

Contact Information

Centre Address - Early Days Childcare Centre
Raeburn Primary School
Morland Avenue
Bromborough
CH62 6BD

Website - www.earlydays.org.uk

Telephone Number - 0151 327 8761

Email - office@earlydays.org

Access to the centre is via our own gate (on Morland Avenue) and dedicated pathway. There is strictly no access to Early Days across school premises/grounds.

Manager : Liz Keelan

NNEB qualified for over 25 years and has been a manager and Area manager in Childcare Settings for over 20 years. Liz is our qualified Safeguarding Officer.

Deputy Manager : Sara Peters

NVQ Level 3 qualified in Childcare and Education. 14 years experience in childcare and mum of two with a wealth of knowledge of Autistic Spectrum Disorders.

Office

Administrator : Philippa Thornber

20-30 years Administration and Management experience, Level 3 NVQ in Playwork for 7 years with two grown up children who attended Raeburn Primary School.

Childcare Assistants

Rachel Menzies :

NVQ 3 in Childcare Learning Development experience for 11 years with 15 years in childcare in total. Rachel has two grown up children who attended Raeburn Primary School.

Kelly Devine :

NVQ 3 in Childcare Learning Development experience for 9 years. Kelly also has NVQ level 2 in Playwork and has two girls who attend Raeburn Primary School. Kelly is our Equality and Diversity Coordinator.

Lisa Wilson:

Lisa has 12 years experience in childcare and is NVQ 3 qualified in Childcare Learning Development and also NVQ level 3 in Playwork, Lisa has a boy who attends Raeburn Primary School.

Nicola Pennington:

Nicky has 23 years experience in childcare and is NNEB level 3 qualified in CCLD, Nicky is a mother of four girls so has a vast knowledge of childcare experience.

Janine Gill:

Janine is qualified in Childrens Learning Development Level 2 and has had 6 years experience in Childcare; Janine is now working towards her Level 3 and has two children who attended Raeburn Primary School.

Karen Drury:

Two years experience in CCLD level 2, working towards her Level 3 in CCLD, Karen is a mother of four boys with a lot of valuable experience.

Kayleigh Pinch

Four years childcare experience and qualified in Child and Young Person's development Level 2, Kay is now working towards her NVQ level 3 in Playwork.

We also offer apprentice positions and train throughout the year alongside college placements.

All our staff are trained in First Aid, Safeguarding, Food Hygiene and hold Child Exploitation and Online Protection certificates.

All our staff are actively encouraged to enhance their qualifications.

Introduction

Early Days Childcare Centre is an independent, non-profit making, voluntary organisation that enjoys an excellent working relationship with Raeburn School. However we would like to point out that a place at our Centre is no guarantee of a place at Raeburn School.

We believe that by working in partnership with parents, we can ensure that your child makes the best of their time with us and that they work towards achieving their true potential. This hand- book has been produced to provide you with all the information you need to support your child effectively at Earlydays. We hope you find it useful.

Medical Absences....

There may well be occasions when your child is off preschool as a result of illness. In some cases, we would expect you to keep your child at home so as not to pass on the infection or illness to other children. The local Health Protection Agency has issued guidelines to schools.

- Vomiting or diarrhoea: keep off for at least 48 hours after the last episode
- Chickenpox: keep off for 5 days from the onset of the rash
- Impetigo: keep off until lesions are crusted or healed
- Measles: keep off for 5 days from onset of the rash
- Mumps: keep off for 5 days from the onset of the swollen glands

Managing Medicine Policy

Aim:

This policy aims to produce a consistent response to supporting children with medical needs who require access to their medicines whilst in the setting. It is the responsibility of the manager to implement the setting policy on administrating medicines and to ensure that all staff members, parents/carers are aware of the policy and procedures to deal with children with medical needs.

Procedures:

In advance of a child attending a session, parent's/carer's are to advise a staff member of any medication or sun products contained in their child's bag, even if this is not for administration whilst the child is present in the setting.

When administrating medicine, we adhere to the guidance in the Welfare Requirements in the Statutory Framework for the Early Years Foundation Stage, also the National Standards for children up to the age of eight years.

Child Protection....

