



Twinnie Day Nursery Prospectus

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Registered in England No: 08197434

Registered address: Twinnie Day Nursery Ltd, Abbey Road, opp. 17 Abbey Road Belvedere, Kent. DA17 5DE

Dear Parent/Carer

Thank you for your enquiry regarding childcare at Twinnie Day Nursery.

I am pleased to provide you with this copy of our prospectus, which will give you an insight into the aims and ethos of the nursery as well as some general information.

Of course, no prospectus can be as valuable or informative as a tour of the premises, giving you the opportunity to meet the team and see the children carrying out activities.

If you would like to arrange a visit or have any questions following a visit please do not hesitate to contact us.

To add your child's name to our placement waiting list please complete and return the enclosed application form with £25 non refundable registration fee, making sure you have read and understood all the information contained within the prospectus.

We look forward to welcoming you and your child to Twinnie Day Nursery in the near future.

Yours sincerely

Bisi Deru

Setting Manager

Welcome

Twinnie Day Nursery is an independent facility situated next to St Augustines Primary School. Our nursery incorporates 3 rooms and a large hall in which we care for 45 children aged 3 months to 5 years.

We are Ofsted registered and we provide excellent quality childcare within a caring and stimulating environment. We endeavour to work closely with all parents and carers to meet the individual needs of all of the children in our care.

Our Ethos

Choosing the right nursery to meet your requirements can be a difficult decision and an important one for both parents and child.

As a parent/carer, you need to know that your child is happy, secure and being well cared for in a stimulating and friendly environment. We like to work closely with parents to provide the level of care you want and expect for your child.

At Twinnie Day Nursery we endeavour to provide a friendly, relaxed, safe and secure environment for babies and children. We offer a child centred approach where children are encouraged to develop their individuality, creativity, independence and self confidence led by caring staff. We support them to feel positive in all areas of their lives and learning.

Our practice takes inspiration from the principles of the "Reggio Emilia approach". We believe that the child is a strong, capable protagonist in his or her own learning, and, importantly, as a subject of rights to 'realise and expand their potential'. Children co-construct their theories and knowledge through the relationships that they build with other people and the surrounding environment.

We acknowledge the fact that very young children are extremely expressive, with an enormous capacity for sharing feelings and emotion, and that imagination plays a key role in the child's search for knowledge and understanding. Therefore, while we are fully aware of the importance of developing all areas of learning and development; we also believe that arts play a central role in the children's way of communicate and express themselves.

" The Hundred Languages

No way. The hundred is there.

*The child
is made of one hundred.
The child has
a hundred languages
a hundred hands
a hundred thoughts
a hundred ways of thinking
of playing, of speaking.*

*A hundred always a hundred
ways of listening
of marveling, of loving
a hundred joys
for singing and understanding
a hundred worlds
to discover
a hundred worlds
to invent
a hundred worlds
to dream..."*

-Poem by Loris Malaguzzi Founder of the Reggio Emilia Approach

"A Reggio pre-school is a special kind of place, one in which young human beings are invited to grow in mind, in sensibility and in belonging to a broader community."

Jerome S Bruner

Our Aims

- Σ To provide a safe, caring and stimulating environment
- Σ To value every child's individuality and provide opportunities for communication and language, physical development and personal, social and emotional development in line with the 'Prime Areas' of Learning and Development in the Early Years Foundation Stage (EYFS)
- Σ Within the EYFS structure we will focus on the 'Specific Areas' of literacy, mathematics, understanding of the world and expressive arts and design
- Σ To promote every child's self-esteem and encourage confidence to experiment and learn about the world around them.
- Σ To provide every child with the social and emotional framework required as a foundation for formal school education
- Σ To instil manners, promote and encourage caring social behaviours and respectful interaction with other children, staff and other adults
- Σ To meet the needs of children with Specific Needs, including disability, varying cultures, religions and race
- Σ To value and encourage parental contributions.

