning—three Prime areas and four Specific areas:



How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- contributing to the progress check at age two;
- helping at sessions of the setting;
- sharing their own special interests with the children;
- helping to provide and look after the equipment and materials used in the children's play activities;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities, in which the setting takes part; and
- building friendships with other parents in the setting.

Key person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.





The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

Snacks and meals

We make snacks and meals a social time at which children and adults eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will plan accordingly.



Our setting is an active participant in the Golden Apple Awards.

The Golden Apple Award Scheme is designed for early years settings who wish to improve nutrition, hygiene and dental health amongst children in their care. The scheme is managed by Bury Council's Food Safety Team, Bury Council's Public Health Nutritionist and Pennine Care's NHS Oral Health Team. The scheme aims to promote healthy practices within the settings that cover a healthy and balanced diet along with food being prepared in the cleanest and safest way.





Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Policies

Copies of our policies are available at parent's request.

Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our will work with you to decide on how to help your child to settle into the setting. Our policy on the Role of the Key Person and Settling-in is enclosed with this prospectus, or is available from our manager.

Class Dojo

ClassDojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the **classroom** home through photos, videos, and messages. Your child's key person will support you to set up an account to use as an extra method of communication.





And finally

- Please label All of your child's clothes and bags.
- Please send in photographs of your child with their family before they start their time at nursery so we can prepare our Family Books. You can e-mail these to: manager@earlylearningdaycare.co.uk
- We love to hear about your child's interests at home so we can incorporate these interests into the nursery environment.
- Please upload and photos of special occasions, achievement, and family outings onto Class Dojo. Your child can share and discuss these with their friends.
- If you have any questions about anything please do not hesitate to ask manager@earlylearningdaycare.co.uk