The welfare of all the children in our care is our top priority. Staff are regularly updated in this field and have clear procedures which they need to follow with regard to suspected cases. The preschool and Out of School have an extensive policy which is available for you to see on our notice board in our office. We are legally required to report any suspected cases of abuse or neglect to the authorities.

If you have any Child Protection concerns you can ring the Social Services Central Advise and Duty Team on 0151 606 2006.

In line with Wirral Early Years Development and Childcare Partnership, parents of preschool children using the Centre can claim government funding, for up to five sessions per week, from the term after their child's third birthday. Please ask the Manager or administrator for further details.

Complaints Policy

The aim of this policy is to give parents/carers the information to enable them to make a complaint, or register a concern with regard to the care of their child.

Procedure:

- ❑ If a parent/carer has a complaint about a service we are providing, they are asked initially to speak to their child's key person or the supervisor of the session. If they do not feel confident they can raise their complaint with the setting manager.
- ❑ Parents/carers will be asked to put their complaint into writing, and will be advised that at any time they can contact Ofsted directly if the complaint relates to the statutory framework. The complaint will be recorded and a full written response will be provided within 28 days.
- ❑ The complaint will be investigated by the setting manager, or if appropriate the registered person.
- ❑ On completion of an investigation, if needed, an action plan to improve our service will be put in place.
- ❑ We will complete the complaints record book and this will be available for parents to view in the setting. This record will also be available to Ofsted when they inspect the setting.
- ❑ All complaints records must be kept for three years from the date on which the record was made.
- ❑ We will see concerns and complaints as a tool to enable the setting to improve the service we provide.

The address and telephone number of Ofsted are:

The National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

0300 123 1231

Website: www.ofsted.gov.uk/parents

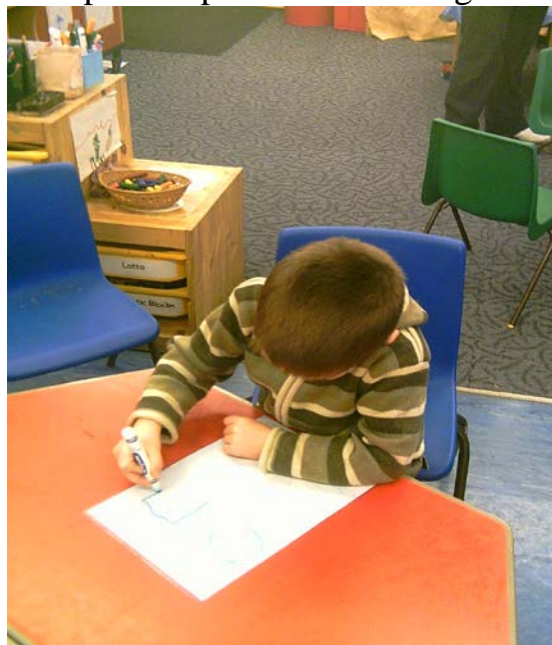
Mobile Phones

We have a specific policy to ensure that any other adults present in the setting, e.g. director's, foundation consultants, development workers, suppliers or trades people are responsible for their own actions and behaviour and should avoid any conduct, which would lead a reasonable person to question their motivation and intentions.

To ensure that parents and carers who bring children to and collect children from our sessions are not using a mobile phone whilst in the setting, that may lead a reasonable person to question their motivation and intentions.

To ensure that the children who attend our sessions are not in possession of a mobile phone, that may lead a reasonable person to question their motivation and intentions.

If you have any concerns please speak to the manager of the setting.



Children in their pre-reception year (Foundation 1) will be given priority and will be offered five sessions per week (with a minimum of three sessions per week recommended). Any remaining places will be offered to children in the next year group. This year group will initially only be offered three sessions per week, with the potential to be offered further sessions as the year progresses.

Additional Information

Visits to the Centre are welcome, however to ensure that we can make your visit as beneficial as possible please telephone us to agree a mutually suitable time.



If your child has any particular needs please discuss these with us as soon as possible so that we can find a way to ensure that they can be met. If your child is not quite potty trained, we do have changing facilities in the centre. We are happy to discuss ways to accommodate your child's needs.