A typical day at Twinnies

When dropping your child off in the morning you will have the opportunity to chat to your child's keyworker, this two-way conversation will allow both parent and staff to discuss any relevant information that could affect the day. Children settle quickly while playing with their friends as soon as they arrive at nursery with a wide range of toys available.

Breakfast is cleared away at 8.30a.m. and a more structured playtime is set up. The next few hours are made up of structured carpet time, and activities that all link back to the EYFS and your child's individual learning and development needs. We take the opportunity to work in small groups with children on literacy and mathematics whilst other children are designing and creating master pieces to take home, others are exploring the feel and textures of minty spaghetti through their fingers while others are measuring volumes with water. Children thoroughly enjoy playing with other children in the home corner which is their way of acting out and making sense of the world around them - this can range from playing doctors and patients to working in a hardware store.

The children stop to refuel at lunchtime with tasty a home cooked meal, socialising and chatting with their friends and staff. Staff takes this opportunity to chat to the children about healthy eating whilst encouraging good table manners. After lunch the children either sleep or engage in quieter activities such as reading stories, completing puzzles, colouring or drawing and educational games with a member of staff or on the computer.

In the afternoon the children join together to sing songs and nursery rhymes which is great for communication and language development.

After using their brains so much the children love to express them selves running around our well equipped garden and they look forward to sessions of football and yoga with specialist teachers. After an exhausting few hours the children are more than ready for a scrumptious home made tea of a variety of sandwiches, fresh fruit.

Winding down towards the end of the day the children choose how to spend their time, this can be anything from chatting to a member of staff, looking through their individual scrapbooks of work, picture books made up from photos of days out, to playing 'What's the time Mr Wolf' or throwing and catching a ball with friends!

Babies

When you come to collect your child your child's key person will let you know all the fun things that your child chose to do during the day. Children under the age of two and babies have different needs to the older children and this is not only discussed with you, but written on their day sheet so that you have a record to take home of how much milk was drunk and when..... what exactly your child ate and how much!.... times of nappy changes and

contents!.... When your child was tired and needed a sleep....
And the activities your child has been engaged in throughout the day.

Carers

Our team of staff consists of qualified childcare professionals, some of whom have been with the Nursery since it opened its doors.

Our team have a wealth of experience and qualifications up to and including a Early Years professional status and PGCE. All children are allocated a Key person. The Nursery Manager is excluded from the room staffing, our Deputy Manager is also not included in the staffing cover for part of the week enabling the senior managers to ensure that Twinnie is running smoothly, staff training occurs and that outstanding care is given to all children.

The key person allocated to your child will help ensure that your child's learning and care is tailored to meet their individual needs. The key person will seek to engage and support you the parent in guiding your child's development in partnership with you at home.

EARLY YEARS FOUNDATION STAGE covering all children from birth to age 5 years

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The **learning and development requirements of the EYFS** cover:

• the *areas of learning and development* which shape all activities and experiences for children at Twinnie and the *early learning goals* that Twinnie help all children work towards (the knowledge, skills and understanding children should have at the end of the academic year in which they turn five); • *assessment arrangements* for measuring progress (and requirements for reporting to parents and/or carers). **The EYFS learning and development requirements comprise:**

- the seven areas of learning and development and the educational programmes (described below);
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the Reception year; and
- the assessment requirements (when and how we must assess children's achievements, and when and how we should discuss children's progress with parents and/or carers).

There are seven areas of learning and development that shape our educational programmes at Twinnie. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, the *prime* areas, are:

- ∑ communication and language;
- ∑ physical development; and
- ∑ personal, social and emotional development

We also support children in four *specific* areas, through which the three prime areas are strengthened and applied. The specific areas are:

- ∑ literacy;
- ∑ mathematics;
- ∑ understanding the world; and
- ∑ expressive arts and design.

