

Welcome

A warm welcome to Anglia Sunshine Nurseries on behalf of us all. We look forward to meeting you and welcoming your family to the sunshine experience.

Our Philosophy

- We strongly believe that every child deserves the best start in life.
- At our Nursery we provide a warm caring and stimulating environment where every child will feel safe and secure to explore the world through play.
- We are committed to ensuring your child receives outstanding care and education at all times.
- All activities are well planned to give each child the correct balance in all stages of their development, providing excellent facilities and equipment we can ensure your child will reach their full potential.

As a team we...

Create a warm, friendly atmosphere.

Promote a child's self-esteem.

Care for all aspects of a child's development.

Provide consistent care from happy, enthusiastic, highly qualified and motivated staff.

Provide a secure, hygienic, safe place to play and learn.

Provide a variety of activities indoors and out to suit varying needs, moods, interest and abilities.

Encourage children to be co-operative, respect others and promote positive behaviour.

Value every child as an individual by giving them time to talk and staff time to listen.

Review, adapt and improve existing programmes to take account of children's development.

Provide a high quality curriculum across the age range that ensures every child has the opportunity to make good progress.

Our Rooms

At Anglia Sunshine Nurseries we have the following rooms...



Daisies
0-18 months



Snowdrops
18-28 months



Sunflowers
2-3 years



Poppies
3-5 years



Kidzone
4-14 years

Staff Structure

Position	Staff member
Proprietor	Jacqui Stoneman
Nursery Manager	Samantha Richardson
Deputy Manager	Rachael Lawrence
Deputy Manager	Felicity Rose
Accounts Administrator	Hannah Gibbs
SENCO	Rachael Lawrence
Catering Manager	Mel Taylor
Room Leaders	Rachael Lawrence Gaynor Watts-Wallis Felicity Rose Shelly Stokes Lianna Shaw
Nursery Nurses	Christie Page Hannah St Ledger Shannon Nuttall Amy Cowlin Karen Peskett Emily Salt Sarah Gibson Astra Denny Emma Alderton Nakita Horrocks
Nursery Assistants	Laura Wilson Aysha Pembe-Bimici Nicole O'Hair
Bank Staff	Ruth Cowlin Sharon Stretton Martine Yates Sharni Youngs Hannah Squirrel Emma Jones

Early Years Foundation Stage Framework

Your child's learning and development is of paramount importance. At Anglia Sunshine Nurseries we follow guidelines and statutory requirements set by the Department of Education which is the Early Years Foundation Stage framework (EYFS).

The EYFS is a legal requirement for all nurseries to follow, it sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare.
- The 7 areas of learning and development which guides professionals in their engagement with your child's play and activities as they learn new skills and knowledge.
- Assessments that will tell you about your child's progress through the EYFS.
- Expected levels that your child should reach by the age of 5, usually the end of reception year, these expectations are called the Early Learning Goals.

At Anglia Sunshine Nurseries we use this guidance to support your child by planning learning activities and observing and assessing what and how your child is learning and developing.

Here are some of the ways we support the EYFS within our activities...

Expressive arts and design

Getting messy hand printing.



Personal, Social and Emotional Development

Lots of lovely cuddles



Understanding of the World

Making apple crumble from apples grown in our own garden.



Communication and Language

Listening to instructions.



Literacy

Sharing stories



Physical Development

Exploring our garden.



Mathematics

Shape Sorters.



EyLog Learning Journey

In line with Ofsted standards and in keeping with the EYFS we are required to keep a record of each child's learning and development during their time with us. In the past and in many other nurseries these are/have been done in handwritten form. At Anglia Sunshine Nurseries we have a digitally formatted way of recording the observations of all the outstanding developments that your child achieves with us.

When you have signed up you will receive an email each time the staff submit an observation containing a link, this then allows you to view your child's learning journey and the observations recorded within. This EyLog system also makes it possible for you to contribute to the learning journey with observations from home, making the learning journey an even more comprehensive view of your child's learning and development.

To share the learning journey with you there is a secure system in place that is password protected. If you would like to sign up there is a form within the consent pack.

Here are some of the things parents have said about the EyLog learning journey...

"I feel the EyLog has been a valuable addition to the way the nursery runs, it allows myself, a parent who doesn't get the chance to drop off or pick up, to keep up to date in real time with how my daughter is developing at nursery. It also allows me to share discussions with my daughter about what she has been doing and we love looking at the photos and videos together."

"Fantastic, quick and easy to use and a lovely way to see them interact with both the staff and their friends."

Terms and Conditions

March 2018

Your child's place on our waiting list can be guaranteed once you have completed a Booking Form & made the payment of our non-refundable registration fee of £30.00 per family.

NB: We are only able to hold places open for 7 days from the date of offer.

FUNDING: Anglia Sunshine Nurseries offers funding in accordance with County Council's guidance, for children from the term following their 3rd birthday. We also offer 2-year-old funding if presented with a golden ticket or code. 30 hours subsidised funded places will only be guaranteed once we have received and validated your code. All places are offered subject to availability.