If you wish to register your child for a place in our Pre-School or Out of School please complete and return the enclosed application form and we will contact you when we have further information regarding availability of a place. If you have any further questions please do not hesitate to get in touch at any time.

When your child first starts Pre School Early Days they will be working within the 'Early Years Foundation Stage'. This is a statutory framework, which covers **Learning, Development and Welfare**. It focuses on four components, '**A Unique Child**' '**Positive Relationships**' '**Enabling Environments**' and '**Learning and Development**'.

With your consent we will record your child's progress, which we will share with you at intervals, throughout your child's time at pre-school.

This is what your child will be doing in Preschool;

Personal, Social and Emotional Development <ul style="list-style-type: none">- Making Relationships- Self Confidence and Self Awareness- Managing feelings and behaviour	Understanding of the World <ul style="list-style-type: none">- People and communities- The World- Technology
Communication and Language <ul style="list-style-type: none">- Listening and Attention- Understanding- Speaking	Physical Development <ul style="list-style-type: none">- Moving and Handling- Health and Self Care
Mathematics <ul style="list-style-type: none">- Numbers- Shape, Space and Measure	Expressive Art and Design <ul style="list-style-type: none">- Exploring Media and Materials- Being Imaginative
Literacy <ul style="list-style-type: none">- Reading- Writing	

Before and After School

During before and After School sessions the children have the opportunity to participate in a wide variety of activities.

These include art and craft, cooking, dough, clay, drawing, painting, using the computer (with filtered internet access), board games to challenge the children, snooker, music, and role-play.

We provide ideas and organise some activities, however we do like the children to make their own choice, whilst we simply provide the resources that are needed.

We encourage a sense of belonging, of co-operation, of helping and looking after each other.

We work closely with the foundation 2 teachers to ensure the childrens learning is carried on through their play at Earlydays.



We try to play outside as often as we can, where the children can join in team games or play with a variety of outdoor equipment.

Sometimes the children just want to ‘chill out’ with a book or chat with their friends.

Sometimes they just need space to play their own imaginary and fantasy games.

Every session includes a snack. We try to have a healthy eating policy at the Centre but we do have ‘treats’, often items that the children have prepared themselves.

Holiday Club

Holiday Club allows children the same facilities and freedom as before and

After School, but each one has a theme, with some organised activities relating to it.

Again there are opportunities for the children’s own activities to be developed.

The main aim of our Holiday Club is to have fun in a safe and caring environment.

Old clothes are recommended as some activities can turn out very messy!



Pre School and Out of School Sessions and Fees

Mornings	Afternoons
Preschool 9.00am – 11.55am £4.00 per hour	12.10pm – 3.05pm £4.00 per hour
Preschool Full Day	9.00am – 3.05pm £4.00 per hour
Before School 8.00am-8.50 (school escorted) age 4-11 £3.60 per session.	After School 3.20pm-5.40pm (infant pick up from school) age 4-11 £7.30 per session.
Holiday Club offered to all children age 3-11 all schools accepted.	£19.50 full day £17.00 sibling £11.00 per half day

Fees are payable at the start of each half term, when you will be invoiced accordingly.

Holiday Club fees are payable on booking, when you will be invoiced accordingly. We also accept payment of fees via Childcare Vouchers.

Fees are still payable for temporary cancellations of a place e.g. for sickness, holidays or a session that is not required.

If terminating a permanent place we require two weeks' notice in writing.

If you cancel a confirmed Holiday Club booking less than 14 days before the booked date a 10% administration fee will be charged. Any date cancelled with less than 3 clear working days (Mon-Fri) notice will incur full payment of fees.

Working parents may be able to re-coup up to 80% of child-care fees by claiming through the child-care element within the Working Tax Credit.

Please note if a child or children are collected after the end of any session, the Management Committee implements a late fee of £10.50 for every 15 minutes or part thereof.

If you require more details about any of the information given or have any other queries about Early Days please do not hesitate to get in touch either by phone, email or in person. If you wish to apply for a place please fill in and return the enclosed application form stating the date from when you require the place. We will try to accommodate you as soon as possible after that date.

We look forward to having your child in the Centre.

Thank you.