Early Learners

As your child approaches school age they are also encouraged to participate more fully in Early Learners. This group involves really concentrating in getting your child ready for school. Small groups of 3-5 children will spend time involved in activities that cover science, mathematics and literacy. The children are given Book Bags and encouraged to take a reading book to share with you at home. Communication and examples of completed work are sent home on a weekly basis with written notes on what has been covered, how you can extend this learning at home and how your child has done. At this age activities are provided which will help to get your child ready for school, and which will give your child confidence to look forward to a new phase in their life.

Topics

At Twinnie we set and follow various topics throughout the year. The topics range from 'The Seasons', 'New Life', 'The World Around Us', 'Holidays', 'Transport' and 'Shapes and Patterns'. These topics last approximately one month allowing us to arrange visitors and trips..... regular visitors we have are the fire brigade, guide dog associations, RAF, police, dentist, train drivers, baby chicks and resources to support the children's learning and give great enjoyment to the children. Created artwork is displayed on the Nursery walls, and take home 'creations' available for everyone to admire.

Information Technology

All children have supervised access to our computer for activities and educational games.

Babies

Your key worker will liaise closely with you and really get to know your child which will enable them to offer the best possible standard of care at all times from feeding and sleeping to playing. The baby rooms have their own garden and make use of this all year round from organised activities, playing with the toys and equipment to just exploring.

Twinnie's Policies and Procedures

A full set of Twinnie's Operational Policies and Procedures is available for you to look at in the Nursery located in the foyer. Should you wish to have your own personal copy, please ask the Manager who will happily issue you a set.

A brief sample of some of Twinnie's Policies and Procedures are listed below:

Admissions Policy

We operate an Admissions Policy that is open to all children regardless of race, ability, religion or disability. We will endeavour to work with yourselves and your child to accommodate them and their needs in order to progress their development. For your child to gain maximum benefit from attending nursery we recommend all children attend for 2 days as a minimum.

Parental Input and Partnership

At Twinnie's we value all comments regarding our Nursery, and our Manager and deputy are always available to discuss any comments or concerns that you may have.

Opening Hours

Our opening hours are 8.00am to 6.00pm Monday to Friday but are flexible to accommodate early start subject to prior arrangement. We open 51 weeks of the year, closing for one week between Christmas and New Year and on all Bank Holidays. We close at 2pm on the last working day before the Christmas break.

Settling In New Children

All children are individuals and settle in at different rates. With this in mind we encourage you to visit and stay with your child at least once in the week prior to them starting with us. This is a good opportunity for you to discuss your child's needs with your child's key person and start to build a rapport. This visit helps your child become comfortable in the Nursery and starts to get them used to playing with the other children and toys. We encourage all children to bring with them any form of comforters or favourite cuddly teddy bear, that will help them during their settling in period.

Security/Collection

Our Nursery is committed to providing care and learning for children in a safe and secure environment. We take the security of all the children in our care very seriously. Admittance to the Nursery is only to recognised persons and we adhere to a strict policy on collection of all children.

Upon joining the Nursery you will be asked to sign authorisation forms for named collectors other than yourself in an emergency, and should Emergency Collectors need to pick up your child a Password system is adopted via telephone on the day.

The child's wellbeing - illness

Twinnie is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

The Nursery must be informed if your child has been ill overnight or the previous day. Children should be kept away from the nursery for at least 24 hours to ensure that they are well and to prevent the spread of infection to others.

If your child becomes ill whilst at Nursery we will contact you. Whilst we appreciate the dilemma for working parents when children are ill, we will ask you to keep your child at home until they are recovered so that the child can be cared for on a one to one basis, which is not practical in a Nursery environment.

Accidents/Incidents

We will inform you of any accidents/incidents in full as they occur and ask you to sign the accident or incident record. A qualified 'First Aider' is present at all times and over and above that at least 50% of our staff are first aid trained.

Equality and Diversity

Twinnie is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

1. Promoting equal opportunities and providing positive role models at all times.
2. Providing positive images in the selection of toys, books, games and activities
3. Acknowledging the diversity of religious practices, customs and festivals, providing opportunities for all children to learn and share in the activities.

Special Educational Needs and Disabilities

Some children have special educational needs and /or physical disabilities that require particular support and assistance. We are committed to take appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

We have a full time fully trained Special Educational Needs Co-ordinator and our aim is for each child to reach his/her full potential in a happy and stimulating environment. In order to achieve this we work in partnership with parents/carers, observing and

recording each child's progress and development in order to meet individual needs and to enable us to recognise at an early stage if key milestones are not being met.

Safe Guarding Children and Child Protection

Twinnie Nursery believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. We follow the guidelines set out by the Local Child Protection Unit and the NSPCC, notifying them if we feel any of the children in our care are subject to abuse.

Behaviour Management

Twinnie recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment, we achieve this by:-

- Σ Develop a sense of caring and respect for one another.
- Σ Build caring and co-operative relationships with other children and adults.
- Σ Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Σ Develop confidence, self-discipline and self esteem in an atmosphere of mutual respect and encouragement.

Complaints Procedure

If a parent has a complaint involving their child or the Nursery as a whole they should, in the first instance, raise this with their child's 'Key Worker' or the Nursery Deputy Manager. If the parent feels unwilling to raise the matter this way, they should approach directly or write to the proprietor (Mrs Bisi Deru).

Sample Menu

All meals and snacks are prepared on the premises by our own catering staff. We believe in incorporating fresh fruit into the children's daily meals and offer only water or milk to drink at mealtimes. All bread served to the children is either wholemeal or granary.

We ensure all meals have the right balance of nutrients, minerals, vitamins, protein, calcium and all other compounds to make children's bodies grow and flourish as set out by the "Eatwell" plate see: www.food.gov.uk.

The "Eatwell" plate from the FSA recommends that meals are provided in the following portions: 33% fruit and vegetables, 33% bread rice pasta and potato and other starchy food 12% meat fish eggs and beans and other non dairy sources of protein, 15% milk and dairy foods, 8% foods and drinks high in fat and/or sugar.

Twinnie Day Nursery Fees

PLEASE CONTACT US FOR FEES

The Government Free Early Education Entitlement provides a free early education place for all 3 year olds and 4 year olds. Grant funding is slightly variable depending on when the claim commences and is only available from the term after the child turns 3 years.

Within the terms of our Free Early Education Entitlement we offer the maximum 15 hours each child is entitled to, from the term after they turn 3 years of age. For example 1st day maximum 5 hours, 2nd day maximum 5 hours and 3rd day 5 hours.

The amount that we claim per child will vary each term depending on Government funding and the number of weeks that Bexley Children Services set for the term.

The Nursery Manager will be able to confirm the current amount to you and to explain how the system works for each individual child. This information is also on the parent declaration form, which you sign each term.

Parents are asked to provide nappies, wipes and formula milk.

Full day sessions run: 8am-6.00 pm including breakfast, snacks am/pm, hot lunch and afternoon tea

Admissions, Offer of placement and Fees

Fully Completed 'Childcare Application Forms', supplied by Twinnie will be kept on our waiting list and held until a place becomes available. Completion of the registration form only guarantees your child a place on the waiting list NOT a placement.

When a place becomes available we will contact you on the telephone number you supplied on the application form and a verbal offer will be made.

Fees are payable on the first of each month in advance.

Equal monthly payments enable you to set up a standing order with your bank so that you can pay in a timely fashion.

Payment of fees is required if a child is absent due to illness or holidays, including bank holidays. Days in lieu of non-attendance cannot be given.

What to do now

If having read and understood the information in this prospectus and you would like your child to attend Twinnie Day Nursery, you should complete the 'Childcare Application Form' enclosed.

Once completed and signed, return to the nursery in person or post to:

Twinnie Day Nursery
Abbey Road
Belvedere Kent
DA17 5DE

We will add your child to our waiting list and will contact you as soon as a place becomes available.

If you have any questions that are not answered in this prospectus, please do not hesitate to contact us.