Sessions Subject to Availability	Children aged under 3 Includes all meals and snacks	Children aged 3 & over Includes all meals and snacks	For All Funded Places only. The daily charges below will be made for meals, snacks, activities and admin. NB: Funded Sessions can only be changed at the end of each term.
Any Additional Hours <i>we require 24 hours' notice for any additional hours - to ensure staffing levels are maintained.</i> <i>Additional hours are subject to availability</i>	£7.88	£7.88	£7.88 For all additional or non-funded hours
Full Day 8.00am – 6.00pm	£54.60	£50.33	£15.75
Short Day 8.00am – 3.30pm	£46.72	£47.94	£12.60
Half Day – 5 hours (limited Availability) 8.00am - 1.00pm or 1.00pm – 6.00pm	£36.22	£32.16	£10.50

Funded hours can be taken as detailed below:

Up to 15 hours in allocations of 5,5,5 or 10 and 5, or 7.5 and 7.5. depending on the days/sessions taken.

Up to 30 hours in allocations of 10,5,5,5,5, or 10,10,10 or 7.5 x 4.

- If you are entitled to the universal 15 hours or the extended 30 hours you can use all those hours with Anglia Sunshine Nurseries or in partnership with us and another provider. You will need to nominate the universal or extended provider to enable all providers to process the claims and only claim up to your agreed entitlement.
- All fees are payable by Direct Debit, credit card, bank transfer and/or Child Care Vouchers, and must be received by 1st of each month, in advance for the following month's fees. For example, August fees should be received by 1st August.
- The Nursery and holiday club will be closed for 1 week over the Christmas period and all Bank Holidays.
- We have a restricted number of term time only places available in the pre-school only.
- No discounts will be given for holidays or Bank holidays. Fees are still payable if your child is off sick from nursery. For operational purposes, we require written or email notice of holidays or non-attendance.
- Full paying Fees include freshly prepared meals, snacks, drinks (excluding formula milk) as well as all additional activities. These are all charged for within the daily fee for all funded places.
- We ask you to bring nappies. Sun cream and any special nappy cream will also need to be supplied for your child.
- Due to strict child: staff ratio's, it is important to keep to your child's session times. Parents and carers who collect their child late or drop off earlier than the start of their session will be charged £7.88 per hour or part thereof.
- Any children dropped off before the start of their session or picked up AFTER 6.00pm will be charged £15.00 for first 15 minutes or part thereof. Thereafter it is £5.00 for every additional 5 minutes or part thereof.
- Any extra sessions or days booked will be invoiced separately, and can be paid for by cash, credit card, bank transfer and/or Child Care Vouchers.
- A late payment charge of £35.00 will automatically be made for any fees received after 1st of the month.
- A new Booking Form will be required if you wish to confirm a further place for siblings.
- We require a months' notice of termination in writing, otherwise full fees will be charged.
- Fees are reviewed regularly, and any changes will be notified with 1 month's written notice.
- We work hard to ensure that we have a great team at Anglia Sunshine Nurseries and on occasion that has led to families offering employment to members of our team, if this were to happen we will charge a £5,000 introduction fee to cover our recruitment and training costs.

For Office use only.

Xero	
Eylog	
File	
Contact Card	

Nursery Registration Pack

REGISTRATION FORM

Registration will only be accepted with a £30.00 non-refundable registration fee and a copy of their birth certificate.

PERSONAL DETAILS

Full Name of Child _____ D.O.B _____

Fathers Name _____ Mothers Name _____

Name of person with parental responsibility / relationship: _____ / _____

Address of child:

Postcode _____

Home Tel No _____ Email _____

Fathers Work No _____ Mobile No _____

Fathers Address & Place of Work _____

Mothers Work No _____ Mobile No _____

Mothers Address & Place of Work _____

Contact if parent/s unavailable _____ Tel No _____

Name of any persons authorised to collect your child. Please continue on a separate sheet if necessary.

Name _____ Tel No _____

Name _____ Tel No _____

Family religion _____ **Language spoken at home** _____

MEDICAL INFORMATION

Family Doctor _____ Tel No _____

Address _____

Post Code _____

Is your child immunised against the following? (Please tick)

Diphtheria Tetanus Polio MMR HIB Whooping Cough Meningitis

Does your child suffer from any allergies? Please continue on separate paper if necessary.

I hereby give my permission for a qualified member of staff to administer first aid to my child as necessary:

Signature of Parent/Guardian _____ Date _____

I hereby give my permission for a qualified member of staff to administer medication to my child appropriate to the situation (including Calpol):

Signature of Parent/Guardian _____ Date _____

I hereby give my permission for Anglia Sunshine Nurseries to admit my child to hospital in the event of an emergency:

Signature of Parent/Guardian _____ Date _____

ADDITIONAL INFORMATION

Proposed Start Date

Please tick sessions required:

SESSIONS	MON	TUE	WED	THUR	FRI
Early 7am – 8am – by prior arrangement					
AM 8am to 1pm including lunch					
PM 1.00pm to 6pm including tea					
Full Day 8am to 6 pm including lunch & tea					
Short Day 8am to 4pm including lunch					

When is your child due to start school? _____

Name of School _____

To help settle your child into the Nursery please enter any personal details that you feel may be relevant:

Please use this space if you wish to add any further information:

Please read and indicate your consent by signing and printing your name:

- As a provider of Grant Funding, Anglia Sunshine Nurseries are required to make written observations of your child:
- Some data will be held on computer
- Photographs are taken for displays, promotions and as evidence for Ofsted.

Signature _____

Print Name _____

Relationship _____

Date _____

Parent/Carer Contract

We have made a commitment to provide high standard quality nursery care and keep you involved and informed of our plans. To provide this service for you we need you to read and agree to the following:

I understand that:

- Nursery fees should be paid 1 month in advance within the first week of the month.
- I am aware that a late payment fee will be charged on the second week of the month at a rate of £20.00
- If the fees are not paid by the end of the month my child will no longer be able to attend nursery until the fees are paid in full.
- If my child is unable to attend I will let you know as soon as possible, fees are still payable for non-attendance.
- I understand that I am unable to swap or change any funded sessions.
- I will keep you informed of any changes to my address or emergency contact details.
- I will collect my child by the end of their session. If I am likely to be late I will inform you as soon as possible. I understand a standard rate is charged for any late pick-ups.
- If I wish to take my child out of nursery I will give a months' notice in writing.
- I agree to these terms and conditions.

Name of Child: _____

Parent Signature: _____

Date: _____

Consent Pack

Description of Consent

Short outings

Occasionally when able, we like to take children on walks to the nearby Belle View Park, local pet shops and playing fields.

All walks are fully supervised with the highest of child/carer ratios met. A risk assessment has been carried out, and a copy is kept in the nursery office.

Medicine

To give consent to a senior member of staff to administer Calpol to your child if required and named contacts are unavailable.

Use of plasters

Due to allergies we need to have your consent to confirm the use of plasters or adhesive bandages.

Photographs for advertising and marketing

We may use photos taken at nursery for advertising and marketing purposes, both in print and online. Occasionally we have the press come in to nursery and take photos for articles featured in the newspaper, again both in print and online.

Facebook

We like to keep our Facebook page updated and post photos of the children enjoying the activities we have on offer.

Snapfish – Development of photo's using external photo development company

As you may appreciate the cost of printer ink is extremely high, to keep these costs lower the nursery occasionally uses an online photograph development company called Snapfish to print photo's for use within the nursery setting. Snapfish has their own privacy policy and no images would be shared with any other sources.

Photographs for display within the nursery setting

We often like to use photographs of the children on our wall displays within the nursery.

Face paints

To allow your child to have their face painted with face paints.

Birthdays and celebrations

On occasion when celebrating birthdays etc. some parents like to supply a cake or party food.

EyLog – being included in other children’s learning journeys

To allow your child’s photos to be included in other children’s learning journey.

Child's Name:

Date:

	I <u>DO</u> give consent (please sign and date)	I <u>DO NOT</u> give consent (please sign and date)
Short outing consent		
Medication		
Use of plasters		
Photographs for advertising and marketing		
Facebook		
Photographs for wall display		
Face paints		
Birthday and celebration food		
Snapfish		
Inclusion in other childrens EyLog		

Dear Parents/Carers,

Introducing the 360 degrees View of Eylog – Helping us to Involve, Share and Engage with Parents

We have recently invested in a new digitally formatted way of recording our observations, photos and short video clips of all the outstanding developments that your child achieves during the course of their nursery sessions. We wanted a way of being able to capture them on the spot to be able to share them with you, so you never have to miss out on their magical moments.

You may have seen the staff using the tablets to write up their key children's wow moments and achievements, each room has their own tablet to ensure they don't miss anything. The staff have now got to grips with them and are ready to start sharing the learning journeys with you.

You will be able to access the learning journey at the click of a button and be able to view the observations recorded at the nursery. When the staff submit a completed observation of your child the email addresses that you provide us with will be alerted with a message, allowing you to view it. The new EyLog system also makes it possible for you to contribute to the learning journey with observations from home, making the learning journey even more comprehensive and enabling a 360 degree view of your child's development in their early years.

To share the learning journey with you there is a secure system in place that is password protected, for us to activate this we need your personal email address. Please complete the slip below if you wish to sign up for this service. You can add up to two email addresses to allow for each parent to be notified individually.

If you do not wish to use the email service we will continue to do the learning journey on the tablets but will share them with you at parent's evenings.

If you would like some more information or a demonstration please do not hesitate to come and speak to the staff in the room or Jaena in the office.

Yours sincerely

Samantha Richardson

Nursery Manager

Name of Child -

I / We wish to sign up for accessing my child's Learning Journey on line with EY Log.

Email address/es:

Signed: